

17 May 2023

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

All other Members for INFORMATION ONLY

Dear Councillor

CABINET

You are requested to participate in a meeting of the Cabinet to be held **on Tuesday, 23rd May 2023 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 25th April 2023 (copy herewith).
3. Decision Log -
 - (a) Overdue Actions – **none**;
 - (b) Actions Listed with Revised Dates – for approval; and
 - (c) Recently Completed Actions.(copies herewith).

4. Economic Development.

- (a) Aerospace and Aero Technology Application Centre (ASTAC) Project – Submit report by Director of Strategic Change and Communities (copy herewith).
- (b) Scotland Loves Local South Ayrshire Gift Card Programme – Submit report by Director of Strategic Change and Communities (copy herewith).

5. Finance, HR and ICT.

- (a) Financial Inclusion – Cost of Living Crisis – Submit report by Director of Strategic Change and Communities (copy herewith).

6. Health and Social Care.

- (a) Joint Inspection of Adult Community Health and Care Services – Submit report by Director of Health and Social Care (copy herewith).

7. Corporate and Strategic.

- (a) South Ayrshire Food Pantries Update – Submit report by Director of Strategic Change and Communities (copy herewith).

8. Corporate and Strategic/Finance, HR and ICT/Tourism, Culture and Rural Affairs.

- (a) Senior Communities Officer – Glendoune – Submit report by Director of Strategic Change and Communities (copy herewith).

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

- (a) Transforming the Estate – Submit report by Depute Chief Executive and Director of Housing, Operations and Developments (copy herewith).

10. Buildings, Housing and Environment.

- (a) **Lease with Option to Purchase of the Foresters Hall, 44 New Road, Ayr – Submit report by Depute Chief Executive and Director of Housing, Operations and Development (Members only).**

11. Consideration of Disclosure of the above confidential reports.

For more information on any of the items on this agenda, please telephone Courtney Buchanan, Committee Services on at 01292 612101, at Wellington Square, Ayr or e-mail: courtney.buchanan@south-ayrshire.gov.uk
www.south-ayrshire.gov.uk

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CABINET

Minutes of a hybrid webcast meeting on 25 April 2023 at 10.00 a.m.

Present
in County

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

Apology: Councillor Lee Lyons.

Attending
in County

Hall: E. Howat, Chief Executive; M. Newall, Depute Chief Executive and Director of Housing, Operations and Development; C. Caves, Head of Legal and Regulatory Services; T. Baulk, Head of Finance, ICT and Procurement; C. Cox, Assistant Director – Housing, Operations and Development; L Reid, Assistant Director – Strategic Change; K. Briggs, Service Lead – Legal and Licensing; K. Anderson, Service Lead – Policy, Performance and Community Planning; T. Burns, Service Lead – Asset Management and Community Asset Transfer; K. Braidwood, Head of Roads (Ayrshire Roads Alliance); C. McMenamin, Co-ordinator – Legal and Licensing; P. White, Partnership Facilitator; L. May, Headteacher – St. Patrick’s Primary School; G. Ferguson, Quality Improvement Manager – Education; C. Buchanan, Committee Services Officer; C. Griffiths, Committee Services Assistant and E. Moore, Committee Services Assistant.

Also
present
in County

Hall: E. Terras and C. McKenzie (in attendance for items 4 and 5 only)

Opening Remarks.

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

1. Declarations of Interest.

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

2. Minutes of previous meetings.

The minutes of 14 March 2023 (issued) and special meeting of 29 March 2023 (issued) were submitted and approved.

3. **Decision Log.**

Following discussion, the Cabinet

Decided:

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

Education.

4. **Inspection of Girvan Primary School: Education Scotland Report**

There was submitted a report (issued) of 14 April 2023 by the Director of Education to inform Cabinet of the Education Scotland Report on Girvan Primary School.

Having considered the contents of the report, the Cabinet;

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

5. **Inspection of St Patrick's Primary School, Troon: Education Scotland Report**

There was submitted a report (issued) of 14 April 2023 by the Director of Education to inform Cabinet of the Education Scotland Report on St Patrick's Primary School, Troon.

A question was raised by an Education Representative in relation to parental involvement in School Inspections. The Quality Improvement Manager highlighted that parents were involved heavily in the School Inspection process and advised that parents had been included in several focus groups related to the Inspection and had been issued with questionnaires prior to the Inspection team commencing the Inspection.

Having considered the contents of the report, the Cabinet;

Decided: to agree the main points for action to be addressed by the Headteacher and Assistant Director – Education.

The Chair thanked the Education Representatives for attending the meeting and their contributions given this would be their last meeting and both E. Terras and C. McKenzie left the meeting at this point.

Economic Development.

6. **Ayrshire Flood Management Plan Cycle 2.**

There was submitted a report (issued) of 14 April 2023 by the Depute Chief Executive and Director of Housing, Operations and Development advising of the publication of the Ayrshire Local Flood Risk Management Plans.

Questions were asked by Members in relation to:-

- (1) the timescale for funding to be made available to the Council by the Scottish Government. The Head of Roads (Ayrshire Roads Alliance) stated that the Scottish Government were currently prioritising the funding process however, he explained that an 80% contribution of funding was still expected to be provided by the Scottish Government to the Council; and
- (2) what the priority locations were in relation to the flood management plan and whether certain communities within South Ayrshire would receive a consultation. The Head of Roads (Ayrshire Roads Alliance) responded that the location priorities would be determined by the Scottish Government and if required, a consultation would be conducted with specified communities.

Having considered the contents of the report, the Cabinet

Decided:

- (a) to approve the publication of the published format of the Plans and that the actions contained within the report were approved in Cabinet report dated 27 April 2021; and
- (b) to acknowledge the potential financial and HR implications of preparing and delivering on the Local Flood Risk Management Plans.

7. Electric Vehicle Charging Infrastructure Investment in Ayrshire.

There was submitted a report (issued) of 14 April 2023 by the Depute Chief Executive and Director of Housing, Operations and Development providing an update on the findings from the Ayrshire Public Electric Vehicle Charging Business Case and the proposed next steps.

A question was raised by a Member of Cabinet in relation to the current free Electric Vehicle Charging Stations and the approximate annual cost to Ayrshire Roads Alliance to date. The Head of Roads (Ayrshire Roads Alliance) advised that the cost had been £260,000 this fiscal year for South Ayrshire Council.

Having noted that within Appendix 1, paragraph 1.1 of the report 'Further Background Information', the target date to achieve net zero carbon emissions by 2024 should be replaced to read '2034', the Cabinet

Decided:

- (1) to acknowledge the findings from the Ayrshire Public Electric Vehicle Charging Business Case including the identification of a new concession contract as the preferred delivery mechanism for expansion of the public vehicle charging network;
- (2) to agree that the Head of Roads - Ayrshire Roads Alliance (EAC/ SAC) will develop and enter into an Inter Authority Agreement with North Ayrshire to govern the specification, procurement, implementation, and operation of the proposed concession contract; and
- (3) to agree the proposal that officers provide a further update report on completion of the above recommendation, prior to the procurement of the proposed concession contract.

8. **Road Improvement Plan 2023-2024.**

There was submitted a report (issued) of 14 April 2023 by the Depute Chief Executive and Director of Housing, Operations and Development seeking approval for the 2023/24 Road Improvement Plan for carriageway, footways, street lighting and other related infrastructure improvements.

A question was raised by a Cabinet member in relation to whether a percentage of funding could be ringfenced going forward, to allow additional investment to residential roads. The Head of Roads (Ayrshire Roads Alliance) agreed that this could be investigated as part of the improved scoring process looking at identified areas within Wards particularly in relation to urban streets.

The Cabinet

Decided:

- (1) to agree the Road Improvement Plan for 2023/2024, as contained within Appendix 1 of the report; and
- (2) to approve the Carriageway and Footway Programme for 2023/2024 as outlined in Appendix 1 of the report.

Corporate and Strategic.

9. **Strategic Risk Management.**

There was submitted a report (issued) of 14 April 2023 by the Head of Legal and Regulatory Services providing an update on the reviewed Strategic Risk Register (Appendix 1) in line with the agreed reporting framework.

Questions were raised by members in relation to;

- (1) an update in relation to Appendix 1 of the Report, page 9 entitled "Public and Employee Protection", given the risks associated with the deferral of the Scottish Fire and Rescue Service Action Plan to July 2023, particularly in relation to automated fire alarm systems. The Service Lead (Risk and Safety) stated that the Scottish Fire and Rescue Service had produced several guidance documents outlining how to manage the issue of automated fire alarm systems not automatically initiating a response. She also explained that internally training had been developed for duty holders and that guidance had been re-examined for all Council Staff and Duty Holders within properties. Alternative hardware options are being investigated for out of hours services that will trigger a confirmed fire issue to the Scottish Fire and Rescue Service.
- (2) in relation to community alarms, whether vulnerable people within South Ayrshire would be affected by the changes to fire alarm systems. The Service Lead (Risk and Safety) assured Members that all residential properties are exempt from the new protocol.

A Member of the Cabinet commended the work of the Risk and Safety Team in relation to Appendix 1 of the Report, page 12 entitled "Ash Tree Dieback".

The Cabinet

Decided:

- (a) to agree the reviewed Strategic Risk Register, as outlined at Appendix 1 of the report updated by Chief Officers; and
- (b) to acknowledge the 15 key risks and endorse the work currently being undertaken and proposed by risk owners to mitigate these risks.

Corporate and Strategic/ Financial, HR and ICT/ Buildings Housing and Environment.

10. Ward Capital Projects.

There was submitted a report (issued) of 14 April 2023 by the Depute Chief Executive and Director of Housing, Operations and Development seeking agreement on the approval process and governance arrangements associated with capital projects that support Place Plans and Community Led projects in each Ward; for Ayr Town Centre projects; for Girvan town centre regeneration projects and for the promenade and shorefront enhancements.

The Cabinet

Decided:

- (1) to agree the approval process and governance arrangements as set out in Section 4 of the report; and
- (2) to approve the request that officers present a detailed programme of works to the Council meeting on 29 June 2023 confirming the Ward Capital Projects agreed and when they would be undertaken.

Corporate and Strategic/ Buildings Housing and Environment.

11. Approvals Under Delegated Authority during a Period of Recess.

There was submitted a report (issued) of 14 April 2023 by the Head of Legal and Regulatory Services advising of matters determined under delegated authority during recess.

Having considered the contents of the report, the Cabinet

Decided:

- (1) to agree the report; and
- (2) approve the matters determined under delegated authority during recess.

Corporate and Strategic/Finance, HR and ICT.

12. Review of the Byelaws Prohibiting the consumption of Alcohol in Designated Public Places.

There was submitted a report (issued) of 14 April 2023 by the Head of Legal and Regulatory Services advising of the statutory requirement to review the South Ayrshire Council Byelaws which prohibited the consumption of alcohol in designated public places and request them to authorise such a review.

The Cabinet

Decided:

- (1) to agree the proposal to review of the South Ayrshire Council Byelaws; and
- (2) to request that following the review, a report was presented to Council on 12 October 2023 seeking authority, as necessary.

C

Finance, HR and ICT.

13. Code of Conduct for Employees - Conflict of Interest Policy.

There was submitted a report (issued) of 14 April 2023 by the Head of Legal and Regulatory Services seeking approval for the revised Code of Conduct for Employees.

The Cabinet

Decided: to approve the revised Code of Conduct for Employees, as detailed in Appendix 1 of the report.

Corporate and Strategic / Health and Social Care.

14. Age Friendly Communities

There was submitted a report (issued) of 14 April 2023 by the Director of Health and Social Care advising of the process to become a member of the Age-Friendly Communities Network.

Members expressed their delight surrounding the aspirations by the Health and Social Care Partnership and gave their full support to this initiative.

The Cabinet

Decided:

- (1) to approve the completion of the application process to become part of the network of Age-Friendly Communities; and
- (2) to agree that monitoring took place via the South Ayrshire Community Planning Partnership.

15. Exclusion of press and public.

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

Economic Development.

16. Regeneration Build B–J Programme.

There was submitted a report (Members only) of 18 April 2023 by the Depute Chief Executive and Director of Housing, Operations and Development

- (1) providing an update on the Regeneration Build B-J Programme; and
- (2) seeking approval to request HubSW to appoint a Design Team to provide Strategic Support Services for the recommended priority projects.

The Cabinet

Decided: to request HubSW via Strategic Support Services to conduct the appointment of a Design Team to undertake a preliminary design/costing exercise for three priority projects identified as part of the Regeneration Build Programme in and around Prestwick Airport. the appointment of a Design Team to undertake a preliminary design/costing exercise for three priority projects identified as part of the Regeneration Build Programme in and around Prestwick Airport.

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

17. Sale of Girvan Bandstand, Stair Park, Henrietta Street, Girvan.

There was submitted a report (Members only) of 18 April 2023 by the Depute Chief Executive and Director of Housing, Operations and Development seeking approval to declare the property known as Girvan Bandstand, Stair Park, Henrietta Street, Girvan, as detailed in Appendix 1 of the report, surplus to requirements and proceed with a proposal to dispose of the property on the basis of the terms and conditions contained in the Addendum (confidential) to this report.

The Cabinet

Decided:

- (1) to grant approval to proceed with the proposed disposal of the property known as the Girvan Bandstand, Stair Park, Henrietta Street, Girvan as at Appendix 1 of the report on the terms offered by Company A and on the basis of the terms and conditions contained within the Addendum (Confidential) to this report;
- (2) to authorise the Service Lead - Asset Management and Community Asset Transfer to carry out a Common Good consultation under the Community Empowerment (Scotland) Act 2015 Section 104 on the proposed sale of Girvan Bandstand on the basis of the terms offered by the recommended party and on the terms and conditions contained within the Addendum (Confidential) to this report, and bring the representations received in response back to Cabinet;
- (3) to note that, a further report will be brought to Cabinet detailing the representations received in response to the Consultation in order that the Council may have regard to these in deciding whether to proceed with the proposed sale; and
- (4) to acknowledge that, as the property was inalienable Common Good, if, subsequent to a further report being brought to Cabinet, should Members decide to proceed with

the proposed sale of Girvan Bandstand, authority from the Sheriff Court will be required to enable the sale to proceed.

18. Consideration of Disclosure of the above confidential reports.

Decided:

- (1) not to authorise the disclosure under Standing Order 32.4 of the following report until the procurement process has been completed:-
 - Regeneration Build B–J Programme.
- (2) not to authorise the disclosure under Standing Order 32.4 of the following report until the sale is concluded by the Council.
 - Sale of Girvan Bandstand, Stair Park, Henrietta Street, Girvan.

The meeting ended at 12.04 p.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	01/11/2022	Developer Contributions Update relative to Planning Permissions (2021/2022)	["H, O and D"]	Iles, Craig	Regular updates to the Service and Performance Panel for each six month reporting period identified in the report - different to recs in report	No	31/03/2023	13/06/2023	As a consequence of a period of absence due to illness, the author was unable to complete the six monthly update report. A full year report will be presented to the Service and Performance Panel on 13 June 2023- Mike Newall/Craig Iles	Pollock, Bob

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
LP	01/03/2022	Community Wealth Building Action Plan	["SC and C"]	Tait, Jamie	Progress and implementation report to Services Performance Panel	No	30/05/2023	30/05/2023	Following internal changes to the management arrangements for Community Wealth Building, Jamie Tait Service Lead Thriving Communities requested the update at Service and Performance is deferred to April 2023. Officers provided PH Councillor Pollock with an overview on 27th January 2023 and a members briefing is being scheduled for March 2023. Service and Performance Chair and Vice Chair were updated on the request to defer to allow a report to presented detailing performance against the action plan along with other projects relevant to CWB. revised date of 30/4/23 agreed at Cabinet meeting of 15/2/22 (previous date 01/02/23).	Pollock, Bob

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
LP	25/05/2021	Neighbourhood Services Structure Progress Report	["H, O and D", "SC and C"]	Anderson, Kevin	Resource review of Sustainable Development and Climate Change Structure	No	30/04/2023	31/08/2023	The Sustainable Development and Climate Team has now moved to the Strategic Change and Communities Directorate under the Service Lead Performance, Policy and Community Planning. After consultation with the Portfolio holder the proposed date has been put back to 30 April 2023 to enable the new Service Lead to assess the requirements of the service. Cabinet on 29/11/22 agreed revised due date of 30/4/23 (prev 30/11/22)	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
LP	27/10/2020	Sale of Land at Queens Terrace, Maybole	["H, O and D"]	Briggs, Karen;Burns, Tom	Sale to be concluded	No	28/04/2023	30/06/2023	<p>Cabinet on 29/11/22 agreed new date of 28/2/23 (prev 28/11/22). Ayrshire Housing have advised the Council's Legal Services that they will conclude the transaction by the end of March 2023. Cabinet on 14/03/23 agreed revised due date of 31/03/23 (previously 28/02/23).</p> <p>Update - drafts now agreed, awaiting delegated powers report re Licence to Occupy for Ayrshire Housing for ground adjacent to ground being sold. Revised due date 28/04/23.</p> <p>Cabinet on 25/04/23 - agreed new due date of 28/04/23 (previously 31/03/23).</p> <p>Update 11/05/23 - purchasers are now querying whether the adjoining road is adopted, and Legal are awaiting confirmation from ARA. This is the final outstanding matter prior to settlement. Suggest amend due date to 30/06/23.</p>	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
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	25/04/2023	30/06/2023	Fleet are currently updating the policy and handbook to align with legislation and audit outcomes. This should be complete by 30 June and will be presented to the August cabinet after recess.	

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
LP	28/11/2017	Implementation of 20mph speed restrictions across South Ayrshire Villages	["PLA"]	Kevin Braidwood	<p>Report back to Leadership Panel regarding results of the phase 3 engagement process, outline designs, associated costs and implementation programme within the road improvement plan and reporting to Regulatory Panel.</p> <p>ARA have contacted 3 community councils with only two responding additional information has been issued and we await feedback. The third CC has been contacted again. Updating design to take into account community comments. To discuss amendment date with PFH Monday 17 April 2023.</p>	No	31/03/2023	31/08/2023	<p>30/06/21. Electronic speed signage installation for phase 1 and 2 schemes now largely complete - remaining signs will be installed during the next contractor visit (25th Oct). Installation of the Phase 1 and Phase 2 20mph speed signage has been completed.</p> <p>Dailly: Footway widening works now complete - this work was incorporated into the resurfacing works on the B741 to minimise disruption.</p> <p>Monkton: the traffic calming works are now complete.</p> <p>Dundonald: works programmed for early November, subject to confirmation of material supply.</p> <p>Phase 3 designs commenced on the agreed design of signing and lining only and are due to be completed by end of February 2022 for presentation to community councils. Design process on programme.</p> <p>Designs for phase 3 have been issued to ward members and</p>	Pollock, Bob

Agenda Item No. 3(c)

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	25/04/2023	Electric Vehicle Charging Infrastructure Investment in Ayrshire	["H, O and D"]	Kevin Braidwood	Electric Vehicle Charging Infrastructure Investment in Ayrshire.	Yes	31/03/2025			Pollock, Bob
CAB	25/04/2023	Strategic Risk Managements	["SC and C"]	Boyd, Carol	Adopt recommended approach to strategic risk management	Yes	30/04/2023			Dowey, Martin

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
CAB	25/04/2023	Approvals under Delegated Authority during Period of Recess	["SC and C"]	Dalrymple, Kenneth	Arrange replacement lighting on the Common Good buildings at Stumpy Tower, Girvan, and Freemans Hall, Prestwick	Yes	25/04/2023			Dowey, Martin; Kilbride, Martin
CAB	25/04/2023	Code of Conduct for Employees â€œ Conflict of Interest	["CEO"]	Carlaw, Wynne	Amended Code published on The Core	Yes	25/04/2023			Davis, Ian
CAB	25/04/2023	Regeneration Build B-J Programme	["SC and C"]	Reid, Louise	Appoint HubSW to carry out Strategic Support Services	Yes	28/04/2023			Pollock, Bob

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
CAB	14/03/2023	Skypath Aerospace Training CIC	["SC and C"]	Hunter, George	Officers to bring forward proposals for alternative use of UKSPF	Yes	31/05/2023	20/06/2023	Subject of June cabinet Paper entering clearance	Pollock, Bob;Dowey, Martin
CAB	15/02/2023	Service Review of Policy, Performance and Community Planning	["SC and C"]	Anderson, Kevin	Implement approved structure - please advise Clerk when redacted report can be made public	Yes	30/04/2023			Dowey, Martin;Kilbride, Martin

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
CAB	15/02/2023	Ayrshire Growth Deal Update	["SC and C"]	Leijser, Theo	Complete review of Skypath and ASTAC Operating model and make recommendations	Yes	23/05/2023		Subject of May Cabinet paper. Agreed with Cllr Pollock	Pollock, Bob;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	01/11/2022	15-17 Sandgate Ayr Common Good Consultation	["H, O and D"]	Burns, Tom	Conclusion of sale	Yes	19/05/2023		<p>Update - draft qualified acceptance issued 04/04/2023. Response from purchaser's solicitor on 06/04/2023 seeking a reduction in price due to deterioration in condition of property. The price was the subject of approval by a previous Panel, therefore any amendment would require further approval from elected members. Current due date amended following consultation with PFH.</p> <p>Cabinet on 25/04/23 - agreed new due date of 19/05/23 (previously 29/04/23).</p> <p>Update 11.5.23 - sale may not go ahead. Purchaser's request for a reduction in price has been refused. Asset Management will re-market the property</p>	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
LP	18/01/2022	Developer Contribution Governance and Reporting Arrangements	["PLA"]	Iles, Craig	Briefing Note to be sent to Members on the process for dealing with developer contributions - addit to recs in report	Yes	31/03/2023		<p>18/04/2023-As a consequence of absence due to ill health, the Members' Briefing note has not been completed to date. The note will be forwarded onto all Members by the end of April 2023.- Mike Newall/Craig Iles</p> <p>Due to staff shortage and competing workload pressures this task has not been completed. revised date of 28/2/23 agreed at Cabinet meeting of 15/2/22 (previous date 31/01/23). Cabinet on 14/11/22 agreed revised due date of 28/2/23 (previously 31/10/22). Cabinet on 14/03/23 agreed revised due date of 31/03/23 (previously 28/02/23).</p>	Pollock, Bob

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due Date	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
LP	18/01/2022	ICT Data Centre "Hosting and Delivery Model	["CEO"]	Mullen, Kevin	Migration Implementation Phase 1	Yes	30/04/2023		The implementation is progressing well with 66% of the planned migration completed and more servers moving over on a daily basis (mid March 23). Due to some technical challenges the timeline needs to be extended to 30 April 2023 in order to complete the phase 1 migration plan. Cabinet on 25/04/23 - agreed new due date of 30/04/23 (previously 31/03/23).	

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
LP	24/08/2021	South Ayrshire Council's Active Travel Strategy	["PLA"]	Kevin Braidwood	Annual report to the Partnerships Panel	Yes	14/06/2023		Report to be submitted to Partnerships Panel following Leadership Report to be submitted to partnership panel end of June 2023.	

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
LP	27/04/2021	Flood Risk Management (Scotland) Act 2009 " Draft Ayrshire Flood Risk Management Plan Cycle 2	["PLA"]	Kevin Braidwood	Implement Panel decision	Yes	31/03/2023		SEPA consultation closed on 31 October 2021. SEPA plan to share the SAC area responses with ARA/SAC in January 2022. LFRM to be presented to Cabinet January 2023. revised date of 31/3/23 agreed at Cabinet meeting of 27/9/22 (previous date 30/6/22).publication by SEPA did not allow sufficient time for report to be lodged for January 23 Cabinet.paper to be presented February 2023.Report lodged for cabinet 25/4/23	

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
LP	27/10/2020	Oracle Enterprise Business Suite Review	["CEO"]	Baulk, Tim	Progress with procurement and implementation	Yes	30/04/2023		Go live migration is currently in progress with comprehensive user training underway. Final go live date of 24th April now anticipated.	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
LP	11/06/2019	Ayr Esplanade Review	["PLA"]	Burns, Tom	Terminate lease agreements for kiosks	Yes	24/04/2023		Termination notice to be issued by Legal Services. Kiosk will remain open to September 2023. Cabinet on 25/04/23 - agreed new due date of 24/04/23 (previously 31/03/23).	Kilbride, Martin

South Ayrshire Council

**Report by the Director of Strategic Change and Communities
to Cabinet
of 23 May 2023**

**Subject: Aerospace and Space Technology Application Centre
(ASTAC) Project**

1. Purpose

1.1 The purpose of this report is to provide an update on the review of the ASTAC project and make recommendations to Cabinet on the establishment of a local delivery partnership to take forward development of the operating model.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 notes that, due to changes in the operating environment, there is a requirement to revisit the strategic direction supporting the delivery of the Ayrshire Growth Deal Aerospace and Space Technology Application Centre (ASTAC);

2.1.2 agrees that the Assistant Director - Communities instigates and facilitates wider partnership engagement to establish a local delivery partnership for ASTAC including Ayrshire College and University of the West of Scotland;

2.1.3 notes the intent to make available (but retain ownership of) the Aerospace Digital Visualisation Suite (ADVS) assets to the new partnership, to be used in the future as part of the ASTAC delivery model; and

2.1.4 requests that the Assistant Director - Communities provides an update on the ASTAC project to Cabinet by January 2024

3. Background

3.1 The Heads of Terms for the Ayrshire Growth Deal include the provision of an innovation centre (ASTAC) to drive innovative technologies and skills to position Ayrshire and Scotland as a hub of aerospace and space technology. The ASTAC proposal focuses on business development, skills development and training needs of the Aerospace and Space sector in partnership with local and national higher and further education establishments. Working alongside existing research and

innovation at Prestwick and across Scotland, it will provide the focus, coordination and support required to improve advanced manufacturing techniques and productivity and sustain and grow the sector's businesses.

- 3.2 The [Leadership Panel of 18 February 2020](#) approved two Advanced Manufacturing Challenges Fund (AMCF) projects as pilot projects (The Aerospace Digital Visualisation Suite and the Aerospace and Space Supply Chain project) in the development of the innovation centre (ASTAC) funded by the European Regional Development Fund and the Ayrshire Growth Budget.
- 3.3 The ASTAC project is one of the South Ayrshire Council Space and Aerospace projects within the Ayrshire Growth Deal programme. Funding is capital and is available to support the infrastructure development. For the avoidance of doubt, Growth Deal funding for the ASTAC project is capital only and there is no availability or commitment to provide revenue or financial investment or ongoing support.
- 3.4 The operating model must reflect the nature of the funding and be sustainable and viable. Revenue funding requirements must be considered by any future partnership model and commercial activities should be considered to support core operating costs and to deliver activity which addresses the productivity, competitiveness, inclusive growth, and skills challenges facing the Aerospace and Space sectors.
- 3.5 An Outline Business Case was prepared in close collaboration with partners and industry input and submitted in October 2022. Whilst feedback from the submitted OBC shows support for the aims of ASTAC, there is a requirement to review the partnership delivery model and the scale of development considering inflation and rising costs.

4. Proposals

- 4.1 An options appraisal has been carried out and is provided in [Appendix 1](#). It is the preferred option that a local delivery partnership is established comprising Ayrshire College and UWS, and ensure strong linkages with the Spirit AeroSystems, Aerospace Innovation Centre, ensuring a strong fit with industry requirements. It is recommended that Members agree that the Assistant Director - Communities takes forward discussions with local partners to facilitate a Heads of Terms for a partnership agreement and; refine a viable operating model to be included into the next iteration of the Outline Business Case. It is also recommended that the Assistant Director - Communities, examines the options for utilising the ADVS equipment within any future partnership delivery model.
- 4.2 The Assistant Director - Communities will seek to appoint specialist external consultants to support the review process and review the submitted Outline Business Case. It is anticipated that this work can be completed by November 2023 and result in an updated Outline Business Case for approval by Governments.

5. Legal and Procurement Implications

- 5.1 There are no legal implications arising from this report.
- 5.2 The recommendations in this report require the support from procurement to appoint expert external consultants.

6/

6. Financial Implications

- 6.1 The ASTAC project is part of the Space and Aerospace portfolio of projects within the Ayrshire Growth Deal. This funding is capital funding and can therefore only be used for capital investment and development activities that support the capital investment. The budget for the ASTAC project is agreed at £11m, comprising £5m from Scottish and UK Governments and £6m from South Ayrshire Council.
- 6.2 It is the intention that the capital assets acquired by the AMCF project (as per 3.1) will be utilised by the ASTAC partnership. South Ayrshire Council will retain ownership of the equipment, enabling the partnership to deliver its activities. This will be explored further in discussions around the partnership model.
- 6.3 The remaining budget for the ASTAC project is £10.2M. It is the intention to redesign the financial tables of the project to reflect a partnership delivery model and include partner contributions.

7. Human Resources Implications

- 7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

- 8.1.1 There is a risk that local partners are unable to agree a viable operating model for the ASTAC facility. These risks are managed as part of the partnership arrangements and overseen by the Assistant Director - Communities.

8.2 *Risk Implications of Rejecting the Recommendations*

- 8.2.1 The risks associated with rejecting the recommendations are that the Outline Business Case for the ASTAC project will not be approved by Government which could result in a loss of £5m contribution to the Ayrshire Growth Deal Programme.
- 8.2.2 Rejecting the recommendations may impact on the ability to deliver the ASTAC facility.

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, 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 been carried out in relation to the subject matter of this report. Details are contained in [Appendix 1](#).

12. Link to Council Plan

12.1 The matters referred to in this report contribute to Priority 2 of the Council Plan: Live, Work, Learn / Work, and the 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 Bob Pollock, Portfolio Holder for Economic Development, and the contents of this report reflect any feedback provided.

14. Next Steps for Decision Tracking Purposes

14.1 If the recommendations above are approved by Members, the Director 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>
Develop Heads of Terms for local delivery partnership of the AGD ASTAC project.	December 2023	Assistant Director - Communities
Appoint external consultants to revise the ASTAC OBC	July 2023	Assistant Director - Communities
ASTAC update report to Cabinet	January 2024	Assistant Director - Communities

Background Papers [Ayrshire Growth Deal - Deal Document](#)

Report to Leadership Panel of 18 February 2020 – [Advancing Manufacturing Challenge Fund](#)

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Date: 10 May 2023

Appendix 1: Options Appraisal – Operating Model for ASTAC

CONTEXT

Project Description:

The ASTAC project will be delivered using Ayrshire Growth Deal funding. This funding is capital funding and can therefore only be used for capital investment and development activities that support the infrastructure development. ASTAC aims to provide technologies and processes that will drive expansion and growth via inward / secondary investments and by supporting SME skill requirements into these high growth, high productivity sectors.

Case for Change:

The ASTAC project supports the Council Plan Priority 2 [Live, Work, Learn] and particularly outcome Work and Economy – Everyone benefits from a local economy that provides opportunities for people and helps our business to flourish. The project also supports the delivery of the Regional Economic Strategy and the vision set out in the Council's Strategic Economic Plan: Vision 2030. The project addresses the strategic aim of supporting productivity led growth and create a global presence in Aerospace. In addition, the project aims to support:

- South Ayrshire's reputation and reach in strategically important markets;
- Future economic opportunities that will drive international advantage;
- Attracting, creating, and protecting quality jobs and talent that will support wellbeing across South Ayrshire; and
- Driving research and innovation investment in businesses and sectors.

In addition, the project directly contributes to the Scottish Government National Strategy for Economic Transformation (NSET) and will build on the success of the aerospace industry in Scotland over the last 5 years and look to capitalise on new commercial opportunities across the whole supply-chain.

Intervention and Investment Objectives as set out in the logic model:

Investment objective 1: provide supply chain entry points to new and existing SME Aerospace and Space sector suppliers.

This investment objective will address the underperformance of the supply chain and the 'missing middle' identified in the Aerospace Technology Institute (ATI) report and referenced in other business strategies. The objective will also support introduction of new businesses into the developing Space sector. Discussions with resident companies reinforces that there is little input from the local supply chain to their operations.

Investment objective 2: build and equip space for manufacturing innovation, technology demonstration, applied R&T development and training facility.

This will create and/or identify facilities to accommodate ASTAC. This facility will provide the environment to enable creative working relationships between the resident Aerospace and engineering companies and complete the innovative business environment to support internationalisation, reshoring and inward investment to Scotland's Aerospace and future Space cluster base.

Investment objective 3: develop a programme to support the integration of Industry 4.0 processes, technologies and expertise in the Aerospace, Space, and engineering sectors.

As an industry-led, partner supported initiative, the project will seek to maximise the productivity and competitiveness of businesses. The long-term aim is to kick-start the relationships and research initiatives to support ASTAC's effective entry into Scotland's manufacturing innovation environment and deliver early advantage to the Aerospace-space-engineering sector.

Appendix 1: Options Appraisal – Operating Model for ASTAC

Investment objective 4: Develop facilities which stimulate the upstream Space sector for launch and in-space capability.

An integrated solution to develop new businesses to the sector, this long-term objective will ensure that support to businesses is available using innovative technologies and processes to promote productivity improvements.

Investment objective 5: develop on-site and off-site training provision, in conjunction with Ayrshire College, and other training providers to support the introduction of new methods, processes and technologies into the local business community.

To maximise the positive impact of production methodologies, techniques and capabilities developed through the intended innovation component of ASTAC.

Investment objective 6: Provide a STEM facility that demonstrates the breadth of career opportunities available in the Aerospace Cluster and Space sector and utilises ASTAC's Space and Aerospace innovation and training projects to inspire future generations, thereby enabling the wider community to benefit in full from these growth sectors.

The aim of this objective is to ensure the wider community can engage with the Aerospace and Space sectors, through the development of the partnership with UWS and Ayrshire College.

Operating model:

The sustainable delivery of services which address the productivity, competitiveness, inclusive growth, and skills challenges facing the Aerospace and Space sectors, will require sustainable revenue streams. Three main types of revenue funding available that could provide funding for any future ASTAC delivery partnership have been identified as:

1. Programme Funding:

This is where funding is given to ASTAC through Government Policy Initiatives or from Public Bodies to deliver aspects of those agenda. This will require further exploration through the partnership delivery model once established.

2. Collaborative Project Funding: (Future)

This is where ASTAC is a partner in a collaborative project – the ASTAC partnership will need to explore further any opportunities funds through large programmes such as UK and Scottish Government Initiatives. Alternatively, ASTAC may be a partner in a programme led by other organisations where ASTAC is the development location of choice due to access to its facilities and provision of services.

3. Commercial Revenue: (Commercial Training & Sale of services)

There will be aspects of the ASTAC facility that may be used for “commercial activity” for example where a business/organisation is carrying out commercial training. In this case the partnership delivering ASTAC will need to consider any commercial opportunities.

There is a requirement for ASTAC's services to offer maximum value to the Aerospace Cluster and the emerging Space sector. This will require on-going and sustained input from industry, partner technology organisations and the education sector. The following option have been considered:

Appendix 1: Options Appraisal – Operating Model for ASTAC

Options for future Operating Model				
Option	Description	Pros	Cons	Financial / Other consideration
1. ASTAC established as an incorporated organisation	SAC takes lead on establishing a new incorporated organisation (limited by guarantee, CIC, or Cooperative Society). Once established, control transfers to the board and members.	<p>Would provide a vehicle for all stakeholders to be involved, both public and private.</p> <p>Could be setup as a group with different profit centres to enable public funding, private investment, and commercial income.</p>	<p>Would involve start up period, which is always difficult. Delay in delivery of services may have negative impact on reputation.</p> <p>Difficult to prove capability and experience during first years could jeopardise customer confidence and the ability to win projects.</p> <p>Could be subject to tax liabilities.</p>	<p>Requires start up revenue funding for several years to become financially sustainable (Public or Members).</p> <p>Provides strong opportunity to ensure wider benefits for communities and companies in South Ayrshire.</p>
2. Transfer ADVS equipment to third party responsible for operations	South Ayrshire Council would deliver the facility and seek to transfer operations to suitably qualified third parties, whilst retaining ownership of the ADVS equipment.	<p>Existing client base.</p> <p>Potential extension of known product portfolio.</p>	<p>May prove difficult to find third party with required capabilities and capacity.</p> <p>Inability to ensure that economic objectives are delivered.</p>	No future revenue requirement for public funding.
3. Incorporate ASTAC into NMIS or similar organisation (Catapult or Knowledge Institution)	Transfer project leadership and development to knowledge institution.	SAC would have no further responsibility for operations once agreements have been established and approvals obtained.	<p>Due to diverse nature of ASTAC, there is a considerable risk that objectives are not met.</p> <p>ASTAC risks not getting the input and priority it needs to be successful.</p>	<p>Limited influence and contribution to SAC council plan.</p> <p>There may be no appetite (or capacity) to absorb ASTAC into existing initiatives.</p>

Appendix 1: Options Appraisal – Operating Model for ASTAC

Options for future Operating Model				
Option	Description	Pros	Cons	Financial / Other consideration
4. Support extension of AIC and incorporate ASTAC services. Operation responsibility of Private Sector	Explore options with Spirit to extend the AIC and fully incorporate ASTAC services.	<p>Building on existing facility enables scaling and phasing.</p> <p>Avoids overlap and duplication.</p> <p>Assumed good levels of covenant.</p>	<p>Limited guarantee that the facility will provide unrestricted access to other businesses</p> <p>Spirit may not be able or willing to deliver the spectrum of services required by ASTAC, particularly those outside the core</p> <p>Risk in restricting an arrangement to one private sector provider</p>	Subsidy control issues must be addressed and could jeopardise this pathway.
5. Merge ASTAC with DPMC project	Establish inter-authority agreement to jointly develop and deliver ASTAC/DPMC as a regional centre of excellence.	<p>Creates single Ayrshire facility.</p> <p>Easier to manage overlap and duplication.</p>	<p>Limited opportunity to target delivery of Council plan.</p> <p>Uncertainty over the future DPMC operating model exists.</p>	
6. Facility operated and funded by partnership of local FE /HE providers and private sector sponsorship	Support local FE/HE providers to enter into partnership agreement for the delivery of ASTAC.	<p>Existing physical facilities may be used thus reducing building risk and cost.</p> <p>Enable flexible and agile approach to business support and economic development</p>	<p>FE/HE require to build capability and expertise, including commitment to support revenue cost during the first few years.</p> <p>Commercial growth might be constrained</p>	<p>Access to airside facility must be negotiated as part of the agreement</p> <p>TUPE could apply</p> <p>Consider whether there are Teckal implications</p>

Appendix 1: Options Appraisal – Operating Model for ASTAC

Options for future Operating Model				
Option	Description	Pros	Cons	Financial / Other consideration
7. Do nothing and seek approval to redistribute Government AGD funding to other projects	Do not progress with the ASTAC project	Other projects could be considered	Essential facility not delivered for the Aerospace and Space sector	Government may not agree to re-allocate funding envelop and the perceived benefits would be lost

Conclusion and Recommendation

The options 1 to 7 have been reviewed and considered against each of the investment objectives, reflecting the ability of each option to deliver on objectives. In addition, each option has been considered using the following criteria, to ascertain risks and dependencies:

- Ability to deliver within timescales
- Ensure future growth opportunities
- Financial risk to the Council
- Complexity of the proposal / option
- Levers of control

The preferred option is to develop a local partnership model with Further Education (FE) and Higher Education (HE) partners. It is imperative that the local delivery partnership develops strong links with industry and particularly with the existing Aerospace Innovation Centre (AIC) to ensure complementarity and facilitate industry projects.

It is recommended that the Council supports the development of a local partnership.

Appendix 2: Equality Impact Assessment Scoping

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	Aerospace and Space Application Centre (ASTAC)
Lead Officer (Name/Position/Email)	Theo Leijser

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

Appendix 2: Equality Impact Assessment Scoping

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
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

Appendix 2: Equality Impact Assessment Scoping

Increase participation of particular communities or groups in public life	Low
Improve the health and wellbeing of particular communities or groups	Low
Promote the human rights of particular communities or groups	Low
Tackle deprivation faced by particular communities or groups	Low

5. Summary Assessment

Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Rationale for decision: The report refers to a review of strategic review of the ASTAC project and the development of local delivery partnerships. At this stage, a full Equality Impact Assessment is not required, however a full EIA should be completed following the strategic review.	
Signed: Service Lead Date:	

South Ayrshire Council

**Report by Director of Strategic Change and Communities
to Cabinet.
of 23 May 2023**

**Subject: Scotland Loves Local South Ayrshire Gift Card
Programme**

1. Purpose

1.1 The purpose of this report is to provide an update on the Scotland Loves Local (SLL) South Ayrshire Gift Card programme, including a summary of progress to date and a recommendation to adopt a new digital version of the card as an alternative to the physical version which will also remain available.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 reviews progress in relation to the SLL South Ayrshire Gift Card initiative;

2.1.2 recognises the approaches and achievements set out within the report; and

2.1.3 supports the implementation and promotion of the new electronic version in addition to the physical SLL South Ayrshire Gift Card.

3. Background

3.1 The agreement between South Ayrshire Council and Scotland Towns Partnership to participate in the Scotland Loves Local Gift Card initiative was signed on 31 August 2021 by the Assistant Director - Place. It is recognised as an initiative that promotes the financial power pillar of Community Wealth Building – ie it is a mechanism for redirecting wealth back into the local economy.

3.2 In June 2022, the Cabinet approved continuation of the programme for 3 years based on costs provided within that report.

3.3 The South Ayrshire Gift Card is free for every business across South Ayrshire to register to accept. The South Ayrshire Gift Card uses the MasterCard network, so any business with a card reader can sign up. The gift card can be used in any type of business, and online or offline - so long as the merchant has a 'bricks and mortar' presence in the area.

- 3.4 184 places in South Ayrshire are now registered to accept the gift card comprising (106—shopping, 10 Health and Beauty, 34 Food and Drink, 20 Leisure and Attractions, 12 Services, 2 Accommodation places).
- 3.5 A number of charities, community groups, associations and anchor institutions are supporting the South Ayrshire Gift Card in order to support staff, keep spend local, support local people, businesses and jobs.
- 3.6 South Ayrshire Gift Card activity is creating positive PR and providing opportunities to drive Community Wealth Building:
- Scottish Care said thanks to their staff with a £50 South Ayrshire Gift card:
<https://www.ayradvertiser.com/news/23115586.scottish-care-charity-gives-staff-scotland-loves-local-card/>
 - Barr Community Council distributed Windfarm funds within the rural village of Barr facilitated via the South Ayrshire Gift Card:
[South Ayrshire village receive £50 windfall to bolster region's economy | InYourArea News](#)
 - South Ayrshire Council LACER fund: A LACER Fund was introduced during Summer 2022 to address issues arising from increasing costs of living. The disbursement of funds was facilitated via the South Ayrshire Gift Card:
<https://www.dailyrecord.co.uk/ayrshire/low-income-families-50-gift-28407136>
- 3.7 Marketing campaigns including social media, YouTube and press releases as well as targeted business engagement by the Community Wealth Building team to support the LACER fund campaign have increased the number of businesses registered to accept the gift card and consequentially increased and improved the variety of spending options for people using their gift card locally.
- 3.8 During the period January 2022 to the present date:
- 8506 LACER gift cards redeemed totalling £424,425;
 - 283 corporate gift cards purchased totalling £19,405; and
 - 225 consumer gift cards purchased totalling £4,620.

4. Proposals

- 4.1 The gift card technology provider has implemented a new digital e-card gift card option which is intended to increase the number of South Ayrshire consumer and corporate gift card purchases by making it easier and faster to purchase and send gift cards and this is potentially more attractive to younger consumers. See [Appendix 1](#) for trends and insights on shop local gift cards reliably provided by the Gift Card and Voucher Association (GCVA).
- 4.2 The Annual costs for this programme to date are as were presented and approved in the 2022 report. The introduction of the E-Gift Card will increase the annual cost, however, the digital version of the programme will negate the need for physical card

costs and will therefore be manageable within previously approved budget (see section 6. Financial Implications for details).

4.3 Legal has reviewed the due diligence documentation required to proceed with the South Ayrshire E-Gift Card and advised that the documentation can be progressed via the nominated Scheme of Delegation lead.

4.4 Marketing and Comms resource will be required to launch the South Ayrshire Council E-Gift Card to ensure its best chance of success i.e. to increase the number of consumer and corporate gift card purchases.

4.5 It is proposed that the Cabinet:

4.5.1 recognises the benefits of the South Ayrshire Gift Card for local residents, businesses, partners and stakeholders and the Council;

4.5.2 approves the continuation of the programme for another year based on the costs provided within this report; and

4.5.3 supports the implementation and associated costs of the South Ayrshire E-Gift Card to drive an increase in gift card purchases to support the local economy.

4.6 Team resource will be made available from the Thriving Communities and Economy and Regeneration teams to develop and deliver a campaign that encourages more local businesses to sign up to the Gift Card programme.

4.7 Comms resource will be required to encourage visitors, locals, corporates and public institutions to purchase the South Ayrshire Gift Card.

5. Legal and Procurement Implications

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

5.2 There are no procurement implications arising from this report.

6. Financial Implications

6.1 The table below summarises annual costs for the physical gift card as well as introduction of an e-card programme. Introduction of the E-card provides a flexible option to gift card purchasers and is recommended in addition to the physical gift card. Annual costs are met by the Economy and Regeneration Membership and Subscriptions budget.

Scotland Loves Local (SLL) Gift Card Annual Cost	£
SLL Gift Card (physical card)	7,200
SLL E-card	1,800
Total	9,000

7. Human Resources Implications

7.1 Not applicable

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 There are no risks associated with adopting the recommendations.

8.2 *Risk Implications of Rejecting the Recommendations*

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

9. Equalities

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

10. Sustainable Development Implications

10.1 **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 Priorities 2 and 3 of the Council Plan: **Work and economy** Everyone benefits from a local economy that provides opportunities for people and helps our businesses to flourish. **Community Engagement** Everyone has the opportunity to influence and contribute to what happens in their local area.

13. Results of Consultation

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

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

14. Next Steps for Decision Tracking Purposes

14.1 If the recommendations above are approved by Members, the Director 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>
Implement and promote Gift and E-Gift Card	30 May 2023	Service Lead – Thriving Communities

Background Papers Report to Cabinet of 14 June 2022 - [Scotland Loves Local - Gift Card Scheme](#)

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Email: Jamie.tait@south-ayrshire.gov.uk

Date: 10 May 2023

Insights and Intelligence provided from the most Recent Reports by Gift Card and Voucher Association (GCVA) 2022

Shop local is as powerful as ever.

28.8% of monthly gift card purchases were motivated by a desire to support local businesses, up from 24.5% in 2020 (GCVA, State of the Nation '22).

Over 50% of those receiving a gift card in the past 3 years were introduced to a new business as a result, rising to 67.3% of Gen Z (aged 16-24 years old) (GCVA, State of the Nation '22).

Over 50% of those introduced to a new business through a gift card became a regular customer (GCVA, State of the Nation '22).

26.4% will continue to purchase gift cards to support companies they like (GCVA, State of the Nation '22).

Self-use is rising. 7.7% purchased a gift card for themselves in 2021, up from 6.4% in 2020, attributed to the rise in 'shop local', purchasing through work initiatives, routes to digital and as a means of budgeting (GCVA, State of the Nation '22).

Multi-venue gift cards continue to rise in popularity, to 38% of sales in 2021, up from 35.5% in 2020 (GCVA, State of the Nation '22).

The younger generation are more likely to opt for a multi-venue gift card for the choice and flexibility they offer. 48.8% of Gen Z opted for a multi-venue gift card in December 2021 (GCVA, State of the Nation '22).

Increase in popularity of experience gift cards at 23% in 2021, up from 17.9% in 2020 (GCVA, State of the Nation '22).

63.8% were worried about buying gift cards for brands which might close (GCVA, State of the Nation '21).

32.8% found gift cards to be more attractive when they offer 'organisational partnerships' such as being able to use one card for a dinner and a film (GCVA, State of the Nation '21).

7.7% of UK consumers purchased a gift card for themselves each month in 2021, up from 6.4% in 2020 (GCVA, State of the Nation '22).

Gift cards became more popular as gifts with 32.8% regularly buying them as gifts in 2021, up from 30.3% in 2020 (GCVA, State of the Nation '22).

They're seen as convenient. 32.4% were motivated to buy a gift card in 2021 due to it being easier than buying a traditional 'physical gift', up from 29.6% in 2020 (GCVA, State of the Nation '22).

The most common time-frame for redemption of gift cards is 1-3 months (GCVA, State of the Nation '22).

South Ayrshire Council

**Report by Director of Strategic Change and Communities
to Cabinet
of 23 May 2023**

Subject: Financial Inclusion - Cost of Living Crisis

1. Purpose

- 1.1 The purpose of this report is to provide Cabinet with information on customer trends identified since the beginning of the cost of living crisis and on financial inclusion support available from Council services.

2. Recommendation

2.1 It is recommended that the Cabinet:

- 2.1.1 notes the customer trends identified;**
- 2.1.2 notes the cost of living support currently provided by Council services; and**
- 2.1.3 approves the further development of a strategy and action plan to address the wider financial inclusion agenda.**

3. Background

- 3.1 The cost of living crisis is having a demonstrable impact on local communities, with many people struggling to manage increasing financial pressures. The impact of the crisis on local people, the local economy and on council services has resulted in the cost of living crisis being identified as a significant risk on the Council's Risk Register.
- 3.2 A Member/ Officer Working Group has been established to consider the activities being undertaken by the council to mitigate the impact of the cost of living crisis.
- 3.3 A range of services provide support to people most affected by the cost of living crisis. This report will outline trends identified by these services and the provision available to support residents.
- 3.4 Information relating to local trends and service provision by the Information and Advice Hub, Thriving Communities, Housing Services and Revenues and Benefits is provided in [Appendix 1](#).

4/

4. Proposals

- 4.1 It is proposed that further work aligned to the Member/ Officer Working Group will take place to develop a Financial Inclusion Strategy and Action Plan and that work will be undertaken to review customer/ client data relating to the cost of living crisis to inform the strategy and action plan going forward. A report will be brought to Cabinet after recess.

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 Various grants continue to be administered across services to support the cost-of-living crisis and support people who are facing financial insecurity. Officers will continue to ensure that the Financial Regulations are followed when distributing grants/ funding.

7. Human Resources Implications

- 7.1 The cost of living crisis is resulting in increased demand for services in some areas and consideration may have to be given at a future date to staffing arrangements within these services in line with customer trends and need.

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 of rejecting the recommendations is that communities in South Ayrshire would not be fully supported in relation to the cost of living crisis.

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](#). The development of the Strategy will require a full Equality Impact Assessment.

10. Sustainable Development Implications

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

11. Options Appraisal

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

12. Link to Council Plan

12.1 The matters referred to in this report contribute to the Priority 2 of the Council Plan: Live, Work Learn / Work and Economy (Outcome 2).

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 Councillor Julie Dettbarn who chairs the Member/ Officer Working Group on Cost of Living Crisis, 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 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>
Development of a Financial Inclusion Strategy and Action Plan	September 2023	Assistant Director- Communities

Background Papers None

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Nicola Gemmell - Nicola.gemmell@south-ayrshire.gov.uk

Date: 10 May 2023

Local Trends and Service Provisions

1. Information and Advice Hub

- 1.1 The Information and Advice Hub plays a crucial role in supporting people to mitigate the impact of the cost of living crisis. Advisors are professionally trained to the standards required by the Scottish National Standards for Information and Advice Providers (SNSIAP). The team provides comprehensive, professional and impartial services for local people, helping them to access the right benefits, to maximise their household income and to manage debt, including sequestration. In 2021/22 the team helped local people to bring £6,379,548 into the local economy by ensuring they accessed the right benefits. Support provided also includes providing grant payments, such as through the household boost fund (e.g. the team paid £216,200 in Household Boost Fund Grants to 796 households in 22/23) Anonymised examples of support given to local families is included at [Annex 1](#).
- 1.2 The service has seen a steep increase in enquiries in recent years, many as a direct result of the cost of living crisis, with enquiries rising from 7001 in 2018/19 to 40,122 in 2022/23. Table 1 at [Annex 2](#) shows the increase in enquiries per year since 2018.
- 1.3 The service has seen significant changes in the circumstances of customers who need support. Many enquires come from households who are entering financial stress for the first time and are not eligible for support via social security benefits or cost of living measures. Key trends identified since December 2021 are:
- 40% of enquires are from households with an income greater than £30,000 - a 68% increase;
 - 49% of enquires are from households who either work or are self-employed - a 38% increase;
 - 66% of enquires are from residents aged over 45 – a 41% increase; and
 - 18% of enquires are from retired households – a 22% increase.
- 1.4 Partnership and community-based working plays a key role in reaching people who need support. Until April 2023, 3 Community Advisors and 2 advisors were funded through Scottish Government Covid funding to provide Hub services, including home visits in the community. These advisors worked closely with GP surgeries, food banks, schools, 3rd sector organisations and cosy-spaces to provide targeted community support. The community advisors raised the profile of the services available, increasing partner referrals by 126%. Covid-19 funding for these posts came to an end at the end of March 2023.
- 1.5 While the core budget for the service, including staffing, remains the same as in 2018/19, the service has worked with partners such as the Trussell Trust and MacMillan to identify external funding to support the delivery of services to targeted groups such as food bank users and people living with a cancer diagnosis.

2. Thriving Communities

- 2.1 Thriving Communities continue to support communities and residents impacted by the cost of living crisis through a range of interventions and initiatives. Resources continue to target our most deprived communities. Employability provision is

underpinned by the Scottish Government's No One Left Behind agenda and more recently supported by the UK Shared Prosperity Fund.

- 2.2 Local and national employability data, including the School Leaver Destination Report (SLDR), demonstrates a clear focus on supporting people into work. The SLDR, published in February 2023, showed 98.6% of South Ayrshire pupils progressed to a positive destination, representing the highest ever figure recorded for South Ayrshire.
- 2.3 Unemployment rates in South Ayrshire are nearing a record low with 3.1% seeking employment. In 2022/23 Thriving Communities supported 60 people into employment through our Employer Recruitment Incentive (ERI); 49 people participated in our six-month long-term unemployment programme – Evolve, including 31 placements within the council and 18 in the 3rd Sector. 23 participants who completed the Evolve programme have secured employment.
- 2.4 Thriving Communities distributed £100,000 of Lacer cost of living grant funding to 13 Third Sector and community organisations to help support the cost of living crisis. Funding was used to recruit staff, provide energy vouchers and support food insecurity initiatives across South Ayrshire.
- 2.5 As part of the Scotland Loves initiative, £495,000 was allocated to provide £50 vouchers to low-income households (in receipt of Council Tax Reduction). Vouchers were distributed to 9905 households and, as of March 2023, £337,000 of redemptions had been made. This figure will incrementally increase over the next few months.
- 2.6 Thriving Communities provided financial assistance to support local food pantries in Ayr, Maybole and Girvan. £117,000 was allocated in May 2022 and a further £70,000 was distributed in March 2023.

3. Housing Services

- 3.1 The Housing Service plays a pivotal role in supporting council tenants, homeless households and potentially homeless households, with a clear focus on tenancy sustainment and prevention of homelessness.
- 3.2 For council tenants there is a focus on early contact and intervention to provide appropriate advice, support, and signposting where necessary to help tenants maintain their rental payments and sustain their tenancy. This is achieved through the provision of income and expenditure assessments to set affordable repayment plans and to identify cases where income could be maximised, helping tenants to apply for Housing Benefit or Universal Credit, liaising with the Department of Works and Pension (DWP) regarding landlord rent verification and applications for managed payments and helping tenants to apply for Discretionary Housing Payments in cases of undercrowding or exceptional hardship. There are a range of methods used to reach out to tenants, these include: letter, email, in-person visits at the tenant's home and within the office. In addition, the Housing Revenue, Arrears and Support Team operate evening visits to maximise contact with tenants who are not available during office hours or are otherwise hard to reach.
- 3.3 In September 2021, the Scottish Government introduced the Coronavirus Tenant Grant Fund to help support tenancy sustainment and prevent homelessness for households experiencing hardship. This scheme was extended in September 2022, to include 'Cost of Living' hardship, allowing Council's to use any remaining

funding to support households sustain their tenancy and remove or reduce the risk of homelessness. The fund is non-recurring and is tenure neutral, being available to council, housing association and private rented sector tenants. £0.189m was awarded to South Ayrshire Council, to date 87 council tenants, 13 housing association tenants and 6 private rented sector tenants have been assisted through the scheme, with awards totalling £0.139m. Additionally, as part of the Covid Recovery funding previously approved by the Council, £0.120m was put in place to support tenants at risk of legal action and potential homelessness. To date 76 tenants have been supported with awards totalling £0.084m. Again this funding is non-recurring and both funds remain open while resources are available.

3.4 Routinely, through interactions with households, Officers are signposting and making referrals to other services and agencies. In the period since October 2022, 218 referrals were made to the Household Boost Fund administered by the Advice and Information Hub. Other assistance has included:- provision of foodbank vouchers, referrals to the 1st Alliance Credit Union to access the Ayrshire Community Support Fund which supplied household items and supermarket vouchers (fund now closed), contact with Utility Providers regarding households experiencing fuel hardship and referrals to the Council's contracted support providers for the provision of ongoing housing support to households in need. In sheltered housing complexes, the communal areas are open and available to tenants each day, Support Staff are reporting increased use of communal areas which are fulfilling the role of 'warm spaces'.

3.5 In addition to the above activity, in terms of homelessness and the prevention of homelessness, Officers are seeing an increase in demand and requests for information and advice. This includes the provision of advice to private sector tenants to apply for discretionary housing payments to support hardship because of shortfalls in rent payments and identifying households who could benefit from support from the Scottish Government Hardship Grants to mitigate rent arrears. Housing Support referrals are offered routinely to homeless households and support is provided to assist with applications to the Scottish Welfare Fund and Community Care Grant scheme and the Seascope 'Pass it Project' to assist with essential household items to set up their new home. Targeted work is also undertaken by Hostel Support Staff and the Council's 'Housing First' Team to support households and tenants identified as being at high risk of tenancy failure. Some of the main support includes income maximisation, assistance to apply for welfare benefits, supporting attendance at appointments, contacting and negotiating with utility providers to manage and prevent instances of fuel hardship and linking with health and other agencies to support the households well-being.

4. Revenues and Benefits

4.1 Revenues Benefits services have continued to assist customers facing financial hardship by administering one off covid and cost of living related financial support initiatives during 2021/22 and 2022/23. These have included; Low Income Pandemic Payments totalling almost £1.5m paid to 11,400 customers in receipt of Council Tax reduction, Cost of Living Payments totalling almost £5.5m paid directly to 36,434 Council Tax accounts and Self Isolation Support Grants totalling over £1.1m paid to 2,279 customers on a low income who lost earnings when isolating due to Covid 19.

4.2 Benefit Services provides ongoing support for customers who are in receipt of social security benefits or are on a low income by processing claims for Housing Benefit and Council Tax Reduction, Education Benefit Payments (Free School

Meals and Clothing Grants), Discretionary Housing Payments, and the Scottish Welfare Fund (Crisis Grants and Community Care Grants).

- 4.3 Since the introduction of Universal Credit (UC) in 2018 working age customers claim help with their housing costs as part of their UC however the Service continues to support around 5,200 customers who are entitled to Housing Benefit (HB). Council Tax Reduction (CTR) is not covered by UC and there are around 9,900 customers who are in receipt of this benefit. The CTR caseload is around 6% lower than it was at the peak of the pandemic. However 34% of CTR customers are in receipt of UC, which means claims are subject to regular change as customers move in and out of work. On average the Service process new claims for HB within 13 days and CTR within 16 days of receipt of the claims. The Service proactively contact customers in receipt of UC to ensure they make their claim for CTR to avoid Council Tax arrears being created.
- 4.4 Additional Covid 19 support for parents who were in receipt of Free School Meals (FSM) resulted in an unprecedented increase in applications for Education Benefits by 89% during 2020/21. This level of demand has remained constant. During 2021/22 a total of 2,979 pupils were entitled to FSM, this year the figure is similar with 2,998 pupils entitled (as at end March 2023). Clothing Grants of £120 (Primary pupil) or £150 (Secondary pupil) are paid where parents are in receipt of qualifying benefits. 4,241 Clothing Grants totalling £562,710 were paid during the 2021/22 school year. So far in 2022/23 a total of 4,267 grants totalling £566,550 have been paid
- 4.5 The demand for Crisis Grant support (to assist with emergency situations) from the Scottish Welfare fund (SWF) has increased by 33% since 2019/20. The increase was most notable during Covid 19 with a 17% increase in applications from 2019/20 - 2020/21. This demand has steadily risen each year since. Although Community Care Grant applications (for support with white goods/furniture/household items) dropped slightly during Covid (in part because fewer people moved house) that demand is now increasing with 23% more applications received during 2022/23 than in 2019/20. To accommodate increased demands on the SWF the Council allocated almost £0.192m in additional funding in 2022/23 from Covid Reserves and unallocated admin funding. This is one off non-recurring funding.
- 4.6 Discretionary Housing Payments (DHP's) provide further financial assistance in addition to any social security benefits to help with housing costs. Demand for DHP's to help with rent continues to rise year on year, with a 26% increase in applications from 2021/22 to 2022/23. During 2022/23 the Service has continued to target support to private sector tenants in receipt of UC, where benefit is restricted to Local Housing Allowance rates. The Service will continue to provide proactive support particularly to UC claimants in this sector, as funding allows. The Council has also committed additional non-recurring funding of £0.050m from Covid reserves during 2022/23 to support DHP's
- 4.7 The Revenues Team are currently delivering the Energy Bill Support Scheme Alternative Payment fund, paying grants of £400 and £200 to eligible customers on behalf of the UK Government for people who do not have a direct relationship with their energy providers. This includes customers who live in Caravan Parks, Care Homes and temporary accommodation. This scheme is application based and is open until the end of May 2023

Annex 1- Information and Advice Hub Customer Case Study Examples

The case studies below provide anonymised information on a range of customer interactions with the Hub, the support provided and its impact.

Case study 1 - Ms S was referred to the service by her Cancer Nurse Specialist. Ms S is a lone parent with one dependent child. She was in receipt of Universal Credit (UC), however, she was receiving the wrong amount for her circumstances which the Hub helped her to challenge. The challenge was successful and Ms S received an award of the missing UC premiums. We also assisted Ms S with a successful claim for Personal Independence Payment, and a Macmillan Grant.

Impact of Hub Services Provided - Ms S received a total sum of £18,350, including-

- Back dated UC premiums of £14,500
- Back dated PIP payments of £3,500
- Macmillan grant of £350
- Ongoing weekly award of £192.59 via UC and Personal Independence Payments.

Case Study 2 - Mr & Mrs D were referred to our service by their local GP surgery. The couple have two children and are in full time employment, but struggling to cope financially as cost of living escalated. They had started to use credit cards to cover increased costs hoping things would improve. They were on a variable tracker rate mortgage and unable to secure fixed rate deal due to being over committed and some missed payments affected their credit scores. In addition, they had some hire purchases including car finance, kitchen finance and a personal loan and two credit cards, which had exhausted their 0% interest deal. The couple's combined earnings were £63,000. Their pre cost-of-living budget looked manageable and healthy:

Monthly Income	Monthly outgoings	Monthly disposable income
£4100	£2861	£1293

However, post cost-of-living quickly became unmanageable:

Monthly Income	Monthly outgoings	Monthly disposable income
£4100	£3931	£169

The clients had unsuccessfully tried to address their money issues directly with their lenders and their energy supplier and were becoming increasingly worried that they could lose their home.

The Hub took the following actions:

- Carried out a benefit check and identified unclaimed child benefit
- Awarded a Household boost fund grant provide some immediate financial assistance
- Carried out a budgeting assessment to identify debt solutions and ways to reduce outgoings.

- **Annex 1- Information and Advice Hub Customer Case Study Examples (cont.)**

- Contacted creditors to note our involvement & explore options
- Negotiated with their current bank to consolidate credit card debt, hire purchase and personal loan into one manageable loan over a longer period to prevent entering a Debt Arrangement Scheme.
- Made a referral to the Energy Agency to help them reduce energy consumption and reduce monthly payments.

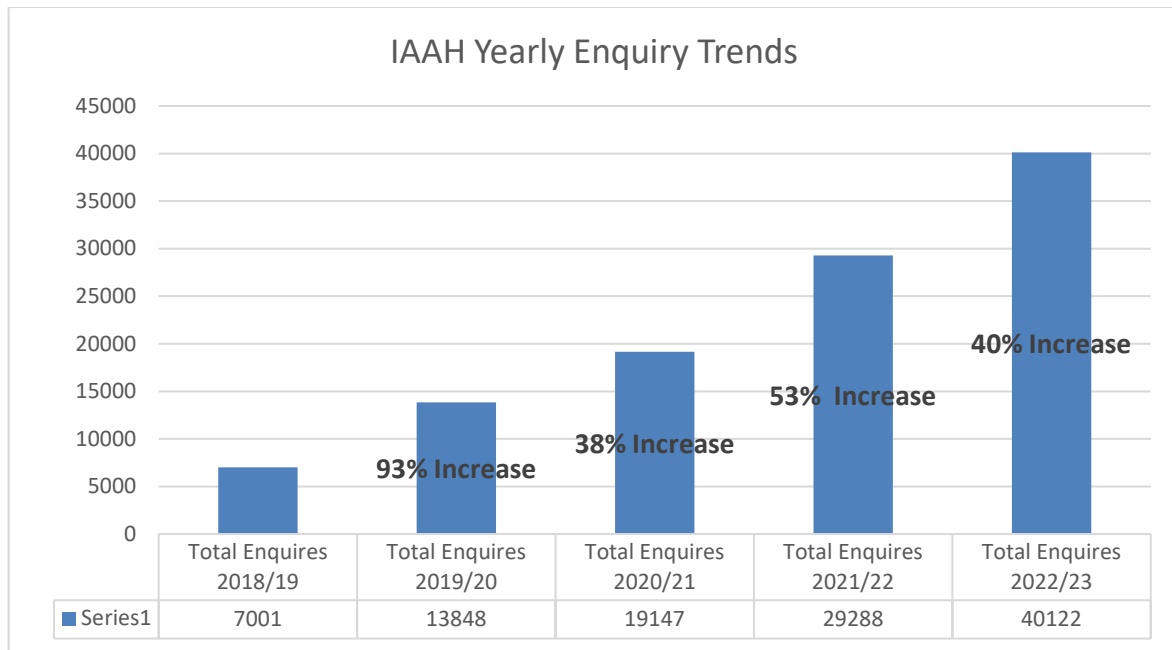
Impact of Hub Services Provided -

- Monthly household disposable income increase of £631 (an annual increase of £7,527)
- One off grant payment of £500
- Reduced/removed financial distress
- Prevented insolvency, potential homelessness through home repossession
- After 3 months of managing their new payments, the clients were able to demonstrate affordability in applying for a new mortgage deal and secured a lower monthly rate over a longer period)

Annex 2 – Information and Advice Hub Enquiry Trends

Table 1

Table 1 below shows enquiry trends from 2018/19 until 2022/23 and demonstrates a 473% increase in enquiries during that time period.



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	Cost of Living Crisis
Lead Officer (Name/Position/Email)	Jane Bradley, Director of Strategic Change and Communities – jane.bradley@south-ayrshire.gov.uk

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

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

Community or Groups of People	Negative Impacts	Positive impacts
Thematic Groups: Health, Human Rights & Children's Rights	-	-

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

Socio-Economic Disadvantage	Negative Impacts	Positive impacts
Low Income/Income Poverty – cannot afford to maintain regular payments such as bills, food, clothing	-	The activities reported on in this report highlight work which impacts positively. A full EQIA will be carried out as part of the development of a Financial Inclusion Strategy and Action Plan
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	-	-As above
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	-	As above-
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	-	As above-
Socio-economic Background – social class i.e. parent's education, employment and income	-	As above-

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

South Ayrshire Council

**Report by Director of Health and Social Care
to Cabinet
of 23 May 2023**

Subject: Joint Inspection of Adult Community Health and Care Services

1. Purpose

- 1.1 The purpose of this report is to provide an overview of the outcome of the Joint Inspection of Adult Services and progress against the recommendations made in the report.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 notes the positive outcome of the inspection;

2.1.2 endorses the work which has been undertaken and is planned; and

2.1.3 requests that 6 monthly updates are provided to the Service and Partnerships Performance Panel.

3. Background

- 3.1 The joint inspection of Adult Health and Care Services (involving the Care Inspectorate and Health Improvement Scotland) was carried out during September 2022 through to January 2023 during one of the most challenging periods that the South Ayrshire HSCP has experienced.

- 3.2 The inspection aimed to address the following question: 'How effectively is the partnership working together, strategically and operationally, to deliver seamless services that achieve good health and wellbeing outcomes for adults?'

- 3.3 The inspection focused on 5 key areas:

- Key performance outcomes;
- Experiences of people and carers;
- Delivery of key processes;
- Strategic planning, policy, quality and improvement; and
- Leadership and direction.

- 3.4 A range of methods were used to assess our performance against these five indicators. They included a position statement with key supporting evidence prepared by the leadership team; staff surveys; focus groups and individual interviews involving service users, carers, staff, leaders, 3rd and private sector representatives; reading of health and care files, team around the person interviews and attendance at key meetings.
- 3.5 The process was inclusive, with effective joint working between the HSCP and the inspection team, with both teams taking a pragmatic approach that took account of conflicting demands and ensured a focus on improvement.
- 3.6 The report was published on 30 March 2023.

4. Proposals

4.1 Members are asked to:

- 4.1.1 note the positive outcome of the inspection (details provided in [Appendix 1](#));
- 4.1.2 endorse the work which has been undertaken and is planned; and
- 4.1.3 request that 6 monthly updates are provided to the Service and Partnerships Performance Panel.

5. Legal and Procurement Implications

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

6. Financial Implications

6.1 Not applicable.

7. Human Resources Implications

7.1 Not applicable.

8. Risk

8.1 Risk Implications of Adopting the Recommendations

8.1.1 There are no risks associated with adopting the recommendations.

8.1 Risk Implications of Rejecting the Recommendations

8.1.1 There are no risks associated with rejecting the recommendations.

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 Priority 3 of the Council Plan: Civic and Community Pride/ Community Engagement (Outcome 2).

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 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 Health and Social Care 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>
Improvement Action Plan	March 2024	Head of Community Health and Care Services

Background Papers [Care Inspectorate/ Healthcare Improvement Scotland - Joint Inspection of Adult Services: Integration and Outcomes – South Ayrshire Health and Social Care Partnership – March 2023](#)

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Date: 10 May 2023

Information re Outcome of Inspection

1. Report Overview

The report is positive with a solid 'Good' achieved across all five key areas and verbal feedback indicating that we were bordering on 'Very Good' across three of the five indicators (Table 1).

Table 1: Evaluation of Key Areas

Key Area	Evaluation
1 Key performance outcomes	Good
2 Experiences of people and carers	Good
5 Delivery of key processes	Good
6 Strategic planning, policy, quality and improvement	Good
9 Leadership and direction	Good

2. Key Strengths

The report summarised the following key strengths:

- Most people in South Ayrshire experienced positive outcomes from the delivery of health and care services. Generally, people had a positive experience of health and social care. This was especially the case when it came to engagement with staff.
- Services worked well together. This was true where there were formal integrated teams as well as teams that were not formally integrated. There were particular strengths in the approaches to early intervention and prevention. This activity was captured in robust strategic planning that set out to achieve clear and relevant goals.
- We witnessed, and staff spoke of a genuine commitment of leadership for change and improvement in South Ayrshire. There were good, trusting relationships at a senior level and there was clarity of purpose for individual leaders and senior managers.

The report also highlights two areas of work as exemplars:

- The 'Ahead of the Curve' work to provide proactive prevention and early intervention advice and signposting to those scoring as mildly and moderately frail.

- The 'Driving Change Group' that oversees and coordinates strategic, multi-professional improvement activities that are aligned to Service Level Plans and The IJB Strategic Plan.

The rest of section 2.1 sets out the key strengths for each of the five key areas.

2.1 **Key Area 1: Outcomes (Good)**

- South Ayrshire partnership was delivering positive health and wellbeing outcomes for people with physical disabilities and complex care needs.
- The Integration Joint Board (IJB) actively reviewed performance and there was an appetite for continuous improvement.
- The third and independent sectors in South Ayrshire were contributing to positive outcomes for people experiencing care.
- Outcomes for carers were positive but more needed to be done to ensure that they were supported to look after their own health and wellbeing.
- The partnership was outperforming the rest of Scotland in seven out of nine of the National Health and Wellbeing indicators.

2.2 **Key Area 2: Experience (Good)**

- Most people in South Ayrshire had a positive experience of health and social care.
- People had particularly high regard for the way services showed respect and value and upheld the dignity and rights of people experiencing care.
- People experienced positive early intervention and prevention as a result of partnership activity,
- Most people felt they were able to access good information and advice and were supported in exercising choice and control.
- People felt that their support was seamless, even when it was primarily delivered by a single agency or was not a formally integrated arrangement.
- In areas such as transition from children's services to adult services, people had experienced very positive outcomes from services working together around the person.

2.3 **Key Area 5: Processes (Good)**

- Early intervention and prevention approaches were well-developed and supported by good-quality, accessible public information.
- Staff were confident and clear about using asset-based approaches.

- Key Information Summaries (KIS) were widely embedded in health records and supported services to work in a seamless way with people.
- Staff worked in an integrated way despite some being frustrated at working across different IT systems.
- People were involved in decision-making; Staff demonstrated an empowering attitude committed to shifting choice and control.
- Self-directed support was embedded as an approach. This enabled people to enhance the quality of their care.
- Positive steps had been taken to address recruitment and retention challenges.
- Where adult carer support plans were in place these were of high quality.

2.4 **Key Area 6: Strategic Planning and Improvement (Good)**

- The IJB had published a comprehensive strategic plan which actions to improve outcomes for people and a focus on early intervention, prevention and tackling inequalities.
- The plan described a continuing dialogue with the community and partners.
- Providers were positive about their relationship with the partnership and expressed the importance of the in person provider forum in maintaining these relationships.
- The commissioning intentions contained within the plan demonstrated that the IJB had an integrated approach to strategic planning and commissioning.

2.5 **Key Area 9: Leadership (Good)**

- The partnership had a clear leadership structure, working to deliver a concise vision, supported by relevant principles and values.
- This clear leadership structure supported the partnership in meeting its strategic objectives, as outlined in its strategic plans.
- There were robust links between these objectives and day-to-day operational activity, with sound governance built in.
- There was very strong evidence of a commitment to improvement activity and collective ownership of change.
- There were good examples of the partnership's approach to self-evaluation and self-assessment. This gave a solid foundation for ensuring this was consistent, maintained and used for improvement across all services.

3. Areas for Improvement

Inspectors identified six key areas for improvement (one for each Key Area). These are summarised in the table below with an update on progress:

Key Area	Recommendation for Improvement	Progress
Key performance outcomes	The partnership should continue to improve the capture of qualitative data as a performance measure.	In Progress: IJB self-evaluation session supported by the Improvement Service identified key actions to produce a 'Logic Model' for each of the seven objectives in the Strategic Plan and develop a reporting dashboard with 3-5 priority measures that will include qualitative measures.
Experience of people and carers	The partnership should better capture the impact of its early intervention and prevention activity on people's experiences.	In Progress: Working with independent partner to evaluate and report on 'Ahead of the Curve' work. Validated functional measure being used to capture impact on level of independent function and experience measures also being used.
Delivery of key processes	<p>The partnership should continue to focus on increasing the amount of anticipatory care plans to ensure every person has access to one.</p> <p>The partnership should continue their monitoring and improvement of self-directed support processes.</p>	<p>In Progress: Continue ACP work with initial focus on Care Home ACPs/eKIS, and subsequent focus on frailty within GP Practice (GP leads and new Clinical Nurse Managers) reporting into Driving Change Group. Links with Ayrshire-wide groups including Whole System Intervention/ Unscheduled Care/ Out of Hours Services/ Primary Care Management and LMC/GP Sub-Committee</p> <p>In Progress: Self-directed support lead appointed and improvement action plan in progress.</p>
Strategic planning, policy, quality and improvement	The partnership should be responsive to provider feedback, fully reinstating provider forums.	Complete: In person provider forums re-established December 2022.

Key Area	Recommendation for Improvement	Progress
Leadership and direction	The partnership should improve processes for gathering qualitative data, ensuring it is readily available for leaders and senior managers to further inform their decision-making.	In Progress: As indicated in improvement area 1.

4. Summary and Outstanding Risks

The Joint Inspection Report was positive and highlighted a large number of strengths. The report concluded that:

- Most people in South Ayrshire experience positive outcomes;
- Services work well together with particular strengths around prevention and early intervention; and
- Leaders exhibited clarity of purpose and a genuine commitment to deliver improvement.

The seven areas for improvement identified will enable Adult Services to build on solid foundations and move from good to very good/excellent. The areas for improvement had already been identified through internal self-evaluation and actions were already being progressed.

Of the six actions identified:

- One is complete; and
- Five are in progress.

There were no risks identified.

The improvement action plan will be monitored through the Community Health and Care Governance Group and the Health and Care Governance Committee and an update will be provided to the Service and Partnerships Performance Panel every 6 months.

South Ayrshire Council

**Report by Director of Strategic Change and Communities
to Cabinet
of 23 May 2023**

Subject: South Ayrshire Food Pantries Update

1. Purpose

1.1 The purpose of this report is to provide Cabinet with an update on progress following the previous Food Network Report presented to Cabinet on 17 January 2023.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 notes the amendments outlined at 4.1 in respect of the report to Cabinet of 17 January 2023;

2.1.2 recognises the financial commitment made by South Ayrshire Council's Thriving Communities to support the continuation of three local food pantries – Maybole, Girvan and Ayr; and

2.1.3 approves the Food Pantries Annual Update Report (attached as [Appendix 1](#)).

3. Background

3.1 A motion was agreed at Council on 3 March 2022 requesting that a report be submitted to Leadership Panel detailing proposals on how South Ayrshire Council can support local food pantries going forward.

3.2 A report was presented at Cabinet on the 17 January 2023 providing an update on food insecurity provision across South Ayrshire, supported by South Ayrshire Council. The report provided an overview on initiatives, this included Food Pantries, funding distributed through LACER funding and School holiday food provision. It was proposed that Officers seek to secure £10,000 funding through the Lintel Trust to support the three Food Pantries. Voluntary Action South Ayrshire (VASA) raised concerns about the accuracy of elements of this report.

3.3 Thriving Communities officers are continuing to support the 3rd Sector to explore opportunities for funding to support the Food Network and associated food insecurity programmes.

3.4 The Food Network continues to be reported through the Community Planning Partnership – Financial Inclusion SDP.

4. Proposals

4.1 Following correspondence from VASA regarding inaccuracies within the previous paper Members are asked to note that:

4.1.1 the Food Network should be referred to as South Ayrshire Community Food Network Forum and is facilitated and managed by VASA and is chaired by a representative from the forum;

4.1.2 the South Ayrshire Community Food Network has not received any direct financial support from South Ayrshire Council. South Ayrshire Community Food Network Forum members - VASA, Children's 1st and The Carrick Centre - were the recipients of the funding of £117,664 referred in the previous report. Details of this support are included in Food Pantries Annual Update report ([Appendix 1](#));

4.1.3 Thriving Communities Officers have secured £10,000 funding through the Lintel Trust to support the Food Pantries;

4.1.4 Thriving Communities officers, through South Ayrshire Council core budget, have also distributed the following amounts of funding:

- £35,000 VASA;
- £17,500 The Carrick Centre; and
- £17,500 Children 1st.

5. Legal and Procurement Implications

5.1 There are no legal implications arising from this report.

5.2 Funding was secured through the Lintel Trust Community Benefit Clause.

6. Financial Implications

6.1 In March 2023 £70,000 was distributed from Thriving Communities - Food Deprivation core budget

7. Human Resources Implications

7.1 Not applicable.

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

8.1.1 There are no risks associated with adopting the recommendations.

8.2 *Risk Implications of Rejecting the Recommendations*

8.2.1 This report is an update to previous reports.

9. Equalities

- 9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. There are no significant 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 Priority 1 of the Council Plan: Spaces and Places/ Moving around and the environment (Outcome 1).

13. Results of Consultation

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

14. Next Steps for Decision Tracking Purposes

- 14.1 If the recommendations above are approved by Members, the 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:

Implementation	Due date	Managed by
No further action	Not applicable	Not applicable

Background Papers [South Ayrshire Council – 3 March 2022 - Minutes](#) - Item 12.2, Page 6

Report to Cabinet of 17 January 2023 – [South Ayrshire Food Network - Update](#)

Person to Contact **Jane Bradley, Director of Strategic Change and Communities**
County Buildings, Wellington Square, Ayr, KA7 1DR
Phone 01292 612045
Email jane.bradley@south-ayrshire.gov.uk

Jamie Tait, Service Lead – Thriving Communities
County Buildings, Wellington Square, Ayr, KA7 1DR
Phone 01292 559398
Email jamie.tait@south-ayrshire.gov.uk

Date: 10 May 2023



South Ayrshire Food Pantry Funding April - April 2022/23 Evaluation Report

Name of Organisation	Voluntary Action South Ayrshire – Ayr Food Pantry
Contact Address:	1 st Floor Boswell House 10-12 Arthur Street Ayr KA7 1QJ
Amount of Grant Awarded:	£67,664.00 Funded from Addressing Future Needs External Funding

Purpose for which funding was awarded:

<p>Funding was to cover the main operational costs of the Food Pantry in Ayr including:</p> <ul style="list-style-type: none"> • Salary (full-time Team Lead) • Fairshare annual subscription • Rent & Utilities • Community Transport • Volunteer Expenses
--

To what extent have the purposes of the grant Fund been met?

<p>The purposes of the funding have mostly been met to date: Purposes Met:</p> <ul style="list-style-type: none"> • Salary -The full-time Team Lead is developing the Pantry and overseeing a team of 18 volunteers who are rotated in each day. The Pantry Team Lead is making connections and building relationships with food producers and retailers locally to keep supplies 'topped up'. • Fairshare continue to deliver produce to the Pantry weekly. This equates to approx. 60% of the food being distributed to customers. The remainder of the food is sourced via the local supermarkets, purchasing items where there are gaps (using income from donations) and also by the building of relationships with other food distributors. • Rent & Utility costs are being met by the funding although the increased costs of energy over the autumn/winter have made this a challenge. All staff and volunteers have been given a branded fleece to wear while in the pantry so we can keep the heating to a minimum. This coupled with the need to run more fridges and freezers will be a challenge going forward. (The Pantry runs 4 large chest freezers, 1 large double doored freezer and 3 small freezers as well as 3 large fridges, 1 large double doored fridge and 5 small fridges). • Volunteer Expenses – We are continuously recruiting volunteers for the Pantry and the majority of them are staying with us. We continue to deliver best practice with our vounteers, offering support and training as well as covering their expenses for all out-of-pocket costs, including travel.

Purposes still to meet:

- Community Transport – Several options of community transport have been explored for several areas of South Ayrshire, including Ayr North and Kincaidston.

Please tell us how many people benefitted from this project:

Aged under 18	Aged 18 or over	Elderly / Pensioner
303	833	570

Please note: we can only breakdown the above beneficiaries based on who has taken out a membership. **913** memberships have been taken out since opening which equates to **1,706** individuals broken down into their ages ranges as above.

Where we record our visits to the pantry daily and what member that is, our database system is not sophisticated enough to drill down on the beneficiaries of the person doing the shop that day. We do not have the resources to implement it at this time.

The number of shops over the past year and benefits to members is more detailed further down.

Provide details of outcomes achieved:

People in food poverty have had opportunity to purchase good quality, nutritious food items at a minimal cost. (normally 1/5th of the cost).

People in food poverty have had opportunity to choose food items in a dignified manner.

Customers to the Pantry have opportunity to be signposted to other services, if required, through a one-to-one chat with staff or volunteers.

Many tonnes of surplus food and products have been saved from going to landfill.

1 full-time employment opportunity has been created.

3 long term unemployed people have been supported and trained offering paid work for 6 months each, through SAC Employability scheme, leading to full-time employment for 2 of them once they had finished the scheme.

Another full-time employment opportunity has been created (and fulfilled by one of the LTU people who had been unemployed for 3 years prior to joining us. This post is being self-funded by the donations the pantry receives.

What difference has this funding made?

(impact statements, quotes and photos can be used here)

Since April 2022, a further 441 memberships have been taken out made up of 692 adults and 193 children. Of these 441 memberships (adult households and families), 311 are from KA8 area, Kincaidston, Annbank, Mossblown or Tarbolton. For the past 6 months, and on-going, our membership is now only open, for instant sign-up, to those in the KA8 area, Annbank, Mossblown and Tarbolton. We have a waiting list of others outside these areas of approx. 200. The waiting list has now been closed as we seem unable to satisfy this waiting list in the near future due to reaching capacity on food required to service the current footfall. Since April 2022 **10,514 weekly shops** have been carried out by members, saving each customer on average £12-£15 per shop which equates to an overall saving to members, in the last 6 months, of approx. **£126,168 - £157,710**.

The daily Pantry shops have been increasing steadily. Most days see approx. **50-60 daily shops** being carried out with the most in a day so far being 72.

We continue to grow working partnerships with many of the local supermarkets, the food bank, local churches and other voluntary organisations. This is an area that we will be working to develop more.

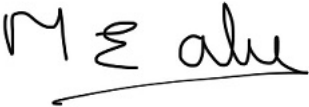
We have managed and trained 3 long term unemployed staff members for 6 months each, under SAC employability Evolve Scheme. Two of these staff members finished their time with us in August 2022. One has went on to other employment after working for the Pantry and the other has become a permanent full-time member of VASA Pantry staff, funded through the growth of income, mainly via donations. This has allowed for consistency and 'breathing space' for the Team Lead to grow and develop the Pantry networks and relations.

Some quotes from customers:
 "Can I seriously get all that for £2.75"
 "I love being able to choose things I have never tried before" – after trying asparagus for the first time the week before"
 "My daughter thinks its great that her packed lunch stuff is the same as her school pals" – often there is branded yoghurts, cheeststrings etc. in the fridges"
 "I like it in here – everyone is so nice and cheery"
 "The staff have given me support and phone numbers for organsiations that have supported my mental health and welbeing"
 "I have been put in touch with other services that have been able to help me with my benefits and housing issues"
 "I cant believe most of these people here every week are volunteers – that's so lovely"

Please give details below of the items or activities funded:

Item/Activity	Cost
<ul style="list-style-type: none"> • Salary (full-time Team Lead) • Fairshare annual subscription • Rent & Utilities and Vol expenses • Community Transport 	£26964.00 £16200.00 £10000.00 Carried forward as agreed for 2023/2024 £14,500 as not spent in the year

Please attach relevant receipts/invoices or detailed statement of expenditure.

Signature: 	
Date: April 2023	

PLEASE SEND COMPLETED FORM TO:
 Jamie Tait

Jamie.tait@south-ayrshire.gov.uk



South Ayrshire Food Pantry Funding April - April 2022/23 Evaluation Report

Name of Organisation	Children 1st
Contact Address:	Girvan Primary School, Wesley Road, Girvan
Amount of Grant Awarded:	£25,000 Funded from Addressing Future Needs External Funding

Purpose for which funding was awarded:

The funding was awarded to cover the salary of a Children 1st Food Pantry Co-ordinator for a year.

To what extent have the purposes of the grant Fund been met?

The purpose of the grant has been fully met and has covered staff salary costs for 12 months March 22 – March 23.

Please tell us how many people benefitted from this project:

Aged under 18	Aged 18 or over	Elderly / Pensioner
7	239	113

Provide details of outcomes achieved:

The Pantry supports the Girvan community to access affordable, healthy food and has had a positive impact on food insecurity.

The social element of attending the pantry has positively impacted on social isolation and mental health.

The Pantry is a gateway to access the wider family support service and support from partners who attend.

What difference has this funding made?
 (impact statements, quotes and photos can be used here)

Feedback from members:

- “Makes a massive difference, takes so much pressure off financial difficulties that we are all going through.”
- “The money saved helps go towards heating costs which have rocketed.”
- “With the cost of living rising and household finances being squeezed the pantry is a great help.”
- “With a recent change in personal circumstances and with rising costs in household bills, the pantry definitely helps.”
- “Makes a massive difference, great to know that there is always food in the cupboard.”
- “Things are so expensive in supermarkets as prices have gone up.
- The Food Pantry is a great help with stretching a limited budget.”
- “Helps people young and old with nutrition.”
- “Helps cut down waste and lets people socialise.”
- “Positive thing for the community, everyone loves it.”
- “It is a great addition to the community and will help a lot of people in these difficult times.”
- “It brings everyone together.”
- “Gives everyone struggling a chance to enjoy great food that they normally would not be able to afford.

Please give details below of the items or activities funded:

Item/Activity	Cost
Food Pantry staff salary costs	£25,000

Please attach relevant receipts/invoices or detailed statement of expenditure (please note any surplus funds must be returned)

Signature: <i>Michelle Robertson</i>	11/04/2023
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PLEASE SEND COMPLETED FORM TO:
 Jamie Tait

Jamie.tait@south-ayrshire.gov.uk



South Ayrshire Food Pantry Funding
April - April 2022/23 Evaluation Report

Name of Organisation	The Carrick Centre Food Pantry
Contact Address:	Culzean Road, Maybole KA19 7DE
Amount of Grant Awarded:	25,000 Funded From Addressing Future Needs External Funding

Purpose for which funding was awarded:

Funding was awarded to support the work of the Carrick Centre Food Pantry, and to support individuals living in Maybole and the surrounding seven villages who are living in poverty or at risk of food poverty.

To what extent have the purposes of the grant Fund been met?

The grant fund purposes have been fully met during this fiscal year. The Carrick Centre Food Pantry works to support food stability for families in Maybole and the surrounding areas. On any given week they serve between 40-60 individuals/families. The impact of the service goes beyond the simple provision of food. The conversations around food preparation and simple ideas to make food stretch further, the introduction of new foods that are cheap and healthy and the basic human contact with someone who will not judge you, who will meet you where you are and will try to assist you however they can is as the advert says “priceless.”

Please tell us how many people benefitted from this project: Total of 483

Aged under 18	Aged 18 or over	Elderly / Pensioner
18-30	18-30 114 31-60 224	61+ 145
Pro		

Provide details of outcomes achieved:

<ol style="list-style-type: none"> 1. 60-80 shopping visits weekly 2. Increased access to nutritious food 3. Food education – e.g. celeriac vegetable was new to many customers, food pantry staff provided education on uses for the vegetable and provided soup recipe.
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What difference has this funding made?
(impact statements, quotes and photos can be used here)

<p>Funding has allowed the continued operation of the Food pantry through the 2021-22 year. Comments from pantry customers indicate the need that this has filled in their lives:</p> <ol style="list-style-type: none"> 1. This is fantastic, I am so happy that it is here and that it is going to be here for another year. 2. This really helps me to feed my children – thank you. 3. I can't believe we get all this for £2.75 4. That dip thing I got here last week was so good – where abouts in the supermarket can I buy that. I had it with nachos chips – imagine that

Please give details below of the items or activities funded:

Item/Activity	Cost
Purchase of Food/Staffing costs	£ 25,000

Please attach relevant receipts/invoices or detailed statement of expenditure (please note any surplus funds must be returned)

Signature:	Heather D. Stowe, Ph.D.
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PLEASE SEND COMPLETED FORM TO:
Jamie Tait

Jamie.tait@south-ayrshire.gov.uk

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	South Ayrshire Food Insecurity Update
Lead Officer (Name/Position/Email)	Jamie Tait, Service Lead – Thriving Communities jamie.tait@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 – (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

Community or Groups of People	Negative Impacts	Positive impacts
Thematic Groups: Health, Human Rights & Children's Rights	No	No

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

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

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

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

5. Summary Assessment

Is a full Equality Impact Assessment required? (A full Equality Impact Assessment must be carried out if impacts identified as Medium and/or High)	YES NO
Rationale for decision: The proposal does not have a significant negative or positive impact on any particular group	
Signed : Jamie Tait Date:	Service Lead

South Ayrshire Council

Report by Director of Strategic Change and Communities
to Cabinet
of 23 May 2023

Subject: Temporary Senior Communities Officer - Glendoune

1. Purpose

1.1 The purpose of this report is to seek approval to utilise temporary Covid Recovery funding, that was originally allocated to develop a community space with Glendoune, to extend the temporary Senior Communities Officer post that was funded through Covid recovery funding for a further period of twelve months. This will continue to support activity at Glendoune, supporting key objectives.

2. It is recommended that the Cabinet agrees that the £50,000, initially secured to develop the adjacent site, now be used to extend the temporary Senior Communities Officer post for a further twelve months to build on the positive work that has been established in the area

3. Background

3.1 At the Leadership Panel in June 2021, £143,478 temporary Covid Recovery funding was allocated 'to improve outcomes in Glendoune £93,478 through the recruitment of a temporary Senior Communities Officer and £50,000 of the funding allocated to the proposed development of a community space in Glendoune, Girvan.

3.2 Glendoune is recognised in the Local Outcome Improvement Plan (LOIP) as one of the most deprived areas in South Ayrshire and a priority for community planning partners to improve outcomes for people living in this community.

3.3 Thriving Communities have been supporting Glendoune Community Association (GCA) who are located in a small unit in Piedmont Road, Girvan. The facility is owned by SAC but leased to GCA and provides a small meeting space for the community.

3.4 Over the past few years Officers have supported changes to the management committee at GCA and helped secure additional funding, resources and introduced partners to work alongside GCA and the local community.

3.5 The temporary Covid Recovery funded Officers post has helped create opportunities to further enhance and improve the support within this community. Key highlights are noted in [Appendix 1](#), this notes some of the key successes through the temporary Covid Recovery funded post.

3.6 Plans were developed by Professional Design Services (PDS) to develop the adjacent site, however this has not progressed, as Officers have not been able to identify an alternative site that would accommodate the existing tenants, Girvan Attractions.

4. Proposals

4.1 It is proposed that Members approve £50,000 of temporary Covid Recovery funding, previously earmarked for capital works, be used to extend the temporary Senior Communities Officers post for twelve months to allow ongoing work to improving targeted outcomes.

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 £50,000 of temporary Covid Recovery funding to support the proposal. On costs for a Level 9 are £50,094

7. Human Resources Implications

7.1 Once the current member of staff contract ends, managing change will apply.

7.2 Redundancy costs of £19,640 would be met by Thriving Communities service staffing budget should alternative suitable employment not be met through managing change.

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 may be negativity from community if this proposal is rejected.

9. Equalities

9.1 The proposals in this report allows scrutiny of performance. The report does not involve changes to policies, strategies, procedures and processes, therefore a full equalities 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 Priorities 1 and 2 of the Council Plan: Spaces and Places/ Play, Sport and Recreation (Outcome 2); and Live, Work, Learn/ Education and lifelong learning (Outcome 1).

13. Results of Consultation

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

13.2 Consultation has taken place with Councillor Martin Dowey, Portfolio Holder for Corporate and Strategic, Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT, and Councillor 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>
Extend temporary Senior Communities Officers post	30 May 2023	Service Lead Thriving Communities

Background Papers **Report to Leadership Panel of 15 June 2021 – [Covid-19 Programme of Recovery Activity 2021/22 to 2022/23](#)**

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Date: 10 May 2023

Improving Outcomes for Glendoune Update

The temporary Senior Communities Officer post was recruited in June 2021 using Covid Recovery funding. The new post was intended to improve community engagement and enhance service delivery, at a local level in Glendoune.

The post was embedded in the new Thriving Communities service, building on the 'Team Around the Community' approach, designed to improve partnership working and improve outcomes for residents in the area.

Glendoune Community Association (GCA)

To empower the community, support was put in place to support changes within GCA that impacted governance arrangements, accessing funding and the recruitment of new volunteers. A robust consultation exercise was carried out by Thriving Communities that included door to door visits to over 200 residents in the area. In addition, there were face to face drop-in sessions at the centre to allow Officers to promote GCA and help recruit new community volunteers.

In December 2021 Officers helped establish a new GCA management committee and helped form relationships with residents and other partner agencies in the area.

Success through Partnership Working

Following consultation and extensive engagement with the community, GCA were supported to apply for funding and were successful in gaining £19,900 through the VASA Mental Health and Wellbeing Fund.

The temporary Senior Communities Officer then developed a Glendoune Roadmap that helped secure support from various partners, this commitment has helped shape service delivery within the community, this includes:

- Three Sixty, a mental health charity delivering sessions twice per week within the centre.
- Girvan Community Sports Hub delivering adult provision in Glendoune for the first time, which is allowing them to grow their staff skills and experiences.
- Information & Advice Hub and Stepping Stones For Families have been key partners - providing benefit advice at the weekly drop ins and group sessions.
- Thriving Communities supporting the delivery of community-based adult learning and employability programmes from the centre.
- Engagement with funders to explore external funding opportunities.
- Increased participation in volunteering

Volunteer Success Stories Supported by the temporary Senior Communities Officer

- The GCA Chairperson was supported to gain employment with Thriving Communities as a Family Engagement Officer.
- The GCA Treasurer, having been long-term unemployed, has equally grown in confidence and was successful in gaining a 6-month work placement through Thriving Communities Evolve Programme. At the conclusion of the Evolve Programme he has secured a temporary Clerical Assistant position with the Council.

- The GCA Secretary, a lone parent of three children, has always been a very passionate individual and puts her heart into everything she does. Through volunteering with the association, she realised she wanted to help more people in the community. They were supported to apply to university to become a nurse, she is now close to finishing her first year. Although she has stepped down as Secretary due to her university commitments, she still actively attends meetings and events and is passionate about her community.
- The new GCA Secretary is now actively delivering Personal Development groups at Glendoune to support others within her community. A focus of this role is working alongside ACE to develop new outdoor programme for adults.
- Other members from GCA have been supported to gain volunteering experience and have engaged in adult learning and employability programmes that have led to employment in Girvan.

Success in Funding & Financial Impact

Prior to the role of the temporary Senior Communities Officer, accessing funding was a challenge for GCA. With support from the temporary Senior Communities Officer, they have secured:

- VASA Mental Health & Wellbeing Fund - £19,900
- Morrisons Construction - £700
- Community Donations - £1,677
- LACER Fund - £1000
- Grants Foundation - £10,000
- VASA Mental Health & Wellbeing Fund (round 2) – £22,200

Income can also now be generated from lets that are managed through a new room booking system developed by the temporary Senior Communities Officer. Weekly lets include organisations supporting addictions and mental health and wellbeing.

School Holiday Programme Success

GCA, in partnership with Thriving Communities and other community organisations, have organised and facilitated successful holiday programmes in Glendoune, the programme has helped engage young people and parents and families.

Glendoune Holiday Programmes Outcomes:

- Easter Programme 2022: 43 children referred
- Summer Programme 2022: 150 registered
- October Programme 2023: 45 children referred

The number of referrals has risen at Glendoune for both Easter and Summer programmes. This is due to engagement in Schools and Glendoune having a presence in the community. Young people were consulted on what they would like organised in their area, with food insecurity underpinning the holiday programme initiatives. Feedback from parents has been extremely positive and GCA and Thriving Communities are developing these opportunities.

In addition to the summer programme a range of community events have been organised in the community, the summer event organised to celebrate GCA and the ongoing partnership work in the local area was extremely positive. The event was free for residents and brought together partners from across Girvan who provided activities and information on support that is available for residents. A calendar of events is currently being planned by GCA.

Glendoune Roadmap

The Glendoune Roadmap is a Community Based Adult Learning Provision which operates from the Glendoune Centre and is supported by Thriving Communities, GCA and key partners such as Three Sixty and Girvan Sports Hub.

- 47 adults have engaged in the Glendoune Roadmap
- 14 community-based adult learning programmes have been delivered
- Adults have been engaged in 552 hours of learning
- 7 of these learners have achieved accreditation
- 89% of learners live in SIMD areas 1 and 2
- 62% of learners are female
- All adults have progressed to one of the following destinations:
 - a further learning programme
 - signposted to a partner agency for mental health support
 - referred to employability service
 - supported with income maximisation
 - volunteering in their community

South Ayrshire Council

**Report by Depute Chief Executive and Director
of Housing, Operations and Development
to Cabinet
of 23 May 2023**

Subject: Transforming the Estate

1. Purpose

1.1 The purpose of this report is to present an update on the strategic review of the Council's estate by Avison Young; and; to seek approval from Cabinet to progress to develop a work programme that meets the strategic recommendations.

2. Recommendation

2.1 It is recommended that the Cabinet:

2.1.1 notes and agrees the strategic recommendations following conclusion of the consultant's review as shown at [Appendix 1](#);

2.1.2 approve further work is undertaken to review the proposals for each asset type and validate cashable benefits and costs for the Council to deliver the outline work plan at [Appendix 2](#);

2.1.3 requests that an update report on progress be provided to Cabinet in June 2024; and

2.1.4 notes that additional resources will be required to complete the review.

3. Background

3.1 In June 2021 COVID-19 recovery funding of £70,000 was made available to provide '*A Blueprint for Transforming our Estate - an action plan to transform our estate to meet the needs of our future workforce and communities for a thriving South Ayrshire*'.

3.2 Consultants Avison Young were appointed to deliver this work and provided the Council with their conclusions and recommendations in June 2022. Since that time the Avison Young report has been the subject of internal consideration before forming the recommendations of this report.

3.3 In developing the recommendations, a programme of desk-based research, data interrogation, case study collation and stakeholder engagement was undertaken. Council officers from a range of services were invited to participate and elected member sessions were held.

3.4 Avison Young have proposed:

- An overall vision for our Council estate and community and commercial buildings and assets ([Appendix 3](#));
- Strategic recommendations with an outline of the 'as-is' and identification of the 'to-be' states ([Appendix 2](#));
- A high level programme plan for delivering the vision and recommendations ([Appendix 1](#));
- Recommendations on co-location of services and potential efficiencies from a reduction in the office estate;
- Case studies and lessons learned from other public sector bodies including Common Good assets; and
- An outline of the potential benefits to the Council and the communities we serve that could be achieved over 5 – 10 years through a transformation of the estate and the dependencies, risks and investment required to deliver.

4. Proposals

4.1 Avison Young have identified a number of recommendations, including the implementation of a three phased approach to the transformation of the Council's estate. Cabinet are asked to endorse the phased delivery of the work programme as outlined below:

- **Phase 1** - strategy development: develop a plan to deliver a more efficient estate in the short-term with immediate financial savings coupled with a long-term direction of travel for the entire estate that will deliver a range of significant benefits in the medium to long term. It was intended that the Avison Young report would fulfil this purpose and complete Phase 1. It is considered that the report provides a comprehensive strategy that provides clear strategic direction. The report also provides specific recommendations on a number of particular assets. However, a more informed view on the feasibility and desirability of each of these particular recommendations requires to be the subject of more detailed review involving Asset Management, Strategic Change and Communities with advice from Legal and Finance Services and in consultation with Ward members.

It should also be noted that the strategic recommendations regarding Community Asset Transfer (CAT) could be ambitious. This is because accelerating CAT relies on communities coming forward to take up assets and this is an action that the Council can only partly influence. It should also be noted that the recommendations regarding Community Asset Transfer (CAT) will align with wider service priorities across Strategic Change and Communities. The intention is to align our CAT process with the Shared Prosperity Fund (SPF) and to further link existing work to develop our Localities Approach with a new Community Empowerment Fund, to be considered via SPF. This fund will enable officers from across our Regeneration, Community Wealth Building, Sports and Leisure, Community Planning and Thriving Communities teams to work together to provide direct support for community/third sector and social enterprise

groups to consider asset transfer. Work will support feasibility studies, condition surveys and where appropriate the development of business plans in support of community regeneration activity aligned with the CAT process.

For these reasons Phase 1, though complete, should be viewed as providing only strategic direction to a developing work programme over the next 3-5 years.

- **Phase 2** – Implementation: resources are to be deployed to rationalise and consolidate the estate and deliver efficiencies in the short term. As mentioned above, further detail and diligence requires to be undertaken with a cost/benefit analysis for each asset type, an EQIA and Fairer Scotland assessment and legal reviews to be undertaken. This work programme will require additional resources in both the Asset Management and Legal Services. A pilot of the first three asset reviews will run to estimate the appropriate resources required to deliver the outline work programme in the timescales indicated. A strategic review of the full work programme will also be undertaken. From both exercises required resources will be established and then a review of budgets within the Housing, Operations and Development Directorate will be undertaken to identify appropriate resourcing sources.
- **Phase 3** - transformation: as a result of the above implementation work a confirmed programme of investment, spend to save and commercialisation of the estate coupled with ongoing consolidation and rationalisation. The programme will address the strategic recommendations and could start to deliver tangible benefits from years 4-5 and will sustain up to and beyond 10 years. The confirmed programme will be recommended in an update report to Cabinet in June 2024.

4.2 The Cabinet is asked to note and agree the Strategic thematic recommendations as shown at [Appendix 1](#).

4.3 The Cabinet is asked to note that further work is undertaken by officers to identify resource requirements to deliver the outline work programme.

4.4 It is proposed that an update is brought back to Cabinet in June 2024 which includes a confirmed work programme and provides more detail on individual projects and how each of the strategic recommendations will be taken forward.

5. Legal and Procurement Implications

5.1 Legal resource will be required to review the programme and workplan for the next Phase and to ensure that the title position on the identified properties in the Avison and Young report is correct and that any recommendations for the programme and workplan comply with the requirements of the Council's Acquisitions and Disposals Policy and the statutory requirements prescribed by the Community Empowerment Act 2015. Avison Young have therefore highlighted a requirement for additional conveyancing resource. Resource requirements will be verified and detailed through the process identified at 4.1 (Phase 2) . .

5.2 There are no procurement implications arising from this report.

6. Financial Implications

- 6.1 Any specialist financial resource required to deliver proposals within the work plan will be verified and outlined in a report to Cabinet.
- 6.2 A range of cashable benefits have been proposed by the consultants and require to be validated within business cases as part of the next phase of the work.

7. Human Resources Implications

- 7.1 Taking forward the recommendations will involve additional Asset Management and Legal Human Resource. The resource implications will be identified through the process identified at 4.1 (Phase 2)

8. Risk

8.1 *Risk Implications of Adopting the Recommendations*

- 8.1.1 Some recommendations may not be feasible. However, feasibility will be fully considered in the business cases that are developed for each asset and recommended action.

8.2 *Risk Implications of Rejecting the Recommendations*

- 8.2.1 The risks with rejecting the recommendations are that the Council is unable to benefit from opportunities, particularly financial, to transform its estate and better meet the needs of residents and the Council.

9. Equalities

- 9.1 The proposals in this report have been assessed through the Equality Impact Assessment Scoping process. At this stage, 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 4](#).
- 9.2 Future projects emanating from the programme will be subject to individual Equalities Scoping Assessments.

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 Priorities 1, 2 and 3 of the Council Plan: Spaces and Places/ Moving around and the environment (Outcome 1); Live,

Work, Learn/ Work and economy (Outcome 2); and Civic and Community Pride/ Pride in South Ayrshire (Outcome 1).

13. Results of Consultation

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

14. Next Steps for Decision Tracking Purposes

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

<i>Implementation</i>	<i>Due date</i>	<i>Managed by</i>
Provide a further update to Cabinet	June 2024	Service Lead – Asset Management and Community Asset Transfer

Background Papers None

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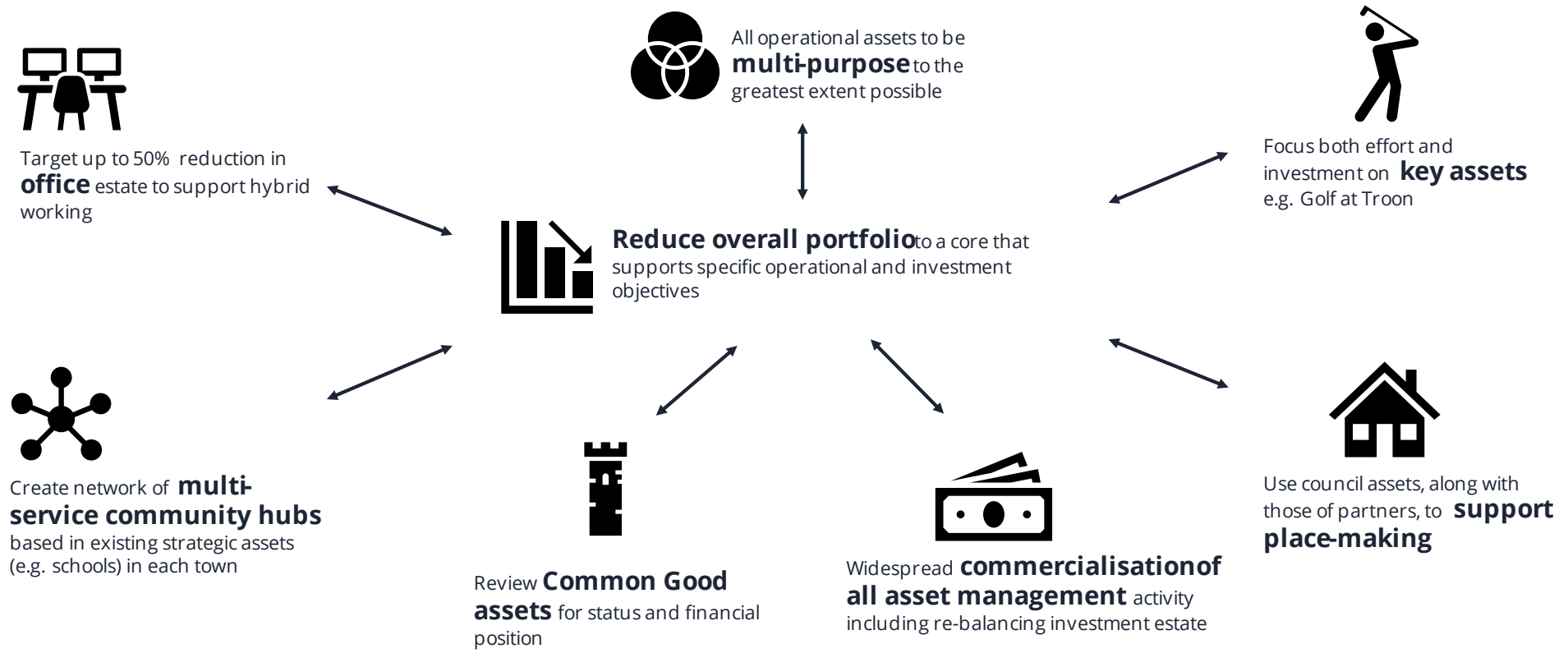
Date: 11 May 2023

Appendix 1: Transforming the Estate – Strategic Recommendations



Strategic thematic' recommendations

The direction of travel for the estate is mapped out below, centred around one core strategic recommendation



Appendix 2 –Transforming the Estate Outline Work Plan

ACTION PLAN AND RESOURCES	TIMESCALE (months)							
	0-3	4-6	7-9	10-12	13-15	16-18	19-21	22-24
Reduce office estate by up to 50%								
- Validate areas								
- Confirm market values								
- Engage with potential public sector partners and other occupiers								
- Appraise options and prepare business case								
- Determine consolidation plan								
- Separate but linked review of future of CSCs								
- Implement office consolidation								
Multi-service community hubs								
- Agree short list with potential as hubs to test concept								
- Engage with services and partners								
- Assess viability and prepare business case								
- Implement/extend community hub model								
Commercialisation of asset management								
- Short term asset mangt initiatives								
- Agreed investment strategy								
- Commence sale negotiations								
- Commercialise other asset mangt activities e.g. venues, parking								
- Investment in new assets								
Common Good property								
- Determine 'core' Common Good properties								
- Estimate future cash flow requirements for 'core' properties								
- Prepare asset by asset financial assessments or non-core								
- Re-balance portfolios - active mangt and disposals/transfers								

ACTION PLAN AND RESOURCES	TIMESCALE (months)							
	0-3	4-6	7-9	10-12	13-15	16-18	19-21	22-24
Commercialise key golf assets								
- Explore options for investment/partnerships								
- Identify preferred options and funding route								
- Procure works/partner								
- Implement agreed initiative(s)								
Support place-making								
- Agree pilot locations/liase with partners								
- Appraise options and agree town strategies								
- Implement new place plans								
Challenge retention of 'non-essential' assets								
- Critical review of assets not supporting a statutory duty								
- Establish corporate policy on future of above assets								
- Implement disposal/transfer in line with policy								
- Accelerate Community Asset Transfers								
- Accelerate disposal of existing surplus and redundant assets								

Appendix 3 – Vision and Principles

Theme	The Vision - in the future, we will have an estate that...	Estate Principles
All assets	Is ideally located, used and configured to support the delivery of corporate objectives	Assets will be retained only if they support a specific service delivery, financial, social or other objective
Community assets	Supports community-led regeneration and the empowerment of communities to determine what is best for them	Assets should be transferred where it makes sense financially and operationally to support community building and place-making
Commercial estate	Delivers respectable financial and non-financial returns	Commercial property will be held only where it meets explicit financial, social and/or economic objectives
Golf assets	Captures the unique value and economic impact arising from a small number of leisure-related assets	Commercialisation opportunities and/or partnerships will be investigated and exploited. Assets will be retained only if they can achieve explicit objectives
Operational assets	Enables collaborative working across departments, between the council and partners, and will be used to generate new income streams without prejudicing their core purpose	All assets will be multi-purpose wherever possible
Partnerships	Enables partnership working and the streamlining of local public sector service delivery	The council will share space with partners (in council premises or the premises of partners) to support collaboration and joint working
Offices and 'villages' within	Supports a hybrid working model and the health and well-being of staff	Offices will be rationalised, reconfigured and re-positioned to provide a smaller, fit for purpose workspace - using existing assets so far as possible
Service delivery hubs	Provides a visible, accessible and cost-effective platform for delivering integrated services to communities	Services to the community will be provided within the community in multi-purpose service hubs that are visible and accessible - using existing assets so far as possible

South Ayrshire Council
Equality Impact Assessment including Fairer Scotland Duty

Section One: Policy Details*

Name of Policy	Transforming the Estate
Lead Officer (Name/Position)	Chris Cox Assistant Director – Planning and Development Chris.cox@south-ayrshire.gov.uk
Support Team (Names/Positions) including Critical Friend	Kevin Anderson, Service Lead -Policy, Performance and Community Planning.

*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?	To provide an outline action plan to transform the estate to meet the needs of our future workforce and communities for a thriving South Ayrshire
What are the intended outcomes of the policy?	<ul style="list-style-type: none"> • To reduce the office estate • To provide multi-service community hubs • To further commercialise Council assets • To review Common Good property • Commercialise key golf assets • Support placemaking • Challenge the retention of non-essential assets

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)	The policy will impact areas of South Ayrshire that have Council assets that may be rationalised or commercialised or community hubs developed and assets improved. Due to the number of offices, commercial assets and common good assets the impact will likely be highest in the towns of Ayr, Prestwick, Troon, Maybole and Girvan.
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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
Age: Issues relating to different age groups e.g. older people or children and young people	No impact anticipated: New arrangements would be fully inclusive to all age groups.

Disability: Issues relating to disabled people	No impact anticipated: New arrangements would be fully inclusive to people with disabilities
Gender Reassignment – Trans/Transgender: Issues relating to people who have proposed, started or completed a process to change his or her sex	No impact anticipated: New arrangements would be inclusive to all irrespective of a person's gender.
Marriage and Civil Partnership: Issues relating to people who are married or are in a civil partnership	No impact anticipated: New arrangements would be inclusive to all irrespective of a person's marital/civil partnership status.
Pregnancy and Maternity: Issues relating to woman who are pregnant and/or on maternity leave	No impact anticipated: New arrangements would be fully inclusive to this group.
Race: Issues relating to people from different racial groups,(BME) ethnic minorities, including Gypsy/Travellers	No impact anticipated: New arrangements would apply equally to Individuals of all racial groups
Religion or Belief: Issues relating to a person's religion or belief (including non-belief)	No impact anticipated: New arrangements would be fully inclusive to all religions and beliefs (including non-belief).
Sex: Issues specific to women and men/or girls and boys	No impact anticipated: new arrangements would have a positive impact on both men and women.
Sexual Orientation: Issues relating to a person's sexual orientation i.e. LGBT+, heterosexual/straight	No impact anticipated: New arrangements would be fully inclusive to all irrespective of 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	Positive: An improved estate will contribute to better places which will improve health and wellbeing.
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.	Positive: Any change to Common Good, HRA assets, open space land or Community Asset Transfers will be subject of full consultation with human rights considerations integral.

Socio-Economic Disadvantage	Positive and/or Negative Impacts
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<p>Low Income/Income Poverty: Issues: cannot afford to maintain regular payments such as bills, food and clothing.</p>	<p>Positive: Assets the subject of improvement will provide enhanced services to local communities. Negative: Assets that may be rationalised may result in service users requiring to travel further for services.</p>
<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>Positive: Assets the subject of improvement will provide enhanced services to local communities. Negative: Assets that may be rationalised may result in service users requiring to travel further for services</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>Positive: Assets the subject of improvement will provide enhanced services to local communities. Negative: Assets that may be rationalised may result in service users requiring to travel further for services</p>
<p>Area Deprivation: Issues: where you live (rural areas), where you work (accessibility of transport)</p>	<p>Positive: Assets the subject of improvement will provide enhanced services to local communities. Negative: Assets that may be rationalised may result in service users requiring to travel further for services</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>At Council meeting on 1st March 2023, the Council approved the General Services Revenue Budget 2023-2024 and the Capital Investment Programme 2023-24 to 2034-2035.</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>Research undertaken within Avison Young Report 'Transforming the Estate'.</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>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>	

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	Each Asset type review will involve an EQIA	Tom Burns	By June 2024

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?	Policy will be implemented on a rolling basis
When will the policy be reviewed?	End of June 2024
Which Panel will have oversight of the policy?	Cabinet

Section 6

South Ayrshire Council



Summary Equality Impact Assessment Implications & Mitigating Actions

Name of Policy: Approval Process and Governance Arrangements for Ward Capital Projects.

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

<p>Eliminate discrimination</p> <p>Neither assist nor inhibit.</p>
<p>Advance equality of opportunity</p> <p>This will look to advance opportunities through improvement of our estate.</p>
<p>Foster good relations</p> <p>This will continue to foster good relations by developing meaningful communication and engagement with local communities to identify their needs and views.</p>
<p>Consider Socio-Economic Disadvantage (Fairer Scotland Duty)</p> <p>The Approval Process and Governance Arrangements for Ward Capital Projects will pay due regard to the Fairer Scotland Duty.</p>

Summary of Key Action to Mitigate Negative Impacts	
Actions	Timescale
Each asset review will involve an EQIA and Fairer Scotland Assessment to ensure no negative impacts or identify mitigation of impacts.	Rolling with each asset review.

Signed: Chris Cox

Date: 4th May 2023