Freedom of Information
Licensing Board
Guide to Information
(available through the Model Publication Scheme 2013)

Required under Section 23
Freedom of Information (Scotland) Act 2002 Schedule 1, Part 3

South Ayrshire Council committed to openness and transparency
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SOUTH AYRSHIRE LICENSING BOARD

GUIDE TO INFORMATION
AVAILABLE THROUGH THE
MODEL PUBLICATION SCHEME 2013

Section A: General Information

1. Introduction

The Freedom of Information (Scotland) Act 2002 (the Act) requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

South Ayrshire Licensing Board has adopted the Model Publication Scheme 2013 produced by the Scottish Information Commissioner. The scheme has the Commissioner's approval until 31 May 2017.

You can see this Guide on our website at http://www.south-ayrshire.gov.uk/foi/licensing_scheme.aspx or by contacting us at the address below.

South Ayrshire Licensing Board requires to produce a Guide to Information (Guide).

The purpose of this Guide is to:

- allow you to see what information is available (and what is not available) in relation to each class.
- state what charges may be applied.
- explain how you can find the information easily.
- provide contact details for enquiries and to get help with accessing the information.
- explain how to request information we hold that has not been published.
- the publication of the reasons for the decisions we make.

In preparing to meet our obligations under FOISA, including drawing up this Guide, we have been mindful of the value of openness and transparency.

Whilst the Licensing Board has regard to the public interest in the information it holds, and to the value of openness and transparency, it also has regard to:

- the quasi-judicial nature of its function, and
- the necessity of distancing the licensing function from the political forum.

Alongside FOISA, the Environmental Information (Scotland) Regulations 2004 (the EIRs) provide a separate right to access to the environmental information. However, South Ayrshire Licensing Board does not hold information relating to the Environmental Information (Scotland) Regulations 2004.
2. **About the South Ayrshire Licensing Board**

The South Ayrshire Licensing Board is a Scottish Public authority as defined in Part 3 of Schedule 1 of the Freedom of Information (Scotland) Act 2002. South Ayrshire Council elects the Licensing Board from its elected members. The Licensing Board is supported by a Clerk who gives administrative support and professional advice to the Licensing Board. The Clerk to the Licensing Board is the Council's Head of Legal and Democratic Services. Nevertheless, the Licensing Board is a completely separate legal entity from the Council. The Licensing Board has eight members and is convened every four weeks (except in recess). Licensing Board meetings are normally held in the Council Headquarters, County Hall, County Buildings, Wellington Square, Ayr KA7 1DR.

The Licensing Board administers licensing of all premises which sell alcohol under the Licensing (Scotland) Act 2005 which came into effect on 1 September 2009. The Licensing Board also administers betting offices, arcades, tracks and lotteries under the Gambling Act 2005. The administration of the Licensing Board takes place at:

County Buildings
Wellington Square
AYR
KA7 1DR

Tel: (01292) 617683
Fax: (01292) 283695
Email: licensing@south-ayrshire.gov.uk
Internet: www.south-ayrshire.gov.uk/licensing

Certain decisions are delegated to the Clerk under the Licensing Board's Scheme of Delegation at: www.south-ayrshire.gov.uk/licensing/board.

3. **Responsibility for the Publication Scheme and Guide to Information**

The officer with overall responsibility for the Scheme and Guide is:

**Valerie Andrews**
Head of Legal and Democratic Services
Resources, Governance and Organisation
South Ayrshire Council
County Buildings
Wellington Square
Ayr
KA7 1DR
Tel: (01292) 612466
E-mail: foi@south-ayrshire.gov.uk
The officer responsible for the day-to-day operation of the Scheme and Guide is:

**Morag Douglas**
Solicitor
Legal and Democratic Services
Resources, Governance and Organisation
County Buildings
Wellington Square
Ayr
KA7 1DR
Tel: 01292 617687
E-mail: licensing@south ayrshire.gov.uk

4. **About South Ayrshire Council**

**Location**
South Ayrshire is situated on Scotland’s south-west coast. With its stunning coastline and breathtaking views of the islands of Arran and Ailsa Craig, South Ayrshire is renowned for the richness of its countryside and the unspoilt nature of its towns and villages.

South Ayrshire has a population of 111,690, 90 per cent of whom live in thirteen main settlements including Ayr, Prestwick, Troon, Maybole and Girvan as illustrated in Appendix 1. The remaining 10 per cent of the population live within the extensive rural area containing many small, often remote villages.

The area is generally well served by road and rail connections, and the upgrade of the A77 reduced travel times to Glasgow and central Scotland. The popularity of budget airlines and the demand for package holidays has contributed to the development of Glasgow Prestwick International Airport. This has been complemented by the introduction of direct high-speed ferry links between Troon and Belfast.

Economically, although rural in character, the area is fairly typical of Scotland as a whole, but with a higher than average employment in the retail and hospitality sector. This latter fact indicates the importance of tourism to the local economy; an importance built on the natural beauty of the area and a rich historical and cultural heritage. This is typified by such internationally renowned attractions as Culzean Castle and Country Park and the Burns National Heritage Park along with Championship golf courses at Turnberry and Royal Troon.

**The Council**
South Ayrshire Council comprises eight Wards each served by three or four Elected Members. Politically the Council has ten Conservative, nine Scottish Nationalist, nine Labour and two Independent Elected Members, with a Conservatives/Labour coalition forming the current Administration. The Council operates a committee system of political management. The principal committees include:

- Leadership Panel
- Scrutiny/Governance Management Panel
- Development and the Environment Standing Scrutiny Panel
- Corporate and Community Planning Standing Scrutiny Panel
- Community Services Standing Scrutiny Panel
- Appeals Panel (Various)
- Regulatory Panel (Planning)
- Regulatory Panel (Licensing)
- Chief Officers’ Appointments/Appraisal Panel
- Rural Panel
- General Purposes Panel
- Licensing Board

Full details of these and other committees together with information on their operation and administration can be found on the Council’s website at:

www.south-ayrshire.gov.uk/committees/meetings.aspx

Functions
The corporate management of the Council is provided by three Executive Directors led by the Chief Executive, who is also Head of the Council’s Paid Service. The functions of the Chief Executive’s Department include Strategy and policy; Performance development and reporting; Public affairs including web and marketing; Community planning and regeneration; Community engagement including community councils; Grants; Community safety; Sustainable development. The Council’s structure is illustrated in Appendix 2. The Council’s services are delivered through three service departments and the Chief Executive’s Department. The main service responsibilities are:

- **Resources, Governance and Organisation** – Responsible for Corporate finance; Revenues and benefits; Planning for welfare reform and money advice; Human resources; Organisational change and development; Youth skills and employability; Payroll; Occupational health; Customer services; South Ayrshire monitoring station; ICT strategy and delivery; Civil contingencies and business continuity; Risk and safety management; SFT/schools PPP/Hub Co; Strategic estates and asset planning, management and rationalisation; Estates and asset management; Setting general and housing capital programme; Monitoring officer; Legal services; Democratic, committee and members’ services; Elections management; Records and information management and security; Archives and registration; Strategic procurement.

- **Care, Learning and Wellbeing** – Responsible for Curriculum, qualifications and assessment; Quality improvement and service planning; Education management and review; Schools services support; Active schools; Health and social care interface; Adult and community care; Housing management; Housing operations; Children and families social work; Early years and childcare; Additional support needs; Criminal justice.

- **Economy, Neighbourhood and Environment** – Responsible for Planning; Enterprise; Libraries, arts and culture; Sport, leisure and tourism; Youth and adult services; Community resource transfer; Waste management; Roads, transport and fleet; Green space and streetscene; Building standards; Environmental health; Trading standards; Bereavement services; Property maintenance (including housing repairs); Property programme and project management; Projects and design; Delivery of general and housing capital programme; Facility management; Energy efficiency and awareness.
Performance Reporting

The Council aims to achieve a significant, measurable and demonstrable improvement in the quality of life of its citizens by delivering or facilitating excellent, customer-focused services. The Council is committed to providing members of the public with information on its performance to enable it to determine how well their Council is performing.

The Council signed up to a Single Outcome Agreement with the Scottish Government. This agreement explicitly sets out the outcomes which the Council is seeking to achieve with its community planning partners. The Council has to make an annual report to the Government on its progress towards these outcomes.

Other examples of service and financial performance information which will help people determine how well their Council is serving them include: statutory public performance reporting (for example, school inspections), community plans, external audit reports and customer feedback surveys. The Council is committed to publishing as much information as possible, and information on performance reporting is available at:

www.south-ayrshire.gov.uk/performance/

Companies wholly owned by the Council
Ayr Renaissance LLP (Partnership No. SO302229)
SAC (LLP Nominees) Limited (Company No. 353805)

Other services
Police and fire services within South Ayrshire are run by joint boards, each having its own publication scheme. The South Ayrshire Licensing Board has responsibility for liquor licensing and for the licensing of bookmakers and betting offices in South Ayrshire. The Licensing Board is a separate legal entity from the Council and has its own publication scheme. The Ayrshire Valuation Joint Board carries out assessor and electoral registration services and has its own publication scheme.

These schemes can be accessed by using the contact details listed below

Police Scotland Headquarters
PO Box 21184
Alloa FK10 9DE
Crimestoppers call: 0800 555 111
Tel: 0141 532 2000
E-mail: ‘Contact Us’ Form on web page.
Internet: www.scotland.police.uk/forces-welcome

Scottish Fire and Rescue Service Headquarters
5 Whitefriars Crescent
Perth PH2 0PA
Tel: 01738 475260 (Office hours are from 9am to 5pm, Mon-Fri)
E-mail: ‘Contact Us’ details on web page.
Internet: www.firescotland.gov.uk
5. About the Freedom of Information (Scotland) Act 2002

The Freedom of Information (Scotland) Act 2002 (FOISA) introduces a public right of access to information held by Scottish public authorities. If you ask to see information, the Licensing Board will have to provide you with that information, subject only to the limitations imposed by FOISA and other legislation.

It should be noted that a request for information under the Guide is different from a Section 1 request for information under FOISA. The purpose of the Guide is to ensure that a large volume of information is publicly available without the need for a specific request under FOISA. Requests for information that is contained in this Guide will be processed in terms of this Guide, rather than as requests under Section 1 of FOISA.

6. How the Guide is structured

Section B of the Guide is divided into 8 general classes [listed below]. These general classes are classes of information that the Licensing Board is committed to publishing routinely. A “class” is basically a description of the type of documents published which relate to the same subject matter. Each class describes the type of information, the format in which it is available, an indication of any charge that may apply, contact details and a web address [if applicable]. The term ‘publication’ is not limited to information contained in a bound or printed form, but can relate to information in any format, such as web-based information or a video cassette.

The Guide will be reviewed on a regular basis to ensure that the content and structure of the Guide reflect the types of information in which there is a clear public interest.
The general categories are as follows:-

- About South Ayrshire Council
- How we deliver our functions and services
- How we take decisions and what we have decided
- What we spend and how we spend it
- How we manage our human, physical and information resources
- How we procure goods and services from external agencies
- How we are performing
- Our commercial publications

7. How the Guide was formulated

In formulating the publication scheme and Guide, the Licensing Board has had regard to the guidance issued by the Scottish Information Commissioner under Section 43(2) of the Freedom of Information (Scotland) Act 2002, and in particular it has undertaken a review of relevant information that can be included in the Guide, such as leaflets, policy documents and information on the Council’s web site. The Licensing Board also considered most frequently asked questions, and reviewed the types of enquiries received by the Licensing Board.

8. Information we may withhold

In maintaining this Guide, it is the intention of the Licensing Board to be as open as possible. There may, however, be circumstances where information will be withheld from the classes listed in Section B of the Guide. The information withheld may consist of an entire document, or just part or parts of a document. Information will only be withheld where the Freedom of Information (Scotland) Act 2002 (FOISA) expressly permits it.

Information may be withheld, for example, where we consider that disclosure may prejudice substantially law enforcement, legal proceedings, or our regulatory or enforcement activity, or where disclosure is otherwise prohibited by law. We may also withhold information which is confidential or the release of which may prejudice substantially the commercial interests of any person or organisation, including the Licensing Board.

Information may also be withheld if it is personal information about individuals and its release would breach the data protection principles contained in the Data Protection Act 1998 (the DPA). Please note that FOISA does not create any right to see information which the Licensing Board holds about you. However, you do have the right to see this information under the DPA – please see Item 9: How to access information not in the Guide, below.

Whenever information is withheld, we will inform you of this, and will explain why that information is not being released.

If you wish to complain when information is withheld from you, please refer to Item 16: Complaints, below.
9. How to access information in the Guide

Information available under our Guide will normally be available through the routes described below. Section B – Classes of Information provides more details on the information available under the Guide, along with additional guidance, where relevant, on how the information falling within each ‘class’ may be accessed.

**Online:** Most of the information listed in our Guide is available to download from South Ayrshire Council’s website at [www.south-ayrshire.gov.uk](http://www.south-ayrshire.gov.uk). In such instances, where possible, a hyperlink will be listed in Section B: Classes of Information to direct you to the relevant page or document. If no links are provided in Section B you can use our website’s “Search” facility.

If you are still having difficulty finding any document listed under our Guide, please contact the relevant office using the number listed, for assistance.

In addition, all South Ayrshire public libraries have public access terminals with Internet facilities [see Section C for a list of library addresses].

**By e-mail:** If the information you seek is listed in the Guide but is not available on the website, or if you do not have access to the Internet, we will send it to you by e-mail, if practicable. If you wish to submit a request by e-mail, please click on the E-mail Address shown in Section B: Classes of Information against the information you wish to see.

**By telephone:** Information can be requested over the telephone. Please provide full contact details, including a telephone number, so that we can clarify any details if necessary. Please call the telephone number shown in Section B: Classes of Information against the information you wish to see.

**By post:** Most information is also available in a paper copy form. Please address your request to the Licensing Board, Counting Buildings, Wellington Square, Ayr KA7 1DR (01292 617683). When writing to us to request information, please include your name and address, full details of the information or documents you would like to receive, and any fee applicable (see Item 13: Our Charging Schedule for further information on fees). Please also include a telephone number so we can contact you to clarify any details, if necessary.

**If you require information in a particular format, for example requiring a copy in larger print, Braille, another language or audio cassette, the Council will take all reasonable steps to meet your request.**

Paper copies of the Guide will be made available at all libraries and on request. A searchable version of the Guide will also be available on the Council’s website at [www.south-ayrshire.gov.uk/foi/](http://www.south-ayrshire.gov.uk/foi/)

If you have difficulty determining the information you want to see, please contact Morag Douglas as per her contact details in item 3 above.
10. **How to access information not in the Guide**

If the information you are seeking is not available under this Guide, then you may wish to request it from us. The Freedom of Information (Scotland) Act 2002 (FOISA) provides you with a general right of access to the information we hold, subject to certain exemptions. The Environmental Information (Scotland) Regulations 2004 (the EIRs) provide you with a right to access any environmental information that the Licensing Board hold, subject to certain exceptions.

The Data Protection Act 1998 (DPA) provides a right of access to any personal information about you that we hold. Again, these rights are subject to certain exceptions or exemptions.

**Charges for information which is not available under the Guide**

The charges for information which is available under this Guide are set out under Item 13: Our Charging Schedule. If you submit a request to us for information which is not available under the Guide the charges will be based on the following calculations:

**General information requests under FOISA:**

- There will be no charge for information requests which cost us £100 or less to process.
- Where information costs between £100 and £600 to provide you may be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.
- We are not obliged to respond to requests which will cost us over £600 to process.
- In calculating any fee, staff time will be calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.
- We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
- In the event that we decide to impose a charge we will issue you with notification of the charge (a fees notice) and how it has been calculated. You will have three months from the date of issue of the fees notice in which to decide whether to pay the charge. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you.

**Charges for environmental information under the EIRs:**

We do not charge for the time to determine whether we hold the information requested, nor for the time it takes to decide whether the information can be released. Charges may be made for locating, retrieving and providing information to you.
In the event that we decide to impose a charge we will issue you with notification of the charge and how it has been calculated. The information will be provided to you on payment of the charge. If you decide not to proceed with the request there will be no charge to you. Charges are calculated on the basis of the actual cost to the authority of providing the information.

- Photocopying is charged at 10p per A4 sheet for black and white copying, 30p per A4 sheet for colour copying.
- Postage is charged at actual rate for first class mail.
- Staff time is calculated at actual cost per staff member hourly salary rate to a maximum of £15 per person per hour.

The first £100 worth of information will be provided to you without charge.

Where information costs between £100 and £600 to provide you will be asked to pay 10% of the cost. That is, if you were to ask for information that cost us £600 to provide, you would be asked to pay £50, that calculated on the basis of a waiver for the first £100 and 10% of the remaining £500.

Where it would cost more than £600 to provide the information to you, however, we will ask you to pay the full cost of providing the information, with no waiver for any portion of the cost.

Requests for your own personal data under the Data Protection Act 1998 (DPA):

FOISA does not confer any rights on you as an individual to obtain copies of the information that the Licensing Board holds about you personally. However, such personal information (known as “personal data”) is covered by the DPA.

The DPA gives living individuals the right to a copy of any personal data held by the Licensing Board about them (subject to exemptions such as where disclosure could prejudice a criminal investigation). DPA allows a fee to be charged. A standard £10 fee is applied to most requests.

The Council will require proof of identity before responding to such a request; please note that telephone and e-mail requests are therefore not acceptable. For further advice and assistance please contact Morag Douglas as per her contact details in item 3 above. Further information on data protection issues can be obtained from the Information Commissioner at the address below:

**The Information Commissioner’s Office – Scotland**
93-95 Hanover Street
Edinburgh
EH2 1DJ
Tel: 0131 301 5071
Email: Scotland@ico.gsi.gov.uk
11. **Records Management Policy**

The Licensing Board has adopted South Ayrshire Council’s Records Management Policy as detailed below.

South Ayrshire Council is required under Section 53 of the Local Government etc. (Scotland) Act 1994 and in terms of the Code of Practice on Records Management issued under Section 61 of the Freedom of Information (Scotland) Act 2002 to make proper arrangements for the preservation and management of its records. To ensure that records are managed effectively, the Council has adopted a Records Policy as part of its records management programme detailing how it intends to manage its records. This relates to all areas of record keeping, including record creation, tracking, storage, retrieval, retention periods and disposal. This Policy details the Council’s commitment to ensuring that records are accurate and reliable, can be retrieved easily and are kept for no longer than is absolutely necessary. For further information on records management and to obtain a copy of the Council’s Records Management Policy, please contact the Ayrshire Archives –

**Ayrshire Archives HQ**
Watson Peat
SAC AUCHINCRUIVE
AYR KA6 5HW
Tel: 01292 521819
E-mail: archives@south-ayrshire.gov.uk
Internet: www.ayrshirearchives.org.uk

Council records of historical interest (and any held by the Licensing Board) that have been identified for permanent preservation have been transferred to the custody of the Council’s Archives. However, the contents of the Council’s Archives are made accessible to the public and requests for access should be directed to the Ayrshire Archives Centre as detailed in item 10 above.

12. **Copyright**

The Licensing Board owns the copyright in the information contained in this Guide unless otherwise stated. The information can be copied or reproduced provided it is copied or reproduced accurately, is not used in a misleading context and provided that the source of the material is identified and the copyright status acknowledged. **The reproduction of the information for commercial purposes is prohibited unless reproduced as described below.**

The Guide may however contain information where the copyright holder is not the Licensing Board. In most cases the copyright holder will be obvious from the documents. In cases where the copyright is unclear, however, it is the responsibility of the person accessing the information to locate and seek the permission of the copyright holder before reproducing the material or in any other way breaching the rights of the copyright holder.

Copyright works made by central government qualify for Crown copyright protection administered by the Office of Public Sector Information (OPSI). Various categories of Crown copyright material can be reproduced without a formal licence. Information about Crown copyright material is available on the website of the Queens Printer for Scotland at www.oqps.gov.uk.
Re-use of Licensing Board's Information

Access to the Licensing Board’s information does not mean that copyright has been waived, nor does it give the recipient the right to re-use the information for a commercial purpose. If you intend to re-use information obtained from the Guide, and you are unsure whether you have the right to do so, you are advised to make a request to the Licensing Board to re-use the information. Contact can be made as detailed under Section 3. Your request will be considered under the Re-use of Public Sector Information Regulations 2005 (RPSIs) for which a charge may be imposed. In the event that a charge is payable, you will be advised what this is and how it has been calculated.

Guidance on the RPSI regulations can also be found on the Office of Public Sector Information (OPSI) website at www.opsi.gov.uk/advice/psi-regulations/index.htm

13. Charging Schedule

Unless a charge is otherwise stated at Section B: Classes of Information, information in the Guide is available free of charge where it can be downloaded from our website or where it can be sent to you electronically by e-mail. Some publications, however, may involve a charge and where this applies a “£” sign will appear under the cost heading in the relevant class. In the event that a payment is required for the information, you will be advised of the charge. Information will not be provided to you until payment has been received.

We reserve the right to impose charges for providing information in paper copy or alternative formats. The Licensing Board is mindful of its obligations under equality and anti-discrimination legislation when setting charges for alternative formats. Charges will reflect the actual costs of reproduction and postage to the authority and will be at the rate detailed below. The Licensing Board does reserve the right to review this rate as part of the annual budget exercise and subsequently seek the Commissioner's approval.

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<th>Postage</th>
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<td>Charged at the cost to the Council of sending the information by first class post</td>
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14. **Pre-printed Publications**

There may be on occasion a small number of pre-printed publications for which the Licensing Board makes a charge. We do not make any charge for the inspection of any of the information which is made available via the classes in this Guide. These publications will be charged according to how much it actually costs the Council to have them professionally printed. For example, if the Licensing Board has produced a formal report, and it costs us £500 to print a stock of 100 reports, then the actual printing cost paid by the council is £5 per report. We therefore reserve the right to charge you up to £5 each for a copy of the report – plus actual postage costs, as charged by the Royal Mail – but no more than this. Please note that, if you are interested in a large printed document, we can provide you with photocopies of selected relevant pages rather than charge you for a full printed copy of the document. The photocopying charges that would apply are as set out in the table above. Our staff can advise you.

15. **Role of the Scottish Information Commissioner**

The Commissioner is responsible for enforcing and promoting the right to access information held by public authorities, created by the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004, both of which came into force on 1 January 2005. The Act and the Regulations give **anyone, anywhere in the world**, important rights to access the information held by more than 10,000 public authorities in Scotland.

The Act and the Regulations give the Commissioner a range of powers to support him/her in fulfilling his/her role. To find out more download the Enforcing Freedom of Information leaflet at:

www.itspublicknowledge.info/home/AboutSIC/CommissionerRole.asp

16. **Complaints**

Our aim is to make our Guide as user-friendly as possible, and we hope that you can access all the information we publish with ease. If you do wish to complain about any aspect of the Guide, however, then please contact us and we will try and resolve your complaint as quickly as possible.

If you are still unhappy, you may contact the Scottish Information Commissioner’s Office, on the details below. You have legal rights to access information under this Guide and a right of appeal to the Scottish Information Commissioner if you are dissatisfied with our response. These rights will apply only to Guide requests made in writing or another recordable format. The Commissioner’s website has a guide to the appeal process, and he/she operates an enquiry service on Monday to Friday from 9.00 am to 5.00 pm. The Commissioner’s office can be contacted as follows:

**The Scottish Information Commissioner**

Kinburn Castle
Doubledykes Road
St Andrews
Fife, KY16 9DS

Tel: 01334 464610
Fax: 01334 464511
E-mail: enquiries@itspublicknowledge.info
17. Feedback

It is the Licensing Board’s intention that the Guide will be responsive to your information needs. The Licensing Board, therefore, welcomes any suggestions on how it can improve and develop the Guide. If you have any comments, suggestions or views please forward them to Morag Douglas (contact details in Item 3, above). Any feedback and comments will be taken into account in future reviews of the Guide.
South Ayrshire Licensing Board Structure

Chair
Councillor Ann Galbraith

Cllr Andy Campbell  Cllr Peter Convery  Cllr Allan Dorans  Cllr Ian Douglas  Cllr Sandra Goldie  Cllr Mary Kilpatrick  Cllr Rita Miller

Clerk
Valerie Andrews
Head of Legal and Democratic Services
The classes of information that we publish

We publish information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you may make a request to us for that information.

CLASS 1: ABOUT SOUTH AYRSHIRE LICENSING BOARD

The Board’s Model Publication Scheme and this Guide to Information are available at:

http://www.south-ayrshire.gov.uk/foi/licensing_scheme.aspx

The South Ayrshire Licensing Board is a Scottish Public authority as defined in Part 3 of Schedule 1 of the Freedom of information (Scotland) Act 2002. South Ayrshire Council elects the Board from its elected members. The Board is supported by a Clerk who gives administrative support and professional advice to the Board. The Clerk to the Licensing Board is the Council’s Head of Legal and Democratic Services. Nevertheless, the Board is a completely separate legal entity from the Council. The Board has eight members and is convened every four weeks (except in recess). Board meetings are normally held in the Council Headquarters, County Hall, County Buildings, Wellington Square, Ayr KA7 1DR.

The Licensing Board administers licensing of all premises which sell alcohol under The Licensing (Scotland) Act 2005 which came into effect on 1 September 2009. The Board also administers betting offices, arcades, tracks and lotteries under the Gambling Act 2005. The administration of the Licensing Board takes place at:-

County Buildings
Wellington Square
Ayr
KA7 1DR

Tel:  (01292) 617683
Fax:  (01292) 283695
Email: licensing@south-ayrshire.gov.uk
Web:  www.south-ayrshire.gov.uk/licensing

To contact the Board or ask for advice about how to request information from us, please use the contact details shown above.
CLASS 2: HOW WE DELIVER OUR FUNCTIONS AND SERVICES

The Board is responsible for administering the alcohol licensing system under the Licensing (Scotland) Act 2005 within South Ayrshire.

Our Alcohol Licensing Policy is published.

The Board also deals with applications for premises licences and permissions under the Gambling Act 2005.

Our Gambling Policy is also published at
http://www.south-ayrshire.gov.uk/licensing/forms/gambling.aspx

These policies contain Schemes of Delegation which provide that some decisions are delegated to the Clerk to the Board, whilst others must be made by the Board.

Information about the types of alcohol licence applications we deal with, application forms, criteria, fees and guidelines are published at

Information about the types of gambling applications we deal with, application forms, criteria and fees and guidance are published at
http://www.south-ayrshire.gov.uk/licensing/forms/gambling.aspx

Any concerns regarding the Board’s work can be directed to the postal, email or telephone contact details shown in Section A – 7) – Contact Us.

CLASS 3: HOW WE TAKE DECISIONS AND WHAT WE HAVE DECIDED

The Board takes decisions in accordance with the Licensing (Scotland) Act 2005 and the Gambling Act 2005.

Agendas, reports and minutes of all Board meetings are available at –
http://www.south-ayrshire.gov.uk/committees/

A Register of all premises licences is available at –
http://gis.south-ayrshire.gov.uk/licensing/prlrDefault.asp

A Register of all personal licence holders is available at –
http://gis.south-ayrshire.gov.uk/licensing/plrDefault.asp

A register of all occasional licences is available at –
http://gis.south-ayrshire.gov.uk/licensing/olrDefault.asp

Registers of all premises licences granted under The Gambling Act 2005 are available at –
http://www.south-ayrshire.gov.uk/licensing/

CLASS 4: WHAT WE SPEND AND HOW WE SPEND IT

The Board is a separate legal entity from the Council. It does not own any assets. The Council provides accommodation for the meetings of the Board and necessary expenses for the work of the Board. All revenue received by the Board from licence application fees must be transferred to the Council and the Board’s budget is held by the Council.

The Council’s Model Scheme of Publication and Guide to Information is published at
CLASS 5: HOW WE MANAGE OUR HUMAN, PHYSICAL AND INFORMATION RESOURCES

The Board is a separate legal entity from the Council.

It comprises eight elected members of South Ayrshire Council.

It does not employ any staff or own any assets.

It is assisted and advised in its work by its Clerk, who is the Head of Legal and Democratic Services within the Council. The Clerk is assisted by officials of the Licensing Team within Legal and Democratic Services.

All staff carrying out the Board’s responsibilities are recruited and employed by the Council.

The Council provides accommodation for the meetings of the Board.


CLASS 6: HOW WE PROCURE GOODS AND SERVICES FROM EXTERNAL PROVIDERS

The Board does not hold information within this class. Goods and services are procured by the Council rather than the Board.


CLASS 7: HOW WE ARE PERFORMING

The Board processes applications in accordance with timescales provided under alcohol and gambling licensing legislation.

The Board produces policies in accordance with timescales provided under legislation dealing with alcohol and gambling licensing, the equality duty and the publication of a scheme explaining how to access information which it holds.

Primary legislation and secondary regulations are published at http://www.legislation.gov.uk/. We can help you to locate specific information – use the contact details shown in Section A – 7) – Contact Us.

CLASS 8: OUR COMMERCIAL PUBLICATIONS

The Board does not hold information within this class.
## Section C: Contact Details - Libraries

<table>
<thead>
<tr>
<th>Establishment</th>
<th>Address</th>
<th>Tel No</th>
<th>Email address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIBRARIES</strong></td>
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</tr>
<tr>
<td>Alloway</td>
<td>Doonholm Road, Ayr KA7 4QQ</td>
<td>01292 442395</td>
<td><a href="mailto:alloway.library@south-ayrshire.gov.uk">alloway.library@south-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Ballantrae</td>
<td>The Hall, Ballantrae, KA26 0NB</td>
<td>01465 831521</td>
<td><a href="mailto:ballantrae.library@south-ayrshire.gov.uk">ballantrae.library@south-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Carnegie (Main Library)</td>
<td>12 Main Street, Ayr, KA8 8EB</td>
<td>01292 286385</td>
<td><a href="mailto:carnegie.library@south-ayrshire.gov.uk">carnegie.library@south-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Coylton</td>
<td>28 Main Street, Coylton, KA6 6JW</td>
<td>01292 570867</td>
<td><a href="mailto:coylton.library@south-ayrshire.gov.uk">coylton.library@south-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Dailly</td>
<td>Community Centre, 67 Main Street, Dailly KA26 9SB</td>
<td>01465 811690</td>
<td><a href="mailto:dailly.library@south-ayrshire.gov.uk">dailly.library@south-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Dundonald</td>
<td>Castle Drive, Dundonald, KA2 9DT</td>
<td>01563 850407</td>
<td><a href="mailto:dundonald.library@south-ayrshire.gov.uk">dundonald.library@south-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Forehill</td>
<td>31 Mount Oliphant Crescent, Ayr KA7 3EN</td>
<td>01292 265591</td>
<td><a href="mailto:forehill.library@south-ayrshire.gov.uk">forehill.library@south-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Girvan</td>
<td>Montgomery Street, Girvan KA26 9HE</td>
<td>01465 712813</td>
<td><a href="mailto:girvan.library@south-ayrshire.gov.uk">girvan.library@south-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Maybole</td>
<td>Carnegie Building, High Street, Maybole, KA19 7AB</td>
<td>01655 883044</td>
<td><a href="mailto:maybole.library@south-ayrshire.gov.uk">maybole.library@south-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Mossblown</td>
<td>2 Annbank Road, Mossblown, KA6 5BH</td>
<td>01292 520792</td>
<td><a href="mailto:mossblown.library@south-ayrshire.gov.uk">mossblown.library@south-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Prestwick</td>
<td>14 Kyle Street, Prestwick, KA9 1PQ</td>
<td>01292 476769</td>
<td><a href="mailto:prestwick.library@south-ayrshire.gov.uk">prestwick.library@south-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Symington</td>
<td>15 Brewlands Road, Symington, KA1 5QZ</td>
<td>01563 830066</td>
<td><a href="mailto:symington.library@south-ayrshire.gov.uk">symington.library@south-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Tarbolton</td>
<td>Lorimer Library, 54 Montgomery Street, Tarbolton, KA5 5QB</td>
<td>01292 541211</td>
<td><a href="mailto:tarbolton.library@south-ayrshire.gov.uk">tarbolton.library@south-ayrshire.gov.uk</a></td>
</tr>
<tr>
<td>Troon</td>
<td>5 South Beach, Troon, KA10 6EF</td>
<td>01292 315352</td>
<td><a href="mailto:troon.library@south-ayrshire.gov.uk">troon.library@south-ayrshire.gov.uk</a></td>
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**Libraries**

**John Pollock Centre**, Mainholm Campus, Mainholm Road, Ayr, Tel: 01292 294363  
**Mobile Library**, Contact Carnegie Library (Main Library), 12 Main Street, Ayr KA8 8EB, Tel: 01292 286385  
Email: mobile.library@south-ayrshire.gov.uk