

26 October 2022

To:- **Councillors Dowey, Clark, Connolly, Davis, Ferry, Kilbride, Lyons and Pollock.**

Educational Representatives – Cameron McKenzie/ Taylor McGill, Miss Davey, Pastor Gall, Rev. Gemmell, Mr. Robinson and Mr. Terras.

All other Members for INFORMATION ONLY

Dear Councillor

CABINET

You are requested to participate in a meeting of the Cabinet to be held **on Tuesday, 1st November 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 and Regulatory Services

B U S I N E S S

1. Declarations of Interest.
2. Minutes of previous meeting of 27 September 2022 (copy herewith).
3. Decision Log -
 - (a) Overdue Actions– for approval;
 - (b) Actions Listed with Revised Dates – for approval; and
 - (c) Recently Completed Actions.(copies herewith).

4. Education/ Health and Social Care Portfolio.
 - (a) Children's Services Plan Annual Report 2021/22 – Submit joint report by the Director of Education and the Head of Children's Health, Care and Justice Service (copy herewith).
5. Economic Development.
 - (a) Developer Contributions Update relative to Planning Permissions (2021/2022) – Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (copy herewith).
 - (b) Place Based Investment Programme 2022 to 2023 – Community Wellbeing Facilities Fund - Submit joint report by the Depute Chief Executive and Director of Housing, Operations and Development and the Director of Strategic Change and Communities (copy herewith).
6. Tourism, Culture and Rural Affairs.
 - (a) Proposal to Deliver an Airshow in September 2023, 2024, 2025, 2026 and 2027 - Submit report by the Director of Strategic Change and Communities (copy herewith).
7. Finance, Human Resources and ICT.
 - (a) Menopause at Work – Submit report by the Chief Executive (copy herewith).
 - (b) Revised Recruitment and Selection Policy – Submit report by the Chief Executive (copy herewith).
8. Finance, Human Resources and ICT/ Economic Development.
 - (a) Annual Procurement Report 2022 – Submit report by the Head of Finance, ICT and Procurement (copy herewith).
9. Education.
 - (a) **Educational Services Leadership Structure - Submit report by the Director of Education (report herewith – Members only).**
10. Buildings, Housing and Environment.
 - (a) **15-17 Sandgate, Ayr Common Good Consultation - Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (report herewith – Members only).**
11. Health and Social Care.
 - (a) **Adult Locality Services Management Restructure - Submit report by the Director of Health and Social Care (report herewith – Members only).**
12. Consideration of Disclosure of the above confidential reports.

For more information on any of the items on this agenda, please telephone Andrew Gibson, Committee Services on at 01292 612436, at Wellington Square, Ayr or
e-mail: andrew.gibson@south-ayrshire.gov.uk
www.south-ayrshire.gov.uk

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CABINET

Minutes of a hybrid webcast meeting on 27 September 2022 at 10.00 a.m.

Present
in County

Hall: Councillors Martin Dowey (Chair), Alec Clark, Brian Connolly, Stephen Ferry, Martin Kilbride, Lee Lyons and Bob Pollock.

Present

Remotely: Councillor Ian Davis.

Also

present
in County

Hall: D. Gemmell, T. Robinson, E. Terras, C. McKenzie and T. McGill.

Apology: I. Gall.

Attending: E. Howat, Chief Executive; C. Caves, Head of Legal and Regulatory Services; L. McRoberts, Director of Education; L. Reid, Assistant Director – Place; J. Bradley, Assistant Director – People; T. Burns, Service Lead – Asset Management and Community Asset Transfer; S. Rodger, Risk and Safety Co-ordinator; K. Braidwood, Head of Ayrshire Roads Alliance; A. Gibson, Committee Services Officer; C. Buchanan, Committee Services Officer; and C. McCallum, Committee Services Assistant.

Attending

Remotely: T. Baulk, Head of Finance, ICT and Procurement; T. Eltringham, Director of Health and Social Care; and M. Alexander, Service Lead – Housing Services.

1. **Opening Remarks.**

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

The Cabinet held a minute's silence for Chic Brodie, former local MSP, who had recently passed away.

2. **Declarations of Interest.**

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

3. **Minutes of previous meetings.**

The minutes of [30 August](#) and [9 September 2022](#) (Special) (issued) were submitted and approved.

4. **Decision Log.**

Following discussion, the Cabinet

Decided:

- (1) to approve the overdue actions ([issued](#)) and to note that in relation to the entry for the “Sale of the Former Grammar Primary School, Midton Road, Ayr” and following a question from a Member of the Cabinet, that the School site was back on the market and that it would be helpful for this entry and those similar to be clear in their explanations where any delay to completing actions as a result of a matter outwith the control of the officers and/or is caused by external matters or a failure to progress by other external parties to the Council;
- (2) to approve the actions listed with revised due dates ([issued](#)) and to note
 - (a) that in relation to an entry for the “Proposed Lease to “Vics in the Community” for Whitletts Football Pitch and Whitletts Sports Pavilion” and following a question from a Member, that the missives had been concluded and the matter would be resolved shortly;
 - (b) that in relation to an entry for the “Proposed Lease for Changing Pavilion at Victory Park, Girvan” and in response to a question from a Member on progress, the Head of Legal and Regulatory Services confirmed that a Petition had been lodged at Court and that an amendment was being made to the designation of the proposed Tenant and that she would provide a written update on the further progress and timelines on this matter to Members of the Cabinet.
 - (c) that in relation to an entry for the “South Ayrshire Council Parking Strategy 2020-2024” and following a question from a Member, that this matter would be reported back to the Cabinet in the near future; and
 - (d) that in relation to an entry for the “Indicative Ayrshire Regional Spatial Strategy” and following a request for progress, that the Service Lead – Planning and Building Standards would provide the Member with an update on progress; and
- (3) to note the recently completed actions ([issued](#)).

Education.

5. **South West Educational Improvement Collaborative – Regional Improvement Plan 2022/23.**

There was submitted a report ([issued](#)) of 21 September 2022 by the Director of Education seeking approval to publish the South West Educational Improvement Collaborative (SWEIC) Regional Improvement Plan 2022/23.

The Cabinet

Decided: to approve the SWEIC Regional Improvement Plan 2022/23, as detailed in Appendix 1 of the report.

6. **Educational Services Standards and Quality Report 2021/22 and Recovery and Improvement Plan 2022/23.**

There was submitted a report ([issued](#)) of 21 September 2022 by the Director of Education seeking approval for the Educational Services Standards and Quality Report, which covered academic session 2021/22 and the Recovery and Improvement Plan for 2022/23.

The Cabinet

Decided:

- (1) to approve the Standards and Quality Report 2021/22 (Appendix 1);
- (2) to approve the Educational Services Recovery and Improvement Plan 2022/23 (Appendix 2);
- (3) to note the progress by Educational Services and the collective efforts of all staff across the service over the past year;
- (4) to agree the publication of the report and plan in line with the Education (Scotland) Act 2016; and
- (5) to note concerns regarding funding and the emerging poverty gap.

Economic Development.

7. **Place Based Investment Programme 2022 to 2023.**

There was submitted a report ([issued](#)) of 21 September 2022 by the Assistant Director - Place providing an update on the Place Based Investment Programme (PBIP) and funding allocations for projects for year 2022 to 2023.

Following discussion on the proposed funding allocation to Whitletts Vic Community Hub and Changing Facilities, the Cabinet

Decided:

- (1) to note the work undertaken by officers to shortlist projects; and
- (2) to approve PBIP funding allocations for 2022 to 2023 and projects detailed in Appendix 1 of the report with the exception of the allocation to Whitletts Vic Community Hub and Changing Facilities, which had been continued to allow an update on the progress with the lease and further consideration at the Cabinet meeting in November 2022.

Buildings, Housing and Environment.

8. Annual Assurance Statement – Housing.

There was submitted a report ([issued](#)) of 21 September 2022 by the Assistant Director - Place providing an update on the Regulatory Framework for Housing and seeking approval to submit the Annual Assurance Statement to the Scottish Housing Regulator and publish the statement for tenants and other customers.

Having received clarification on the financial sum the gross rent arrears percentage equated to and the reasoning behind the length of time to re-let Council properties, the Cabinet

Decided:

- (1) to note the content of the Assurance Action Plan, as detailed in Appendix 1 of the report;
- (2) to approve the Annual Assurance Statement, as detailed in Appendix 2 of the report;
- (3) to approve the submission of the Annual Assurance Statement to the Scottish Housing Regulator by 31 October 2022 and its publication for tenants and other customers;
- (4) to note the requirements of the Regulatory Framework and ongoing work outlined to achieve full compliance in the areas of Electrical Installation Condition Reports, Fire and Carbon Monoxide Standards and Equalities and Human Rights, as outlined in paragraphs 4.1.1 to 4.1.3 of the report; and
- (5) to note the update on performance and current challenges relating to operational activities as outlined in paragraphs 4.2.1 to 4.2.5 of the report.

Corporate and Strategic.

9. Strategic Risk Management.

There was submitted a report ([issued](#)) of 21 September 2022 by the Head of Legal and Regulatory Services providing an update on the reviewed Strategic Risk Register in line with the agreed reporting framework.

Having considered the reviewed Strategic Risk Register, as detailed in Appendix 1 of the report and updated by Chief Officers and having noted concerns raised regarding the cost of living crisis, the Cabinet

Decided:

- (1) to note the twelve key risks and to endorse the work currently being undertaken or proposed by risk owners to mitigate these risks; and
- (2) to agree that the Head of Legal and Regulatory Services would respond to a Member following the meeting to confirm the steps being taken by the Council to respond to the risks posed by the emerging cost of living crisis.

Corporate and Strategic/ Finance, HR and ICT.**10. Future Operating Model.**

There was submitted a report ([issued](#)) of 21 September 2022 by the Assistant Director – People providing an update on the Council’s Future Operating Model.

Following clarification being provided regarding frontline delivery, office accommodation and wellbeing checks for staff, the Cabinet

Decided:

- (1) to note the updates provided for each of the workstreams in the Future Operating Model;
- (2) to request that a report be brought back to Cabinet by June 2023 outlining the benefits and savings realised through the implementation of the new way of working; and
- (3) to note that a report on the proposed future operating model of delivery of Customer Services would be submitted at a later date.

11. Additional Public Holiday.

There was submitted a report ([issued](#)) of 21 September 2022 by the Chief Executive advising of the decision of the UK Government to announce an additional one-off holiday on 19 September 2022 to allow businesses and other organisations to pay their respects to Her Majesty and commemorate her reign, while marking the final day of the period of national mourning and the date of the Queen’s State Funeral.

The Cabinet

Decided:

- (1) to approve an additional public holiday on Friday, 23 December 2022; and
- (2) to agree that the required funds were drawn from uncommitted reserves if costs could not be absorbed by services.

The meeting ended at 11.25 a.m.

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
CAB	30/08/2022	Ayrshire Growth Deal - Prestwick Commercial Build - Please advise when this report can be made public	["PLA"]	Leijser, Theo	Complete Grant Funding Agreement with Scottish Enterprise for the delivery of Opportunity A	No	30/09/2022	07/11/2022	GRANT FUNDING AGREEMENT DRAFTED AND SUBMITTED TO SCOTTISH ENTERPRISE FOR REVIEW. ALL PARTY MEETING SCHEDULED FOR 27/10 TO RESOLVE DETAILS. EXCHANGE ANTICIPATED BEFORE END OF OCTOBER.	Dowey, Martin
SAC	29/06/2022	Ayr Station Hotel Update	["PLA"]	Reid, Louise	Further Update to Cabinet in August on matters outlined in this report	No	01/11/2022	15/12/2022	Awaiting report from external consultants. revised due date of 1/11/22 agreed at Cabinet on 27/9/22 (previously 30/8/22) Report will be presented to Council on 15/12/22	Dowey, Martin; Davis, Ian; Kilbride, Martin
SAC	29/06/2022	Motion re Islamophobia	["CEO"]	Anderson, Kevin	Report to Cabinet in August regarding this matter	No	25/11/2022	30/01/2023	Delayed due to ongoing staff absence. revised due date of 25/11/22 agreed at Cabinet on 27/9/22 (previously 31/8/22) Oct 22 - Staff absence continues to be ongoing.	Clark, Alec
LP	08/03/2022	New Leisure Centre	["PLA"]	Yuille, Derek	Execution of the contract documents	No	13/10/2022	29/11/2022	Members approved rejection of Stage 2 submission at Council on 13 October 2022. Rejection letter issued and awaiting response to report back to Cabinet.	Kilbride, Martin
LP	08/03/2022	Sale of Dam park and lease at Millbrae, Ayr	["PLA"]	Briggs, Karen; Burns, Tom	Sale to be concluded and Deed of Servitude to be entered into.	No	30/09/2022	01/12/2022	Legal drafts are currently with the solicitor for Ayr Rugby Club, who have proposed 1st December as a revised date of entry. Due date in log has been amended accordingly.	Kilbride, Martin

Mtg	Mtg Date	Title of Report	Director ate	Managed by	Implementation	Comple te	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
LP	08/03/2022	Strategic Review of Assets held in the Common Good Funds	["PLA"]	Reid, Louise;Burns, Tom	Report to Panel outlining longer-term recommendations for each building or asset held in the Common Good Funds	No	08/03/2022	29/11/2022	Transforming the Estate report will be provided to Cabinet on 29/11/22 for its consideration. This will include a review of Common Good assets.	Davis, Ian;Kilbride, Martin
LP	08/03/2022	Strategic Review of Assets held in the Common Good Funds	["PLA"]	Reid, Louise;Burns, Tom	Updates to Ward Members as part of the strategic review including information on funding opportunities.	No	31/10/2022	29/11/2022	Due to staffing absences and shortages, this would be moved to 29 November 2022	Davis, Ian;Kilbride, Martin
LP	08/03/2022	Strategic Review of Assets held in the Common Good Funds	["PLA"]	Reid, Louise;Burns, Tom	Review the current management arrangements for Common Good Fund land and building assets occupied by the Council	No	31/10/2022	29/11/2022	Agreed with PFH due to staffing absences and shortages, this would be moved to October. Original date was 31/8/22. 31/10/22 agreed on 14 June 22. Cabinet on 30/8/22 agreed revised due date of 31/10/22 (previously 30/8/22). Transforming the Estate report will be presented to Cabinet on 29/11/22	Dowey, Martin;Davis, Ian;Kilbride, Martin
LP	15/02/2022	Station hotel Update	["PLA"]	Iles, Craig	Present a further report to Council with recommendations on permanent safety works.	No	01/11/2022	15/12/2022	Awaiting consultants report. revised due date of 1/11/22 agreed at Cabinet on 27/9/22(previously 31/8/22) Report will be presented to Council on 15/12/22.	
LP	18/01/2022	Proposed Land Purchase at Liberator Drive, Heathfield, Ayr	["PLA"]	Burns, Tom;Dalrymple, Kenneth	Missives to be concluded	No	31/10/2022	30/01/2023	Due date amended to review this proposal.	Kilbride, Martin

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LP	18/01/2022	Proposed Land Purchase at Liberator Drive, Heathfield, Ayr	["PLA"]	Burns, Tom; Dalrymple, Kenneth	Missives to be concluded	No	31/10/2022	30/01/2023	Due date amended to review this proposal.	Kilbride, Martin
LP	30/11/2021	Net Zero Carbon Retrofit	["PLA"]	Burns, Tom	Undertake estate rationalisation exercise	No	28/10/2022	29/11/2022	A report will be submitted to the Cabinet regarding Transforming the Estate on 29 November 2022.	Kilbride, Martin
LP	15/06/2021	Sale of Land at Fernbank, Prestwick	["PLA"]	Burns, Tom	Sale to be concluded	No	30/09/2022	31/10/2022	This is now on track to hopefully settle on 31st October, and due date amended accordingly. Delay a result of purchaser's delay in response.	
LP	25/05/2021	Sale of South Lodge, Belleisle Park, Doonfoot Road, Ayr	["PLA"]		Missives to be concluded	No	31/10/2022	31/12/2022	Cabinet on 30/8/22 agreed revised due date of 31/10/22, to allow for discussions in relation to a pre-application for planning permission for the site and ARA requirements for parking. However Legal understand that this has not yet been resolved, and await further instructions. Suggest amended date of 31/12/22, but dependent on planning issue.	

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LP	25/05/2021	Sale of 3 Drybridge Road, Dundonald	["PLA"]		Sale to be concluded	No	31/10/2022	30/11/2022	Missives of sale being adjusted between the solicitors. This is progressing, however there has been difficulty with the Council's title in terms of missing burdens deeds, copies of which have been requested from the Registers. Current due date of 31st Oct will not be achievable , suggest 30th Nov to allow sufficient time to resolve title issues.	
LP	25/05/2021	Fleet Strategy	["PLA"]	Dalrymple, Kenneth	Annual report update to Leadership Panel	No	23/09/2022	31/01/2023	The Depute Chief Executive and Director of Housing, Operations and Development has requested time to review the overall strategy prior submitting to Cabinet. This has been discussed with the Portfolio holder and has been deferred until 31 January 2023.	Kilbride, Martin
LP	24/11/2020	Performance Review of Common Good Funds	["PLA"]	Burns, Tom	Further annual update report to be submitted to Leadership Panel	No	28/10/2022	29/11/2022	A report on Transforming the Estate will be submitted to the Cabinet on 29th November 2022. This will include a review of common good assets	Kilbride, Martin
LP	27/10/2020	Sale of Land at Queens Terrace, Maybole	["CEO"]	Briggs, Karen;Burns, Tom	Sale to be concluded	No	31/10/2022	28/11/2022	Awaiting return of drafts from purchaser's solicitor.	Kilbride, Martin

Mtg	Mtg Date	Title of Report	Director ate	Managed by	Implementation	Comple te	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
LP	17/03/2020	Fleet Transport Update	["PLA"]	Dalrymple, Kenneth	Amend Fleet, Travel and Transport Policy and the Drivers, Supervisors and Managers Handbook and roll out training programme	No	30/09/2022	31/01/2023	The Depute Chief Executive and Director of Housing, Operations and Development has requested time to review the overall Fleet Travel and Transport Policy and the Drivers, Supervisors and Managers Handbook prior submitting to Cabinet. This has been discussed with the Portfolio holder and has been deferred until 31 January 2023.	
LP	29/10/2019	New Lease for Craigie Caravan Park, Ayr	["PLA"]	Burns, Tom	Conclude new lease agreement with the Caravan Club Ltd	No	31/10/2022	16/12/2022	The Caravan Club advised they require the annual rent calculated on the basis of occupancy levels as per the existing lease as originally approved by LP as opposed to a fixed market rent with 5 yearly reviews as preferred by the Council. Caravan Club have requested a fixed limit to the increase at rent reviews. Further Discussions undertaken with PFH with instructions to conclude to a new lease.	Kilbride, Martin

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LP	17/03/2020	Fleet Transport Update	["PLA"]	Dalrymple, Kenneth	Consult with Trade Unions and staff with regards the pre-authorisation of Grey vehicle usage	No	16/09/2022	31/01/2023	Further revised dates 31/01/23. This action has currently been deferred pending the outcome of the Future Operating Model and the Councils approach to green recovery. revised date of 16/9/22 agreed at Cabinet meeting of 27/9/22 (previous date 24/4/22).	Kilbride, Martin

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SAC	13/10/2022	Representation on Outside Bodies	["CEO"]	Carlaw, Wynne	Notification of nominations/ appointments to relevant outside bodies	Yes	21/10/2022			Dowey, Martin
SAC	13/10/2022	Scheme of Delegation	["CEO"]	Caves, Catriona	Updated Scheme of Delegation to be published and notified to employees	Yes	21/10/2022			Dowey, Martin
SAC	13/10/2022	Notice of Motion	["CEO"]	Howat, Eileen	Chief Executive to write to COSLA requesting that they write to the energy regulator Ofgem to request that this issue is looked at urgently and that prices for prepayment meters are brought into line with other payment options so that those who are most economically vulnerable are not paying more for basic utilities.	Yes			Letter emailed to COSLA on 13 October 2022	
CAB	27/09/2022	South West Educational Improvement Collaborative - Regional Improvement Plan 2022/23	["EDUC"]	McRoberts, Lyndsay	Confirm approval of plan with Education Scotland	Yes	30/09/2022			Ferry, Stephen

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CAB	27/09/2022	South West Educational Improvement Collaborative - Regional Improvement Plan 2022/23	["EDUC"]	McRoberts, Lyndsay	The plan will be uploaded to the Council website and The Core	Yes	31/10/2022			Ferry, Stephen
CAB	27/09/2022	Educational Services Standards and Quality Report 2021/22 and Recovery and Improvement Plan 2022/23	["EDUC"]	McRoberts, Lyndsay	The report and plan will be uploaded to the Council website and sent to Scottish Government	Yes	30/09/2022			Ferry, Stephen
CAB	27/09/2022	Educational Services Standards and Quality Report 2021/22 and Recovery and Improvement Plan 2022/23	["EDUC"]	McRoberts, Lyndsay	The report will be made available to staff via The Core	Yes	30/09/2022			Ferry, Stephen

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CAB	27/09/2022	Annual Assurance Statement – Housing	["PLA"]	Alexander, Michael	Submit the Annual Assurance Statement to Scottish Housing Regulator	Yes	31/10/2022		The Annual Assurance Statement was submitted to Scottish Housing Regulator on Tuesday 4/10/22.	Kilbride, Martin
CAB	27/09/2022	Annual Assurance Statement – Housing	["PLA"]	Alexander, Michael	Publish the approved Annual Assurance Statement on Council website for tenants and other customers	Yes	31/10/2022		SAC website updated and the link to the approved Annual Assurance Statement published on Friday 7/10/22.	Kilbride, Martin
CAB	27/09/2022	Strategic Risk Management	["CEO"]	Boyd, Carol	Adopt recommended approach to Strategic Risk Management	Yes	30/09/2022			Dowey, Martin
CAB	27/09/2022	Additional Public Holiday	["CEO"]	Wesson, Wendy	Make the necessary arrangements to communicate and implement the additional public holiday on 23 December 2022	Yes	30/09/2022			Dowey, Martin; Davis, Ian
CAB	27/09/2022	Decision Log Proposed Lease to the Vics in the Community	["CEO"]	Caves, Catriona	update to be given to Members	Yes	31/10/2022		update emailed to Members on 29 September 2022	
CAB	27/09/2022	Place Based Investment Programme 2022 to 2023	["PLA"]	Reid, Louise; Bradley, Jane	report to Nov 22 Cabinet mtg re Whitletts Vic Community Hub and Changing Facilities	Yes	31/10/2022			Pollock, Bob

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SAC	09/09/2022	Review of Management Structure	["CEO"]	Howat, Eileen	Implement the revised structure arrangements	Yes	30/09/2022		Structural changes have been approved and interviews for Directors and Assistant Director scheduled for 14/10 and 13/10 respectively	Dowey, Martin
SAC	09/09/2022	Review of Management Structure	["CEO"]	Caves, Catriona	Submit a list of the changes required to the Scheme of Delegation for the Council approval	Yes	13/10/2022		Report submitted to Council on 13 October 2022	Dowey, Martin
CAB	30/08/2022	Short Term Let Licensing Scheme	["PEO"]	Anderson, Kevin	Launch South Ayrshire Council Short Term Let Licensing Scheme	Yes	01/10/2022			Kilbride, Martin
CAB	30/08/2022	South Ayrshire Fair Pay Agenda	["CEO"]	Wesson, Wendy	Once Approved HR will write to employees regarding the decision and arrangements for the payment and process for reclaiming their SSSC fees.	Yes	31/10/2022			Davis, Ian
CAB	30/08/2022	Procurement of a Strategic Delivery Partner for an Event	["PEO"]	Kerr4, Laura	Procure a strategic partner for the delivery of events	Yes	14/10/2022			Clark, Alec
CAB	30/08/2022	Decision Log	["CEO"]	Howat, Eileen	to investigate why there were so many overdue items	Yes	30/09/2022		Officers requested to review actions and update in advance of Cabinet 27 September	
CAB	30/08/2022	UK Shared Prosperity Fund	["PLA"]	Leijser, Theo	Members Briefing to be organised re Skypath - addit to rec in repoort	Yes	30/11/2022		Tentatively scheduled for 28 September, subject to confirmation by member services	Pollock, Bob

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CAB	30/08/2022	UK Shared Prosperity Fund	["PLA"]	Leijser, Theo	Briefing Note to be sent to Members on the funding ringfenced for Multiply - addit to recs in report	Yes	17/10/2022			Pollock, Bob
CAB	30/08/2022	Budget Management - Revenue Budgetary Control 2022/23 - Position at 30 June 2022	["CEO"]	Baulk, Tim	to provide a Briefing Note regarding the background to the Rent Arrears, as of 30 June 2022 - addit to rec in report	Yes	17/10/2022		Briefing note issued to Members	Davis, Ian
CAB	30/08/2022	New Leisure Centre Update	["PLA"]	Yuille, Derek	Implement instructions provided	Yes	13/10/2022		Instruction to present a further report to Council on 13 October 2022	Kilbride, Martin
CAB	30/08/2022	New Leisure Centre Update	["PLA"]	Yuille, Derek	details of progress in purifying suspensive conditions and detail on potentially abortive costs be reported to Council in October 2022 - addit to recs in report	Yes	13/10/2022		Instruction to present a further report to Council on 13 October 2022	Kilbride, Martin
CAB	30/08/2022	General Services Capital Programme 2022/23: Monitoring Report as at 30 June 2022	["PLA"]	Bradley, Pauline	Update to be provided to Members on CCTV contract	Yes	14/10/2022		The contract to install new CCTV cameras is progressing well and is due for completion at the end of October 2022. Cameras have been installed in Troon, Prestwick, Ayr, Maybole and Girvan.	Davis, Ian

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
CAB	30/08/2022	Housing Capital Programme 2022/23: Monitoring Report as at 30 June 2022	["PLA"]	Bradley, Pauline	To provide an update on the programme of works relating to the demolition of lock-ups,	Yes	14/10/2022		<p>investment requirements and low or no demand levels, South Ayrshire Council of 14 December 2017 agreed to the demolition of 162 lock-ups at various sites across South Ayrshire.</p> <p>Demolition of Phase 1 priority lock-up sites at Central Avenue, Troon, Victoria Street, Ayr, Arcon Court, Mossblown, Cochrane Avenue and Stuart Place, Dundonald are fully complete.</p> <p>A phase 2 lock-up demolition plan has been developed by officers and will progress once confirmed, with elected members being notified accordingly. Phase 2 demolitions will then commence upon achievement of vacant possession across these affected sites.</p>	Dowey, Martin; Davis, Ian

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
CAB	14/06/2022	The South Ayrshire Way Strategic Change Programme Preparing for the Future	["PLA"]	Reid, Louise	Provide a further update to the SPP including benefits proposals for all change projects	Yes	30/10/2022			Dowey, Martin; Davis, Ian
CAB	14/06/2022	Annex 2 Contract Awards in Q3 and Q4 2021/22	["PLA"]	Alexander, David	Provide Cabinet with an update on Annex 2 contract awards at the November cabinet meeting.	Yes	31/10/2022		Paper withdrawn from the cabinet agenda and to go out as a bulletin to members instead	Pollock, Bob; Davis, Ian; Lyons, Lee
LP	08/03/2022	Proposed Lease for Vics in the Community	["PLA"]	Burns, Tom	Lease to be concluded	Yes	30/09/2022		Executed lease returned and signed on behalf of the Council on 11th October 2022. It will now be sent for registration in Books of Council and Session.	Kilbride, Martin
NA	08/03/2022	Review of Sport and Leisure and Destination Promotion and Inclusive Participation	["PEO"]	Bradley, Jane	Implement the new Sport and Leisure and Culture and Tourism Structures	Yes	30/09/2022		VS and VER mutual agreement returns due by 15 September 22 and matching interviews will then be carried out.	Clark, Alec; Connolly, Brian

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
SAC	03/03/2022	Housing Revenue Account (HRA) â€“ Revenue Budget 2022/23 and Capital Budget 2022/23 to 2026/27	["PLA"]	Alexander, Michael	Progress the recruitment of 4 FTE posts	Yes	30/09/2022		Recruitment process completed for the 4 FTE posts.	
LP	18/01/2022	Developer Contribution Governance and Reporting Arrangements	["PLA"]	Iles, Craig	Further report to the Leadership Panel	Yes	01/11/2022		A Report will be presented to the November Cabinet for consideration. revised due date of 1/11/22 agreed at Cabinet on 27/9/22(previously 1/6/22)	Pollock, Bob
LP	18/01/2022	Developer Contribution Governance and Reporting Arrangements	["PLA"]	Iles, Craig	Further report to the Leadership Panel	Yes	01/11/2022		A Report will be presented to November 22 Cabinet. revised due date of 1/11/22 agreed at Cabinet on 27/9/22(previously 30/6/22)	
LP	30/11/2021	Former Darlington Church, Main Street, Ayr	["PLA"]	Burns, Tom;Caves, Catriona	Conclude sale of former Darlington Church	Yes	26/09/2022		Sale completed on 28th September 2022.	Davis, Ian;Kilbride, Martin

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
SAC	24/06/2021	Afghan Relocation Scheme	["PLA"]	Alexander, Michael	If Council approves participation in the Scheme, resettle up to 3 households	Yes	30/09/2022		All three properties are now occupied by Afghan Families.	
LP	15/06/2021	Proposed Lease Agreement for New Police Office at Carrick Campus, Maybole	["PLA"]		Lease agreement to be concluded	Yes	30/09/2022		Lease agreement concluded on 20th September 2022.	
LP	08/03/2022	New Leisure Centre	["PLA"]	Yuille, Derek	Complete the purification of the conditions and thereafter the acquisition of land	Yes	13/10/2022		Instruction to present a further report to Council on 13 October 2022. revised due date of 13/10/22 agreed at Cabinet on 27/9/22(previously 10/7/22)	Kilbride, Martin

South Ayrshire Council

**Joint Report by Director of Education and
Head of Children's Health, Care and Justice Services
to Cabinet
of 1 November 2022**

Subject: Children's Services Plan Annual Report 2021/22

1. Purpose

- 1.1 The purpose of this report is to seek approval of the draft Children's Services Plan Annual Report 2021/22.

2. Recommendation

- 2.1 **It is recommended that the Cabinet approves the draft Children's Services Plan Annual Report 2021/22 attached as Appendix 1.**

3. Background

- 3.1 The [Children and Young People \(Scotland\) Act 2014](#) introduced new planning and reporting duties on a range of public bodies. Part 3 of the Act requires a Children's Services Plan to be prepared jointly by local authorities and health boards to cover a 3 year period. The initial South Ayrshire Children's Services Plan was published in April 2017. A refreshed Children's Services Plan was agreed in March 2020 ([Children's Services Plan 2020-2023](#)). Partners agreed a shared vision underpinning the Plan:

All children and young people in South Ayrshire deserve the chance to reach their full potential. We will support those who start at a disadvantage and remove barriers for those who are struggling, we will stretch the most able and protect and nurture all children, especially the most vulnerable. Our aim is to reduce inequalities in outcomes for children and young people, in particular, to close the gaps in outcomes related to deprivation so that all can achieve their potential.

- 3.2 This Shared Vision is supported by 5 high level priorities:

Outstanding Universal Provision

Ensure our children get the best start in life; South Ayrshire is the best place to grow up; and all children and young people are successful learners, confident individuals, responsible citizens and effective contributors.

Tackling Inequalities

Reduce the gap in outcomes between the most and least deprived children and young people in South Ayrshire.

Love and Support for our Care Experienced Young People and Young Carers

Ensure children and young people who are care experienced or young carers are loved and supported to improve their life experiences and life chances.

Good Physical and Mental Health and Wellbeing

Ensure all children and young people are supported to achieve and maintain good physical and mental health and wellbeing.

Promoting Children's Rights

Work to ensure we are delivering on the provisions of the United Nations Conventions on the Rights of the Child (UNCRC) as incorporated into Scots Law.

- 3.3 The Children and Young People (Scotland) Act 2014 places a duty on the local authority and relevant health board to publish an annual report on the extent to which children's services and related services have, in that period, been working towards improving local priorities for children and young people.

4. Proposals

- 4.1 Co-ordination, management and monitoring of the Children's Services Plan is undertaken by a range of partners through the Children's Services Planning Group (CSPG). The CSPG meets regularly to discuss issues linked to children's services including national initiatives and local issues arising in children's services.

- 4.2 It is recommended that Cabinet agrees the content of the draft Children's Services Plan Annual Report 2021/22 as set out at Appendix 1. The report will also be submitted to the Integration Joint Board and the NHS Board and the Community Planning Board for approval. The report will be desk top published prior to publication

5. Legal and Procurement Implications

- 5.1 Publication of an annual report setting out progress against a Children's Services Plan is a requirement under the Children and Young People (Scotland) Act 2014.
- 5.2 There are no procurement implications arising from this report.

6. Financial Implications

- 6.1 Design and print costs are negligible and will be met from existing budgets.

7. Human Resources Implications

- 7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

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

8.2 **Risk Implications of Rejecting the Recommendations**

- 8.2.1 The risk associated with rejecting the recommendations is that the Council would fail to meet statutory reporting requirements to the Scottish Government in respect of the Children's Services Plan as defined by the Children and Young People (Scotland) Act 2014 Part 3.

9. **Equalities**

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

10. **Sustainable Development Implications**

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

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 3 of the Council Plan: Grow Well, Live Well, Age Well/ Health and care systems that meet people's needs, which has a specific action to deliver the Children's Services Plan. Delivery of the plan will also contribute to Commitment 2 of the Council Plan: Closing the Gap/ Reduce poverty and disadvantage.

13. **Results of Consultation**

- 13.1 There has been no public consultation on the contents of this report. Public consultation took place regarding the priorities of South Ayrshire Children's Service Plan. 2017 – 2020.
- 13.2 Consultation has taken place with Councillor Stephen Ferry, Portfolio Holder for Education, and Councillor Lee Lyons, Portfolio Holder for Health and Social Care, and the contents of this report reflect any feedback provided.

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

- 14.1 If the recommendations above are approved by Members, the Director of Education and the Head of Children's Health, Care and Justice 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>
Publication of Children's Service Plan Annual Report 2021/22	30 November 2022	Service Lead – Children's Services and Child Poverty

Background Papers **None**

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Date: **25 October 2022**

South Ayrshire
**COMMUNITY
PLANNING**
Partnership



CHILDREN'S SERVICES

ANNUAL REPORT 2021/22





Contents

Foreword	3
Strategic Context	4
Our Response to the COVID-19 Pandemic	5
Strategic Outcome 1: Outstanding Universal Provision	6
Strategic Outcome 2: Tackling Inequality	10
Strategic Outcome 3: Love and Support for Care Experienced Young People and Young Carers.....	16
Strategic Outcome 4: Good Physical and Mental Health Wellbeing.....	21
Strategic Outcome 5: Promoting Children’s Rights	26
Looking Ahead	28

Foreword

I'm delighted to present this Children's Services Annual Report which sets out what the Children Services Partnership has been focussed on during the past 12 months. The period has been characterised by transitioning out from the shadows of the pandemic and preparing for a new future. New legislation, new policy initiatives and the emergent cost of living crisis characterise our forward agenda and we know that it will bring a new set of challenges but we're ready to respond and to do our best to deliver for our children and families in South Ayrshire.

The COVID pandemic brought out the best of partnership working across services. We have been building on that over the past 12 months and really focussing on where collaborative advantage as a set of strategic partners can improve outcomes. We have been taking stock of where we are in terms of service delivery and partnership working and we are preparing a programme of self-evaluation and improvement work to inform our next children's services plan. As a Partnership we remain resolute in our commitment to do the best for our children and families in South Ayrshire and to focus our energies on our most vulnerable children. We will have a strong forward focus on mitigating the impact of poverty for our children and families and we anticipate this to be challenging work over the next 12 months. We will be working hard to embed the United Nations Convention on the Rights of the Child across our services and we will focus on delivering the plethora of national initiatives which affect our children, young people and families.

This report does not set out to capture all the corners of service delivery work which partners have undertaken within South Ayrshire. It is focussed on what we have been working on as a children's services community planning partnership over the past 12 months and key things which we have been working on to deliver our strategic objectives. Key focusses

for us have been the pandemic, child poverty, taking a rights-based approach to services, whole family wellbeing and early preparation for our next children's services plan.

I am profoundly grateful to the members of the Children's Services Strategic Delivery Partnership for their input and for their tireless work to deliver and improve services for all children and families across South Ayrshire so that together we can close the gaps and ensure that all of our children and young people achieve their potential.



Mark Inglis

Chair of South Ayrshire Children's Services Strategic Delivery Partnership

Strategic Context

When South Ayrshire developed its Children's Services Plan for 2020 to 2023, our overarching aim was set out as Closing the Gap and Achieving Potential.

Our Shared Vision was:

All children and young people in South Ayrshire deserve the chance to reach their full potential. We will support those who start at a disadvantage and remove barriers for those who are struggling, we will stretch the most able and protect and nurture all children, especially the most vulnerable. Our aim is to reduce inequalities in outcomes for children and young people, in particular, to close the gaps in outcomes related to deprivation so that all can achieve their potential.

Our vision was underpinned by five High Level Priorities:

- **Outstanding Universal Provision:** Ensuring our children get the best start in life; South Ayrshire is the best place to grow up; and all children and young people are successful learners, confident individuals, responsible citizens and effective contributors;
- **Tackling Inequalities:** Reducing the gap in outcomes between the most and least deprived children and young people in South Ayrshire;

- **Love and Support for our Care Experienced Young People and Young Carers:** Ensure children and young people who are care experienced or young carers are loved and supported to improve their life experiences and life chances.
- **Good Physical and Mental Health and Wellbeing:** Ensure all children and young people are supported to achieve and maintain good physical and mental health and wellbeing;
- **Promoting Children's Rights:** Work to ensure we are delivering on the provisions of the United Nations Conventions on the Rights of the Child (UNCRC) as incorporated into Scots Law.

At the time the Children's Services Plan was agreed, COVID-19 was just starting to make its presence felt in Scotland. There was no inkling of the breadth and depth of impact which the pandemic would have on society, on family life and on public service delivery. Despite the turmoil it brought about, at a recent workshop, partners agreed that these strategic objectives remained valid and should continue to guide our children's services work pending the development of a new plan.



Our Response to the COVID-19 Pandemic

The pandemic prompted outstanding joint work across the voluntary sector and community groups working hand in hand with the Council, children and families social work, and NHS colleagues.

Work between agencies focused on where support was needed most. Each school for example, had an identified social worker as a first port of call for issues. A Schools Hub met weekly involving social work, health and education staff to problem solve emerging issues. Childcare hubs were set up in schools for children of key workers and for those who needed a bit of extra support. Funded providers were a central part of this service. Education staff switched at rapid speed to remote educational learning and managed to keep in touch with families and especially with children who needed some extra support. Around 1,500 digital devices were distributed to children to support access to learning in a partnership between Scottish Government, the Council and our colleagues in the voluntary sector. Meals

were prepared and delivered and hardship payments made. Third sector organisations such as Aberlour offered support and guidance to families. Help was provided to families experiencing fuel poverty and food poverty with a focus on income maximisation. Through VASA and many third sector organisations, communities were helped to support each other. Coordinated work was undertaken to promote the vaccination programme and encourage uptake of vaccines amongst young people and as the pandemic abated, children were supported to return to the classroom.

Our response to COVID ran through much of our partnership work during 2021-22 and subsumed a lot of our strategic and operational capacity. However, it saw us respond effectively to the needs of families and children during unprecedented times and helped us grow and strengthen as a children's services partnership. We believe this concerted collaborative work will position us well for the challenges presented by the cost of living crisis.





**Strategic Outcome 1:
Outstanding Universal Provision**

Our strategic commitment to Outstanding Universal Provision is concerned with ensuring our children get the best start in life; that South Ayrshire is the best place to grow up; and that all children and young people are successful learners, confident individuals, responsible citizens and effective contributors. When the Children's Services Plan was developed, we identified strands of work to help us deliver against this strategic outcome:

- Improve outcomes for children and young people with additional support needs
- Identify vulnerable pregnancies early and provide support through community/hub/team around the family model
- Review and refresh the Youth Justice Whole System Approach
- Provide intensive family focused support to families who are experiencing crisis and prevent family breakdown
- Police Scotland will deliver a range of activities to support children and young people
- Deliver community and evidence-based parent and family learning programmes
- Improve early education intervention approaches to support the development of children under 5 years old
- Improve educational attainment for all children and young people
- Deliver positive community safety initiatives for young people and their parent/carers
- Continue to develop team around the family/community hub mode

Key areas of progress during 2021-22 are set out below:

High Risk Pregnancies

A High-Risk Pregnancy Protocol has been implemented across South Ayrshire. A pregnancy may be deemed high risk if it meets the criteria of one or more of the following circumstances in a household; substance abuse, learning disability, domestic abuse, previous history of child abuse or neglect and serious mental health issue. Following assessment by the Safeguarding midwife, a multiagency forum ensures a proportionate level of support is provided to families. Safeguarding midwives undertake a pre-birth assessment for families of unborn children where pregnancy is identified as high risk. A screening group is established between health and social care. Where it is identified that child protection support is not required pre-birth, a process has been developed where the Health Visitor and midwives are notified and provide support. Further work is required to ensure robustness of this process and to evaluate effectiveness. The performance standard is for 90% of high risk pregnancies to be initially assessed by week 24. Quarter 1 of 2021/22 saw 92% of high-risk pregnancies assessed.



Child Protection



Children are placed on the Child Protection Register when there are significant concerns for their safety. Children on the register will be the subject of close monitoring and support with a multi-agency plan to effect changes to reduce risk. If the risks to a child cannot be managed with them remaining at home, alternative care arrangements are considered. Once it is assessed that the level of risk has reduced sufficiently, the child's name will be removed from the Register. At October 2021, the number of children on the child protection register was 19 continuing a progressive decline from 37 children at July 2019 and 29 at July 2020. The implementation of new Child Protection Guidance is being taken forward on a pan Ayrshire basis to ensure a common approach is taken across the partnership. The focus is on identifying issues at the earliest point to ensure right supports are put in place to protect children from harm.

Breastfeeding Rates

In 2020/21, 23.5% of babies in South Ayrshire were exclusively breastfed at 6-8 weeks. This is higher than Ayrshire as a whole (21.1%) for the same time period but lower than the Scottish average (32%).



Educational Services

The 2020-21 Educational Services Standards and Quality Report provides the detailed overview of attainment and achievement across this service including for young people with additional



Youth Justice

The Whole Systems approach continues to be rolled out over South Ayrshire with a focus on youth diversion, early and effective intervention, court support and court notes. There are also intensive support and interventions in place as an alternative to Children's Reporter for offence reasons.



Campus Police Officers

Campus Officers continue to work within all secondary schools and feeder primary schools, supporting staff and pupils, building working relations and promoting positive life choices. Campus Officers contributed to the health and wellbeing of young people by delivering inputs and workshops on a variety of subjects and provided interventions and diversionary work.





Parenting and Family Learning

The Early Years Family Learning Team (FLT) has continued to engage with and support families in Early Years Centres (EYCs) across South Ayrshire and have supported parents and families by delivering the Parent Early Education Programme (PEEP) and book bug sessions.

The FLT delivers targeted work with bespoke packages for individual families using PEEP and the Solihull evidence-based approaches to support those families struggling with confidence, mental health issues and isolation and also those with children having additional support needs.

A number of schools are using some of their Pupil Equity Fund (PEF) to support parental engagement. There is also a variety of family learning activities taking place across the authority such as family learning afternoons, workshops on literacy, numeracy, play-based learning, growth mindset and online safety. In addition, there are examples of innovative partnership working with Developing the Young Workforce, Princes Trust, Ayrshire College, Seascope and CLD. In many cases the involvement of other partners have enabled parents to engage in further learning opportunities and accredited courses of their own.

Our parental engagement and family support work has included home link workers and welfare officers using their skills and strategies to engage with parent when relationships with the school have broken down.

Trauma Informed Practice

We are committed to developing an integrated approach to Trauma Informed Practice in partnership with Community Planning Partners.

Following a recruitment process, a Trauma Informed Practice Officer came into post in January 2022. The main responsibility of the post holder will be to co-ordinate and manage the implementation of the Strategic Action Plan which sets out 9 high level domains.

There is Member Officer Working Group providing momentum for this initiative and awareness raising and training sessions are being developed and rolled-out. Effective partnership working continues with South Ayrshire Council being recognised as leading the way with good practice amongst other local authorities, NHS Boards and wider organisations.



Strategic Outcome 2: **Takling Inequality**

Our strategic commitment to Tackling Inequality is concerned with reducing the gap in outcomes between the most and least deprived children and young people in South Ayrshire. When the Children's Services Plan was developed, we identified strands of work to help us deliver against this strategic outcome:

- Ensure every family referred to the HSCP is provided with benefits maximisation and financial advice by referral to hub
- Target our youth work to the most deprived schools and communities in South Ayrshire
- Work in partnership to improve positive destinations for young people in our most deprived schools and communities
- Implement the Child Poverty Action Plan
- Reduce the poverty related attainment gap through use of targeted interventions and supports – including the use of Pupil Equity Fund and Attainment Challenge programmes
- Deliver holiday meals programmes in targeted areas
- Refresh the Getting it Right for Every Child model and work in partnership to train staff and implement the new processes
- Establish the pilot of the Team Around the Family - Whole Systems Approach in the Belmont Academy cluster

Child Poverty and the Cost of Living Crisis

The Child Poverty Action Group (Scotland) defines poverty as: "growing up in families without the resources to 'obtain the type of diet, participate in the activities and have the living conditions and amenities' which are the norm in 21st century Scotland." Children are considered to be living in poverty if they live in households with less than 60% of median household income.

South Ayrshire's child poverty levels are reducing. The 2020/21 figure published by the End Child Poverty Alliance is 20.6% as compared with 24.8% estimated in 2019/20. Despite this reduction, the Children's Services Strategic Delivery Partnership is acutely aware that this means that approximately 1 in 5 of our young people are deemed to be living in poverty. We are also acutely aware that poverty is a dynamic concept and that the cost of living crisis that is developing now, will pull many more families into the poverty orbit.

The drivers of poverty are complex and include income from employment, the cost of living, and income from social security. The primary focus of our work on mitigating the impact of child poverty has centred on 6 strands of activity:

- **Income maximisation** ensuring that people are accessing all benefits and grants that they are entitled to. This work includes a programme of awareness raising sessions within the NHS and HSCP to highlight financial inclusion pathways that people can be referred on to.
- **Tackling fuel poverty** with both the Information and Advice Hub and Home Energy Scotland providing support to local communities through access to fuel poverty grants and information about funding along with the Energy Agency who have been promoting energy efficiency measures.
- **Tackling food insecurity** through the South Ayrshire Community Food Network and the Food Pantries and trying to ensure that people can access low cost food with relative ease and that they are not disadvantaged if they live outwith the main towns. We have also continued with our holiday meal programme which combines the provision of meals with activities in targeted areas.



- Access to Period Products and preparing to implement The Period Products (Free Provision) (Scotland) Act 2021 through consulting on local arrangements to inform a local delivery plan which respects dignity and adheres to the principles of the legislation. The wee white bag initiative has been very popular with 9,500 distributed since it launched in Summer 2019.
- Employability and Inclusive Growth to support as many people into employment as practicable and to maximise the inclusive growth opportunities offered by the Ayrshire Growth Deal and the South Ayrshire approach to Fair Work.
- Community Wealth Building to redirect wealth back into local communities and focused on 5 key principles: procurement, fair employment, financial power, land and assets and democratic ownership of the economy.

Development work is now beginning on a new child poverty plan to align with the new national plan and the emergent challenges being thrown up by the cost of living crisis.

Referrals to Information and Advice Hub by HSCP staff

The Financial Inclusion Pathway continues to be used by all health and social care staff to support families to maximise their income by referring them to South Ayrshire's Information and Advice Hub. Support can also be provided from Home Energy Scotland to support families to reduce their energy costs.

Closing the Gap

Reducing the cost of the school day by providing access to uniforms, study materials and home learning packs has continued to be introduced in a number of schools.

South Ayrshire has three primary schools and one secondary as part of the Scottish Attainment Challenge (SAC) Schools Programme. Additionally, many other schools in the local authority have high levels of relative deprivation and rural poverty. Relative deprivation includes Scottish Index of Multiple Deprivation (SIMD) indicators and free meal entitlement as a trigger for Pupil Equity Fund (PEF).

Robust monitoring arrangements have been put in place for PEF and SAC, which ensures that educational services and headteachers have regular oversight of school level expenditure. PEF expenditure is separated from core school budgets, ensuring that spending is not subsumed within overall school budgets, and can be easily tracked and monitored. Almost all of the interventions focus on improving literacy, numeracy and Health and Wellbeing (HWB) and are having an impact in closing the poverty related gap.



Employability Programmes for Young People

The Youth Strategy Implementation Group coordinates youth work across South Ayrshire with a focus on the most deprived communities and rural communities. The Positive Futures programme has supported 149 young people with 34 leaving the programme to progress to a positive destination. Young people are supported to engage in a range of groups, activities and accredited qualifications to develop their personal and employability skills.

All support is tailored to the individual needs and abilities of the young person.

The Town Centre Programme has been a valuable addition to our youth provision. To date 24 young people have participated in a one day per week placement to help them improve their confidence and develop the necessary skills to see them progress.

Some of our young people had the opportunity to work with our Outdoor Activity Instructor to focus on communication and confidence:

11 completed the **Outdoor Discovery Award** as part of the programme.



13 

completed **First Aid in the Workplace** training

4 completed the **Health and Safety in the Workplace** at **SCQF Level 4**.



School Leaver Destination

This continues to be an area of strength for South Ayrshire. Data published in June 2022 confirmed South Ayrshire to be the best in Scotland with 97.6% of school leavers being in a positive destination. Of the 2020/21 school leavers in South Ayrshire who are 'declared or assessed disabled' 94.4% were in a positive destination compared with the national average of 89.2%. And for school leavers 'declared or assessed as being care experienced' 97.6% were in a positive follow-up destination (this equates to 40 pupils out of 41 being in a positive destination). All young people who are not in a positive destination are offered support from Thriving Communities and Skills Development Scotland.





Belmont Family First Project

The Belmont Family First is focussed on early and preventative support to boost family resilience and reduce some of the pressures that parents and families feel. Building on the Team Around the Child process, the project identifies those children who are at greatest risk of being accommodated away from home or those who are already living in external provision but within the Belmont cluster, with a view to supporting a return home or to a kinship or foster placement in South Ayrshire. Through these family-centred approaches the aim is to:

- Reduce the number of emergency or outwith authority placements
- Reduce the need for/risk of statutory intervention
- Reduce the numbers of children and young people subject to:-
 - Child Protection Investigation
 - Child Protection Registrations
 - Staged Intervention at Level 3
- 100% of families completing benefits maximization
- Retain South Ayrshire children within South Ayrshire and, where possible within family-type care settings

As of April 2022, there were 31 children from 24 families referred to the Belmont Family First project. To date the outcomes from this approach have been:

- No external placements from Belmont Cluster
- No Child moved to external or internal foster care
- No child placed within secure care
- No child became Looked After and Accommodated from this cluster
- No child was placed on the Child Protection Register from this cluster.



Sexual Exploitation Strategy

The Sexual Exploitation Strategy 2020-25 is focussed on working towards:

- The risk that children, young people and vulnerable adults are exploited is reduced through a focus on prevention and early identification.
- Children, young people and vulnerable adults at risk of or experiencing sexual exploitation and their families receive appropriate and high-quality support.
- Perpetrators are stopped, brought to justice and less likely to re-offend.
- Cultural and social barriers to preventing and tackling sexual exploitation are reduced.

Delivery of the strategy is underpinned by awareness raising and training.



Strategic Outcome 3:

**Love and Support for Care Experienced
Young People and Young Carers**

Our strategic commitment to Care Experienced Young People and Young Carers is concerned with ensuring that these young people are loved and supported to improve their life experiences and life chances.

When the Children's Services Plan was developed, we identified strands of work to help us deliver against this strategic outcome:

- Develop supports for young people eligible for Throughcare and Continuing Care to ensure that young people can access nurture and care when required to ensure that they feel nurtured and cared for when they most need it
- Implement the recommendations from the Independent Care Review (Scotland)
- Support young people in children's houses in their development, wellbeing and to achieve positive outcomes
- Implement the Champions Board Implementation Plan
- Work with partners to improve positive destinations for your people who have care experience
- Implementation of the Young Carers statement within the Team Around the Child approach and Carers Act
- Develop a Schools' Champions Board to give care experienced children and young people a voice in the decisions that affect them
- Develop continuum of enhance support for care experienced children and young people at point of transition

The Promise

The South Ayrshire Children's Services Strategic Delivery Partnership recognises that good outcomes for our children and young people are underpinned by good outcomes for families. We have focused on The Promise and as part of our improvement journey. This involves seismic change including significant cultural change as well as tangible steps. A comprehensive self-evaluation was undertaken with a multi-agency assessment of where South Ayrshire is against each Ask of the Promise and an action plan developed. We have identified Promise activity as key change activity for South Ayrshire with dedicated resource from our change team to help us measure progress and impact and we have participated in a data collaborative.



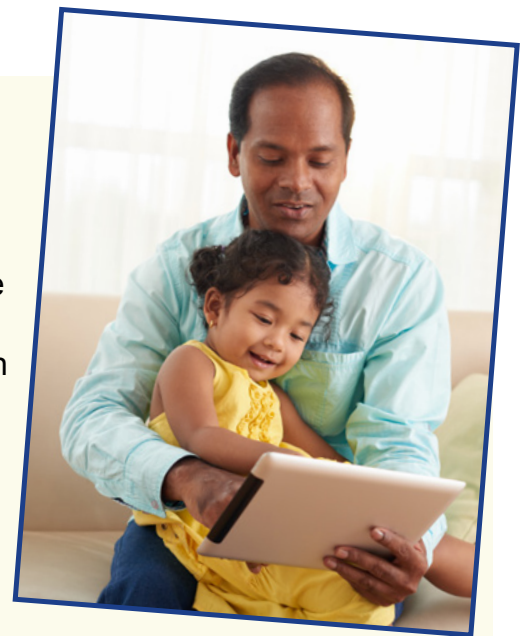
As a fundamental element of our Promise activity is to embed the 10 principles of intensive family support into practice, planning, commissioning and delivery across all South Ayrshire children services partners. This includes:

- Reflecting the 10 principles of intensive family support in the planning, commissioning and evaluation of all support provided for children and their families
- Incorporating 'quality of relationships' into local commissioning and monitoring frameworks as standard
- A commitment to build on the whole family support models introduced by South Ayrshire Alcohol and Drugs Partnership to include intensive family support principles and integrate the work of the Alcohol and Drugs partnership with our Promise activity. (All of our promise improvement areas are included in our parenting promise action plan [South Ayrshire's Parenting Promise 2021](#).)

Whole Family Wellbeing

We want as many children as possible in South Ayrshire to be raised safely in their own families and our ambition is for every family that needs support to get the right support at the right time. To achieve this, we need to look far beyond our corporate parenting agenda and ensure a cohesive approach across universal services and across our partnership activity. We are currently delivering and commissioning a range of family focussed activity including;

- In education our Virtual Schools Team and early years' service both have a strong whole family focus and are all moving towards aligning with the ten principles of family support.
- Within our Thriving Communities service, employability and skills house a family engagement team, our Community Learning and Development colleagues lead on PEEP parenting, our Health and Wellbeing team has broadened its offer to whole families, our libraries offer family focused activity.
- Within our Health and Social Care partnership our Champions Board continue to use their lived experience of care to influence service design around areas important to them, they have developed a growing evidence base of local policy and practice changes. Our intensive family support services are currently under review and the voices of families who have used services has been a key catalyst to the redesign.
- Our Alcohol and Drugs Partnership working with families to better understand the benefits of whole family support within the context of addiction and recovery.
- Our young carers voices are becoming stronger as we better understand and respect the agency and uniqueness of each family through more focused activity.
- The Belmont Family first, and Small Steps to Wellbeing services are both early intervention model designed to build on family strengths and networks.
- Investment in the *Signs of Safety* approach which has resulted in training for all staff and senior leaders working with Children in South Ayrshire along with the focus around early intervention to work with Families and Children and young people at an earlier stage of challenges becoming known, we have begun to see some significant changes in the efficiency and effectiveness of our collaborative working.



We are seeing the work undertaken thus far generate improved outcomes, for example:

- **There has been a 56% reduction in the use of Out with Authority placements for children, cost avoidance of £2.7 million over past three years**
- **There has been a 52% reduction in the number of looked after and accommodated children over three years**
- **79% reduction in the number of Children placed on the Child Protection register over the past 5 years**
- **78% reduction in the number of children referred to the Scottish Children's Reporter over the past 3 years**
- **45% reduction in the number of Children referred to the Children Reporter on Offence grounds over the past 3 years**

We are now taking stock of the progress made as we consider the opportunities presented by the Whole Family Wellbeing Funding being made available and how this might be used to build on this work across the partnership. The commitment to family support complements place and wellbeing work and the development of intense community work currently focused in Wallacetoun.

The Virtual School

South Ayrshire's Virtual School supports care experienced young people and their families, with specific focus on those who are looked after at home and in transition from primary to secondary school. Welfare Officers are allocated to provide support in social and emotional interventions, educational targeted support, family support and enhanced transition work. The enhanced transition comprises of additional visits to the secondary school, building relationships with secondary staff, building confidence in new environments and gaining skills in coping with emotions and independence. Communication between the Welfare Officer and education staff is imperative to the success of the transition.

The Virtual School also supports young people transitioning from an out of authority placement, returning to live in South Ayrshire. Welfare Officers also work in the Children's Houses, becoming regular and familiar members of the houses, building relationships with all young people whilst at the house. This has resulted in all young people living in the house building trust and understanding of the role of the Welfare Officer.

The Virtual School works closely with Employability and Skills to promote positive destinations for care experienced young people. When young people are in S3, a Welfare Officer will work alongside them and a designated Employability and Skills Officer to assist the transition to a new person, a new relationship and share the young person's attributes and vision for next steps.

Parenting Promise

South Ayrshire's Parenting Promise 2021-2030 is a plan written for those who are care experienced and details what you can expect of us as your Corporate Parents. As Corporate Parents, under the Children and Young People (Scotland) Act 2014, it is our role to make sure that our attention and resources are focused on upholding the rights, safeguarding and promoting the wellbeing of South Ayrshire's 'looked after children' and 'care leavers'. We brought together different corporate parents from across South Ayrshire to write the plan. They were joined by some of our Champions Board representatives who have used their lived experience of care to help us understand what's working well in South Ayrshire and what we need to change.

Throughcare and Continuing Care

In partnership with Housing Services, the Health and Social Care Partnership have been working a joint commissioning strategy to develop a new service to meet the needs of young people leaving care and vulnerable young people who find themselves homeless or at risk of homelessness. This strategy builds on existing good multiagency practice to improve outcomes for care leavers and vulnerable young people. The strategy has been shaped and informed by the views and experiences of young people who have left care and young people who have experienced homelessness and the social issues that then impact on them.

Champions Board

The South Ayrshire Champions Board is a real area of strength for us. They are represented on various strategic groups including the Child Protection Committee, Communities Reference Group, the Inter-Generational Joint Action Group and Child Poverty sub-group with young people are supported to participate in these groups. This ensures that lived experience informs policy development and delivery.

Social media has played a huge role in how the Champions Board has encouraged participation and maintained relationships. The Champions Board has relied on platforms such as Facebook, YouTube, Instagram and TikTok as well as South Ayrshire and South Ayrshire Health and Social Care Partnership communications services.

Secure Care Standards

The Secure Care Standards detail what young people should expect before, during and after their experience of secure care. This is shared with all social work staff as part of the wider work of implementing the recommendations of The Promise.

The Signs of Safety Approach

The Signs of Safety Approach draws on solution-focused therapy and the direct experience of effective practice by child protection social workers and the experiences of families within the child protection system. The Signs of Safety approach empowers and enables families to make the necessary behavioural changes to live together safely. It is a strengths-based approach and works with family's assets to support change, reducing the need for more significant intervention from statutory agencies and the need to remove children from their families.

Functional Family Therapy and Intensive Family Support

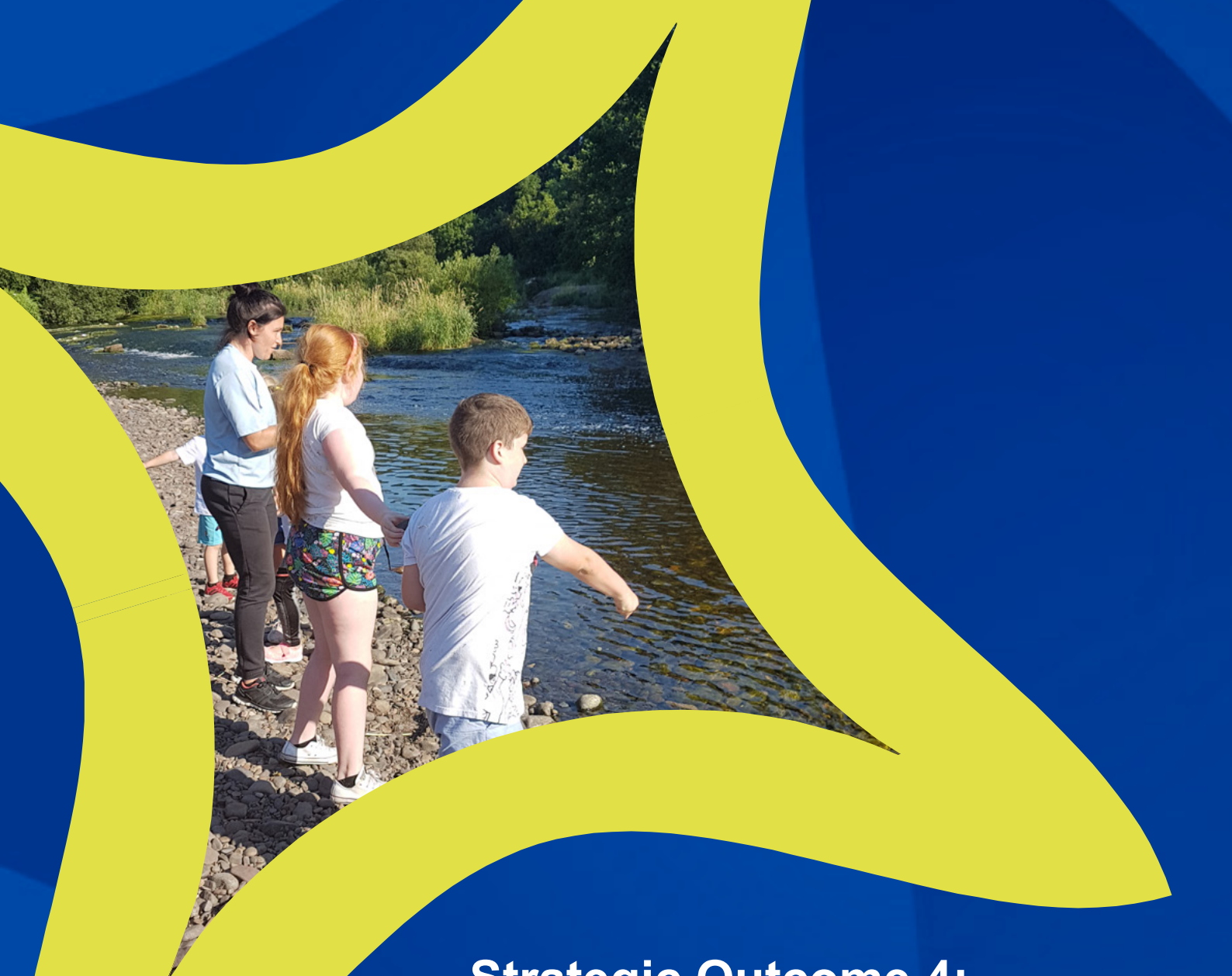
The Intensive Family Support Service and the Functional Family Therapy (FFT) team are part of South Ayrshire's investment to support children to remain at home with specialist support services for families at a time of crisis. These services engage with families at a point of crisis when the likelihood of escalation through the care system is moderate to high. Through direct evidence-based interventions which are family-centred and relational, the teams are able to support families to live together, through times of stress and dysfunction towards a more supportive and nurturing family experience.

Housing Options

Housing Options for young people leaving care continues to develop alternative housing solutions to prevent young people leaving care accessing the homeless system. Effective partnership working and communication between SAC and the HSCP allows for continuous improvement. Recent contract monitoring and quality assurance have highlighted the positive work being undertaken with young people and other services.

Young Carers

The Young Carers Strategy 2021 – 2026 sets out our local response to the statutory duties of the Carers (Scotland) Act 2016. In this strategy we explain what it means to be a young carer and outlines our plans to raise awareness, recognise and support young carers over the next five years. Our approach to supporting young carers is aligned to the Getting it Right for Every Child (GIRFEC) framework, which promotes and protects young people's health and wellbeing. We have also considered how young carers can be involved in implementing this strategy. Progress is monitored and reported to the Integration Joint Board and the strategy will be reviewed regularly during its lifetime.



Strategic Outcome 4:

**Good Physical and Mental
Health Wellbeing**



Mental Health Strategy

Our strategic commitment to Good Physical and Mental Health and Wellbeing is concerned with ensuring that all children and young people are supported to achieve and maintain good physical and mental health and wellbeing.

When the Children's Services Plan was developed, we identified strands of work to help us deliver against this strategic outcome:

- Develop early intervention supports and clear pathways for vulnerable young people experiencing poor mental health
- Increase confidence and capacity in the workforce by providing staff development opportunities in emotional mental health, nurture approaches. Article 12 and UNCRC
- Implement the Children's Mental Health and Wellbeing Action Plan
- Introduction and implementation of school-based counselling services to support mental health and wellbeing
- Identify supports for young peoples' emotional wellbeing through the Say it Out Loud (SIOL) survey
- Ensure appropriate access to Health Visitors and School Nurses and that relevant priorities are implemented
- Implement the Physical Activity Strategy in so far as it relates to children and young people
- Work in partnership to address health and wellbeing inequalities for LGBTI young people

Coming out of the pandemic, supporting good mental health has had a high priority in South Ayrshire including the use of an extreme team to work through issues linked to young people accessing mental health support. Within South Ayrshire, this journey to support & boost mental health and wellbeing is ongoing and is being progressed in line with the Scottish Government's community mental health and wellbeing supports and services framework. The aim both nationally & locally is that every child & young person should be able to access local community services which support & improve their mental health & emotional wellbeing. Children and young people and their families/carers will get the help they need when they need it from the right people. In South Ayrshire, the Mental Health Strategy Group is overseeing the development of the Framework which sits within a GIRFEC pathway, is relationship-based, underpinned by UNCRC and developed with children and young people.

There is a clear focus on local services which support children and young people aged 5-25 and their families with an emphasis on early intervention and prevention, distress reduction & positive mental health and wellbeing support to ensure a holistic approach to support. The additional services were selected based on an understanding of local & national need informed by a scoping audit of available services within this area, along with identification of areas for development & surveys of children, young people & families/carers developed and carried out in collaboration with young people.

Through ongoing links with the mental health strategy group, local partners & stakeholders we ensure that there is wide awareness of these services & how to access them, with particular emphasis on self-referral to services where appropriate. To mitigate risk, links between new community services and CAMHS/health services, as well as staff training and support to understand escalation pathways are crucial.

Current services offered include:

- Aberlour Sustain which offers support to families with children from P1 to S4 who need help to improve their wellbeing and confidence.
- The Blues Programme, delivered by Action for Children, is an early intervention service providing group support to identified secondary school children with low mood or low-level anxiety.
- The Let's Blether Box for primary aged children who have undergone a bereavement or loss.
- Mind Moose which is an online programme to help boost self-esteem, confidence and resilience in primary children.
- Promoting alternative thinking strategies (PATHS) is a social emotional learning programme for primary children.
- Penumbra provides sensitive and non-judgemental support to S1-S6 pupils who are at risk of self-harm and support for Parents/carers.
- The Let's Talk programme by SAMH is for children and young people (10-18 years of age), school staff, parents & carers and wider community groups where applicable.
- Through the Scottish Government's counselling in schools projects, access to school counselling is available to all young people age 10+.
- Shout provides free, confidential support at any time of day or night for young people feeling low or struggling to cope.
- The Exchange is a school Mental Health & Wellbeing support service for P1-P7 children – providing psychological wellbeing & emotional resilience in children and families.
- Togetherall is a digital mental health community for those aged 16-25 to access support for their mental health.
- Video Scribe is a resource to support parents, carers and families with their mental health and wellbeing. It aims to raise awareness of the importance of mental health improvement and provide individuals with the knowledge, skills and tools required to promote mental health improvement within the environment they influence.

Access to Health Visitors and School Nurses

The Universal Health Visiting Pathway is for all children from pre-birth to school entry. Implementation of the National Universal School Nursing Pathway has commenced and will be a key priority going forward to ensure young people can access the support they require from the School Nursing service.



Family Nurse Partnership

In Ayrshire & Arran, the Family Nurse Partnership Programme is for all young women of 19 years and under having their first child and including young women who have experience of care. The programme, which begins in early pregnancy and continues until the child is two years of age, is orientated towards the future health and development of the child and aims to:

- improve pregnancy outcomes;
- improve child health and development; and
- improve parent's economic self-sufficiency.

The programme is delivered by specially trained Family Nurses who work with the strengths of the parents and encourages them to fulfil their aspirations for themselves and their child

South Ayrshire Health & Wellbeing Team

The Health & Wellbeing team continued to support schools and communities to offer a range of opportunities for children and young people to take part in sport, physical activity and outdoor learning across South Ayrshire. The focus of the team are:

- Promoting physical and mental wellbeing
- Supporting pupils to learn outside of the classroom
- Supporting pupils to develop leadership skills
- Encouraging vulnerable young people to stay active
- Giving pupils the chance to explore their local community

The Child Death Overview Process

Scotland has a higher rate of mortality rate for under 18's than other Western European countries and the Child Death Overview process is a means of ensuring that there is a standard system in place for reviewing and learning or for sharing local learning at a national level supporting a no blame process root cause analysis.

Children (Equal Protection from Assault) (Scotland) Act 2019

We have working on the implementation of the Children (Equal Protection from Assault) (Scotland) Act 2019 which removes the defence of 'reasonable chastisement', which a parent or carer could previously use to justify the use of physical force to discipline a child. The focus is now on developing alternative, positive parenting strategies when disciplining a child.



Physical Activity and Sport Strategy

South Ayrshire's Physical Activity & Sport Strategy advocates an ambitious approach which promotes, engages, and empowers individuals and communities to play an active role in increasing physical activity levels for children, young people and adults across South Ayrshire. This includes a focus to:

- increase the number of children and young people who actively travel to and from school and further/higher education settings.
- promote the benefits of an active lifestyle to children and young people within schools and further/higher education settings
- quality physical education will be coordinated, planned and delivered across all primary and secondary schools.
- physical activity and sport will be embedded in all educational settings promoting pathways to participate, volunteer and officiate in sport.



Sport for All programme

In partnership with the virtual Head Teacher and the Welfare Officer team a programme of support and opportunities was created for care experienced young people to take part in a variety of outdoor activities.

Duke of Edinburgh Awards

Participation in the Duke of Edinburgh Awards programme is an important increases young people's employability, helps them develop skills such as communication, commitment, leadership and teamwork as well as having the chance to take part in an expedition which will challenge them to spend time away from home, encouraging independence.

Inspire

Inspire is a disability sport inclusion project which ensures children, young people and adults with additional support needs have a wide range of opportunities to allow them to take part in sport and physical activity. The project aims to build confidence, promote inclusion, increase physical activity and sport opportunities and support positive mental health.



Strategic Outcome 5: Promoting Children's Rights

Our strategic commitment to **Promoting Children's Rights** is concerned with working to ensure we are delivering on the provisions of the United Nations Conventions on the Rights of the Child (UNCRC) as incorporated into Scots Law.

When the Children's Services Plan was developed, we identified strands of work to help us deliver against this strategic outcome:

- Provide advocacy for children and young people who are care experienced and extend the opportunities for the voice of young people to be heard and inform service delivery
- Continue to increase the number of schools with Rights Respecting School status
- Develop processes that allow children and young people to play an active role in developing individual, school, service and community plans and contribute to service improvement
- Support all young people to achieve and sustain positive destinations
- Increase number of young people successfully engaged in the democratic process
- Listening to children and young people's views and taking account of their views on issues that affect them - through the use of youth voice structures such as South Ayrshire Youth Forum / Member of Scottish Youth Parliament
- Develop and deliver training that supports Article 12 of UNCRC
- Increase the number of children and young people participating in and influencing arts and cultural activities

A Rights Based Approach

South Ayrshire welcomed the proposed enshrinement of the UNCRC into domestic law. Once enacted, public bodies and the children's services partnership will be required to act in a manner which is compatible with the UNCRC and report every three years on what they are doing and plan to do to meet the UNCRC requirements.

Work on children's rights builds on a strong foundation of rights respecting schools throughout South Ayrshire and sector leading work on giving young people a voice through the Champions Board and the Youth Forum and through the work of our members of the Youth Parliament.

Pending revised legislation and guidance, we have started preparing for implementation including:

- developing a local vision for UNCRC implementation;
- drafting explanatory information;
- undertaking consultation work with young people on the vision and information;
- undertaking consultation work with staff on rights information;
- starting to shape self-evaluation questions for services to use to assess their compliance with UNCRC;

- undertaking initial consideration of training requirements from awareness-raising for all staff to detailed training for key staff;
- piloting a consultation and lesson plan to capture the views and understanding of about a sample of young people about UNCRC.

A mapping exercise is underway to find out what youth voice groups are operating in South Ayrshire and what key service meetings these groups feed into, what meetings young people sit on and what roles they have which will help inform our implementation of UNCRC legislation. We have pockets of practice that have made a measurable impact such as the Champions Board where we have ensured that young people with care experience use their lived experience to influence changes in local policy and practice but we want to strengthen the voices of young people in service development and delivery.

A key consideration has been the development and training linked to Children's Rights and Wellbeing Impact Assessments (CRWIA) and getting the voices of children and young reflected into policies and building on the nothing for me, without me ethos woven through work to deliver The Promise.



Looking Ahead

2021/22 has been busy and varied for the Children's Services Strategic Delivery Partnership in South Ayrshire as we have recovered from the COVID pandemic. There is no doubt that many challenges lie ahead not least, linked to the Cost of Living Crisis. We have been looking ahead and a workshop was held with members of the Partnership to review the emerging children's services landscape given the scope and scale of national initiatives focused on children's services. These include

- The Promise
- UNCRC Implementation
- GIRFEC refresh
- New Outcomes Framework for Children's Services
- New Child Protection Guidance
- National Care Service discussion
- New Public Health Framework
- The Whole Family Wellbeing Approach
- Criminal Justice Bill

Following the workshop, a self-evaluation framework is being developed to help inform our next Children's Services Plan and to

consider our investment in early intervention and prevention and its effectiveness. We want to think about our commissioning of services and maximising the effectiveness of our use of resources. A Joint Improvement Group is being convened to drive focus and delivery on a smaller number of key areas where partnership working is essential and which focus our energy on where it is needed most for example, the cost of living crisis.

We want to enhance our use of available data and ensure the voices of children and families is woven into service development and delivery and we want to link our children's services work into locality and place planning and make linkages with place and wellbeing outcomes. A key consideration is streamlining the national initiatives and supporting frontline staff to navigate the many strands and considering the scope for joint training.

It was also recognised that improved communication would help ensure communities and staff are aware of the work going on across children's services and that we should celebrate success.

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 ناپینا 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۔

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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 formie 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
Contact Centre
0300123 0900

South Ayrshire Council

**Report by Depute Chief Executive and Director
of Housing, Operations and Development
to Cabinet
of 1 November 2022**

Subject: Developer Contributions Update relative to Planning Permissions (2021/2022)

1. Purpose

- 1.1 The purpose of this report is to provide an update to Cabinet on the Developer contributions, relative to planning permissions, gathered and utilised during the period 2021/2022.

2. Recommendation

2.1 It is recommended that the Cabinet:

- 2.1.1 notes the developer contributions collected from Developers relative to their Planning Permissions and utilised for the provision of identified projects within the reporting period April 2021 to March 2022; and**
- 2.1.2 requests that officers provide further regular updates via the Members' Bulletin for each 6 month reporting period identified in this report.**

3. Background

- 3.1 As Members will be aware, when considering planning applications the Council can enter into a legal agreement with a developer, requiring them to make a financial contributions to address outstanding issues, which then makes their planning application proposals acceptable in land use planning terms.
- 3.2 At Leadership Panel on 18 January 2022, Members approved the reporting and governance processes for the Developer Contributions relative to Planning permissions. At said meeting it was agreed to report developer contribution matters on a six monthly basis to Cabinet.
- 3.3 In order to align with financial reporting periods, this report details the period from April 2021 to March 2022. Thereafter, the reporting periods will relate to Quarters 1 and 2 and then Quarters 3 and 4 - ie April to September 2022 (Quarters 1 and 2), then October 2022 to March 2023 (Quarters 3 and 4).

- 3.4 It is noted that the funds gathered from the Developer Contribution process are currently held by the Council and will be utilised for the delivery of identified projects to mitigate the impact of the ongoing housing developments.

4. Proposals

Activity during Reporting Period

- 4.1 The information provided in Appendix 1 details the financial contributions received through the legal agreements of each Planning Permission for the relevant active development site for this reporting period.
- 4.2 There are a number of projects currently being funded from Developer's Contributions from a number of developments across South Ayrshire, including: Access and Community Facilities next to Struthers Primary School, a new play area also beside Struthers Primary School and an extension at Symington Primary School to provide a General Purpose Room and Storage Space.
- 4.3 Previously completed projects include: an extension to Struthers Primary School, an extension and alterations at Doonfoot Primary School and transport improvements in Symington.
- 4.4 Progress of these Council projects is reported within Quarterly Monitoring Reports to Cabinet and therefore is not addressed in this report.

5. Legal and Procurement Implications

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

6. Financial Implications

- 6.1 There will be no direct financial implications for the Council in relation to this report. Any specific financial implications relating to the contributions noted will feature as part of the reporting of project spend within the Councils capital programme

7. Human Resources Implications

- 7.1 There are no immediate human resources implications from this paper. However it is considered that staff resources relating to this process will require to be reviewed to ensure the developer contributions process is monitored, audited and delivered in a transparent, effective and efficient manner. It is intended that this staff resource review will be concluded by the end of December 2022.

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 There is a risk that if the recommendations are rejected that the transparency of the Developer Contribution process will be negatively impacted.

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

Implementation	Due date	Managed by
Initial briefing via the Members' Bulletin providing an update on the previous 6 month period of Developer Contributions (Quarters 1 and 2 – April to September 2022)	December 2022	Service Lead - Planning and Building Standards

Background Papers **Report to Leadership Panel of 18 January 2022 – [Developer Contribution Governance and Reporting Arrangements](#)**

Person to Contact **Craig Iles, Service Lead – Planning and Building Standards
County Buildings, Wellington Square, Ayr, KA7 1DR
Phone 01292 616417
Email craig.iles@south-ayrshire.gov.uk**

Date: 19 October 2022

Appendix 1 - Developer Contributions Income and Expenditure 2021/2022

Site	Planning Permission Reference Number	Type of Contribution	Financial Contribution or Land	Receiving Service and Service responsible for Spend	Status of Development	Developers for each site	Income 2021/22	Expenditure 2021/22
Greenan	09/00683/OUT(G)	Education Primary ND	Financial Contribution	Educational Service	Under Construction since 2011	MacTaggart & Mickle Homes/ Cala Homes	1,542,343	12,060
		Education Primary D	Financial Contribution	Educational Service				
		Education Secondary ND	Financial Contribution	Educational Service				
		Transportation	Financial Contribution	ARA				
		Affordable Housing	Land	Housing Services				
North East Troon	11/00540/PPPM & 17/00121/MSCM	Education (Primary & Secondary)	Financial Contribution	Educational	Under construction since 2012 but southern part of site not started until 2018	Stewart Milne Homes/ Bellway Homes/ Taylor Wimpy Homes and Lynch Homes	494,987	0
		Barrassie Station	Financial Contribution	ARA				0
		Community Facilities	Financial Contribution	Planning/ Educational/ Neighbourhood/ Design Services			404,027	0
		Struthers Access	Financial Contribution	Design Services			113,175	0
		Transportation	Financial Contribution	ARA			0	0
		Affordable Housing	Land	Housing Services				
Main Street, Symington	14/01550/APPM	Educational- secondary	Financial Contribution	Educational	Under construction since 2016	Stewart Milne Homes & MacTaggart & Mickel Homes	26,071	0
		Transportation - Roads	Financial Contribution	ARA			0	100,000
Nightingale House	16/	Commuted Sum			Under Construction since 2017		0	0
Monkton	19/01457/APPM	Education (Primary & Secondary)	Financial Contribution	Educational Service	Stated Construction 2021	Persimmon Homes	218,970	0
		Transportation- Roads	Financial Contribution	ARA			10,000	0
		Commuted Sum minus abnormal drainage costs	Financial Contribution	Housing Services			0	0
		Affordable Housing	Land	Housing Services			0	0
		Public Transport	Financial Contribution	ARA			0	0
		Active Travel- Bike Storage	Financial Contribution	ARA			0	0

South Ayrshire Council Equality Impact Assessment Scoping Template

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

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

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

1. Policy details

Policy Title	Developer Contributions Update 2021/2022
Lead Officer (Name/Position/Email)	Craig Iles Service Lead Planning & 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	N/A	N/A
Disability	N/A	N/A
Gender Reassignment (Trans/Transgender Identity)	N/A	N/A
Marriage or Civil Partnership	N/A	N/A
Pregnancy and Maternity	N/A	N/A
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	N/A	N/A
Religion or Belief (including lack of belief)	N/A	N/A
Sex – (issues specific to women & men or girls & boys)	N/A	N/A

Community or Groups of People	Negative Impacts	Positive impacts
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

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

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

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

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

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)	No
Rationale for decision: Not required as there is no specific impact on communities, groups of people, employees or thematic groups.	
Signed : Craig Iles Service Lead -Planning & Building Standards Date: 23 September 2022	

South Ayrshire Council

**Report by Depute Chief Executive and Director
of Housing, Operations and Development
and Director Strategic Change and Communities
to Cabinet
of 1 November 2022**

**Subject: Place Based Investment Programme 2022 to 2023 –
Community Wellbeing Facilities Fund**

1. Purpose

- 1.1 The purpose of this report is to provide an update on the Place Based Investment Programme (PBIP) and proposals for allocating the remaining funds for year 2022 – 2023.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 notes the remaining fund balance of the Place Based Investment Programme for 2022 – 2023 of £75,000 and approves the allocation to a Community Wellbeing Facilities Fund; and

2.1.2 notes the title change to the project entitled ‘Girvan Community Garden’ to ‘Knockcushan Street Car Park’.

3. Background

- 3.1 The Council Plan, ‘Our People, Our Place’, sets out the Council’s ambition to improve placemaking and create local place plans by listening to communities and enabling greater choices in how they lead their day to day lives. The Council’s approach to placemaking was approved at Leadership Panel on 12 March 2019, with a progress update provided in November 2021.

- 3.2 The PBIP is an overall investment of £325m to support community led regeneration and town centre revitalisation and seeks to build on the work of the Regeneration Capital Grant Fund (RCGF) and Town Centre Action Plan.

- 3.3 The funding is for local authorities to allocate, working collaboratively with local communities, along with business and the third and public sectors, to support shared local plans and aspirations.

- 3.4 Projects and proposals must demonstrate they meet the main objectives of the programme:

- to link and align place-based initiatives and establish a coherent local framework to implement the Place Principle;
- to support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community Wealth Building;
- to ensure that all place-based investments are shaped by the needs and aspirations of local communities; and
- to accelerate our ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.

3.5 Consultation and engagement has taken place with local community organisations, groups and local Elected Members and a review of Place Plans undertaken as part of the place making process to develop proposals for South Ayrshire's share of the Place Based Investment Programme.

3.6 South Ayrshire's allocation of the PBIP fund for financial year 2022/23 is £691,000. On 27 September 2022, the Council approved PBIP funding allocations for 2022 to 2023 of £616,000 to 13 projects detailed in [Appendix 1](#) of the report.

3.7 Members deferred a decision on the proposed allocation of £75,000 to Whitletts Vic Community Hub and Changing Facilities to allow an update on the progress with the lease and further consideration of the funding request.

4. Proposals

4.1 Following the decision at Cabinet to remit the decision on funding the Whitletts Vics Community Hub and Changing Facilities proposal to a future date, Cabinet, including Ayr Members, felt that it would be more transparent to open up the application process to all community based, not-for-profit or charitable sports clubs and to consider all applications before making any awards.

4.2 It is proposed that the remaining PBIP balance of £75,000 is made available for a Community Wellbeing Facilities Fund; and available to projects that meet the criteria of the Place Based Investment Fund, deliver specific improvements in community wellbeing and accelerate ambitions for net zero.

4.3 Expressions of interest will be invited from all community and sporting organisations who are constituted to deliver health and wellbeing aims and objectives and where proposals meet the aims of the fund. Following Cabinet approval, the EOI process will be advertised on the South Ayrshire Council website and promoted through the Council's social media channels.

4.4 Funding is available of up to £25,000 for each applicant body. There is no matched funding requirements.

4.5 Proposals will be assessed for: fit with fund criteria; deliverability; end benefits; risk of failure to deliver. Applicants will be made aware of the outcome of their Expression of Interest by December 2022; and, where successful; the grant offer will be formalised.

4.6 The Cabinet are also asked to note the title change to the previously approved project 'Girvan Community Garden' to 'Knockcushan Street Car Park'.

5. Legal and Procurement Implications

- 5.1 In line with South Ayrshire's Following the Public Pound Protocol, standard grant agreements shall be in place for all projects where the recipient of the fund is a community organisation, or third sector group and a central register of all approved funding will be maintained by the Head of Legal and Regulatory Services for monitoring and reporting purposes.
- 5.2 There are no procurement implications arising from this report.

6. Financial Implications

- 6.1 South Ayrshire's share of the PBIP is £691,000 and the sums available through the Community Wellbeing Facilities Fund is £75,000. The Grant is to be used in the financial year 2022/23. It is expected that expenditure will be met, or at least work or contracts signed or commenced by 31 March 2023.
- 6.2 All sums awarded as part of PBIP allocations are subject to fulfilment of PBIP grant criteria. This will be made clear at the application stage and on confirmation of fund award to successful applicants. Evidence of spend will be required from the grantee when making claims. Only capital items can be claimed and funds must be spent by 31 March 2023.

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 the projects will not be delivered.

9. Equalities

- 9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are 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 Consultation and engagement has taken place with local community organisations and groups and as part of the Place Planning process to develop proposals.

13.2 Consultation has taken place with Councillor Bob Pollock, Portfolio Holder for Economic Development, Cabinet and local Ward Members, and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking Purposes

14.1 If the recommendations above are approved by Members, the Depute Chief Executive and Director of Housing, Operations and Development and the Director Strategic Change and Communities 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 Decision Log' at each of its meetings until such time as the decision is fully implemented:

Implementation	Due date	Managed by
Launch of the Community Wellbeing Facilities Fund and Expressions of Interest invited from community and sporting organisations	4 November 2022	Various (Service Lead – Economy and Regeneration/ Service Lead – Thriving Communities)

Background Papers **Report to Cabinet of 27 September 2022 – [Place Based Investment Programme 2022 to 2023](#)**

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Jane Bradley, Director of Strategic Change and Communities
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Phone 01292 612045

Email jane.bradley@south-ayrshire.gov.uk

Date: 19 October 2022

Place Based Investment Programme: Funding Allocation 2022 – 2023

Project	Description	Recipient	Amount
Regenerating Ayr Harbour Phase 1	Phase 1 includes safety works and installation of a memorial feature that celebrates the areas past and present	South Ayrshire Council	£50,000
Lochside Community Centre Garden	Accessibility improvements	South Ayrshire Council	£10,000
Craigie Green Space	Transformation of the derelict tennis courts to create a new green space	South Ayrshire Council	£7,000
Ayr Pontoon	Increase capacity for water-based activities and launch of non-powered watercraft on the River Ayr	South Ayrshire Council	£40,000
Expanded events space at the Grain Exchange	Improving pedestrian flow and creating an enhanced events space	South Ayrshire Council	£5,000
Ayr Fort Tennis Courts	Contribution towards redevelopment of Fort Tennis Courts	Prestwick Tennis and Fitness	£20,000
Girvan Community Garden	Extend and improve access and storage capacity	South Ayrshire Council	£45,000
Girvan Community Centre	Cosmetic improvements to the frontage to create a more welcoming aspect	South Ayrshire Council	£10,000
Kincaidston Men's Shed and Community Garden	New men's shed and community garden	South Ayrshire Council	£15,000
Maybole Skatepark	Refurbishment and improvements to the skate park	South Ayrshire Council	£165,000

Project	Description	Recipient	Amount
Festive South Ayrshire	Purchase and installation of festive lights and decorative enhancements	South Ayrshire Council	£60,000
Troon Water Sports	Further development of the water sports hub including changing facilities	Troon Water Sports	£45,000
Darley Golf Course Safety and Accessibility improvements	Installation of a routeway to provide safe access across the course	South Ayrshire Council	£100,000
Walker Hall Reception Room	Installation of stage and lighting equipment to create a new small events space	South Ayrshire Council	£29,000
Prestwick Places project	Signage and information systems to enhance the pedestrian experience	Prestwick Development Group	£15,000
		Total	£616,000

**South Ayrshire Council
Equality Impact Assessment including Fairer Scotland Duty**

Section One: Policy Details*

Name of Policy	Place Based Investment Programme 2022-2023
Lead Officer (Name/Position)	Louise Reid / Assistant Director - Place
Support Team (Names/Positions) including Critical Friend	Patrick Dunne – Project Executive Economy and Regeneration Robin Jamieson – Asset Management

*The term Policy is used throughout the assessment to embrace the full range of policies, procedures, strategies, projects, applications for funding or financial decisions.

What are the main aims of the policy?	<p>To distribute the Councils allocation from the Place Based Investment Programme across a series of projects that deliver community led regeneration, community wealth building, town centre revitalisation, and 20-minute neighbourhoods.</p> <p>The PBIP seeks to:</p> <ul style="list-style-type: none"> • Link and align place-based initiatives and establish a coherent local framework to implement the Place Principle; • Support place policy ambitions such as town centre revitalisation, community led regeneration, 20-minute neighbourhoods and Community Wealth Building; • Ensure that all place-based investments are shaped by the needs and aspirations of local communities; and • Accelerate our ambitions for net zero, wellbeing and inclusive economic development, tackling inequality and disadvantage, community involvement and ownership.
What are the intended outcomes of the policy?	<p>Successful delivery of projects utilising Place Based Investment funds within criteria and requirements of the fund. Projects should deliver community led regeneration and improve the quality of “place” for residents and fit with wider Council priorities and objectives. Creation of a Community Wellbeing Fund to make available a proportion of the Place Based Investment Programme funding for projects being delivered by community and sporting organisations that deliver a specific community wellbeing and accelerate ambitions for net zero.</p>

Section Two: What are the Likely Impacts of the Policy?

<p>Will the policy impact upon the whole population of South Ayrshire and/or particular groups within the population? (please specify)</p>	<p>The policy identifies a series of projects which cover a range of geographic areas. In general, the projects seek to improve access to facilities and services for the whole population of South Ayrshire, however several of the projects seek to deliver services in areas of deprivation or to a specific user group such as the Kincaidston Men's Shed.</p>
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Considering the following Protected Characteristics and themes, what likely impacts or issues does the policy have for the group or community?

List any likely positive and/or negative impacts.

Protected Characteristics	Positive and/or Negative Impacts
<p>Age: Issues relating to different age groups e.g. older people or children and young people</p>	<p>The projects supported through this policy will bring a range of positive outcomes for varying age groups. The Men's Shed project, whilst open to all, tends to attract older men in retirement when isolation and loss of sense of purpose are most acute.</p> <p>The Ayr Pontoon, the Maybole Skatepark, Ayr Fort Tennis Courts and Troon Water Sports will improve access to sport and recreation across South Ayrshire. Whilst activity in these facilities will be across age groups, a significant proportion of activity and links with schools and clubs will bring a particular positive impact for children and young people.</p>
<p>Disability: Issues relating to disabled people</p>	<p>Several projects supported through this policy will bring about positive impact for disabled people. Public space works proposed through the Regenerating Ayr Harbour proposal and the Darley Golf Course Safety and Accessibility Improvements seek to improve access for all.</p> <p>The project to further develop the Lochside community garden will bring about improved accessibility to the space for residents with mobility and other disabilities.</p>
<p>Gender Reassignment – Trans/Transgender: Issues relating to people who have proposed, started or completed a process to change his or her sex</p>	<p>It is not expected that the projects will have a specific positive or negative impact on people who have proposed, started or completed a process to change his or her sex.</p>
<p>Marriage and Civil Partnership: Issues relating to people who are married or are in a civil partnership</p>	<p>It is not expected that the projects proposed will have a specific positive or negative impact on issues relating to people who are married or are in a civil partnership.</p>
<p>Pregnancy and Maternity: Issues relating to woman who are pregnant and/or on maternity leave</p>	<p>It is not expected that the projects proposed will have a specific positive or negative impact on issues relating to women who are pregnant and/or on maternity leave.</p>

Race: Issues relating to people from different racial groups,(BME) ethnic minorities, including Gypsy/Travellers	It is not expected that the projects proposed will have a positive or negative impact on issues relating to people from different racial groups.
Religion or Belief: Issues relating to a person's religion or belief (including non-belief)	It is not expected that the projects proposed will have a positive or negative impact on issues relating to a person's religion or belief.
Sex: Issues specific to women and men/or girls and boys	The project will support the Kincaidston Men's Shed and Community Garden bringing positive impacts for men specifically. The work of the Men's Shed seeks to provide a space for men to connect, converse and create. The project helps to reduce loneliness and isolation for all men but particularly for older men in retirement who may feel that they have lost their sense of purpose.
Sexual Orientation: Issues relating to a person's sexual orientation i.e. LGBT+, heterosexual/straight	It is not expected that the projects proposed will have a positive or negative impact on issues relating to a person's sexual orientation.

Equality and Diversity Themes Relevant to South Ayrshire Council	Positive and/or Negative Impacts
Health Issues and impacts affecting people's health	<p>A number of projects being supported through this policy have a focus on access to sport and recreation, both by improving the range of sport opportunities available in the region and by improving existing underutilised facilities.</p> <p>The Ayr Pontoon, the Maybole Skatepark, Ayr Fort Tennis Courts and Troon Water Sports will improve access to sport and recreation across South Ayrshire.</p> <p>In addition the projects at Darley Golf Course and Ayr Harbour will improve access to public space that brings with it physical and mental wellbeing benefits associated with an improved quality of place.</p> <p>The Community Wellbeing Fund will support projects which deliver specific benefits for health and wellbeing.</p>
Human Rights: Issues and impacts affecting people's human rights such as being treated with dignity and respect, the right to education, the right to respect for private and family life, and the right to free elections.	It is not anticipated that there will be a positive or negative impact on issues affecting people's human rights.

Socio-Economic Disadvantage	Positive and/or Negative Impacts
Low Income/Income Poverty: Issues: cannot afford to maintain regular payments such as bills, food and clothing.	It is not expected that there will be positive or negative impacts relating to issues of low income or income poverty.

<p>Low and/or no wealth: Issues: 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</p>	<p>It is not expected that the projects proposed will have a positive or negative impact on issues relating to low and/or no wealth.</p>
<p>Material Deprivation: Issues: being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies</p>	<p>It is expected that a range of projects supported through this policy will bring a positive impact on issues relating to material deprivation.</p> <p>Several of the projects are located within some of South Ayrshire's most deprived communities, and seek to improve access to good quality spaces and activities regardless of background or economic status. Projects including the Kincaidston Men's Shed and Community Garden and Lochside Community Centre Garden provide a space for the local community to meet and provide access for leisure and hobbies.</p> <p>The project at Maybole Skatepark will provide a high-quality facility aimed at the young people in the town and wider rural area. The project will provide a space that is accessible to all regardless of economic background.</p> <p>The development of Ayr Pontoon will provide a new facility for the learning and development of water sports in Ayr and the wider area. Working with local schools and groups this provides a facility that will be widely accessible.</p>
<p>Area Deprivation: Issues: where you live (rural areas), where you work (accessibility of transport)</p>	<p>As the rural service centres for North and South Carrick, the proposed skatepark in Maybole and the improvements delivered through the Knockushan Street Car Park project in Girvan will improve access to local facilities for the town and wider hinterland.</p> <p>The Festive South Ayrshire project will fund the purchase and installation of festive lights across South Ayrshire including in rural villages. The provision of festive lighting in the rural villages will help to create a pride of place for residents.</p>

Section Three: Evidence Used in Developing the Policy

<p>Involvement and Consultation In assessing the impact(s) set out above what evidence has been collected from involvement, engagement or consultation? Who did you involve, when and how?</p>	<p>Across all projects engagement and consultation has been undertaken with partners during the development of projects. This has included community councils, local community groups and charity organisations as appropriate on a project by project basis.</p> <p>A wide-ranging public consultation has been undertaken relating to Place Planning during Spring and summer 2022 which has informed the selection of projects and ensured that projects selected meet the community's aspirations for their place. This has included in person workshops as well as online consultation.</p> <p>The finalised list of projects has been discussed with Portfolio Holders and ward members and an Elected Member briefing has been undertaken.</p>
<p>Data and Research In assessing the impact set out above what evidence has been collected from research or other data. Please</p>	<p>Locality profiles for the areas have been reviewed as part of the Place Plan process that has been used to identify the priority needs in each area and informed the selection of projects.</p>

specify what research was carried out or data collected, when and how this was done.	
Partners data and research In assessing the impact(s) set out in Section 2 what evidence has been provided by partners? Please specify partners	SIMD, population/demographic and health data has been utilised in project development. This has included a review of strategic and national policy context to ensure wider alignment of projects.
Gaps and Uncertainties Have you identified any gaps or uncertainties in your understanding of the issues or impacts that need to be explored further?	No gaps or uncertainties have been identified relating specifically to the projects raised through this policy.

Section Four: Detailed Action Plan to address identified gaps in:

- a) evidence and
- b) to mitigate negative impacts

No.	Action	Responsible Officer(s)	Timescale
1	No negative impacts identified		

Note: Please add more rows as required.

Section Five - Performance monitoring and reporting

Considering the policy as a whole, including its equality and diversity implications:

When is the policy intended to come into effect?	27 th September 2022
When will the policy be reviewed?	Projects should be completed or committed within 2022/23 financial year. Review will be undertaken during preparation of the return to Scottish Government at conclusion of the fund.
Which Panel will have oversight of the policy?	Cabinet

Summary Equality Impact Assessment Implications & Mitigating Actions

Name of Policy: Place Based Investment Programme 2022-2023

This policy will assist or inhibit the Council's ability to eliminate discrimination; advance equality of opportunity; and foster good relations as follows:

<p><i>Eliminate discrimination</i> The policy will advance the elimination of discrimination as the projects will provide a broader range of activities and facilities across the region that seek to minimise barriers to access.</p>
<p>Advance equality of opportunity The PBIP projects have been developed to ensure equal opportunity across all protected characteristics.</p>
<p>Foster good relations Stakeholders have been closely involved in the development of projects and in many cases have been the drivers. As the projects progress the Council will maintain and further foster relations across all protected characteristics.</p>
<p>Consider Socio-Economic Disadvantage (Fairer Scotland Duty) The project assists the Council ability to tackle socio-economic disadvantage with projects directed within communities or towards stakeholders identified as being at a particular disadvantage.</p>

Summary of Key Action to Mitigate Negative Impacts	
Actions	Timescale
No Negative Impacts Anticipated	N/A

Signed:Louise Reid Assistant Director - Place.....

Date:10th October 2022.....

South Ayrshire Council

**Report by Director of Strategic Change and Communities
to Cabinet
of 1 November 2022**

Subject: Proposal to Deliver an Airshow in September 2023, 2024, 2025, 2026 and 2027

1. Purpose

1.1 The purpose of this report is to seek agreement from the Cabinet to progress with the planning and delivery of an Airshow in September 2023, 2024, 2025, 2026 and 2027.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 agrees that officers progress with the planning of the Airshow including work to identify sponsors;

2.1.2 approves that funding for the Airshow of £300,000 per year, for a period of 5 years, will be considered as part of the budget setting process for 2023-2024;

2.1.3 approves the name for the Airshow - The International Ayr Show – Festival of Flight;

2.1.4 approves the proposal to have the Royal Air Force Benevolent Fund as our charity partner for the event; and

2.1.5 notes the progress made by the SKLAB in relation to expressions of interest with military display teams.

3. Background

3.1 In March 2022, the Leadership Panel approved the [Tourism and Events Strategy](#). The strategy is driven by a clear focus on eight key offers, one of which is events and festivals.

3.2 Within the implementation of the strategy, there is a need to develop and assertively promote an annual programme of events and activities that benefit the wider local economy.

3.3 In August 2022, Cabinet agreed that officers progress with the procurement of a strategic partner to deliver an event in September 2023 on a contract which would be delivered on a 2 + 1 + 1 + 1 basis.

3.4 After an open procurement process, the successful bidder was the SKYLAB and they were appointed as the Council's strategic partner on 28 September 2022. The cost for this contract will be met through the existing significant events fund.

4. Proposals

4.1 The SKYLAB have already made initial notifications of interest in booking the following military displays:

- The Red Arrows;
- The Typhoon;
- The F35 Role Demonstration;
- RAF Falcons Parachute Display Team;
- Battle of Britain Memorial Flight – Spitfire, Hurricane and Lancaster;
- Chinook Transport Helicopter;
- Apache Battlefield Support Helicopter; and
- Grob Tutor Elementary Basic Trainer.

4.2 A range of enquiries have also been made in relation to civilian aircraft

4.3 Air Displays must be co-ordinated by a qualified and experienced Flight Director. The SKYLAB have also confirmed that they are in the process of securing the services of a Flight Director with significant experience of delivering Airshows.

4.4 A proposed calendar of events for 2023 will be brought to a future Cabinet meeting for consideration. However work must be progressed quickly to ensure sufficient time to organise a significant event like an Airshow.

4.5 It is therefore proposed that Cabinet agree that officers proceed with the planning towards the delivery of the Airshow in September 2023, 2024, 2025, 2026 and 2027 and agree that an allocation of £300,000 per year towards the delivery of the event, will be considered as part of the budget setting process.

4.6 It is also proposed that Officers begin work to identify additional sponsors for the event to raise additional funding.

4.7 It is proposed to name the event 'The International Ayr Show – Festival of Flight'.

4.8 It is also proposed that our Charity Partner for this event is the Royal Air Force Benevolent Fund.

5. Legal and Procurement Implications

5.1 The recommendations in this report are consistent with legal requirements and reflect appropriate advice.

5.2 There are no procurement implications arising from this report.

6. Financial Implications

- 6.1 Funding of £300,000 from the Council for each of the financial years 2023-24, 2024-25, 2025-26, 2026 – 2027 and 2027-2028 would require to be identified through the budget setting process. Initial costs will be met from the existing core budget of £50,000 pending the consideration of the recurring funding as part of the budget setting process.

7. Human Resources Implications

- 7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

- 8.1.1 New risks have been identified and will be managed within existing operational activities and reference to the status of mitigations will be available through the South Ayrshire Council Strategic Risk Register.

8.2 *Risk Implications of Rejecting the Recommendations*

- 8.2.1 The risk associated with rejecting the recommendations is that Officers would not be able to progress with the potential delivery of an Airshow.

9. Equalities

- 9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. A copy of the Equalities Scoping Assessment is attached as [Appendix 1](#). There are no significant potential positive or negative equality impacts of agreeing the recommendations therefore an Equalities Impact Assessment is not required in relation to this paper. However, when planning for the event a full EIA will be completed from the outset as an integral part of the process and it will be updated throughout.

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 Alec Clark, Portfolio Holder for Tourism, Culture and Rural Affairs, and the contents of this report reflects any feedback provided.

14. Next Steps for Decision Tracking Purposes

- 14.1 If the recommendations above are approved by Members, the Director of Strategic Change and Communities 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>
Deliver an Airshow in September 2023	30 September 2023	Director of Strategic Change and Communities; and Service Lead – Destination South Ayrshire
Bring a report to Cabinet before December 2023 providing an evaluation of the 2023 event and presenting recommendations for the 2024 event	December 2023	Director of Strategic Change and Communities; and Service Lead – Destination South Ayrshire
Deliver an Airshow in September 2024	30 September 2024	Director of Strategic Change and Communities; and Service Lead – Destination South Ayrshire

Background Papers **Report to Leadership Panel (Special) of 1 March 2022 – [Tourism and Events Strategy](#)**

Person to Contact **Jane Bradley – Director of Strategic Change and Communities**
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Date: 26 October 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: <https://www.south-ayrshire.gov.uk/equalities/impact-assessment.aspx>

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

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

1. Policy details

Policy Title	Proposal to Deliver an Airshow in September 2023, 2024, 2025, 2026 and 2027
Lead Officer (Name/Position/Email)	Laura Kerr

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

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

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

Socio-Economic Disadvantage	Negative Impacts	Positive impacts
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing		X
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		X
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		X
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)		x
Socio-economic Background – social class i.e. parent’s education, employment and income		x

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 <input type="checkbox"/></p> <p>NO X <input checked="" type="checkbox"/></p>
<p>Rationale for decision:</p> <p>A full Equality Impact Assessment is not required in relation to the paper, however a full EIA will be completed from the outset as an integral part of planning for the event and it will be updated throughout the process.</p>	
<p style="text-align: center;"><i>Laura Kew</i></p> <p>Signed :Service Lead – Destination South Ayrshire</p> <p>Date:10/10/21.....</p>	

South Ayrshire Council

**Report by Chief Executive
to Cabinet
of 1 November 2022**

Subject: Menopause at Work

1. Purpose

- 1.1 The purpose of this report is to seek approval for the implementation of new guidance for employees and managers on providing the right support to manage menopausal symptoms in the workplace.

2. Recommendation

2.1 It is recommended that the Cabinet:

- 2.1.1 notes the work that has been undertaken in the development of the guidance; and**
- 2.1.2 approves the implementation of the new guidance document on menopause in the workplace (attached as Appendix 1).**

3. Background

- 3.1 South Ayrshire Council is committed to providing an inclusive and supportive working environment for everyone who works here. As well as being an important health and wellbeing matter, managing menopause in the workplace sensitively and effectively will help the Council retain and recruit skills and experience.
- 3.2 The changing age of the UK's workforce means that between 75% and 80% of menopausal women are in work and it is estimated that 1 in 6 women will be over 50 in the workplace, in the near future. In South Ayrshire Council circa 73% of our employees are females, of which circa 37% are aged 45 or over (Figures as at 26 September 2022), therefore it becomes relevant for the Council to set out guidelines for employees and managers on providing the right support to manage menopausal symptoms at work.
- 3.3 This guidance is to be read in conjunction with the Framework for Maximising Attendance as this will apply if an employee is off sick due to menopause. It also links in with the Flexible Working Policy as flexibility, whether on a permanent or temporary basis, may be required to support employees affected by menopause. It is important to note that whilst managers are encouraged to be flexible as and when possible, it is not always feasible to grant employees' request due to service and operational exigencies.

4. Proposals

- 4.1 It is proposed to implement the guidance document (attached as Appendix 1). This will be used by managers in conjunction with existing policies such as the Framework for Maximising Attendance and the Flexible Working Policy.

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 The HR team will work with managers to ensure the guidance is followed. Specific training on the challenges of menopause in the workplace may be required for the HR team to support managers appropriately.

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 may impact on the reputation of the Council.

9. Equalities

- 9.1 An Equality Impact Assessment (EQIA) – including the Fairer Scotland Duty in respect of any Strategic decision – has been carried out on the proposals contained in this report, which identifies potential positive and negative equality impacts and any required mitigating actions. The EQIA 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/

12. Link to Council Plan

12.1 The matters referred to in this report contribute to Commitments 1 and 2 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness; and Closing the Gap/ Reduce poverty and disadvantage.

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.

13.3 Consultation has taken place with the Trade Unions who are in agreement with the proposals as set out in paragraph 4 above.

14. Next Steps for Decision Tracking Purposes

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:

Implementation	Due date	Managed by
Upload the Guidance to The Core	30 November 2022	Chief HR Adviser
The guidance is communicated out to managers via the Communications team (Yammer) and separate communication from HR to Service Leads	30 November 2022	Chief HR Adviser

Background Papers **None**

Person to Contact **Wendy Wesson, Chief HR Adviser**
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Date: **19 October 2022**



Menopause at Work Guidance

For Local Government Employees, Craft Operatives, Teaching Staff and Chief Officials

November 2022



Contents

Page

1. Introduction	3
2. Purpose	3
3. Scope	4
4. Definitions	4
5. Symptoms of Menopause	4
6. Roles and Responsibilities	5

Appendices

Appendix 1	Managers' Guide
Appendix 2	Employees' Guide
Appendix 3	Further sources of information

Version Control

Version Number	Effective Date	Details of Revision	Responsible Person	Review Date
1		Guidance created and published	N. Cecconi	October 2023

1. Introduction

- 1.1 South Ayrshire Council is committed to providing an inclusive and supportive working environment for everyone who works here. As well as being an important health and wellbeing matter, managing menopause in the workplace sensitively and effectively will help the Council retain and recruit skills and experience.
- 1.2 Menopause is when your periods stop due to lower hormone levels. This usually occurs between the ages of 45 and 55. It can sometimes happen earlier naturally or for reasons such as surgery and treatments. Whilst every woman does not suffer with symptoms, supporting those who do will improve their experience at work.
- 1.3 The changing age of the UK's workforce means that between 75% and 80% of menopausal women are in work. In the future, it is estimated that 1 in 6 women will be over 50 in the workplace. In South Ayrshire Council circa 73% of our employees are females, of which circa 37% are aged 45 or over (Figures as at 26 September 2022).
- 1.4 It is important to note that members of the trans and non-binary community can also experience menopause symptoms if they are taking hormonal treatments.
- 1.5 There are two main strands of law that may relate to menopause.
- The **Equality Act 2010** protects employees against discrimination. Employers have a duty not to discriminate against certain protected characteristics, such as age, sex, and disability. Detrimental treatment related to menopause could represent direct or indirect sex discrimination on any or all of these protected characteristics. In addition, conditions linked to menopause may meet the definition of an 'impairment' under the Equality Act 2010 and may require reasonable adjustments to be implemented.
 - The **Health and Safety at Work Act 1974** requires employers to ensure the health and safety of all workers. Within this, employers are required to perform risk assessments, which should include any specific risks to menopausal employees.
- 1.6 This document sets out the guidelines for employees and managers on providing the right support to manage menopausal symptoms at work. Although it is not contractual and does not form part of the Council's Terms and conditions of employment, it has been developed jointly with the Trades Unions in line with the principles of partnership working.
- 1.7 This guidance is to be read in conjunction with the **Framework for Maximising Attendance** as this will apply if an employee is off sick due to menopause. The guidance also links in with the **Flexible Working** Policy as flexibility, whether on a permanent or temporary basis, may be required to support employees affected by menopause. It is important to note that whilst managers are encouraged to be flexible as and when possible, it is not always feasible to grant employees' request due to service and operational exigencies.

2. Purpose

- 2.1 The aims of this guidance are to:
- Educate and inform managers about the potential symptoms of menopause, how these symptoms can affect employees and how they can support employees at work.
 - Raise a greater awareness and understanding of menopause amongst the workforce.
 - Create a safe and supporting working environment where employees feel confident enough to raise issues about their symptoms and ask for additional support.



3. Scope

- 3.1 This guidance applies to all South Ayrshire Council employees, affected directly or indirectly by menopause, and managers.
- 3.2 Nothing contained in this guidance replaces the provisions of the Scottish Negotiating Committee for Teachers Handbook of Conditions of Service.

4. Definitions

- 4.1 The menopause is a natural part of ageing for women and usually occurs between 45 and 55 years of age, however, it may naturally start earlier or later as hormone levels decline. Some go through the menopause with little or no impact on their daily life, whilst others may experience more severe and long-term symptoms.

Perimenopause is the period leading up to menopause, where hormone production declines which may cause women to experience various changes and menopausal symptoms. It can be years before menopause. It can be brought on early by surgery, some breast cancer treatments, chemotherapy, radiotherapy, or other underlying condition.

Menopause is defined as a biological stage in a woman's life that occurs when she stops menstruating and reaches the end of her natural reproductive life. Usually, it is defined as having occurred when a woman has not had a period for twelve consecutive months. The average age for a woman to reach menopause is 51.

Post-menopause is the time after menopause has occurred, starting when a woman has not had her period for twelve consecutive months.

5. Symptoms of Menopause

- 5.1 Menopause can cause a wide range of physical and psychological symptoms. Majority of menopausal women experience symptoms; however, these can fluctuate and be felt to varying degrees. Though this list is not exhaustive, some of the most common symptoms are shown below.

Physical Symptoms	Psychological Symptoms
<ul style="list-style-type: none"> ○ Headaches ○ Palpitations – Heartbeats that suddenly become more noticeable ○ Joint stiffness ○ Joint aches and pains ○ Hair loss ○ Skin changes – dryness, acne, and general itchiness ○ Heavy/Irregular periods ○ Weight loss/weight gain ○ Headaches ○ Hot flushes - Short, sudden feelings of heat 	<ul style="list-style-type: none"> ○ Difficulty sleeping ○ Problems with concentration or memory ○ Mood changes – Such as anxiety or low mood ○ Loss of libido ○ Loss of confidence ○ Panic attacks

6. Roles and Responsibilities

6.1 **Employees** are responsible for:

- Taking personal responsibility to look after their health.
- Being open and honest in conversations with line managers. If an employee feels unable to speak to their line manager, they can speak to the HR team or contact their trade union.
- Being willing to help and support their colleagues.

6.2 **Line Managers** should:

- Familiarise themselves with this guidance.
- Be ready and willing to have open discussions about menopause, appreciating the personal nature of the conversation and treating the discussion sensitively and professionally.
- Consult with the HR team before agreeing reasonable adjustments with the employee.
- Record any reasonable adjustments agreed and actions to be implemented.
- Ensure ongoing conversations take place and that agreed adjustments are regularly reviewed.

6.3 **Human Resources** will:

- Offer guidance to managers and employees including signposting to appropriate support.
- Monitor and evaluate the effectiveness of this guidance in respect of absence levels, changes to the legislator framework and feedback from managements and employees.

6.4 **Occupational Health** will:

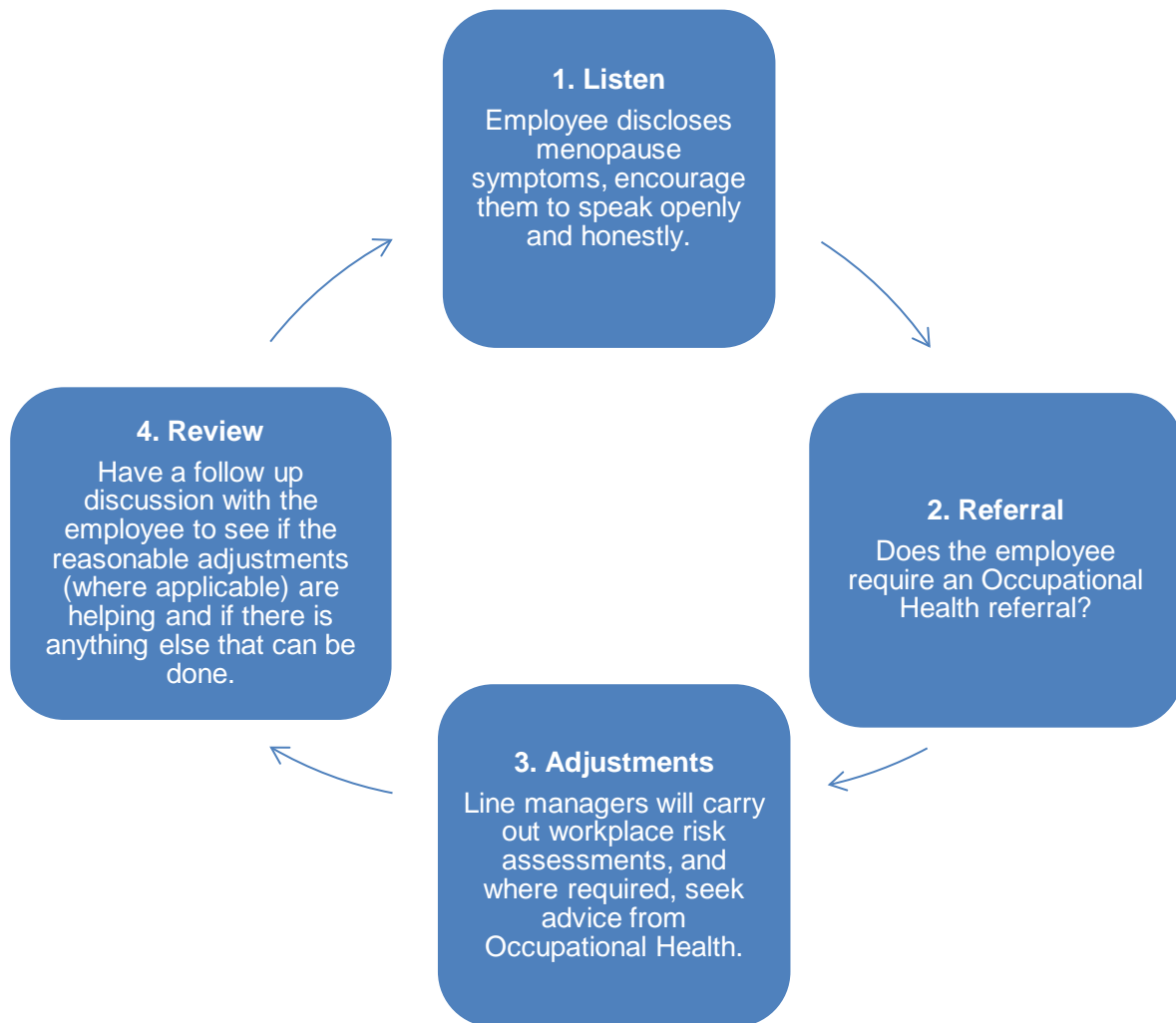
- Provide support and advice to Human Resources and Line Managers in determining whether reasonable adjustments are required and what these should be.
- Signpost to appropriate sources for help and advice.

Appendix 1 – Managers' Guide

1. Process Flow

The role of line managers in supporting those experiencing menopause transition is crucial. Effective management of team members with menopausal symptoms that are impacting on their work will help to improve the team's morale, retain valuable skills and talent, and reduce sickness absence.

Whilst we recognise that every employee is different, and it is, therefore, not feasible to set out a specific guideline for each circumstance, below there is a high-level flowchart that managers can follow when an employee discloses menopausal symptoms. Managers should always seek advice from the HR Team prior to agree adjustments with the employee.



2. Top Tips

- Building relationships based on trust, empathy and respect will make it easier for an employee to feel comfortable about raising a health issue like the menopause.
- Regular and informal one-to-ones with members of your team can provide the forum for a conversation about any changes to someone's health situation, including the menopause.
- Asking people how they are on a regular basis will help to create an open and inclusive culture and encourage someone to raise any concerns.
- Don't make assumptions - everyone is different, so take your lead from the individual.

3. Risk Assessments & Appropriate Adjustments

Certain aspects of a job or the workplace can represent a barrier for someone experiencing menopausal symptoms. As a manager, you have a responsibility to consider and put in place reasonable adjustments to alleviate or remove these barriers wherever possible, so that employees affected by the menopause can carry on performing in their role.

- Start by having a confidential, two-way conversation with the individual concerned, to identify the specific issues that person is experiencing.
- Consider involving relevant experts where appropriate, such as an occupational health practitioner, to help identify appropriate adjustments that could be put in place to help ease the impact of their symptoms on their work.
- Record any specific needs (and agreed adjustments) and review these at least annually.
- Symptoms of the menopause can fluctuate over time, so make sure you have regular discussions with the person concerned to ensure that the support still meets their needs.
- Discuss whether the employee has visited their GP. Depending on the discussion, this may be the next step suggested, particularly if the areas of difficulty are sleeping, panic attacks or anxiety. If they have visited their GP, and are being supported by them, it may be helpful at this point to make an Occupational Health referral to obtain specific advice.

The table below provides some possible adjustments that can be put in place to help with symptoms of the menopause. Given the wide variety of roles within the Council not all adjustments will be feasible/relevant in all cases, however, consideration should be given to those which could be accommodated and whether these would be helpful for the employee. Every case will be different and the conversations you have with the employee will be key to identifying their needs what adjustments may work for them.

Symptoms	Possible Adjustments
Sleep disruption and/or night sweats	<ul style="list-style-type: none"> ○ Consider a change to shift patterns or the ability to swap shifts on a temporary basis. ○ Offer a flexible working arrangement, for example a later start and finish time. ○ Allow someone to work from home on an ad hoc basis.
Hot flushes and/or daytime sweats	<ul style="list-style-type: none"> ○ Look at ways to cool the working environment, for example open a window, move a desk close to a window or adjust the air conditioning. ○ Provide easy access to cold drinking water and washrooms. ○ Adapt uniforms to improve comfort.
Heavy or irregular periods	<ul style="list-style-type: none"> ○ Provide easy access to washroom and toilet facilities. ○ Allow for more frequent breaks to go to the toilet. ○ Ensure sanitary products are available in washrooms. ○ Make it easy to request extra uniforms if needed.
Headaches and fatigue	<ul style="list-style-type: none"> ○ Consider a temporary adjustment to someone's work duties. ○ Provide a quiet area to work if possible.

	<ul style="list-style-type: none"> ○ Provide access to a rest room. ○ Offer easy access to drinking water. ○ Allow regular breaks and opportunities to take medication.
Muscular aches and bone/joint pain	<ul style="list-style-type: none"> ○ Make any necessary temporary adjustments through review of risk assessments and work schedules. ○ Allow someone to move around or stay mobile.
Psychological effects (e.g., loss of confidence, poor concentration, anxiety)	<ul style="list-style-type: none"> ○ Encourage employees to discuss concerns at one-to-one meetings. ○ Discuss possible adjustments to tasks and duties that are proving a challenge. ○ Address work-related stress by carrying out a stress risk assessment. ○ If feasible, provide access to a quiet space to work or the opportunity to work from home.

4. Support for employees indirectly affected by menopause

Managers should be aware that those employees whose partners are experiencing the menopause may be indirectly affected by this which may impact on their performance at work. If an employee's partner is experiencing significant physical or psychological symptoms, they may be concerned for their wellbeing. In some cases, this may lead to relationship problems or difficulties at home. The partner may also experience disrupted sleep & fatigue, anxiety or stress which may impact on their work. Supportive conversations with those employees and signposting to sources of information/support may be useful in these circumstances.

Appendix 2 – Employee’s Guide

Coping with the Menopause – help and self-help

Menopause can cause a wide range of physical and psychological symptoms that can last for several years. Most menopausal women experience symptoms, but everyone is different. Symptoms can fluctuate and be felt to varying degrees. The table below highlights a variety of coping mechanisms/adjustments which could work for you. There are a mixture of adjustments including those that you can make yourself and others that you can request are made at work.

Symptoms	Coping mechanisms
Sleep disruption	<ul style="list-style-type: none"> ○ Cool your bedroom, wear lighter clothes ○ Take a bath, regulate your temperate and relax ○ Meditate, calm state of mind ○ Reduce caffeine intake ○ Ask to be considered for flexible working
Hot flushes and/or daytime/night sweats	<ul style="list-style-type: none"> ○ Breathing Techniques ○ Avoid spicy/hot foods ○ Drink plenty water ○ Temperature Control/request a desk nearer natural ventilation if possible ○ Dress in layers which can be removed if required ○ Reduce alcohol consumption
Heavy or irregular periods	<ul style="list-style-type: none"> ○ Request extra uniform
Headaches and fatigue	<ul style="list-style-type: none"> ○ Ensure you have access to fresh drinking water ○ Find/request a quiet space to work ○ Have time out to take medications if needed
Muscular aches and bone/joint pain	<ul style="list-style-type: none"> ○ Move around more or stay mobile if it helps
Psychological effects (for example, loss of confidence, poor concentration, anxiety)	<ul style="list-style-type: none"> ○ Yoga, meditation, mindfulness techniques ○ Massage and acupuncture ○ Ask for a short break (natural light/fresh air can improve low mood)

In addition to the above, if you are finding that your menopausal symptoms are affecting your wellbeing and capacity to work, you may also want to consider the following:

- Find out more about the menopause from sources of information available (see Appendix 3).
- Consider some healthier lifestyle changes – including stopping smoking, eating a healthy & balanced diet, the introduction of supplements, regular exercise.
- See your GP for advice on available treatment options and to review any medications you may currently be taking which may have an adverse impact on you during menopause.
- Discuss your practical needs with your line manager, HR Advisor, another manager you feel comfortable talking to or your trade union.
- Ask to be referred to Occupational Health to discuss support and possible work adjustments.
- If you feel able to do so, talk about your symptoms and solutions with colleagues, particularly those who are also experiencing symptoms.

Whilst you may not actually be going through the menopause yourself, you may still be affected by your partner’s experience. Managers and HR are aware that this can be an issue for employees and are there to provide support in the form of confidential conversations and signposting you to useful sources of information.



Appendix 3

Further sources of information to support women and raise awareness

- **NHS Information**
www.nhs.uk/conditions/menopause
www.nhs.uk/conditions/early-menopause
- **NICE Guidelines on Menopause diagnosis and treatment**
 NICE guidelines provide advice on the care and support that should be offered to people who use health and care services.
www.nice.org.uk/guidance/ng23/ifp/chapter
- **Menopause Matters**
 This website provides independent up to date advice about the menopause, symptoms, and treatment options.
www.menopausematters.co.uk
- **Women's Health Concern**
 This is a charitable organisation that aims to help educate and support women with their healthcare by providing unbiased, accurate information.
www.womens-health-concern.org
- **Daisy Network**
 Daisy Network is dedicated to providing information and support to women diagnosed with Premature Ovarian Insufficiency, also known as Premature Menopause
<https://www.daisynetwork.org>
- **The Menopause Exchange**
 The Menopause Exchange gives independent advice about the menopause, midlife, and post-menopausal health. They send out a free quarterly newsletter with useful impartial help and support.
www.menopause-exchange.co.uk
- **Menopause Cafes**
 At the menopause café people, often strangers gather to eat cake, drink tea, and discuss menopause. This website includes guidance on how to set up your own menopause café.
www.menopausecafe-net
- **Manage my menopause**
 Website for tailored menopausal advice for individuals provided by experts.
www.managemymenopause.co.uk
- **My Menopause Doctor**
 A website that aims to help empower women with the necessary information to make informed decisions regarding any treatment they may take to help turn the menopause into a positive experience that does not negatively impact their lives.
www.menopausedoctor.co.uk

**South Ayrshire Council
Equality Impact Assessment including Fairer Scotland Duty**

Section One: Policy Details*

Name of Policy	Menopause at Work Guidance
Lead Officer (Name/Position)	Wendy Wesson (Chief HR Advisor)
Support Team (Names/Positions) including Critical Friend	Noemi Cecconi (HR Policies and Operations Coordinator)

*The term Policy is used throughout the assessment to embrace the full range of policies, procedures, strategies, projects, applications for funding or financial decisions.

What are the main aims of the policy?	<ul style="list-style-type: none"> To set out the guidelines for employees and managers on providing the right support to manage menopausal symptoms at work.
What are the intended outcomes of the policy?	<ul style="list-style-type: none"> To provide an inclusive and supportive working environment for every employee. To be an employer of choice and support the Council in retaining and recruiting skills and experience by managing menopause in the workplace sensitively. To recognise that menopause affects a good portion of our workforce. Circa 73% of our employees are females, of which circa 37% are aged 45 or over (Figures as at 26 September 2022).

Section Two: What are the Likely Impacts of the Policy?

Will the policy impact upon the whole population of South Ayrshire and/or particular groups within the population? (please specify)	This arrangement will only impact employees who are affected by menopause.
---	--

Considering the following Protected Characteristics and themes, what likely impacts or issues does the policy have for the group or community?

List any likely positive and/or negative impacts.

Protected Characteristics	Positive and/or Negative Impacts
Age: Issues relating to different age groups e.g. older people or children and young people	Positive Impact - circa 73% of our employees are females, of which circa 37% are aged 45 or over (Figures as 26 September 2022).
Disability: Issues relating to disabled people	No anticipated impact
Gender Reassignment – Trans/Transgender: Issues relating to people who have proposed, started or completed a process to change his or her sex	The guidance recognises that menopause can affect employees who have undergone gender re-assignment.
Marriage and Civil Partnership: Issues relating to people who are married or are in a civil partnership	No anticipated impact
Pregnancy and Maternity: Issues relating to woman who are pregnant and/or on maternity leave	No anticipated impact
Race: Issues relating to people from different racial groups, (BME) ethnic minorities, including Gypsy/Travellers	No anticipated impact
Religion or Belief: Issues relating to a person's religion or belief (including non-belief)	No anticipated impact
Sex: Gender identity: Issues specific to women and men/or girls and boys	Positive impact on majority of the Council workforce (73% are women)
Sexual Orientation: Issues relating to a person's sexual orientation i.e. LGBT+, heterosexual/straight	No anticipated impact

Equality and Diversity Themes Relevant to South Ayrshire Council	
Health Issues and impacts affecting people's health	Positive – the guidance is designed to support employees during menopause (either self-help or management support or from other resources such as Occupational health)
Human Rights: Issues and impacts affecting people's human rights such as being treated with dignity and respect, the right to education, the right to respect for private and family life, and the right to free elections.	No anticipated impact
Socio-Economic Disadvantage	
Low Income/Income Poverty: Issues: cannot afford to maintain regular payments such as bills, food and clothing.	No anticipated impact
Low and/or no wealth: Issues: enough money to meet basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	No anticipated impact
Material Deprivation: Issues: being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	No anticipated impact
Area Deprivation: Issues: where you live (rural areas), where you work (accessibility of transport)	No anticipated impact

Section Three: Evidence Used in Developing the Policy

<p>Involvement and Consultation In assessing the impact(s) set out above what evidence has been collected from involvement, engagement or consultation? Who did you involve, when and how?</p>	<p>The Trade Unions have been consulted via the Trade Union Liaison Meetings.</p>
<p>Data and Research In assessing the impact set out above what evidence has been collected from research or other data. Please specify what research was carried out or data collected, when and how this was done.</p>	<p>We have undertaken extensive research and looked at resources such as CIPD/ACAS, plus the guidances already set out in North Ayrshire and East Ayrshire Council.</p>
<p>Partners data and research In assessing the impact(s) set out in Section 2 what evidence has been provided by partners? Please specify partners</p>	<p>N/A</p>
<p>Gaps and Uncertainties Have you identified any gaps or uncertainties in your understanding of the issues or impacts that need to be explored further?</p>	<p>N/A</p>

Section Four: Detailed Action Plan to address identified gaps in: a) evidence and b) to mitigate negative impacts

No.	Action	Responsible Officer(s)	Timescale
	N/A		

Note: Please add more rows as required.

Section Five - Performance monitoring and reporting

Considering the policy as a whole, including its equality and diversity implications:

When is the policy intended to come into effect?	Once approved by Cabinet
--	--------------------------

When will the policy be reviewed?	Arrangements will be reviewed on an annual basis to ensure the guidance is effective. We will seek feedback from employees affected by menopause as part of the review.
Which Panel will have oversight of the policy?	Cabinet

Section 6

South Ayrshire Council

Appendix

Summary Equality Impact Assessment Implications & Mitigating Actions

Name of Policy: Menopause at Work Guidance

This policy will assist or inhibit the Council's ability to eliminate discrimination; advance equality of opportunity; and foster good relations as follows:

Eliminate discrimination
No impact
Advance equality of opportunity
No impact
Foster good relations
No impact
Consider Socio-Economic Disadvantage (Fairer Scotland Duty)
No impact

Summary of Key Action to Mitigate Negative Impacts	
Actions	Timescale
Arrangements will be reviewed on an annual basis to ensure the guidance is effective. We will seek feedback from employees affected by menopause as part of the review.	Annually

Signed: Wendy Wesson (Chief HR Advisor)

Date: 27th September 2022

South Ayrshire Council

**Report by Chief Executive
to Cabinet
of 1 November 2022**

Subject: Revised Recruitment and Selection Policy

1. Purpose

1.1 The purpose of this report is to seek approval for:

1.1.1 the revisions applied to the Council 'Recruitment and Selection' Policy ('the Policy'), Handbook and Charter which incorporate:

- new online recruitment resources;
- changes to the Right to Work legislation;
- achievement of Recruit with Convictions Ambassador Status; and
- payment of SSSC fees; and

1.1.2 the implementation of a new guidance document on the Recruitment of Ex-Offenders.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 notes the work that has been undertaken in the development of the revised Policy, Handbook and Charter, working with the Director of Recruit with Conviction and the Ayrshire Criminal Justice Partnership;

2.1.2 approves the revisions made to the Policy, Handbook and Charter (attached as Appendices 1 to 3);

2.1.3 approves the implementation of the new guidance document on the Recruitment of Ex-Offenders (attached as Appendix 4);

2.1.4 agrees that the Council will maintain its current position to discuss criminal convictions at interview;

2.1.5 requests that the Chief HR Adviser publicise and promote these procedures;

2.1.6 requests that officers from Procurement consider using the Ambassador's principles within commissioning and tendering by

the Council and report back to a future meeting of Cabinet with any proposals;

- 2.1.7 notes that the roll out of 'Recruit with Conviction' awareness and skills development training will be carried out for managers across the Council;**
- 2.1.8 agrees the updating of the Council's terms and conditions of employment to reflect the recommendations in this report;**
- 2.1.9 approves the changes made to the Recruitment and Selection complaints procedure (attached as Appendix 5); and**
- 2.1.10 approves the proposal that references requested by external organisations for current or former employees are solely issued by the HR department and only provide basic employment details (such as the position held and employment dates).**

3. Background

- 3.1 At a special meeting on 10 March 2002, Council approved a [motion](#) proposing that South Ayrshire Council become a Recruit with Conviction Ambassador.
- 3.2 A full review of existing policies and processes has been carried out in conjunction with the Recruit with Conviction Director. Recruit with Conviction Ltd is a not-for-profit company, established to fill the gap that exists for helping businesses to understand the issues and benefits from employing people with criminal records. It provides vast experience of business, criminal justice and employability support to provide a professional service within a tried and tested model which has been operating since 1998. Within the local authorities in Ayrshire, the work has been promoted by the Community Justice Ayrshire Partnership.
- 3.3 In the development of the revised procedures the HR team have undertaken training in the Recruit with Conviction programme and are now able to respond to complex enquiries related to the changes in law, Ambassador programme and fair decision making.
- 3.4 Recruit with Conviction has provided two options for the disclosure of criminal convictions: one at interview stage and the other once the recommended candidate has been identified.
- 3.5 Organisational Development produced a range of online resources to support recruitment activities due to the shift to online interviews during the pandemic and these have now been incorporated within the Policy and Handbook.
- 3.6 During the pandemic the Home Office introduced an adjusted check procedure to check and validate right to work documents for interviewees and new starters. This procedure allowed verification of right to work documents online without the need to see physical copies. The adjusted check procedure is now coming to an end on 30 September, meaning that from 1 October 2022 hiring managers will be required to check the physical copy of the right to work document at interview stage and we can no longer receive copies of these documents via email, unless these have been verified physically at interview.

3.7 Cabinet of 30 August 2022 agreed the payment of SSSC registration fees for employees up to and including those at Level 5. It was noted that if there was a national agreement reached as part of the consultations on the pay award to pay registration fees for all other employees, then appropriate arrangements would be made to implement that agreement.

4. Proposals

4.1 It is proposed that the Council maintains its current position to discuss criminal convictions at interview. Whilst this option places a requirement on the panel to be prepared for any disclosure and be able to discuss appropriately, disclosing at interview allows for the panel to enter into discussions with the applicant at an early stage. Both applicant and panel will have time saved as decisions are made sooner, thus expediting the recruitment process. Moreover, managers are already familiar with this process.

4.2 Instead, if convictions are not disclosed until the candidate is recommended and said convictions do not allow us to progress with the appointment, the panel will have to consider an alternative candidate or re-advertise. Therefore, this option could be time-consuming, and it would require a change to our existing processes.

4.3 It is therefore proposed to adopt the recommended changes applied to the Policy, Handbook and Charter which are summarised in Appendix 6 and highlighted in bold in the documents.

4.4 A guidance document on the Recruitment of Ex-Offenders is contained in Appendix 4. This will be used by managers in conjunction with the Policy and Handbook.

4.5 It is proposed that HR will work with Organisational Development to update the COAST module to include the Recruit with Conviction awareness training and the changes in Right to Work legislation.

4.6 The Policy has been updated to reference the payment of SSSC registration fees to employees up to and including Level 5. It is proposed that a further amendment may be required if agreement is reached for any additional employees.

4.7 It is proposed that the Council's terms and conditions of employment are updated to reflect the recommendations in this report.

4.8 It is proposed that the Recruitment complaint procedures are updated to remove reference to the appeal process. Complaining about a recruitment decision is in itself an appeal against the decision made by the panel chairperson and therefore there should be no further right of appeal.

4.9 It is proposed that references requested by external organisations for current or former employees are solely issued by the HR department and only provide basic employment details (such as the position held and employment dates). As external organisations can request detailed references and in different format, with HR providing basic employment details we can ensure that the information provided is consistent and appropriate without the risk of disclosing sensitive matters, such as absence details.

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 HR officers will work with colleagues from Organisational Development to update COAST and to facilitate the awareness training for managers.

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 Rejecting the recommendations may impact on the reputation of the Council.

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 Equality Impact Assessment is not required. A copy of the Equalities Scoping Assessment is attached as Appendix 7.

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 1 and 2 of the Council Plan: Fair and Effective Leadership/ Leadership that promotes fairness; and the Closing the Gap/ Reduce poverty and disadvantage.

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.

13.3 Consultation has taken place with the Trade Unions who agree to the proposals set out in paragraph 4 above.

14. Next Steps for Decision Tracking Purposes

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:

Implementation	Due date	Managed by
Upload the updated Recruitment and Selection Policy, Handbook, Charter and Guidance to The Core	30 November 2022	Chief HR Adviser
Arrange awareness training for managers	31 December 2022	Chief HR Adviser
Communicate with the wider organisation and partners to promote Ambassador status	30 November 2022	Chief HR Adviser
Update Terms and Conditions	30 November 2022	Chief HR Adviser

Background Papers [South Ayrshire Council \(Special\) – 10 March 2022 – Notice of Motion \(item 7\)](#)

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Date: 19 October 2022



Recruitment and Selection Policy

November 2022
Version 2.0



Contents

Page

1.	Introduction	3
2.	Filling of Vacancies	4
3.	Recruitment Panel	6
4.	Selection	7
5.	Offer of Appointment	9
6.	Pre-Employment Medical Questionnaires	9
7.	References	9
8.	Appointment of Former Employee	10
9.	Canvassing of Council Members or Officers	10
10.	Relocation	10
11.	Post Interview Feedback	10
12.	Recruitment and Selection Complaints Procedure	10
13.	Monitoring of Recruitment	11
14.	Temporary Workers	11
15.	Agency Workers	11

Version Control

Version Number	Effective Date	Details of Revision	Responsible Person	Review Date
1	May 2019	Revised format and changes to terminology to reflect online processes	L Boyd	May 2020
2	Sept 2022	Revised format, updates related to online resources, 'Recruit with Convictions' and change to Head of service job title.	N Cecconi	Sept 2023



1. Introduction

- 1.1 South Ayrshire Council recognises the fundamental role that its employees play in achieving corporate aims and objectives and understands the importance of ensuring that the correct individuals are recruited and retained. The Recruitment and Selection policy aims to attract appropriate candidates, provide equality of opportunity, and enable a thorough assessment of competence to be undertaken.
- 1.2 Additionally, through a rigorous and robust selection process, safeguards for working with vulnerable members of our community will also be provided as procedures recognise the additional statutory requirements that are required and the more intensive level of assessment of candidates that will be needed.
- 1.3 The policy provides a framework through which a fair, consistent and lawful approach will be taken as the Council seeks to employ individuals who display the knowledge, skills, attitude, and behaviour that match its service delivery requirements and South Ayrshire's Values.
- 1.4 The Council's commitment to equality of opportunity for all is reflected in its Recruitment Charter. **This includes a commitment as a Disability Confident employer to interview applicants that can clearly evidence in their application that they meet the essential criteria of the vacant role and to ensure that reasonable adjustments will be made throughout the recruitment and selection process to meet the needs of candidates with a disability.** Also, alternative recruitment and promotional activities may be used to address areas of under-representation across the workforce.
- 1.5 **South Ayrshire Council is a Recruit with Conviction Ambassador and has undertaken work to ensure that people with convictions are treated within best practice guidelines when applying for work. All applicants are asked to declare any convictions within the current laws.**

Ambassadors promote safe and sustainable employment for people with convictions in their own workplace and seek to influence other workplaces too. Ambassadors will publicise and promote these procedures with partner organisations, sub-contractors and wider businesses or other networks.

- 1.6 Recruitment and selection should be:
- **Effective** – by ensuring sufficient suitable individuals are encouraged to apply and being able to distinguish between those who are suitable and unsuitable.
 - **Efficient** – by ensuring that advertising and recruitment methods are cost and time efficient.
 - **Impartial** – by ensuring that equality of opportunity is considered as an integral part of the procedure.
 - **Fair** – by dealing with all who apply fairly, honestly, and courteously.
- 1.7 It is fundamental that any qualifications or requirements applied to a job must be genuine and justifiable.

- 1.8 Each individual will be assessed according to their ability to undertake the duties and responsibilities of that job.



- 1.9 References will be requested for recommended candidates and wherever possible a reference will be obtained from someone who has current/recent experience of the candidate in a work situation. Where a candidate is in employment, one of the referees must be a current employer. Where appropriate, employees will have access to training and development opportunities to achieve equality of employment potential.
- 1.10 Employees and potential employees should feel comfortable and supported to apply for positions with South Ayrshire Council.

2. Filling of Vacancies

- 2.1 When the decision is taken to fill a vacant post, consideration must firstly be given to the post's suitability for flexible working as detailed below. Further details of the flexible working options are available on the Core at [Flexible Working](#).

- Part Time
- Term Time
- Annualised Hours

2.2 Advertising

The recruitment market and relevant legislation demands flexibility in approaches to the advertising and filling of vacancies. The **Chief HR Adviser** will ensure a consistent approach to the advertising and filling of posts.

2.2.1 Redeployment

When a post has been approved to fill, consideration will always firstly be given to the suitability of the post for any employee on the Council's Redeployment List. In certain situations, employees may require redeployment, for example, due to health or displacement following restructuring, and a process of skills/capability assessment can lead to a transfer to a suitable alternative vacant post.

If the post remains vacant following consideration of its potential for redeployment it should be advertised.

As a priority, employees requiring redeployment will be given relevant training and support to maximise opportunities for redeployment.

2.3 Advertising Conditions

All other vacancies will be advertised according to the following conditions:

- 2.3.1 **Chief Officers:** Appointments to these posts are made by a Panel of Elected Members (Chief Officers' Appointments / Appraisal Panel).

Organisational Development in conjunction with the Recruitment Team, will coordinate all appropriate arrangements for advertising and selection process.



2.3.2 Head Teachers/Depute Head Teacher posts: In accordance with the Scottish Schools (Parental Involvement) Act 2006, the Parents' Council must be informed and included in selection processes.

2.3.3 Approval to Advertise: Vacancies will be advertised after appropriate approval has been sought; the following conditions will need to be approved:

- Justification for filling the post;
- Advert text with grade/salary and interview date (if known);
- Statutory legislative requirements which may be relevant and should be referred to in the advert i.e., (Rehabilitation of Offenders Act 1974 (as amended); the Protection of Vulnerable Groups (Scotland) Act 2006; provisions of Education (Scotland) Act 1980 (as amended));
- Is the post Politically Restricted?
- Is the post subject to a basic/standard/enhanced disclosure or PVG?
- Is the post subject to Police vetting?

2.3.4 Internal advertising: The Council encourages succession planning and career progression therefore vacancies can be restricted for internal promotion. Internal employees include:

- Temporary/Permanent employees
- Casual employees whether currently employed or not
- Modern Apprentices and employability programme participants

It will be for management to decide whether jobs should be advertised internally only in the first instance, or whether they should be the subject of simultaneous internal and external advertising.

Similarly, where a post has been advertised internally and only a small number of internal applications have been received, it will be for management to decide (regardless of whether person specification requirements are met), to proceed with interviews or advertise externally.

2.3.5 External advertising: All external adverts should comply with one of the following conditions:

- Post is of a specialist nature;
- Identification that there will be a limited response from internal applicants;
- Identification that the vacancy would benefit from exposure in the external market;
- The post is subject to a legal requirement under the terms of the Scottish Schools (Parental Involvement) Act 2006 or a Joint Funding Partnership arrangement;
- Regulated work where advertising to the widest possible pool of applicants is recommended.

2.4 All vacancies will be advertised using the recruitment portal [My Job Scotland](#). In addition, the following advertising sources may be used:

- Local Job Centres.



- National and Local newspapers, relevant professional website and/or Journals.
 - A range of alternative options, including posts, public flyers targeted at community groups, radio campaigns etc.
- 2.5 All applicants must complete an online application form. The Council can also provide an application form in various formats to meet the needs of individuals.
- 2.6 Where a vacancy arises which is similar to one which has recently been advertised or filled, consideration can be given to filling the second vacancy from the initial group of applicants. Advice should be sought from HR considering the timescales and similarities between the vacancies.
- 2.7 As part of the targeted approach to recruitment, HR will identify groups of high turnover vacancies to create job pools. This will provide flexibility to recruit from an established group of candidates who have already completed the selection process. Examples where job pools may be appropriate are Cleaners, Home Carers and Catering Assistants. Candidate details can be held for a period of 6 months and appointments will require an up to date medical, disclosure check, and satisfactory references.

3. Recruitment Panel

3.1 Relationships/interests

Where an applicant for employment with the Council is related to a Member of the Council, or to an employee, the officer within whose delegated authority it is to make the appointment to the post in question will, before exercising that authority, consult with the Chief HR Adviser who may require the officer to refer the appointment to the Chief Executive for decision.

3.2 Panel Requirements

- Any employee or Elected Member participating in recruitment and selection must have completed the COAST online E-Learning module.
- A minimum of two panel members must be involved at all stages of the process and every effort will be made to ensure that the composition of recruitment panels reflects the Council's commitment to equality.
- Agreement should be reached at the outset on:
 - the values-based job description, including the person specification which must not be changed after the recruitment process has started; and
 - the use of relevant selection methods throughout the selection process, for example, assessment centres, ability tests, personality profiles, role plays, in-tray exercises and value-based interview questions
 - All selection techniques and methods must be relevant and appropriate to the post in question and any forms of psychometric testing will be conducted by a suitably qualified Administrator or Assessor.
- **The panel chairperson should be prepared to discuss any convictions that may be disclosed and take leadership when speaking to the applicant.**



- In the section called ‘Recruitment & Selection’ on the Core, Hiring Managers can find a range of useful information on the recruitment and interview process including:
 - Value based Recruitment Matrices
 - Interview questions development examples
 - Interview question templates
 - Supporting documents for additional selection methods
 - Supporting documents for during the interview process

4. Selection

4.1 **Job Description:** The job description supports the assessment and selection process, and candidates will be assessed against the criteria set within it. The job description must:

- Outline the key purpose and accountabilities for the post or group of generic posts, including the person specification.
- Be prepared with reference to the relevant South Ayrshire Council values and behaviours, and the evidence required to demonstrate ability; and
- Be prepared in accordance with relevant legislation

In line with the Council’s Values and Behaviours framework, employees are expected to demonstrate **Respectful, Positive, Supportive, Ambitious and Proud** attributes in order to carry out the job effectively to an agreed standard.

Where a job description requires to be updated this should be discussed with your HR Policy and Operations Advisor for any possible job re-evaluation purposes.

4.2 **Selection Process:** the initial stage of the selection process will be the gathering of information about the applicant(s). The method of achieving this may vary but will normally include application forms, initial telephone screening or open days.

The online application form on My Job Scotland will use screening questions to aid the short-listing process by selecting applicants that meet the essential requirements of the role.

4.3 **Short Listing:** The selection panel will compare each application against those identified in the job description. The short list of candidates for interview requires consensus from the panel. All applicants that can clearly evidence in their application that they meet the essential criteria of the vacant role as specified in the job description, will be shortlisted for interview. The result of the short-listing process will be submitted to the recruitment team who will notify the candidates for interview.

Information relating to protected characteristics and previous convictions will be withheld from the shortlisting process in line with the 2010 Equality Act and best practice as a Recruit with Conviction Ambassador.

At this stage the recruitment team will also notify the applicants who have not been shortlisted.



4.4 **Selection Process:** the selection process (e.g. value-based interview, assessment centre, practical/in-tray exercise) will be designed around the Council's values and behaviours where candidates will be required to evidence the requisite attitude and behaviour identified for the role.

The following will apply:

- Other than in exceptional circumstances a minimum of one week's notice will be given to candidates prior to a selection event;
- Where an ability test or personality profile is used, candidates will receive feedback from the Administrator or Assessor during the selection event;
- If a candidate is unable to attend a selection event at the given time, reasonable effort will be made to reschedule. The decision to reschedule will lie with the Chair of the recruitment panel who will consider factors such as the urgency in filling the post and the length of the delay;
- **Candidates attending a final selection event must bring with them a completed Criminal Convictions Declaration Form or Letter of Disclosure. This will be considered by the Panel Chair and any issues arising will be discussed with the candidate during the interview;**
- **The panel should when discussing information seek to understand any factors involved in applicants offending, time since offending and what effort the individual has undertaken to demonstrate they are unlikely to return to these patterns of behaviour.**
- **It is acceptable for the panel chairperson to ask questions related to the information they are provided with by the applicant (e.g. if the applicant states they were under the influence of drugs during offending, then it is acceptable to enquire about any recovery activities or abstinence programmes they have or continue to use). It would not be acceptable to ask about alcohol consumption unless the applicant had disclosed that they offended under the influence of alcohol.**
- **A guidance for the Recruitment of ex-Offenders is available for managers on the Core.**
- As part of the Council's commitment to Safer Recruitment, Panels must scrutinise application forms and seek reasons for any breaks in employment;
- All external candidates attending a final selection event must provide evidence of their eligibility to work in the United Kingdom by providing their original right to work documentation at interview
- All selection events must be conducted in a fair, consistent, structured and systematic manner. Candidates must be evaluated against the criteria and scoring mechanism contained in the selection profile;
- An assessment of each candidate must be made following the event using the Selection/Interview Assessment form.
- Where the post requires possession of a particular qualification or registration with an appropriate body, evidence must be produced at interview, which in the case of a required qualification must be the original certificate.



5. Offer of Appointment

- 5.1 Normally the recommended candidate will be contacted as soon as is practicable after the interview and be told verbally that they are the recommended candidate for the post, subject to receipt of satisfactory references and completion of other checks. This will be followed by a formal written offer of appointment. The recruitment team will advise all unsuccessful candidates by email within 2 weeks following the interview date.
- 5.3 The formal written offer of appointment which summarises the main terms and conditions of employment will be issued subject to the receipt of reference(s) and completion of the required checks. The recommended candidate will be given 14 days to accept the offer and return the appropriate paperwork. If the offer is not accepted within the timescale, it will be withdrawn.
- 5.4 All appointments will be made at the first point of the relevant salary scale. In exceptional circumstances an appointment may be made to a higher point with the approval of the **Chief HR Adviser**.
- 5.5 Where the post is considered to be Regulated Work as specified in the Protection of Vulnerable Groups (Scotland) (PVG) Act 2007, the recommended candidate will be required to become a member of the PVG scheme, or undergo a PVG scheme update if already a scheme member, prior to any formal offer being made. Candidates who are being recruited from outwith the Council will be required to meet the PVG registration costs.

6. Pre-Employment Medical Questionnaires

- 6.1 **External Candidates:** Following the selection process, a health questionnaire will be completed by the recommended candidate and will be screened by the Council's Occupational Health service.
- 6.2 **Internal candidates:** Where an existing employee moves from one post to a similar post e.g. clerical to clerical, there will be no need for pre-employment screening. However, where there is a basic difference in the types of tasks undertaken between the new and former posts e.g. administration to home care, a pre-employment medical questionnaire will be completed by the employee in question for screening by the Council's Occupational Health service.

7. References

- 7.1 Reference(s) will be obtained for the recommended candidate. Wherever possible a reference will be obtained from someone who has current/recent experience of the candidate in a work situation and where a candidate is in employment, one of the referees must be a current employer. This might include unpaid or voluntary work.

Further detailed guidance on the use of references is contained within the [Recruitment and Selection Handbook](#).



8. Appointment of Former Employees

- 8.1 Only in exceptional circumstances and normally only to a post to which it is difficult to recruit, will a contract of employment be offered to an individual who left the employment of the Council on the grounds of Voluntary Redundancy or Voluntary Early Retirement. In all cases the approval of the **Chief HR Adviser** must be given.

9. Canvassing of Council Members or Officers

- 9.1 Any applicant who canvasses an Elected Member or employee of South Ayrshire Council, directly or indirectly, in relation to recruitment will be immediately disqualified. Similarly Elected Members and employees will not solicit for an appointment for any person, although this does not preclude the provision of a reference if requested to do so.

10. Relocation

- 10.1 In limited circumstances assistance with relocation will be offered to successful candidates in accordance with the Council's Conditions of Service. The decision as to whether or not relocation expenses will apply will be taken by the **Chief HR Adviser** prior to advertising.

11. Post Interview Feedback

- 11.1 Post interview feedback will not be given automatically however, it will be made available on request.

For applicants who have disclosed a conviction, feedback on whether the conviction was the deciding factor will be made explicit.

12. Recruitment and Selection Complaints Procedure

- 12.1 South Ayrshire Council is committed to promoting equality of opportunity and will endeavour to ensure that no individual receives less favourable treatment throughout the recruitment and selection process. Accordingly, individuals who think they have been treated less favourably than other individuals, or who feel they have been the subject of discrimination during the recruitment and selection process, are entitled to complain. Anyone wishing to complain should write to the **Chief HR Adviser** within 14 days of being advised of the outcome of their application.

Complaints will be investigated by an independent Council officer and a response issued normally within 10 working days from receipt of the complaint, there will be no further right of appeal.



- 12.2 In certain circumstances the **Chief HR Adviser** can decide to suspend the recruitment process pending the outcome of a complaint.

13. Monitoring of Recruitment

- 13.1 As part of the application process, those who apply will be asked to provide equalities information. The information provided will be used to evaluate the effectiveness of the recruitment policy and will not be divulged to the selection panel.
- 13.2 In line with the Equality and Human Rights Commission (EHRC) recommendations, the Council will regularly analyse the composition of the workforce; the results of which will be used to measure the effectiveness of the Equality at Work Policy and, where appropriate, to develop appropriate positive action programmes.
- 13.3 Recruitment documentation will be kept for a period of six months following completion of the recruitment process.

14. Temporary Workers

Recruitment of temporary workers will be undertaken in the same way as recruitment of permanent employees. Further information on the definitions and procedures for the use of temporary workers is provided in the Council's [Code of Practice for Temporary Workers](#).

15. Agency Workers

In certain extreme circumstances i.e. imminent service breakdown, it may be possible to use Agency Workers. Approval for the use of Agency Workers is detailed in the Agency Workers Protocol the Council's [Code of Practice for Temporary Workers](http://ww20.south-ayrshire.gov.uk/corporateservices/HR/Shared Documents/Code of Practice for Temporary Workers.doc).





Recruitment and Selection Handbook

November 2022
Version 2.0



Contents

Page

1. Introduction	3
2. Decision to Fill Vacancy	3
3. Job Description	4
4. Redeployment	4
5. Advertising	4
6. Assessment Methods	6
7. Interview Structure	8
8. Offer of Appointment	8
9. References	9
10. Candidate Feedback	10

Version Control

Version Number	Effective Date	Details of Revision	Responsible Person	Review Date
1	December 2017	Revisions reflect online recruitment process and changes to vacancy management	L Boyd	April 2018
2	September 2022	Revised format; Updates related to online resources, and 'Recruit with Convictions'; Change to Head of service job title.	N Cecconi	Sept 2023

1. Introduction

- 1.1 The Council is committed to delivering high quality services to the people of South Ayrshire. To achieve this, we need services which are fit for purpose and can adapt to changing demands. We recognise that to achieve this we must continue to improve and update our service delivery. This means that we must ensure we have a motivated and skilled workforce, willing and able to adapt to change.

A key part of achieving this workforce profile is that we must recruit the right people to the right roles. We must therefore deliver recruitment campaigns that attract the most suitable candidates and ensure that the selection process assesses competence, skills and behaviours through the application and selection process.

The purpose of this handbook is to provide practical guidance in relation to our recruitment and selection process, in line with the Council's Recruitment and Selection Policy and Recruitment Charter.

- 1.2 **We have adopted a digital approach to all aspects of recruitment and selection therefore:**

- **Vacancy Management will be requested and processed online here**
- **Applicants are asked to complete an application via My Job Scotland**
- **Panel members will be asked to view and shortlist applications, schedule selection dates, times and methods and complete post interview requirements online here**

- 1.3 This handbook applies to all employees with the exception of teaching staff for whom separate arrangements exist and these can be found in Section 2 of the Recruitment and Selection Policy.
- 1.4 Chief Officer appointments are also out with the scope of this handbook. Whilst similar procedures apply, Chief Officers are appointed through the Chief Officers' Appointments/Appraisal Panel.
- 1.5 Anyone who takes part in a recruitment panel must complete the mandatory "Management Essentials Managing Recruitment and Selection" elearning module on COAST. Panel Chairpersons should also have attended the practical half day workshop. These courses provide all the information and techniques needed to carry out a recruitment exercise.

2. Decision to Fill Vacancy

- 2.1 Once a decision has been taken to fill a vacancy, appropriate authorisation must be sought to recruit. The online vacancy management request form and the guidance document can be found here. The vacancy management request form must be submitted with a current, up-to-date job description which includes a person specification and any other relevant documentation (i.e., Cabinet or ELT papers). If the post has changed in any substantial way since the last job description, it should be put forward to Human Resources for job re-evaluation.



- 2.2 Consideration should also be given to whether the vacancy can be filled on a permanent or fixed term basis, and you should also consider if the post could be filled by someone working on a flexible basis, such as part time, term time or annualised hours. The following links provide details of the [Council's Flexible Working](#) policy and the [Council's Code of Practice for Temporary Working](#).

3. Job Description

- 3.1 The job description contains details of the main accountabilities of the role, the person specification and the knowledge, skills, attitude, and behaviours required to perform the role competently.

If there is no job description or you are unsure how to update an existing one, you should discuss this with your HR Policy and Operations Advisor. Once you have completed the job description you should pass this to your HR Policy and Operations Advisor who will ensure the job description is quality assured and files are updated.

4. Redeployment

- 4.1 The Council maintains a list of all staff requiring redeployment. In the first instance, any vacant posts which have been approved for filling should be considered against the skills profile of employees on this list. If there are one or more suitable candidates, then the redeployment process should be followed. Details can be found [here](#). If there is no one suitable then the post should be advertised.

5. Advertising

- 5.1 Vacancies can be advertised internal only or simultaneously external.
- 5.2 A range of legislative arrangements are in place in relation to recruitment. Where these conditions are applicable, they need to be clearly referred to during the advertising process. These could include

Legislation	Further Information
Politically restricted posts	Guidance
Posts subject to a standard / enhanced disclosure	www.mygov.scot/enhanced-disclosure
The Protection of Vulnerable Groups (Scotland) Act 2006 and 2020 Disclosure Scotland Act	www.mygov.scot/pvg-scheme
Immigration Asylum and Nationality Act 2006	www.gov.uk (Full Guide for employers on preventing illegal working in the UK)
Management of Offenders Act 2019 and Rehabilitation of Offenders Act 1974 (as amended)	Guidance on Recruitment of ex-Offenders
Equality Act 2010	Equality at Work Policy

To ensure compliance with these, you should consult with your HR Policy and Operations Advisor to ensure that any legislative requirements are met in relation to recruitment.



- 5.3 Vacancies will be advertised on My Job Scotland, accessed [here](#) and will normally run for 2 weeks. The advert provides the opportunity to clearly define the role and principal accountabilities of the post along with any essential legislative requirements or mandatory level of qualification.
- 5.4 In addition to advertising on My Job Scotland, other options could include: open nights/assessment days/events; job centres; poster/flyer campaigns in community-based centres or through local, national or industry specific media such as newspapers, journals, or websites. Consideration should always be given to the cost of external advertising, and this should always be approved by a Director/Head of Service.
- 5.5 **Short – listing/Pre – Interview**
- 5.1.1 Shortlisting should be completed online via Talent Link and the recruitment team will provide panel members with access to view applications. Panel Members should refer to the Managers Guide [here](#).
- 5.1.2 Panel members should compare each application against the job description and relevant value-based matrix and reach agreement on a short list of candidates to take forward to selection assessment/interview.
- 5.1.3 **The Council is a Disability Confident Employer and applicants who can clearly evidence in their application that they meet the essential criteria for the job as shown in the job description should be shortlisted and given the opportunity to demonstrate their abilities at interview.**
- 5.1.4 Applicants who have Additional Support Needs (ASN) or who are, or have been, in Looked After Care (LAC) and who apply for an Apprenticeship opportunity based within the Council, should be shortlisted for interview if they meet the essential criteria for the post.
- 5.1.5 Existing Council employed Modern Apprentices should be shortlisted for interview if they meet the essential criteria for the post and former Modern Apprentices are able to apply for vacancies for a period of 6 months following the end of their placement.
- 5.1.6 **The Council is a Recruit with Conviction Ambassador and has undertaken work to ensure that people with convictions are treated within best practice guidelines when applying for work. All applicants are asked to declare any convictions within the current laws.**
- 5.1.7 We will take into account relevant information about what was involved in offending and convictions are not an automatic bar to employment. This will depend on the nature of the post and the circumstances and background of offences. This does not mean that all those with convictions will be employed but we will treat applicants equitably.
- 5.1.8 Other points to note include whether the applicant is applying for the post on a part time basis or whether an applicant has recently accepted a voluntary severance/voluntary redundancy (VS/VR) package from the Council. If the employee has accepted a VS/VR package, then no appointment of a former employee can be made unless it is into a “difficult to recruit to” post.

For further guidance you should contact your HR Policy and Operations Advisor.

5.1.9 Once agreement has been reached on suitable candidates to take forward, the panel chairperson should complete the online shortlist/select for interview, and interview scheduler details in order that the recruitment team can contact candidates to advise of next steps e.g., date of assessment centre/interviews, methods to be used and time slots. The recruitment team will also issue criminal conviction declaration forms, the Letter of Disclosure (where applicable) and Access to Interview forms to candidates with disabilities. Further advice and guidance on reasonable adjustments can be obtained by contacting Human Resources. The recruitment team, following shortlisting, will also notify unsuccessful applicants by email.

5.1.10 There may be circumstances when interviews cannot be arranged face-to-face. For example, if a candidate is based outside of Scotland or the UK. In this case, the panel can carry out the interviews online (via Skype or Teams) and should notify the Recruitment team to ensure that correct interview details are sent to the candidates.

6. Assessment Methods

The Council applies a value-based recruitment framework and details can be found [here](#). Based on the requirements for the role, you should consider the assessment and selection method which would provide the best opportunities for the candidate to evidence their experience.

6.1 Value Based Interviews

Value based interviews work on the basis that the best indicator of future behaviour is past behaviour and that the way in which a person responded to a situation in the past is the most likely indication of how they will respond in the future. The value-based interview is focused on the behaviours, or competencies, that underpin fully effective job performance. Interview questions should be aimed at obtaining behavioural information against core competencies at the required level.

A value-based interview should eliminate the possibility of a subjective or biased assessment; instead, a method of investigative questioning is used to draw from the candidate what they actually did, said, and thought in a situation.

Interview questions should be written in a way which allows the candidate to demonstrate their competencies against the Council's Competency Framework. If you need help writing value-based questions you should speak to your HR Policy and Operations Advisor.

6.2 Candidates should be provided with the value-based questions 10 minutes before their interview to enable them to prepare notes and consider examples that they feel demonstrate competence in a particular area. The candidate can refer to their notes during the interview.

Each value-based question and answer is normally expected to take around 5 minutes; however, this will depend on the requirement for supplementary questions. Supporting information on value-based matrices and interview questions can be found [here](#).

6.3 Other Assessment Methods

To provide a more thorough evaluation of a candidate's skills, it is good practice to use a range of different assessment methods which are not used in isolation, but which can form part of the assessment process.

Organisational Development can provide advice and guidance in relation to the design and delivery of assessment centres and other selection methods.

Please Note - It is important that you plan and resource an appropriate time schedule, so the panel/candidate is aware of the duration of each stage in the assessment process.

- **Assessment Centres** - this method involves candidates completing a number of different tasks as part of the selection process. Tasks should be designed to allow opportunities for candidates to show different aspects of their skills and abilities. Assessment centres can involve individual or group work, presentations, in tray exercises, problem solving exercises, group discussions or role play.
- **Practical Ability Tests** - where the post involves practical skills, for example word processing, working with spread sheets or telephone techniques, ability tests can be designed which directly relate to the requirements of the job.
- **Personality Profiles** - these tests are in the format of a questionnaire with multiple choice answers. Candidate answers are then compared against a norm group (a group of similar people - this could be managers/executives, or it could be simply the general population) to measure how consistent the answers are with others who are likely to be in that group. Candidate and panel feedback will normally be provided on the day of selection by a qualified officer from Organisational Development; you should therefore allow time within your schedule.
- **Case Study/In –Tray Exercise** - this selection method is designed around a work-based scenario that requires a timed response from the candidate and is used to assess problem solving ability to decide on an appropriate course of action. Time requirements will vary depending on the exercise however it is usual for in-tray exercises to last from between 20-45 minutes. Once completed, these will usually be presented to the panel in advance of the interview, however if time does not allow this, the panel may decide to review all in-tray exercises following conclusion of interviews.
- **Presentation Topic** - candidates are asked to prepare and deliver a presentation at the start of their interview. This selection method is relevant when presentation skills are a requirement of the job. Candidates should be provided with the presentation topic in advance of the interview and asked to email their presentation by a specified date and time. Presentations are usually expected to last around 10 or 15 minutes.

6.4 Scoring

All assessed elements, including those detailed above must be scored using the Council's Interview Assessment form which will be sent to the panel chairperson by the recruitment team. This provides a scale of measurement which should be used for each element to be assessed:

- 1 = Failed to meet standards
- 2 = Partly met standards
- 3 = Mostly met standards
- 4 = Fully met standards

The total score for each candidate should include each element that has been assessed using the scoring above. There should only be one interview assessment form for each candidate that is completed by the panel chairperson.

7. Interview Structure

- 7.1 In line with the Recruitment and Selection policy, a minimum of 2 panel members must be involved at all stages of the process. Every effort should be made to ensure that the composition of the panel reflects the Council's commitment to Equality [here](#).
- 7.2 The panel chairperson should have all the relevant paperwork, e.g., job description including person specification, candidate application forms, timetable, interview assessment form(s), value-based framework, and question sheet for each member of the panel and the chairperson's checklist.
- 7.3 An appropriate time schedule for the interviews should be worked out in advance so that the panel are aware of the duration of each stage of the process. Interviews should start on time to ensure that each candidate is allocated the same amount of time and therefore receives equal treatment.
- 7.4 At the beginning of the interview, the panel chairperson should introduce everyone on the panel and explain the process and the expected timeframe. **The panel chairperson should also verify the candidate's Right to Work documentation (e.g., British Passport, British Birth Certificate, Biometric Residence Permit, etc....) prior to commencing the interview. A list of acceptable right to work documents is available [here](#).** At this stage, opportunity should also be provided to the candidate to ask any questions.
- 7.5 At the end of the interview candidates will be provided with the opportunity to discuss any conviction(s) relevant to the role.

8. Offer of Appointment

8.1 Post Interview

Following the selection process, the panel chairperson should inform the relevant candidate that they are the 'recommended candidate' subject to satisfactory completion of all relevant checks and should obtain a copy of their Right to Work documentation. A start date should not be agreed at this point.



The recruitment team will advise all unsuccessful candidates by email within 2 weeks following the interview date.

- 8.2 Within 3 working days from the interview the panel chairperson should complete the online 'Post Interview' steps via TalentLink and submit the following documents to the recruitment team for the recommended candidate only: the interview assessment form, chairperson checklist, a copy of the Right to Work document and the Criminal Conviction Form. On submission, the recruitment team will request references (including PVG reference requests). Once references have been returned, they will be sent to the panel chairperson for checking and confirmation that they are satisfied with the content.

The recruitment team will also issue a health questionnaire which will be forwarded to Occupational Health to ensure that any appropriate health checks are carried out to ensure the recommended candidate is fit for employment.

The recruitment team will contact the panel chairperson when all checks are concluded via the online Starter Process at which point the chairperson can provide a start date to enable for the contract of employment to be issued. and

- 8.3 **The formal written offer of appointment summarises the main terms and conditions of employment** for the recommended candidate. In exceptional circumstances the offer maybe issued **subject to the receipt of reference(s) and completion of the required checks. The recommended candidate will be given 14 days to accept the offer and return the appropriate paperwork. If the offer is not accepted within the timescale, it will be withdrawn.**
- 8.4 Only in exceptional circumstances and normally only to a post to which it is difficult to recruit, will a contract of employment be offered to an individual who left the employment of the Council on the grounds of Voluntary Redundancy or Voluntary Early Retirement. In all cases the approval of the **Chief HR Adviser** must be given.
- 8.5 In relation to unsuccessful candidates, the panel chairperson should securely store all paperwork for 6 months then destroy.

9. References

- 9.1 It is the responsibility of the panel chairperson to ensure they are satisfied with any reference provided and that any factual information provided by the referee, such as dates of employment, is accurate. Panel chairperson should check:
- the reference has come from a bona fide source
 - the address for the referee is not the same as the candidates' home address
 - the reference has been signed with the same name and designation of the individual providing the reference
- 9.2 The Council provides many front-line services to vulnerable members of the community and as such it has a duty to follow safe recruitment procedures. All reference requests which apply to posts which are regulated in terms of the Protecting Vulnerable Groups (PVG) Scheme will stress that the post holder will have unsupervised access to children and/or protected adults.

We will also provide the opportunity for the referee to contact us by telephone should they wish to discuss the reference in confidence.

- 9.3 In some situations, additional or alternative references may be required. This could involve contacting any previous employer detailed by the candidate in addition to those cited as referees. This might arise where:
- the candidate has worked for their present employer for a short period of time;
 - the candidate has no recent/current work record;
 - an earlier position in the candidate's employment history appears to be especially relevant;
 - a named referee refuses to provide a reference;
 - a candidate is self-employed. In such circumstances they should be asked to identify someone who can provide a character reference.
- 9.4 If additional references are being checked, the candidate should always be contacted and advised of the reason for this. Should the candidate refuse, they should be advised that their application will not be taken further.
- 9.5 References provided by the Council must be issued by HR and will only include confirmation of employment details, such as dates of employment and position held. Should managers receive a reference request directly, they must forward this to the HR team at HR-policyoperations@south-ayrshire.gov.uk and should Managers wish to provide a personal reference, they can do so; however, the reference must be provided from their personal email address rather than the Council one and not on Council letterhead.**
- 9.6 Where a candidate advises they previously worked for the Council, the panel chairperson must check with the Service to establish whether there was any conduct or other issues that would be relevant.
- 9.7 When a candidate has been promoted or transferred to a different role within the same service, there is no requirement to obtain an internal reference.**

10. Candidate Feedback

- 10.1 Post interview feedback will not be given automatically however, it will be made available on request. Feedback should be provided by the panel chairperson.
- 10.2 If the candidate was not selected due to the nature of a conviction or convictions, then this should be made explicitly clear to the applicant. Equally if the conviction(s) were not the deciding factor this too should be made clear when providing feedback.**
- 10.3 If a barred individual under the higher-level disclosure system has applied to a regulated role, the HR team will report this to Disclosure Scotland.
- 10.4 The purpose of post interview feedback is to help unsuccessful candidates focus on all aspects of their application with the aim of enhancing their future performance. All requests for interview feedback should be treated in confidence and should not affect the consideration of any future application submitted by the individual.



RECRUITMENT CHARTER

Appendix 3

South Ayrshire Council is committed to providing the best possible recruitment experience for applicants and will actively work to remove any barriers to equality of opportunity at all stages of the recruitment process.

THESE ARE OUR COMMITMENTS TO YOU AS A JOB APPLICANT:

- We will treat you in a polite, helpful, and friendly manner at all times and will apply the recruitment process equally to all prospective applicants.
- We will provide you with an e-mail address and/or contact number which can be used to reach a member of the Recruitment Team who will deal with your enquiry.
- As a Disability Confident employer, we are committed to interview applicants that can clearly evidence in their application that they meet the essential criteria of the vacant role and to ensure that reasonable adjustments will be made throughout the recruitment and selection process to meet the needs of candidates with a disability.
- You will be asked to complete an online application form. We will accept a CV from visually impaired applicants which gives all the information requested on the application form and we can provide the application form in large print, in Braille, on audio tape or on computer disc. A paper application form may be accepted for some positions by exception. It is important that you complete the application form as fully as possible.
- We will treat the information you provide in confidence and store it securely. Your application form will only be seen by Human Resources employees and those managers involved in the recruitment procedure. Diversity questionnaire information will be used for monitoring purposes only. We will only collect the personal data we need to process your application.
- After interview, we will contact the recommended candidate as soon as possible by email and normally within 7 days although posts which are subject to Disclosure Scotland checks may take longer.
- A formal written offer of appointment will be issued to the recommended candidate upon satisfactory completion of all recruitment checks. The successful candidate will be given a specific deadline to accept the offer and return the
- You will receive an instant automated e-mail acknowledging that your on-line application has been successfully received by the Council.
- We will normally advise you by email if you are being invited for interview within 2 weeks of the closing date for the post.
- We will give you reasonable notice of the date and format of the interview, and if you are required to make a presentation to the interviewing panel, a minimum of 1 weeks' notice will be given.
- We will be pleased to make any arrangements you need, for example, help with ramp access, a sign language interpreter or information in large print.
- If you are invited for interview but are unable to attend at the given time, we will try to make alternative arrangements. However, this will depend on the alternative timescales and urgency to fill the post.
- We will contact only the recommended candidate's referees, and this will include the current most recent employer.
- If you have been unsuccessful at interview, we will normally advise you by email within 2 weeks, feedback should be made available on request.



appropriate paperwork or the offer will be withdrawn.

Recruitment of Ex-Offenders Guidance

November 2022
Version 1.0



Contents

Page

1. Introduction	3
2. Lawful and Unlawful Discrimination	3
3. Legislative Framework	4
4. Dealing with Disclosure at Interview	4
5. Decision Making	5
Appendix 1	6

Version Control

Version Number	Effective Date	Details of Revision	Responsible Person	Review Date
1	September 2022	First version created and uploaded on Core	N Cecconi	Sept 2023

1. Introduction

- 1.1 South Ayrshire Council has undertaken work to ensure that people with convictions are treated within best practice guidelines when applying for work. All applicants are asked to declare any convictions within the current laws.
- 1.2 We will consider relevant information about what was involved in offending and convictions are not an automatic bar to employment with South Ayrshire Council. This does not mean that all those with convictions will be employed; however, we will treat applicants equitably.
- 1.3 Part V of the Police Act 1997, and the protection of Vulnerable Groups (Scotland) Act 2007, are aimed at helping employers and other organisations assess the suitability of applicants for particular posts and to make safer recruitment decisions in relation to positions of trust by widening access to criminal record information.
- 1.4 To this end, the Act provides for the issue of various criminal conviction certificates. In Scotland, these certificates are issued by Disclosure Scotland and are known as Basic, Standard or Enhanced Disclosures. In addition, people undertaking regulated works receive a PVG Scheme Record or PVG Scheme Record Update.

2. 'Spent' and 'Unspent' Convictions

- 2.1 The Rehabilitation of Offenders Act 1974 provides protections for those with convictions in the recruitment process. Following a defined "rehabilitation period, convictions can become "spent" and are not disclosed during the recruitment process.
- 2.2. It is lawful to take into account "unspent" convictions during recruitment, but it is unlawful for employers, or prospective employers, to take into account "spent" offences in relation to which the person concerned is deemed to have been legally rehabilitated.
- 2.3 The Management of Offenders (Scotland) Act 2019 (MOO) was introduced to amend provisions previously covered in the Rehabilitation of Offenders Act 1974 with regards to the times for disclosing previous convictions. The provisions of the Act work to support people with convictions on the path to employment.
- 2.4 The time periods are now much shorter and means that many convictions are likely to have become spent. The changes are applied to all convictions in Scotland and older convictions are treated within the Management of Offenders time periods.
- 2.5 While a conviction is within its disclosure period, it is "unspent" and is made available to employers. The most likely time periods to be encountered are listed at Appendix 1. The full list of new Scottish Disclosure periods is available <https://www.gov.scot/policies/reducing-reoffending/disclosure-of-convictions/>.
- 2.6 During this time it is not unlawful to discriminate on the grounds of a conviction, this does not always mean that unspent convictions will be relevant to job roles and not all those who disclose a conviction will be excluded from employment.

- 2.7 Once a conviction has passed its disclosure period, it will not be made available and becomes a “spent” conviction. At this point, it becomes unlawful to discriminate on the grounds of this information.
- 2.8 Where there is access to vulnerable people or privileged information, posts may be listed as “Exempt” from the 1974 Act and the protections of spent convictions do not apply.

3. PVG Scheme

- 3.1 When a post is exempt from the 1974 ROA most roles will fall within the Protecting Vulnerable Groups (PVG) Scheme, this means that both spent & unspent information is available as well as Other Relevant Information (ORI) which has a bearing on the persons suitability for such roles. Some posts are still subject to Standard or Enhanced disclosure within specific circumstances & departments.
- 3.2 Where posts are within the higher-level scheme, members must be deemed as fit person to work with Children or Vulnerable adults and can be members of either or both schemes. If an applicant or staff member is Barred from the PVG system, they cannot undertake work with the vulnerable and it is an offence for them to seek work. The Council will never employ anyone within the PVG system who has been barred from the relevant scheme.
- 3.3 When a post is within the higher-level scheme it does mean that privileged information is made available in order that relevant assessment can take place and to ensure the protection of Children & Vulnerable people. Again, it should be made clear that although information on job applicants’ previous convictions is made available, it does not mean they will be unsuitable for employment.
- 3.4 There are now rules within the DS Act and 2015 Amendments to PVG which allow historic offences to be removed from PVG records, these convictions are treated as “protected” and need to pass certain tests before they are protected. These convictions must first appear on the rules lists <https://www.mygov.scot/convictions-higher-level-disclosures>.
- 3.5 There are two lists: firstly those “Disclosed according to rules” or less serious convictions and “Offences that must be disclosed unless a Sherriff orders otherwise” or more serious convictions. For offences to be protected they must be spent under the MOO disclosure periods and individuals convicted 15 years previously for adults (over 18) or 7.5 years for under 18’s.
- 3.8 Those convictions listed as less serious “Disclosed according to rules” will in most cases be automatically removed after 15 years from applicants PVG scheme membership record.
- 3.9 For convictions that are “Unless a Sherriff orders otherwise” or more serious the individual must apply for their conviction(s) to be removed. A submission must be made to the court where the individual was convicted, and the relevant sheriff may then agree to protect that conviction.

- 3.10 Although conviction may be protected, there remain provisions to allow for relevant concerns to be reported using Other Relevant Information (ORI) where there are concerns for the vulnerable.

4. Dealing with disclosure at interview

- 4.1 The council requests that applicants disclose their convictions at interview either verbally or in writing. This allows the panel to have a reasoned and careful discussion of applicants' pasts as part of their selection.
- 4.2 For both the applicant and the panel it is important that have a chance to discuss the record presented and assess any impacts on employment.
- 4.3 If an applicant discloses any conviction(s), the panel should first take time to thank the individual for their disclosure and the panel lead should be prepared to ask questions based on what information has been provided.
- 4.4 If an applicant discloses verbally, they may not be as clear over their description as they have been during the interview, and you may notice changes in their body language.
- 4.5 If an applicant has provided a written disclosure, they are likely to have had some advice on how to disclose and this may include much of the detail that you would be seeking to understand about their offending and steps taken to stop.
- 4.6 It is necessary for the panel to ask questions related to the information provided. It is common for offending to be linked to periods of external influence such as chaotic lifestyles, drug and/or alcohol misuse, other people's influence, or financial hardship. This is not an exhaustive list, and the panel should be aware that each disclosure will be unique.
- 4.8 Consideration should be given to the "disposal" (penalty) imposed by the courts. There are rules within sentencing for the judiciary depending on the factors involved in offending and this is the most consistent benchmark of the severity of the offence itself.
- a. Financial penalties are the most common disposal in Scotland while Community payback or CPOs are a fixed number of hours (up to 300) unpaid work that the individual must undertake.
 - b. CPO's & financial penalties are non-custodial disposals and may indicate that offence could be considered as relatively minor, however this should become apparent to the panel from discussion with the individual and will be influenced by the nature of the conviction itself.
 - c. Custody is evidently a more serious disposal and the length of term imposed will have a bearing on the perceived severity. Sentences of less than 4 years are considered "Short Term" and can become spent. More than 4 years is considered "Long Term" and cannot currently become spent in Scotland.
 - d. There are many other disposals which are less common and if these are encountered the panel should seek advice from HR.

- 4.9 The panel can and should ask questions if there are any area's they feel have not been covered by the applicants' disclosure. The panel should use their judgement depending on the information received and if adequate and appropriate information has already been detailed, it may not be necessary to enquire further. Questions should only relate to the information provided and should assist the panel in being sure that behaviours have been addressed and any chance of re-offending has been mitigated. For example, if an applicant has disclosed substance misuse, it is acceptable for the panel to ask about how this has been addressed and any recovery programmes or abstinence the individual has been involved in. If offences have involved alcohol, it would again be acceptable to enquire about cessation from alcohol, but it would be inappropriate to ask about other substances. There are likely to be many other factors that applicants can disclose, and these examples are provided for guidance only.

5. Decision Making

- 5.1 When making decisions relating to convictions, the panel should consider the information provided and consider: the severity, including disposal(s), of any convictions; the time since conviction; the manner in which the applicant takes responsibility for their actions; cessation from or recovery from alcohol/substance misuse and what activities have been undertaken to address behaviours.
- 5.2 Within the higher-level systems, there will be a larger amount of information provided to the panel and extra consideration will understandably be given. ORI information may not involve conviction information but is presented for the purposes of safeguarding.
- 5.3 If the panel is satisfied that the information and responses provided has adequately addressed their questions, then the individual can be recommended for employment.
- 5.4 Similarly, if the panel is not satisfied, it is acceptable to not offer employment based on a conviction(s). Please note that it remains unlawful to decide on the grounds of spent or protected information and the panel must discount information presented by the applicants if it would not be presented in law. Also, advice should be sought form the HR team.
- 5.5 The Council retains the right to decline an application on legislative grounds should it be deemed to be necessary.

Appendix 1 – Sentences and Disclosure Periods

Sentence	Disclosure period - aged 18 or over when convicted	Disclosure period - aged under 18 when convicted
Custodial sentence not exceeding 12 months	Term of sentence plus two years	Term of sentence plus one year
Custodial sentence exceeding 12 months but not exceeding 30 months	Term of sentence plus four years	Term of sentence plus two years
Custodial sentence exceeding 30 months but not exceeding 48 months	Term of sentence plus six years	Term of sentence plus three years
A fine	12 months	Six months
A compensation order	12 months	Six months
An order for endorsement made by a court in relation to an offence mentioned in schedule 2 of the Road Traffic Offenders Act 1988	Five years	Two years and six months
A sentence of cashiering, discharge with ignominy or dismissal with disgrace from Her Majesty's service.	10 years	Five years
A sentence of dismissal from Her Majesty's service.	Seven years	Three years and six months



Recruitment and Selection *Complaints Procedure*

November 2022
Version 2.0



Contents

Page

1. Introduction	3
2. Procedure	3
3. General Information	4
Appendix 1 – Acknowledgement	5
Appendix 2 – Investigation Report	6
Appendix 3 – Complaint not upheld	7
Appendix 4 – Complaint upheld	8

Version Control

Version Number	Effective Date	Details of Revision	Responsible Person	Review Date
2	September 2022	Change to Head of service job title; removed reference to the appeal stage and amended appendices accordingly.	N Cecconi	Sept 2023

1. Introduction

- 1.1 South Ayrshire Council is committed to promoting equality of opportunity and will endeavour to ensure that no applicant receives less favourable treatment. Accordingly, applicants who think they have been treated less favourably than other applicants or who feel they have been the subject of discrimination during the recruitment process are entitled to complain.

2. Procedure

- 2.1 Anyone wishing to complain should be advised to write to the **Chief HR Adviser** within 14 days of being advised of the outcome of their application. The letter of complaint should be forwarded to the HR Policy and Operations Coordinator who will pass it to the HR Advisor in the area where the vacancy sits that is the subject of the complaint.
- 2.2 On receipt of the complaint, the letter/email should be acknowledged by the HR Advisor (**Letter R&S Complaint 1**).
- 2.3 The HR Advisor should then carry out an investigation as soon as possible into the complaint and have this completed (normally **14 days** from receipt of the complaint).
- 2.4 The HR Advisor should then prepare a draft report and response letter using the templates (**R&S Complaint 2, R&S Complaint 3 or R&S Complaint 4**) and send to **Chief HR Adviser** for review and comment along with any relevant paperwork.
- 2.5 The **Chief HR Adviser** will review the investigation report and response letter and provide feedback to HR Advisor who carried out the investigation, who will in turn prepare the final response and report.
- 2.6 The response and report should be issued by the **Chief HR Adviser** normally within **10 working days** from receipt of the complaint; therefore, all recruitment complaints must be dealt within this timescale. There will be no further right of appeal.

~~2.7 If after receiving a response, an internal applicant remains dissatisfied, an appeal can be submitted in writing to the Executive Director, Resources, Governance and Organisation, within 14 days of receipt of the response. Applicants who are employees of South Ayrshire Council will have their complaint heard at Stage 2a of the Council's Grievance Procedure, (Invite to 2a, R&S Complaint 5 and Response to 2a, R&S Complaint 6). Stage 2a is the final step in this process, there is no further right of Appeal.~~

~~2.8 If after receiving a response, an applicant who is not an employee of South Ayrshire Council remains dissatisfied, will be called to a meeting involving both parties and chaired by an Manager who has not previously been involved in the process. If the applicant feels the matter remains unresolved, she/he will be required to pursue the matter through channels external to the Council.~~

3. General Information

- 3.1 Information/paperwork on the recruitment exercise relevant to the complainant, e.g., job description, person specification, scoring matrix etc should be requested from the Recruitment Team. (Only information relevant to the complainant should be released along with the report, other applicants' information should remain confidential).
- 3.2 The template letters included in this procedure are for guidance, letters can be adapted to suit particular circumstances.
- 3.3 Following the investigation, a copy of the investigation report and response letter should be sent to the Recruitment Team for logging. All relevant paperwork and correspondence concerning the complaint should be filed in the employees' personnel file.
- 3.4 The Recruitment Team will prepare a monitoring report for the **Chief HR Adviser** on a quarterly basis, highlighting the number of complaints, reasons and outcomes.
- 3.5 In certain circumstances the **Chief HR Adviser** can decide to suspend the recruitment process pending the outcome of a complaint.

R&S Complaint 1 – Acknowledgement

Dear

RECRUITMENT AND SELECTION COMPLAINTS PROCEDURE

I write to acknowledge your letter/email of **DATE** where you have outlined your concerns regarding the application of the Council's Recruitment and Selection Policy as applied to the **POST TITLE** vacancy that you applied for on **DATE**.

As referred to in the Recruitment and Selection Complaints Procedure, I have been asked to investigate your complaint and report back to the **Chief HR Adviser** within 14 days of receipt of your complaint, you will then be notified accordingly.

Yours sincerely

HR Advisor



R&S Complaint 2 - Report

SOUTH AYRSHIRE COUNCIL

INVESTIGATION INTO RECRUITMENT COMPLAINT XX DATE OF REPORTXX POST TITLE, GRADE AND LEVEL:

1. Introduction

Name of complainant, nature of complaint, date of formal complaint and who carried out investigation

2. Background

Brief summary of complaint

3. Investigation Process

Details of how investigation carried out

4. Findings

Include specific details on recruitment complaint and findings, also depending on the nature of the complaint, other information should be included e.g., panel selection, chair of panel, how many applications received, how many candidates interviewed, details of recruitment process, how short listing carried out, feedback to candidates etc.

5. Summary/conclusions

Summary of / conclusion from findings above

6. Appendices

Include any relevant paperwork used in the recruitment process, e.g., scoring matrix, job description, person specification etc. relevant to the person making the complaint.

R&S Complaint 3 – Complaint not Upheld

Dear

RECRUITMENT AND SELECTION PROCEDURES

I refer to your letter/email of **DATE**, requesting **ADD REASONS** in relation to your recent application/interview for the post of **POST TITLE** and would confirm having arranged for an investigation to be undertaken into this matter.

I now enclose a copy of the report (and related appendices) outlining the findings of this investigation, from which you will see that it has been determined that **ADD CONCLUSIONS** in line with the Recruitment and Selection Procedures of South Ayrshire Council.

Yours sincerely



R&S Complaint 4 – Complaint Upheld

Dear

RECRUITMENT AND SELECTION PROCEDURES

I refer to your letter/email of **DATE**, requesting **ADD REASONS** in relation to your recent application/interview for the post of **POST TITLE**.

Following an independent review of the recruitment process for this post I can now respond to your points as follows:

- 1.
- 2.
- 3.
- 4.

Based on the findings outlined above I do believe that there were unsatisfactory **ADD REASONS** in the recruitment process, for which I apologise on behalf of South Ayrshire Council. On that basis I have asked for **DETAIL RESOLUTION**.

If you have any other queries or concerns in the interim, please do not hesitate to contact **NAME** at the number shown above.

Thank you very much for drawing this to our attention and I hope this experience does not deter you from applying for any future posts within South Ayrshire Council.

Yours sincerely



Summary of Changes – Recruitment and Selection Policy

Paragraph	Page	Change
1.4	3	Reference to Disability Confident and clarification that candidates with disabilities are still required to meet the criteria for the post, rather than being entitled to guaranteed interviews.
1.5	3	New paragraph to include reference to Recruit with Conviction Ambassador status
2.3.4 - 2.3.5	5	<p>We changed the paragraph titles to Internal Advertising and External Advertising, instead of 'Internal Advertising only' and 'Simultaneous external and internal'. Managers have the choice to advertise both internal and external when they request a vacancy, rather than being restricted to advertise internal only due to the challenges of the current labour market. Vacancies are only restricted to internal advertisement if ring-fenced during service reviews.</p> <p>We removed the following paragraph about liaison with Trade Unions as this doesn't happen at Recruitment stage.</p> <p><i>In doing so, managers should liaise with appropriate trade unions and take into account the need to comply with statutory equalities legislation which implies a requirement to recruit from the widest possible pool available, while on the other hand providing effective promotion opportunities and succession planning for existing employees.</i></p>
3.1	6	Wording added from the scheme of delegation to clarify the process where an applicant is related to a Member of the Council or to an employee.
3.2	7	Added reference to the online recruitment resources now available on the Core
4.1	7	Values have been updated with the addition of 'Ambitious' and 'Proud'
4.3	7	Added paragraph to confirm that <i>Information relating to protected characteristics and previous convictions will be withheld from the shortlisting process in line with the 2010 Equality Act and best practice as a Recruit with Conviction Ambassador.</i>
4.4	8	Added reference to the Letter of Disclosure and panel chairperson responsibilities when interviewing applicants with convictions.
4.4	8	<p>Added wording around the requirement for candidates to provide a physical copy of their right to work document at interview so that this can be verified by the chairperson.</p> <p>Added link to the guidance on the recruitment of ex-Offenders.</p>

Summary of Changes – Recruitment and Selection Handbook

Paragraph	Page	Change
1.2	3	Added paragraph to include the adoption of a digital approach to recruitment and selection (i.e. vacancies are now requested on the Core via the Vacancy Management form)
5	4	<p>Changed title from 'Recruitment Campaign' to 'Advertising' and removed 2 paragraphs. Managers have the choice to advertise both internal and external when they request a vacancy, rather than being restricted to advertise internal only due to the challenges of the current labour market. Therefore, the following paragraphs are no longer viable:</p> <p><i>Any recruitment campaign should be agreed with the relevant HR Policy and Operations Advisor. Vacancies will usually be advertised internally in the first instance and will be open to employees such as those who are temporary/permanent, casual or bank whether currently employed or not, and Modern Apprentices/Trainees. Vacancies can be advertised internal only or simultaneously external.</i></p> <p><i>Only if a suitable internal candidate is not identified should vacancies be advertised externally. If there is a particular reason why a vacancy requires to be advertised internally and externally simultaneously, approval must be sought on the vacancy management request. Permission will only usually be given when: the post is of a specialist nature; it is recognised that there will be a limited response from internal candidates; the post is subject to a legal requirement or a Joint Funding Partnership arrangement; or in cases of regulated work where advertising to the widest possible pool of applicants is recommended.</i></p>
5.1.3	5	Added reference to the Council being a Disability Confident employer.
5.1.6	5	Added paragraph to include the attainment of Recruit with Convictions Ambassador Status
5.1.10	6	Added reference to online interviews when a candidate is located outside of Scotland or the UK.
7.4	8	Added reference to the requirement for the chairperson to verify the right to work documentation of the candidates at the interview
9.5	10	Paragraph changed with the proposal that external references are only issued by HR and only provide basic employment details (position and employment dates)
9.7	10	Added a paragraph to clarify that internal references are not required when a candidate has been promoted or transferred to a different role within the same service.
10.2	10	Paragraph added around interview feedback when a candidate has not been selected due to the nature of their conviction(s)

South Ayrshire Council Equality Impact Assessment Scoping Template

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

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

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

1. Policy details

Policy Title	Revised Recruitment and Selection Policy
Lead Officer (Name/Position/Email)	Wendy Wesson (Chief HR Adviser) Wendy.wesson@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 i.e. The Fairer Scotland Duty (This section to be completed for any Strategic Decisions). Consideration must be given particularly to children and families.

Socio-Economic Disadvantage	Negative Impacts	Positive impacts
-----------------------------	------------------	------------------

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

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

General Duty and other Equality Themes Consider the ‘Three Key Needs’ of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Eliminate unlawful discrimination, harassment and victimisation	No adverse impact
Advance equality of opportunity between people who share a protected characteristic and those who do not	No adverse 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?)	No adverse impact
Increase participation of particular communities or groups in public life	No adverse impact
Improve the health and wellbeing of particular communities or groups	No adverse impact
Promote the human rights of particular communities or groups	No adverse impact
Tackle deprivation faced by particular communities or groups	No adverse impact

5. Summary Assessment

Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	NO
Rationale for decision: A full assessment had already been carried out when the policy was firstly implemented, and the changes implemented will have no adverse impact on South Ayrshire Council employees.	
Signed: Wendy Wesson	
Date: 27 th September 2022	

South Ayrshire Council

**Report by Head of Finance, ICT and Procurement
to Cabinet
of 1 November 2022**

Subject: Annual Procurement Report 2022

1. Purpose

- 1.1 The purpose of this report is to seek approval for the publication of the Council's Annual Procurement Report 2022 which details the Council's procurement activity between 1 April 2021 and 31 March 2022.

2. Recommendation

2.1 It is recommended that the Panel:

- 2.1.1 approves the Annual Procurement Report 2022 attached as Appendix 1;and**
- 2.1.2 requests that officers forward this report to the Scottish Government before it is published on the Council's website.**

3. Background

- 3.1 To comply with [Section 18\(1\) of the Procurement Reform \(Scotland\) Act 2014](#) the Council, which is obliged to prepare or revise a procurement strategy in relation to its financial year, must also prepare and publish an annual procurement report on its regulated procurement activities as soon as is reasonably practicable after the end of its financial year. A regulated procurement is any procurement for supplies or services with a value over £50,000 and for works contracts with a value of over £2 million.

3.2 The annual procurement report must include:

- 3.2.1 a summary of the regulated procurements that have been completed during the year covered by the report;
- 3.2.2 a review of whether those procurements complied with the contracting authority's procurement strategy;
- 3.2.3 a summary of any community benefit requirements imposed as part of regulated procurements and any steps taken to facilitate the involvement of supported businesses in regulated procurements; and
- 3.2.4 a summary of the regulated procurements the authority expects to commence in the next two financial years.

- 3.3 If approved by the Panel and in accordance with the Scottish Government's requirements, the Council's annual procurement report must be sent, by e-mail, to the Scottish Government and then made publicly available, online.

4. Proposals

- 4.1 The Council's Annual Procurement Report 2022 (Appendix 1) summarises the performance and achievements of the Council in delivering its Procurement Strategy and covers the period between 1 April 2021 and 31 March 2022.
- 4.2 The Council's Annual Procurement Report 2022 (Appendix 1) includes Performance Indicators, in Section 9, highlighting improvements in the following areas since publication of the Council's last annual procurement report in 2021:
- 4.2.1 an increase in the % of Council contracts awarded to organisations located within South Ayrshire rising to 15% in 2021/22 from 7% in 2020/21;
 - 4.2.2 an increase in the % of Council procurement spent with local suppliers up to 29% in 2021/22 from 26% in 2020/21;
 - 4.2.3 an increase in the number of Council contracts which contained a community benefit to 103 in 2021/22 from 69 in 2020/21.
- 4.3 It is proposed that Cabinet approves the Annual Procurement Report 2022 and agree that it is sent to the Scottish Government in November 2022 before being published on the Council's website.

5. Legal and Procurement Implications

- 5.1 Legal implications arising from this report are that the Council must prepare an annual procurement report that complies with [Section 18\(1\) of the Procurement Reform \(Scotland\) Act 2014](#).
- 5.2 Procurement Implications arising from this report are that the Council's Procurement Service have prepared the Council's Annual Procurement Report 2022 and are satisfied that the updated annual procurement report meets all of the requirements of Section [18\(1\) of the Procurement Reform \(Scotland\) Act 2014](#).

6. Financial Implications

- 6.1 Not applicable.

7. Human Resources Implications

- 7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

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

8.2 *Risk Implications of Rejecting the Recommendations*

- 8.2.1 Rejecting the recommendation may limit the Council's ability to achieve Best Value, impact on the reputation of the Council and/ or may give rise to breach of statute, legal challenge or Council liability.

9. Equalities

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

10. Sustainable Development Implications

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

11. Options Appraisal

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

12. Link to Council Plan

- 12.1 The matters referred to in this report contribute to Commitment 4 of the Council Plan: South Ayrshire Works/ Make the most of the local economy.

13. Results of Consultation

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

14. Next Steps for Decision Tracking Purposes

- 14.1 If the recommendations above are approved by Members, the Head of Finance, ICT and Procurement 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>
Publication of Annual Procurement Report 2022	8 November 2022	Service Lead - Procurement

Background Papers **None**

Person to Contact **David Alexander, Service Lead - Procurement**
County Buildings, Wellington Square, Ayr KA7 1DR
Phone 01292 612143
E-mail david.alexander3@south-ayrshire.gov.uk

Date: **19 October 2022**

Annual Procurement Report



Section 1 – Contents

	Page
• Section 1 Contents	2
• Section 2 Introduction	3
• Section 3 Summary of Regulated Procurements Completed	4
• Section 4 Review of Regulated Procurement Compliance	5
• Section 5 Community Benefits Summary	6
• Section 6 Supported Business	8
• Section 7 Future Regulated Procurements	9
• Section 8 Contract and Supplier Management	10
• Section 9 Implementation, Monitoring, Reviewing and Reporting	14
• Section 10 Annual Procurement Report Ownership & Contact Details	15
• Section 11 Source of Other Information	16
• Annex 1. Completed Regulated Procurements in 2021-22	17
• Annex 2. Regulated Procurements Expected to Commence in 2022/2023 and 2023/2024	23
• Annex A. Annual Procurement Report - Scottish Government Template	27

Section 2 – Introduction

This Annual Procurement Report summaries the performance and achievements of the Council in delivering its Procurement Strategy and covers the period between 1 April 2021 and 31 March 2022.

The Council's Procurement Strategy covering this period sets out the procurement objectives of the Council for the financial years 2020-2023.

The Procurement Strategy 2019 was closely aligned to the Council Plan 2018-2022 'Our People, Our Place,' and in particular the objective to **'promote Council procurement to support the local economy, maximising the potential of community benefits.'**

The Procurement Strategy enables the Council to understand how procurement contributes towards the Council's vision and provides focus and direction for procurement activities, ensuring a long-term perspective is in place within a framework of policies, procedures, standards, collaboration and improvement planning.

In order to support delivery of the Council Plan, the Procurement Strategy 2019 included 4 Key Objectives:

1. Procurement Capability Development;
2. Maximising Efficiencies Through Procurement;
3. Development of Collaborative Opportunities; and
4. Fulfilment of Sustainable Procurement Duties.

The delivery of these Key Objectives helps support the Council as it continues to face significant challenges to balance the increase in demands for services against reducing budgets and resources.

The procurement landscape in Scotland also continues to change. The impact of new procurement regulations introduced in 2016, coupled with financial and economic pressures, requires the support of a strategic Procurement function to assist Services to achieve Best Value; make new efficiencies within existing contracts; manage suppliers; while also ensuring compliance to the legislation that governs public procurement.

Overall, the period between 1 April 2021 and 31 March 2022 was challenging but with these challenges new opportunities arose and the following report sets out the achievements and future plans for the Council's procurement. During the reporting period:

- 297 procurements were completed. All were carried out in accordance with the Council's Procurement Strategy;
- Community benefits were included in a total of 103 procurements awarded; and;
- 124 procurements are expected to be awarded in the next 2 financial years, not including ad-hoc or reactive requirements.

Section 3 – Summary of Regulated Procurements Completed

A regulated procurement is any procurement for supplies or services with a value over £50,000 and for works contracts with a value of over £2 million. A regulated procurement is completed when the contract is awarded and an award notice is published on Public Contracts Scotland web portal.

Table 1 below shows a summary of all Regulated Procurements awarded by the Council between 1 April 2021 and 31 March 2022.

Table 1. Summary of Regulated Procurements

Number of regulated procurements awarded	107
Total estimated value of awarded regulated procurements	£155,889,698
Number of light touch contracts let during the period	27
Average number of bids received	3
% of contracts awarded to SMEs during the reporting period	53
Average processing time for a procurement exercise	92 Days

Further details of the Regulated Procurements awarded by the Council between 1 April 2021 and 31 March 2022 can be found at Annex 1 of this Annual Procurement Report on page 17.

Section 4 – Review of Regulated Procurement Compliance

The Council is committed to ensuring all regulated procurements comply with both the Council's Procurement Strategy and all relevant legislation. All awarded contracts are published on the monthly updated Contract Register and in addition, lessons learned or good practice are recorded in each Tender Outcome Report and shared with the Procurement Team.

This includes compliance with Sustainable Procurement Duties;

Community Benefit Requirements	<p>Fully Complied:</p> <ul style="list-style-type: none"> • All contracts above the Regulated Procurement Threshold contained a community benefit requirement • Community benefits delivered are recorded and published • No challenges or complaints were received regarding publication of Community Benefit clauses
Consulting and Engaging with Stakeholders	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Market research carried out prior to tendering to ensure appropriate consultation with both internal and external stakeholders • Contract strategies developed and approved prior to the publication of contracts • No challenges or complaints were received regarding communications from Procurement
Payment of a Living Wage	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Where relevant and proportionate sustainability requirements, including support for Fair Working Practices and the Living Wage were included in contract documents • No challenges or complaints were received regarding publication of Fair Work Practice clauses • The Council is currently engaged in the process of becoming a Living Wage Employer with Procurement's assistance
Procurement of Fairly and Ethically Traded Goods and Services	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Where ethically traded goods and services are available, the Council will work with all relevant stakeholders and take a Best Value approach when applying fair and ethically trading principles in procurement activities • No challenges or complaints were received regarding fair and ethical trading
Community Health and Wellbeing and Animal Welfare in the Procurement of Food	<p>Fully Complied:</p> <ul style="list-style-type: none"> • Where relevant the nutritional requirements for food, and the welfare of animals were considered • No challenges or complaints were received regarding community health and wellbeing or animal welfare in the procurement of Food

Section 5 – Community Benefits Summary

The Council is committed to maximising Community Benefits from its procurement activities. The use of Community Benefits clauses contributes to South Ayrshire Council's Procurement Strategy 2019 Key Objectives, in particular Key Objective 4: **“Fulfilment of Sustainable Duties”**.

Within this objective it is the Council's ambition to **“embed established methods of evaluation and recording of Community Benefits in the execution of individual contracts”**. In delivering this ambition, the Council will meet the following objectives:

- ✓ To further promote and consider the inclusion of Community Benefits clauses in all relevant procurement activity;
- ✓ Use of a standardised Community Benefit clause and quality (technical) question within tenders;
- ✓ Use of a standardised process to monitor Community Benefits delivered by Suppliers throughout the contract lifetime;
- ✓ Use of a standardised process to report and promote Community Benefits delivered by Suppliers throughout the contract lifetime;
- ✓ Maximise outcomes through the use of Voluntary Community Benefits;
- ✓ Maximise outcomes by developing Supplier knowledge and understanding of Community Benefits.

The table below reports the summary of all Community Benefits included in contracts awarded between 1 April 2021 and 31 March 2022:

Table 2. Summary of all Community Benefits

Total Number of Contracts Awarded	297
Total Number of Regulated Procurements	107
Total Number of Contracts Awarded with Community Benefit Requirements	103
% of Community Benefits Awarded from the Total Number Contracts Awarded	35%

Procurement's Community Benefits in Contracts process was approved by the Council in March 2018. A Community Benefit Register has also been established within the procurement process to record information on how community benefits are contributing to local and national outcomes.

Procurement's Community Benefit Register provides information on the numbers of achieved community benefits in the following categories:

- ❖ Improving Education skills
- ❖ Delivering Training & Development
- ❖ Enhancing and Improving Local Community Projects
- ❖ Improving Local Employability
- ❖ Work Experience/ Apprenticeships
- ❖ Sponsorship and Charity Work

In looking to maximise the potential and returns from community benefits the Procurement Service started working with colleagues in Community Engagement in 2018 and, where applicable, embed local requests for Community Benefits in the tenders that are published and contracts that are concluded for the Council's requirements.

Our colleagues in Community Engagement are involved in the process by compiling and managing a list of requests from community groups and charities seeking support. This list is displayed on the Council's website.

Procurement and colleagues in Community Engagement then work together to match requests that local groups and charities have submitted, against the pledges and proposals that our suppliers have made, through the contracts that have been concluded with them.

Work on the Community Benefits process has continued with assistance from the new Community Wealth Building Officers. The Council are developing an online portal to allow community groups to lodge their requests online. This will allow any tenderers to see any applicable requests and they can pledge to complete these requests as part of their tender return through the portal. The portal will be going live late 2022.

Section 6 – Supported Business

The Council is committed to supporting and improving access to procurement opportunities for local SMEs, Third Sector Bodies and Supported Businesses and this contributes to the Council's Procurement Strategy 2019 Key Objectives, in particular Key Objective 4: “**Fulfilment of Sustainable Duties**”.

Within this objective, the Council's ambition “**to continue to support and improve access to procurement opportunities for SMEs, including local businesses, Third Sector Bodies and Supported Businesses**” has been met by ensuring early consideration, either at contract strategy stage or through our knowledge of forthcoming collaborative opportunities (local or national), on how SMEs, local businesses, Third Sector Bodies and Supported Businesses can be made aware of public procurement activity, while promoting established business support initiatives such as the Supplier Development Programme.

In particular Supported Businesses make an important contribution to the Scottish economy. Not only through the goods and services they deliver, but also by providing meaningful employment, training and social support for those who may otherwise be excluded from the workplace. A Supported Business' primary aim is the social and professional integration of disabled or disadvantaged persons. At least 30% of the employees of those businesses should be disabled or disadvantaged.

This is an important element of the sustainable procurement duty and the steps taken by the Council to facilitate the involvement of Supported Businesses in our procurement will therefore be helpful to the organisation in demonstrating compliance with that duty.

Table 3. Summary of spend with supported businesses

Supplier	Spend
Cefndy Healthcare	£1,272.60
Lady Haig's Poppy Factory	£945.34
Scotland's Bravest Manufacturing Company	£99.00
Total	£2,316.94*

*(up from £1,899 in 2020/21)

Section 7 - Future Regulated Procurements

The Council's Contracts Register is publicly available on the Council's website, and states the start and end date of all contracts. This end date of each individual Council contract has been used to develop a work plan for the next two financial years. A summary of this work plan can be found at Annex 2 of this Annual Procurement Report on page 23.

Section 8 – Contract and Supplier Management

Managing contracts effectively is required to achieve contractual deliverables and best value. Improved Supplier relationships, realising contract efficiencies and minimising total cost of ownership relies on robust Contract and Supplier Management (CSM) throughout the lifetime of the contract.

Procurement's CSM process was approved by the Council in March 2018 and a cross-Service consistent approach to CSM contributes to the Council's Procurement Strategy 2019 Key Objectives, in particular Key Objective 2: **“Maximising Efficiencies Through Procurement”**

Between 1 April 2021 and 31 March 2022, Procurement reviewed 124 of the Council's contracted suppliers and held 44 meetings with 38 suppliers (see Table 4 below).

Service Users evaluate suppliers using Key Performance Indicators (KPIs) relating to cost, service, quality and sustainability

When completing their online supplier surveys, Evaluators will apply the following scoring mechanism:

- ***Exceeding Expectations (100)***
- ***Meeting Expectations (75)***
- ***Minor Concerns (50)***
- ***Major Concerns (25)***
- ***Not Performing (0)***

Where the Supplier fails to achieve a minimum overall score of 75, the Supplier will be required to attend a CSM Review Meeting to discuss Contract performance.

Between 1 April 2021 and 31 March 2022 meetings required with suppliers to discuss performance issues led to successful, remedial action being taken on the issues affecting contractual deliverables.

Table 4. Contract and Supplier Management (CSM) Review Meetings Carried out in 2021/22.

Supplier Name	Contract Description	Date of meeting	Meeting Type
Motus Commercials	Provision of a Fleet Maintenance Service	04/05/2021	Introduction to the CSM process
ScotFast	Supply & Installation of Timber Fencing	01/06/2021	Performance Meeting
Rentokil Initial UK Ltd	Call Off - Washroom Solutions	10/06/2021	Performance Meeting
Alliance Disposables Limited	Supply and Delivery of Janitorial Products	24/06/2021	Performance Meeting
Gamma Telecom Limited	SIP Provision to replace ISDN30 connectivity	30/06/2021	Performance Meeting
Key Housing Association	Supported Living and Personal Care in the Community for Adults with Learning Disabilities	18/08/2021	Introduction to the CSM process
Partners for Inclusion	Supported Living and Personal Care in the Community for Adults with Learning Disabilities	19/08/2021	Introduction to the CSM process
Quarriers	Supported Living and Personal Care in the Community; Adult Mental Health Services	20/08/2021	Introduction to the CSM process
Quarriers	Supported Living and Personal Care in the Community for Adults with Learning Disabilities	20/08/2021	Introduction to the CSM process
South Ayrshire Befriending Project	Provision of a Befriending Service (Children and Families)	23/08/2021	Introduction to the CSM process
Active Care	Framework for Care and Support at Home Services to South Ayrshire Council	24/08/2021	Introduction to the CSM process

South Ayrshire Council - Annual Procurement Report 2022

Constance Care Ltd	Framework for Care and Support at Home Services to South Ayrshire Council	24/08/2021	Introduction to the CSM process
BRICC Ltd - Care Agency	Framework for Care and Support at Home Services to South Ayrshire Council	26/08/2021	Introduction to the CSM process
Crossroads (South Ayrshire) Care Attendant Scheme	Carer Respite Service	30/08/2021	Introduction to the CSM process
St Philips School, Plains	Provision of an Individual Residential Care and Education Placement	30/08/2021	Introduction to the CSM process
The Three Sixty Ayrshire Ltd	Provision of a Community Activity and Support Service	31/08/2021	Introduction to the CSM process
Barnardos	Provision of Support and Guidance to Children Affected by Parent or Carer Substance Misuse	01/09/2021	Introduction to the CSM process
ENABLE Scotland (Leading the Way)	Supported Living and Personal Care in the Community; Adult Mental Health Services	01/09/2021	Introduction to the CSM process
Barnardos	Provision of a Child Centred Family Support Service	01/09/2021	Introduction to the CSM process
Quarriers	Provision of an Individual Fostering and Continuing Care Placement	10/11/2021	Introduction to the CSM process
Quarriers	Provision of an Individual Fostering and Continuing Care Placement	10/11/2021	Performance Meeting
The National Autistic Society T/A NAS Services Limited	Provision of an Individual Education and Short Breaks Placement	16/11/2021	Introduction to the CSM process

South Ayrshire Council - Annual Procurement Report 2022

Togetherall Ltd	Provision of an Online Mental Health Service (16-25 years)	16/11/2021	Introduction to the CSM process
Children 1st	Provision of a Child Centred Family Support Service	16/11/2021	Introduction to the CSM process
Hansel Alliance	Supported Living and Personal Care in the Community for Adults with Learning Disabilities	17/11/2021	Introduction to the CSM process
Accora	Supply & Delivery of Community Equipment - Framework Agreement	18/11/2021	Introduction to the CSM process
Care & Independence Ltd	Supply & Delivery of Community Equipment - Framework Agreement	18/11/2021	Introduction to the CSM process
Drive DeVilbiss Healthcare Ltd	Supply & Delivery of Community Equipment - Framework Agreement	18/11/2021	Performance Meeting
Careflex Ltd	Supply & Delivery of Community Equipment - Framework Agreement	24/11/2021	Performance Meeting
Invacare Ltd	Supply & Delivery of Community Equipment - Framework Agreement	24/11/2021	Performance Meeting
Turning Point Scotland	Supported Living and Personal Care in the Community for Adults with Learning Disabilities	24/11/2021	Performance Meeting
Barnardos	Fostering and Continuing Care Services	24/11/2021	Performance Meeting
Direct Healthcare Group Ltd	Supply & Delivery of Community Equipment - Framework Agreement	25/11/2021	Performance Meeting
McConechy's Tyre Service Ltd	Provision of Tyres	30/11/2021	Introduction to the CSM process

South Ayrshire Council - Annual Procurement Report 2022

South Ayrshire Women's Aid	Provision of a Support and Information Service	30/11/2021	Introduction to the CSM process
Carevisions Fostering Limited	Fostering and Continuing Care Services	30/11/2021	Introduction to the CSM process
Frontier Therapeutics Limited	Supply & Delivery of Community Equipment - Framework Agreement	30/11/2021	Performance Meeting
Hill-Rom Ltd	Supply & Delivery of Community Equipment - Framework Agreement	02/12/2021	Performance Meeting
Arnold Clark	CE-31-18 Provision of a Fleet Maintenance Service	07/12/2021	Performance Meeting
The Good Shepherd Close Support	Provision of an Individual Residential Care and Education (Closed Support) Placement	09/12/2021	Introduction to the CSM process
Foster Care Associates Scotland Limited	Fostering and Continuing Care Services	10/12/2021	Introduction to the CSM process
Civica UK Ltd	Provision of a Fleet Management System	01/03/2022	Performance Meeting
P H Jones Ltd	Annual Inspection and Reactive Maintenance for Domestic Gas and Annual Inspection of Fire, Smoke and Carbon Monoxide Equipment	04/03/2022	Performance Meeting

Section 9 – Implementation, Monitoring, Reviewing and Reporting

The Council's Procurement performance is measured both through internal Key Performance Indicators alongside Directorate Plans and through participation in the Scottish Government's Procurement and Commercial Improvement Programme (PCIP) assessment.

The PCIP is a national assessment of the Council's procurement practices, focusing on the policies and procedures driving procurement performance and more importantly the results they deliver.

The Council's last PCIP assessment took place on 30 October 2018. A score of 86% was achieved which was an increase of 16 points from the 70% score achieved for the Council's 2016 assessment. The Council's score is also within the highest banding possible for the assessment.

Recommendations from the Council's 2018 PCIP were that, although performing strongly in the areas of Procurement Structure and Influence, Best Practice in Contract and Supplier Management and Leadership and Development of ICT Strategy and Delivery, the Council has room to improve in its performance in the establishment of implementation and exit strategies for all new contracts, as well as further development of Demand Management and spend analysis through a category management approach.

Progress against the actions and performance measures contained within the Council's Directorate Plans is managed and reviewed using the Council's 'Pentana' Performance Management System. This helps to ensure that what the Council has set out to do is delivered in line within the standards and timescales anticipated. Procurement's scores are shown for 2021/22 with a comparison to the score achieved for 2020/21 (see Table 5 below).

Table 5. Council's Procurement Performance Indicators

Reference	Description of Measure	Score 2021/22
SO6.02.01	Council's Score against the PCIP (2018 – no assessment in 2019/20, 2020/21, 2021/22)	No assessment during 2021/22 (Last score was 86% in 2018)
SO6.02.02	% of Council contracts awarded during the year, actively influenced by procurement professional	78% (down from 84%)
SO6.02.03	% of Council contracts awarded to organisations located within South Ayrshire	15% (up from 7%)
SO6.02.04	% of Council procurement spent with local suppliers	29% (up from 26%)
SO6.02.06	No of Contracts awarded which contain a Community Benefit	103 (up from 69)

Section 10 – Annual Procurement Report Ownership & Contact Details

For further information on procurement, please refer to the Council's website – <https://www.south-ayrshire.gov.uk/procurement/> or contact David Alexander, Service Lead - Procurement; david.alexander3@south-ayrshire.gov.uk

Section 11 – Source of Other Information

- [Scottish Model of Procurement](#)
- [Changes to European Directives](#)
- [Public Procurement Reform Programme](#)
- [EU Procurement Thresholds](#)
- [Procurement Journey](#)
- [Procurement and Commercial Improvement Programme \(PCIP\)](#)
- [Public Contracts Scotland](#)
- [Public Contracts Scotland – Tender](#)
- [Information Hub](#)
- [Knowledge Hub – Scottish Procurement Information Network](#)
- [Organisation for Economic Co-Operation and Development](#)
- [South Ayrshire Council Procurement Strategy](#)

Annex 1. Completed Regulated Procurements in 2021/22

Information on each individual regulated procurement (107) completed during the reporting period.

Contract Reference	Contract Description	Contract Start Date	Contract End Date	Contract End Date inc Extensions	Confirmed Tendered Amount
CE-97-20	Service, Maintenance and Repair of Community Equipment	01/06/2021	31/05/20221	31/05/2025	£ 916,000.00
CE-171-20-DA	Provision of Print and Related Services	04/04/2021	03/04/2025	03/04/2026	£ 1,725,000.00
CE-109-20	MTC Service & Maintenance of Air Conditioning & Air Handling Units	01/05/2021	30/04/2023	30/04/2025	£ 107,648.00
CE-145-20-DA	Supply, Delivery and Rental of Fitness and Gym Equipment to South Ayrshire Council	01/03/2021	28/02/2025	28/02/2025	£ 131,968.14
CE-156-20-B2	Supported Living and Personal Care in the Community; Adult Mental Health Services	12/12/2020	11/12/2021	11/12/2021	£ 663,540.00
CE-44-21-B2	Provision of a Child Centred Family Support Service (B)	01/04/2021	31/03/2022	31/03/2023	£ 434,520.00
CE-45-21-B2	Provision of a Befriending Service (Children and Families)	01/04/2021	31/03/2022	31/03/2023	£ 58,000.00
CE-46-21-B2	Provision of an Advocacy Service for Children & Young People (Hear 4 You)	01/04/2021	31/03/2022	31/03/2023	£ 79,598.00
CE-47-21-B2	Provision of an Advocacy Service for Looked After and Accommodated Children	01/04/2021	31/03/2022	31/03/2023	£ 105,560.00
CE-13-21-B	Provision of an Independent Advocacy Service for Adults	01/04/2021	30/09/2021	31/03/2022	£ 175,771.11
CE-22-21-MC	Upgrade of existing Oracle eBS licenses to Oracle Fusion ERP	23/04/2021	23/04/2026	23/04/2026	£ 2,959,539.48
CE-77-21-DA	Management of a Security Operations Centre	01/04/2021	31/03/2023	31/03/2023	£ 60,000.00
SXL 1015	SXL Call-Off 2020/21 - Fostering and Continuing Care	01/04/2020	31/03/2022	31/03/2022	£ 829,740.73
SXL 0517	SXL Call-Off 2020/21 - Children's Residential Care and Education including Short Breaks	01/04/2020	31/03/2022	31/03/2022	£ 2,366,751.14

South Ayrshire Council - Annual Procurement Report 2022

CE-07-21-B2	Provision of an Individual Residential Care and Education Placement (MT)	01/02/2021	31/01/2022	31/01/2022	£	242,620.45
CE-41-21-B	Provision of an Online Decoding Programme	15/08/2020	14/08/2023	14/08/2023	£	75,907.00
CE-31-21-MC	Play Area Enhancements - Miller Park, Maybole	12/05/2021	11/11/2021	11/11/2021	£	134,941.00
CE-88-21-DA	Coylton Primary - Flat Roof Replacement	28/06/2021	15/08/2021	15/08/2021	£	64,367.53
SXL 12-19	12-19 Call Off - Supply and Distribution of Groceries and Provisions 2020-2024	01/05/2020	30/04/2024	30/04/2024	£	2,000,000.00
CE-110-20	MTC Electrical Services & CCTV Systems	30/06/2021	29/06/2023	29/06/2025	£	300,000.00
CE-09-21	Provision of Housing Support to 16-25 year olds	01/09/2021	31/08/2023	31/08/2025	£	2,418,048.00
CE-25-21	Provision of Housing Support to 26 year olds and over	01/09/2021	31/08/2023	31/08/2025	£	522,800.00
CE-26-21	Homelessness Prevention, Advice & Advocacy Tender	01/09/2021	31/08/2023	31/08/2025	£	1,296,680.00
CE-50-21-B	Provision on an Individual Residential Care Placement (ASh)	23/11/2020	22/11/2021	22/11/2021	£	85,406.88
CE-81-21-B	Provision of an Individual Respite Placement (MBi)	19/03/2021	18/03/2023	18/03/2023	£	85,406.88
CE-84-21-DA	Scanning Equipment	10/06/2021	10/06/2021	10/12/2021	£	57,590.00
CE-86-21-DA	Commvault Support	31/05/2021	30/05/2024	30/05/2024	£	59,454.63
SXL 0517	Residential Care and Education including Short Breaks - Call-off - BF	13/05/2021	12/05/2022	12/05/2022	£	276,304.70
1018	1018 Call Off 20-21 - Supply and Delivery of First Aid Materials	01/04/2020	31/03/2022	31/03/2022	£	280,000.00
CE-125-21-DA	Microsoft Enterprise Agreement	25/06/2021	30/06/2024	30/06/2024	£	1,895,770.08
CE-53-18	Provision of a Leisure Management System	16/07/2021	15/07/2026	15/07/2028	£	496,629.62
CE-06-21-B2	Provision of an Individual Residential Care and Education (Closed Support) Placement (WH)	01/04/2021	31/03/2022	31/03/2022	£	310,041.09
CE-103-21-DA	Core Network Routers	01/07/2021	30/06/2024	30/06/2024	£	127,582.29
CE-24-21-DA	Annual Inspection and Reactive Maintenance for Domestic Gas and Annual Inspection of Fire, Smoke and Carbon Monoxide Equipment	01/08/2021	31/07/2023	31/07/2023	£	1,960,229.00
H21107	Works to automatic doors sheltered housing	01/08/2021	22/03/2022	22/05/2022	£	182,557.20
CE-42-21-B3	Provision of an Individual Residential Care and Education Placement (MW)	01/04/2021	31/03/2022	31/03/2022	£	252,319.00
CE-141-21-B	GL Standardised Assessment	17/08/2021	16/08/2022	16/08/2022	£	97,112.00

South Ayrshire Council - Annual Procurement Report 2022

CE-70-21-B2	Provision of an Individual Fostering and Continuing Care Placement (ER)	01/06/2021	31/05/2022	31/05/2022	£	57,774.74
CE-71-21-B2	Provision of an Individual Fostering and Continuing Care Placement (KC)	01/06/2021	31/05/2022	31/05/2022	£	72,517.08
CE-72-21-B2	Provision of an Individual Fostering and Continuing Care Placement (OK)	01/06/2021	31/05/2022	31/05/2022	£	64,194.04
CE-74-21-MC	Play Area Enhancements Craigie Park, James Brown Avenue, Kincaidston and York Street	09/08/2021	08/02/2022	08/02/2022	£	345,589.00
CE-133-21-MC	Oracle Fusion ERP Cloud Implementation Support and Change Management Partner	23/08/2021	22/08/2023	22/08/2023	£	2,298,500.00
CE-108-21	Managing Agent for Energy Efficiency Programmes (HEEPS)	01/09/2021	31/03/2023	31/03/2025	£	603,324.00
CE-107-21-B3	Community Activity and Support Service	01/08/2021	31/07/2022	31/07/2022	£	222,721.00
CE-143-19-21	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 21	17/08/2021	16/08/2022	16/08/2022	£	1,900,000.00
CE-104-20-B	Provision of Support & Information Service	01/04/2021	31/03/2022	31/03/2022	£	300,000.00
CE-111-20-B	Provision of a Rape Crisis Counselling Support Service	01/06/2021	31/05/2024	31/05/2024	£	225,000.00
CE-104-21-B3	Carer Respite Service	01/04/2021	31/03/2022	31/03/2022	£	337,358.00
CE-129-20	Servicing, Maintenance & Monitoring of Intruder Alarm Systems	15/09/2021	14/09/2023	14/09/2025	£	360,000.00
CE-94-21-B5	Provision of Support and Guidance to Children Affected by Parent or Carer Substance Misuse	01/04/2021	31/03/2022	31/03/2022	£	55,000.00
CE-95-21-B3	Pan-Ayrshire Alcohol Counselling Support Service	01/04/2021	31/03/2022	31/03/2022	£	198,140.00
CE-82-21	Work Experience & Employer Engagement	01/10/2021	30/09/2023	30/09/2025	£	235,688.40
CE-89-21-MC	Oracle Fusion ERP Cloud System Implementation Partner	27/09/2021	26/03/2023	26/03/2023	£	1,482,100.00
0618	0618 Call Off 20-21 - Supply, Delivery and Installation of Audio Visual Equipment	01/04/2020	31/03/2024	31/03/2024	£	200,000.00
CE-117-21-DA	Provision of a Court Screening Support Worker (Justice)	01/04/2021	31/03/2022	31/03/2022	£	35,610.00
CE-120-21-B	Provision of an Individual Foster Care Placement (CE)	12/07/2021	11/07/2022	11/07/2022	£	148,919.84
CE-17-21-DA	Supply & Fitting of Tyres to Vehicles & Plant	17/06/2021	16/06/2022	16/06/2024	£	225,000.00
CE-126-21-B2	Provision of an Individual Residential Care and Education Placement (RMCC)	01/06/2021	31/05/2022	31/05/2022	£	237,948.00
CE-145-21-DA	Purchase of 4x New RCV's	27/09/2021	27/09/2021	27/03/2022	£	710,952.00

South Ayrshire Council - Annual Procurement Report 2022

CE-146-21	Aerospace Digital Visualisation Suite – Equipment and Software Supply	24/09/2021	23/03/2022	23/03/2022	£	232,880.38
SXL 0517	Residential Care and Education including Short Breaks - Call-off - EO	11/06/2021	12/05/2022	12/05/2022	£	252,319.01
ICT354	IDOX Group - Year 4 - Support and Maintenance	01/09/2021	31/03/2022	31/03/2022	£	50,000.00
ICT358	Annual Renewal for support and maintenance - Northgate Public Services Ltd	01/09/2021	31/03/2022	31/03/2022	£	77,940.87
ICT359	Annual Renewal for support and maintenance - Northgate Public Services UK Ltd	01/09/2021	31/03/2022	31/03/2022	£	59,916.43
ICT365	Oracle EBS Support and Maintenance 21/22	01/09/2021	05/04/2022	05/04/2022	£	183,125.49
SXL 0517	Residential Care and Education including Short Breaks - Call-off - MC	06/08/2021	12/05/2022	12/05/2022	£	103,242.74
CE-183-21-DA	Zscaler Licences	01/11/2021	31/10/2024	31/10/2024	£	530,194.45
CE-156-21-DA	Debt Recovery and Diligence Service	05/09/2021	04/09/2024	04/09/2026	£	100,000.00
CE-160-21-DA	Hire of 1Nr. RCV	21/04/2021	20/04/2022	20/04/2022	£	101,521.07
ICT383	Provision of support services - Business Critical Fixes and Limited Updates for Oracle EBS	01/01/2022	31/12/2022	31/12/2022	£	106,950.00
CE-16-21-DA	Provision Consultancy Services - Accessible Ayr	01/11/2021	29/04/2022	29/04/2022	£	798,513.00
SXL 1015	SXL Call-Off 2021/22 - Fostering and Continuing Care	01/04/2021	31/03/2022	31/03/2022	£	322,096.52
CE-139-21	Legionella & Water Monitoring Contract	01/12/2021	30/11/2023	30/11/2026	£	600,000.00
CE-96-21-B	Provision of an Individual Residential Care Placement (DR)	12/04/2021	11/04/2022	11/04/2022	£	85,406.88
CE-164-21-DA	Provision of Consultancy Services - Transforming the Estate	31/01/2022	30/01/2023	30/01/2023	£	65,880.00
CE-76-21-DA	Multifunctional Devices (MFD's)	12/12/2021	11/12/2023	11/12/2023	£	75,832.60
SXL 1020	Fostering and Continuing Care - Call-off - LM	30/09/2021	21/07/2023	21/07/2024	£	76,814.17
CE-134-21-DA	Cash Receipting System Support and Maintenance	01/04/2022	31/03/2024	31/03/2025	£	66,191.49
CE-220-21-DA	Agency Services - School Transport	01/04/2020	31/03/2023	31/03/2023	£	258,059.88
CE-140-21-SLA	Speech and Language Therapy (Additional Support Needs)	01/04/2021	31/03/2022	31/03/2023	£	314,000.00
CE-135-20-DA	Tarbolton Housing	01/07/2021	31/07/2022	31/07/2022	£	2,735,310.56
CE-150-21-MC	Play Area Enhancements - Annbank and Mossblown	14/12/2021	13/06/2022	13/06/2022	£	177,478.00
CE-151-21-MC	Play Area Enhancements - Girvan	14/12/2021	13/06/2022	13/06/2022	£	52,728.00
CE-219-21-DA	Play Area Enhancements - Girvan Esplanade	09/12/2021	09/06/2022	09/06/2022	£	57,874.00

South Ayrshire Council - Annual Procurement Report 2022

CE-226-21-DA	Technology Enabled Care Services - Housing	01/01/2022	31/12/2022	31/12/2022	£	51,381.95
SXL 0517	Residential Care and Education including Short Breaks - Call-off - MRD	13/05/2021	12/05/2022	12/05/2022	£	58,139.22
CE-228-21-DA (G22228)	Temporary Classroom - Kyle Academy	18/04/2022	31/08/2022	31/08/2022	£	78,393.32
SXL 0517	Residential Care and Education including Short Breaks - Call-off - GF	19/11/2021	12/05/2022	12/05/2022	£	276,331.19
SXL 0517	Residential Care and Education including Short Breaks - Call-off - (FP)	19/11/2021	12/05/2022	12/05/2022	£	276,331.19
SXL 1020	Fostering and Continuing Care - Call-off - JJ	13/01/2022	21/07/2023	21/07/2024	£	50,873.64
CE-208-21-MC	Play Area Enhancements Westwood Avenue, Dalmilling, Ayr	18/02/2022	17/08/2022	17/08/2022	£	71,992.00
CE-23-22-DA	Cyber Support Resource	08/03/2022	07/03/2023	07/03/2023	£	76,000.00
CE-73-21	Care and Support at Home - Flexible Framework Agreement	01/04/2022	31/03/2026	31/03/2026	£	37,004,000.00
CE-115-21-B	Provision of a School Counsellor Service (Carrick and Girvan)	19/08/2021	30/06/2023	30/06/2023	£	93,940.00
CE-218-21-MC	Independent Living Community Flexible Care and Support Service	28/03/2022	27/03/2025	27/03/2026	£	1,577,292.00
SXL 0517	Residential Care and Education including Short Breaks - Call-off - BF	01/02/2022	12/05/2022	12/05/2022	£	722,699.87
ICT389	Giglets Literacy Resource - 3 Year Licence, Training & Support	28/07/2021	27/07/2024	27/07/2027	£	51,500.00
ICT406	SysAid (Cloud) Enterprise Education Edition Package	09/03/2022	08/03/2023	08/03/2023	£	207,022.44
ICT407	Annual Renewal for support and maintenance	01/04/2022	31/03/2023	31/03/2023	£	79,811.46
ICT412	Support & Maintenance Estates Rents Repairs Allocations Customer Services Auddis & Addacs (Housing) GUI Property Purchase	01/04/2022	31/03/2023	31/03/2023	£	61,354.43
SXL 1020	Fostering and Continuing Care - Call-off - AMcD	11/03/2022	21/07/2023	21/07/2024	£	107,935.59
HUB-GRA	Main Works at Ayr Grammar / Early Years Archive & Registration	01/03/2019	28/02/2022	28/02/2022	£	18,454,768.00
HUB-MCC	Main Works at Maybole Community Campus	01/02/2021	31/08/2023	31/08/2023	£	5,278,800.00
HUB-PEC	Main Works at Prestwick Educational Campus	01/09/2020	31/12/2022	31/12/2022	£	20,175,117.00
HUB-OFF	Office Rationilisation Projects	01/03/2019	31/10/2021	31/10/2021	£	5,500,000.00
NAC/5045	NAC lead	NAC-5045 - Provision of First Aid Training to North, East and	03/05/2021			

South Ayrshire Council - Annual Procurement Report 2022

		South Ayrshire Councils			
PS-21-122	EAC lead	Treatment and Disposal of Residual Waste	01/05/2022		

Annex 2. Regulated Procurements Expected to Commence in 2022/23 and 2023/24

Information on contracts (124) that are anticipated to be awarded between 2022 – 2024.

Contract Description	Estimated Financial year which Contracts will be awarded	Estimated Contract Value
Provision of a Temporary Accommodation and Support Service	2022/23	£473,546.00
Provision of a Child Centred Family Support Service	2022/23	£262,479.00
MTC Servicing & Maintenance of Fire Alarms	2022/23	£157,000.00
Supply of Kitchen Cabinets & Worktops	2022/23	£2,634,000.00
Cisco Switch and Software Maintenance	2022/23	£52,754.00
Provision of a Rape Crisis Counselling Support Service	2022/23	£225,000.00
Supported Living and Personal Care in the Community for Adults with Mental Health	2022/23	£6,968,000.00
Supply of Network Switches	2022/23	£77,041.00
Provision of a Treasury Management and Asset Finance Leasing Consultancy Service	2022/23	£61,300.00
Gas Boiler Servicing for Non Domestic Properties	2022/23	£300,000.00
Oracle Fusion ERP Cloud Implementation Support and Change Management Partner	2022/23	£2,298,500.00
GL Standardised Assessment	2022/23	£97,112.00
Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 21	2022/23	£1,900,000.00
Supply & Maintenance of Cisco Network Switches	2022/23	£243,709.83
Purchase of PAYG Oracle PaaS instance to support Oracle Fusion programme	2022/23	£49,999.00
Provision of an Individual Residential Care Placement	2022/23	£256,221.00
VEGA Platform for Library Management System	2022/23	£150,944.89
Agency Services - School Transport	2022/23	£258,060.00
Supply and Delivery of Recycling Bins	2022/23	£86,715.00
Provision of Cyber Support Resource G Cloud	2022/23	£76,000.00
Supply, Installation and Repair of Window Blinds	2022/23	£9,999.00
Microsoft Azure Migration & Hosting	2022/23	£60,399.00
Measured Term Contract Remedial Works to Damp Houses	2022/23	£950,000.00
Civil & Structural Engineering Consultancy Services Framework Agreement	2022/23	£640,790.00

South Ayrshire Council - Annual Procurement Report 2022

Provision of Child Centred Family Support Services	2022/23	£434,520.00
Provision of a Befriending Service (Children and Families)	2022/23	£58,000.00
Technology Enabled Care Services - Housing	2022/23	£51,382.00
Provision of an Advocacy Service for Children and Young People	2022/23	£79,598.00
Provision of an Advocacy Service for Looked After and Accommodated Children	2022/23	£105,560.00
Framework Agreement For the Provision of Blacksmith Services	2022/23	£750,480.00
Coverged Infrastructure	2022/23	£490,510.62
Idox Systems Hosted and Managed Service & Software Licensing, Support and Maintenance	2022/23	£499,375.00
Provision and Operation of a Community Recycling Centre	2022/23	£4,429,669.00
Supported Living & Personal Care for Adults with Learning Disabilities	2022/23	£53,922,452.00
Management of a Security Operations Centre	2022/23	£60,000.00
Provision of an Individual Residential Care Placement	2022/23	£85,407.00
Provision of Bereavement Counselling	2022/23	£50,000.00
Oracle Fusion ERP Cloud System Implementation Partner	2022/23	£1,482,100.00
Supply & Installation of PVC Windows, Doors & Associated Parts	2022/23	£840,000.00
MTC Servicing and Maintenance of Automatic & Power Assisted Doors	2022/23	£50,820.00
Provision of a Support & Information Service	2022/23	£300,000.00
Alcohol and Drug Recovery Support Service	2022/23	£610,941.00
The Provision of a Community Activity and Support Service	2022/23	£222,721.00
Provision of an Individual Fostering and Continuing Care Placement	2022/23	£148,920.00
Provision of an Individual Residential Care Placement	2022/23	£85,407.00
Provision of an Individual Residential Care and Education Placement	2022/23	£237,948.00
Provision of Cleaning Services Framework Agreement	2022/23	£931,000.00
Provision of an Independent Advocacy Service for Adults	2022/23	£175,771.00
Provision of an Individual Education and Short Breaks Placement	2022/23	£143,855.00
Provision of Speech and Language Therapy Services (Additional Support Needs)	2022/23	£314,000.00
Provision of an Individual Residential Care Placement	2022/23	£215,361.00
Delivery of the Third Sector Interface in South Ayrshire	2022/23	£383,000.00
Provision of a Removals & Storage Services Framework Agreement	2022/23	£272,000.00
Provision of a Mental Health Service for Children and Young People	2022/23	£54,720.00
Provision of a Managed Vending Service	2022/23	TBC
MTC Remedial Works to Damp Houses	2022/23	£260,000.00
Provision of a Work Experience and Employer Engagement Service to South Ayrshire Council	2022/23	£227,353.00
Provision of Office Furniture & Equipment Moves Framework Agreement	2022/23	TBC
Provision of Cash-In-Transit Banking Services	2022/23	TBC

South Ayrshire Council - Annual Procurement Report 2022

Internal Housing Refurbishment Framework	2022/23	£4,000,000.00
Provision of a Befriending Service	2022/23	£58,000.00
Provision of an Advocacy Service for Children and Young People	2022/23	£79,598.00
External Housing Refurbishment Framework	2022/23	£4,000,000.00
Provision of a Debt Recovery and Diligence Service	2022/23	£678,375.00
Renewal of BT Telephone Line Contract (12 Months)	2022/23	£67,149.60
Remote Benefit Processing Services	2022/23	£369,000.00
Cyber Security Resource and Support	2022/23	£74,100.00
Microsoft Education Licence Renewal	2022/23	£311,943.24
Payment Processing Services	2022/23	£80,000.00
Quantity Surveying Consultancy Services - Framework Agreement	2022/23	£180,000.00
Measured Term Contract (MTC) Lift Servicing & Maintenance	2022/23	£199,307.00
Provision of an Individual Fostering and Continuing Care Placement	2022/23	£57,775.00
Provision of Support and Guidance to Children	2022/23	£55,000.00
Provision of an Alcohol Counselling Support Service	2022/23	£198,140.00
Hire of a Forestry Team	2022/23	£145,000.00
Supply, Delivery and Maintenance of Mini-Excavators	2022/23	£95,000.00
Aerospace Digital Visualisation -Suite Equipment and Software Supply	2022/23	£230,000.00
Treatment of Bulky Waste	2022/23	TBC
New Door Entry Systems Measured Term Contract 2019 - 2022 Various Locations within South Ayrshire	2022/23	£273,891.00
Girvan and Dailly EWI & Re-roofing	2022/23	£1,100,000.00
Dalmling EWI & Re-roofing	2022/23	TBC
Kincaidston EWI & Re-roofing	2022/23	£1,300,000.00
Records & Information Management Services	2023/24	£140,138.80
Carer Respite Service	2023/24	£538,840.00
Treatment of Food Waste	2023/24	£411,240.00
Provision of a Library Management System	2023/24	£150,927.00
MTC Drainage Repairs & Maintenance	2023/24	£320,000.00
Measured Term Contract (MTC) Floor Coverings Repairs & Replacements	2023/24	£690,000.00
Core Network Routers	2023/24	£127,582.29
The Provision of Golf Insurance	2023/24	£84,290.00
Provision of Support Services Related to Oracle E-Business Suite	2023/24	£526,730.00
Provision of a School Counsellor Service (Carrick and Girvan Academies)	2023/24	£93,940.00
Provision of a Taxi Service Framework	2023/24	£5,198,820.00
Microsoft Enterprise Agreement	2023/24	£1,895,770.00

South Ayrshire Council - Annual Procurement Report 2022

Software Asset Management Toolset	2023/24	£111,360.00
Learning Disability Core and Cluster Housing Support Office and Common Areas	2023/24	£13,857.00
Warden Housing Support Service - Mill St	2023/24	£77,391.00
Measured Term Contract (MTC) Installation, Servicing & Maintenance of Door Entry Systems	2023/24	£100,000.00
Provision of Egress Prevent and Defend	2023/24	£180,000.00
Provision of a Fleet Maintenance Service	2023/24	£3,410,027.00
Renewal of Corporate Internet Connection	2023/24	£94,377.32
Provision and Service of Mobile Phones	2023/24	£193,508.00
Annual Inspection & Reactive Maintenance for Domestic Gas and Annual Inspection of Fire, Smoke & Carbon Monoxide Equipment	2023/24	£1,960,229.00
Provision of an Online Comprehension Programme	2023/24	£57,834.00
Supply and Maintenance of Electronic Homecare Monitoring and Scheduling Solutions	2023/24	£728,285.00
Multifunctional Devices (MFDs)	2023/24	£76,000.00
Commvault Support	2023/24	£59,455.00
Upgrade of Core Network Cisco Routers inc Maintenance and Engineering Support	2023/24	£86,909.00
Domestic Property Maintenance, Minor Works Framework Agreement	2023/24	£2,000,000.00
Community Based Hearing Support Service	2023/24	£148,500.00
Provision of Vehicle Telematics System	2023/24	£339,114.00
Service, Maintenance and Repair of Community Equipment	2023/24	£916,000.00
Bulk Leasing of Residential Properties to South Ayrshire Council	2023/24	£2,016,000.00
Supply & Installation of Timber Fencing	2023/24	£190,800.00
Provision of Tyres	2023/24	£225,000.00
Project Management Consultancy Services Framework Agreement	2023/24	£4,000,000.00
MTC Replacement Suspended Ceilings	2023/24	TBC
Architectural Services Framework Agreement	2023/24	£1,000,000.00
Mechanical & Electrical Services Framework Agreement	2023/24	£650,000.00
Provision of a Confidential Waste Disposal Service	2024/25	£24,375.00
Zscaler Licences	2024/25	£530,194.00
Provision of Network Switches	2024/25	£35,000.00
webCAPTURE Revenues Forms	2024/25	£144,420.00
Treatment of Garden Waste	2024/25	£170,625.00

Annex A. Annual Procurement Report - Scottish Government Template

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	South Ayrshire Council
b) Period of the annual procurement report	1 April 2021 and 31 March 2022
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<u>2. Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	107
b) Total value of regulated contracts awarded within the report period	£155,889,698
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	89
i) how many of these unique suppliers are SMEs	Not Measured
ii) how many of these unique suppliers how many are Third sector bodies	Not Measured
<u>3. Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	107
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<u>4. Community Benefit Requirements Summary</u>	
Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	1
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	1
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	102
Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:	

d) Number of Jobs Filled by Priority Groups (<i>Each contracting authority sets its own priority groups</i>)	Not Measured
e) Number of Apprenticeships Filled by Priority Groups	Not Measured
f) Number of Work Placements for Priority Groups	Not Measured
g) Number of Qualifications Achieved Through Training by Priority Groups	Not Measured
h) Total Value of contracts sub-contracted to SMEs	Not Measured
i) Total Value of contracts sub-contracted to Social Enterprises	Not Measured
j) Total Value of contracts sub-contracted to Supported Businesses	Not Measured
k) Other community benefit(s) fulfilled	103
<u>5. Fair Work and the real Living Wage</u>	
a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	107
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	Not Measured
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	Not Measured
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	Not Measured
<u>6. Payment performance</u>	
a) Number of valid invoices received during the reporting period.	87,746
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	95.38
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	107
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
<u>7. Supported Businesses Summary</u>	
a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£2,316.94
i) spend within the reporting year on regulated contracts	0
ii) spend within the reporting year on non-regulated contracts	£2,316.94

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£203,519,700
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	50%
c) Total procurement spend with Third sector bodies during the period covered by the report.	Not Measured
d) Percentage of total procurement spend through collaborative contracts.	Not Measured
e) Total targeted cash savings for the period covered by the annual procurement report	£80,000
i) targeted cash savings for Cat A contracts	Not Measured
ii) targeted cash savings for Cat B contracts	Not Measured
iii) targeted cash savings for Cat C contracts	Not Measured
f) Total delivered cash savings for the period covered by the annual procurement report	£18,954
i) delivered cash savings for Cat A contracts	Not Measured
ii) delivered cash savings for Cat B contracts	Not Measured
iii) delivered cash savings for Cat C contracts	Not Measured
g) Total non-cash savings value for the period covered by the annual procurement report	Not Measured

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	124
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£ 129,532,253

South Ayrshire Council Equality Impact Assessment Scoping Template

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

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

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

1. Policy details

Policy Title	Annual Procurement Report 2022
Lead Officer (Name/Position/Email)	David Alexander, Service Lead – Procurement - david.alexander3@south-ayrshire.gov.uk

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

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

Community or Groups of People	Negative Impacts	Positive impacts
Sex – (issues specific to women & men or girls & boys)	n/a	n/a
Sexual Orientation – person’s sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	n/a	n/a
Thematic Groups: Health, Human Rights & Children’s Rights	n/a	n/a

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

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

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

General Duty and other Equality Themes Consider the ‘Three Key Needs’ of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Eliminate unlawful discrimination, harassment and victimisation	Low
Advance equality of opportunity between people who share a protected characteristic and those who do not	Low

General Duty and other Equality Themes Consider the 'Three Key Needs' of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Foster good relations between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO
Rationale for decision: This report proposes approval of an annual procurement report relating to delivery of the Council's Procurement Strategy. This has no specific equality implications	
Signed : David Alexander Date: 30 September 2022	Service Lead