

9 February 2023

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

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

**All other Members for INFORMATION ONLY**

Dear Councillor

## **CABINET**

You are requested to participate in a meeting of the Cabinet to be held **on Wednesday, 15 February 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 17 January 2023 (copy herewith).
3. Decision Log
  - (a) Overdue Actions– for approval;
  - (b) Actions Listed with Revised Dates – for approval; and
  - (c) Recently Completed Actions.(copies herewith).
4. Buildings, Housing and Environment/ Sport and Leisure/ Education.
  - (a) Maybole Community Campus Update – Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (copy herewith).

5. Buildings, Housing and Environment.

- (a) Former Hourstons Site – Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (copy herewith).
- (b) Regulation of Investigatory Powers (Scotland) Act 2000 – Inspection of South Ayrshire Council by the Investigatory Powers Commissioner’s Office – Submit report by the Head of Legal and Regulatory Services (copy herewith).

6. Economic Development.

- (a) Motorhome Parking Scheme 2022 Outcome Report – Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (copy herewith).
- (b) Strategic Transport Projects Review (STPR2) Publication – Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (copy herewith).
- (c) Business Support – Changes to Ambition Programme – Submit report by the Director of Strategic Change and Communities (copy herewith).

7. Tourism, Culture and Rural Affairs/ Sport and Leisure.

- (a) Review of Financial Support to the Quay Zone – Submit report by the Director of Strategic Change and Communities (copy herewith).

8. Health and Social Care.

- (a) Definition of Islamophobia – Submit report by the Director of Strategic Change and Communities (copy herewith).
- (b) South Ayrshire Council Gaelic Language Plan (GLP) Annual Monitoring Report to Bord na Gaidhlig 2021-2022 – Submit report by the Director of Strategic Change and Communities (copy herewith).

9. Finance, Human Resources and ICT.

- (a) Budget Management – Revenue Budgetary Control 2022/23 – Position at 31 December 2022 – Submit report by the Head of Finance, ICT and Procurement (copy herewith).
- (b) General Services Capital Programme 2022/23: Monitoring Report as at 31 December 2022 – Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (copy herewith).

10. Finance, Human Resources and ICT/ Buildings, Housing and Environment.

- (a) Housing Capital Programme 2022/23: Monitoring Report as at 31 December 2022 – Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (copy herewith).

11. Buildings, Housing and Environment.

- (a) **Sale of the Former Grammar Primary School, Midton Road, Ayr - Submit report by the Depute Chief Executive and Director of Housing, Operations and Development (Members only).**

12. Corporate and Strategic/ Buildings, Housing and Environment.
  - (a) **Service Review of Policy, Performance and Community Planning – Submit report by the Director of Strategic Change and Communities (Members only).**
  
13. Corporate and Strategic/ Economic Development/ Finance, Human Resources and ICT.
  - (a) **Ayrshire Growth Deal Update - Submit joint report by the Depute Chief Executive and Director of Housing, Operations and Development and Director of Strategic Change and Communities (Members only).**
  
14. 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 612436, at Wellington Square, Ayr or  
e-mail: [courtney.buchanan@south-ayrshire.gov.uk](mailto:courtney.buchanan@south-ayrshire.gov.uk)  
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## **CABINET**

Minutes of a hybrid webcast meeting on 17 January 2023 at 10.00 a.m.

Present  
in County

Hall: Councillors Martin Dowey (Chair), Alec Clark, Brian Connolly, Ian Davis, Martin Kilbride and Lee Lyons.

Present

Remotely: Councillor Stephen Ferry.

Apology: Councillor Bob Pollock.

Attending: E. Howat, Chief Executive; M. Newall, Depute Chief Executive and Director of Housing, Operations and Development; J. Bradley, Director of Strategic Change and Communities; C. Caves, Head of Legal and Regulatory Services; T. Baulk, Head of Finance, ICT and Procurement; W. Wesson, Chief HR Advisor; C. McGhee, Chief Internal Auditor; K. Anderson, Service Lead – Policy, Performance and Community Planning; D. Alexander, Service Lead – Procurement; J. Tait, Service Lead – CLD & Employability and Skills; R. Jamieson, Co-ordinator – Asset Management; B. McDonnell, Parking and Bus Infrastructure Manager (Ayrshire Roads Alliance); G. Senior, Team Leader (Ayrshire Roads Alliance); C. Buchanan, Committee Services Officer; and E. Moore, Committee Services Assistant.

Attending

Remotely: K. Dalrymple, Assistant Director – Housing and Operations; A. Pinkerton, Trauma Informed Practice Officer; and D. Love, Corporate Accounting Co-ordinator.

### **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 meeting.**

The minutes of 29 November 2022 ([issued](#)) were submitted and approved.

### 3. **Decision Log.**

Following discussion, the Cabinet

#### **Decided:**

- (1) to note the overdue items in the report ([issued](#)); and to agree that the Chief Executive would ensure that the overdue log entries were updated accordingly;
- (2) to approve the actions listed with revised due dates ([issued](#)); and
- (3) to note the recently completed actions ([issued](#)).

### **Economic Development.**

#### 4. **South Ayrshire Parking Strategy 2020 – 2024 Update.**

There was submitted a report ([issued](#)) of 4 January 2023 by the Depute Chief Executive and Director of Housing, Operations and Development advising on the current status of the parking strategy and the progress made on its stated objectives.

After receiving a question from a Member around timescales, the Parking and Bus Infrastructure Manager outlined that the consultation would take six weeks to commence and see to the point of delivery and roughly twelve to eighteen months to implement the strategy.

The Cabinet

#### **Decided:**

- (1) to note the contents of the Ayr parking consultation report contained within Appendix 1 and to approve its recommendations;
- (2) to approve proposals to re-engage the public in a second round of consultations on the town of Ayr parking proposals which would take account of previous feedback relating to the format of the questions and supporting documentation;
- (3) to approve proposals to further engage the public in consultations for parking proposals relating to the towns of Prestwick and Troon; and
- (4) to request officers to update Cabinet, on completion of each consultation referred to in paragraph 4.4 of the report, on the consultation results and further recommendations along with a commitment to progress all other parking strategy objectives.

### **Buildings, Housing and Environment**

#### 5. **Troon Water Sports Club Community Asset Transfer.**

There was submitted a report ([issued](#)) of 5 January 2023 by the Depute Chief Executive and Director of Housing, Operations and Development advising of a proposed Community Asset Transfer of land at Barassie shore (near Barassie public conveniences) by fifty year lease to Troon Water Sports Club (TWSC).

The Cabinet

**Decided:**

- (1) to approve the fifty year lease of land at Barassie shore (nr. Barassie public conveniences) as shown in the plan forming Appendix 1 of the report, under Part 5 of the Community Empowerment (Scotland) Act 2015 to Troon Water Sports Club SCIO for the initial sum of £100 (One Hundred Pounds) Sterling per annum for the first five years and subject to review thereafter for the reasons detailed in Appendix 2 of the report and subject to the conditions detailed in Appendix 3 of the report;
- (2) to request that a Common Good consultation was carried out in terms of the Community Empowerment (Scotland) Act 2015 Section 104 on the proposed lease to Troon Water Sports Club SCIO; and
- (3) to note that, if there were no responses to the consultation or if the responses were neutral or wholly in favour of the proposals, the Head of Legal and Regulatory Services would thereafter petition the court under section 75(2) of the Local Government (Scotland) Act 1973 for authority to lease the ground to Troon Water Sports Club SCIO.

**Corporate and Strategic**

**6. South Ayrshire Food Network – Update.**

There was submitted a report ([issued](#)) of 4 January 2023 by the Director of Strategic Change and Communities providing an update on South Ayrshire Food Network and to recognise the ongoing work of Thriving Communities Officers supporting local 3<sup>rd</sup> Sector partners and the Food Network.

Following a question from a Member in relation to the withdrawal of foodbank services in Girvan, the Service Lead - CLD & Employability and Skills advised that they would prepare a written briefing on this subject to be circulated to members.

Having heard the support for this ongoing work by a number of Members, the Cabinet

**Decided:**

- (1) to give recognition to the work of the Food Network and the support provided by Thriving Communities officers;
- (2) to approve that the work of Food Network should continue to be reported through the Community Planning Partnership – Financial Inclusion (SDP);
- (3) to approve updates on progress of the Food Network and ongoing response to addressing food insecurity was reported through the Cost of Living Member/Officer Working Group; and
- (4) to request that a written briefing be provided to Members by the Health and Social Care Partnership relating to the withdrawal of foodbank services in Girvan.

**Corporate and Strategic/ Finance, Human Resources and ICT**

**7. King's Coronation – Public Holiday.**

There was submitted a report ([issued](#)) of 9 January 2023 by the Chief Executive advising of the decision and recommendation of the UK and Scottish Governments regarding public holidays in May 2023 to mark the King's Coronation.

The Cabinet

**Decided:**

- (1) to approve the additional public holiday on Monday 8 May 2023; and
- (2) to approve that the required funds were drawn from Miscellaneous Services.

**Health and Social Care.**

**8. Chief Social Work Officer Annual Report.**

There was submitted a report ([issued](#)) of 4 January 2023 by the Chief Social Work Officer providing an update to the Cabinet on the performance of statutory social work services for 2021 – 2022.

A question was asked in relation to Page 8 of the Report entitled 'Child Protection', around the rationale for the decreasing number of children placed on the child protection register in South Ayrshire; and the Chief Social Work Officer responded that a number of the driving factors in the rationale were due to the investments that Children's Health and Justice Services had placed in 'Early Intervention and Prevention Work' as outlined on Page 12 of the Report.

Following discussion around Health and Social Care resources, the Cabinet

**Decided:**

- (1) to request that the Annual Report 2021-2022 be submitted to the Office of the Chief Social Work Adviser; and
- (2) to request that a written briefing be provided to Members providing more detail on the underspend of £25.025m in the financial year 2021-22.

**9. Trauma Informed and Responsive South Ayrshire – Update.**

There was submitted a report ([issued](#)) of 4 January 2023 by the Director of Strategic Change and Communities.

- (1) providing an update to Members on South Ayrshire's progress toward becoming Trauma Informed and Responsive; and
- (2) seeking approval of the purchase of an organisational training package.

The Cabinet

**Decided:**

- (a) to note the contents of the update report and that it provided feedback to officers as detailed in Appendix 1 of the report; and
- (b) to agree to the organisational training proposal at a cost of £21,500 as detailed in Appendix 1 of the report.

**Finance, Human Resources and ICT.**

**10. 2022/23 National Fraud Initiative.**

There was submitted a report ([issued](#)) of 4 January 2023 by the Chief Internal Auditor,

- (1) providing notice of the 2022/23 National Fraud Initiative (NFI) exercise; and
- (2) seeking agreement to the proposed approach for investigating NFI matches.

The Cabinet

**Decided:**

- (a) that the Council participate in the 2022/23 National Fraud Initiative; and
- (b) the proposed approach for the 2022/23 National Fraud Initiative to investigate high risk, high quality matches and to consider medium risk matches if resources permitted.

**C**

**11. Treasury Management Mid-Year Report 2022-23.**

There was submitted a report ([issued](#)) of 4 January 2023 by the Head of Finance, IT and Procurement providing Members with a mid-year treasury management update for the financial year 2022/23.

The Cabinet

**Decided:** to approve the contents of the report.

**C**

**Finance, Human Resources and ICT/ Economic Development.**

**12. Procurement Strategy Update 2023/24.**

There was submitted a report ([issued](#)) of 4 January 2023 by the Head of Finance, IT and Procurement seeking approval for the adoption of minor updates to the Council's Procurement Strategy covering 2023/24.



Following discussion on the need to support local businesses, the Cabinet

**Decided:**

- (1) to approve the updated Procurement Strategy for 2023/24, as detailed in Appendix 1 of the report;
- (2) to agree to publishing the Procurement Strategy for 2023/24 on the South Ayrshire Council website and that a copy be sent to the Scottish Government; and
- (3) to request that a written briefing be provided to Members giving an update on local spend and Community Wealth Building, and that Members be advised of future supplier engagement events.

The meeting ended at 10:53 a.m.

DRAFT

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
LP	30/11/2021	Net Zero Carbon Retrofit	["PLA"]	Burns, Tom	Undertake estate rationalisation exercise	No	29/11/2022		A report will be submitted to the Cabinet regarding Transforming the Estate in January 2023	Kilbride, Martin
LP	11/06/2019	Ayr Esplanade Review	["PLA"]	Burns, Tom	Terminate lease agreements for kiosks	No	16/12/2022		Notices to quit now withdrawn, while consideration is given to the future plans for the kiosks. Initial discussions have taken place with the PFH Cllr Kilbride,.	Kilbride, Martin
LP	11/06/2019	Ayr Esplanade Review	["PLA"]	Burns, Tom	Install new kiosk facilities	No	16/12/2022		Notices to quit now withdrawn, while consideration is given to the future plans for the kiosks. Initial discussions have taken place with the PFH Cllr	Kilbride, Martin
LP	08/03/2022	South Ayrshire Council's Active Travel Strategy	["PLA"]	Kevin Braidwood	Publication of the finalised Active Travel Strategy on both ARA and SAC websites, accompanied by a Council press release required to amend foreword to Cllr Dowey. Foreword amended and publication date to be agreed with comms	No	31/01/2023		Launch date of Monday 14 March 2022 proposed. Cabinet on 30/8/22 agreed revised due date of 8/9/22 (previously 19/8/22). revised due date of 31/10/22 agreed at Cabinet on 27/9/22 (previously 2/9/22). Cabinet on 17/01/23 agreed revised date of 31/01/23 (previously 30/11/22).	

Mtg	Mtg Date	Title of Report	Director ate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
LP	29/10/2019	New Lease for Craigie Caravan Park, Ayr	["PLA"]	Burns, Tom	Conclude new lease agreement with the Caravan Club Ltd	No	31/01/2023		The Caravan Club advised they require the annual rent calculated on the basis of occupancy levels as per the existing lease as originally approved by LP as opposed to a fixed market rent with 5 yearly reviews as preferred by the Council. Caravan Club have requested a fixed limit to the increase at rent reviews. Further Discussions undertaken with PFH with instructions to conclude to a new lease. Agree new date for 31 January 2023. Cabinet on 29/11/22 agreed new due	Kilbride, Martin

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
LP	11/06/2019	Moving Towards Mainstreaming Participatory Budgeting	["PEO"]	Newall, Mike	Host an Elected Member session on mainstreaming PB	No	30/11/2022	31/08/2023	As the new management structure becomes embedded, Officers are working to identify the best way to ensure that all Participatory Budgeting activity is being captured appropriately and plans are developed to ensure that	Kilbride, Martin
CAB	30/08/2022	Risk and Safety - Spend to Save Resource Bid	["CEO"]	Boyd, Carol	Recruit G10 Health and Safety Adviser and G10 Claims Support Adviser	No	31/01/2023	30/06/2023	Claims Support Adviser - recruitment of post on hold, awaiting decision of Budget Working Group.	Dowey, Martin

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due	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	No	31/01/2023	28/02/2023	Due to staff shortage and competing workload pressures this task has not been completed.	Pollock, Bob
LP	18/01/2022	Skypath Training Community Interest Company (CIC)	["PLA"]	Leijser, Theo	Update on progress presented to the Partnerships Panel	No	31/01/2023	25/04/2023	Development and discussions in relation to Skypath have not yet reached conclusion. Have suggested to PFH to provide full Skypath update to Cabinet once agreement on and arrangements	
LP	25/05/2021	Fleet Strategy	["PLA"]	Dalrymple, Kennet	Annual report update to Leadership Panel	No	31/01/2023	14/03/2023	The Fleet Strategy Update will be submitted to the Cabinet of 14 March 2023.	Kilbride, Martin

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due	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	31/01/2023	25/04/2023	Following an external fuel audit the Assistant Director Housing and Operations has requested time to revisit the overall Fleet Travel and Transport Policy and the Drivers, Supervisors and Managers Handbook prior submitting to Cabinet. This has been this has	
LP	01/03/2022	Community Wealth Building Action Plan	["PLA"]	Tait, Jamie	Progress and implementation report to Services Performance Panel	No	01/02/2023	30/04/2023	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.	Pollock, Bob

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
LP	15/09/2020	Indicative Ayrshire Regional Spatial Strategy	["PLA"]	Iles, Craig	Consider representations received and adopt RSS	No	01/02/2023	30/05/2023	Due to staff shortages & change of management this matter has not been taken forward with the other Ayrshires. Need to review current status. This date may need to be reviewed once the matter is considered by the new Policy Strategy Co-Ordinator. revised date of 1/2/23 agreed at Cabinet meeting of 27/9/22 (previous date)	
LP	15/09/2020	Indicative Ayrshire Regional Spatial Strategy	["PLA"]	Iles, Craig	Continue engagement with other Ayrshire authorities and wider stakeholders to develop and refine the iARSS, and produce a consultative draft Ayrshire RSS	No	01/02/2023	30/05/2023	Progress on this matter now needs to be considered in relation the publication of National Planning Framework 4, and the implications of that document	
LP	18/02/2020	Ayrshire Regional Spatial Strategy	["PLA"]	Iles, Craig	Publish draft Ayrshire RSS, submit to Scottish Ministers and undertake consultation	No	01/02/2023	31/05/2023	Progress on this matter now needs to be considered in relation the publication of National Planning Framework 4, and the implications of that document	

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
LP	18/02/2020	Ayrshire Regional Spatial Strategy	["PLA"]	Iles, Craig	Consider representations received and adopt RSS	No	01/02/2023	31/05/2023	Progress on this matter now needs to be considered in relation the publication of National Planning Framework 4, and the implications of that document	



Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
SAC	03/03/2022	Notice of Motion	["HSCP"]	Tait, Jamie	Young Persons (Under 22s) Free Bus Travel	No	31/03/2023	30/06/2023	<p>Councillor McGinley supported a motion put forward by HSCP to support young people who are Care Experienced to be able to access free travel up to the age of 30 years. The current offer is up to 22 years so this would be an enhancement to the offer.</p> <p>I am fine to take this on, it will be complex and we will need to engage with Stagecoach and HSCP to understand the associated costs for this initiative. We also need to engage with NEC to check if something could be done to allow the NEC cards to be used or alternatively we will have to come up with a card locally (I am against this as it creates a stigma by easily identifying young people who are CE).</p> <p>My preference would be for our MSYPs to lobby SG to support the roll out in line with the national entitlement.</p>	

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested Revised Due	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
CAB	27/09/2022	Future Operating Model	["PEO"]	Farrell, Gillian	Present a report to Cabinet outlining the potential options for the future delivery of Customer Services	No	01/04/2023	29/06/2023	Following discussion with Customer Services Portfolio Holder, Councillor Kilbride, paper regarding Customer Services operating model to be brought to Council in June 2023.	Kilbride, Martin

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
CAB	17/01/2023	Procurement Strategy Update 2023/24	["CEO"]	Alexander, David	Publication of Procurement Strategy 2023/24	Yes	17/01/2023			Pollock, Bob; Davis, Ian
SAC	15/12/2022	Development Plan Scheme: Local Development Plan 2 and 3	["H, O and D"]	Iles, Craig	The DPS will be published on the Council's website and made available to view at Council offices and libraries. A notice will be placed in local newspapers. Copies	Yes	18/01/2023		Due to holidays and publishing deadlines this task cannot be completed until the 18/1/23. Cabinet on 17/01/23 agreed revised date of 18/01/23 (previously 31/12/22).	Pollock, Bob
SAC	15/12/2022	Local Development Plan 2 Action Programme	["H, O and D"]	Iles, Craig	The Action Programme will be published on the Council's website and made available to view at Council offices and libraries. A notice will be placed in	Yes	18/01/2023		Due to holidays and publishing deadlines this task cannot be complete until 18/1/23. Cabinet on 17/01/23 agreed revised date of 18/01/23 (previously 31/12/22).	Pollock, Bob
CAB	17/01/2023	Troon Water Sports Club Community Asset Transfer Under Part 5 of the Community Empowerment	["H, O and D"]	Burns, Tom	Issue Decision notice	Yes	28/01/2023		Decision Noticed issued 25 January 2023.	Kilbride, Martin

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
SAC	29/06/2022	Motion re Islamaphobia	["SC and C"]	Anderson, Kevin	Report to Cabinet in August regarding this matter	Yes	30/01/2023		Delayed due to ongoing staff absence. revised due date of 25/11/22 agreed at Cabinet on 27/9/22 (previously 31/8/22) Oct 22 - Staff absence continues to	Lyons, Lee
LP	18/01/2022	Proposed Land Purchase at Liberator Drive, Heathfield, Ayr	["PLA"]	Burns, Tom; Dalrymple, Kenneth	Missives to be concluded	Yes	30/01/2023		The Council have withdrawn from this acquisition. The landowner has been notified.	Kilbride, Martin
CAB	17/01/2023	King's Coronation " Public Holiday	["CEO"]	Wesson, Wendy	Make the necessary arrangements to communicate and implement the additional public holiday and any change to the public holiday	Yes	31/01/2023			Dowey, Martin; Davis, Ian
SAC	15/12/2022	Notice of Motion - school meals debt	["CEO"]	Baulk, Tim	school meal debt from August 22 to present to be	Yes	31/01/2023			
SAC	15/12/2022	Early Learning and Childcare Funded Provider Rates	["EDUC"]	Valenti, Aileen	Implement the increased rates as per Council approval for session 2022/23	Yes	31/01/2023		Information on increased rate shared with funded providers	Ferry, Stephen
CAB	01/11/2022	Revised Recruitment and Selection Policy	["CEO"]	Wesson, Wendy	Upload the updated Recruitment and Selection Policy, Handbook, Charter	Yes	31/01/2023		PFH agreed extension to 31 January 2023 due to policy being considered by Council on	Davis, Ian
CAB	01/11/2022	Revised Recruitment and Selection Policy	["CEO"]	Wesson, Wendy	Arrange awareness training for managers	Yes	31/01/2023		PFH agreed extension to 31 January 2023 due to policy being	Davis, Ian
CAB	01/11/2022	Revised Recruitment and Selection Policy	["CEO"]	Wesson, Wendy	Communicate with the wider organisation and partners to promote	Yes	31/01/2023		PFH agreed extension to 31 January 2023 due to policy being considered by Council on	Davis, Ian

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
SAC	29/06/2022	Levelling UpFund	["PLA"]	Reid, Louise	Further report to Cabinet on progress	Yes	31/01/2023		Outcome of LUF bids not yet known. Cabinet on 17/01/23 agreed revised date of 31/01/23	Pollock, Bob;Dowey,
LP	30/11/2021	Trauma Informed and Responsive South Ayrshire	["PEO"]	Anderson, Kevin	Provide update to Leadership Panel one year after first meeting of the	Yes	31/01/2023			Davis, Ian
LP	26/10/2021	Housing Need and Demand Assessment 2021-2026	["PEO"]	Anderson, Kevin	Publish completed HNDA and associated documentation on HNDA website	Yes	31/01/2023		Awaiting feedback from SG. 03/02/22 - Still awaiting feedback from SG. 1/6 - SG have provided feedback and officers have responded. SG have indicated that due to capacity issues, final sign off from the Centre for Housing Market Analysis may take a number weeks. Revised date amended to reflect this. 13/9 - Still awaiting final sign off from SG. revised	Kilbride, Martin
CAB	17/01/2023	South Ayrshire Food Network - Update	["SC and C"]	Tait, Jamie	Written briefing to be provided to Members by the Health and Social Care Partnership relating to the withdrawal of foodbank	Yes	17/02/2023		HSCP provided EM's with a briefing on the Children's 1st service in Girvan,	Lyons, Lee
CAB	17/01/2023	Chief Social Work Officer Annual Report	["SC and C"]	Gary Hoey	Written briefing be provided to Members providing more detail on the underspend of	Yes	17/02/2023			Lyons, Lee
CAB	30/08/2022	Ayrshire Growth Deal Aerospace and Space Programme - Update	["PLA"]	Reid, Louise	Provide an update to cabinet in 6 months	Yes	28/02/2023		Update will be provided to cabinet on 15th February.	Pollock, Bob

Mtg	Mtg Date	Title of Report	Directorate	Managed by	Implementation	Complete	Current Due Date	Requested	Notes (any date changes agreed with relevant PFH(s))	Portfolio Holder
LP	15/09/2020	South Ayrshire Council Parking Strategy 2020-2024	["PLA"]	Kevin Braidwood	Implementation of the South Ayrshire Council Parking Strategy 2020-2024 - subject to local consultation and the amendment to free parking times - different	Yes	31/03/2023		Further revised date 30/09/21. Postponed until after the elections. Discussion held with leader and ARA preparing to re-submit. revised date of 31/3/23 agreed at Cabinet meeting of 27/9/22	
CAB	17/01/2023	2022/23 National Fraud Initiative	["CEO"]	McGhee2, Cecilia	Put measures in place to ensure submission of information by required date(s) in accordance with	Yes	30/04/2023		All required data sets uploaded to NFI Site by due date	Davis, Ian
CAB	29/11/2022	Strategic Housing Investment Plan (SHIP) 2023/24 to 2027/28	["PEO"]	Anderson, Kevin	Submission of the Strategic Housing Investment Plan (SHIP) in draft format (subject to	Yes	30/11/2023			Kilbride, Martin

**South Ayrshire Council**

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

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**Subject: Maybole Community Campus Update**

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**1. Purpose**

- 1.1 The purpose of this report is to provide an update on the Maybole Community Campus Project and seek instructions on how Officers should proceed with the 2nd all-weather pitch.

**2. Recommendation**

**2.1 It is recommended that the Cabinet:**

**2.1.1 notes the update on progress;**

**2.1.2 considers the options for the 2nd all-weather sports pitch proposed in paragraph 4.2 and the associated cost implications of each option in paragraph 6.1; and**

**2.1.3 provides instructions on how officers should proceed.**

**3. Background**

- 3.1 On 24 August 2021, the Leadership Panel approved Financial Close for the Maybole Community Campus Main Works construction contract between the Council and HubSW.

- 3.2 The main works started on site on 13 September 2021 and work is progressing well, towards occupation of the main building in August 2023 and completion of the remaining external works in summer 2024. The first all-weather pitch was constructed under an advanced works contract and is now complete and in use by the school and community. The sports pavilion and police station are also now complete and in use.

- 3.3 The project includes a second all-weather pitch but the 2nd pitch could not be included in the main works contract because the purchase of the additional land required had not been concluded at that time. An allowance for the 2nd pitch of £2,420,445 was included in the project cost prior to financial close, based on an estimate provided by the contractor at that time.

3.4 Approval was also given by the Leadership Panel on 24 August 2021 to purchase the land required for the 2nd pitch and enter into a license agreement to carry out work on a portion of land to be returned to the owner . Finalising the sale and licence agreement took considerably longer than expected as issues arose regarding the extent of land required for the works and the period of the licence, which required further negotiation between the parties. Following resolution of these issues, the sale completed on 26 May 2022.

3.5 A Soil Investigation (SI) has been carried out to establish the make-up of the land and inform the engineering design for the pitch. Access to carry out the SI was not permitted by the landowner prior to purchase so the SI was carried out immediately after the land had been purchased.

#### 4. Proposals

4.1 The contractor has now concluded initial design work for the 2nd pitch and have reported that the cost for the original proposal will exceed the allowance of £2,420,445 due primarily to inflation and to engineering requirements relating to cut and fill, retaining structures and ground stabilisation. The level of inflation was not anticipated at the time of the initial cost estimate and the engineering requirements could not be established before the SI was carried out.

4.2 The contractor has looked at a number of alternative designs for the 2nd pitch which could be implemented to reduce the cost. The options now available for the Council are described below and the cost implications are provided in 6.1 below.

- **Option 1 – Proceed with current design:** The current design is a full size rugby and football all-weather pitch with fencing and floodlighting and a total carpet area of 120m x 74m, to match the first completed all-weather pitch. It requires substantial retaining structures to retain the land to be returned to the neighbouring owner.
- **Option 2 – Do not progress with a 2nd pitch:** From the start of this project the expectation has always been that 2 all-weather pitches would be provided as part of the campus project. As the additional land has already been purchased, if a decision is taken not to proceed with the 2nd pitch then the additional land could instead be landscaped for use by the school for playspace/ external learning within the existing budget. This would require a further application to planning, which would in turn require consultation with Sportscotland, who may or may not support it due to reduction in sport field area compared to the existing provision. If they do not support it then there is a risk that the project would not comply with the conditions put in place as part of the planning consent already received and the application would have to be referred to Scottish Ministers for final determination.
- **Option 3 – Football Pitch:** This would be the same dimensions as the all-weather football pitch recently built at Ayr Academy with fencing and floodlighting, and a total carpet area measuring 106m x 66m. It would be marked as a full sized football pitch, with three 7-a-side pitches running across the width, but would not accommodate rugby games (although it can be used for rugby training). There would be no requirement for retaining structures with this proposal.



- **Option 4 – Reduced size rugby/ football:** This would be the same dimensions as the all-weather rugby/football pitch recently built at QMA and larger than the old grass pitch at Carrick Academy. It would have fencing and floodlighting and similar markings for rugby and football to the completed all-weather pitch with all dimensions reduced slightly. The pitch can be used for competitive football and for school level competitive rugby and training. The total carpet area would be 114m x 68m. There would be a requirement for some retaining structure.

4.3 There is an agreement in place that a portion of the land acquired for the 2<sup>nd</sup> pitch will be retained to facilitate the construction and then returned to the owner. The area was to be retained for a period of 12 months from the date of purchase, but will now require to be extended for a further 3 months should Options 1, 3 or 4 be taken forward. This has been verbally agreed with the owner but requires an amendment to the licence document for signing by both parties. This work is underway and should be concluded prior to commencing the works on 19 April 2023.

4.4 Discussions have been held with Education Services, Sport and Leisure, Carrick Academy, Local Members and Portfolio Holders. Given that the first pitch delivered is a full size rugby/football and can accommodate all levels of competitions, the general consensus is that the second pitch wouldn't necessarily need to be as big and that the slightly smaller QMA sized pitch (Option 4) would be an acceptable compromise.

4.5 Members are asked to consider the options in paragraph 4.2 and the associated impact on costs in paragraph 6.1 and provide instructions on how Officers should proceed.

## 5. Legal and Procurement Implications

5.1 The addition of the second pitch will be instructed utilising the variation mechanism in the current DBDA contract between the Council and SWHub to construct the Maybole Community Campus.

5.2 There are no procurement implications arising from this report.

## 6. Financial Implications

6.1 Three of the 4 options exceed the allowance on the project budget. The cost implications of each option are listed below:

Option	Description	Overall Cost	Allowance in current budget	Additional funding required
1	Proceed with current design - Full size rugby/football	£3,847,529	£2,420,445	£1,427,084
2	Do not progress with 2nd pitch – landscape area for alternative school use	To not exceed £2,420,445	£2,420,445	nil
3	Football size pitch	£3,155,068	£2,420,445	£734,623
4	Reduced size rugby/football	£3,452,507	£2,420,445	£1,032,062

6.2 To progress with options 1, 3 or 4, additional funding would be required to supplement the current allowance of £2,420,445 in the Councils Capital Programme against the Maybole Campus Project. Given the current financial climate and the significant financial pressures being faced by the Council, every effort should be made to minimise capital programme spend wherever possible.

## **7. Human Resources Implications**

7.1 Not applicable.

## **8. Risk**

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

8.1.1 Proceeding with options 3 or 4 would require an application to Planning for a Non-Material Variation to the Planning Consent. It is understood that this should be successful as it can be demonstrated that the total proposed pitch provision exceeds the total existing provision on the site for both options.

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

8.2.1 Not proceeding with one of these options or proceeding with option 2 to not progress with a 2nd pitch would breach the Planning Condition requiring two outdoor pitches to be available within one year of occupation of the school. This would require a further application to Planning, requiring consultation with SportScotland, who are unlikely to support the proposal.

## **9. Equalities**

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

## **10. Sustainable Development Implications**

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - The proposals in this report do not represent a qualifying plan, programme, policy or strategy for consideration for SEA. There exists therefore no obligation to contact the Scottish Government Gateway and no further action is necessary. An SEA has not been undertaken.

## **11. Options Appraisal**

11.1 An options appraisal has been carried out in relation to the subject matter of this report.

## **12. Link to Council Plan**

12.1 The matters referred to in this report contribute to Commitment 6 of the Council Plan: A Better Place to Live/ Enhanced environment through social, cultural and

economic activities.

### **13. Results of Consultation**

- 13.1 Statutory consultation has been held as part of the planning application for the project in advance of the Planning submission, which included a 2nd pitch.
- 13.2 Consultation has taken place with Councillor Martin Kilbride, Portfolio Holder for Buildings, Housing and Environment, Councillor Brian Connolly, Portfolio Holder for Sport and Leisure, and Councillor Stephen Ferry, Portfolio Holder for Education, and the contents of this report reflect any feedback provided.
- 13.3 Consultation has taken place with Local Members and the contents of this report reflect any feedback provided.
- 13.4 Education Services, Sport and Leisure and Carrick Academy have also been consulted on the options and have no strong preference and would be able to work with what is 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><b>Implementation</b></i>	<i><b>Due date</b></i>	<i><b>Managed by</b></i>
Implement instructions provided	22 February 2023	Service Lead - Special Property Projects

**Background Papers**     **Report to Leadership Panel of 24 August 2021 – [Maybole Community Campus – Financial Close](#)**

**Report to Leadership Panel of 24 August 2021 – Purchase of Land at Carrick Campus, Maybole (Members only)**

**Person to Contact**     **Derek Yuille, Service Lead – Special Property Projects**  
**County Buildings, Wellington Square, Ayr, KA7 1DR**  
**Phone 01292 612820**  
**E-mail [derek.yuille@south-ayrshire.gov.uk](mailto:derek.yuille@south-ayrshire.gov.uk)**

**Date: 8 February 2023**

## 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	Maybole Campus Update
Lead Officer (Name/Position/Email)	Derek Yuille, Service Lead – derek.yuille@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	-	x
Disability	-	x
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	-	-
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	-	-
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	-	-
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	-	-
Socio-economic Background – social class i.e. parent's education, employment and income	-	-

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

General Duty and other Equality Themes Consider the 'Three Key Needs' of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
<b>Eliminate unlawful discrimination, harassment and victimisation</b>	Low
<b>Advance equality of opportunity</b> between people who share a protected characteristic and those who do not	Low
<b>Foster good relations</b> 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?	<input checked="" type="checkbox"/> <b>YES</b>
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(A full Equality Impact Assessment must be carried out if impacts identified as <b>Medium and/or High</b> )	<b>NO</b>
<b>Rationale for decision:</b>  <b>The proposal does not have a significant positive impact therefore an EQIA is not required</b>	
<b>Signed :</b> Derek Yuille	<b>Service Lead</b>
<b>Date:</b> 10 January 2023	

**South Ayrshire Council**

**Report by Depute Chief Executive and Director  
of Housing, Operations and Development  
to Cabinet  
of 15 February 2023**

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**Subject: Former Hourstons Site**

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**1. Purpose**

- 1.1 The purpose of this report is to seek approval for the plan to implement a feasibility study to look at options for a future use of the former Hourstons site.

**2. Recommendation**

**2.1 It is recommended that the Cabinet:**

**2.1.1 agrees that the Service Lead - Professional Design Services leads a feasibility study to look at options for a future use of the former Hourstons site; and;**

**2.1.2 agrees to the allocation from the residual leisure centre budget in the Capital Programme to fund the professional fees to deliver the study.**

**3. Background**

- 3.1 On 13 October 2022, a report was presented to South Ayrshire Council to provide an update on the new leisure centre project including an update on the site acquisition of the Arran Mall. Members agreed to reject the Stage 2 submission from HubSW on the basis that it did not meet the affordability cap criteria. They also agreed to undertake a feasibility study for a mixed-use development of the Arran Mall and Hourstons and report back to Cabinet for consideration and instructions.

- 3.2 On 15 December 2022, a report was presented to South Ayrshire Council to provide an update on the new leisure centre project. Members agreed to reject the revised Stage 2 submission from HubSW thus bringing the Stage 2 process and the development of the project to an end.

**4. Proposals**

- 4.1 Given the recent announcement by the UK Government that the Council's bid for money from the UK Levelling Up Fund was unsuccessful, and that discussions regarding the purchase of the Arran Mall are ongoing, it is proposed to limit the feasibility study to the properties that the Council already owns, i.e. the former

Hourstons site. To facilitate the feasibility study, there is a requirement to appoint a design team to undertake the required roles and it is proposed that an Invitation for Strategic Support Services is submitted to HubSW to provide these services. It is also proposed that the remit of this exercise is extended to include an exercise to update the Ayr Town Centre Strategy and Action Plan to reflect the Administration's aspirations for Ayr Town Centre. The cost of Strategic Support Services will be capped at a maximum of £150,000.

## **5. Legal and Procurement Implications**

5.1 There are no legal implications arising from this report.

5.2 Services and works delivered under the SW Territory Hub are covered by the Councils Standing Orders for the Award of Contracts.

## **6. Financial Implications**

6.1 It is proposed that the costs of Strategic Support Services for the feasibility study of up to £150,000 will be funded from an allocation from the residual leisure centre budget.

## **7. Human Resources Implications**

7.1 There are no HR implications arising from this report.

## **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 Not proceeding with the implementation plan for the management of the feasibility study and update to Ayr Town Centre Strategy and Action Plan will limit the ability of officers to take forward these pieces of work.

## **9. Equalities**

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

## **10. Sustainable Development Implications**

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - The proposals in this report do not represent a qualifying plan, programme, policy or strategy for consideration for SEA. There exists therefore no obligation to contact the Scottish Government Gateway and no further action is necessary. An SEA has not been undertaken.



## 11. Options Appraisal

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

## 12. Link to Council Plan

12.1 The matters referred to in this report contribute to Commitment 6 of the Council Plan: A Better Place to Live/ Enhanced environment through social, cultural and economic activities.

## 13. Results of Consultation

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

13.2 Consultation has taken place with Councillor Martin Kilbride, Portfolio Holder for Buildings, Housing and Environment, and the contents of this report reflect any feedback provided.

## 14. Next Steps for Decision Tracking Purposes

14.1 If the recommendations above are approved by Members, the Director 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
Submit invitation for Strategic Support Services to HubSW	28 February 2023	Service Lead – Special Property Projects

**Background Papers**      **Report to South Ayrshire Council of 13 October 2022 – [New Leisure Centre Project](#)**

**Report to South Ayrshire Council of 18 December 2019 – Town Centre Development (Members only)**

**Person to Contact**      **Derek Yuille – Service Lead - Special Property Projects**  
**County Buildings, Wellington Square, Ayr KA7 1DR Phone 01292 612820**  
**Email [derek.yuille@south-ayrshire.gov.uk](mailto:derek.yuille@south-ayrshire.gov.uk)**

**Date: 8 February 2023**

## South Ayrshire Council Equality Impact Assessment Scoping Template

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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	Former Hourstons Site
Lead Officer (Name/Position/Email)	Derek Yuille, Service Lead – Special Property Projects – derek.yuille@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)
<b>Eliminate unlawful discrimination, harassment and victimisation</b>	Low
<b>Advance equality of opportunity</b> between people who share a protected characteristic and those who do not	Low
<b>Foster good relations</b> 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?	<input checked="" type="checkbox"/> <b>YES</b>
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(A full Equality Impact Assessment must be carried out if impacts identified as <b>Medium and/or High</b> )	<b>NO</b>
<b>Rationale for decision:</b>  <b>The proposal does not have significant positive or negative impact with regards to equality therefore an EQI is not required</b>	
<b>Signed :</b> Derek Yuille	<b>Service Lead</b>
<b>Date:</b> 6 January 2023	

**South Ayrshire Council**

**Report by Head of Legal and Regulatory Services  
to Cabinet  
of 15 February 2023**

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**Subject: Regulation of Investigatory Powers (Scotland) Act 2000 - Inspection of South Ayrshire Council by the Investigatory Powers Commissioner's Office**

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**1. Purpose**

- 1.1 The purpose of this report is to advise the Cabinet of the content of the inspection report by the Investigatory Powers Commissioner's Office (IPCO) dated 18 November 2022 regarding the Council's arrangements for the use of covert techniques; to seek endorsement of revisions to the Council's procedures to address the comments made within that report; and to provide an update on the Council's use of Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA)

**2. Recommendation**

**2.1 It is recommended that the Cabinet:**

- 2.1.1 notes the terms of the report from the IPCO dated 18 November 2022 (see Appendix 1);**
- 2.1.2 approves the proposed revised Council Procedures for Directed Surveillance and the Use of Covert Human Intelligence Sources (CHIS) (see Appendix 2); and**
- 2.1.3 notes the level and type of covert activity which has been authorised since the previous inspection (see Appendix 3).**

**3. Background**

- 3.1 The Human Rights Act 2000 provides that people within the United Kingdom have certain rights respected, including the right to a fair trial and the right to privacy. The right to privacy cannot be interfered with by public authorities, except for certain defined purposes, and such interference must also be proportionate. The Regulation of Investigatory Powers (Scotland) Act 2000 (RIPSA) requires public authorities such as local authorities and the police, to conduct any covert activities in a manner which is consistent with these rights. The legislation creates a framework which, if followed, allows for surveillance by public authorities without breaching the right to privacy.
- 3.2 The two types of surveillance currently available to the Council under RIPSA are directed surveillance (observing persons without their knowledge) and the use of a

covert human intelligence source (asking a third party to establish or maintain a relationship to obtain information in secret) which, for example, may be an informant or officer working undercover.

3.3 Public authorities may legitimately intrude on a person's right to privacy on certain grounds as long as they can demonstrate the intrusion is both necessary and proportionate. These grounds are:

3.3.1 for the prevention or detection of crime;

3.3.2 for public health; or

3.3.3 for public safety reasons

3.4 Both covert surveillance and CHIS activity have to be justified in terms of the legislation and, in line with Council procedure, cannot take place without an 'authorisation'. An authorisation is signed approval from a 3<sup>rd</sup> tier or above senior officer, of a written application to carry out covert activities. It considers the necessity and proportionality of the proposed operation and sets out the limits, duration and circumstances under which officers may conduct the covert activity. The procedures and associated forms, covering the process from grant of application, review and cancellation, are contained in the Council procedure documents for directed surveillance and CHIS respectively. Observance of these procedures protects both the Council and the public. Failure to comply with them renders the Council liable to action for breach of a person's human rights, may result in any evidence obtained by covert activity being inadmissible in court, and carries a reputational risk for the Council for failing to observe its own procedures.

3.5 Training of Council staff on the legislation and Council procedures is important in order to maintain a level of awareness among relevant officers of the need to consider RIPSAs in certain circumstances. An online training package on COAST was devised by Legal Services in 2022, and approximately 110 Council staff completed the course last year, having been identified by their service managers as a relevant training area. These included staff from Legal, Housing, Planning & Building Services, Internal Audit and Neighbourhood Services. It is intended that this will be refreshed on an annual basis.

3.6 The Council receives an audit every 3 years from the Investigatory Powers Commissioner's Office (IPCO). During these audits, the Surveillance Inspector examines the policies and procedures in place, completed authorisation documentation, and training programmes, as well as interviewing operational and authorising staff to ascertain the level of knowledge of the principles and procedures. Until the 2019 audit, all previous audits have involved a physical visit by the Inspector to the Council. However, since 2019, the IPCO have changed their practice, and carry out 'desktop' audits of some public authorities, where they are satisfied from all documentation submitted, that the Council's arrangements under RIPSAs were satisfactory.

## **4. Proposals**

4.1 The Council's previous inspection in 2019 was carried out by the IPCO as a desktop audit, and the most recent inspection in 2022 was similarly a desktop audit, following receipt of all documentation required, including copy applications, training material and updated procedures, and a remote interview with the Council's Senior Responsible Officer for RIPSAs matters, Catriona Caves, and the Service Lead - Legal and Licensing, Karen Briggs. A copy of the IPCO report dated 18 November

2022 is attached as Appendix 1. As with the 2019 report, the Inspector did not find it necessary to highlight any 'areas of non-compliance' (formerly referred to as 'recommendations'), instead offering some observations on applications and suggestions for updating the Council's RIPSAs procedures,

- 4.2 The inspection report confirms that the 3 observations made in the 2019 report had been addressed by the Council, and that 'the information provided had demonstrated a level of competence which removes, for the present, the requirement for a physical inspection'. The report also notes the voluntary reporting of the error to the IPCO in 2021, in respect of 2 authorisations from 2017 and 2019 which had not been recorded in the Central Register of Authorisations (this was referred to in the Members' Bulletin dated January 2022 – [Covert Surveillance Annual Update](#)), and confirms that the Inspector was satisfied with the remedial action taken by the Council.
- 4.3 The report also provides comments on the Council's protocols and guidance for staff on areas such as retention and destruction of data and inclusion of collateral intrusion material in the Retention Schedule, which has been updated as a result, and investigations using social networking sites. The Inspector also makes observations on the wording in specific RIPSAs authorisations which were reviewed by the Inspector, in particular relating to aspects such as proportionality and collateral intrusion, and provides guidance on how applicants and authorisers can improve the information provided in the application forms. Relevant staff have been updated on this.
- 4.4 Overall the report was positive about the Council's arrangements under RIPSAs, including the following comments:
- 'Your authority has been found to demonstrate good practice and compliance as highlighted within the report'
  - 'The training package in particular is of a high standard and reflects well on the efforts of the Council to upskill staff and ensure compliance'
  - 'The delivery of training to 110 members of staff since June 2022, and ongoing monitoring of course completion, is to be commended and encouraged to continue'
  - 'Your Protocol for Investigation involving Social Networking Sites, combined with instructions contained in the COAST training package, contains suitable guidance to staff regarding how this should be used'
  - 'Applicants demonstrate awareness for the timely destruction of non-relevant material within authorisations'
- 4.5 The report contains some observations on areas in the Council RIPSAs procedures which could be clarified, including the authorisation level within the Council in relation to confidential material and juvenile sources. The procedures (see Appendix 2) have been amended to take account of these comments, and the details of the Nominated Officers in Annex 1 of each procedure have also been updated to reflect the retirement of David Strang and the appointment as Nominated Officer by the Head of Legal and Regulatory Services of Gavin Cockburn, Service Lead – Education Support Services, in his place.
- 4.6 The Cabinet is asked to approve the proposed revised Council Procedures (see Appendix 2 – changes marked in **bold** text) and note the level and type of covert activity which has been authorised since the last inspection. (see Appendix 3).

## **5. Legal and Procurement Implications**

5.1 There are no legal implications arising from this report. This report outlines the measures in place to ensure that the Council complies with its legal obligations.

5.2 There are no procurement implications arising from this report.

## **6. Financial Implications**

6.1 Not applicable.

## **7. Human Resources Implications**

7.1 Not applicable.

## **8. Risk**

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

8.1.1 There is no new risk to adopting the recommendations.

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

8.2.1 The risk associated with rejecting the recommendations in this report are that the Council may be criticised by the IPCO in future RIPSAs inspections, for not having updated the RIPSAs procedures in line with their observations.

## **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 4.

## **10. Sustainable Development Implications**

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

## **11. Options Appraisal**

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

## **12. Link to Council Plan**

12.1 The matters referred to in this report contribute to Commitment 5 of the Council Plan: Stand up for South Ayrshire/ Increase the profile and reputation of South Ayrshire and the Council.



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

Implementation	Due date	Managed by
Revise Council procedures under RIPSA and substitute new versions on the Core	1 March 2023	Service Lead – Legal and Licensing

**Background Papers**    **Members' Bulletin – January 2022 – [Covert Surveillance Annual Update](#)**

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**Date: 6 February 2023**

# IPCO

Investigatory Powers  
Commissioner's Office

PO Box 29105, London  
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Eileen Howat  
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[eileen.howat@south-ayrshire.gov.uk](mailto:eileen.howat@south-ayrshire.gov.uk)

18 November 2022

Dear Ms. Howat,

## IPCO Surveillance and CHIS Inspection of South Ayrshire Council

South Ayrshire Council was recently the subject of a remote inspection by one of my Inspectors, xxxxxxxxxxxxxx, who looked at your use of powers and procedures in relation to directed surveillance and CHIS. This was facilitated through Ms. Karen Briggs (Service Lead – Legal and Licensing) who provided documentation and further information in relation to the Council's current usage of the powers under RIP(S)A, the response to the previous inspection in 2019, and my letter of July 2020 regarding Data Assurance.

The information provided has demonstrated a level of compliance which removes, for the present, the requirement for a physical inspection.

The last inspection was undertaken by xxxxxxxxxxxxxx in November 2019. On this occasion three observations were noted as follows:

- Signposting of staff to good practical examples of directed surveillance online and open-source research within the Scottish Government Codes of Practice (2017).
- Amendments to Section 6 of CHIS and Directed Surveillance policies to reflect prescription of offences (SSI 2010/350).
- Elected Members should be sighted on the authority's use of the legislation and set policy at least once a year.

xxxxxxx reviewed the Procedure for Authorisation of Covert Surveillance, Procedure for Authorisation of the Use of Covert Human Intelligence Sources, the online RIP(S)A Awareness Training package (COAST), and Elected Members' briefings on the use of powers. He has noted the observations have been addressed sufficiently for all matters. The training package in particular is of a high standard and reflects well on the efforts of the Council to upskill staff and ensure compliance.

I would ask that the procedures detailing the authorisation of juvenile CHIS (Procedure for Authorisation of the Use of Covert Human Intelligence Sources, paragraph 5.5.4) and directed surveillance confidential material (Procedure for Authorisation of Covert Surveillance, paragraph 5.3.1) be reviewed. The current Council position of such authorisations falling to the Chief Executive, in [their] absence the Deputy Chief Executive, and in [their] absence a Director, goes beyond the defined authorisation level within Scottish Government Codes of Practice for councils constituted under section 2 of the Local Government etc (Scotland) Act 1994. The Authorising Officer is required to be a person exercising the role of Chief Executive at that time. It will also be helpful for additional clarification to be added to the Procedure for Authorisation of Covert Surveillance, paragraph 6.13, relating to applications being submitted within their own line management. Paragraph 5.7 of the Scottish Government Covert Surveillance and Property Interference Code of Practice 2017 (CSPI) states that the Authorising Officer should not normally be directly involved in the investigation.

Ms. Briggs has advised my Inspector that the Council no longer has a CCTV monitoring station, but staff may occasionally be available to monitor specific events on the request of Police Scotland. The relevant CCTV protocol with Police Scotland has been reviewed and it is noted that although agreed in 2019, references within the document do not correspond with the associated 2017 Code of Practice paragraphs. Although infrequently requested, it is important that staff are able to refer to the appropriate legislation, and as such, a request to Police Scotland to review and update or withdraw the document should be made.

The error reported to IPCO in 2021 in respect of not recording two authorisations on your Central Register, and consequently not making them available for inspection to xxxxxxxxxxxx in 2019, is noted. xxxxxxxxxxxx has been satisfied by the remedial action taken by the Council to prevent reoccurrence. Although outside of the current inspection period, my Inspector has reviewed both authorisations (148, 149). In addition, he has reviewed a single completed authorisation (147), and a live authorisation (150).

Authorisations 148 and 149 relate to suspected theft by employees. Tactics deployed included visual observation and video recording in public places. Authorisation 147 and 150 relate to Trading Standards deployments against suspected illicit cigarette vendors. The statutory requirements for necessity were met in relation to the prevention or detection of crime. In authorisation 148, which related to the theft of fuel, this was also noted for public safety and public health which were not relevant in that particular case.

Within all authorisations, the Inspector noted minimal consideration of proportionality relating to what other methods had been considered and why they were not implemented (CSPI paragraph 4.7), and as required within section 9 of the Council RIP(S)A Directed Surveillance application. This is addressed within slide 12 of the COAST online training you deliver and will hopefully be used as a source of guidance for staff in future applications.

Collateral intrusion considerations within 148, 149 and 150 were generic, and minimised intrusion on members of the public using the public spaces and not involved in criminality. There is a marked improvement within 150, which is concise but explains the risk well. Collateral intrusion considerations form part of the applicant section of the RIP(S)A forms used at section 8. The Authorising Officer requirements within section 13 describe Necessity and Proportionality but do not guide Authorising Officers to consider the extent of collateral intrusion (CSPI paragraph 4.11). Inclusion of this within the explanation heading would assist the focus on this important element.

Section 12 of the application form requires the Authorising Officer to provide a statement and is structured "Who, What, Where, When, Why and How". This is useful for the Authorising Officer's considerations and describing the specific activity authorised. It is important that an authorisation is the consideration of the Authorising Officer and not merely a rubber-stamp of an application. It is important also that the activity authorised is clearly defined and communicated to staff involved in administering it (*R v Sutherland*).

Authorisation 150 is considered too brief and does not describe the activity authorised, endorsing the application instead. The period authorised is of such a short duration that should the deployment date be delayed by more than two days, a renewal authorisation was said to be required. Directed Surveillance authorisations are authorised for three months. Whilst laudable that the Council does not appear to be excessive with the use of powers, it would be sensible for the Authorising Officer to factor in a reasonable amount of time to cater for unforeseen operational difficulties. It is their prerogative to set an early review date following authorisation if they wish to maintain robust control of the ongoing necessity and proportionality of what they have sanctioned.

The monitoring of social media and the internet offers investigative opportunities to assist with your enforcement or other responsibilities. Your Protocol for Investigation Involving Social Network Sites, combined with instructions contained in the COAST training package, contains suitable guidance to staff regarding how this should be used. Ms. Briggs is aware of the challenge for the Council to raise awareness across all relevant departments. The delivery of training to 110 members of staff since June 2022, and ongoing monitoring of course completion, is to be commended and encouraged to continue.

A specific focus for the inspection was the retention, review, and destruction (RRD) of data gathered utilising the covert powers available. It is acknowledged that the Scottish Council for Archives (SCARRS) places a significant level of structure and oversight around data acquired and retained by Councils. Ms. Briggs and the SRO, Ms. Catrina Caves (Head of Legal and Regulatory Services), demonstrated a good understanding of how relevant covert material is retained and disposed of within relevant departments. Applicants demonstrate awareness for the timely destruction of non-relevant material within authorisations. Ms. Briggs and Ms. Caves have agreed to ensure that collateral intrusion material is reflected within relevant SCARRS guidance. This will be sufficient for South Ayrshire Council to discharge its responsibilities around Data Assurance. I hope the advice of my Inspector was helpful in identifying the minimum requirements required in this regard.

Whilst my Inspector is satisfied that this matter will be attended to promptly, this area of compliance will continue to be focused upon in future inspections. Highlighting RRD responsibilities to new staff and weaving this into your refresher training inputs will ensure those persons likely to engage the covert powers are fully au fait with the safeguarding requirements.

Your authority has been found to demonstrate good practice and compliance as highlighted within the report. Ms. Briggs and Ms. Caves take their responsibilities seriously and I would like to thank you for the assistance provided to my Inspector during the inspection.

I hope your authority has found this inspection to be of benefit. My Office is available to you should you have any further queries following this inspection, or at any point in the future. Contact details are provided at the foot of this letter.

I shall be grateful if you would acknowledge receipt of this letter within two months.

Yours sincerely,

**The Rt. Hon. Sir Brian Leveson**  
The Investigatory Powers Commissioner

*Please be aware that IPCO is not a "public authority" for the purpose of the Freedom of Information (Scotland) Act (FOISA) and therefore falls outside the reach of the FOISA. It is appreciated that local authorities are subject to the FOISA and that they may receive requests for disclosure of our reports. In the first instance the SRO should bring the matter to the attention of the IPCO Data Protection Officer (at: [info@ipco.org.uk](mailto:info@ipco.org.uk)), before making any disclosure. This is also the case if you wish to make the content of this letter publicly available.*

# **Procedure for Authorisation of Covert Surveillance**

Author: Karen Briggs, Service Lead - Legal and Licensing; Legal and Regulatory Services

Date: 6/7/01 First Revision: 9/07/09. Second Revision 1/04/11. Third revision: 18/07/12. Fourth revision 18/02/14. Fifth revision 18/10/16. Sixth revision 19/11/18. Seventh revision 19/12/19. Eighth revision 6/01/23.

Status: Internal document for use by South Ayrshire Council staff but may be shared with other Councils or agencies and the public.

## **1. Foreword**

- 1.1 The use of surveillance to provide information is a valuable resource for the protection of the public and the maintenance of law and order. In order that local authorities and law enforcement agencies are able to discharge their responsibilities, use is made of unaided surveillance and surveillance devices. Where this surveillance is covert i.e. the subject of the surveillance is unaware that it is taking place, then it must be authorised to ensure that it is lawful. CCTV systems in the main will not be subject to this procedure as they are 'overt' forms of surveillance. However where CCTV is used as part of a pre-planned operation of surveillance then authorisation should be obtained.
- 1.2 Until October 2000 covert surveillance was not subject to statutory control in the UK. From that date a legal framework ensures that the use of surveillance is subject to an authorisation, review, renewal and cancellation procedure.

## **2. Policy statement**

- 2.1 In some circumstances, it may be necessary for South Ayrshire Council employees, in the course of their duties, to make observations of a person or person(s) in a covert manner, i.e. without that person's knowledge. This may also be by means of open source material such as social media. By their nature, actions of this sort may constitute an interference with that person's right to privacy and may give rise to legal challenge as a potential breach of Article 8 of the European Convention on Human Rights and the Human Rights Act 1998 ('the right to respect for private and family life').
- 2.2 The Regulation of Investigatory Powers Act (2000) [RIPA] and the Regulation of Investigatory Powers (Scotland) Act (2000) [RIP (S) A] ('the Acts') together provide for the first time a legal framework for covert surveillance activities by public authorities (including local authorities) and an independent inspection regime to monitor these activities.
- 2.3 Whilst the Acts do not impose a requirement for local authorities to seek or obtain an authorisation, where one is available South Ayrshire Council employees will adhere to the authorisation procedure before conducting any covert surveillance.

- 2.4 Employees of South Ayrshire Council will **not** carry out intrusive surveillance within the meaning of the Regulation of Investigatory Powers (Scotland) Act 2000. This is surveillance of anything taking place on residential premises or in a private vehicle that involves the presence of an individual on the premises or in the vehicle or is carried out by means of a surveillance device capable of providing information of the same quality and detail as might be expected to be obtained from a device actually present on the premises or in the house.
- 2.5 An authorisation for directed surveillance is only appropriate for the purposes of a specific investigation or operation, insofar as that investigation or operation relates to the grounds specified at section 6(3) or 10(2) of RIP(S)A. Covert surveillance for any other general purposes should be conducted under other legislation, if relevant, and an authorisation under RIP(S)A should not be sought. A public authority may only engage RIP(S)A when in performance of its 'core functions'.
- 2.6 The 'core functions' are the specific 'public functions', undertaken by a particular authority, in contrast to the 'ordinary functions' which are those undertaken by all authorities (e.g. employment issues, contractual arrangements etc.). The disciplining of an employee is not a 'core function', although related criminal investigations may be. The protection of RIP(S)A may therefore be available in relation to associated criminal investigations so long as the activity is deemed to be necessary and proportionate. Further guidance on this is provided in sections 3.32 to 3.33 of the Scottish Government Code of Practice on Covert Surveillance and Property Interference dated December 2017 a link to which is provided below. <https://www.gov.scot/publications/covert-surveillance-property-interference-code-practice/>

### 3. Objective

- 3.1 The objective of this procedure is to ensure that all work involving directed surveillance by South Ayrshire Council employees is carried out effectively, while remaining in accordance with the law. It should be read in conjunction with the Regulation of Investigatory Powers (Scotland) Act 2000 and the Scottish Government's Code of Practice on the Use of Covert Human Intelligence Sources and the Code of Practice on Covert Surveillance and Property Interference (referred to as the 'Codes').

#### 3.2 Definitions

- 3.2.1 **Covert surveillance** means surveillance that is carried out in a manner calculated to ensure that the persons subject to the surveillance are unaware that it is taking place.
- 3.2.2 **Authorising officer** is the person who is entitled to give an authorisation for directed surveillance in accordance with section 8(3)(c) of the Regulation of Investigatory Powers (Scotland) Act 2000.

- 3.2.3 **Private information** includes information about a person relating to his private or family life.
- 3.2.4 **Residential premises** means any premises occupied or used, however temporarily, for residential purposes or otherwise as living accommodation.
- 3.2.5 **Private vehicle** means any vehicle that is used primarily for the private purpose of the person who owns it or of a person otherwise having the right to use it. This does not include a person whose right to use a vehicle derives only from his having paid, or undertaken to pay, for the use of the vehicle and its driver for a particular journey. A vehicle includes any vessel, aircraft or hovercraft.

## 4. Scope of the Procedure

- 4.1 This procedure applies in all cases where 'directed surveillance' is being planned or carried out. Directed surveillance is defined in the Code of Practice as surveillance undertaken "for the purposes of a specific investigation or operation" and "in such a manner as is likely to result in the obtaining of private information about a person." Directed surveillance and the need for authorisation to conduct directed surveillance may also cover web resources and social networking sites. Even though these may be considered as 'open source' with limited or no privacy controls, nevertheless repeated or systematic observations of such sources that result in private information being obtained may require prior directed surveillance authorisation. Useful further guidance on this and examples of good practice can be found in the Scottish Government Code of Practice referred to in paragraph 2.6 above. For instance, sections 3.11 to 3.15 of the Code provide detailed guidance on Online Covert Activity; section 3.31 provides examples of general observation activities; and sections 4.40 to 4.43 provide guidelines on general best practices.
- 4.2 The procedure does not apply to:
- Ad-hoc covert observations that do not involve the systematic surveillance of specific person(s)
  - Observations that are not carried out covertly, or
  - Unplanned observations made as an immediate response to events.
- 4.3 The authorisation procedures described below should be followed but in cases of doubt further advice should be sought from Legal Services.

## 5. Principles of Surveillance

- 5.1 In planning and carrying out covert surveillance, South Ayrshire Council employees shall comply with the following principles.

## 5.2 Lawful purposes

Directed surveillance shall only be carried out where necessary to achieve one or more of the permitted purposes (as defined in the Acts) namely:

- 5.2.1. For the purpose of preventing or detecting crime or the prevention of disorder;
- 5.2.2 In the interests of public safety;
- 5.2.3 For the purpose of protecting public health;
- 5.2.4 For any other purpose prescribed in an order made by the Scottish Ministers.

Employees carrying out surveillance shall not interfere with any property or harass any person.

## 5.3 Confidential material

5.3.1 Applications where a significant risk of acquiring confidential material has been identified shall always require the authorisation of the Chief Executive **or in his/her absence, of the person exercising the role of Chief Executive.**

5.3.2 Confidential material consists of:

- Matters subject to legal privilege (for example between professional legal advisor and client),
- Confidential personal information (for example relating to a person's physical or mental health) or
- Confidential journalistic material.

## 6. The Authorisation Process

6.1 Applications for directed surveillance will be authorised at the level of Investigations Manager or Assistant Head of Service as prescribed by the Regulation of Investigatory Powers (Prescription of Offices, etc. and Specification of Public Authorities)(Scotland) Order 2010, SSI 2010/350. For the purposes of South Ayrshire Council the Investigation Manager will be no lower than Service Lead or equivalent level and specifically nominated by the Head of Legal and Regulatory Services. The nominated authorisers are listed at Annex 1 which will be updated as required. For public authorities there are no substitutes of lower grade prescribed to authorise 'urgent' cases in contrast, for example, to the police.

6.2 Authorising officers within the meaning of this procedure should **ensure that they are not directing or enabling any operations which they authorise, and** avoid authorising their own activities wherever possible and only do so in exceptional circumstances.

6.3 Authorisations will be in writing. However, in urgent cases a Service Lead or equivalent or above may approve applications orally.



6.4 All applications for directed surveillance authorisations will be made on form SAC/DS/App. The applicant in all cases should complete this. In urgent cases the authorising officer may give an oral authorisation. A statement that the authorising officer has expressly granted the authorisation should be recorded on the form or, if that is not possible, in the applicant's notebook or diary. This should be done by the person to whom the authorising officer spoke (normally the applicant) but should later be endorsed by the authorising officer.

*Please note that it is the responsibility of the Authorising Officer to ensure that each application is complete, registered in the Central Register of Authorisations kept by the Head of Legal and Regulatory Services, and a Unique Reference Number from the Central Register included on the application at the top of every page, before signing.*

6.5 All applications for directed surveillance renewals will be made on form SAC/DS/Ren. The applicant in all cases should complete this where the surveillance requires to continue beyond the previously authorised period (including previous renewals).

6.6 Where authorisation ceases to be either necessary or appropriate the authorising officer or appropriate deputy will cancel an authorisation using form SAC/DS/Can.

6.7 Forms, codes of practice and supplementary material will be available from the Council Intranet and will be maintained by the Trading Standards Service.

6.8 Any person giving an authorisation for the use of directed surveillance must be satisfied that:

- Account has been taken of the likely degree of intrusion into the privacy of persons other than those directly implicated in the operation or investigation ('collateral intrusion'). Measures must be taken, wherever practicable, to avoid unnecessary intrusion into the lives of those affected by collateral intrusion.
- The authorisation is necessary.
- The authorised surveillance is proportionate.

6.9 **Necessity**

Surveillance operations shall only be undertaken in accordance with law where there is applicable legislation and/or where there is a risk to public health or safety.

6.10 **Effectiveness**

Surveillance operations shall be undertaken only by suitably trained or experienced employees, or under their direct supervision.

6.11 **Proportionality**

The use of surveillance shall not be excessive i.e. it shall be in proportion to the significance of the matter being investigated. Factors to be considered are how intrusive might it be on the subject of surveillance or on others? Why is this intrusion outweighed by the need for surveillance in operational terms or can the evidence be obtained by any other means? More guidance is provided within the directed surveillance application form, and in sections 4.4 to 4.15 of the Scottish Government Code of Practice.

**6.12 Authorisation**

All directed surveillance shall be authorised in accordance with this procedure.

- 6.13 Applicants should apply within their own line management structure unless other arrangements have been agreed or it is unreasonable or impractical in the circumstances.

**7. Time Periods – Authorisations**

- 7.1 Oral applications expire after 72 hours. If required they can be renewed for a further period of 3 months if renewed in writing. It is not expected oral authorisations will be required by Council services given the criteria that must be met.
- 7.2 Written authorisations expire 3 months beginning on the day from which they took effect.

**8. Time Periods – Renewals**

- 8.1 If at any time before an authorisation would expire (including oral authorisations) the authorising officer considers it necessary for the authorisation to continue for the purpose for which it was given, it may be renewed in writing for a further period of 3 months beginning with the day on which the previous authorisation ceases to have effect. Applications should only be made shortly before the authorisation is due to expire.
- 8.2 Any person entitled to authorise may renew authorisations. They may be renewed more than once, provided they continue to meet the criteria for authorisation.

**9. Review**

- 9.1 The Authorising Officer shall review all authorisations as often as he/she deems necessary in the circumstances and in any case at intervals of not more than one month. Review dates should be set taking into account the likely duration of the operation. Details of the review and the decision reached shall be noted on form SAC/DS/Rev.

## 10. Cancellation

- 10.1 The authorising officer or appropriate deputy must cancel an authorisation if he/she is satisfied that the directed surveillance no longer satisfies the criteria for authorisation.

## 11. Monitoring

- 11.1 Each Service or discrete location within Services must maintain a record of all applications for authorisation (including refusals), renewals, reviews and cancellations. The most senior authoriser in that Service or at that location will maintain the monitoring sheet form SAC/ms/ripsa.

## 12. Security, Retention and Monitoring of Documents

- 12.1 Documents created under this procedure are highly confidential and shall be treated as such. Services shall make proper arrangements for their retention, security and destruction, in accordance with the requirements of the Data Protection Act 1998 and the Code of Practice.
- 12.2 The Head of Legal and Regulatory Services will maintain the Central Register of Authorisations. An applicant shall notify the Head of Legal and Regulatory Services (or his/her nominated officer) and provide such detail as is sufficient for the completion of the Central Register. The Head of Legal and Regulatory Services (or his/her nominated officer) will record the details of the application as required in the Central Register and allocate a Unique Reference Number (URN) to the applicant.
- 12.3 Upon authorising the application, the Authorising Officer shall send the original Authorisation to the Central Register as soon as possible and no later than the next working day. If applicable, all Review, Renewal and Cancellation forms shall be forwarded to the Central Register as soon as possible after completion and no later than the next working day with the Authorising Officer retaining copies of all documents. All documentation that requires a signature shall be completed with either a digital or 'wet' signature. If sent by mail, all material shall be conspicuously marked 'Strictly private and confidential.'
- 12.4 On each occasion the Head of Legal and Regulatory Services shall notify the person nominated by the Head of Legal and Regulatory Services to act as Quality Auditor who shall examine the documents referred to. Any issues arising from the completion of these documents shall be recorded on the Quality Audit Form and fed back to the applicant and authoriser concerned. The Quality Audit Form shall be appended to each original form as applicable and retained in the Central Register.
- 12.5 The Authorising Officer shall retain the copy forms for at least three years after cancellation. The Head of Legal and Regulatory Services will retain the original forms for at least five years after cancellation.

### 13. Covert technical equipment

- 13.1 Technical equipment such as still and video cameras can be used overtly or covertly. It is essential that control be exercised over such equipment to ensure that it is not deployed covertly without first obtaining a RIPS(A) authorisation. Applicants and authorising officers must consider carefully if the use of covert equipment is necessary, proportionate and can be justified. Equipment should be secured to ensure that access is restricted to a person designated within the authorisation and only for the duration of the authorisation.
- 13.2 The equipment deployed for directed surveillance should be clearly identified in and identifiable from the authorisation.

### 14. Retention and destruction of material ('product')

- 14.1 Arrangements must be put in place for the secure handling, storage and destruction of material obtained through the use of directed surveillance. Authorising officers, through their relevant Data Controller, must ensure compliance with the appropriate data protection requirements under the Data Protection Act 2018, the General Data Protection Regulation 2018, and any relevant codes of practice relating to the handling and storage of material.
- 14.2 Where the product of surveillance could be relevant to legal proceedings it should be retained in accordance with established legal requirements for a suitable further period. There is nothing which prevents material obtained under directed surveillance or intrusive CHIS authorisations from being used to further other investigations.
- 14.3 Material obtained as a result of surveillance activities e.g. photographs; video film; surveillance logs etc. must either be retained in accordance with relevant evidence procedures if required for further proceedings or securely destroyed if not or no longer required. All Officers should ensure that the integrity, security and confidentiality of this material is maintained. Such material should be retained for a period of five years.
- 14.4 The disposal and/or retention of product must be clearly detailed on the cancellation form SAC/DS/Can. **Disposal/retention will be carried out in line with the Council's Retention Schedule (SCARRS) , section 4.004 ("Investigation, inspections and monitoring") - [scarrs schedule \(south-ayrshire.gov.uk\)](https://www.south-ayrshire.gov.uk).**

### 15. Responsibility of Elected Members

- 15.1 The Scottish Government Codes of Practice recommend that elected members of a local authority should review the authority's use of RIP(S)A and set the policy at least once a year. They should not, however, be involved in making decisions on specific authorisations. **South Ayrshire Council elected members will be provided with an annual Members' Bulletin to update them on RIPS(A) activity and issues, and Panel reports will also be**

presented to elected members where appropriate, including to provide updates following IPCO regulatory inspections.

## **16. Oversight**

- 16.1 The Investigatory Powers Commissioner's Office (IPCO) provides independent oversight of the use of the powers contained within the Regulation of Investigatory Powers (Scotland) Act 2000. This oversight includes inspection visits by Inspectors appointed by the IPCO. .

## **17. Complaints**

- 17.1 The Regulation of Investigatory Powers Act 2000 (the 'UK Act') establishes an independent Tribunal. This has full powers to investigate and decide any cases within its jurisdiction. A leaflet titled 'Investigatory Powers Tribunal: Regulation of Investigatory Powers Act 2000' sets out the complaints procedure. This is available from the Council Intranet and includes a form for a person to complain to the Tribunal.

**Annex 1**

Nominated officers for the purposes of the Regulation of Investigatory Powers (Prescription of Offices, etc. and Specification of Public Authorities) (Scotland) Order 2010, SSI 2010/350.

<b>Name</b>	<b>Title</b>
<b>Morton Houston</b>	<b>Service Lead - Trading Standards and Environmental Health</b>
<b>Kenny Dalrymple</b>	<b>Assistant Director, Housing and Operations</b>
<b>Tom Simpson</b>	<b>Service Lead - Corporate Accounting</b>
<b>Gavin Cockburn</b>	<b>Service Lead – Education Support Services</b>
<b>Michael Alexander</b>	<b>Service Lead - Housing Services</b>

**Nominated officers for authorisation of operations where there is significant risk of acquiring confidential material shall always be the Chief Executive or in his/her absence the person exercising the role of Chief Executive.**

# **Procedure for Authorisation of the Use of Covert Human Intelligence Sources**

Author: Karen Briggs, Service Lead – Legal and Licensing; Legal and Regulatory Services

Date: 6/7/01 First Revision: 9/07/09. Second Revision 1/04/11. Third revision: 18/07/12. Fourth revision 18/02/14. Fifth revision 18/10/16. Sixth revision 19/11/18. Seventh revision 19/12/19. Eighth revision 6/01/23.

Status: Internal document for use by South Ayrshire Council staff but may be shared with other Councils or agencies and the public.

## **1. Foreword**

- 1.1 The use of human beings to provide information ('informants') is a valuable resource for the protection of the public and the maintenance of law and order. In order that local authorities and law enforcement agencies are able to discharge their responsibilities, use is made of 'undercover' officers and informants. These are referred to as 'covert human intelligence sources' or 'sources' and the area of work of undercover officers and informants to whom this procedure applies will be referred to as 'source work.'
- 1.2 Until October 2000 the use of such sources was not subject to statutory control in the UK. From that date a legal framework ensures that the use, deployment, duration and effectiveness of sources is subject to an authorisation, review and cancellation procedure.

## **2. Policy statement**

- 2.1 In some circumstances it may be necessary for South Ayrshire Council employees, in the course of their duties, to make use of informants and to conduct 'undercover' operations in a covert manner, i.e. without a person's knowledge. This may also be by means of open source material such as social media. By their nature, actions of this sort may constitute an interference with that person's right to privacy and may give rise to legal challenge as a potential breach of Article 8 of the European Convention on Human Rights and the Human Rights Act 1998 ('the right to respect for private and family life').
- 2.2 The Regulation of Investigatory Powers Act (2000) [RIPA] and the Regulation of Investigatory Powers (Scotland) Act (2000) [RIP (S) A] ('the Acts') together provide for the first time a legal framework for covert surveillance and the use of covert human intelligence sources by public authorities (including local authorities) and an independent oversight regime to monitor these activities.
- 2.3 Whilst the Acts do not impose a requirement for local authorities to seek or obtain an authorisation, where one is available South Ayrshire Council employees will adhere to the authorisation procedure before using a source or allowing or conducting an undercover operation.

- 2.4 Employees of South Ayrshire Council will **not** carry out intrusive surveillance within the meaning of the Regulation of Investigatory Powers (Scotland) Act 2000 nor will they authorise any person for any covert human intelligence source activity as an opportunity to install any surveillance equipment into residential premises or private vehicle.
- 2.5 An authorisation for use of CHIS is only appropriate for the purposes of a specific investigation or operation, insofar as that investigation or operation relates to the grounds specified at section 6(3) or 10(2) of RIP(S)A. Deployment of a CHIS for any other general purposes should be conducted under other legislation, if relevant, and an authorisation under RIP(S)A should not be sought. A public authority may only engage RIP(S)A when in performance of its core functions’.
- 2.6 The ‘core functions’ are the specific ‘public functions’, undertaken by a particular authority, in contrast to the ‘ordinary functions’ which are those undertaken by all authorities (e.g. employment issues, contractual arrangements etc.). The disciplining of an employee is not a ‘core function’, although related criminal investigations may be. The protection of RIP(S)A may therefore be available in relation to associated criminal investigations so long as the activity is deemed to be necessary and proportionate.

### 3. Objective

3.1 The objective of this procedure is to ensure that all work involving the use or conduct of a source by South Ayrshire Council employees is carried out effectively, while remaining in accordance with the law. It should be read in conjunction with the Regulation of Investigatory Powers (Scotland) Act 2000 and the Scottish Government’s Code of Practice on the Use of Covert Human Intelligence Sources and the Code of Practice on Covert Surveillance and Property Interference (referred to as the ‘Codes).

#### 3.2 Definitions

3.2.1 **Covert human intelligence source** means a person who establishes or maintains a personal or other relationship with another person for the covert purpose of facilitating anything that:

- (a) covertly uses such a relationship to obtain information or to provide information or to provide access to information to another person; or
- (b) covertly discloses information obtained by the use of such a relationship or as a consequence of the existence of such a relationship.



A relationship is used covertly if, and only if, it is conducted in a manner calculated to ensure that the person is unaware of its purpose.

- 3.2.2 **Authorising officer** is the person who is entitled to give an authorisation for the use or conduct of a source in accordance with section 8(3)(c) of the Regulation of Investigatory Powers (Scotland) Act 2000.
- 3.2.3 **Handler** means the person referred to in section 7(6)(a) of the Regulation of Investigatory Powers (Scotland) Act 2000 holding an office or position within the local authority and who will have day to day responsibility for:
- Dealing with the source on behalf of the local authority;
  - Directing the day to day activities of the source;
  - Recording the information supplied by the source; and
  - Monitoring the source's security and welfare.
- 3.2.4 **Controller** means the person/the designated managerial officer within the local authority referred to in section 7(6)(b) of the Regulation of Investigatory Powers (Scotland) Act 2000, responsible for the general oversight of the use of the source.
- 3.2.5 **The conduct** of a source is action of that source, falling within the terms of the Regulation of Investigatory Powers (Scotland) Act 2000, or action incidental to it.
- 3.2.6 **The use** of a source is any action to induce, ask or assist a person to engage in the conduct of a source or to obtain information by means of an action of the source.
- 3.2.7 **Private information** includes information about a person relating to his private or family life.
- 3.2.8 **Residential premises** means any premises occupied or used, however temporarily for residential purposes or otherwise as living accommodation.
- 3.2.9 **Private vehicle** means any vehicle that is used primarily for the private purpose of the person who owns it or of a person otherwise having the right to use it. This does not include a person whose right to use a vehicle derives only from his having paid, or undertaken to pay, for the use of the vehicle and its driver for a particular journey. A vehicle includes any vessel, aircraft or hovercraft.

## 4. Scope of the Procedure

- 4.1 This procedure applies in all cases where the use of an undercover officer or source is being planned or carried out. The deployment of a CHIS and the need for authorisation to deploy a CHIS may also cover web resources and social networking sites. Even though these may be considered as 'open

source' with limited or no privacy controls, nevertheless an authorisation for the use and conduct of a CHIS is necessary if a relationship is established or maintained by a member of a public authority or by a person acting on its behalf (i.e. the activity is more than mere reading of the site's content). Useful further guidance on this and examples of good practice can be found in the Scottish Government Code of Practice on Covert Human Intelligence Sources dated December 2017, a link to which is provided below. For instance, sections 2.24 to 2.26 provide guidance on identifying when a human source becomes a CHIS; and sections 4.7 to 4.14 of the Code provide detailed guidance on Online Covert Activity.

<https://www.gov.scot/publications/covert-human-intelligence-sources-code-practice/>

4.2 This procedure does not apply to:

- Covert test purchase transactions under existing statutory powers where the officers involved do not establish a personal or other relationship for the purposes stated (see definition of a covert human intelligence source). As an example the purchase of music CD for subsequent expert examination would not require authorisation but where the intention is to ascertain from the seller where he buys suspected fakes, when he takes delivery etc. then authorisation should be sought beforehand.
- Tasks given to persons (whether that person is an employee of the Council or not) to ascertain purely factual information (for example the location of cigarette vending machines in licensed premises). Guidance on this is provided in section 2.23 of the Code of Practice.

It should be noted that the definition of CHIS in the Act does not include a reference to 'tasking', but instead talks about the establishment and maintenance of a relationship for a covert purpose. It is therefore possible that, even without direct tasking of a source, the CHIS criteria in the Act might still be met in any particular situation. The authorisation procedures described below should be followed but in cases of doubt further advice should be sought from Legal Services.

## 5. Principles of use or conduct of covert human intelligence source

5.1 In planning and carrying out source work, South Ayrshire Council employees shall comply with the following principles.

### 5.2 Lawful purposes

Source work shall only be carried out where necessary to achieve one or more of the permitted purposes (as defined in the Acts) namely:

5.2.1 For the purpose of preventing or detecting crime or the prevention of disorder;

5.2.2 In the interests of public safety;

5.2.3 For the purpose of protecting public health;

5.2.4 For any other purpose prescribed in an order made by the Scottish Ministers.

5.2.5 Employees carrying out source work or using sources must be aware that a source has no licence to commit crime. Any source that acts beyond the acceptable limits of case law in regard to this principle risks prosecution.

5.2.6 It is also important to appreciate that a source may face reprisals if their identity is disclosed. Extreme care should be taken to protect the identity of a source where there may be a risk of such reprisals. Before authorising a source, the authorising officer should ensure that a risk assessment is carried out to determine the risk to the source. The ongoing welfare and security of the source, after the cancellation of an authorisation, should be considered at the outset.

### 5.3 *Confidential material*

5.3.1 Applications where a significant risk of acquiring confidential material has been identified shall always require the authorisation of the Chief Executive **or in his/her absence, of the person exercising the role of Chief Executive.**

5.3.2 Confidential material consists of:

- Matters subject to legal privilege (for example between professional legal advisor and client),
- Confidential personal information (for example relating to a person's physical or mental health) or
- Confidential journalistic material.

### 5.4 *Vulnerable individuals*

5.4.1 Vulnerable individuals, such as the mentally impaired, will only be authorised to act as a source in the most exceptional circumstances. Authorisation by the Chief Executive **or in his/her absence by the person exercising the role of Chief Executive will be required.**

### 5.5 *Juvenile sources*

5.5.1 The use or conduct of any source under 16 years of age living with their parents cannot be authorised to give information about their parents.

5.5.2 Juvenile sources can give information about other members of their immediate family in exceptional cases. A parent, guardian or other 'appropriate adult' should be present at meetings with the juvenile source under the age of 16 years.

5.5.3 The authorisation should not be granted unless or until:

- The safety and welfare of the juvenile has been fully considered;
- The authorising officer has satisfied himself/herself that any risk has been properly explained and understood by the juvenile;
- A risk assessment has been undertaken as part of the application to deploy a juvenile source, covering the physical dangers and the moral and psychological aspects of his or her deployment.

5.5.4 Deployment of juvenile sources will only be authorised by the Chief Executive **or in his/her absence by the person exercising the role of Chief Executive.**

## 6. The Authorisation Process

6.1 Applications for the use or conduct of a source will be authorised at the level of Investigations Manager or Assistant Head of Service as prescribed by the Regulation of Investigatory Powers (Prescription of Offices, etc and Specification of Public Authorities) (Scotland) Order 2010, SSI 2010/350. For the purposes of South Ayrshire Council the authorising officer will be no lower than Service Lead or equivalent level and specifically nominated by the Head of Legal and Regulatory Services. The nominated authorisers are listed at Annex 1 which will be updated as required. For public authorities there are no substitutes of lower grade prescribed to authorise 'urgent' cases in contrast to, for example, the police.

6.2 Authorising officers within the meaning of this procedure should **ensure that they are not directing or enabling any operations which they authorise**, and avoid authorising their own activities wherever possible and only do so in exceptional circumstances. An authorising officer can also act as a controller or handler of a source.

6.3 Authorisations will be in writing. However, in urgent cases a Service Lead or equivalent or above may approve applications orally.

6.4 All applications for covert human intelligence source authorisations will be made on form [SAC/auth/chis](#) . The applicant in all cases should complete this. In urgent cases an oral authorisation may be given by the authorising officer. A statement that the authorising officer has expressly granted the authorisation should be recorded on the form or, if that is not possible, in the applicant's notebook or diary. This should be done by the person to whom the authorising officer spoke (normally the applicant) but should later be endorsed by the authorising officer.

***Please note that it is the responsibility of the Authorising Officer to ensure that each application is complete, registered in the Central Register of Authorisations kept by the Head of Legal and Regulatory Services, and a Unique Reference Number from***

*the Central Register included on the application at the top of every page, before signing.*

- 6.5 All applications for covert human intelligence source renewals will be made on form [SAC/ren/chis](#). The applicant in all cases should complete this where the source work requires to continue beyond the previously authorised period (including previous renewals).
- 6.6 Where authorisation ceases to be either necessary or appropriate the authorising officer or appropriate deputy will cancel an authorisation using form [SAC/can/chis](#).
- 6.7 Forms, codes of practice and supplementary material will be available from the Council Intranet and will be maintained by the Trading Standards Service.
- 6.8 Any person giving an authorisation for the use or conduct of a source must be satisfied that:
- Account has been taken of the likely degree of intrusion into the privacy of persons other than those directly implicated in the operation or investigation ('collateral intrusion'). Measures must be taken, wherever practicable, to avoid unnecessary intrusion into the lives of those affected by collateral intrusion.
  - The authorisation is necessary.
  - The authorised use or conduct is proportionate.
  - Satisfactory arrangements exist for the management of the source.
- 6.9 Authorisation for use of a Covert Human Intelligence Source can only be granted if sufficient arrangements are in place for handling the source's case. The arrangements that are considered necessary are that:
- 6.9.1 There will at all times be a person holding the requisite office, rank or position with the relevant investigating authority who will have day to day responsibility for dealing with the source on behalf of that authority and for the source's security and welfare – this should be the source's line manager (the Handler).
- 6.9.2 There will at all times be another person holding the requisite office, rank or position with the relevant investigating authority who will have general oversight of the use made of that source – this should be the handler's line manager (the Controller).
- 6.9.3 There will be at all times a person holding the requisite office, rank or position with the relevant investigating authority who will have responsibility for maintaining a record of the use made of that source – this should be the Authorising Officer
- 6.9.4 The records relating to the use of that source are maintained by South Ayrshire Council which will always contain particulars of such matters as may be specified in regulations made by the Scottish Ministers.

6.9.5 The records maintained by South Ayrshire Council that discloses the identity of the source will not be available to persons except to the extent that there is a need for access to them to be made available to those persons.

6.10 Necessity  
Source work shall only be undertaken in accordance with law where there is applicable legislation and/or where there is a risk to public health or safety.

6.11 Effectiveness

Planned undercover operations shall be undertaken only by suitably trained or experienced employees, or under their direct supervision.

6.12 Proportionality

The use of covert human intelligence sources shall not be excessive i.e. it shall be in proportion to the significance of the matter being investigated. Factors to be considered are how intrusive might it be on the subject of surveillance or on others? Why is this intrusion outweighed by the need for surveillance in operational terms or can the evidence be obtained by any other means? More guidance is provided within the CHIS application form, and in sections 3.2 to 3.12 of the Code of Practice.

6.13 Authorisation

All use and conduct of covert human intelligence sources shall be authorised in accordance with this procedure.

6.14 Additionally, the authorising officer must make an assessment of any risk to a source in carrying out the conduct in the proposed authorisation.

*6.15 Use of a covert human intelligence source with technical equipment*

6.15.1 A covert human intelligence source wearing or carrying a surveillance device and invited into residential premises or a private vehicle does not require special authorisation to record activity taking place inside the premises or vehicle provided it is in the presence of the source. Authorisation for the use of that covert human intelligence source may be obtained in the usual way.

6.15.2 Applicants should apply within their own line management structure unless other arrangements have been agreed or it is unreasonable or impractical in the circumstances.

6.15.3 Services wishing to adopt a more devolved authorisation process may do so only on the explicit approval of a written policy by the Council; all authorisations must remain within the scope of the Scottish Government's guidance on authorising grades.

## 7. Time Periods – Authorisations

- 7.1 Oral applications expire after 72 hours. If required they can be renewed for a further period of 12 months if renewed in writing.
- 7.2 Written authorisations expire 12 months beginning on the day from which they took effect, except for juvenile sources, which last for one month only.

## **8. Time Periods – Renewals**

- 8.1 If at any time before an authorisation would expire (including oral authorisations) the authorising officer considers it necessary for the authorisation to continue for the purpose for which it was given, it may be renewed in writing for a further period of 12 months beginning with the day on which the previous authorisation ceases to have effect. Applications should only be made shortly before the authorisation is due to expire.
- 8.2 Any person entitled to authorise may renew authorisations. They may be renewed more than once, provided they continue to meet the criteria for authorisation.
- 8.3 Authorisations for the deployment of a juvenile source are renewable for one further period of 1 month.

## **9. Review**

- 9.1 The Authorising Officer shall review all authorisations as often as he/she deems necessary in the circumstances and in any case at intervals of not more than one month. Review dates should be set taking into account the likely duration of the operation. Details of the review and the decision reached shall be noted on form [SAC/REV/CHIS](#).

## **10. Cancellation**

- 10.1 The authorising officer or appropriate deputy must cancel an authorisation if he/she is satisfied that the use or conduct of the source no longer satisfies the criteria for authorisation or that procedures for the management of the source are no longer in place. Where possible, the source must be informed that the authorisation has been cancelled.

## **11. Monitoring**

- 11.1 Each Service or discrete location within Services must maintain a record of all applications for authorisation (including refusals), renewals, reviews and cancellations. The most senior authoriser in that Service or at that location will maintain the monitoring sheet form [SAC/ms/ripsa](#).

## **12. Security and Retention of Documents**

- 12.1 Documents created under this procedure are highly confidential and shall be treated as such. Services shall make proper arrangements for their retention, security and destruction, in accordance with the requirements of the Data Protection Act 2018, GDPR and the Code of Practice.
- 12.2 The Head of Legal and Regulatory Services will maintain the Central Register of Authorisations. An applicant shall notify the Head of Legal and Regulatory Services (or his/her nominated officer) and provide such detail as is sufficient for the completion of the Central Register. The Head of Legal and Regulatory Services will record the details of the application as required in the Central Register and allocate a Unique Reference Number (URN) to the applicant.
- 12.3 Upon authorising the application, the Authorising Officer shall send the original Authorisation to the Central Register as soon as possible and no later than the next working day. If applicable, all Review, Renewal and Cancellation forms shall be forwarded to the Central Register as soon as possible after completion and no later than the next working day with the Authorising Officer retaining copies of all documents. All documentation that requires a signature shall be completed with either a digital or 'wet' signature. If sent by mail, all material shall be conspicuously marked 'Strictly private and confidential.'
- 12.4 On each occasion the Head of Legal and Regulatory Services shall notify the person nominated by the Head of Legal and Regulatory Services to act as Quality Auditor who shall examine the documents referred to. Any issues arising from the completion of these documents shall be recorded on the Quality Audit Form and fed back to the applicant and authoriser concerned. The Quality Audit Form shall be appended to the each original form as applicable and retained in the Central Register.
- 12.5 The Authorising Officer shall retain the copy forms for at least three years after cancellation. The Head of Legal and Regulatory Services will retain the original forms for at least five years after cancellation.

### **13. Covert technical equipment**

- 13.1 Technical equipment such as still and video cameras can be used overtly or covertly. It is essential that control be exercised over such equipment to ensure that it is not deployed covertly without first obtaining a RIPSA authorisation. Applicants and authorising officers must consider carefully if the use of covert equipment is necessary proportionate and can be justified. Equipment should be secured to ensure that access is restricted to a person designated within the authorisation and only for the duration of the authorisation.
- 13.2 The equipment deployed for use by a covert human intelligence source should be clearly identified in and identifiable from the authorisation.

### **14. Retention and destruction of material ('product')**

- 14.1 Arrangements must be put in place for the secure handling, storage and destruction of material obtained through the use of technical equipment,



Authorising officers, through their relevant Data Controller, must ensure compliance with the appropriate data protection requirements under the Data Protection Act 2018, the General Data Protection Regulation 2018, and any relevant codes of practice relating to the handling and storage of material.

- 14.2 Where the product of a surveillance device could be relevant to legal proceedings it should be retained in accordance with established legal requirements for a suitable further period. There is nothing which prevents material obtained under directed surveillance or intrusive CHIS authorisations from being used to further other investigations.
- 14.3 Material obtained as a result of surveillance activities e.g. photographs; video film; surveillance logs etc. must either be retained in accordance with relevant evidence procedures if required for further proceedings or securely destroyed if not or no longer required. All Officers should ensure that the integrity, security and confidentiality of this material is maintained. Such material should be retained for a period of five years.
- 14.4 The disposal and/or retention of product must be clearly detailed on the cancellation form SAC/can/chis. **Disposal/retention will be carried out in line with the Council's Retention Schedule (SCARRS) , section 4.004 ("Investigation, inspections and monitoring") - [scars schedule \(south-ayrshire.gov.uk\)](https://www.scarschedule.org.uk).**

## 15. Responsibility of Elected Members

- 15.1 The Scottish Government Codes of Practice recommend that elected members of a local authority should review the authority's use of RIP(S)A and set the policy at least once a year. They should not, however, be involved in making decisions on specific authorisations. **South Ayrshire Council elected members will be provided with an annual Members' Bulletin to update them on RIPSAs activity and issues, and Panel reports will also be presented to elected members where appropriate, including to provide updates following IPCO regulatory inspections.**

## 16. Oversight

- 16.1 The Investigatory Powers Commissioner's Office (IPCO) provides independent oversight of the use of the powers contained within the Regulation of Investigatory Powers (Scotland) Act 2000. This oversight includes inspection visits by Inspectors appointed by the IPCO.

## 17. Complaints

- 17.1 The Regulation of Investigatory Powers Act 2000 (the 'UK Act') establishes an independent Tribunal. This has full powers to investigate and decide any cases within its jurisdiction. A leaflet titled 'Investigatory Powers Tribunal: Regulation of Investigatory Powers Act 2000' sets out the complaints procedure. This is available from the Council Intranet and includes a form for a person to complain to the Tribunal.



## Annex 1

Nominated officers for the purposes of the Regulation of Investigatory Powers (Prescription of Offices, etc. and Specification of Public Authorities) (Scotland) Order 2010, SSI 2010/350.

Name	Title
Morton Houston	<b>Service Lead - Trading Standards and Environmental Health</b>
Kenny Dalrymple	<b>Assistant Director, Housing and Operations</b>
Tom Simpson	<b>Service Lead – Corporate Accounting</b>
Gavin Cockburn	<b>Service Lead – Education Support Services</b>
Michael Alexander	<b>Service Lead – Housing Services</b>

Nominated officers for authorisation of operations where there is significant risk of acquiring confidential material or for the deployment of juvenile sources shall always be the Chief Executive **or in his/her absence the person exercising the role of Chief Executive.**

**List of Authorisations since last Inspection**

<b>No</b>	<b>Service</b>	<b>DS/ CHIS</b>	<b>Date of Authorisation</b>	<b>Operation Name and Description</b>
1	Trading Standards	DS	30-Jan-2020	Tobacco and NVP 2 2019-20 ( <i>Under-age sales test purchasing programme for tobacco and nicotine vapour products</i> )
2	Trading Standards	DS	9-Nov-2022	Tobacco and NVP 1 2022-23 ( <i>Under-age sales test purchasing programme for tobacco and nicotine vapour products</i> )

## 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	Regulation of Investigatory Powers (Scotland) Act 2000 - Inspection of South Ayrshire Council by the Investigatory Powers Commissioner's Office
Lead Officer (Name/Position/Email)	Karen Briggs, Service Lead – Legal and Licensing – karen.briggs@south-ayrshire.gov.uk

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

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

Community or Groups of People	Negative Impacts	Positive impacts
Sexual Orientation – person’s sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children’s Rights	-	-

**3. What likely impact will this policy have on people experiencing different kinds of social disadvantage 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	-	-
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	-	-
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	-	-
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	-	-
Socio-economic Background – social class i.e. parent’s education, employment and income	-	-

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

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

<b>Is a full Equality Impact Assessment required?</b> (A full Equality Impact Assessment must be carried out if impacts identified as <b>Medium and/or High</b> )	<del>YES</del> <b>NO</b>
<b>Rationale for decision:</b>  <b>This report recommends certain minor changes to Council procedures but has no material impact on their effect. These changes have no specific equality implications</b>	
<b>Signed :</b> Karen Briggs  <b>Date:</b> 9 January 2023	<b>Service Lead</b>

**South Ayrshire Council**

**Report by Depute Chief Executive and Director  
of Housing, Operations and Development  
to Cabinet  
of 15 February 2023**

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**Subject: Motorhome Parking Scheme 2022 Outcome Report**

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**1. Purpose**

- 1.1 The purpose of this report is to provide Cabinet Members with the outcome of the trial scheme for motorhome parking undertaken in 2022, provide an update on progress towards making the arrangements permanent at the Ayr and Girvan sites and to seek approval for the recommendations in relation to future scheme development.

**2. Recommendation**

**2.1 It is recommended that the Cabinet:**

- 2.1.1 notes the progress towards the introduction of a Traffic Regulation Order (TRO) for permanent facilities at Esplanade Car Park, Ayr and the Knockcushan Street Car Park, Girvan;**
- 2.1.2 notes the Head of Roads' intention to submit a Repairs and Renewal bid to enable the installation of permanent facilities including a barrier control system at the Esplanade Car Park, Ayr, pending the successful promotion of the aforesaid TRO;**
- 2.1.3 approves the inclusion of The Battery, Ayr in the 2023 trial scheme;**
- 2.1.4 notes the feedback from the 2022 trial and approves the inclusion of the North Shore Car Park, Troon in the 2023 trial scheme with a reduction from ten to five motorhome bays;**
- 2.1.5 approves the removal of the Links Road, Prestwick and Foreland, Ballantrae Car Parks from the 2023 trial scheme; and**
- 2.1.6 notes the Head of Road's commitment to report back to Cabinet the findings and recommendations of the 2023 further trial scheme.**

**3. Background**

- 3.1 At its meeting of [15 February 2022](#) the Leadership Panel decided to note the Head of Roads' intention to commence work to allow for permanent motorhome facilities at the Esplanade Car Park, Ayr and the Knockcushan Street Car Park, Girvan. This requires the preparation and promotion of a permanent Traffic Regulation Order



and the installation of waste disposal facilities and also a barrier system at the Esplanade Car Park, Ayr.

3.2 The Leadership Panel further decided to approve proposals for trial motorhome schemes at North Shore Road Car Park, Troon, Links Road Car Park, Prestwick and Foreland Car Park, Ballantrae.

3.3 Further information is provided in [Appendix 1](#).

#### 4. Proposals

4.1 **2022 General Scheme Feedback** - Whereas the Ayr and Girvan sites will continue to operate all year round the schemes at the other three sites ran on a trial basis between 01 April 2022 and 30 September 2022 and all the temporary waste management facilities have now been removed from site.

4.2 **North Shore Road Car Park, Troon** – the figures clearly suggest the site was not as well used as was anticipated and there were numerous complaints received from residents of the Sanderling View complex who objected to the change of use, citing a detrimental impact on their quality of life due to the placement of the waste management facilities and the presence of motorhomes. However, the site is very well located close to the town centre amenities and there may be a potential increase in usage caused by the opening of the adjacent ferry terminal to new ferry services.

4.3 It is, therefore, proposed to reintroduce a further amended trial scheme for the 2023 summer season with five fewer dedicated motorhome bays (instead of the original ten). It is further proposed to source less conspicuous waste management facilities.

4.4 **Links Road Car Park, Prestwick** – whereas any feedback received for this site was positive, again, the figures clearly suggest that this was not a well-used site. It is, therefore, proposed to remove this location as a motorhome parking facility.

4.5 **Foreland Car Park, Ballantrae** – there was significant resistance to the imposition of charges within this car park raised by the local community who saw this as a regressive policy. The income figures also clearly indicate a relatively low uptake of the offer. A further attempt to control on-street parking was met with similar local concern which further adds to the assumption that the scheme is universally unpopular. The proposal, therefore, is to remove this location as a motorhome parking facility.

4.6 **Additional Sites** – the pier access road known as The Battery, Ayr was subject to a Temporary Traffic Regulation Order in 2022 which prohibited overnight motorhome parking. This proved successful with very little infringements noted over the course of the summer patrols.

4.7 However, the local residents association has now asked the Council to consider the reintroduction of motorhomes to this area as the benefits to the local economy and the positive effect on the general area are considered more beneficial. Therefore, an early appraisal has been completed and confirmation is given that it is possible to introduce dedicated motorhome bays which comply with Statutory Instruments.

4.8 Therefore, Members are requested to approve the inclusion of The Battery in the 2023 trial scheme. It is further proposed to canvass Members' opinion on any further

sites they would like to be considered for the 2023 trial scheme and it is the Head of Roads intention to organise this as soon as practicable.

## 5. Legal and Procurement Implications

- 5.1 The proposals for the introduction of any agreed trial scheme for 2023 shall be underpinned by the promotion of Temporary Traffic Regulation Orders (TTROs). Further work shall continue on the promotion of a permanent TRO for the Ayr and Girvan sites which shall be subject to a statutory advertising and consultation process.
- 5.2 All proposals are subject to approval from Scottish Fire and Rescue Service of Fire Risk Assessments prepared in conjunction with East Ayrshire Council Health & Safety Officers.
- 5.3 Planning permission for the installation of the permanent measures at the Ayr and Girvan sites shall be sought.
- 5.4 All plant, equipment and materials shall be sourced through existing Framework Contracts to ensure best value.

## 6. Financial Implications

- 6.1 Subject to the making of a permanent Traffic Regulation Order, agreement in principle has been given by the CAMG Group to meet the Capital costs of £78,000 described in Table 2, from the Repairs and Renewal budget. This will enable the installation of the infrastructure and waste management facilities for the permanent scheme.
- 6.2 Any surplus income above operational costs incurred will be considered as a saving as part of the future budget setting process.

Item	Description	Supplier	Est. Cost	Amount	Total
ANPR / barrier controls	Access control system for Esplanade Car Park Ayr	TBC	£22,000	1	£22,000
Fresh water tap	Tap connected to mains water supply for drinking and washing purposes	ARA / Scottish Water	£1,500	2	£3,000
Fire Hydrant	Installation of new point to comply with H&S requirement	Scottish Water	£5,000	2	£10,000
Grey Waste Disposal Point	For the disposal of washing up and shower water. Drainage channel connected to surface drainage system or soakaway	ARA / Scottish Water	£1,500	2	£3,000
Black Waste Disposal Point	For the disposal of chemical toilet waste	ARA / Contractor	£3,000	2	£6,000
TRO Advertising	Advertising costs for statutory notices placed in local press	Reach Advertising	£1,000	2	£2,000

Item	Description	Supplier	Est. Cost	Amount	Total
Signs & Lines	Regulation signs and information boards. Bay markings	ARA / Contractor	£1,000	2	£2,000
Plant, Labour and Materials	Civils works, sign / line work and general repairs	ARA	£15,000	2	£30,000
<b>Estimated Total</b>					<b>£78,000</b>

**Table 2 - Permanent Scheme Set-Up Costs**

## **7. Human Resources Implications**

7.1 All staff resource implications shall be absorbed by Ayrshire Roads Alliance.

## **8. Risk**

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

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

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

8.2.1 Failure to accept the recommendations will hinder the Council's ability to address known issues around unregulated motorhome parking.

## **9. Equalities**

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

## **10. Sustainable Development Implications**

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - An SEA has not been undertaken.

## **11. Options Appraisal**

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

## **12. Link to Council Plan**

12.1 The matters referred to in this report contribute to Commitment 6 of the Council Plan: A Better Place to Live/ Enhanced environment through social, cultural and economic activities.

## **13. Results of Consultation**

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

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

#### 14. Next Steps for Decision Tracking 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 decisions 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>
Permanent and trial motorhome parking schemes	1 April 2023	Head of Roads

**Background Papers**    None

**Person to Contact**    **Kevin Braidwood, Head of Roads**  
**County Buildings, Wellington Square, Ayr KA7 1UT**  
**Phone: 01563 503164**  
**E-mail: [kevin.braidwood@ayrshireroadsalliance.org](mailto:kevin.braidwood@ayrshireroadsalliance.org)**

**Date: 6 February 2023**

## Further Background Information

### 2022 General Scheme Feedback

- 1.1 A full breakdown of the financial outlay per site and the income generated for the period 1 April 2022 to 30 September 2022 is presented in [Annex 1](#) and summarised below in Table 1. (Car park layout plans are provided in [Annex 2](#).) The net expenditure for the 2022 scheme demonstrates an operational loss and this is mainly due to expected capital outlay for the installation of associated road traffic signs for the trial sites and significant remedial work undertaken within the Links Road Car Park, Prestwick. There have been further costs incurred for hired chemical waste tanks which shall be replaced in the future by permanent septic tank style facilities.

Location	Expense £	Income £	% Uptake	Net Exp/(Income) £
Esplanade Car Park, Ayr	9,170	8,420	26%	750
Knockcushan Street Car Park, Girvan	9,736	13,430	40%	(3,694)
Links Road Car Park, Prestwick	19,980	1,870	10%	18,110
North Shore Road Car Park, Troon	10,730	2,340	9%	8,390
Foreland Car Park, Ballantrae	15,410	750	8%	15,340
<b>Total Expenditure</b>				<b>£38,896</b>

**Table 1 – 2022 Financial Summary**

- 1.2 The income figures demonstrate a varying degree of uptake at each site. The Girvan site has proved again to be the most popular facility due to its location and access to the nearby toilet / shower block. However, it is hoped that the 40% uptake experienced during the summer peak months can be increased by the removal of HGV parking (height restriction barrier installation pending) and the identification of appropriate / legal measures to better regulate the use of the Shallochpark Car Park to the south of the town which experienced significant unregulated (and therefore unsafe) motorhome usage over the summer months.
- 1.3 The Ayr site continues to be hampered by issues created by car enthusiasts who subjected motorhome users to anti-social behaviour, ruining stays in many instances. The 26% uptake rate should increase significantly once the planned barrier system has been installed.
- 1.4 As for the three trial sites at Troon, Prestwick and Ballantrae, Table 1 clearly demonstrates these facilities were not well used which is likely down to a number of factors. Motorhome access to the Prestwick site is difficult due to the low railway bridges located on various approach roads and despite the remedial work undertaken, the unbound nature of the car park surface still presents a deterrent. The Troon site is currently disadvantaged by ongoing engineering works on the shore side of the car park which makes it a less attractive option to visitors. There

are no obvious reasons as to why the Ballantrae site was similarly underutilised other than the fact that on-street parking remained unregulated.

### ***Traffic Regulation Order Progress***

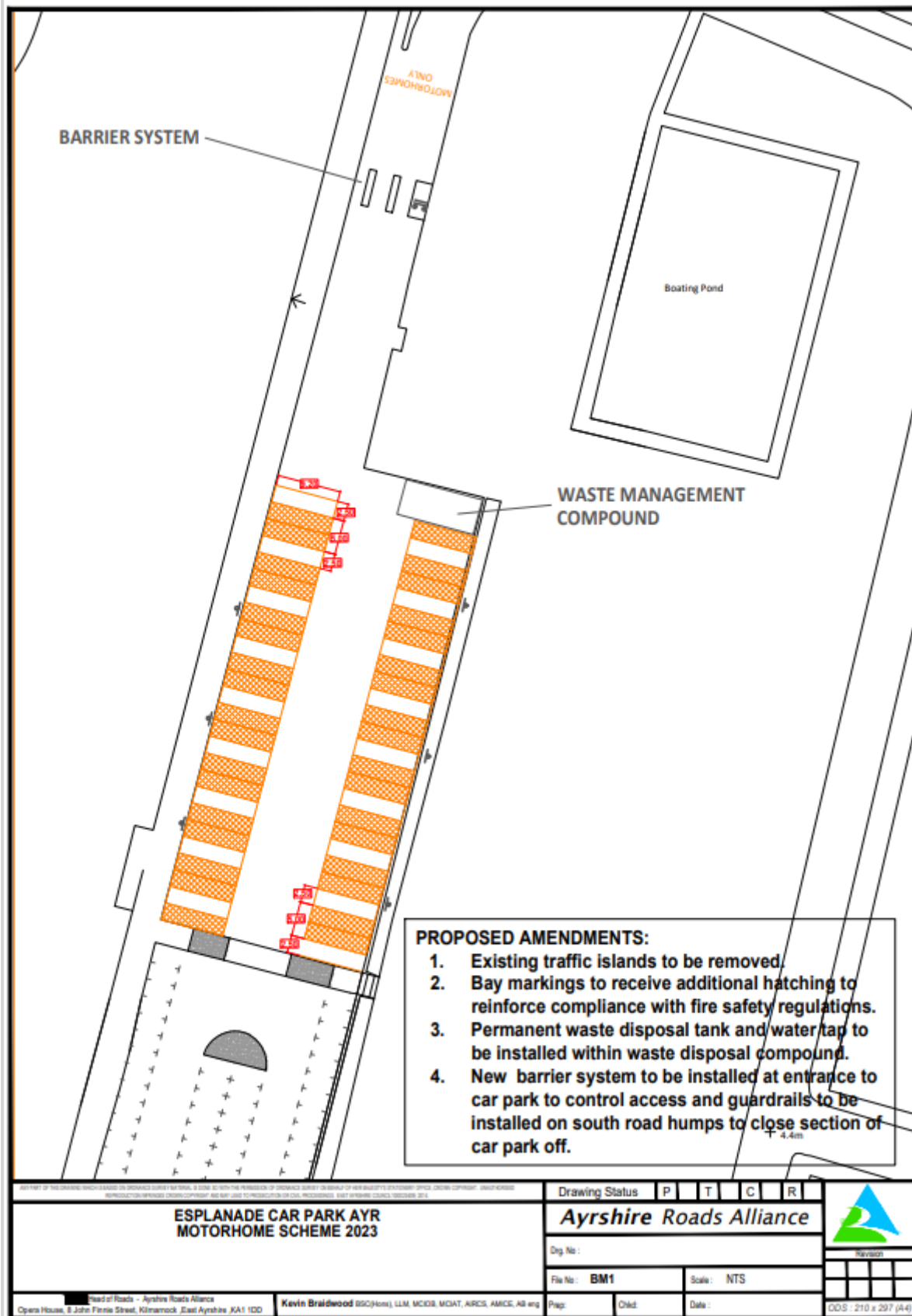
- 1.5 A draft permanent Traffic Regulation Order for the Ayr and Girvan sites has been prepared and is currently subject to Legal scrutiny. Also, a consultation process shall commence in January 2023 whereby statutory consultees shall receive a summary of proposals for consideration during an initial 28 day period. Thereafter a Notice of Proposals shall be advertised in local press, the ARA website and also through the Tell Me Scotland web portal. This will allow members of the public or other stakeholders to view the proposals and raise any objections during a further 28 day period.
- 1.6 If no objections are raised, the Order making process could possibly be concluded by May 2023. This would enable the Head of Roads to progress plans to install all the permanent arrangements at both sites. These include permanent black waste disposal tanks, grey waste disposal systems, recycling facilities and a water tap. The Ayr site shall further benefit from a barrier control system which will remove the need for manned enforcement and, crucially, help resolve the long term issues around anti-social behaviour. All associated capital set-up costs are detailed in Table 2 within the Financial Implications.

## Annex 1 – 2022 Scheme Financial Information

Location	Jarvie Plant Hire (black waste)	SAC Waste Management	ARA/Materials	Enforcement	Total	Income	Net
Ayr	1220	1650	3700	2600	9170	8420	750
Girvan	1606	1830	3700	2600	9736	13430	-3694
Prestwick	930	1650	14800	2600	19980	1870	18110
Troon	930	1650	5550	2600	10730	2340	8390
Ballantrae	1730	1830	9250	2600	15410	70	15340
						<b>Total Expenditure</b>	<b>£38,896.00</b>

# Annex 2 – CAR PARK LAYOUT PLANS

## Esplanade Car Park Ayr



**ESPLANADE CAR PARK AYR  
MOTORHOME SCHEME 2023**

Drawing Status **P T C R**  
**Ayrshire Roads Alliance**



Dwg No: \_\_\_\_\_  
File No: **BM1** Scale: NTS  
Prop: \_\_\_\_\_ Date: \_\_\_\_\_

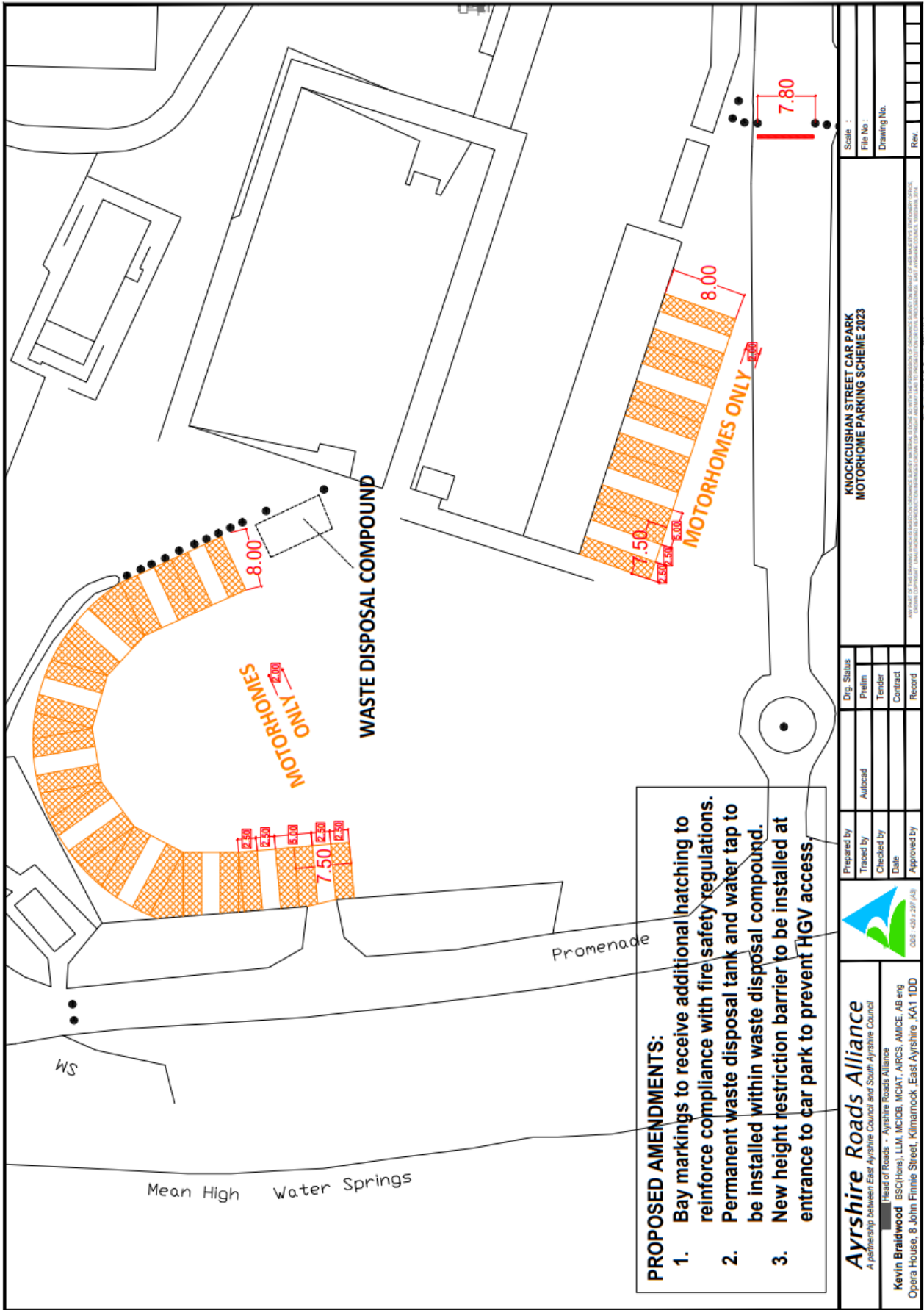
Head of Roads - Ayrshire Roads Alliance  
Opera House, 8 John Finnie Street, Kilmarnock, East Ayrshire KA1 1DD

Kevin Braidwood (SIC/Planner), LLM, MCOB, MCAT, ARCS, AMICE, ARS eng

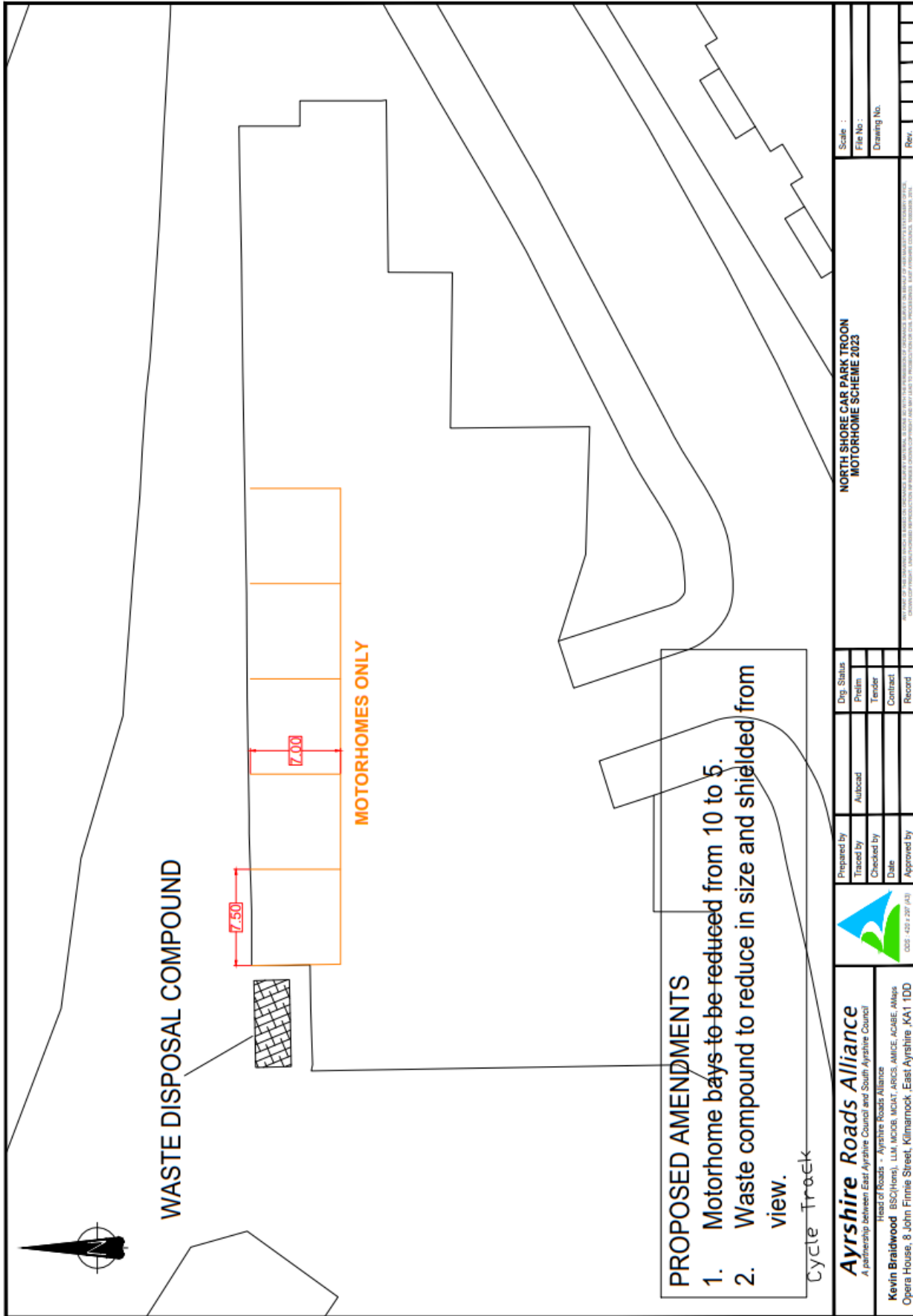
ODS : 210 x 297 (A4)



# Knockcushan Street Car Park Girvan



<b>Knockcushan Street Car Park</b> <b>MOTORHOME PARKING SCHEME 2023</b>		Scale : File No : Drawing No : Rev :
<b>Ayrshire Roads Alliance</b> <small>A partnership between East Ayrshire Council and South Ayrshire Council</small> <b>Kevin Braidwood</b> BSC(Hon), LL.M., MCIOB, MCIAT, AIFCS, AMICE, AB eng <small>Opera House, 8 John Finnie Street, Kilmarnock, East Ayrshire, KA1 1DD</small>		Dig. Status Prepared by Traced by Checked by Date Approved by Autocad Tender Contract Record



## South Ayrshire Council Equality Impact Assessment Scoping Template

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

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

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

### 1. Policy details

Policy Title	Motorhome Parking Scheme 2023
Lead Officer (Name/Position/Email)	Kevin Braidwood, Head of Roads - Kevin.Braidwood@ayrshireroadsalliance.org

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys	No	Yes
Disability	No	Yes
Gender Reassignment (Trans/Transgender Identity)	No	Yes
Marriage or Civil Partnership	No	Yes
Pregnancy and Maternity	No	Yes
Race – people from different racial groups, (BME) ethnic minorities and Gypsy/Travellers	No	Yes
Religion or Belief (including lack of belief)	No	Yes
Sex – gender identity (issues specific to women & men or girls & boys)	No	Yes
Sexual Orientation – person's sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	No	Yes
Thematic Groups: Health, Human Rights & Children's Rights	No	Yes

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

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

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

General Duty and other Equality Themes Consider the ‘Three Key Needs’ of the Equality Duty	Level of Negative and/or Positive Impact (High, Medium or Low)
Eliminate unlawful discrimination, harassment and victimisation	No adverse impact identified. Low
Advance equality of opportunity between people who share a protected characteristic and those who do not	No adverse impact identified. Low
Foster good relations between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	No adverse impact identified. Low
Increase participation of particular communities or groups in public life	No adverse impact identified. Low
Improve the health and wellbeing of particular communities or groups	High positive impact. SAC shall be seen to offer facilities which encourage tourists and positive impacts on the local economy.
Promote the human rights of particular communities or groups	No adverse impact identified. Low
Tackle deprivation faced by particular communities or groups	No adverse impact identified. Low

**5. Summary Assessment**

<p><b>Is a full Equality Impact Assessment required?</b> (A full Equality Impact Assessment must be carried out if impacts identified as <b>Medium and/or High</b>)</p>	<p>_____ <b>YES</b></p> <p>_____ <b>NO</b></p>
<p><b>Rationale for decision:</b></p> <p><b>There are no negative implications associated with these proposals which are designed to deal with known issues around unregulated parking. All objectives shall be applied to ensure equality in approach and inclusion</b></p>	

**Signed :** Kevin Braidwood

**Head of Roads**

**Date:** 19 December 2022

**South Ayrshire Council**

**Report by Depute Chief Executive and Director  
of Housing, Operations and Development  
to Cabinet  
of 15 February 2023**

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**Subject: Strategic Transport Projects Review (STPR2)  
Publication**

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**1. Purpose**

1.1 The purpose of this report is to provide an update on Transport Scotland's second Strategic Transport Projects Review (STPR2) publication.

**2. Recommendation**

**2.1 It is recommended that the Cabinet;**

**2.1.1 notes the publication of the Strategic Transport Projects Review;**

**2.1.2 remits the Head of Roads to provide regular updates on the delivery programme by Transport Scotland; and**

**2.1.3 otherwise notes the contents of the report.**

**3. Background**

3.1 The original STPR was published in 2009. It included 29 recommendations for strategic road and rail improvements such as the Queensferry Crossing, A9 improvements, rail infrastructure improvements and various park and rides. Further information is provided in [Appendix 1](#).

**4. Proposals**

4.1 The final report was published in December 2022 however the plan is not fully funded and will be subject to funding applications approved by Parliament.

4.2 STPR2 makes 45 recommendations that focus investment on sustainable transport options. Of those recommendations, 28 provide benefits for individuals, families, communities and businesses across most parts of Scotland (not applicable to islands in some cases): and are grouped under six themes.

- Improving Active Travel Infrastructure;
- Influencing Travel Choices and Behaviours;
- Enhancing Access to Affordable Public Transport;

- Decarbonising Transport;
- Increasing Safety and Resilience on the Strategic Transport Network; and
- Strengthening Strategic Connections.

4.3 The following recommendations are applicable to multiple regions, but will have a particular benefit to the Ayrshire and Arran Region:

- Supporting Integrated Journeys at Ferry Terminals;
- Ferry Vessel Renewal and Replacement and Progressive Decarbonisation;
- Investment in Port Infrastructure to Support Vessel Renewal and Replacement and Progressive Decarbonisation; and
- Rail Freight Terminals and Facilities.

4.4 The following recommendation is Specific to the Ayrshire and Arran Region:

- Access to Stranraer and the Ports at Cairnryan

## **5. Legal and Procurement Implications**

5.1 There are no legal implications arising from this report.

## **6. Financial Implications**

6.1 There are no direct financial implications arising from this report at the current time. Funding associated with delivery of the STPR2 aims would be subject to funding applications reviewed and approved by Transport Scotland, on behalf of the Scottish Government.

## **7. Human Resources Implications**

7.1 There are no human resource implications arising from the report at the present time. However, should additional funding be made available for active travel measures this will have a staff resource implication for ARA.

## **8. Risk**

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

8.1.1 There are no risks associated with adopting the recommendations.

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

8.2.1 There are no risks associated with the rejection of the recommendations

## **9. Equalities**

9.1 An Equality Impact Assessment was undertaken by Transport Scotland in parallel with STPR2.

**10/**

## 10. Sustainable Development Implications

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

## 11. Options Appraisal

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

## 12. Link to Council Plan

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

## 13. Results of Consultation

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

## 14. Next Steps for Decision Tracking Purposes

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

<b><i>Implementation</i></b>	<b><i>Due date</i></b>	<b><i>Managed by</i></b>
Updates to be provided on the delivery programme.	March 2024	Head of Ayrshire Roads Alliance

**Background Papers** All STPR2 documents can be found on the Transport Scotland website at: <https://www.transport.gov.scot/our-approach/strategy/strategic-transport-projects-review-2/#overview>

**Person to Contact** Kevin Braidwood, Head of Roads - Ayrshire Roads Alliance  
Tel No. 01563 503164  
E-mail: [Kevin.Braidwood@ayrshireroadsalliance.org](mailto:Kevin.Braidwood@ayrshireroadsalliance.org)

**Date:** 6 February 2023



## Further Background Information

- 1.1 STPR2 is being led by Transport Scotland and will inform transport investment in Scotland for the next 20 years. It is intended to help deliver the vision, priorities and outcomes of the second National Transport Strategy (NTS2), and will complement others such as the Infrastructure Investment Plan, National Planning Framework 4, and Climate Change Plan update.
- 1.2 STPR2 has a wider scope than the original STPR and is predicated on the Sustainable Travel Hierarchy in NTS2 which promotes walking, wheeling, cycling, public transport and shared transport options in preference to individual use of a private car.
- 1.3 Due to Covid-19, Transport Scotland has restructured the STPR2 into two phases. Phase 1 will focus on the short-term (up to 5 years) with a view to identifying interventions which can be accelerated to support a green economic recovery from Covid-19, and also those which embed, support and extend any increase in travel by sustainable travel modes, including positive behaviour change seen during the pandemic. Phase 2 was completed and report published in December 2022, giving Scottish Ministers a programme of potential transport investment opportunities for the period 2022-2042.

### ***Initial Appraisal: Case for Change Ayrshire and Arran***

- 1.4 STPR2 was progressed at both a national and regional level in order to appraise transport problems and opportunities and the development of options in the context of place. A total of 11 regions were established for STPR2 including Ayrshire & Arran and a regional working group was established which includes representatives from:
  - Transport Scotland;
  - Jacobs/Aecom transport consultants;
  - Ayrshire Roads Alliance;
  - 3 Councils' Planning Policy teams;
  - Ayrshire Growth Deal; and
  - Strathclyde Partnership for Transport.

### ***Stakeholder Engagement***

- 1.5 In addition to the Working Group meetings, local problems and opportunities were identified through a number of stakeholder engagement events:
  - Problems and Opportunities workshops held in Ardrossan and Kilmarnock with regional stakeholders in June 2019.
  - Option Generation workshops held in the same locations in November 2019 to identify potential options to address the identified problems and opportunities.

- Structured Interviews undertaken with stakeholders, including senior officers across the 3 Ayrshire Local Authorities, Regional Transport Partnership officers and other organisations in the region.
- An Elected Members Briefing held in Irvine in January 2020 and attended by around 30 Elected Members and Senior Officers.
- An Online Survey carried out between 2nd December 2019 and 10th January 2020 for the public and organisations to provide their views on transport issues and challenges in their day to day journeys.

### ***Problems and Opportunities Summary***

1.6 The transport problems and opportunities in the Ayrshire & Arran region were informed through data analysis, stakeholder engagement and policy review. The key themes identified are:

- **Active Travel Facilities and Safety:** Mode of travel to work by bicycle and foot is lower in the region compared to the Scottish average. This may in part be due to a lack of active travel facilities, including segregated cycle infrastructure for commuting purposes and on-board bike carrying facilities on trains and buses. Safety was also highlighted as a concern.
- **Accessibility:** There are large areas of Ayrshire where there is limited access to public transport, particularly in rural areas, although bus revenue support is out of scope for STPR2. Poor accessibility restricts people's access to key services, including employment, education and healthcare.
- **Connectivity and Journey Times:** This has primarily been highlighted as a problem between Ayrshire and the M74 (via the non-trunk A70 and A71) and south of Ayr to access the ports at Cairnryan via the A77. Long journey times were noted to impact the economic competitiveness of the region.
- **Resilience:** In the event of A77 route closure the diversionary route has been noted to be long and sub-standard for the volume and type of vehicles using it (e.g. HGVs).
- **Capacity constraints and congestion at the Bellfield Interchange,**
- **Frequency and Fragility of Public Transport:** Limited public transport coverage prevents access to services and can lead to forced car ownership. There is limited integration between public transport, particularly in rural areas, and limited interconnectivity between bus, rail and ferries with low frequency and limited operating hours. Bus patronage has fallen in recent years and bus mileage, bus connectivity and bus quality have been cited as contributory factors to this decline.
- **Transport Poverty and Affordability:** Transport expenditure and poverty is generally higher in rural parts of the region. The cost of bus travel in the region was noted to be high compared to car (and taxi) and there is a perceived lack of funding to encourage modal shift.
- There are opportunities associated with: Economic development, particularly in relation to the Ayrshire Growth Deal; tourism, including, though not limited to, active travel tourism; journey time reduction, journey

quality and improved connectivity; travel planning, behaviour change and low carbon, such as improving digital connectivity and electric vehicle infrastructure; and improving route resilience.

### ***Option Generation, Sifting and Development***

- 1.7 Transport Scotland generated a long list of initial transport options across all modes. All of these ideas/suggestions/options were collated and generated 880 options. Options that required further definition were developed, and similar options were consolidated. Following the option cleaning exercise, 243 options were retained in the long list of interventions to be sifted specific to the Ayrshire and Arran Region.
- 1.8 Each of the options included in the long list were then assessed using an option sifting methodology developed to drive consistency in the sifting of options across STPR2. Based on the methodology, options were either:
- Sifted in for further consideration; or
  - Sifted out from the process. If appropriate, these options will be passed to other areas of Transport Scotland / Scottish Government, or the appropriate local/regional transport authorities and partnerships (through the RTWGs) for consideration outwith STPR2.

### ***Draft Options Pack***

- 1.9 The Ayrshire & Arran Working Group was consulted on an 'Options Pack' on 10 November 2020. The Head of Roads at ARA responded on behalf of the Working Group on 26 November 2020 with a number of queries and concerns relating to the process and the options that were sifted out. These concerns included:
- Clarity sought on criteria for defining projects as either in scope and out of scope;
  - Clarity sought on the sifting process;
  - Concern that A70 and A71 routes were denoted as out of scope without clarity on why they were considered out of scope; and
  - Clarity sought on what criteria was to be used to assess the selection of options from the long list to the short list.
- 1.10 The 'Initial Appraisal: Case for Change Ayrshire & Arran Region' was published on 3 February 2021 together with the other regional case for change reports and the National Case for Change report.

### ***Options Sifted Out***

- 1.11 A full list of options that were sifted out across all regions and at a national level is provided as an Appendix to the National Case for Change. The 105 options sifted out in the Ayrshire and Arran and Transport Scotland's rationale for sifting them out are shown [here](#) (pages 71 – 87).

### ***Examples of Options Sifted out***

1.12 The following is a sample of options sifted out and Transport Scotland's rationale for doing so:

- Cheaper/subsidised bus fares and cheaper rail fares for all users (out of scope as it relates to concessionary fares);
- Ayrshire inter-connected core bus route network with half-hourly frequency (out of scope as it requires revenue funding);
- Upgrades to A70, A71 & A736 (improve carriageway standard, realignment, straightening) (option out of scope as it relates to a local roads); and
- Upgrade A77 to motorway standard as far as Prestwick (option sifted out as does not address regional problems/opportunities).

### ***Options Sifted In***

1.13 Following the sifting exercise 138 options specific to the Ayrshire and Arran Region were retained for further appraisal and can be found [here](#) (pages 48 – 65).

### ***Examples of Options Sifted In***

1.14 The following is a sample of options sifted in for further appraisal:

- Provision of a cycle/footpath network which follows main roads to connect settlements
- Introduce bus priority lanes on the A77/M77 into Glasgow
- improve east-west rail connections within Ayrshire (e.g. direct services between Kilmarnock, Ardrossan and Largs) and northsouth rail connections within Ayrshire (e.g. direct services between Largs-Ayr)
- extend rail electrification from Ayr to Girvan
- electrify railway between Troon and Kilmarnock
- Increased park and ride spaces for bus and rail
- electrification of the railway between Ayr and Stranraer.

### ***STPR2: Recommendations***

1.15 As detailed at paragraph 1.3, due to Covid-19 Transport Scotland restructured the STPR2 into two phases. Phase 1 focussed on the short-term (up to 5 years) with a view to identifying interventions which could be accelerated to support a green economic recovery from Covid-19. The outcome of STPR2 Phase 1 is that twenty interventions were recommended for early progression. Transport Scotland emphasised that the support of partners would be essential in taking these forward and for delivery. Grouped under eight themes, the twenty interventions are noted in Table 1 below:

### **Table 1: STPR2 Phase 1 themes and Interventions**

Theme	Proposed Interventions
Supporting smart and sustainable travel across Scotland	1. Development and delivery of Active Freeways 2. Expansion of 20mph zones 3. Influencing travel choices
Creating Smart and sustainable towns and villages	4. Transport's contribution towards place-making principals in neighbourhoods. 5. Guidance and framework for delivering mobility hubs
Improving accessibility in rural, island and peripheral areas and vulnerable groups	6. Investment in Demand Responsive Transport and Mobility As a Service
Transforming Cities	7. Reallocation of road space for active travel 8. Enhancing facilities at major rail stations 9. Development of Glasgow Metro and Edinburgh Mass Transit strategies
Enhancing public transport provision	10. Reallocation of road space for buses 11. Supporting integrated journeys at ferry terminals 12. Infrastructure to provide access for all at rail stations
Supporting transition to low-carbon transport	13. Investment in low carbon and alternative fuel systems 14. Delivery of Rail Decarbonisation Programme (Phase 1)
Supporting a viable freight industry	15. Strategy for improving rest and welfare facilities for hauliers 16. Infrastructure to encourage rail freight
Enhancing safety and resilience on the strategic transport network	17. Investment in the trunk road network asset 18. Access to Argyll and Bute (A83) 19. Investment in ferries and ports 20. Speed Management Plan

1.16 Transport Scotland proposed that detailed delivery plans are developed for each of the 20 interventions, including a programme, with a focus on the next 5 years, along with an operational plan outlining the specific roles and responsibilities of those organisations responsible for taking the intervention forward. The Phase 1 recommendations were also included within the overall appraisal of the final STPR2 package of interventions.

### ***Stage 2 – Appraisal (Spring – Summer 2021)***

1.17 The next stage of the process sifted options to be combined into packages and appraised against the Transport Planning Objectives and against wider Scottish Transport Appraisal Guidance (STAG) criteria and deliverability. This included feasibility, affordability and public acceptability.

1.18 Further detailed assessment was undertaken to produce a final short list of proposed interventions which was reported in STPR2 Phase 2 and completed the Review.

### ***Approvals and Reporting (Autumn 2021)***

- 1.19 Drafts of the STPR2 Reports associated with Phase 2 and a proposed delivery plan were programmed to be finalised for approval by Scottish Ministers during Autumn 2021. However, due to delays the final draft report was published in January 2022, providing stakeholders, including the general public, with the opportunity to comment by 15 April 2022.

South Ayrshire Council

Report by Director of Strategic Change and Communities  
to Cabinet  
of 15 February 2023

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**Subject: Business Support – Changes to Ambition Programme**

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**1. Purpose**

- 1.1 The purpose of this report is to seek approval to make changes to the operations of the ERDF Ambition business support programme delivered by the Economy and Regeneration Service. The changes will maximise ERDF draw down of available funding and enhance support to South Ayrshire companies.

**2. Recommendation**

**2.1 It is recommended that the Cabinet:**

**2.1.1 approves the proposal set out in paragraph 4 to maximise draw down for the ERDF programme as follows:**

- **increase the grant cap from £10,000 to £50,000; and**
- **allow 100% intervention rates for qualifying costs; and**

**2.1.2 approves that the grant level for the Ambition to Start programme is increased from £1,000 to up to a maximum of £5,000; and**

**2.1.3 requests that a performance update be provided to the Service and Performance Panel of 22 August 2023.**

**3. Background**

- 3.1 The Ambition Programme was first launched in 2013 to provide expert advice and support to both start-up and existing businesses. The Ambition brand is now well established within the business support network. The programme is part funded by the European Regional Development Fund (ERDF) and the South Ayrshire Council budget. There are two distinct strands within the current Ambition programme:

3.1.1 ***Ambition to Grow*** – supports business owners and managers to consolidate and grow their business to enable them to define their pathway, identify their challenges and present solutions. The current programme offers grants of up to £10,000 to support business growth opportunities, at a 50% intervention rate.

3.1.2 ***Ambition to Start*** – supports entrepreneurship by providing business planning advice, access to workshops, expert advice and grant assistance

of £1000 to those businesses with the ambition and ability to employ one additional member of staff within the first two years of trading.

- 3.2 Support to business and good quality advice is one of the key ways to enable growth and prosperity. The Ambition programme aims to encourage people to start up, grow and be innovative in their business thinking. The Economy and Regeneration business support team have adopted an evidence and needs based approach rather than being product led or jumping to solutions. This approach is centred around business relationships, prioritises the gathering of evidence and understanding the complexity of needs which will ultimately achieve more sustainable outcomes.
- 3.3 Members will be aware that South Ayrshire companies have emerged from the Covid pandemic to be confronted by significantly different trading conditions as the UK economy grapples with sharp inflationary pressures, part driven by unforeseen exponential increases in the costs of energy and supply chain costs. Forecasts indicate a long-term increase in energy prices.
- 3.4 South Ayrshire companies are being squeezed hard by rising costs, staff and skills shortages, and customers' unwillingness and inability to pay more. This is putting inevitable pressure on local businesses with an increased risk of job losses resulting from company contractions, relocation and closures.
- 3.5 The Shared Prosperity Fund (SPF) is the replacement fund for ERDF. The SPF investment plan was approved by Cabinet on 30 August 2022. Subsequently Government approval was received on 5 December. The SPF will replace ERDF from June 23 onwards.

#### **4. Proposals**

- 4.1 The changes to the programme are proposed to meet the urgent economic need to support businesses to address rising input costs and enable the Council to maximise ERDF draw down before June 2023. The conditions and criteria for Ambition Programme funding were adopted to align with ERDF requirements at the time (2016). The ERDF requirements have since changed and it is now permissible to provide businesses 100% intervention rates as long as the total intervention does comply with state aid (now subsidy control). In order to maximise ERDF draw down and fully invest available ERDF into our businesses, it is proposed that the following changes are made to the [Ambition to Grow](#) programme:
  - 4.1.1 allow 100% intervention rates for qualifying cost; and
  - 4.1.2 change the grant cap from £10,000 to £50,000.
- 4.2 In addition to the enhanced package of support to existing businesses, changes to the current [Ambition Start Up](#) programme are also proposed. It is proposed to refocus the existing £1000 Start Up Grant to provide enhanced support for start-ups with strong growth potential. The enhanced support will provide grants of up to £5,000 in conjunction with access to expert support across various businesses disciplines, including business planning, finance and marketing.
- 4.3 There will be no change to appraisal and verification process that is currently in place. The business and growth advisors will complete appraisal reports and make recommendation based on the analysis. All appraisal reports are verified by the Economic Development coordinator, prior to approval. A well-established approval



process is in place for grant recommendations above £10,000 and require sign off by the Portfolio Holder. The appraisal methodology remains focused on jobs, sales outwith the region, importance to the local economy and rural economy, key sectors and contribution to the green economy. Robust checks and balances have been designed into the delivery of the Ambition programme.

4.4 The proposal in this report will be funded through the existing Ambition programme budget which includes the approved ERDF business support programme. The ERDF programme currently predicts an underspend and the enhanced support package will maximise ERDF funding to the full. The ERDF programme will close in June 2023.

## 5. Legal and Procurement Implications

5.1 There are no legal implications arising from this report.

5.2 There are no procurement implication arising from this report.

## 6. Financial Implications

6.1 The Economy and Regeneration Base Budget delivers business support. This allocation is used for match funding the ERDF programme and support for the current Ambition Programme. The remaining ERDF balance stands at £487,903 and is claimable at a 40% intervention rate. Therefore, in order to fully draw down the ERDF grant, a match from the Economy and Regeneration budget of £731,855 is required. The table below sets out the proposed profile:

<b>Delivery Budget</b>	<b>FY22/23</b>	<b>Apr 23 – June 23</b>	<b>Total</b>
Expert Help	50,000	50,000	100,000
Business Grants	350,000	400,000	750,000
Staffing	200,000	120,000	320,000
Miscellaneous		30,000	30,000
<b>TOTAL:</b>	<b>600,000</b>	<b>600,000</b>	<b>1,200,000</b>
Funded by:			
E&R staffing budget	84,000	100,000	184,000
E&R match budget	276,000	252,097	528,097
ERDF programme	240,000	247,903	487,903
<b>TOTAL:</b>	<b>600,000</b>	<b>600,000</b>	<b>1,200,000</b>

6.2 The proposed changes do not require additional resources.

## 7. Human Resources Implications

7.1 There are no Human Resources Implications arising from this report

## **8. Risk**

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

8.1.1 There are no risks associated with adopting the recommendations in this report.

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

8.2.1 The risks associated with rejecting the recommendations are that the council is not able to fully draw down approved ERDF funding.

## **9. Equalities**

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

## **10. Sustainable Development Implications**

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

## **11. Options Appraisal**

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

## **12. Link to Council Plan**

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

## **13. Results of Consultation**

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

13.2 Consultation has taken place with Councillor Bob Pollock, Portfolio Holder for Economy and Culture, 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:

<b><i>Implementation</i></b>	<b><i>Due date</i></b>	<b><i>Managed by</i></b>
Promote Ambition Programme and website	20 February 2023	Service Lead – Economy and Regeneration
Performance update report to Service and Performance Panel	22 August 2023	Service Lead – Economy and Regeneration

**Background Papers**    [Current Ambition Programme](#)

**Person to Contact**    **Theo Leijser, Service Lead - Economy and Regeneration**  
**The Grain Exchange**  
**Phone 01292 616332**  
**E-mail [theo.leijser@south-ayrshire.gov.uk](mailto:theo.leijser@south-ayrshire.gov.uk)**

**Date: 9 February 2023**

**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	Business Support – Changes to Ambition Programme
Lead Officer (Name/Position/Email)	Theo.Leijser@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	-	-
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	-	-
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	-	-
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	-	-
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	-	-
Socio-economic Background – social class i.e. parent’s education, employment and income	-	-

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

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

**5. Summary Assessment**

<p><b>Is a full Equality Impact Assessment required?</b> (A full Equality Impact Assessment must be carried out if impacts identified as <b>Medium and/or High</b>)</p>	<p><b>NO</b> <input type="checkbox"/></p>
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**Rationale for decision:**

**This report recommends that Cabinet approve changes to a previously agreed programme. Members' decision on this has no specific equality implications**

**Signed :** Theo Leijser

**Service Lead Economy and Regeneration**

**Date:** 1 February 2022

**South Ayrshire Council**

**Report by Director of Strategic Change and Communities  
to Cabinet  
of 15 February 2023**

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**Subject:       Review of Financial Support to The Quay Zone**

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**1.       Purpose**

1.1       The purpose of this report is to seek approval from the Cabinet to continue to provide an annual contribution of £200,000 to The Quay Zone until the next review period in 5 years.

**2.       Recommendation**

**2.1       It is recommended that the Cabinet:**

**2.1.1       notes that a review has been carried out in relation to the financial support provided to The Quay Zone. A performance report and audited accounts are detailed in Appendix 1; and**

**2.1.2       approves the proposal to continue to provide an annual contribution of £200,000 to The Quay Zone until the next review in 5 years.**

**3.       Background**

3.1       The Quay Zone in Girvan is operated by South Carrick Community Leisure (SCCL) under arrangements agreed by Council in March 2017.

3.2       The Minute of Agreement commits the Council to an annual revenue contribution of £200,000 per annum subject to periodic review, recurring on a 5 year basis. This financial support is for the sole purpose of meeting the legitimate expenditure incurred in the maintenance and operation of the Leisure Centre.

3.3       The Quay Zone provides annual performance reports which are scrutinised by the Partnerships Panel.

**4.       Proposals**

4.1       The Quay Zone is an important partner in delivering the Council's strategic objectives to ensure that sport and physical activity is accessible to everyone across South Ayrshire.

4.2       Following a review, it is proposed that the annual contribution of £200,000 to the Quay Zone continues until the next review in 5 years, for the sole purpose of meeting the legitimate expenditure incurred in the maintenance and operation of

the Leisure Centre. This sum reflects the operating costs and expenses of SCCL in delivering the sport and recreational services and takes into account third party funding available to SCCL.

## **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 Since 2011/12, the Council has made available a revenue budget of £200,000. If the recommendations above are approved by Members, it is proposed that this existing resource within the budget of the Destination South Ayrshire service be used to cover the annual revenue contribution associated with the Minute of Agreement.

6.2 There is also an agreement in place in relation to the Quayzone recognising the Council's Access to Leisure Card. There is a recharge for the costs incurred which is directly linked to the uptake of the discount, however it is generally in the region of £30,000 to £40,000 per annum. These costs are accommodated within the existing Destination South Ayrshire service budget.

## **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 The Quay Zone will not be able to continue to operate if external factors impact on projected income. Scrutiny of performance will be ensured by annual reporting to the Partnerships Panel.

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

8.2.1 There is a risk that rejecting the recommendations will mean that The Quay Zone may not be able to continue as a commercial stand-alone operation in the long term.

## **9. Equalities**

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

## **10. Sustainable Development Implications**

10.1 ***Considering Strategic Environmental Assessment (SEA)*** - This report does not propose or seek approval for a plan, policy, programme or strategy or document



otherwise described which could be considered to constitute a plan, programme, policy or strategy.

## 11. Options Appraisal

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

## 12. Link to Council Plan

12.1 The matters referred to in this report contribute to Commitment 3 of the Council Plan: Grow Well, Live Well, Age Well/ Health and care systems that meet people's needs.

## 13. Results of Consultation

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

13.2 Consultation has taken place with Councillor Alec Clark, Portfolio Holder for Tourism and Rural Affairs, and Councillor Brian Connolly, Portfolio Holder for Sport and Leisure, 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>
Review financial support to the Quay Zone.	January 2028	Service Lead – Destination South Ayrshire

**Background Papers**    **Report to South Ayrshire Council of 2 March 2017- [Formal Agreements Relating to the Quayzone, Girvan](#)**

**Report to Partnerships Panel of 9 February 2022 - [The Quay Zone Performance Report](#)**

**Person to Contact**    **Laura Kerr, Service Lead – Destination South Ayrshire  
County Buildings, Wellington Square, Ayr, KA7 1DR  
Phone 01292 616421  
E-mail [laura.kerr4@south-ayrshire.gov.uk](mailto:laura.kerr4@south-ayrshire.gov.uk)**

**Date: 6 February 2023**



**Subject:** South Carrick Community Leisure, The Quay Zone – Performance Update 2021/22

**Purpose:** The purpose of this report is to outline the work of South Carrick Community Leisure in its management of The Quay Zone Community Leisure Centre for the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022

## 1. Background

- i. South Carrick Community Leisure (SCCL) was formed in 2012 and is a Scottish Charitable Incorporated Organisation (SC043090). Amongst other things, it has as one of its purposes, **“the establishment and operation of a community arts and leisure facility in Girvan, Ayrshire (incorporating accommodation for community groups and a cafe/restaurant)”**.
- ii. The Quay Zone (TQZ) is operated by SCCL under a 40-year lease and Minute of Agreement with South Ayrshire Council. As part of the Minute of Agreement SCCL receives £200,000 of annual grant support from South Ayrshire Council to support the operation of the facility and the services provided therein.
- iii. Whilst the Council’s grant remains the same as provided in 2017 the Minute of Agreement requires that it be reconsidered in the fifth year of operation. This will be progressed and considered by the Council as part of its budget setting process for 2022/23.
- iv. The Quay Zone (TQZ) comprising a swimming pool, gym, studios, soft play and café opened its doors to the public on 27<sup>th</sup> April 2017. During its first five years it has enjoyed excellent community support and remained viable despite the service interruption caused by the Covid pandemic.
- v. Reports to previous Performance Panels have outlined the progress and this report provides a further update on the Charity’s activities at The Quay Zone for the 2021/22 financial year.
- vi. Governance of the charity is provided by a Board of Trustees who meet at regular intervals. Trustees together with South Ayrshire Council observers scrutinize and direct the activities delivered on behalf of the Charity. The Board is supported by The General Manager of TQZ who, together with his team, are responsible for day to day operations at The Quay Zone.

## 2. Service and General Operations

- i. The Quay Zone started the last financial year under the burden of continuing Covid restrictions. Although societal lockdowns were no longer a daily reality, unrestricted service provision did not resume until August 2021.

- ii. From April to August 2021 TQZ gradually returned to more “normal” operating arrangements.
- iii. Whilst encouraging social distancing and hand hygiene measures, the requirements to book before arrival and wear masks were gradually relaxed. However, it was not possible to re-open the soft play and provide a café service until August.
- iv. Generally, although the South Carrick community were quick to return and support us, the gradual relaxation of restrictions and phased re-introduction of services meant that we missed out on most of the Scottish school’s holiday summer trade. This was particularly the case for the café and soft play.
- v. When we were able to re-open the café it was with a redesigned menu offering a greater selection of hot food options as a result of the purchase of a new, high-speed oven (often used by national café establishments).
- vi. Membership is a key part of the financial model that sustains TQZ. Swim, gym and class membership levels gradually increased month on month throughout the year and although not entirely back to pre-pandemic levels were on a strong footing at the year end.
- vii. Participation in our Learn 2 Swim programme also steadily increased throughout the year. The increase was thought, in part, to reflect the pent-up demand that had arisen as a result of the interruption to services during 2020 and 2021 caused by the Covid restrictions. Indeed, the impact of the restrictions meant that a whole year group missed the opportunity to learn to swim. As a result, in April 2021 Learn 2 Swim membership stood at 218 children. However, this figure had increased to over 300 by the year end.
- viii. By the end of the financial year TQZ had been in operation for five years. As a consequence, the fabric of the building and equipment essential to its operation were developing faults requiring increased levels of maintenance and repair. The specialist nature of some of the equipment operated and the relatively remote location of TQZ mean that maintenance costs are comparatively high. The burden presented by this is expected to increase over the next 5–10 years of operation as elements of equipment reach the end of their life or service expectancy.

### **3. Finance**

- i. The audited financial accounts for 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 are included with this report and in line with our status as a Scottish Charitable Incorporated Organisation (SCIO) have been lodged with the Scottish Charity Regulator (OSCR).
- ii. The Statement of Financial Activities (page 8 of the accounts) shows that:
  - a. Total Income at £743,721 for the year was up by £121,317 compared with the previous year. As outlined above this partially reflected the removal of Covid restrictions which allowed us to increase trading income. However, whilst charitable activity income was up £271,491 compared with the previous year, we still enjoyed government Covid business grant support totalling £97,396.
  - b. As would be expected expenditure increased by £75,682 compared with the previous year reflecting the improvement in trading activities and the purchase of input materials.
- iii. Our overall net income and expenditure position for the year was a positive £78,068.

- iv. On the Balance Sheet (page 9 of accounts) our **fixed assets** are categorised as: Plant & Machinery; Fixtures & Fittings and; Computer Equipment. As illustrated in Note 6 we invested in £6,012 in new assets (mainly the new high-speed oven) which meant that after depreciation, the Net Book Value of our fixed assets had decreased from £112,903 in 2020/21 to £79,484 in 2021/22.
- v. Our **total current assets** show a healthy position of £412,293 up from £334,225 the previous year made up of £325,078 unrestricted funds and £87,215 restricted funds.
- vi. The improved overall financial position reflects tight management of funds during the period of Covid restrictions and reduced and deferred expenditure in relation to marketing and some elements of maintenance and repairs.
- vii. It is also the case that were it not for the Covid related business support provided by Government we would have sustained a trading loss of £19,328.

#### 4. Looking Forward

- i. The Board of Trustees and Management of TQZ are committed to operating and providing service at TQZ so as to support the health and wellbeing of the community in South Carrick.
- ii. In practical terms our costs have increased as we have provided the full range of services. Earned income has increased but is still below the levels reached in previous years. In addition, the impact of delayed maintenance and aging equipment will see our building and equipment costs increase during the year.
- iii. The challenge for 2022/23 will be to maintain services and progressively develop them. Such development will be in part be dictated by the confidence the community has to continue using indoor facilities but more importantly by the impact of increasing energy costs and the impact of inflation which as the financial year drew to a close was 9% generally but more for key inputs such as fuel and food.
- iv. Whilst the development of services is uppermost in the Board's mind sustaining a trading recovery in a deteriorating economic situation nationally will be critical in 2022/23.

Peter Linton  
General Manager The Quay Zone  
South Carrick Community Leisure  
12<sup>th</sup> January, 2023

**REGISTERED COMPANY NUMBER: SC043090 (Scotland)**  
**REGISTERED CHARITY NUMBER: SC43090**

Report of the Trustees and  
Financial Statements for the Year Ended 31 March 2022  
for  
South Carrick Community Leisure

Colin McNally B.A. Hon's; F.C.M.A  
6 Crofthead Road  
Prestwick  
Ayrshire  
KA9 1HW

South Carrick Community Leisure

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for the Year Ended 31 March 2022

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

## **OBJECTIVES AND ACTIVITIES**

### **Objectives and aims**

To assist in the provision of recreational facilities (and, where appropriate, the organisation of recreational activities) available to members of the public at large, with the object of improving their conditions of life;

To advance citizenship and community development (including urban and rural regeneration);

To promote civic responsibility, volunteering, the voluntary sector and the effectiveness and efficiency of charities; and

To advance public participation in sport; in particular within the area (the Community) shown outlined in red on the map attached to this constitution, primarily through (a) the establishment and operation of a community arts and leisure facility in Girvan, Ayrshire (incorporating accommodation for community groups and a café/restaurant) and (b) the provision of support (whether financial or otherwise) to a range of organisations, initiatives, activities and events which further one or more of the above purposes

### **Significant activities**

The 2021-22 financial year started very much as the previous one had finished, with trading restrictions and significant uncertainty as to the outlook for even the immediate future. Although societal lockdowns were no longer a daily reality we were not able to trade unrestricted until August 2021. The impact of this was to miss most of the Scottish school's holiday period further impacting income in what would, otherwise, have been a key revenue generating period for The Quay Zone.

The removal of restrictions and the gradual reintroduction of "normal" working practices enabled good summer and autumn holiday programmes to be provided which were well received by the community. During the period of closures and restrictions the opportunity was taken to re-vamp the café menu to include more hot food options as a result of the investment in the MerryChef oven. Financial viability remains a challenge in this area of our activities because of the relatively high input costs for ingredients and staff, However, the café provides a social glue that enables other activities provided at TQZ to prosper.

Swim, gym and class membership levels gradually increased month on month and although not entirely back to pre-pandemic levels this revenue stream continues to be critical to our financial success. Numbers participating in our Learn 2 Swim programme also steadily increased throughout the year. This improvement was thought to reflect pent up demand that has arisen as a result of the constant service interruptions over the previous two years and the fact that there was at least one cohort of young people who missed out on learning to swim during school and other closures and restrictions.

Overall, we were able to open TQZ and provide an increasing level and range of services to the community and visitors during 2021 -22. However, towards the end of the year it was becoming apparent that there were emerging significant input cost pressure on all fronts. Our wage bill, material costs, repair costs and most significantly of all energy costs all increased significantly in the last quarter of trading. Government and other agency forecasts are for an inflationary spike of around 10% before the end of 2022. However, energy costs are spiralling and we anticipate at least a doubling of our gas and electricity costs in the immediate future. This represents a substantial threat to the financial viability of TQZ in the next financial year and we are braced for a difficult 2022 -23.

During the year The Quay Zone continued to benefit from national and local government Covid related support financial support via the furlough scheme and support for small businesses. Without such assistance it is unlikely we would have remained viable during 2021-22.

## **OBJECTIVES AND ACTIVITIES**

### **The contribution of Government and other Agencies**

2021 -22 is the fifth year of trading for The Quay Zone under the auspices of South Carrick Community Leisure (SCCL) (the Charity). Although the building is owned by South Ayrshire Council the Charity operates it under a Minute of Agreement concluded with the Council in 2017. Within this agreement there is provision for the financial support provided by the Council (£200,000 in 2021-22) to SCCL to be re-considered every fifth year. As a result, during 2022-23 the charity expects to put in place a further five-year financial agreement that will continue to underpin the financial viability of The Quay Zone.

Additional unrestricted grant support was provided by the Girvan & District Assel Valley Community Fund funded by Falck Renewables and administered by Foundation Scotland together with Tralorg Community Benefit Fund. The extent of these contributions is acknowledged elsewhere in these accounts.

### **The Contribution of Volunteers**

The Board is made up of members of the local community and are all unpaid volunteers, their continued support and contribution enables the ongoing delivery of this much needed asset for the local area.

## **ACHIEVEMENT AND PERFORMANCE**

### **Charitable activities**

The opening and operation of The Quay Zone represents a significant milestone in the life of South Carrick Community Leisure and fulfils one of the key objectives and aims of the charity as set out in its constitution. However, significant as achieving that objective has been the challenge during the last year has been operation of the Centre so as to provide facilities and services that the community wants in a financially sustainable way.

## **FINANCIAL REVIEW**

### **Financial position**

Current restricted funds as shown within the accounts are made up of the following; £412,293

### **Reserves policy**

The Directors have the power to invest in such assets as they see fit.

## **FUTURE PLANS**

As outlined above although service provision continued to be affected by Covid related restrictions TQZ traded successfully and showed good signs of emerging in a relatively good position. However, the change in the macro-economic climate and the significant head-winds now facing the charity mean that 2022-23 will be a more challenging year than anticipated. The focus of Trustees and management will be on ensuring the viability of TQZ, such is the level of financial jeopardy facing the charity. A successful re-negotiation of the financial support from South Ayrshire Council together with tight control of expenditure and maximisation of income will be required as a minimum

## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Governing document**

South Carrick Community Leisure was formed in 2012 as a SCIO (Scottish Charitable Incorporated Organisation). A SCIO provides limited liability and separate legal identity to organisations that want to become charities, but do not want or need the complex legal structure of company law. SCIO's are regulated by OSCR and do not need to register with Companies House. South Carrick Community Leisure is governed by its Constitution drawn up by Burness Solicitors.

As the role of the charity has developed we have continued to create and improve all our processes, policies and overall governance

### **Recruitment and appointment of new trustees**

Trustees are appointed to the Board by the membership at an Annual General Meeting. Three trustees must stand down each year at an AGM, but maybe re-elected if they are willing to stand.

Where there is a vacancy between Annual General Meetings then members may be co-opted to the Board, however anyone co-opted in this way must also put themselves up for election at the next Annual General Meeting



## **STRUCTURE, GOVERNANCE AND MANAGEMENT**

### **Organisational structure**

The board has regular monthly meetings where it deals with all financial matters relating to its objectives along with all other aspects of its objectives.

### **Induction and training of new trustees**

Training and relevant information on South carrick Community leisure is given to new trustees in addition to an OSCR Trustee information pack.

## **REFERENCE AND ADMINISTRATIVE DETAILS**

### **Registered Company number**

SC043090 (Scotland)

### **Registered Charity number**

SC43090

### **Registered office**

Town House  
25 Knockcushan Street  
Girvan  
KA26 9AG

### **Trustees**

K S Johnstone Treasurer  
J Barr Deputy Chairman (resigned 20.10.21)  
A Rattray Chairperson  
Ms E McCarrey Secretary(now co-opted as lives out with area)  
Ms S Dunn  
Ms S Clark  
H Sheddon

### **Company Secretary**

### **Senior Statutory Auditor**

Jeff Rogers

### **Auditors**

Jeffrey A Rogers  
Chartered Accountants and Registered Auditor  
Colin McNally B.A. Hon's; F.C.M.A  
6 Crofthead Road  
Prestwick  
Ayrshire  
KA9 1HW

### **Bankers**

Royal Bank of Scotland  
14 Dalrymple Street  
Girvan  
KA26 9AF

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

The trustees (who are also the directors of South Carrick Community Leisure for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

**STATEMENT OF TRUSTEES' RESPONSIBILITIES - continued**

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charitable company's auditors are unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

**AUDITORS**

The auditors, Colin McNally B.A. Hon's; F.C.M.A, will be proposed for re-appointment at the forthcoming Annual General Meeting.

Approved by order of the board of trustees on ..... and signed on its behalf by:

.....  
  
A Rattray - Trustee

Report of the Independent Auditors to the Trustees and Members of  
South Carrick Community Leisure

Independent auditor's report to the members and trustees of South Carrick Community Leisure

Opinion

We have audited the financial statements of South Carrick Community Leisure (the 'charitable company') for the year ended 31 March 2018 which comprise a Statement of Financial Activities, , Balance Sheet, and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

In our opinion, the financial statements:

o give a true and fair view of the state of the charitable company's affairs as at 31 March 2018 and of its income [and receipt of endowments] and expenditure for the year then ended;

o have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and  
o have been prepared in accordance with the requirements of the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs UK) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

o the trustees' (who are also the directors of the company for the purposes of company law) use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or  
o the trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

Report of the Independent Auditors to the Trustees and Members of  
South Carrick Community Leisure

In our opinion, based on the work undertaken in the course of the audit:

- o the information given in the directors' report, prepared for the purposes of company law and included within the trustees' annual report, for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- o the directors' report, included within the trustees' annual report, has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the directors' report, included within the trustees' annual report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006, the Charities and Trustees Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- o adequate and proper accounting records have not been kept, [or returns adequate for our audit have not been received from branches not visited by us]; or
- o the financial statements are not in agreement with the accounting records; or
- o certain disclosures of trustees' remuneration specified by law are not made; or
- o we have not received all the information and explanations we require for our audit; or
- o the trustees were not entitled to prepare the financial statements in accordance with the small companies' regime and take advantage of the small companies' exemptions in preparing the directors' report, included within the trustee' annual report, and from the requirements to prepare a strategic report.

Responsibilities of trustees

As explained more fully in the trustees' responsibilities statement, the trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and under the Companies Act 2006 and report in accordance with the Acts and relevant regulations made or having effect thereunder.


Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs (UK), we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

Report of the Independent Auditors to the Trustees and Members of  
South Carrick Community Leisure

- o Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- o Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- o Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the trustees.
- o Conclude on the appropriateness of the trustees' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- o Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

  
Jeffrey A Rogers (Senior Statutory Auditor)  
For and on behalf of  
Phelan & Prescott  
Chartered Accountants and Registered Auditor  
River House  
Home Avenue  
Newry  
Co Down  
Date: 1/11/2022

Jeff Rogers Jeff Rogers  
Phelan Prescott Colin McNally B.A. Hon's; F.C.M.A  
Eligible to act as an auditor in terms of Section 1212 of the Companies Act 2006  
6 Crofthead Road  
Prestwick  
Ayrshire  
KA9 1HW  
Date: .....

South Carrick Community Leisure

Statement of Financial Activities  
for the Year Ended 31 March 2022

	Notes	Unrestricted fund £	Restricted fund £	Endowment fund £	31.3.22 Total funds £	31.3.21 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>						
Donations and legacies		307,148	1	-	307,149	307,125
<b>Charitable activities</b>						
General		435,509	-	-	435,509	315,279
Other income		<u>1,064</u>	<u>-</u>	<u>-</u>	<u>1,064</u>	<u>-</u>
<b>Total</b>		<u>743,721</u>	<u>1</u>	<u>-</u>	<u>743,722</u>	<u>622,404</u>
<b>EXPENDITURE ON</b>						
Raising funds		406,921	-	-	406,921	377,487
<b>Charitable activities</b>						
General		<u>243,096</u>	<u>15,637</u>	<u>-</u>	<u>258,733</u>	<u>212,485</u>
<b>Total</b>		<u>650,017</u>	<u>15,637</u>	<u>-</u>	<u>665,654</u>	<u>589,972</u>
<b>NET INCOME/(EXPENDITURE)</b>		93,704	(15,636)	-	78,068	32,432
<b>RECONCILIATION OF FUNDS</b>						
<b>Total funds brought forward</b>		<u>231,373</u>	<u>102,852</u>	<u>-</u>	<u>334,225</u>	<u>301,793</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>325,077</u></u>	<u><u>87,216</u></u>	<u><u>-</u></u>	<u><u>412,293</u></u>	<u><u>334,225</u></u>

The notes form part of these financial statements

South Carrick Community Leisure

Balance Sheet  
31 March 2022

	Notes	Unrestricted fund £	Restricted fund £	Endowment fund £	31.3.22 Total funds £	31.3.21 Total funds £
<b>FIXED ASSETS</b>						
Tangible assets	6	11,848	67,636	-	79,484	112,903
<b>CURRENT ASSETS</b>						
Debtors	7	100,958	-	-	100,958	988
Cash at bank		<u>261,527</u>	<u>19,578</u>	<u>-</u>	<u>281,105</u>	<u>234,808</u>
		362,485	19,578	-	382,063	235,796
<b>CREDITORS</b>						
Amounts falling due within one year	8	(49,255)	1	-	(49,254)	(14,474)
<b>NET CURRENT ASSETS</b>		<u>313,230</u>	<u>19,579</u>	<u>-</u>	<u>332,809</u>	<u>221,322</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>325,078</u>	<u>87,215</u>	<u>-</u>	<u>412,293</u>	<u>334,225</u>
<b>NET ASSETS</b>		<u>325,078</u>	<u>87,215</u>	<u>-</u>	<u>412,293</u>	<u>334,225</u>
<b>FUNDS</b>						
Unrestricted funds	9				325,078	231,373
Restricted funds					<u>87,215</u>	<u>102,852</u>
<b>TOTAL FUNDS</b>					<u>412,293</u>	<u>334,225</u>

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:



A Rattray - Trustee

**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**2. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.3.22	31.3.21
	£	£
Depreciation - owned assets	<u>38,390</u>	<u>67,801</u>



Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 March 2022 nor for the year ended 31 March 2021.

**4. STAFF COSTS**

The average monthly number of employees during the year was as follows:

	31.3.22	31.3.21
Staff	<u>25</u>	<u>25</u>

No employees received emoluments in excess of £60,000.

**5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted fund £	Endowment fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>				
Donations and legacies	307,125	-	-	307,125
<b>Charitable activities</b>				
General	<u>315,279</u>	-	-	<u>315,279</u>
<b>Total</b>	<u>622,404</u>	-	-	<u>622,404</u>
<b>EXPENDITURE ON</b>				
Raising funds	377,487	-	-	377,487
<b>Charitable activities</b>				
General	<u>144,684</u>	<u>67,801</u>	-	<u>212,485</u>
<b>Total</b>	<u>522,171</u>	<u>67,801</u>	-	<u>589,972</u>
<b>NET INCOME/(EXPENDITURE)</b>	100,233	(67,801)	-	32,432
<b>RECONCILIATION OF FUNDS</b>				
<b>Total funds brought forward</b>	131,140	170,653	-	301,793
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>231,373</u>	<u>102,852</u>	-	<u>334,225</u>

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

**6. TANGIBLE FIXED ASSETS**

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>				
At 1 April 2021	294,917	42,179	40,523	377,619
Additions	<u>5,863</u>	<u>149</u>	<u>(1,041)</u>	<u>4,971</u>
At 31 March 2022	<u>300,780</u>	<u>42,328</u>	<u>39,482</u>	<u>382,590</u>
<b>DEPRECIATION</b>				
At 1 April 2021	232,881	11,077	20,758	264,716
Charge for year	<u>15,277</u>	<u>10,720</u>	<u>12,393</u>	<u>38,390</u>
At 31 March 2022	<u>248,158</u>	<u>21,797</u>	<u>33,151</u>	<u>303,106</u>
<b>NET BOOK VALUE</b>				
At 31 March 2022	<u>52,622</u>	<u>20,531</u>	<u>6,331</u>	<u>79,484</u>
At 31 March 2021	<u>62,036</u>	<u>31,102</u>	<u>19,765</u>	<u>112,903</u>

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.22	31.3.21
	£	£
Trade debtors	<u>100,958</u>	<u>988</u>

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.22	31.3.21
	£	£
Trade creditors	20,856	14,181
Social security and other taxes	(641)	(7,120)
Other creditors	<u>29,039</u>	<u>7,413</u>
	<u>49,254</u>	<u>14,474</u>

**9. MOVEMENT IN FUNDS**

	At 1.4.21 £	Net movement in funds £	At 31.3.22 £
<b>Unrestricted funds</b>			
UNRESTRICTED	231,373	93,705	325,078
<b>Restricted funds</b>			
RESTRICTED	102,852	(15,637)	87,215
<b>TOTAL FUNDS</b>	<u>334,225</u>	<u>78,068</u>	<u>412,293</u>

9. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
UNRESTRICTED	743,721	(650,016)	93,705
<b>Restricted funds</b>			
RESTRICTED	1	(15,638)	(15,637)
	<u>743,722</u>	<u>(665,654)</u>	<u>78,068</u>
<b>TOTAL FUNDS</b>			

Comparatives for movement in funds

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
<b>Unrestricted funds</b>			
UNRESTRICTED	131,140	100,233	231,373
<b>Restricted funds</b>			
RESTRICTED	170,653	(67,801)	102,852
	<u>301,793</u>	<u>32,432</u>	<u>334,225</u>
<b>TOTAL FUNDS</b>			

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
UNRESTRICTED	622,404	(522,171)	100,233
<b>Restricted funds</b>			
RESTRICTED	-	(67,801)	(67,801)
	<u>622,404</u>	<u>(589,972)</u>	<u>32,432</u>
<b>TOTAL FUNDS</b>			

Notes to the Financial Statements - continued  
for the Year Ended 31 March 2022

**9. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.20 £	Net movement in funds £	At 31.3.22 £
<b>Unrestricted funds</b>			
UNRESTRICTED	131,140	193,938	325,078
<b>Restricted funds</b>			
RESTRICTED	170,653	(83,438)	87,215
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>301,793</u>	<u>110,500</u>	<u>412,293</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
UNRESTRICTED	1,366,125	(1,172,187)	193,938
<b>Restricted funds</b>			
RESTRICTED	1	(83,439)	(83,438)
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>1,366,126</u>	<u>(1,255,626)</u>	<u>110,500</u>

**10. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2022.

South Carrick Community Leisure

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2022

	31.3.22	31.3.21
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Gifts	-	2
Grants	200,000	200,000
Community Benefit Funding - Falk Assel	36,149	38,123
Community Benefit Funding - Tralorg	<u>71,000</u>	<u>69,000</u>
	307,149	307,125
<b>Charitable activities</b>		
Charitable Activities	338,113	66,622
Grants	<u>97,396</u>	<u>248,657</u>
	435,509	315,279
<b>Other income</b>		
VAT Repayment	<u>1,064</u>	<u>-</u>
<b>Total incoming resources</b>	743,722	622,404
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Wages	365,816	376,258
<b>Other trading activities</b>		
Purchases	33,059	1,229
Pensions	<u>8,046</u>	<u>-</u>
	41,105	1,229
<b>Charitable activities</b>		
Sundries	3,366	8,484
<b>Support costs</b>		
<b>Management</b>		
Insurance	20,966	17,156
Telephone	13,206	6,602
Postage and stationery	926	1,429
Advertising	1,436	14,063
Cleaning	4,323	3,132
Consulting	1,667	1,350
Gym Equipment Expense	90	7,133
Motor Vehicle Expenses	-	78
PPE	-	251
Pool Equipment	2,100	549
Residual VAT	39,648	(24,737)
Event Costs	<u>27</u>	<u>-</u>
	84,389	27,006

This page does not form part of the statutory financial statements

South Carrick Community Leisure

Detailed Statement of Financial Activities  
for the Year Ended 31 March 2022

	31.3.22	31.3.21
	£	£
<b>Management</b>		
<b>Finance</b>		
Bank charges	5,215	3,161
Plant and machinery	30,818	60,232
Fixtures and fittings	2,038	2,025
Computer equipment	<u>5,036</u>	<u>5,544</u>
	43,107	70,962
<b>Information technology</b>		
Repairs and renewals	39,616	37,768
<b>Human resources</b>		
Software licences	20,048	1,385
Staff Training	<u>3,779</u>	<u>1,479</u>
	23,827	2,864
<b>Other</b>		
Light and heat	57,390	60,652
<b>Governance costs</b>		
Accountancy and legal fees	5,995	3,620
Subscriptions	<u>1,043</u>	<u>1,129</u>
	<u>7,038</u>	<u>4,749</u>
Total resources expended	<u>665,654</u>	<u>589,972</u>
<b>Net income</b>	78,068	32,432

## 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	<b>Review of Financial Support to The Quay Zone</b>
Lead Officer (Name/Position/Email)	Laura Kerr Service Lead – Destination South Ayrshire <a href="mailto:Laura.kerr4@south-ayrshire.gov.uk">Laura.kerr4@south-ayrshire.gov.uk</a>

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

Community or Groups of People	Negative Impacts	Positive impacts
Age – men and women, girls & boys		X
Disability		X
Gender Reassignment (Trans/Transgender Identity)		X
Marriage or Civil Partnership		X
Pregnancy and Maternity		X
Race – people from different racial groups,		X

(BME) ethnic minorities and Gypsy/Travellers		
Religion or Belief (including lack of belief)		X
Sex – (issues specific to women & men or girls & boys)		X
Sexual Orientation – person’s sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight		X
Thematic Groups: Health, Human Rights & Children’s Rights		X

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

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


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

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



characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	
Increase participation of particular communities or groups in public life	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

<b>Is a full Equality Impact Assessment required?</b> (A full Equality Impact Assessment must be carried out if impacts identified as <b>Medium and/or High</b> )	<input type="checkbox"/> YES  NO <input checked="" type="checkbox"/>
<b>Rationale for decision:</b>  <b>Continuing the same level of funding will have a positive impact, however it will be a low impact and it does not give rise to equality considerations related to a particular protected group.</b>	
<div style="text-align: center; margin-bottom: 20px;">  </div> <b>Signed</b> <b>Laura Kerr, Service Lead – Destination South Ayrshire</b>  <b>Date:</b> .....11/1/23.....	

South Ayrshire Council

Report by Director of Strategic Change and Communities  
to Cabinet  
of 15 February 2023

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**Subject: Definition of Islamophobia**

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**1. Purpose**

- 1.1 The purpose of this report is to seek approval for South Ayrshire Council to adopt the All-Party Parliamentary Group (APPG) definition of Islamophobia.

**2. Recommendation**

- 2.1 It is recommended that the Cabinet agrees that the Council adopts the All-Party Parliamentary Group definition of Islamophobia.**

**3. Background**

- 3.1 In April 2018, the UK All-Party Parliamentary Group (APPG) on British Muslims conducted an inquiry to develop a working definition of Islamophobia. This involved listening to, understanding and taking on board views across the spectrum: from the Muslim Council of Britain and the Federation of Student Islamic Societies, to The Network of Sikh Organisations and The National Secular Society. Academics, community representatives, legal professionals and politicians at different levels of government all came together to assist in the formation of a definition of Islamophobia that was not only useful and accurately defined the type of racism Muslims and those who are perceived to be Muslim face, but also, crucially, to ensure that this had the trust of the very communities it was designed to support.
- 3.2 The group agreed a working definition of Islamophobia that notes '**Islamophobia is rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness.**' (APPG 2017) This definition is endorsed by all political parties in the Scottish Parliament and adopted by the Liberal Democrats, UK Labour, Plaid Cymru, SNP Westminster Group and the Muslim Council of Britain.
- 3.3 In April 2018 the Scottish Parliament's Cross-Party Group (CPG) on Tackling Islamophobia was established, bringing together politicians from all parties and beginning an inquiry into the issue of Islamophobia in Scotland.
- 3.4 The inquiry report: 'Scotland's Islamophobia' was prepared by Peter Hopkins from the University of Newcastle and supports the use of the APPG definition.
- 3.5 Further background on the development of this definition can found in the background papers section of this report.

- 3.6 In June 2022, a motion was agreed by Council requesting officers to bring a report to Cabinet giving further background to the APPG definition, setting out the steps the Council would require to take if it adopts the definition and any associated costs of doing so.

#### **4. Proposals**

- 4.1 It is proposed that Cabinet approves the adoption of the following working definition of Islamophobia:

**'Islamophobia is rooted in racism and is a type of racism that targets expressions of Muslimness or perceived Muslimness.'**  
(APPG 2017).

- 4.2 Adopting this definition does not require specific steps to be taken or incur direct costs. However, officers will source appropriate training (from existing budgets) that will be made available to all staff through the usual channels.

#### **5. Legal and Procurement Implications**

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

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

#### **6. Financial Implications**

- 6.1 Additional training will be sourced from existing budgets.

#### **7. Human Resources Implications**

- 7.1 Not applicable

#### **8. Risk**

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

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

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

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

#### **9. Equalities**

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

## 10. Sustainable Development Implications

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

## 11. Options Appraisal

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

## 12. Link to Council Plan

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

## 13. Results of Consultation

- 13.1 There has been no public consultation on the contents of this report.
- 13.2 Consultation has taken place with Councillor 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 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:

<b><i>Implementation</i></b>	<b><i>Due date</i></b>	<b><i>Managed by</i></b>
Source appropriate training on Islamophobia	August 2023	Service Lead – Policy, Performance and Community Planning

**Background Papers** [South Ayrshire Council – 29 June 2022 – Notice of Motion \(1\)](#)

[Islamophobia Defined - The inquiry into a working definition of Islamophobia](#) (All Party Parliamentary Group on British Muslims)

[Scotland's Islamophobia - Report of the inquiry into Islamophobia in Scotland by the Cross-Party Group on Tackling Islamophobia](#)

**Person to Contact** Kevin Anderson, Service Lead – Policy, Performance and Community Planning  
County Buildings, Wellington Square, Ayr  
Phone 01292 612982  
E-mail [kevin.anderson@south-ayrshire.gov.uk](mailto:kevin.anderson@south-ayrshire.gov.uk)

**Date:** 6 February 2023

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

**Section One: Policy Details\***

Name of Policy	Definition of Islamophobia
Lead Officer (Name/Position)	Kevin Anderson
Support Team (Names/Positions) including Critical Friend	Susan McCardie

\*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 <b>aims</b> of the policy?	To agree to adopt the APPG definition of Islamophobia
What are the intended <b>outcomes</b> of the policy?	Adoption of the definition as per a motion to Council.

**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)	Adopting this policy will have a positive impact on expressions of Muslimness or perceived Muslimness.
---	--

**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
<b>Age:</b> Issues relating to different age groups e.g. older people or children and young people	<b>None</b>

<b>Disability:</b> Issues relating to disabled people	None
<b>Gender Reassignment – Trans/Transgender:</b> Issues relating to people who have proposed, started or completed a process to change his or her sex	None
<b>Marriage and Civil Partnership:</b> Issues relating to people who are married or are in a civil partnership	None
<b>Pregnancy and Maternity:</b> Issues relating to woman who are pregnant and/or on maternity leave	None
<b>Race:</b> Issues relating to people from different racial groups,(BME) ethnic minorities, including Gypsy/Travellers	None
<b>Religion or Belief:</b> Issues relating to a person's religion or belief (including non-belief)	<p>Adopting the definition gives to better understanding about the issue and allow for meaningful strategies to be devised to tackle it. For instance, undergoing and delivering awareness training.</p> <p>The definition addresses forms of Islamophobia beyond physical and verbal abuse, currently governed by existing hate crime legislation. 'Perceived muslimness' highlights the racialisation and intersectionality of Islamophobia, an issue which affects non-Muslim communities such as Sikhs because of harmful stereotype</p>
<b>Sex:</b> Issues specific to women and men/or girls and boys	None
<b>Sexual Orientation:</b> Issues relating to a person's sexual orientation i.e. LGBT+, heterosexual/straight	None

<b>Equality and Diversity Themes Relevant to South Ayrshire Council</b>	<b>Positive and/or Negative Impacts</b>
<b>Health</b> Issues and impacts affecting people's health	None
<b>Human Rights:</b> 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 impacts on people's rights to be treated with dignity and respect.

<b>Socio-Economic Disadvantage</b>	<b>Positive and/or Negative Impacts</b>
<b>Low Income/Income Poverty:</b> Issues: cannot afford to maintain regular payments such as bills, food and clothing.	none
<b>Low and/or no wealth:</b> 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	none
<b>Material Deprivation:</b> 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	none
<b>Area Deprivation:</b> Issues: where you live (rural areas), where you work (accessibility of transport)	none

### Section Three: Evidence Used in Developing the Policy

<b>Involvement and Consultation</b> In assessing the impact(s) set out above what evidence has been collected from involvement, engagement or consultation? <b>Who</b> did you involve, <b>when</b> and <b>how</b> ?	Engagement was carried out as part of the inquiry including an online survey inviting submissions of written evidence.
<b>Data and Research</b> In assessing the impact set out above what evidence has been collected from research or other data. Please specify <b>what</b> research was carried out or data collected, <b>when</b> and <b>how</b> this was done.	The Cross-Party Group (CPG) on Tackling Islamophobia organised an inquiry into the issue of Islamophobia in Scotland. This is detailed in the report of the inquiry into Islamophobia in Scotland published by the Scottish Parliament
<b>Partners data and research</b> In assessing the impact(s) set out in Section 2 what evidence has been provided by partners?  Please specify partners	As above
<b>Gaps and Uncertainties</b> Have you identified any gaps or uncertainties in your understanding of the issues or impacts that need to be explored further?	None

**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	N/A		
2			
3			
4			

**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?	Upon approval by Cabinet – February 2023
When will the policy be reviewed?	As required
Which Panel will have oversight of the policy?	Cabinet



**Section 6**

**South Ayrshire Council**

**Appendix .....**

**Summary Equality Impact Assessment Implications & Mitigating Actions**

**Name of Policy:** .....

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

<p><b>Eliminate discrimination</b></p> <p>Provide a shared understanding of Islamophobia</p>
<p><b>Advance equality of opportunity</b></p>
<p><b>Foster good relations</b></p> <p>Provide a shared understanding of Islamophobia</p>
<p><b>Consider Socio-Economic Disadvantage (Fairer Scotland Duty)</b></p>

<b>Summary of Key Action to Mitigate Negative Impacts</b>	
<b>Actions</b>	<b>Timescale</b>

**Signed:** ...Kevin Anderson.....**Service Lead**  
**Date:** 11/1/23.....

**South Ayrshire Council**

**Report by Director of Strategic Change and Communities  
to Cabinet  
of 15 February 2023**

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**Subject: South Ayrshire Council Gaelic Language Plan (GLP)  
Annual Monitoring Report to Bòrd na Gàidhlig 2021-  
2022**

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**1. Purpose**

- 1.1 The purpose of this report is to seek approval of South Ayrshire Council's Gaelic Language Plan (2020-25) annual progress report for 2021/22.

**2. Recommendation**

- 2.1 **It is recommended that the Cabinet approves the annual progress report on the South Ayrshire Council Gaelic Language Plan for onward submission to Bòrd na Gàidhlig.**

**3. Background**

- 3.1 The Council's Gaelic Language Plan (GLP) 2020-2025 was prepared under Section 3 of the Gaelic Language (Scotland) Act 2005 and was approved by Bòrd na Gàidhlig on 27 October 2020.

3.1.1 South Ayrshire's GLP details how the Council will work to support the objectives of the National Plan for Gaelic over the next five years and meet the Council's obligations in a way that ensures its communities, stakeholders and partners can recognise its ongoing progress to promote and use Gaelic.

3.1.2 As per the statutory guidance, annual reports are submitted by public bodies for consideration by the Bòrd na Gàidhlig. Feedback will be shared via the Member's Bulletin.

**4. Proposals**

- 4.1 It is proposed that the Cabinet approves the content of the update attached as Appendix 1 for onward submission to the Bòrd na Gàidhlig.

**5. Legal and Procurement Implications**

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

5.2 There are no procurement implications arising from this report.

## **6. Financial Implications**

6.1 As highlighted within the progress report, Education Services apply each year for grant funding from the Scottish Government under the Grants for Gaelic Education (Scotland) Regulations 1986 and have received further funding from South Ayrshire Council to further Gaelic language programmes as detailed. There is a dedicated Council budget to promote and raise awareness of Equality and Diversity and this budget is used as required to further enhance the use of Gaelic across the local authority. Individual Services would also meet any necessary costs as and when required from existing budgets.

## **7. Human Resources Implications**

7.1 Not applicable

## **8. Risk**

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

8.1.1 There are no risks associated with adopting the recommendations.

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

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

## **9. Equalities**

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

## **10. Sustainable Development Implications**

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

## **11. Options Appraisal**

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

## **12. Link to Council Plan**

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

**13/**

### 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 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</i>
Submit update to Bòrd na Gàidhlig	28 February 2023	Service Lead – Policy, Performance and Community Planning

**Background Papers**     [South Ayrshire Gaelic Language Plan 2020-25](#)

**Person to Contact**     **Kevin Anderson, Service Lead – Policy, Performance and Community Planning**  
**County Buildings, Wellington Square, Ayr**  
**Phone 01292 612982**  
**E-mail [kevin.anderson@south-ayrshire.gov.uk](mailto:kevin.anderson@south-ayrshire.gov.uk)**

**Date: 2 February 2023**

## BÒRD NA GÀIDHLIG

### FOIRM DÀTA BLIADHNAIL 2021-2022 ANNUAL RETURN FORM 2021-2022

<b>Ainm na buidhne</b> <b>Organisation's name</b>	<b>SOUTH AYRSHIRE COUNCIL</b>
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### Prìomh Dhàta Measaidh Primary Indicator Data

<b>Fios bhon Phoball</b> <b>Communications from the Public</b>	<b>Cia mheud brath sgrìobhte a fhuair am buidheann bhon phoball ann an Gàidhlig am-bliadhna?</b> <b>How many written communications have the organisation received from the public in Gaelic this year?</b>	<p>Nil - from Communications Service</p> <p>New software being introduced September 2021 for reporting items on Council website. Working with ICT to have the mechanism to record this on new system</p> <p>Raised awareness within E&amp;D updates to request Equalities Officer is advised of such communications</p>
<b>A' sgaoileadh fiosrachaidh</b> <b>Dissemination of information</b>	<b>Cia mheud pìos a sgaoil am buidheann air na meadhanan sòisealta ann an Gàidhlig am-bliadhna?</b> <b>How many posts did the organisation distribute on social media in Gaelic this year?</b>	None – this would be done at the request of services. No requests received by the Communications Team.
	<b>Cia mheud fios-naidheachd a chaidh a sgaoileadh leis a' bhuidheann anns a' Ghàidhlig am-bliadhna?</b> <b>How many press releases did the organisation publish in Gaelic this year?</b>	Primary pupils published three articles for South Ayrshire Council LIVE, the interactive e-newsletter for the Council and the community.

<p><b>Luchd-obrach Staff</b></p>	<p><b>Cia meud neach-obrach a fhuair cothrom trèanaidh ann an sgilean Gàidhlig am-bliadhna?</b> <b>How many staff received Gaelic skills training this year?</b></p>	<p>3 Primary school teachers completed GLPS training</p> <p>2 Education staff achieved A passes at SQA Higher</p> <p>1 member of education staff achieved SQA National 5</p>
	<p><b>Cia mheud dreuchd a th' agaibh an-dràsta far a bheil Gàidhlig ann mar sgil riatanach?</b> <b>How many posts do you currently have where Gaelic is an essential skill?</b></p>	<p>2 part time Gaelic Development Officer posts in Education</p>
	<p><b>Cia mheud neach-obrach a th' agaibh an-dràsta aig a bheil sgilean Gàidhlig?</b> <b>How many staff currently within the organisation have Gaelic skills?</b></p>	<p>A further 3 education members of staff in the past year have studied Gaelic through the GLPS programme. This takes the number of teachers with Gaelic language skills through this route to 19.</p>

<p><b>Foillseachaidhean</b> <b>Publications</b></p>	<p><b>Cia mheud foillseachadh a dh'fhoillsich am buidheann gu dà-chananach am-bliadhna?</b> <b>How many organisational publications have been published bilingually (Gaelic and English) this year?</b></p>	<p>The South Ayrshire Council Gaelic Language Plan 2020-2025 <a href="#">SAC Gaelic Language Plan GA ELIC 002.pdf</a> (south-ayrshire.gov.uk)</p> <p>Articles within the SAC LIVE magazine featuring pupil's work in schools using Gaelic.</p>
<p><b>Inbhe</b> <b>Status</b></p>	<p><b>Cia mheud soidhne dà-chànanach a chuir am buidheann an àirde am-bliadhna?</b> <b>How many bilingual signs has the organisation erected this year?</b></p>	<p>2 new School Campus have bilingual Welcome signs within Reception have been erected (completion date was by October 2021)</p>

## **Prìomhachasan a' Phlana Cànan Nàiseanta Gàidhlig** **National Gaelic Language Plan Priorities**

### **Cleachdadh na Gàidhlig / Using Gaelic**

**Ciamar a tha a' bhuidhinn a' toirt fàs air cleachdadh na Gàidhlig?**

**How is the organisation increasing the use of Gaelic?**

- Gaelic Language Plan 2020-2025 promoted across the Council which has given rise to some staff interested in learning or using Gaelic
- Bilingual signatories introduced and some Gaelic used in emails by a few members of staff within salutations and complimentary close.

### **Ionnsachadh na Gàidhlig / Learning Gaelic**

**Ciamar a tha a' bhuidhinn a' toirt fàs air ionnsachadh na Gàidhlig?**

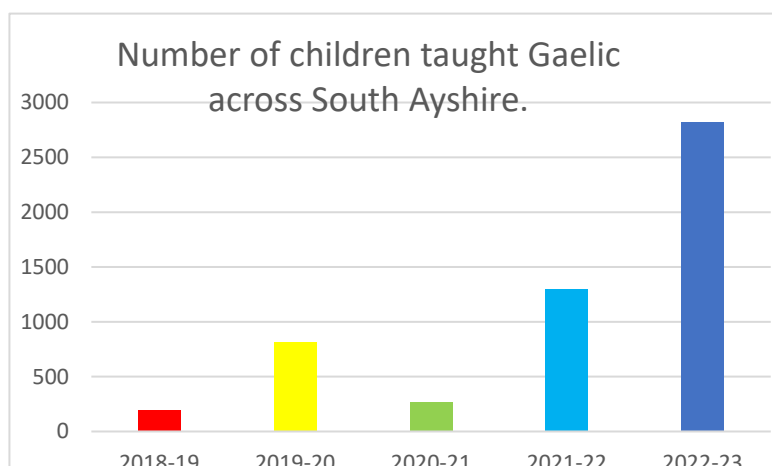
**How is the organisation increasing the learning of Gaelic?**

- There are pages available which provide links to external organisations which promote Gaelic and contain links to learning resources.
- Education promote all national and local Gaelic Language learning opportunities to all education staff through the CLPL bulletin.
- Six primary schools will be delivering Gaelic Language learning from Early years/P1-7 this session (a 100% increase on last year) supported by a Gaelic Development Officer or Fèisean nan Gàidheal.
- Resources developed by the Gaelic Development Officers and shared via South Ayrshire Languages blog: weaving project music resources (being further developed into a resource pack for schools); additional song resources (PDFs of music/lyrics, audio recordings and backing tracks); video lessons; Gaelic Thinglinks and Online Gaelic Games.
- A Microsoft TEAM has been created to support Brochan Beag, an Early Years project using active learning, games and activities to explore the Gaelic language and embed it in a fun way. Each lesson also has age appropriate and repetitive songs using rhythm and other musical activities. Resources created to support delivery were: Key Language Videos for each lesson to aid with the pronunciation and other aspects of the language; recorded videos of all the songs; MP3 audio and backing tracks; posters; flashcards and game cards. Finger puppets and other

materials have been purchased for loan to Early Years Centres across the authority delivering Brochan. Hard copies of this pack are being distributed across the Authority on a rolling programme.

- Pilot and evaluation of the Brochan programme in two EYCs has been successful- other EYCs coming on board.
- Brochan is being delivered in at least another 4 Early Years Centres this session supported by the Development Officers.
- GLEANS (Gaelic Learners Education Authority Network Scotland) is a cross authority network developed by one of our Gaelic Development Officers in conjunction with development officers from Highland and Fife to network with people involved in GLE and share resources etc. Challenges are set with GLPS topics for pupils to engage with at home and at school. Pupils record the challenge activity on video or other medium (eg using Toontastic, socpuppets etc) to be shared with all who engage in the challenges. There has been a good uptake across Scotland. This year there are four challenges, if a school completes all 4 they get a gold award. <https://sites.google.com/view/gleans-home/dachaigh>.
- GLEANS: 4 schools in SAC were involved last session with 2 achieving a Gold Award.
- CLPL: An online CLPL session related to the Brochan project was made available to all early years education staff last session.

- Gaelic development officers are working in schools with pupils and staff. Teaching staff are expected to remain within lessons to aid development of Gaelic language and modelled lessons. Use of Gaelic language is steadily increasing within target schools and is beginning to be normalized through daily routine, signage and encouraging the use of Gaelic language on a daily basis.



## A'cur air adhart na Gàidhlig / Promoting Gaelic

Ciamar a tha a' buidhinn a' cur deagh iomhaigh air adhart airson na Gàidhlig?

How is the organisation promoting a positive image of Gaelic?

- Education is working on a Gaelic showcase to promote a positive image/liaise with local community within South Ayrshire. We anticipate including as many schools as possible that have had Gaelic input over the past few years. We plan to hold the event in Ayr Town Hall for a full day, with Gaelic information on hand, workshops, a concert and other ways to promote the language. It is anticipated that invited guests from Council, partners and outside agencies will have an overall positive view of Gaelic within South Ayrshire. This is an ongoing project aiming for completion in March next year.
- Gaelic Language Plan promoted via social media and press release (8th June 2021)
- Bilingual signatures being used by staff across the Council and more staff now adopting this, particularly to contacts out with the Council
- Equality Champions have further raised awareness to their own colleagues how to implement the Gaelic signatures on their emails via the appropriate ICT tool
- Use of South Ayrshire Council LIVE to promote interest in GLE in primary schools
- Use of twitter to promote Gaelic learning activities and some video lessons have been uploaded to YouTube, accessed through the SAC Languages blog



## Fiosrachadh dearcnachaidh eile Other monitoring information

### A' brosnachadh Foghlam Gàidhlig Promotion of Gaelic Education

Chan fheum ach Ùghdarrasan Ionadail seo a lìonadh a-steach  
For Local Authorities only to complete

Fo Earrainn 15 de dh'Àchd an Fhoghlaim (Alba) 2016, feumaidh ùghdarrasan ionadail aig a bheil foghlam Gàidhlig anns an sgìre aca seo a shanasachd ann an dòigh iomchaidh. Feumaidh gach ùghdarras ionadail sanasachd a dhèanamh air na còraichean a th' aig pàrantan gus tagradh a dhèanamh airson foghlam Gàidhlig aig ìre na bun-sgoile agus foghlam luchd-ionnsachaidh na Gàidhlig a stèidheachadh. Ciamar a tha sibh a' coileanadh an dleastanais seo?

**Under Section 15 of the Education (Scotland) Act 2016, local authorities which already provide Gaelic education in their area must take reasonable steps to promote this. All local authorities must take reasonable steps to promote the rights which parents have under the Act to make a request for Gaelic Medium Primary Education and the potential provision of Gaelic Learner Education. Could you tell us how you are undertaking this?**

Any parent of a young person who is interested in Gaelic Medium Education can contact Education Services through the Council website or email. If enough interest is shown, a feasibility study will be conducted to look at the establishment of a Gaelic Medium Unit, its location, staffing etc. At present, any young people who have expressed a desire to be educated full time in Gaelic Medium are provided transport by the Council to attend Sgoil na Coille Nuaidh at the William MacIllvanney Campus in Kilmarnock within East Ayrshire local authority area

Queen Margaret Academy in Ayr has a dedicated Gaelic teaching room to be used for both Gaelic Learners Education or perhaps some form of Gaelic Medium Education.

### Pàrantan Corporra Corporate Parenting

Chan fheum ach Pàrantan Corporra seo a lìonadh a-steach  
For Corporate Parents only to complete

Am b' urrainn dhuibh dàta a thoirt dhuinn air an àireimh de dhaoine òga le Gàidhlig a tha, no a tha air a bhith, fo chùram a tha clàraichte leis an Ùghdarras.

**Please provide data on the number of Gaelic-speaking care experienced young people registered with the Authority.**

There are currently no Gaelic-speaking care experienced young people registered with South Ayrshire Council.

**Am b' urrainn dhuibh fiosrachadh a thoirt dhuinn air tachartasan no cothroman a tha sibh a' cur air dòigh airson daoine òga le Gàidhlig a tha, no a tha air a bhith, fo chùram a tha clàraichte leis an Ùghdarras.**

**Please provide information on activities or opportunities you provide for Gaelic-speaking care experienced young people.**

Provision will be made available where applicable, for care experienced young people.

### **Co-ionannachd Equalities**

**Bu chòir don a h-uile buidheann seo a lionadh a-steach**

**For all organisations to complete**

**An do chomharraich an t-ùghdarras poblach agaibh cùisean sònraichte sam bith co-cheangailte ri co-ionannachd chothroman a thaobh leasachadh na Gàidhlig? Has your public authority identified any particular issues relating to equality of opportunity with regard to the development of Gaelic language?**

Our local authority has many rural schools and the development of online resources can be used to support these rural schools with Gaelic language learning.

As very few people use Gaelic across South Ayrshire, there is not a demand or the capacity to develop greatly but is always prepared to further develop when possible and ensure equality of opportunity.

Gaelic training modules are available on the Council COAST e-learning site, which would only be available to staff who have access to the internet.

**A bheil poileasaidhean, modhan-obrach no dòighean-obrach sam bith co-cheangailte ri co-ionannachd a chaidh a chur an gnìomh leis an ùghdarras phoblach agaibh, no a tha gan cur an gnìomh an-dràsta, a bhuineas ri bhith a' cur co-ionannachd chothroman air adhart an lùib leasachadh na Gàidhlig? An inns sibh dhuinn mun deidhinn? Are there any equalities policies, procedures or measures that have been implemented by your public authority, or are in the process of being implemented, that are relevant to advancing the equality of opportunity in the development of Gaelic language? Can you tell us about them?**

Education Services have applied each year for grant funding from Scottish Government under the Grants for Gaelic Education (Scotland) Regulations 1986 and have had further funding from South Ayrshire Council to further Gaelic language programmes as detailed throughout this report.


Equalities has been given a dedicated Council budget to promote and raise awareness of Equality and Diversity and further enhance the use of Gaelic across the local authority.

Education Services have linked with Equalities and the Programme Developer for the new school campuses to ensure bilingual Welcome signage is incorporated within any current and future developments

**A bheil eisimpleirean ann de cheumannan sònraichte a ghabh sibh gus piseach a thoirt air in-ghabhail agus com-pàirteachas a tha air obrachadh gu sònraichte math a thaobh leasachadh na Gàidhlig taobh a-staigh an ùghdarrais phoblaich agaibh? An inns sibh dhuinn nam biodh sibh toilichte nan sgaoileadh Bòrd na Gàidhlig na h-eisimpleirean agaibh agus nan dèanamaid sanasachd orra.**

**Are there examples of implementing specific measures to improve inclusivity or engagement that have worked particularly well regarding Gaelic language development for your public authority? Please indicate if you would be happy for Bòrd na Gàidhlig to share and promote the examples provided.**

N/A

<p><b>G – Implemented</b>  <b>O – In progress</b>  <b>R – Not implemented (add narrative)</b></p>	<p><b>Corporate Service Aims</b></p>	
<p>Àrd Phrionnsabalan</p>	<p>Overarching Principles</p>	
<p><b>Spèis Cho-ionann</b>  A h-uile gealladh anns a’ phlana Ghàidhlig air a libhrigeadh dhan aon ìre anns a’ Ghàidhlig agus anns a’ Bheurla.</p>	<p><b>Equal Respect</b>  Gaelic language plan commitments delivered to an equal standard in both Gaelic and English.</p>	<p><b>GREEN</b></p>
<p><b>Cothroman Follaiseach</b>  Gnìomhan practaigeach gus dèanamh cinnteach gu bheil fios aig luchd-obrach na buidhne agus am poball daonna air na cothroman a th’ ann gus Gàidhlig a chleachdadh leis an ùghdarras phoblach.</p>	<p><b>Active Offer</b>  Practical measures to ensure that staff and public are kept regularly informed of all opportunities that exist to use Gaelic in relation to the work of the public authority.</p>	<p><b>ORANGE</b></p>
<p><b>Treas Phàrtaidhean</b>  A’ dearbhadh gum bi ALEOs agus cunnraidhean eile ag obair gus plana Gàidhlig an ùghdarras phoblach a chur an gnìomh.</p>	<p><b>Third Parties</b>  Ensure that Arm’s Length Executive Organisations and other contractors help with the delivery of the public authority Gaelic language plan.</p>	<p><b>ORANGE</b></p>
<p><b>Gàidhlig na nì àbhaisteach</b>  Geallaidhean bhon phlana Ghàidhlig air an gabhail a-steach ann an structaran an ùghdarras phoblach tro thìde, le sgrùdadh cunbhalach airson cothroman a chomharrachadh taobh a-staigh bhuidseatan stèidhichte gus Gàidhlig a thoirt air adhart.</p>	<p><b>Normalisation</b>  Gaelic plan commitments are normalised within the structures of the public authority over time, with opportunities to grow Gaelic within existing budgets constantly assessed.</p>	<p><b>ORANGE</b></p>
<p><b>Pàrantan Corporra</b>  Gu bheil mothachail air na dleasan a th’ ann mar Pàrant Corporra gum bi a h-uile pàiste is neach òg fo chùram no a b’ àbhaist a bhith fo chùram le Gàidhlig a’ faighinn na h-aon cothroman ‘s a tha clann le cànan eile.</p>	<p><b>Corporate Parenting</b>  That the authority is aware of the duties of a Corporate Parent to ensure that looked after children and young people and care leavers with Gaelic receive the same opportunities as those with other languages.</p>	<p><b>GREEN</b></p>

Inbhe	Status			
<p><b>Suaicheantas</b> Ag amas air suaicheantas corporra anns a' Ghàidhlig agus anns a' Bheurla a chruthachadh nuair a thig a' chiad chothrom agus mar phàirt den phròiseas ùrachaidh.</p>	<p><b>Logo</b> Aim to render the corporate logo in both Gaelic and English at the first opportunity and as part of any renewal process.</p>	GREEN		
<p><b>Soidhnichean</b> Prìomh shoidhnichean air an dèanamh dà-chànanach nuair a thathar gan ùrachadh.</p>	<p><b>Signage</b> Prominent signage will include Gaelic and English as part of any renewal process.</p>	ORANGE		
Conaltradh leis a' phoball	Communicating with the public			
<p><b>Brosnachadh</b> Teachdaireachdan gu bheil fàilte air conaltradh sa Ghàidhlig bhon pòball daonnan.</p>	<p><b>Promotion</b> Positive message that communication from the public in Gaelic is always welcome.</p>	ORANGE		
<p><b>Conaltradh sgrìobhte</b> Fàilte ga cur air conaltradh sgrìobhte sa Ghàidhlig (post, post-d agus meadhanan sòisealta) daonnan agus bidh freagairt ann sa Ghàidhlig, a rèir clàr-ama conaltraidh àbhaisteach na buidhne.</p>	<p><b>Written Communication</b> Written communication in Gaelic is always accepted (post, email and social media) and replies will be provided in Gaelic in accordance with the general policy.</p>	ORANGE		
<p><b>Ionad-fàilte agus am fòn</b> Far a bheil luchd-obrach le Gàidhlig ann airson seo a thoirt seachad, gheibh iad taic airson seo a dhèanamh agus thèid sanasachd a dhèanamh air t-seirbheis dhan phoball.</p>	<p><b>Reception and phone</b> Where Gaelic speaking staff are capable of providing this service, they are supported to do so and the service is promoted to the public.</p>	RED No current Gaelic speaking staff in Customer Contact Services		
<p><b>Coinneamhan</b> Cothroman airson coinneamhan dà-chànanach no sa Ghàidhlig a chumail air an rannsachadh gu cunbhalach agus air am brosnachadh.</p>	<p><b>Public meetings</b> Opportunities to hold public meetings bilingually or in Gaelic are regularly explored and promoted.</p>	RED No current Gaelic speaking staff in Customer Contact Services		

Fiosrachadh	Information			
<p><b>Fiosan-naidheachd</b> Prìomh fhiosan-naidheachd agus fiosan-naidheachd mu dheidhinn na Gàidhlig air an cuairteachadh sa Ghàidhlig agus sa Beurla.</p>	<p><b>News releases</b> High profile news releases and all news releases related to Gaelic are circulated in both Gaelic and English.</p>	<p><b>RED</b> <b>Communications will carry this out when requested</b></p>		
<p><b>Meadhanan sòisealta</b> Stuth Gàidhlig ga sgaoileadh tro na meadhanan sòisealta gu cunbhalach, le stiùir bho ìre cleachdaidh no cleachdadh a dh'fhaodadh a bhith ann.</p>	<p><b>Social Media</b> Gaelic content distributed regularly through social media, guided by the level of actual and potential users</p>	<p><b>RED</b> <b>Communications will carry this out when requested</b></p>		
<p><b>Làrach-lìn</b> Stuth Gàidhlig air làrach-lìn an ùghdarrais phoblaich, le prìomhachas air na duilleagan le faicsinneachd mhòr.</p>	<p><b>Website</b> Gaelic content should be available on the public authority's website, with emphasis given to the pages with the highest potential reach.</p>	<p><b>ORANGE</b></p>		
<p><b>Irisean Corporra</b> Irisean corporra sa Ghàidhlig agus Beurla le prìomhachas air sgrìobhainnean le faicsinneachd mhòr.</p>	<p><b>Corporate Publications</b> Produced in Gaelic and English, with priority given to those with the highest potential reach.</p>	<p><b>RED</b> <b>Publications are available in Gaelic on request</b></p>		
<p><b>Taisbeanaidhean</b> Cothroman airson taisbeanaidhean dà-chànanach no sa Ghàidhlig a chumail air an rannsachadh gu cunbhalach agus air am brosnachadh, le prìomhachas air an fheadhainn aig a' bhuaidh as motha.</p>	<p><b>Exhibitions</b> Opportunities to deliver public exhibitions bilingually or in Gaelic should be explored on a regular basis, with priority given to those with the highest potential impact.</p>	<p><b>ORANGE</b></p>		
Corpas na Gàidhlig	Gaelic Language Corpus			
<p><b>Gnàthachas Litreachaidh na Gàidhlig</b> Leanaidh an t-ùghdarras Poblach Gnàthachas Litreachaidh na Gàidhlig as ùire mar stiùir airson a h-uile rud sgrìobhte aca.</p>	<p><b>Gaelic Orthographic Conventions</b> The most recent Gaelic Orthographic Conventions will be followed in relation to all written materials produced by the public authority.</p>	<p><b>ORANGE</b></p>		

Luchd-obrach	Staff			
<p><b>Sgrùdadh Luchd-obrach</b> Sgrùdadh cunbhalach air sgilean Gàidhlig agus iarrtasan airson trèanadh Gàidhlig tro bheatha gach plana.</p>	<p><b>Internal audit</b> Conduct an internal audit of Gaelic skills and training needs through the life of each plan.</p>	<p><b>ORANGE</b> Planned 2022</p>		
<p><b>Inntrigeadh</b> Eòlas air a' phlana Ghàidhlig mar phàirt den phròiseas inntrigidh.</p>	<p><b>Induction</b> Knowledge of the public authority's Gaelic language plan included in new staff inductions</p>	<p><b>GREEN</b></p>		
<p><b>Trèanadh cànan</b> Trèanadh ann an sgilean Gàidhlig ga thabhann agus ga bhrosnachadh, gu sònraichte a thaobh a bhith a' cur plana Gàidhlig na buidhne an gnìomh.</p>	<p><b>Language training</b> Gaelic language skills training and development offered to staff, particularly in relation to implementing the public authority's Gaelic language plan.</p>	<p><b>GREEN</b> Mostly within Education Staff</p>		
<p><b>Trèanadh le Fiosrachadh mun Ghàidhlig</b> Trèanadh le fiosrachadh mun Ghàidhlig, le prìomhachas air stiùirichean, buill bùird, comhairlichean agus luchd-obrach air a bheil dleastanas a bhith a' conaltradh leis a' mhòr-shluagh.</p>	<p><b>Awareness training</b> Gaelic awareness training offered to staff, with priority given to directors, board members, councillors and staff dealing directly with the public.</p>	<p><b>GREEN</b> Available within Equality &amp; Diversity training modules</p>		
<p><b>Fastadh</b> A' toirt aithne is spèis do sgilean Gàidhlig mar phàirt den phròiseas fhastaidh.</p>	<p><b>Recruitment</b> Recognising and respecting Gaelic skills within the recruitment process.</p>	<p><b>RED</b> Being monitored</p>		
<p>Gàidhlig ainmichte mar sgil a tha na buannachd agus/no a tha riatanach gus seirbheisean Gàidhlig a libhrigeadh agus a rèir na comhairle laghail aig Bòrd na Gàidhlig.</p>	<p>Gaelic named as an essential and / or desirable skill in job descriptions in order to deliver the Gaelic language plan and in accordance with the Bòrd na Gàidhlig recruitment advice.</p>	<p><b>RED</b> Being monitored</p>		
<p>Sanasan-obrach dà-chànanach no sa Ghàidhlig airson dreuchdan far a bheil Gàidhlig ainmichte mar sgil riatanach.</p>	<p>Bilingual or Gaelic only job adverts for all posts where Gaelic is an essential skill.</p>	<p><b>RED</b> Will be implemented when appropriate</p>		

**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 Council Gaelic Language Plan 2020-2025 Annual Progress Report 2021-2022
Lead Officer (Name/Position/Email)	Kevin Anderson. Service Lead – Policy, Performance and Community Planning

### 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
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.**

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

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

<b>General Duty and other Equality Themes Consider the ‘Three Key Needs’ of the Equality Duty</b>	<b>Level of Negative and/or Positive Impact  (High, Medium or Low)</b>
<b>Eliminate unlawful discrimination, harassment and victimisation</b>	Positive - Low
<b>Advance equality of opportunity</b> between people who share a protected characteristic and those who do not	Positive - Low
<b>Foster good relations</b> between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	Positive - Low

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

### 5. Summary Assessment

<b>Is a full Equality Impact Assessment required?</b> (A full Equality Impact Assessment must be carried out if impacts identified as <b>Medium and/or High</b> )	<b>NO</b> <input type="checkbox"/>
<b>Rationale for decision:</b> <b>The Annual Report is to advise of progress of the implementation and monitoring of the Gaelic Language Plan and for information and approval by Cabinet. This will then be the forwarded to Bòrd na Gàidhlig. This has no specific equality implications.</b>	
<b>Signed :</b> Kevin Anderson..... <b>Service Lead</b>  <b>Date:</b> ...11/1/23.....	

**South Ayrshire Council**

**Report by Head of Finance, ICT and Procurement  
to Cabinet  
of 15 February 2023**

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**Subject: Budget Management – Revenue Budgetary Control  
2022/23 – Position at 31 December 2022**

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**1. Purpose**

- 1.1 The purpose of this report is to present Members with a financial overview of the General Services revenue account, Housing Revenue Account and Common Good Accounts for 2022/23 as at 31 December 2022.

**2. Recommendation**

**2.1 It is recommended that the Cabinet:**

- 2.1.1 notes the revised Directorate budgets following the budget movements outlined in 3.3 and 3.4 below and notes that the impact of Covid-19 has been included in the projections;**
- 2.1.2 notes the projected in year under-spend of £3.310m after earmarking;**
- 2.1.3 approves the budget transfers as outlined in the Directorate financial performance reports at Appendix 1 and summarised in 4.1.8 below;**
- 2.1.4 approves the new period 6 requested earmarking of resources to be carried forward to 2023/24 as summarised in 4.1.9;**
- 2.1.5 notes the revised projected accumulated surplus position of £11.868m, as stated in 4.2.2 below; and**
- 2.1.6 approves the request to create an inflation reserve of £2.500m, as described in 4.2.3, to be met from the increased projected accumulated surplus, aimed in mitigating the risk surrounding the temporary excessive inflationary environment during 2023/24; and**
- 2.1.7 approves the requested HRA surplus commitments as outlined in 4.3.2.**

**3. Background**

- 3.1 The budget management report contains overview information including the impact of Covid-19 for the following:

- 3.1.1 General Services Revenue - Appendix 1a to f (*pages 1 to 19*);
  - 3.1.2 Housing Revenue Account - Appendix 1g (*page 20*); and
  - 3.1.3 Common Good Funds - Appendix 1h (*page 23*).
- 3.2 As detailed in the Budget Management – Revenue Budgetary Control 2022/23 – Position Statement at 30 September 2022, presented to the Cabinet of 29 November 2022, revisions to the 2021/22 revenue budget have been made in terms of corporate allocations, Covid-19 funding allocations and other transfers actioned in line with Financial Regulations rules on budget transfers, resulting in revised planned net expenditure of £327.108m.
- 3.3 Directorate planned spending has been adjusted to incorporate a number of adjustments which required to be actioned following the November 2022 Cabinet:
- 3.3.1 additional notification of General Revenue Grant funding from the Scottish Government of:
    - (i) £0.559m for the remaining amount owed for Council Tax funding to implement the £150 Cost of Living rebate;
    - (ii) £0.075m for Local Heat and Energy Efficiency funding;
    - (iii) £0.017m for Local Self Isolation Services funding;
    - (iv) £0.040m for Discretionary Housing Payments funding;
    - (v) £0.009m of Council Tax Data extract admin funding; and
  - 3.3.2 other budget transfers that have been actioned as part of the refinement of the Council restructure and other budget transfers between Directorates actioned in line with Financial Regulations rules on budget transfers.
- 3.4 Directorate budgets have also been updated to reflect the allocation of £5.538m of Scottish Government funding for the increased 2022/23 pay offer (previously held centrally pending allocation to Directorates).
- 3.5 Table 1 below summarises the revised 2022/23 General Services budget at 31 December 2022 inclusive of the budget adjustments outlined in 3.3 and 3.4 above.

**Table1/**

**Table 1 – Budget movement**

<i>Directorate/ Account</i>	<i>Period 6 Budget</i>	<i>Adjustment (per 3.3)</i>	<i>Pay funding allocation (per 3.4)</i>	<i>Revised Period 9 Budget</i>
	£m	£m	£m	£m
CEX	20.524	0.189	0,306	<b>21.019</b>
EDUCATION	120.176	0.837	3.385	<b>124.398</b>
HOD	48.569	0.369	1.000	<b>49.938</b>
SCC	24.010	0.091	0.569	<b>24.670</b>
HSC	91.711	0.094	-	<b>91.805</b>
Misc Services Account	16.580	(0.647)	(2.285)	<b>13.648</b>
Pay funding	5.538	-	(5.538)	-
<b>Total Expenditure</b>	<b>327.108</b>	<b>0.933</b>	<b>(2.563)</b>	<b>325.478</b>
General Revenue Grant	(214.061)	(0.682)	2.563	(212.180)
NDRI	(30.913)	-	-	(30.913)
Council Tax	(58.109)	0.467	-	(57.642)
Use of reserves b/f	(24.025)	(0.718)	-	(24.743)
<b>Total Income</b>	<b>(327.108)</b>	<b>(0.933)</b>	<b>2.563</b>	<b>(325.478)</b>
<b>Net Expenditure</b>	-	-	-	-

- 3.6 In relation to the Health and Social Care Partnership (HSCP). Table 1 above shows the adjusted 2022/23 budget delegated from the Council to be overseen by the Integration Joint Board (IJB). In addition to this £91.805m a further £8.300m has been allocated via the NHS to the South Ayrshire HSCP from the Scottish Government for Council specific services and is included within Resource Transfer income in Appendix 1c. £15.728m of HSCP earmarking from 2021/22 has also been added to the HSCP budget. A further £0.790m is allocated to HSCP in terms of the Aids and Adaptation scheme. Appendix 1b provides an overview statement of the current financial budget and projected out-turn position for the Council element for 2022/23.
- 3.7 In December 2022, Council agreed to implement a new Service Concession Flexibility relating to PPP Service Concession Arrangements following publication of a new Statutory Regulation. following will be presented to Council in December 2022. This flexibility permits councils to undertake internal accounting changes that extend the period over which the principal repayment of the unitary charge can be made which results in a one-off credit to the Council and ongoing annual savings for a period of time. The impact of this change is included in the projected out-turn position for 2022/23 outlined below with the retrospective element of the change being included within the overall reserve position of the Council, as shown in Appendix 2.
- 3.8 The Period 6 Budget Management Report presented to Cabinet in November 2022 projected an overall underspend for the financial year of £0.787m (£1.382m overspend after earmarking).

## 4. Proposals

### 4.1 Overview of Directorate/ Accounts' position as at 31 December 2022

- 4.1.1 Appendix 1a to e to this report provides financial performance information in the form of a report for each Directorate/ account for the period to 31 December 2022. The Council's overall General Services revenue position at Period 9, excluding HSCP, is projected to be an in year under-spend of £8.904m prior to earmarking (£3.310m under-spend after earmarking).
- 4.1.2 Table 2 below provides a summarised position on a Directorate/ account basis and provides:
- (i) the projected out-turn position excluding the remaining impact of Covid-19;
  - (ii) Net remaining Covid-19 cost under/(over) spend projections;
  - (iii) the overall projected position combining (i) and (ii); and
  - (iv) the overall projected position after requested earmarking.

**Table 2 – Projected under/(over) spend**

<i>Directorate/ Account</i>	<i>Normal Projected under/(over) spend £m (i)</i>	<i>Projected under/(over) spend related to Covid-19 £m (ii)</i>	<i>Overall Projected under/(over) spend £m (iii)</i>	<i>Earmarking approved/ requested £m</i>	<i>Revised under/(over) spend £m (iv)</i>
Chief Executive	0.451	0.336	0.787	(0.283)	0.504
Education	1.994	-	1.994	(1.968)	0.026
Housing Operations & Development	0.250	1.224	1.474	(1.474)	-
Strategic Change & Communities	2.004	0.727	2.731	(1.869)	0.862
Miscellaneous Services Account	1.689	(0.071)	1.618	-	1.618
<b>Total Net expenditure</b>	<b>6.388</b>	<b>2.216</b>	<b>8.604</b>	<b>(5.594)</b>	<b>3.010</b>
Council Tax income (see 4.1.8 below)	0.300	-	0.300	-	0.300
<b>Net in year projected surplus</b>	<b>6.688</b>	<b>2.216</b>	<b>8.904</b>	<b>(5.594)</b>	<b>3.310</b>

- 4.1.3 Table 3, above, indicates an overall under-spend for the year (excluding HSCP) of £8.904m, prior to requested earmarking of £5.594m.

- 4.1.4 **Pay uplifts** – Table 2 above includes the projected impact of the increased differentiated pay offer within each directorate for all employees with the exception of teachers, where a flat 5% uplift has been included instead. This flat 5% offer has been rejected by Teaching Unions with strike action now taking place in late November and December with further action due to continue. The Scottish Government is currently in negotiations with Teaching Unions and should a revised offer be proposed then it is anticipated that funding will be made available by the Scottish Government to meet the increased offer.

As stated in 3.4, additional funding of £5.538m was received from the Scottish Government to assist in meeting the cost of the increased pay offer. This funding has now been allocated to Directorates.

- 4.1.5 **Teachers Strike action** - £0.172m teachers strike deductions in relation to the SAC impacted strike days on 24 November 2022 and 7 December 2022 have been included in the projected out-turn information in Table 2. A further 3 days strike action has also taken place in January 2023 resulting in further deductions of £0.162m, also included in the projections for the year.
- 4.1.6 **Council Tax Income** – Collection rates continue to be slightly ahead of current year targets. It is anticipated that if trends continue as expected then Council Tax income will be £0.300m in excess of budget.
- 4.1.7 **Health and Social Care Partnership** – details of the projected out-turn information can be found within the Financial Monitoring report presented to the most recent Integration Joint Board (IJB) meeting. Appendix 1c indicates a projected in year underspend of £3.916m for 2022/23, inclusive of the increased accepted pay offer for 2022/23.
- 4.1.8 **Budget Transfers** - Members are asked to consider and approve the budget transfer requests for each Directorate as outlined in Appendix 1a to 1f summarised in total in table 4 below (by Directorate).

**Table 3 – Budget Transfers**

<i>Directorate/ Account</i>	<i>Dr £m</i>	<i>Cr £m</i>	<i>Appendix ref:</i>
CEX	0.100	0.100	1a – page 3
Education	0.100	0.100	1b – page 6
Housing, Operations & Development	1.083	1.083	1d –page 12
Strategic Change & Communities	0.025	0.025	1e – page 17
<b>Total</b>	<b>1.308</b>	<b>1.308</b>	

- 4.1.9 **Earmarking** - Members are asked to consider and approve the new earmarking request to be carried forward to 2023/24 for each Directorate as outlined in Appendix 1a to 1e summarised in total in the table below (by Directorate). It should be noted that part of this earmarking request is in relation to schools carry forward and may require to be amended in future reports depending on actual spend patterns.

**Table 4 – Earmarking/**

**Table 4 – Earmarking**

<i>Directorate/ Account</i>	<i>Previously approved £m</i>	<i>New Period 9 request £m</i>	<i>Appendix ref:</i>
CEX	0.014	0.269	1a – page 3
Education	1.364	0.604	1b – page 6
Housing, Operations & Development	-	1.474	1d – page 12
Strategic Change & Communities	0.791	1.078	1e – page 17
<b>Total</b>	<b>2.169</b>	<b>3.425</b>	

#### 4.2 **General Services – Summary of Current Financial Revenue Position**

4.2.1 The audited 2021/22 Annual Accounts showed an accumulated surplus at 31 March 2022 of £39.877m and of this, £33.934m was set aside or earmarked for specific purposes leaving an uncommitted balance of £5.943m for General Services. In November 2022 Cabinet approved a reduction of £0.633m to the previous committed sums. Appendix 2 provides detail of the revised amounts set aside from the accumulated sum together with the impact of the current year directorate net year-end under-spend projections of £3.310m (after earmarking) outlined in Table 2 at 4.1.2 above and the impact of the retrospective PPP flexibility adjustment.

4.2.2 Table 5 below indicates that a year-end £11.868m uncommitted general services surplus is currently projected at 31 March 2023. This equates to 5.6 per cent of planned spend (excluding HSCP). This is above the 2 to 4 per cent required by Council policy for uncommitted general reserves.

**Table 5 – General Services accumulated surplus**

	<i>£m</i>
Audited opening surplus	39.877
Commitments (per Appendix 2)	(33.934)
Revisions to b/f Commitments (per Cabinet of Nov 23)	0.633
<b>Uncommitted surplus brought forward</b>	<b>6.576</b>
Directorate 2022/23 projections (per table 2 above)	3.310
Further 2022/23 approved 'in year' reserve commitments	(1.538)
HSCP repayment (4 of 4)	0.802
PPP retrospective flexibility (uncommitted balance)	2.718
<b>Projected accumulated uncommitted surplus</b>	<b>11.868</b>

4.2.3 Given the projected accumulated surplus is well above the required range of between 2 and 4 per cent, it is proposed to utilise £2.500m to establish an inflation reserve. This would be held to mitigate any temporary inflation risk occurring during 2023/24 and would be drawn down if costs incurred during 2023/24 relating to inflation are above the level included in the 2023/24 budget. Utilising £2.500m in this way would reduce the projected



accumulated uncommitted surplus to £9.368m which equates to 4.42 per cent of planned spend, still above the required recommended amount.

#### 4.3 **Housing Revenue Account Balance**

4.3.1 **Summary of Current Financial Position** – as outlined in Appendix 1g the current projected ‘in year’ surplus as at 31 March 2023 is £0.155m. When the in-year surplus is added to the current uncommitted surplus, identified in Table 4 of Appendix 1g, this results in an overall revised projected uncommitted surplus of £0.978m for the HRA.

4.3.2 Within Appendix 1f are two request to reallocate the HRA uncommitted/committed surplus; as follows:

- (i) Tenant Priorities - South Ayrshire Council (Special) of 20 January 2021 approved that tenant priorities for investment of any identified uncommitted reserves within the HRA be incorporated in future reports to Cabinet. In line with tenant priorities, Members are requested to approve £0.950m of the uncommitted surplus be committed for the next phase of the Council house window replacement programme in 2023/24; and
- (ii) Repair Costs - Members are requested to approve the reversal of the 2020/21 CFCR underspend to be used for financing costs for capital projects in 2021/22 approved by Leadership Panel of 21 August 2020 of £1.000m as this is no longer required and approve that this amount be committed to meet the increased housing repair costs due to current price increases in 2023/24.

#### 4.4 **Common Good Funds**

4.4.1 **Summary of Current Financial Position** – the current projected accumulated revenue surplus for each individual fund is outlined in Appendix 1h. Overall, at 31 March 2023, a combined projected accumulated revenue surplus of £0.270 is anticipated together with a projected combined capital reserve of £0.592m.

### 5. **Legal and Procurement Implications**

5.1 There are no legal implications arising from this report.

5.2 There are no procurement implications arising from this report.

### 6. **Financial Implications**

6.1 An accumulated uncommitted surplus of £11.868m is currently projected for General Services, excluding HSCP.

6.2 A £0.978m accumulated uncommitted surplus is projected for the Housing Revenue Account and a combined £0.270m accumulated surplus is currently projected for the Common Good Funds.

## **7. Human Resources Implications**

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

## **8. Risk**

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

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

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

- 8.2.1 There are no risks associated with rejecting the recommendations.

## **9. Equalities**

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

## **10. Sustainable Development Implications**

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

## **11. Options Appraisal**

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

## **12. Link to Council Plan**

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

## **13. Results of Consultation**

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

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

- 14.1 If the recommendations above are approved by Members, the Head of Finance, ICT and Procurement will ensure that all necessary steps are taken to ensure full implementation of the decision within the following timescales, with the completion

status reported to the Cabinet in the 'Council and Cabinet Decision Log' at each of its meetings until such time as the decision is fully implemented:

<b>Implementation</b>	<b>Due date</b>	<b>Managed by</b>
Action the budget transfers in the financial ledger as outlined in the Directorate financial performance reports at Appendix 1 and summarised in 4.1.8	28 February 2023	Head of Finance, ICT and Procurement
Record for future reporting purposes the requested earmarking for carry forward of resources to 2023/24 as outlined in 4.1.9	28 February 2023	Head of Finance, ICT and Procurement
Action the creation of an inflation reserve as outlined in 4.2.3	28 February 2023	Head of Finance, ICT and Procurement
Record for future reporting purposes the requested reallocation of the HRA uncommitted/committed surplus as outlined in 4.3.2	28 February 2023	Head of Finance, ICT and Procurement

**Background Papers**    **Report to South Ayrshire Council of 3 March 2022 - [Revenue Estimates 2022/23, Capital Estimates 2022/23 to 2033/34 and Carbon Budget 2022/23](#)**

**Report to South Ayrshire Council of 3 March 2022 - [Housing Revenue Account \(HRA\) – Revenue Budget 2022/23 and Capital Budget 2022/23 to 2026/27](#)**

**[Finance Circular 1/2022](#)**

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**Date: 8 February 2023**

# Budget Management Report to 31 December 2022 (Period 9)

## Appendix 1

Ref.	Directorate/ Account	Pages
1a	Chief Executive's Strategic Office	1 to 3
1b	Education	4 to 7
1c	Health & Social Care	8
1d	Housing Operations & Development	9 to 13
1e	Strategic Change & Communities	14 to 17
1f	Miscellaneous Services Account	18 to 20
1g	Housing Revenue Account	21 to 23
1h	Common Good Funds	24 to 25

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

## Chief Executive's Office

Table 1 - Objective Analysis

Actual Expenditure to 31 December £'000	Service	Full Year Budget 2022/23 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000	Projected Variance due to Covid-19 £'000
296	<b>Chief Executive &amp; Support</b>	435	435	0	0
	<b>Finance, ICT and Procurement Services:</b>				
123	Head of Finance & ICT Services	155	155	0	0
1,388	Corporate Finance and Accounting	1,975	1,921	54	34
5,791	Revenues and Benefits	4,803	4,725	78	9
2,946	Information and Communication Technology	4,904	4,391	513	187
515	Procurement	626	716	(90)	0
<b>10,763</b>	<b>Total Finance, ICT and Procurement Services</b>	<b>12,462</b>	<b>11,907</b>	<b>556</b>	<b>230</b>
	<b>Regulatory Services</b>				
111	Head of Regulatory Services	149	149	0	0
126	Civil Contingencies & Business Continuity	45	45	0	0
2,137	Democratic Governance Services	2,494	2,461	33	0
276	Insurance, Risk & Safety Management	399	399	0	0
499	Legal & Licensing Services	893	750	143	82
1,265	Trading Standards & Environmental Health	1,838	1,803	35	14
<b>4,415</b>	<b>Total Regulatory Services</b>	<b>5,818</b>	<b>5,608</b>	<b>211</b>	<b>96</b>
<b>1,410</b>	<b>Human Resources</b>	<b>1,974</b>	<b>1,954</b>	<b>20</b>	<b>10</b>
<b>196</b>	<b>Internal Audit</b>	<b>299</b>	<b>299</b>	<b>0</b>	<b>0</b>
<b>27</b>	<b>Covid-19 Mobilisation Costs</b>	<b>31</b>	<b>31</b>	<b>0</b>	<b>0</b>
<b>17,107</b>	<b>Total Chief Executive's Office</b>	<b>21,019</b>	<b>20,233</b>	<b>787</b>	<b>336</b>

Table 2 - Subjective Analysis

Actual Expenditure to 31 December £'000	Account	Full Year Budget 2022/23 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000	Projected Variance due to Covid-19 £'000
#REF!	Employee costs	18,994	18,709	285	236
#REF!	Property costs	295	280	15	0
#REF!	Supplies and services costs	1,983	1,523	461	100
#REF!	Transport costs	105	111	(7)	0
#REF!	Administrative costs	589	530	59	0
#REF!	Third party payments	1,560	1,562	(2)	0
#REF!	Transfer payments	25,240	25,210	30	0
#REF!	Financing costs	12	12	0	0
<b>#REF!</b>	<b>Gross expenditure</b>	<b>48,779</b>	<b>47,939</b>	<b>841</b>	<b>336</b>
#REF!	Gross income	#REF!	#REF!	#REF!	0
<b>#REF!</b>	<b>Net expenditure</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>336</b>

Table 3 - Analysis of Significant Variances

Projected Variance favourable /(adverse) £'000	Chief Executive & Support
0	<b>Chief Executive &amp; Support</b> - projected in line
0	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	Finance and ICT Services
54	<b>Corporate Finance and Accounting</b> - projected full-year underspend of £0.054m being £0.034m underspend due to a legacy delay in recruiting Covid-19 recovery posts. It is requested that this underspend be earmarking to be carried forward into 2023/24. The remainder of the underspend is in relation to a £0.020m underspend in training budgets.
78	<b>Revenues and Benefits</b> - projected full-year underspend of £0.078m due to an over recovery of £0.026m expected through Admin Grant & Housing Benefit Grant and £0.030m Discretionary Housing Payment Grant plus an underspend in Administrative costs of £0.012m. It is currently projected, based on current trends, that costs in relation to Scottish Welfare Fund (Crisis Grant payments) will exceed budget by £0.100m however spend in relation to DHP is projected to be £0.100m underspent, it is therefore requested that Members approve a budget transfer between the two expenditure lines, as detailed in Table 4 below.
513	<b>ICT</b> - projected full-year underspend of £0.513m with underspends of £0.017m on administrative costs offset by projected overspend of £0.015m in electric vehicle costs following the end of subsidy agreements. Projected underspend of £0.299m across all ICT contracts - £0.326m software and hardware contracts offset by a £0.026m overspend on Local Government Digital Office contracts. The majority of the balance of the underspend relates to £0.187m Covid Recovery funding allocations. Of this, £0.087m relates to delays in filling Covid recovery posts which is requested to be earmarked and carried forward to 2023/24.
(90)	<b>Procurement</b> - projected overspend as a result of - Employee Costs - underspend £0.03m as a result of vacancies Income - under recovery of £0.093m in contract rebate income (£0.061m) and under recovery Employee Costs re costs recharged to Capital (£0.032m)
<b>556</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	Regulatory Services
33	<b>Democratic Governance Services</b> - a projected full-year underspend of £0.033m being a series of projected underspends across various areas of the service comprising supplies and services costs (£0.013m) transport costs (£0.007m), administrative costs (£0.020m) and transfer payments (£0.003m). Note in year saving of £0.010m allocated to current underspends reducing projection to £0.033m. Of this underspend it is requested that £0.004m and £0.011m be earmarked to be carried forward to 2023/24 to assist in funding the Homecoming Parade and Members training respectively.
143	<b>Legal &amp; Licensing</b> - a projected full-year underspend of £0.143m including a £0.049m underspend in relation to work on Historic Child Abuse cases which is requested to be earmarked for carry forward to continue the work in 2023/24; £0.082m underspends in relation to delays in filling Covid Recovery Posts of which £0.048m is requested to be earmarked to be carried forward; £0.010m underspends in Supplies & Services of which £0.085m relates to ongoing works Tarbolton Landfill and is requested to be earmarked for carry forward.
35	<b>Trading Standards and Environmental Health</b> - a projected full-year underspend of £0.035m comprising a £0.020m grant from Food Standards Scotland for ongoing work which is already met from within the services existing resources, plus £0.014m which Members previously approved to be earmarked to be carried forward to 2023/24 in regards of a Covid funded Compliance Officer post recruited for 1 year to October 2023.
<b>211</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	Human Resources
20	<b>Human Resources</b> - a projected full-year underspend of £0.020m : comprising Employee cost underspends of £0.037m, of which £0.027m relates to a HSCP Recruitment post which is requested to be earmarked for carry forward to 2023/24 and £0.010m relating to a Covid Recovery Post offset by overspends in Third Party Payments of £0.015m due to increased Occ Health referrals.
<b>20</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	Covid-19
0	<b>Covid-19 Mobilisation Costs</b> - the budget of £0.031m held against Covid-19 Mobilisation relates to earmarking from 2021/22 for employee costs to support the continuing administration of self-isolation support grants. It is expected to be fully spent during the financial year.

0	<b>Total projected variance</b>
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**Table 4 - Budget Transfer Requests**

<b>Budget Transfer Requests:</b>		<b>DR £'000</b>	<b>CR £'000</b>
	Scottish Welfare Fund - Crisis Grants	100	
	Benefit Payments - Transfer Payments		100
	<i>underspend in DHP used to fund overspend in SWF</i>		
<b>Total</b>		<b>100</b>	<b>100</b>

**Table 5 - Earmarking Requests**

<b>Earmarking requests:</b>	<b>Objective/ Subjective</b>	<b>Amount £'000</b>
<b>Previously approved requests:</b>		
Trading Standards & Environmental Health - Compliance Officer Post	Employee Costs : in relation to Covid Recovery post	14
		<b>14</b>
<b>New requests:</b>		
Corporate Accounting	Employee Costs : in relation to Covid Recovery posts.	34
Information and Communication Technology	Employee Costs : in relation to Covid Recovery posts	87
Democratic Governance	Supplies & Services : Homecoming Parade [£0.004m] and Members Training [£0.011m]	15
Human Resources	Level 5 HSCP Recruitment Post	27
Legal & Licensing	Employee Costs: £0.049m Historic Abuse; £0.048m Covid Recovery and Supplies & Services £0.0085m re Tarbolton Landfill.	106
		<b>269</b>
<b>Total</b>		<b>283</b>

**Table 6 - Efficiency Savings**

<b>Efficiency savings:</b>	<b>Targeted £'000</b>	<b>Anticipated shortfall £'000</b>	<b>Anticipated shortfall due to Covid-19 £'000</b>
Brought forward from 2021/22 - Review staffing levels within Democratic Support	10	0	0
<b>Total</b>	<b>10</b>	<b>0</b>	<b>0</b>
<b>Comments:</b> The remaining Democratic Support efficiency of £0.010m will be addressed on a permanent basis against a recently vacated post.			

**Table 7 - Payroll Management**

<b>Payroll Management:</b>	<b>Targeted £'000</b>	<b>Achieved at period 9 £'000</b>	<b>Remaining to be achieved £'000</b>
Payroll Management - Corporate target	576	576	0
<b>Total</b>	<b>576</b>	<b>576</b>	<b>0</b>
<b>Comments:</b>			

**Table 8 - Grant Income**

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

## Education Directorate

Table 1 - Objective Analysis

Actual Expenditure to 31 December £'000	Service	Full Year Budget 2022/23 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000	Projected Variance due to Covid-19 £'000
314	Directorate	1,722	1,722	0	0
2,318	Education - Early Years	8,762	8,762	0	0
27,632	Education - Learning and Teaching Primary	37,587	36,768	819	0
30,954	Education - Learning and Teaching Secondary	41,156	40,658	498	0
10,719	Education - Learning and Teaching Additional Support	14,862	14,151	711	0
13,682	Education Support Services	17,412	17,446	(34)	0
909	Education Recovery	1,322	1,322	0	0
674	Financial Insecurity	683	683	0	0
1,490	Scottish Child Payments (SCP) Bridging Payments	892	892	0	0
<b>88,692</b>	<b>Total Education Directorate</b>	<b>124,398</b>	<b>122,404</b>	<b>1,994</b>	<b>0</b>

Table 2 - Subjective Analysis

Expenditure		Budget	Actual to	Variance	Variance
72,316	Employee costs	102,571	101,045	1,526	0
19,258	Property costs	23,783	23,817	(34)	0
1,484	Supplies and services costs	2,169	2,134	35	0
3,407	Transport costs	4,060	4,702	(642)	0
1,650	Administrative costs	1,728	1,728	0	0
6,515	Third party payments	7,835	7,011	824	0
562	Transfer payments	573	573	0	0
<b>105,192</b>	<b>Gross expenditure</b>	<b>142,719</b>	<b>141,010</b>	<b>1,709</b>	<b>0</b>
(16,500)	Gross income	(18,321)	(18,606)	285	0
<b>88,692</b>	<b>Net expenditure</b>	<b>124,398</b>	<b>122,404</b>	<b>1,994</b>	<b>0</b>

Table 3 - Analysis of Significant Variances

Year end Variance Fav /(Adv) £'000	Directorate
0	<b>Directorate employee costs</b> - Payroll turnover is projected to be online at the yearend. This projection includes: - the accepted SJC pay deal for 2022/23 - in the absence of a SNCT pay settlement for 2022/23, a flat 5% has been used to project teachers pay award. - £0.075m additional annual leave day as part of the 2022 pay award deal being paid to term-time staff, due to the complexities of managing an additional days leave during term-time. - £0.172m teachers strike deductions in relation to the SAC impacted strike days on 24 November 2022 and 7 December 2022. A further 3 days strike action has also taken in January 2023 resulting in further strike deduction of £0.162m.
<b>0</b>	<b>Total projected variance</b>

Year end Variance Fav /(Adv) £'000	Education - Early Years
0	Projected underspend of £0.100m within employee costs, which relates to specific Scottish Government funding for Early Years Expansion and is primarily due to posts not being filled as planned, as a result of delays within capital works. This is offset by a projected overspend in Early Years Expansion capital related expenditure. Members are therefore requested to approve a temporary budget transfer from the projected underspend within employee costs to fund the capital related expenditure (refer <b>Table 4</b> below).  Members approved £0.024m in relation to <b>COVID recovery project</b> to support parents of babies to reduce social isolation and improve outcomes particularly early language and communication skills in areas of deprivation.
<b>0</b>	<b>Total projected variance</b>



Year end	Education - Learning and Teaching - Primary, Secondary and Additional Support
2,028	Projected net underspend of £1.021m, as a result of:
	<b>Devolved School Management carry forward</b> - projected underspend on school carry forward budgets of £0.150m, primarily relating to primarily employee costs across academic years. This underspend is subject to schools Devolved School Management Scheme and Members previously approved (Period 3) earmarking this underspend to be utilised 2023/24 (refer to <b>Table 5</b> below).
	<b>Pupil Equity Funding</b> - projected underspend of £1.214m. This Scottish Government funding relates to the academic year (August 2022 - August 2023) and has permissible carry forward. Members previously approved (Period 3) earmarking this underspend to be utilised in 2023/24 (refer to <b>Table 5</b> below).
	<b>Pupil Transport</b> - projected overspend of £0.557m (£0.405 SPT and £0.152m ASN). There have been major tender exercises undertaken for both Mainstream and ASN. Tenders received are higher as operators come out of the pandemic, dealing with additional fuel and wage costs.
	<b>Access to Sanitary Products (Schools)</b> - projected to be underspent by £0.035m in relation to the implementation of access to free sanitary products to students in schools, colleges and universities.
	<b>Access to Counselling</b> - projected to be underspent by £0.220m in relation to the introduction of access to counsellors through schools, primarily due to COVID-19 pandemic and the availability of qualified counsellors.
	<b>Whole Family Wellbeing Funding (WFWF) Tranche 1</b> - SAC have received funding of £0.604m in relation to WFWF to support the development of holistic whole family support services. This funding will be received as a GRG redetermination in March 2023, therefore Members are requested to earmark these funds to be utilised during 2023/24.
	<b>Other local authority income</b> - projected over-recovery of £0.200m, in relation to the number of pupil support assistant recharges being greater than anticipated.
<b>2,028</b>	<b>Total projected variance</b>

Year end Variance Fav /(Adv) £'000	Education - Support Services
(34)	<b>PPP unitary charge</b> payments projected net overspend of £0.034m, due to malicious damage costs (£0.035m), additional Opex/Lifecycle costs (£0.026m, Feb 2017 - May 2022), which are partially offset by £0.027m due to actual RPI (Feb 22) being less than budgeted.
	<b>Free School Meals - School Holidays Support</b> - The SG has provided funding of £0.403m to enable the provision of alternative free school meal provision to all children and young people, eligible for free school meals on the basis of low income, in primary and secondary during the school holidays. However, this funding is based on £2.50 contribution, compared to the £3.00 SAC agreed amount. This equates to a shortfall of £0.150m which will be met from the 21/22 earmarked financial insecurity funding.
	<b>COVID Recovery Projects</b> - Members approved £0.332m in relation to secondary schools family first project.
<b>(34)</b>	<b>Total projected variance</b>

Year end Variance Fav /(Adv) £'000	Covid-19
0	<p><b>Education Recovery</b> funding comprises:-</p> <ul style="list-style-type: none"> <li>- SAC share of £80m SG Teacher Recovery Fund (£1.608m). The purpose of this funding is to enable councils to employ a variety of school staff to meet the needs of children and young people in their local areas and ensuring that levels of teaching and support staff in schools could be maintained. £0.755m of these funds were devolved to schools to fund additional teaching costs from August 2022 - March 2023.</li> <li>- Scottish Government grants earmarked from 2021/22 £0.815m, of which £0.346m devolved to schools. These funds are fully committed.</li> </ul>
0	<p><b>Financial Insecurity</b> including the following funding:-</p> <ul style="list-style-type: none"> <li>- 21/22 earmarking £0.261m SCP Bridging payments (clothing grant criteria)</li> <li>- <b>COVID additional expenditure</b> - Members approved £0.250m funding in relation to support the payment of four Scottish Child Payment (SCP) 'Bridging Payments' to a wider group of young people in 2022, making the same grant payments for customers who were eligible for Clothing Grants, as those eligible for free school meals.</li> <li>- Uncommitted COVID reserves of £0.172m - members approved (Cabinet 29 November 2022) to double the winter</li> </ul>
0	<p><b>Scottish Child Payment (SCP) Bridging Payments</b></p> <p>The Bridging Payments will be made on the same basis as the Family Pandemic Payments and will be paid for each child in receipt of Free School Meals due to low income. In 2022, four equal payments of £130 will be made at Easter (made in 2021/22), Summer, October and Christmas to broadly align with the start of school holidays. Scottish Government increased the Winter payment from £130 to £260, which was paid to families in December 2022.</p> <p>Additional funding £0.892m has been made available from SG to meet the cost of these payments. This includes 80% of projected award value, with the full value of awards being made through the General Revenue Grant redetermination process in the last two weeks of March 2023.</p>
<b>0</b>	<b>Total projected variance</b>

**Table 4 - Budget Transfer Requests**

Budget Transfer Requests:		DR £'000	CR £'000
1	Early Years - employee costs		100
	Early Years - third party payments	100	
	Underspend in employee costs utilised to fund capital related expenditure.		
<b>Total</b>		<b>100</b>	<b>100</b>

**Table 5 - Earmarking Requests**

Earmarking requests:	Objective/ Subjective	Amount £'000
<b>Previously approved:</b>		
School Pupil Equity Fund	Education - various	1,214
School Carry Forwards	Education - various	150
<b>Total previously approved</b>		<b>1,364</b>
<b>New requests:</b>		
Whole Family Wellbeing Funding	Education - WFWF	604
<b>Total new requests</b>		<b>604</b>
<b>Total requests</b>		<b>1,968</b>
<b>Comments:</b>		

**Table 6 - Efficiency Savings**

Efficiency savings:	Targeted £'000	Shortfall £'000	Shortfall due to Covid-19 £'000
Increase all applicable external fees and charges by 2.9%	1	0	0
<b>Total</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Comments:</b>			

**Table 7 - Payroll Management**

	Targeted	Achieved at	Remaining
Payroll Management - Corporate target	2,473	1,855	618
<b>Total</b>	<b>2,473</b>	<b>1,855</b>	<b>618</b>

**Comments:**

The full year payroll management target has been included in estimating the overspend in directorate payroll costs above.

**Table 8 - Grant Income**

<b>New Grants Received:</b>		
Amount £'000	Grant name/ body	Grant purpose
2,052	Scottish Government	Unitary Charge - QMA & Ayr Academy
81	Creative Scotland	Youth Music
46	Dumfries & Galloway Council	South West Collaborative
283	Scottish Government	Mental Health & Wellbeing
15	Scottish Government	Gaelic
27	Education Scotland	STEM
7	Scottish Government	Food for Thought
4	Edina Trust	Science Resources
12	Education Scotland	Creative Learning Network Fund
41	Ayrshire Chamber of Commerce	Developing Young Workforce
115	CORRA	Keep the Promise Fund
2	Scottish Government	Omicrom impacts fund - childcare
<b>2,685</b>		

**Comments:**

Additional amounts notified during the financial year, not included in the original budget.

## Social Care

Table 1 - Objective Analysis

Actual Expenditure to 31 December £'000	Service	Full Year Budget 2022/23 £'000	Projected Actual to 31 March £'000	Projected Variance favourable/(adverse) £'000	Projected Variance due to Covid-19 £'000
	<b>Community Care Services :</b>				
35,651	Older People	52,876	51,816	1,060	
2,688	Physical Disabilities	3,979	4,031	(52)	
<b>38,339</b>	<b>Total Community Care Services</b>	<b>56,855</b>	<b>55,847</b>	<b>1,008</b>	<b>0</b>
14,467	Children's Services	22,778	21,412	1,366	
(73)	Justice Services	(4)	(4)	0	
<b>14,394</b>	<b>Total Children and Justice Services</b>	<b>22,774</b>	<b>21,408</b>	<b>1,366</b>	<b>0</b>
15,220	Learning Disabilities	24,388	23,507	881	
2,694	Mental Health	4,254	4,123	131	
1,039	Addiction	838	838	0	
<b>18,953</b>	<b>Total Mental Health Services</b>	<b>29,480</b>	<b>28,468</b>	<b>1,012</b>	<b>0</b>
2,206	Directorate Services	5,167	3,917	1,250	
902	Other Services	1,134	1,216	(82)	
0	Vacancy management	(862)	(216)	(646)	
<b>3,108</b>	<b>Total Support Services</b>	<b>5,439</b>	<b>4,917</b>	<b>522</b>	<b>0</b>
492	Integrated Care Fund/Delayed Discharges	388	380	8	
0	Additional Funding Repayment	802	802	0	
151	Items Funded from Reserves	20	20	0	
(10,586)	Interagency payments with Health	(19,938)	(19,938)	0	
984	Covid-19 Costs	11,666	11,666	0	
<b>65,835</b>	<b>HSCP Sub-total</b>	<b>107,486</b>	<b>103,570</b>	<b>3,916</b>	<b>0</b>
490	Scheme of Assistance/Aids and Adaptations etc	790	790	0	0
<b>66,325</b>	<b>Final HSCP total</b>	<b>108,276</b>	<b>104,360</b>	<b>3,916</b>	<b>0</b>

Earmarking requests

0

**Health & Social Care Partnership** - the above table provides an overview statement of the financial budget and projected out-turn position for the Council element of the Integration Joint Board (IJB) for 2022/23 as at 31 December (Period 9). Earmarking of £15.728m is included in the budgets reported, including £11.666m for Covid 19 purposes. The reported position above assumes all additional Covid 19 spend will be funded via the Financial Performance Return (previously Local Mobilisation Plan) £24.768m (£21.135m general and £3.633m NHS) of reserves were held at 2021/22 year end, leaving a balance of £5.204m uncommitted. This Period 9 projected position will be reported to the IJB.

## Housing Operations &amp; Development

Table 1 - Objective Analysis

Actual Expenditure to 31 December £'000	Service	Full Year Budget 2022/23 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000	Projected Variance due to Covid-19 £'000
	<b>Directorate</b>	<b>9,734</b>	<b>9,472</b>	<b>262</b>	<b>40</b>
(400)	Directorate	1,276	1,081	195	40
6,697	Ayrshire	8,458	8,391	67	0
	<b>Planning &amp; Development</b>	<b>6,692</b>	<b>6,256</b>	<b>436</b>	<b>119</b>
4,902	Asset Management and Community Asset Transfer	6,146	5,896	250	119
1,744	Planning and Building Standards	1,138	992	146	0
(185)	Professional Design Services	(592)	(632)	40	0
	<b>Housing &amp; Operations</b>	<b>33,512</b>	<b>32,736</b>	<b>776</b>	<b>1,065</b>
8,590	Facilities Management	11,305	12,074	(769)	0
3,881	Housing Services	4,297	3,239	1,058	350
12,636	Neighbourhood Services	18,118	17,631	487	715
802	Property Maintenance	(208)	(208)	0	0
<b>38,667</b>	<b>Total Housing Operations &amp; Development</b>	<b>49,938</b>	<b>48,464</b>	<b>1,474</b>	<b>1,224</b>

Table 2 - Subjective Analysis

Actual Expenditure to 31 December £'000	Account	Full Year Budget 2022/23 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000	Projected Variance due to Covid-19 £'000
24,512	Employee costs	34,836	34,435	401	440
6,755	Property costs	6,696	6,863	(167)	0
11,577	Supplies and services costs	13,828	14,917	(1,089)	375
5,000	Transport costs	6,386	6,683	(297)	0
552	Administrative costs	890	762	128	0
14,398	Third party payments	22,177	20,796	1,381	290
7	Financing costs	89	7	82	0
<b>62,801</b>	<b>Gross expenditure</b>	<b>84,902</b>	<b>84,463</b>	<b>439</b>	<b>1,105</b>
(24,134)	Gross income	(34,964)	(35,999)	1,035	119
<b>38,667</b>	<b>Net expenditure</b>	<b>49,938</b>	<b>48,464</b>	<b>1,474</b>	<b>1,224</b>

Table 3 - Analysis of Significant Variances

Projected Variance favourable /(adverse) £'000	Directorate
195	Directorate - projected underspend of £0.195m as a result of; <b>Employee costs</b> - projected underspend of £0.135m due to current vacancies <b>Administrative costs</b> - projected underspend of £0.020m across various small budget lines <b>Third party payments</b> - projected underspend of £0.040m as a result of the Covid 19 Programme of Recovery – E&R Local Digital Shopping Platform not being taken forward
<b>195</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	Ayrshire Roads Alliance/SPT
67	Ayrshire Roads Alliance/SPT - projected underspend of £0.067m as a result of over-recovery of parking income
<b>67</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	<b>Asset Management &amp; Community Asset Transfer</b>
250	<p><b>Asset Management &amp; CAT</b> - projected underspend of £0.250m as a result of;</p> <p><b>Employee costs</b> - projected underspend of £0.080m due to current vacancies.</p> <p><b>Property costs</b> - projected underspend of £0.005m. This relates to a projected overspend of £0.205m within the Central Repairs Account based on the level of repairs currently required to Council buildings. This is offset by an underspend of £0.028m within automated public convenience costs due to closure at one location, and an underspend of £0.182m on non-domestic rates within John Pollock Centre, Newton House and Burns House as these buildings are either now demolished or leased out.</p> <p><b>Supplies &amp; Services costs</b> - projected underspend of £0.036m due to an underspend on materials required to complete the Co2 Monitors in Schools programme.</p> <p><b>Third Party payments</b> - projected underspend of £0.050m in the grant funding for the Local Heat and Energy Efficiency Strategy. This funding does not require to be returned to the Scottish Government</p> <p><b>Income</b> - projected over recovery of £0.079m. This is due to an over recovery of rental income within Industrial Units (£0.119m) where a previously anticipated reduction in rental income due to the effects of Covid-19 has not materialised. This is offset with an under recovery of income within fees for work done for third parties (£0.020m) as this work is no longer carried out, and an under recovery of fee income for Property Enquiries (£0.020m) due to the number of these enquiries received greatly reducing over the last two financial years.</p>
<b>250</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	<b>Planning &amp; Building Standards</b>
146	<p><b>Planning &amp; Building Standards</b> - projected underspend of £0.146m as a result of ;</p> <p><b>Employee costs</b> - projected underspend £0.030m as a result of current vacancies</p> <p><b>Supplies &amp; Services costs</b> - projected overspend of £0.113m due to increased consultancy costs involved in preparation for three windfarm appeals going to Public Local Inquiry under Section 36 of the Electricity Act</p> <p><b>Administrative costs</b> - projected underspend of £0.009m across various small budget lines</p> <p><b>Income</b> - projected over-recovery of £0.220m due to an increased volume of Building Warrant Fees during the third quarter of this year</p>
<b>146</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	<b>Professional Design Services</b>
40	<b>Professional Design Services</b> - projected underspend of £0.040m, due to current vacancies in employee costs.
<b>40</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	<b>Facilities Management</b>
(769)	<p><b>Facilities Management</b> - projected overspend of £0.769m as a result of;</p> <p><b>Employee costs</b> - projected overspend £0.168m as a result of the impact of the unbudgeted element of the 2022/23 pay award (£0.328m) offset by current vacancies (£0.160m)</p> <p><b>Property costs</b> - projected overspend of £0.194m mainly as a result of the increased cost of cleaning and domestic supplies across all Council properties</p> <p><b>Supplies &amp; Services costs</b> - projected overspend of £0.115m due to food price increases as a direct consequence of the effects of the cost of living crisis</p> <p><b>Administrative costs</b> - projected underspend of £0.003m across various small budget lines</p> <p><b>Income</b> - projected under-recovery of £0.285m due to the impact of the Government funding for the Primary Universal Free School Meals expansion programme for all P4 and P5 pupils (£0.200m) along with the impact of contractual and service issues in relation to the implementation of the new cashless catering system (£0.085m).</p>
<b>(769)</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	<b>Housing Services</b>
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1,058	<p><b>Housing Services</b> - projected underspend of £1.058m as a result of;</p> <p><b>Employee costs</b> - projected underspend of £0.160m due to current vacancies. £0.100m of this underspend relates to funding for the Covid 19 Programme of Recovery (Homeless) and anti-social behaviour. Members are requested to approve earmarking of this underspend (<b>Table 5</b> below) for carry forward to 2023/24 to continue work in this area.</p> <p><b>Property costs</b> - projected overspend of £0.042m. This is due to overspends of £0.085m on repairs to Homeless properties and £0.005m on utilities costs in Hostels, all as a result of the increased demand for temporary homeless accommodation. These overspends are partly offset by an underspend of £0.048m due to resolution of prior year disputed electricity charges for the Travellers Site at Girvan.</p> <p><b>Supplies &amp; Services costs</b> - projected overspend of £0.020m due to increased removal and storage costs as a result of the increased demand for temporary homeless accommodation.</p> <p><b>Administrative costs</b> - projected underspend of £0.096m. This relates to a projected underspend of £0.093m in bad debts based on the current level of arrears of homeless accommodation rental income. There are also various smaller budget underspends totalling £0.003m.</p> <p><b>Third Party payments</b> - projected underspend of £0.886m. There are underspends in funding for various approved projects:  Develop housing options &amp; advice (£0.027m), Social letting service (£0.150m), Private sector leasing project (£0.025m), Housing regeneration options (£0.040m), Essential SHQS works in mixed tenure properties (£0.200m), and Covid 19 Programme of Recovery mixed tenure properties (£0.250m). The mixed tenure funding is now fully committed but costs will not be incurred until 2023/24, due to the complexity of owner engagement. Members are requested to approve these underspends of £0.200m and £0.250m (<b>Table 5</b> below) to be earmarked for carry forward to 2023/24 to complete this work. In addition, Rapid Rehousing Transition Programme is projected to be £0.209m underspent, due to delays in implementation of the programme the approved staff posts will now incur costs in 2023/24. Members are requested to approve this underspend for carry forward to 2023/24 to fund the staff costs (<b>Table 5</b> below)  These underspends are partly offset by an overspend of £0.015m due to the use of bed &amp; breakfast properties which is a more expensive option.</p> <p><b>Income</b> - projected under recovery of £0.032m in temporary accommodation rental income, due to an income target increase which was required in order to fund additional costs incurred as a result of an increased number of temporary accommodation units utilised from HRA stock to meet the demand for homeless accommodation.</p>
1,058	<b>Total projected variance</b>

Projected Variance favourable / (adverse) £'000	Neighbourhood Services
487	<p><b>Neighbourhood Services</b> - projected underspend of £0.487m as a result of;</p> <p><b>Employee costs</b> - projected underspend of £0.280m as a result of double-time overtime working over the festive period (£0.060m overspend) and covid-19 temporary hit squad (£0.340m underspend). Members are requested to approve earmarking of the covid-19 temporary hit squad funding to carry forward to 2023/24 to complete this programme (<b>Table 5</b> below)</p> <p><b>Property costs</b> - projected underspend of £0.064m within general repairs and maintenance mainly within grounds maintenance</p> <p><b>Supplies &amp; Services costs</b> - projected overspend of £0.127m due to the increased cost of repairs and maintenance of equipment (£0.152m), use of subcontractors for street cleaning and weedspraying (£0.263m), annual software licences (£0.030m), increased costs of protective clothing (£0.030m) and an increase in domestic bins (£0.027) due to necessary replenishment of stocks and all partially offset by (£0.375m) underspend in the Covid funded promenade and shorefront improvement scheme. Members are requested to approve this (<b>Table 5</b> below) underspend of £0.375m for earmarking to carry forward to 2023/24 to continue these projects</p> <p><b>Transport costs</b> - projected overspend of £0.297m mainly due to increased costs of tractor, tipper and hooklift hires (£0.188m), along with increased costs of repairs and maintenance (£0.070m) and fuel (£0.039m) for refuse vehicles</p> <p><b>Third Party payments</b> - projected underspend of £0.510m within waste recycling (£0.325m) due to a reduction in tonnages following the introduction of a booking system at the civic amenity sites and along with a reduction in internal grounds maintenance recharges (£0.185m)</p> <p><b>Financing costs</b> - projected underspend of £0.082m due to cremators equipment now fully depreciated</p> <p><b>Income</b> - projected under-recovery of £0.025m mainly due to reduced levels of bereavement income</p>
487	<b>Total projected variance</b>

<b>Projected Variance favourable /(adverse) £'000</b>	<b>Property Maintenance</b>
0	<p><b>Property Maintenance Service</b> - projected online, due to the net effect of;</p> <p><b>Employee costs</b> - projected overspend of £0.156m as a result of the unbudgeted element of the 2022/23 pay award. The increased cost has resulted in the recharge rate being increased and fully recovered through income below</p> <p><b>Supplies and Services costs</b> - projected overspend of £0.750m. This is due to an increased requirement to use sub contractors whose costs have risen due to increased labour rates and material price increases.</p> <p><b>Third Party payments</b> - projected overspend of £0.105m on Agency payments. This is required to help complete the current volume of jobs.</p> <p><b>Income</b> - projected over recovery of £1.011m due to the increased repair costs for Council houses which are recharged to HRA.</p> <p>Members are requested to approve a Budget Transfer Request (<b>Table 4 below</b>) to use the over-recovery of income as a result of the increased cost of repairs to fund the related increased employee costs, supplies and services, administrative costs and third party payments required to deliver those repairs noted above.</p>
0	<b>Total projected variance</b>

**Table 4 - Budget Transfer Requests**

Budget Transfer Requests:		DR £'000	CR £'000
1	<b>Housing Services/Property Costs</b>	37	
	<b>Housing Services/Supplies &amp; Services Costs</b>	20	
	<b>Housing Services/Administrative Costs</b>		57
	<b>Housing Services/Third Party Payments</b>	15	
	<b>Housing Services/Income</b>		15
	Transfer underspends and additional income to fund costs related to the increased use		
2	<b>Property Maintenance/Employee Costs</b>	156	
	<b>Property Maintenance/Supplies &amp; Services Costs</b>	750	
	<b>Property Maintenance/Third Party Payments</b>	105	
	<b>Property Maintenance/Income</b>		1,011
	Transfer over-recovery of income to fund related increased cost of repairs		
<b>Total</b>		<b>1,083</b>	<b>1,083</b>

**Table 5 - Earmarking Requests**

		Amount
<b>Previously approved:</b>		
<b>Total</b>		<b>0</b>
<b>New requests :</b>		
Covid 19 Programme of Recovery (Homeless) & anti-social behaviour	Housing Services/Employee Costs	<b>100</b>
Covid 19 Programme of Recovery (Mixed Tenure)	Housing Services/Third Party Payments	<b>250</b>
Essential works to meet SHQS in mixed tenure properties	Housing Services/Third Party Payments	<b>200</b>
Rapid Rehousing Transition Programme	Housing Services/Third Party Payments	<b>209</b>
Covid-19 Temporary Hit Squads	Neighbourhood Services/Supplies and services	<b>340</b>
Promenade and Shorefront Improvement Scheme	Neighbourhood Services/Supplies and services	<b>375</b>
<b>Total</b>		<b>1,474</b>
<b>Total</b>		<b>1,474</b>



**Table 6 - Efficiency Savings**

<b>Efficiency savings:</b>	<b>Targeted £'000</b>	<b>Anticipated shortfall £'000</b>	<b>Anticipated shortfall due to Covid-19 £'000</b>
Asset Management - Newton House rental income	80	0	0
Housing Services - Homelessness rental income	550	32	0
Facilities Management - Fees & Charges - public conveniences increase charges	1	0	0
Asset Management - Fees & Charges - rental income increase charges	8	0	0
Neighbourhood Services - Fees & Charges - increase charges for special uplifts/commercial waste/grass cutting/allotments/bereavement	68	68	0
<b>Total</b>	<b>707</b>	<b>100</b>	<b>0</b>
<b>Comments:</b>			

**Table 7 - Payroll Management**

<b>Payroll Management:</b>	<b>Targeted £'000</b>	<b>Achieved at period 9 £'000</b>	<b>Remaining to be achieved £'000</b>
Payroll Management - Corporate target	1,049	787	262
Payroll Management - Directorate target	0	0	0
<b>Total</b>	<b>1,049</b>	<b>787</b>	<b>262</b>
It is anticipated that payroll turnover will be achieved in full as a result of applying the Council's policy of only recruiting to essential posts			

**Table 8 - Grant Income**

<b>New Grants Received:</b>		
<b>Amount £'000</b>	<b>Grant name/ body</b>	<b>Grant purpose</b>
30	Scottish Governm	Road safety
75	Scottish Governm	Local Heat and Energy Efficiency Strategy (LHEES)
412	Scottish Governm	Home Energy Efficiency Programmes Scotland (HEEPS)
<b>517</b>		
<b>Comments:</b>		
The above grants which have been received during the financial year were not part of the approved Directorate budget.		

## Strategic Change &amp; Communities Directorate

Table 1 - Objective Analysis

Actual Expenditure to 31 December £'000	Service	Full Year Budget 2022/23 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000	Projected Variance due to Covid-19 £'000
187	Directorate	763	721	42	0
5,223	Destination South Ayrshire	7,928	7,409	519	294
5,401	Thriving Communities	7,804	7,011	793	433
1,061	Organisational Development & Customer	3,676	3,676	0	0
684	Performance, Policy and Community Planning	930	930	0	0
1,157	Economy and Regeneration	2,922	1,615	1,307	0
270	Sustainability	356	356	0	0
147	Strategic Change	290	220	70	0
0	Special Property Projects	1	1	0	0
<b>14,130</b>	<b>Total Strategic Change &amp; Communities</b>	<b>24,670</b>	<b>21,939</b>	<b>2,731</b>	<b>727</b>

Table 2 - Subjective Analysis

Actual Expenditure to 31 December £'000	Account	Full Year Budget 2022/23 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000	Projected Variance due to Covid-19 £'000
14,118	Employee costs	21,887	20,835	1,052	433
2,051	Property costs	2,588	2,588	0	0
2,757	Supplies and services costs	1,948	1,948	0	0
443	Transport costs	630	480	150	0
360	Administrative costs	791	791	0	0
1,334	Third party payments	4,183	2,882	1,301	0
0	Transfer payments	10	10	0	0
0	Financing costs	0	0	0	0
<b>21,063</b>	<b>Gross expenditure</b>	<b>32,037</b>	<b>29,534</b>	<b>2,503</b>	<b>433</b>
(6,933)	Gross income	(7,367)	(7,595)	228	294
<b>14,130</b>	<b>Net expenditure</b>	<b>24,670</b>	<b>21,939</b>	<b>2,731</b>	<b>727</b>

Table 3 - Analysis of Significant Variances

Projected Variance favourable /(adverse) £'000	Directorate
42	<p><b>Directorate employee costs</b> - projected to be online at year end. This projection includes the impact of the accepted SJC pay deal for 2022/23.</p> <p><b>Access to Sanitary Products (non-schools)</b> - projected to be underspent by £0.042m, due to a delay in the recruitment of the Development Worker post, who will co-ordinate activity in relation to free access to sanitary products and wider work to mitigate poverty.</p>
<b>42</b>	<b>Total projected variance</b>

Projected Variance favourable / (adverse) £'000	Destination South Ayrshire
519	<p>Members approved year two income target reductions of £1.036m within sports and leisure, as part of the COVID-19 Programme of Recovery, to reflect the loss of income due to Scottish Government restrictions resulting in reduced capacity and membership cancellations within sports and leisure.</p> <p>Projected net over-recovery in <b>income</b> of £0.294m, due to the following:</p> <ul style="list-style-type: none"> <li>- £0.129m net over-recovery within golf income, with an over-recovery in golf memberships off, setting shortfalls in hotelier income and cafe/bar sales.</li> <li>- £0.235m additional income above target within leisure memberships and admissions, primarily as a result of the reduced income targets of £1.036m</li> <li>- £0.070m projected shortfall in Culture income, within both libraries and museums.</li> </ul> <p><b>Golf transport costs</b> - are projected to be underspent by £0.150m. This is due to leases being extended as a result of time delays in purchasing new equipment. Members are requested to earmark these funds to be utilised during 2023/24, to offset the increased purchase price of the new equipment (refer <b>Table 5</b> below).</p> <p><b>Events</b> - projected underspent by £0.050m. Members are requested to earmark this underspend to deliver a range of events and bunting to communities during the Coronation celebrations in May 2023 (refer to <b>Table 5</b> below).</p> <p><b>Riverside Sports Arena</b> - projected underspend within employee costs of £0.025m, due to employees not starting until September 2022. Member's are requested to approve the budget transfer of this underspend for the purchase one-off equipment (refer to Table 4 below). However, it is anticipated that due to delivery delays, it is unlikely that this equipment will be received this financial year, therefore Member's are also requested to earmark this £0.025m to complete the purchase during 2023/24 (refer to Table 5 below)</p>
<b>519</b>	<b>Total projected variance</b>

Projected Variance favourable / (adverse) £'000	Thriving Communities
793	<p>£0.066m shortfall in income relating to utility cost recharges to user groups for use of Council community centres, as a result of their lack of financial resources.</p> <p>Members approved (Yr2) funding of £0.400m in relation to <b>COVID recovery projects</b> within employability and skills and carried forward £0.175m from 2021/22. It is anticipated that the following two projects will be underspent at the year-end:-</p> <ul style="list-style-type: none"> <li>- Supported Employment Tailored Jobs Programme - £0.153m</li> <li>- South Ayrshire Works Employer Recruitment Incentive - £0.280m</li> </ul> <p>This is due to expenditure in both these projects being utilised against <b>SG No-one Left Behind (NOLB)</b> funding. Members previously agreed to earmark these underspends to be utilised in next financial year, in order to extend temporary staffing contracts until March 2024 (refer to <b>Table 5</b> below).</p> <p>Employee costs within <b>employability &amp; skills</b> are projected to be £0.358m underspent at the year end. This is due to employee costs, which meet the terms and conditions of the grant criteria, being utilised against SG No-one Left Behind (NOLB) funding. Members previously agreed to earmark these underspends to be utilised in next financial year, in order to extend temporary staffing contracts until March 2024 (refer to <b>Table 5</b> below).</p> <p>Projected underspends within <b>Modern Apprentices</b> £0.040m and <b>Work out Work Experience programme</b> £0.028m.</p> <p><b>LACER</b> funding - members have approved the following funding initiatives (SAC 29 June 2022):-</p> <ul style="list-style-type: none"> <li>- NEC Free Travel Support £0.045m</li> <li>- Social Enterprise Support £0.200m</li> <li>- Empowering Communities Fund £0.100m</li> </ul>
<b>793</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	Organisational Development & Customer Services
0	<p><b>COVID additional expenditure (Yr2)</b> - Information and advice hub were allocated a further £0.187m to continue with following COVID recovery projects:-</p> <ul style="list-style-type: none"> <li>- Administrative support to meet increased enquiries (£0.058m)</li> <li>- Targeted Community Based Education and Outreach Service (£0.129m).</li> </ul> <p><b>LACER</b> funding - members have approved the following funding initiatives (SAC 29 June 2022):-</p> <ul style="list-style-type: none"> <li>- Household Boost Fund £0.400m</li> <li>- Senior Community Advisor (I&amp;AH) £0.047m</li> </ul>
<b>0</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	Policy, Performance and Community Planning
0	Members approved £0.166m in relation to <b>COVID recovery projects (Yr2)</b> within policy, performance and community planning.
<b>0</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	Economy and Regeneration
1,307	<p><b>Economy and Regeneration</b> - projected underspend of £1.307m as a result of;</p> <p><b>Employee costs</b> - projected underspend of £0.056m. The Council received funding from Scottish Government for Local Authority Covid Economic Recovery (LACER) fund and Council of 29 June 2022 approved initiatives including the appointment of an economic development officer. Due to delays in recruitment Members are requested to approve earmarking of £0.036m to carry forward to 2023/24 to enable this appointment to be made (<b>Table 5</b> below)</p> <p><b>Third party payments</b> - projected underspend of £1.251m. Council also approved LACER training and skills initiative of £0.600m which due to delays in developing this proposal Members are requested to approve earmarking of this underspend to carry forward to 2023/24 to allow this initiative to be delivered (<b>Table 5</b> below). Business support is underspent by £0.267m which is the Council's match-funding in relation to ERDF approved funding. The programme has been delayed and to ensure that we continue to receive ERDF funding in 2023/24, Members are requested to approve earmarking of £0.267m underspend to carry forward to 2023/24 to continue this work.</p>
<b>1,307</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	Sustainability
0	Online
<b>0</b>	<b>Total projected variance</b>

Projected Variance favourable /(adverse) £'000	Strategic Change
70	<b>Strateic Change</b> - projected underspend of £0.070m as a result of vacancies within employee costs.
<b>70</b>	<b>Total projected variance</b>

Projected Variance favourable / (adverse) £'000	Special Property Projects
0	Online
<b>0</b>	<b>Total projected variance</b>

**Table 4 - Budget Transfer Requests**

Budget Transfer Requests:		DR £'000	CR £'000
1	Riverside Sports Arena - employee costs		25
	Riverside Sports Arena - supplies and services	25	
	<i>Underspend within full year employee budget to be utilised to purchase equipment for new Riverside Sports Arena.</i>		
<b>Total</b>		<b>25</b>	<b>25</b>

**Table 5 - Earmarking Requests**

		Amount
<b>Previously approved:</b>		
Employability and skills	Employability/employee costs	358
COVID recovery projects	Tailored jobs / Employer Recruitment Incentive	433
<b>Total previously approved</b>		<b>791</b>
<b>New requests:</b>		
Golf transport costs	Golf/transport costs	150
Riverside Sports Arena	Sport & Leisure/supplies and service costs	25
LACER Fund - Economic development officer post	Economy & Regeneration - Employee costs	36
LACER Fund - training and skills fund	Economy & Regeneration - Third party payments	600
Cabinet Report September 2022 approved provision of	Economy & Regeneration - Third party payments	267
<b>Total new requests</b>		<b>1,078</b>
<b>Total requests</b>		<b>1,869</b>
<b>Comments:</b>		

**Table 6 - Efficiency Savings**

Efficiency savings:	Targeted £'000	Shortfall £'000	Shortfall due to Covid-19 £'000
Increase all applicable external fees and charges by 2.9%	121	0	0
<b>Total</b>	<b>121</b>	<b>0</b>	<b>0</b>
<b>Comments:</b>			
This efficiency is being met, as result of year 2 income target reductions within sports and leisure.			

**Table 7 - Payroll Management**

	£'000	period 9	to be
Payroll Management - Corporate target	518	367	151
<b>Total</b>	<b>518</b>	<b>367</b>	<b>151</b>
<b>Comments:</b>			
The full year payroll management target has been included in estimating the overspend in directorate payroll costs above.			

**Table 8 - Grant Income**

New Grants Received:		
£'000		
15	Youth Link Scotland	Targeted Activities for Young People
180	Sport Scotland	Active Schools / Community Sports Hub
11	Scottish Government	CCLD
579	Scottish Government	Homes for Ukraine
235	Scottish Government	Ukraine Temporary Accommodation
91	Scottish Government	Long Term Unemployed Support
171	Scottish Government	Opportunities for All - No-one Left Behind
<b>1,282</b>		
<b>Comments:</b>		
Additional amounts notified during the financial year, not included in the original budget.		

## Miscellaneous Services

Table 1 - Objective Analysis

Actual Expenditure to 31 December £'000	Service	Full Year Budget 2022/23 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000	Projected Variance due to Covid-19 £'000
473	Miscellaneous Services	13,648	12,030	1,618	(71)
<b>473</b>	<b>Total Miscellaneous Services</b>	<b>13,648</b>	<b>12,030</b>	<b>1,618</b>	<b>(71)</b>

Table 2 - Subjective Analysis

Actual Expenditure to 31 December £'000	Account	Full Year Budget 2022/23 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000	Projected Variance due to Covid-19 £'000
0	Debt management charges	12,748	13,412	(665)	0
0	Investment income	(114)	(769)	655	0
0	Recharges to other services	(1,667)	(1,667)	0	0
645	Requisitions and other initiatives	859	859	0	0
(2,063)	Contributions to/ from Funds	(2,063)	(2,063)	0	0
496	Employee provision	603	603	0	0
78	Fees and subscriptions	425	425	0	0
1,549	Other payments	2,860	3,282	(422)	(50)
0	PPP flexibility statutory adjustment	0	(2,071)	2,071	0
0	Pension Fund contribution - net revenue charge	0	0	0	0
<b>748</b>	<b>Gross expenditure</b>	<b>13,669</b>	<b>12,051</b>	<b>1,618</b>	<b>(71)</b>
(275)	Gross income	(21)	(21)	0	0
<b>473</b>	<b>Net expenditure</b>	<b>13,648</b>	<b>12,030</b>	<b>1,618</b>	<b>(71)</b>

Table 3 - Analysis of Significant Variances

Variance favourable	Miscellaneous Services
(665)	<b>Debt management charges</b> - budget comprises £5.870m for loan principal repayments, £6.700m for interest costs and £0.178m for loans fund expenses, based on significant levels of capital expenditure and borrowing during the year. The projected overspend of £0.665m is due to the impact of recent increases in Bank of England base interest rates on external borrowings. The movement from period 6 is entirely due to this and the position will be closely monitored until the year-end in order to try to bring the net position back in-line with budget if possible.
655	<b>Investment income</b> - an over-recovery of £0.655m is currently projected due to the impact of recent increases in Bank of England base interest rates, and a higher level of investments than was budgeted for.
(422)	<b>Other payments</b> - a projected overspend of £0.425m is anticipated for other payments: A full year overspend of £0.310m is projected for General Services utility costs across Council budgets. Budgets were calculated based on anticipated increases at the time, however energy costs increased significantly due to the cost of living crisis and war in Ukraine. Rather than report individual overspends for each service area, this projected overspend covers all Council properties, services and directorates with the exceptions of Social Care and HRA.  Budget is held within other payments for Non-Domestic Rates (NDR) increases during the year. Based on allocations made to services to date and known allocations still to be made, a full-year overspend of £0.223m in respect of Council-owned properties is projected.  A full year underpend of £0.116m is currently projected for Pension Increase Act payments and premature retirement compensation costs, which have increased at lesser rates than were anticipated during the budget setting process. These costs will continue to be monitored during the remainder of the financial year and will be charged against service budgets where appropriate.  The Council received £5.538m of funding from the Scottish Government towards the cost of the increased 2022-23 staff pay offer. Due to the significant vacancies occurring within each directorate this year, a proportion of the increased offer can be met by the services meaning that only £5.260m requires to be drawn down to ensure the pay offer is met by services, leaving a balance of £0.278m within Miscellaneous Service that will remain as an unallocated contingency for the year.  Corporate efficiency targets totalling £0.600m are held within other payments (refer to Table 6 below). An overall shortfall of £0.275m is currently projected, which will continue to be monitored throughout the remainder of the financial year in order to reduce it as far as possible.
(21)	<b>Covid-19</b> - a small full-year overspend of £0.021m is currently projected in relation to the hangar at Prestwick Airport.

2,071	In December 2022 Thje Council agreed to implement in the 2022/23 financial year the newly introduced statutory adjustment relating to the Councils three PPP contracts. This change results in a reduce cost in 2022/23 of £2.071m. Further retrospective adjustments are being actioned as part of the overall reserve position of the Council.
<b>1,618</b>	<b>Total projected variance</b>

**Table 4 - Budget Transfer Requests**

Budget Transfer Requests:		DR £'000	CR £'000
<b>Total</b>		<b>0</b>	<b>0</b>

**Table 5 - Earmarking Requests**

Earmarking requests:	Objective/ Subjective	Amount £'000
Description	Service/ Account	
<b>Total</b>		<b>0</b>
<b>Comments:</b> No earmarking requests identified in the current reporting period.		

**Table 6 - Efficiency Savings**

Efficiency savings:	Targeted £'000	Anticipated shortfall £'000	Projected Shortfall due to Covid-19 £'000
Procurement (prior year) - work continuing to identify relevant contracts to which	(177)	(177)	0
Purchase of additional leave - target to be allocated across services	(200)	(50)	(50)
On-costs savings in relation to additional AVCs	(48)	0	0
Future Operating Model - target to be allocated across services	(175)	(48)	0
<b>Total</b>	<b>(600)</b>	<b>(275)</b>	<b>(50)</b>
<b>Comments:</b> Work is continuing to identify permanent procurement efficiencies to be allocated against the target, with a shortfall of £0.177m currently projected. Fewer employees have purchased additional leave due to the legacy of Covid and revised homeworking arrangements. Consequently, a shortfall of £0.050m is currently projected. Pressures on service budgets has made it difficult to allocate Future Operating Model savings across directorates, as underspends arising from the new ways of working have been utilised to offset overspends due to inflationary pressures and contractual increases. A final year end review will be undertaken to allocate the target once the final position is confirmed.			

**Table 7 - Payroll Management**

Payroll Management:	Targeted £'000	Achieved at period 9 £'000	Remaining to be achieved £'000
Payroll Management - Corporate target	0	0	0
Payroll Management - Directorate target	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Comments:</b> No payroll management target allocation made to Miscellaneous Services in 2022/23.			

**Table 8 - Grant Income**

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



## Housing Revenue Account

Table 1 - Objective Analysis

Actual Expenditure to 31 December £'000	Service	Full Year Budget 2022/23 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000	Anticipated shortfall due to Covid-19 £'000
(2,508)	Housing Revenue Account	0	(155)	155	0
<b>(2,508)</b>		<b>0</b>	<b>(155)</b>	<b>155</b>	<b>0</b>

Table 2 - Subjective Analysis

Actual Expenditure to 31 December £'000	Service	Full Year Budget 2022/23 £'000	Projected Actual to 31 March £'000	Projected Variance favourable /(adverse) £'000	Anticipated shortfall due to Covid-19 £'000
3,178	Employee costs	5,130	4,530	600	0
11,014	Property costs	12,608	13,936	(1,328)	0
237	Supplies and services costs	378	322	56	0
22	Transport costs	94	34	60	0
427	Administrative costs	1,560	1,070	490	0
152	Support services costs	1,766	1,666	100	0
11	Third party payments	28	16	12	0
78	Transfer payments	71	91	(20)	0
0	Financing costs	3,868	3,383	485	0
11,560	CFCR	8,700	8,700	0	0
<b>26,679</b>	<b>Gross expenditure</b>	<b>34,203</b>	<b>33,748</b>	<b>455</b>	<b>0</b>
(29,187)	Income	(34,203)	(33,873)	(300)	0
<b>(2,508)</b>	<b>Net expenditure</b>	<b>0</b>	<b>(125)</b>	<b>155</b>	<b>0</b>

**Table 3 - Financial Variance Analysis**

Year end Variance Fav /(Adv) £'000	Housing Revenue Account
600 (1,328)	<p><b>Employee costs</b> - projected underspend of £0.600m due to current vacancies.</p> <p><b>Property Costs</b> - projected overspend of £1.328m. This is mainly due to; Repairs costs are projected to overspend by £1.120m due to current economic conditions where labour, materials and sub-contractor costs have all increased significantly. Additionally there has been a higher than anticipated level of void property costs due to significant labour and material cost increases (£0.220m). There is a projected overspend in Gas Contracts of £0.073m due to price increases part way through the year. Other overspends include costs for cleaning, security screens and property condition surveys totalling £0.045m. These overspends are offset by underspends in asbestos management costs (£0.035m), decants (£0.050m) and various other smaller budget underspends totalling £0.045m.</p>
56	<p><b>Supplies &amp; Services</b> - projected underspend of £0.056m. This is due to underspends in; ICT costs (£0.030m), Removal/Storage costs (£0.010m), and other supplies and services (£0.016m).</p>
60	<p><b>Transport Costs</b> - projected underspend of £0.060m, due to less use of private contract hire, car mileage allowance, fuel and repairs &amp; maintenance of vehicles.</p>
490	<p><b>Administrative costs</b> - projected underspend of £0.490m. There are underspends on Telecomms charges (£0.015m), postage costs (£0.035m), training courses (£0.030m), other printing, stationery and admin costs (£0.030m), as well as less Feasibility &amp; Design Costs for capital projects being charged to revenue (£0.080m). There is also a projected underspend of £0.300m in bad debts based on the current level of arrears of council house rental income.</p>
100	<p><b>Support service costs</b> - projected underspend of £0.100m, due to less staff overheads being charged from other services.</p>
(8)	<p><b>Third Party Payments and Transfer Payments</b> - projected overspend of £0.008m. This relates to increased cost of redecoration allowances (£0.020m), partly offset with an underspend of £0.012m in charges received from other Council services</p>
485	<p><b>Financing costs</b> - projected net underspend of £0.485m comprising:</p> <ul style="list-style-type: none"> <li>- Principal, Interest payments and expenses - projected underspend of £0.382m on principal, interest and expenses, which relates to the timing of loan payments and interest rates of temporary loan debt. This underspend can mostly be attributed to the delay of the Mainholm new build project which results in a delay of the loan and interest payments against the borrowing to fund this project. This is offset by the corresponding under recovery of rental income due to the delay of this project build.</li> <li>- Interest income on revenue balances - £0.103m over recovery as a result of the Loans Fund exceeding the originally estimated rate of interest on investments.</li> </ul>
0	<p><b>CFCR</b> - no variances</p>
(300)	<p><b>Income</b> - projected under recovery of £0.300m in rental income as a result of the Mainholm new build units being delayed. This is offset by the corresponding underspend in the related borrowing costs noted under Financing costs above</p>
<b>155</b>	<b>Total variance</b>
<b>Comments:</b>	

**Table 4 - Accumulated Surplus**

	Amount £'000	Amount £'000
<b>Accumulated Surplus</b>		
HRA accumulated surplus as at 1 April 2022	9,531	
Current year surplus/(deficit) before draw on surplus	155	
Revised current year surplus/(deficit)		9,686
Minimum working balance		(2,000)
<b>Projected surplus for the year ended 31 March 2023</b>		<b>7,686</b>
<b>Current commitments:</b>		
<b>Capital:</b>		
Previously approved draws on surplus now committed as part of the Capital Programme	(5,401)	
<b>Revenue:</b>		
Welfare reform - mitigating risks to HRA (per Council report of April 2013) - (spend in 2022/23: £0.000m).	(64)	
Transformation within Housing - support costs (spend in 2022/23: £0.000m).	(44)	
Tenant Participation - support aims of TP Strategy	(30)	
Costs associated with Home Loss Payments at Riverside High Flats and provision for Disturbance Allowance approved by Leadership Panel 26 November 2019 (spend of £0.013m in 22/23)	(169)	
Extending the temporary contracts for the 2 FTE Housing Officers at Grade – Level 7 until 30 September 2022 approved by Leadership Panel 26 November 2019 (spend of £0.011m in 22/23)	0	
2020/21 CFCR underspend to be used for financing costs for capital projects in 21/22 approved by Leadership Panel 21 August 2020	(1,000)	
2020/21 Repairs underspend to be used for the backlog of repairs due to COVID-19 (£0.556m to be used in 2022/23).	0	(6,708)
<b>Projected uncommitted surplus as at 31 March 2023</b>		<b>978</b>
<b>Comments:</b>		
<p><b>Welfare Reform</b> - £0.444m was originally set aside to mitigate the risks associated with the impact of welfare reform. Measures implemented thus far include additional contact and follow-up actions with affected tenants. Pro-active prevention work has also increased, including the provision of advice and information to affected tenants and identification of new or additional housing support needs.</p> <p>Since 2014/15 to date, £0.380m has been spent. The remaining balance of £0.064m will be required to continue work in this area.</p>		
<p><b>Uncommitted Surplus</b></p> <p>- Tenant Priorities - South Ayrshire Council (Special) of 20 January 2021 approved that tenant priorities for investment of any identified uncommitted reserves within the HRA be incorporated in future reports to Cabinet. In line with tenant priorities, Members are requested to approve £0.950m of the uncommitted surplus be committed for the next phase of the Council house window replacement programme in 2023/24</p> <p>- Repair Costs - Members are requested to approve the reversal of the 2020/21 CFCR underspend to be used for financing costs for capital projects in 21/22 approved by Leadership Panel 21 August 2020 of £1.000m (noted above) as this is no longer required and approve that this amount is committed to meet the increased housing repair costs due to current price increases in 2023/24. Management will monitor costs and spend to determine if a permanent budget increase is required to be included in the HRA Business Plan as part of the next Council House Rent Report in January 2024</p>		

**Table 5 - Rent Arrears**

	As at 31 March 2022	As at 30 June 2022	Movement
<b>Rent Arrears</b>			
Current Tenants – Mainstream	1,110	1,210	9%
Current Tenants – Homeless	54	36	-33%
Former Tenants – Mainstream	509	545	7%
Former Tenants – Homeless	249	331	33%
<b>Total</b>	<b>1,922</b>	<b>2,122</b>	<b>10%</b>
<b>Comments:</b>			
<p>Performance in this area was strong when benchmarked against other Scottish Local Authorities for 2021/22. Rent arrears is an area of focused activity with a dedicated team managing rent accounts and supporting tenants in arrears. Following Covid-19, the Council took the decision to suspend recovery action for the initial three-month period from 1 April – 30 June 2020, and the Council has provided support to affected tenants via funding from the Tenant Hardship Grant. Officers are maintaining contact with tenants to provide ongoing advice and support to those who are experiencing hardship. Every effort is being made to maximise personal contact with tenants and to secure repayment arrangements as an alternative to formal recovery action, taking account of the temporary legislative changes introduced by the Scottish Government to provide additional protection to tenants. This temporary legislation restricts formal recovery action in some instances, placing additional duties on the team and extending the recovery process. Consequently, the level of outstanding debt has increased while support and advice is being provided to help tenants reach a repayment plan, resulting in debts being higher on accounts for longer periods of time and reducing at a slower rate.</p> <p>The current increase in rent arrears has been factored into the Bad Debt Provision out-turn figure noted above in Table 3.</p>			

## Common Good Funds

Table 1 - Objective Analysis

Actual Net Expenditure/ (Income) to 31 December £'000	Common Good Fund	Full Year Budget 2022/23 £'000	Projected Actual to 31 March 2023 £'000	Projected Variance favourable /(adverse) £'000	Projected Variance due to Covid-19 £'000
470	Ayr Common Good Fund	(3)	65	(67)	0
38	Prestwick Common Good Fund	0	21	(21)	0
0	Troon Common Good Fund	(0)	(0)	0	0
0	Maybole Common Good Fund	(0)	(0)	0	0
46	Girvan Common Good Fund	0	0	0	0
<b>553</b>		<b>(3)</b>	<b>85</b>	<b>(88)</b>	<b>0</b>

Table 3 - Financial Variance Analysis

Projected Variance favourable /(adverse) £'000	Common Good Fund
(188)	<p><b>Ayr Common Good Fund:</b>  <b>Property Costs:</b> Unbudgeted expenditure (approximately £0.080m in 2020/21, £0.093m in 2021/22 and a further £0.043m in 2022/23 year-to-date) continues to be incurred in relation to the fire-damaged properties on Ayr High Street. A full-year overspend of £0.100m is currently projected; however this continues to be offset by insurance recovery income and accordingly no net impact on the overall projected outturn position is anticipated.  A projected full-year overspend of £0.103m in respect of repairs and maintenance costs is partly reduced by projected underspends of £0.021m across a range of budget lines, including Non-Domestic Rates, grounds maintenance and supplies and services. Ayr Common Good Fund properties have recently incurred some significant unbudgeted expenditure, including emergency work to make buildings and structures safe. This expenditure is currently under review to determine which aspects of it can be capitalised.  In summary, a fully year overspend of £0.188m is currently projected for Property Costs.</p>
115	<p><b>Income:</b> A full year over-recovery of £0.115m is currently projected in relation to unbudgeted insurance recovery income (£0.100m - refer to property costs above) and £0.015m for rental income.</p>
(21)	<p><b>Prestwick Common Good Fund:</b>  <b>Property costs:</b> A full-year projected overspend of £0.021m due to unbudgeted expenditure at Links Road car park. This is currently being investigated in order to determine whether the expenditure can be capitalised.</p>
<b>(94)</b>	<b>Total projected variance</b>

Table 4 - Accumulated Revenue Reserves

Common Good Fund	Reserves as at 31 March 2022 £'000	Reserves as at 31 December 2022 £'000	Projected Reserves as at 31 March 2023 £'000
Ayr Common Good Fund	56	(414)	(9)
Prestwick Common Good Fund	253	215	232
Troon Common Good Fund	35	35	36
Maybole Common Good Fund	2	2	2
Girvan Common Good Fund	9	(36)	9
<b>Total</b>	<b>355</b>	<b>(198)</b>	<b>270</b>
<b>Comments:</b> Work is currently ongoing to investigate the impact of unbudgeted property costs and to determine the correct classification.			

**Table 5 - Accumulated Capital Reserves**

<b>Common Good Fund</b>	<b>Reserves as at 31 March 2022 £'000</b>	<b>Reserves as at 31 December 2022 £'000</b>	<b>Projected Reserves as at 31 March 2023 £'000</b>
Ayr Common Good Fund	897	897	557
Prestwick Common Good Fund	35	35	35
<b>Total</b>	<b>932</b>	<b>932</b>	<b>592</b>
<b>Comments:</b> Approximately £0.350m is expected to be incurred during 2022/23 on an approved external fabric project at Rozelle House.			

**Summary of Current General Services Financial Position  
as at 31 December 2022**

	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>
<b>1) Accumulated surplus brought forward from 2021/22</b>				<b>39.877</b>
<b>Funds set aside for specific purposes</b>		<i>Revision (Nov 22 Cabinet)</i>	<i>Updated balance</i>	
2021/22 & 2022/23 budget contribution	(3.296)	0.200	(3.096)	
2022/23 contribution to financial insecurity	(0.250)	-	(0.250)	
Affordable homes	(1.482)	-	(1.482)	
Workforce change fund	(1.126)	-	(1.126)	
Efficiency and Improvement fund	(1.490)	-	(1.490)	
Local election fund	(0.159)	-	(0.159)	
Transform South Ayrshire	0.050	(0.050)	-	
Invest in South Ayrshire	(0.200)	-	(0.200)	
Community Halls Fund	(0.633)	-	(0.633)	
Ayrshire Growth Deal	(0.269)	-	(0.269)	
Civil Contingency (3 Ayrshire reserve commitment)	(0.097)	-	(0.097)	
Prestwick Airport	(0.060)	0.060	-	
Supported Employment/ESF funding	(0.958)	0.396	(0.562)	
Ayr Renaissance	(0.026)	0.026	-	
Glenburn Temp accommodation	(0.001)	0.001	-	

	£m	£m	£m	£m
Corporate Support Capacity issues	(0.806)	-	(0.806)	
Levelling Up - additional capacity funding to be drawn only if required	(0.125)	-	(0.125)	
Golf Strategy - to address initial priority and health and safety issues	(0.500)	-	(0.500)	
Station Hotel – encapsulation to Dec 22 and consultant cost	(0.615)	-	(0.615)	
Council Covid-19 earmarking	(14.082)	-	(14.082)	
General Service earmarking	(7.809)	-	(7.809)	
	<b>(33.934)</b>	<b>0.633</b>		<b>(33.301)</b>
<b>1) Revised uncommitted Council surplus brought forward as at 31 March 2022</b>				<b>6.576</b>
<b>2) In year movement - 2022/23</b>				
<b>i) Directorate budget projections:</b>				
Service projections (per Appendix 1)		8.904		
Approved Period 3 & Period 6 earmarking		(2.169)		
Period 9 earmarking requests (subject to LP approval)		(3.425)	3.310	
<b>ii) In year approved general reserve commitments</b>				
Chief Officers/Council structural changes		(0.300)		
Additional public holiday		(0.083)		
Abortive capital costs		(0.948)		
Station Hotel continued encapsulation		(0.207)	(1.538)	
<b>2) Total In year surplus/(deficit)</b>				<b>1.772</b>

	<i>£m</i>	<i>£m</i>	<i>£m</i>	<i>£m</i>
<b>3) Other movements</b>				
<b>i) HSCP repayment 2022/23 (being 4 of 4 profiled repayment)</b>			0.802	
<b>ii) PPP flexibility retrospective reserve adjustments</b>				
Retrospective reserve adjustment		21.718		
Commitment to 2023/24 to 2026/27 revenue budget		(14.000)		
Commitment to Workforce change fund		(5.000)	2,718	
<b>3) Total other movements</b>				<b>3.520</b>
<b>Projected uncommitted reserves at 31 March 2023 (1+2+3)</b>				<b>11.868</b>



## 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	Budget Management – Revenue Budgetary Control 2022/23 – Position at 31 December 2022
Lead Officer (Name/Position/Email)	Tim Baulk, Head of Finance and ICT – tim.baulk@south-ayrshire.gov.uk

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

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

Community or Groups of People	Negative Impacts	Positive impacts
Sexual Orientation – person’s sexual orientation i.e. LGBT+, lesbian, gay, bi-sexual, heterosexual/straight	-	-
Thematic Groups: Health, Human Rights & Children’s Rights	-	-

**3. What likely impact will this policy have on people experiencing different kinds of social disadvantage 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	-	-
Low and/or no wealth – enough money to meet Basic living costs and pay bills but have no savings to deal with any unexpected spends and no provision for the future	-	-
Material Deprivation – being unable to access basic goods and services i.e. financial products like life insurance, repair/replace broken electrical goods, warm home, leisure/hobbies	-	-
Area Deprivation – where you live (rural areas), where you work (accessibility of transport)	-	-
Socio-economic Background – social class i.e. parent’s education, employment and income	-	-

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

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

<b>Is a full Equality Impact Assessment required?</b> (A full Equality Impact Assessment must be carried out if impacts identified as <b>Medium and/or High</b> )	<del>YES</del>  <b>NO</b>
<b>Rationale for decision:</b>  <b>This report presents Members with a financial overview of the General Services revenue account, Housing Revenue Account and Common Good Accounts for 2021/22 as at 31 December 2022. Their decision on this has no specific equality implications</b>	
<b>Signed :</b> Tim Baulk	<b>Head of Service</b>
<b>Date:</b> 1 February 2023	

**South Ayrshire Council**

**Report by Depute Chief Executive and Director  
of Housing, Operations and Development  
to Cabinet  
of 15 February 2023**

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**Subject: General Services Capital Programme 2022/23:  
Monitoring Report as at 31 December, 2022**

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**1. Purpose**

- 1.1 The purpose of this report is to update Cabinet on the actual capital expenditure and income, together with progress made on the General Services Capital Programme projects as at 31 December 2022 (Period 9), and to agree the changes to budgets in 2022/23, 2023/24 and 2024/25.

**2. Recommendation**

**2.1 It is recommended that the Cabinet:**

- 2.1.1 notes the progress made on the delivery of the General Services Capital Programme to 31 December, resulting in spend of £68,152,055 or 68.39%, as detailed in Appendix 1 attached;**
- 2.1.2 approves the adjustments contained in Appendix 2 attached; and**
- 2.1.3 approves the revised budget for 2022/23 at £92,403,602, 2023/24 at £104,529,263 and 2024/25 at £88,897,447 as highlighted in Appendix 2.**

**3. Background**

- 3.1 The General Services Capital Programme for 2022/23 to 2026/27 was approved by South Ayrshire Council of 3 March, 2022 through the paper 'Revenue Estimates 2022/23, Capital Estimates 2022/23 to 2033/34 and Carbon Budgets 2022/23'.
- 3.2 Adjustments were approved by Cabinet of 29 November, 2022 and incorporated into the Programme.
- 3.3 The current approved budget for 2022/23 is £99,646,882.

**4/**

## 4. Proposals

### 4.1 **Works Completed**

- 4.1.1 Since the last update report to Cabinet in November, a number of projects have completed on site, including Braehead Primary/ Early Years Centre - Formation of External Door from Playroom to provide direct access to Playground, Heathfield Primary Acoustic Measures and the major works to construct the new Craigie Additional Sporting Facility.

### 4.2 **Works Ongoing**

- 4.2.1 Works continue on site for projects Girvan Academy - Conversion of Library to ICT Suite 2022/23, Bridge Street Depot, Girvan - New Build Welfare Building, Cunningham Place Children's Home – Independent Living Flat, and Wallacetown Early Years Centre - Formation of New Entrance.
  - 4.2.2 The major projects previously highlighted continue to progress well, including Carrick Academy (Maybole Campus) which has a targeted occupation date of August 2023, and the Riverside Public Realm Space, High Street, Ayr which is due to be complete in February, 2023.
  - 4.2.3 A variety of projects are also underway for programmes of works managed by Ayrshire Roads Alliance, ICT, Property and by Facilities Management on projects in relation to the grant awarded for Universal Free School Meals Kitchen Upgrades – Various.
  - 4.2.4 Works have recently been awarded and started on site at Colmonell Cemetery (New) - Rebuild Front Wall including Copes and Metal Railing and Play Park Upgrade, Prestwick Shorefront.
  - 4.2.5 Tender packages are currently being prepared for issue for the Demolition - Annbank - Cabin (Brocklehill Ave), refurbishment and upgrade of The Flushes Public Conveniences in Girvan and the River Ayr, Water Sports - Floating Pontoon.
  - 4.2.6 A number of projects are nearing completion, including Craigie Park MUGA, Struthers Early Years Centre and Community Facilities and Space Place – Extension.
  - 4.2.7 Design works are being undertaken on a range of projects, including Kyle Academy – Upgrade of ICT Room and Library and Struthers PS (Early Years Centre) - Nursery to be Converted Back to Classroom Space.
- 4.3 The project information contained in Appendix 1 has been broken down over the Council wards and a document showing this has been made available to Members in the Members' area (Hub) on Re-Wired (see background papers).
- 4.4 Appendix 2 details budget adjustments being put forward for approval by Cabinet as part of the Period 9 report. These adjustments include (i) recognition of new funding awards made; (ii) adjustments approved through Capital Asset Management Group and Technology Review Board; (iii) internal re-allocations of budgets between projects in 2022/23 and 2023/24; (iv) carry forward of budgets

from 2022/23 to 2023/24 and future years; and (v) adjustments to profiling of the Ayrshire Growth Deal in future years of the programme.

## **5. Legal and Procurement Implications**

5.1 There are no legal implications arising from this report.

5.2 There are no procurement implications arising from this report

## **6. Financial Implications**

6.1 Per Table 1 of Appendix 1, at the end of P9, actual expenditure stood at £68,152,055. Income for this period stood at £68,152,055. Based on the budget of £99,646,882, actual expenditure of £68,152,055 equates to an overall spend of 68.39% at the end of Period 9.

6.2 Proposals contained in this report, if approved, would lead to a revised 2022/23 programme of £92,403,602, 2023/24 programme of £104,529,263 and 2024/25 programme of £88,897,447.

## **7. Human Resources Implications**

7.1 Not applicable.

## **8. Risk**

### ***Risk Implications of Adopting the Recommendations***

8.1.1 There are no risks associated with adopting the recommendations.

### ***Risk Implications of Rejecting the Recommendations***

8.2.1 The risk associated with rejecting the recommendations are that insufficient funds would exist in financial years 2022/23, 2023/24 and 2024/25 in relevant budget lines to complete planned General Services capital projects.

## **9. Equalities**

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

## **10. Sustainable Development Implications**

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

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## 11. Options Appraisal

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

## 12. Link to Council Plan

12.1 The matters referred to in this report contribute to Commitment 6 of the Council Plan: A Better Place to Live/ Enhanced environment through social, cultural and economic activities.

## 13. Results of Consultation

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

13.2 Consultation has taken place with Councillor Ian Davis, Portfolio Holder for Finance, Human Resources and ICT and the contents of this report reflect any feedback provided.

## 14. Next Steps for Decision Tracking Purposes

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

Implementation	Due date	Managed by
Process adjustments to the General Services Capital Programme	1 March 2023	Corporate Accounting - Treasury / Capital Function

**Background Papers**    **Report to Cabinet of 29 November 2022 – [General Services Capital Programme 2022/23: Monitoring Report as at 30 September 2022](#)**

**[General Services Capital Programme 2022/23 – Period 9 – Ward Analysis](#) (Members Only)**

**Person to Contact**    **Pauline Bradley, Service Lead - Professional Design Services  
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Phone 01292 612858  
E-mail [pauline.bradley@south-ayrshire.gov.uk](mailto:pauline.bradley@south-ayrshire.gov.uk)**

**Date: 6 February 2023**

**GENERAL SERVICES CAPITAL MONITORING REPORT  
PERIOD 9 2022/23**

Key Strategic Objective	Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actual at P9 £	Section	2023/24 Approved Budget £	2024/25 Approved Budget £
Our Children and Families	44,428,694	43,472,278	35,544,675	See Section on 'Our Children and Families'	22,225,195	15,236,226
Our Adults and Older People	727,749	727,749	661,192	See Section on 'Adults and Older People'	680,000	500,000
Our Communities	24,592,353	21,089,576	14,213,158	See Section on 'Our Communities'	31,527,204	33,696,430
Other Investment in Buildings, Information Technology & Other	29,898,085	27,113,998	17,733,030	See Section on 'Other Investment in Buildings, Information Technology and Other'	45,079,455	42,320,600
<b>TOTAL PROGRAMME EXPENDITURE</b>	<b>99,646,882</b>	<b>92,403,602</b>	<b>68,152,055</b>		<b>99,511,854</b>	<b>91,753,256</b>
General / Specific Capital Grant	9,581,277	13,023,277	10,211,732	See Section on 'General / Specific Capital Grant'	9,000,000	9,000,000
Additional Funding Identified	7,501,945	8,778,065	11,126,591	See Section on 'Additional Funding Identified'	30,663,941	30,932,000
Borrowing	82,563,660	70,602,260	46,813,731	See Section on 'Borrowing'	59,847,913	51,821,256
<b>TOTAL PROGRAMME INCOME</b>	<b>99,646,882</b>	<b>92,403,602</b>	<b>68,152,054</b>		<b>99,511,854</b>	<b>91,753,256</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>



**Children and Families**

Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actual at P9 £	Key Project Milestone
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2023/24 Approved Budget £	2024/25 Approved Budget £
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<b><u>Project Budgets Approved 2022/23: - - Updated Per Cabinet of 29th November, 2022</u></b>
Archive and Registration Centre and Ayr Grammar School Project
Maybole Community Campus
<i>Early Learning and Childcare - Multi Year Capital Allocations</i>
Dailly Primary School Surplus Plot - Car Park
Education - Digital Inclusion for South Ayrshire Council
Girvan All Weather Pitch
Girvan Primary School
ICT Replacement in Schools
Sacred Heart Primary

170,000	243,292	243,292	Complete
27,151,361	27,151,361	21,604,881	On Site
6,328,418	5,478,418	4,775,577	<i>See Expanded Section</i>
10,000	10,000	0	Design and Tender
5,302	5,302	0	On Site
340,579	25,579	22,869	Design and Tender
0	0	0	Design and Tender
226,701	226,701	101,703	On Site
2,334,425	2,521,013	2,484,750	Complete

0	0
15,000,000	0
1,917,555	0
100,000	0
0	0
500,000	0
3,000,000	13,000,000
0	0
0	0

<b>Children and Families</b>
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Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actual at P9 £	Key Project Milestone
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2023/24 Approved Budget £	2024/25 Approved Budget £
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<i>School Refurbishment Programme - Various Projects</i>
Shared Campus Project (Glenburn and St Ninian's Primary Schools)
Queen Margaret Academy - New Build and Upgrade Works
<i>Window and Roof Replacement - Various Projects</i>
CO2 Monitors - Council Properties
CO2 Monitors - Private and Third Sector Properties
Computing Science Hardware For Schools
Support Further Ventilation in Schools
Phased Expansion of Free School Meals to Primary School Children 2022/23
<b>TOTALS</b>

3,799,342	3,342,680	2,860,710	See Expanded Section
3,614,883	3,414,883	3,026,869	On Site
(808)	(808)	(808)	Complete
295,448	295,448	107,440	See Expanded Section
44,050	(8,000)	(8,000)	On Site
5,000	0	0	On Site
7,993	8,044	8,044	On Site
96,000	156,365	156,365	Complete
0	602,000	160,983	On Site
<b>44,428,694</b>	<b>43,472,278</b>	<b>35,544,675</b>	

1,199,056	2,086,226
399,370	0
0	0
109,214	150,000
0	0
0	0
0	0
0	0
0	0
<b>22,225,195</b>	<b>15,236,226</b>

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**Our Adults and Older People**

Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actual at P9 £	Key Project Milestone
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2023/24 Approved Budget £	2024/25 Approved Budget £
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**Project Budgets Approved 2022/23: -**  
**- Updated Per Cabinet of 29th November, 2022**

Scheme of Assistance *1

727,749	727,749	661,192	Legally Committed
<b>727,749</b>	<b>727,749</b>	<b>661,192</b>	

680,000	500,000
<b>680,000</b>	<b>500,000</b>

<b>Our Communities</b>
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Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actual at P9 £	Key Project Milestone
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2023/24 Approved Budget £	2024/25 Approved Budget £
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<b><u>Project Budgets Approved 2022/23: - - Updated Per Cabinet of 29th November, 2022</u></b>
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Ayr Leisure Facility
Ayrshire Roads Alliance - Bridge Works
Victoria Bridge Upgrade Works (including Joint Replacement, Bridge Deck Waterproofing, Corrosion Protection and Concrete Repair Work)
Ayrshire Roads Alliance - Bridge Works (Gadgirth Bridge - Corrosion Protection
Ayrshire Roads Alliance - Bridge Works (Bridge of Coyle Deck Replacement)
Ayrshire Roads Alliance - Girvan Harbour Jetty Repairs
Ayrshire Roads Alliance - Girvan South Pier Repairs
Ayrshire Roads Alliance - LED Replacement
Ayrshire Roads Alliance - Local Flood Risk Plan
Ayrshire Roads Alliance - Road Reconstruction and Improvement

2,000,000	500,000	210,024	Design and Tender
0	0	0	Concept
586,740	586,740	259,334	On Site
0	0	0	Complete
0	0	0	Complete
20,000	20,000	1,763	Design and Tender
8,000	8,000	0	Design and Tender
200,628	200,628	113,253	On Site
100,000	100,000	25,364	Design and Tender
3,134,084	3,821,612	3,821,612	On Site

19,442,794	22,000,000
278,000	362,000
132,487	0
0	0
0	0
569,506	0
120,000	0
0	0
142,167	64,000
2,500,000	2,500,000

Our Communities	Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actual at P9 £	Key Project Milestone	2023/24 Approved Budget £	2024/25 Approved Budget £
Ayrshire Roads Alliance - 20mph Infrastructure	3,646	3,675	3,675	Design and Tender	0	0
Ayrshire Roads Alliance - Street Lighting	181,836	181,836	129,280	On Site	250,000	250,000
Ayrshire Roads Alliance - Traffic Signals Renewals Programme	219,553	69,553	10,887	Design and Tender	140,000	0
Ayrshire Roads Alliance - New Traffic Signals	144,450	144,450	125,331	On Site	0	0
Ayrshire Roads Alliance - EV Charging Infrastructure	180,664	90,664	87,405	On Site	100,000	120,430
Ayrshire Roads Alliance - B734 Pingerrach Slope Stabilisation and Safety Barrier	123,696	123,696	123,696	Complete	0	0
Ayrshire Roads Alliance - C12 Dunure Slope Stabilisation	193,346	193,346	103,267	Design and Tender	0	0
Ayrshire Roads Alliance - U49 Littleton Farm Slope Stabilisation Work	11,054	11,054	0	Design and Tender	0	0
Ayrshire Roads Alliance - Facilities to assist with tourist and visitor facilities	159,507	9,507	0	On Site	0	0
Belleisle Park - Additional Works	314,909	39,909	2,330	Design and Tender	350,000	0
CCTV Public Space Infrastructure	413,599	263,599	260,302	Complete	0	0
<i>Cemetery Infrastructure Project</i>	1,746,880	1,672,429	1,160,426	<i>See Expanded Section</i>	1,115,000	250,000

Our Communities	Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actual at P9 £	Key Project Milestone	2023/24 Approved Budget £	2024/25 Approved Budget £
Craigie Additional Sporting Facility	5,072,532	5,122,532	4,531,042	On Site	0	0
Site Adjacent to Craigie Athletics Facility	0	0	0	On Site	0	0
Cycling Walking Safer Routes 2022-23	718,057	718,057	109,262	On Site	0	0
Cycling Walking Safer Routes 2021-22	75,920	75,920	75,920	Complete	0	0
Golf Strategy - Health and Safety Works	250,000	50,000	31,225	Design and Tender	250,000	0
Green Waste / Household Recycling and Waste Transfer Station	550,749	550,749	139,144	Design and Tender	4,000,000	8,150,000
Gypsy Traveller Transit Site - Feasibility Study	0	0	0	Design and Tender	0	0
Masonhill Crematorium Upgrade of Drainage (2021/22 and 2022/23)	46,050	500	500	Complete	200,000	0
Maybole Town Centre Regeneration - Town Hall	1,142,126	742,126	286,828	On Site	0	0
Maybole Town Centre Regeneration - Public Realm Improvements to the High Street	0	0	0	Design and Tender	357,250	0
Maybole Regeneration – Project Team	70,237	70,237	0	Legally Committed	70,000	0

Our Communities	Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actual at P9 £	Key Project Milestone	2023/24 Approved Budget £	2024/25 Approved Budget £
Maybole Regeneration – Small Grants Scheme	291,000	29,000	0	Legally Committed	0	0
Maybole Regeneration – Development Grant Scheme	0	0	0	Legally Committed	50,000	0
Nature Restoration Fund 2022/23	96,000	96,000	43,291	Design and Tender	0	0
Northfield Bowling Centre Refurbishment	51,750	26,750	0	Design and Tender	500,000	0
Place Plans	829,490	329,490	106,411	On Site	200,000	0
Tarbolton Pitch - Drainage Works	2,480	2,480	0	Complete	0	0
<i>Public Conveniences - Various Projects</i>	282,965	16,160	1,205	<i>See Expanded Section</i>	100,000	0
Rozelle House (Grant Funded Works)	235,308	185,308	106,848	Complete	0	0
<i>SPT/Transport Scotland Projects</i>	1,558,353	1,742,353	1,014,704	<i>See Expanded Section</i>	0	0
Ayr Town Centre Projects	23,363	23,363	0	Complete	0	0
Scottish Government - Place Based Investment Programme 2021/22	614,081	614,081	287,641	On Site	0	0

Our Communities	Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actual at P9 £	Key Project Milestone	2023/24 Approved Budget £	2024/25 Approved Budget £
Scottish Government - Place Based Investment Programme 2022/23	691,000	691,000	8,805	On Site	0	0
Whitlett's Sports Improvements	11,661	11,661	0	Complete	0	0
<i>VAT Recovery Projects</i>	<i>1,503,896</i>	<i>1,458,485</i>	<i>1,009,490</i>	<i>See Expanded Section</i>	<i>360,000</i>	<i>0</i>
Ayr Esplanade - Phase 1	0	0	0	Design and Tender	0	0
Craigie Park Sport for All facility Development	216,614	216,614	11,320	On Site	0	0
Promenade and Shorefront Improvement Scheme	175,000	25,000	3,370	Design and Tender	200,000	0
Floating Pontoons @ River Ayr	55,000	35,000	8,204	Design and Tender	0	0
Mixed Tenure Grant	100,000	50,000	0	Design and Tender	100,000	0
Wetland Creation and Pollinator Corridors Belleisle Golf Course	114,300	114,300	0	On Site	0	0
Coastal Change Adaptations	50,000	50,000	0	Design and Tender	0	0
<b><u>Previous Years Projects</u></b>						
Citadel Enhancement	19,998	0	0	Complete	0	0



<b>Our Communities</b>
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Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actual at P9 £	Key Project Milestone
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2023/24 Approved Budget £	2024/25 Approved Budget £
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Troon Cemetery Extension

1,832	1,712	0	Complete
<b>24,592,353</b>	<b>21,089,576</b>	<b>14,213,158</b>	

0	0
<b>31,527,204</b>	<b>33,696,430</b>

**Other Investment in Buildings, Information and Technology**

Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actual at P9 £	Key Project Milestone
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2023/24 Approved Budget £	2024/25 Approved Budget £
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**Project Budgets Approved 2022/23: -**  
**- Updated Per Cabinet of 29th November, 2022**

**Buildings**

Burns House Demolition
Depot Improvement Throughout South Ayrshire Council - Additional Works
<i>Developers' Contributions</i>
<i>Equalities Act Budget - Various Projects</i>
Office Accommodation and Riverside Project
Office and Welfare Facilities at Bridge Street, Girvan
Net Zero Carbon Retrofit
<i>Property Refurbishment - Various Projects</i>
Renewable Heat Incentive Certifications
Refurbishment and Extension to King George V Changing Facilities

27,032	27,032	27,032	Complete
0	0	0	Concept
1,809,013	1,641,209	908,604	See Expanded Section
307,114	236,314	131,331	See Expanded Section
4,323,344	4,323,344	3,926,013	On Site
1,918,495	1,168,495	664,151	On Site
800,000	550,000	305,105	Design and Tender
1,522,391	1,379,983	886,865	See Expanded Section
0	0	0	Complete
587,890	587,890	574,001	Complete

0	0
0	0
819,671	0
300,000	300,000
200,000	0
500,000	0
200,000	0
929,562	1,250,000
0	0
0	0

<b>Other Investment in Buildings, Information and Technology</b>
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Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actual at P9 £	Key Project Milestone
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2023/24 Approved Budget £	2024/25 Approved Budget £
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Relocation of Archive Centre
<i>Rewiring Programme (Including Residual Decoration Work, Etc.) - Various Projects</i>
Waste Transfer Station, Ayr
<i>Works to Facilitate Property Rationalisation - Various Projects</i>
Fire Damage Reinstatement Works - 17-21 High Street, Ayr
<b><u>Information Technology</u></b>
<i>Business Systems</i>
<i>End User Computing</i>
<i>Information and Data</i>
<i>ICT Infrastructure</i>
<b><u>Other</u></b>

866,250	92,958	0	Complete
191,456	191,456	32,780	See Expanded Section
49,270	1,000	0	Design and Tender
1,213,113	1,128,489	404,314	See Expanded Section
0	0	0	Other
6,364,386	5,429,402	4,241,610	See Expanded Section
2,890,125	2,040,125	837,103	See Expanded Section
1,530,498	1,000,498	472,513	See Expanded Section
758,022	513,740	195,841	See Expanded Section

0	0
200,000	200,000
0	0
175,000	100,000
0	0
673,600	852,600
1,652,043	4,006,000
450,000	300,000
655,000	130,000

**Other Investment in Buildings, Information and Technology**

Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actual at P9 £	Key Project Milestone
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2023/24 Approved Budget £	2024/25 Approved Budget £
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Facilitate Introduction of Flexible Working
Initial Work on Projects For Future Years
Project Management Costs
<i>Repairs and Renewal (Works Funded by Contribution)</i>
<b><u>Economic and Regeneration</u></b>
<i>Ayrshire Growth Deal</i>
Hanger Space (GPA)
Commercial Properties Portfolio
<b><u>Projects Brought Forward from 2020/21</u></b>
Oracle Systems Development
Sale of Land and Buildings
Social Work Client Database (Carefirst)
Local Government Pay Deal

285,000	0	0	Concept
93,000	43,000	38,863	Design and Tender
95,000	95,000	15,760	Other
841,061	968,149	366,233	See Expanded Section
3,071,905	3,029,154	1,116,327	See Expanded Section
286,019	36,019	0	Concept
4,865	4,865	(6,622)	Complete
5,654	5,654	5,654	Design and Tender
250	290	290	Other
56,932	56,932	26,262	On Site
0	2,563,000	2,563,000	Other
<b>29,898,085</b>	<b>27,113,998</b>	<b>17,733,030</b>	

100,000	100,000
100,000	100,000
0	0
68,063	0
35,556,516	34,982,000
2,500,000	0
0	0
0	0
0	0
0	0
<b>45,079,455</b>	<b>42,320,600</b>

Income
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Approved Income Budget 2021/22	Projected to 31st March, 2022	Actual at P9	Variance	Key Project Milestone
£	£	£	£	

2023/24 Approved Budget	2024/25 Approved Budget
£	£

<b>Project Budgets Approved 2022/23: - - Updated Per Cabinet of 29th November, 2022</b>
<b>Funding Type</b>
General Capital Grant
Free School Meals
Flooding Funds
Estimated Capital Grant In Future Years
<b>Specific Grants</b>
Cycling, Walking & Safer Streets
Cycling, Walking & Safer Streets 2020-21
<b>Total Grant Funding</b>
<b>Additional Funding Identified</b>
Capital Receipts
Ayrshire Growth Deal
Spaceport Infrastructure (plus further adjustments 2024/25 to 2025/26);
Aerospace and Space Innovation Centre (plus further adjustments 2024/25 to 2029/30);
Commercial Space - Prestwick - Industrial Units (plus further adjustments 2024/25 to 2029/30);
Prestwick Infrastructure - Roads (plus further adjustments 2024/25 to 2025/26);
Digital Subsea Cabling (plus further adjustments 2024/25).
Digital Infrastructure (plus further adjustments 2024/25); and
Citadel Funding Brought Forward From Previous Years
Developers Contributions - Greenan - (Kyle/St Johns/General)

8,577,000	11,374,000	9,171,250	(594,250)	Income
	602,000	602,000	(602,000)	Income
	43,000	43,000	(43,000)	Income
0	0	0	0	Income
718,057	718,057	109,262	608,795	Income
75,920	75,920	75,920	(0)	Income
<b>9,581,277</b>	<b>13,023,277</b>	<b>10,211,732</b>	<b>-630,455</b>	
250,000	250,000	29,500	220,500	Income
0	0	0	0	Income
0	0	0	0	Income
0	0	0	0	Income
0	1,383,591	0	0	Income
0	0	0	0	Income
0	0	0	0	Income
0	0	0	0	Income
19,860	0	19,860	0	Income
0	0	3,762,116	(3,762,116)	Income

0	0
0	0
0	0
9,000,000	9,000,000
0	0
0	0
<b>9,000,000</b>	<b>9,000,000</b>
250,000	250,000
0	0
5,567,207	15,800,000
2,000,000	2,500,000
14,900,000	5,100,000
2,000,000	3,782,000
4,059,000	3,000,000
1,000,000	500,000
0	0
730,472	0

Doonfoot Primary - Upgrade and Extension
Doonfoot Primary - Formation of New Entrance;
Developers Contributions - North East Troon
Developers Contributions - North East Troon - MUGA Next to Struthers PS
Developers Contributions - North East Troon - Struthers Access and Community Facilities
Struthers Primary School - New Play Area (Developers Contributions)
Barassie Public Transport Improvements(dc)
Developers Contributions - Troon Esplanade Wheeled-Sports Zone Facility
Developer Contributions - Symington - Transport
Developer Contributions - Symington - Education
Developer Contributions - Symington Main Street - Unallocated Education
Developers Contributions - Monkton Section 75 - Monkton Cross Traffic Signals and Other Improvements
Developers Contributions - Monkton - Educational Cont.
<i>Other Contributions - Grants / CFCR / CRA</i>
<b>Total Additional Funding</b>
<b>Cash Funding Available</b>
<b>Total Borrowing</b>
<b>TOTAL FUNDING REQUIREMENT</b>

51,385	0	947,411	(896,026)	Income
7,400	7,400	0	7,400	Income
99,102	0	1,879,801	(1,780,699)	Income
442,500	442,500	0	442,500	Income
591,904	591,904	986,350	(394,446)	Income
161,000	161,000	0	161,000	Income
61,256	61,256	61,256	0	Income
155,000	155,000	0	155,000	Income
0	0	0	0	Income
0	0	0	0	Income
283,405	283,405	377,161	(93,756)	Income
17,317	0	17,317	(0)	Income
0	0	566,125	(566,125)	Income
5,361,816	5,442,009	2,479,694	2,882,122	Various
<b>7,501,945</b>	<b>8,778,065</b>	<b>11,126,591</b>	<b>-3,624,646</b>	
<b>17,083,222</b>	<b>21,801,342</b>	<b>21,338,323</b>	<b>-4,255,102</b>	
<b>82,563,660</b>	<b>70,602,260</b>	<b>46,813,731</b>	<b>35,749,928</b>	
<b>99,646,882</b>	<b>92,403,602</b>	<b>68,152,054</b>	<b>31,494,826</b>	

0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
0	0
89,199	0
0	0
0	0
68,063	0
<b>30,663,941</b>	<b>30,932,000</b>
<b>39,663,941</b>	<b>39,932,000</b>
<b>59,847,913</b>	<b>51,821,256</b>
<b>99,511,854</b>	<b>91,753,256</b>

Request For Budget Adjustments		Advanced/ (Carry Forward) from/to Future Years £	Release Back 2022-23 £	In Year Budget Amendments 2022-23 £	Additional Budget 2022-23 £	Proposed Revised 2022-23 Budget £	Proposed Revised 2023-24 Budget £	Proposed Revised 2024-25 Budget £
<b>Capital Budget approved by Cabinet 29th November 2022</b>						<b>99,646,882</b>	<b>99,511,854</b>	<b>91,753,256</b>
1	<p>South Ayrshire Council on the 3rd March, 2022, approved the paper 'Revenue Estimates 2022/23, Capital Estimates 2022/23 to 2033/34, and Carbon Budget 2022/23' which set the Capital Programme for the twelve years 2022/23 to 2033/34.</p> <p>Budget adjustments to the programme have been approved through: -</p> <ul style="list-style-type: none"> <li>- P12 Capital Monitoring report, approved by Cabinet of the 14th June, 2022;</li> <li>- P3 Capital Monitoring report, approved by Cabinet of the 30th August, 2022; and</li> <li>- P6 Capital Monitoring report, approved by Cabinet of the 29th November, 2022.</li> </ul> <p>All adjustments approved have been incorporated into the P9 report.</p>							
2	<p>Additional funding has been awarded to projects which requires to be captured within the Programme as detailed below.</p> <p>(i) Scottish Government have awarded funding for the project 'Phased Expansion of Free School Meals to Primary School Children 2022/23' and it is requested that expenditure and income budgets are created to reflect this award as detailed below: -</p> <ul style="list-style-type: none"> <li>- Phased Expansion of Free School Meals to Primary School Children 2022/23.</li> </ul>				602,000	602,000	0	0
3	<p>Adjustments have been approved to the Capital Programme which require to be reflected as detailed below: -</p> <p>(i) Capital Asset Management Group of the 30th November, 2022 approved the following Repairs and Renewals Fund bids and it is requested expenditure and income budgets be added as detailed as follow: -</p> <ul style="list-style-type: none"> <li>- Car Park Reconstruction – Walker Road, Ayr; and</li> <li>- Drainage Installation, Walker Road, Ayr.</li> </ul> <p>(ii) Capital Asset Management Group approved the following budget transfer which is required to be reflected as below: -</p> <ul style="list-style-type: none"> <li>- Alderston Avenue, Ayr - Demolition; and</li> <li>- Playpark Renewal Programme 2022/23.</li> </ul> <p>(iii) TRB of the 28th November approved the following adjustment, and it is requested that this be reflected as detailed below: -</p> <ul style="list-style-type: none"> <li>- Information and Data - Unallocated 2022/23 and Future Years; and</li> <li>- Converged Infrastructure.</li> </ul> <p>(iv) TRB of the 23rd January 2023 approved the following adjustments, and it is requested that this be reflected as detailed below: -</p> <ul style="list-style-type: none"> <li>- End User Computing Unallocated Funding - 2022/23 &amp; Future Years;</li> </ul>				98,818 55,000	98,818 55,000	0 0	0 0
				(6,000) 6,000		(6,000) 6,000	0 0	0 0
				(14,380) 14,380		(14,380) 14,380	0 0	0 0
				(1,015,000)		(1,015,000)	0	0

	<ul style="list-style-type: none"> <li>- Tech Refresh – ICT Equipment for Education;</li> <li>- Tech Refresh – Interactive Whiteboards for Schools;</li> <li>- Information and Data - Unallocated 2022/23 and Future Years;</li> <li>- Web Security;</li> <li>- Remote Cabinet Upgrades Phase 4/5;</li> <li>- Business Systems - Unallocated Funding 2022/23 &amp; Future Years; and</li> <li>- iDox Uniform Hosting Renewal.</li> </ul> <p>(v) Scottish Government have, as part of the revised General Capital Grant for 2022/23, awarded a total of £2.563 Million to South Ayrshire Council for the Local Government Pay Deal and it is requested that expenditure and income budgets be created to account for this award: -</p> <ul style="list-style-type: none"> <li>- Local Government Pay Deal.</li> </ul>				815,000	815,000	0	0
					200,000	200,000	0	0
					(220,767)	(220,767)	0	0
					104,767	104,767	0	0
					116,000	116,000	0	0
					(7,650)	(7,650)	0	0
					7,650	7,650	0	0
					2,563,000	2,563,000	0	0
<b>4</b>	<p>A number of adjustments are required where budgets are required to be carried from 2022/23 back to 2022/23 to reflect current profiling patterns for projects. These are as detailed below: -</p> <ul style="list-style-type: none"> <li>- Girvan All Weather Pitch;</li> <li>- Shared Campus Project (Glenburn and St Ninian's Primary Schools);</li> <li>- Ayr Leisure Facility;</li> <li>- Belleisle Park - Additional Works;</li> <li>- CCTV Public Space Infrastructure;</li> <li>- Golf Strategy - Health and Safety Works;</li> <li>- Maybole Town Centre Regeneration - Town Hall;</li> <li>- Maybole Regeneration – Small Grants Scheme;</li> <li>- Northfield Bowling Centre Refurbishment;</li> <li>- Place Plans;</li> <li>- Rozelle House (Grant Funded Works);</li> <li>- Promenade and Shorefront Improvement Scheme;</li> <li>- Floating pontoons @ River Ayr;</li> <li>- Mixed Tenure Grant;</li> <li>- Citadel Enhancement;</li> <li>- Office and Welfare Facilities at Bridge Street, Girvan;</li> <li>- Net Zero Carbon Retrofit;</li> <li>- Relocation of Archive Centre;</li> <li>- Facilitate Introduction of Flexible Working;</li> <li>- Initial Work on Projects For Future Years;</li> <li>- Hanger Space (GPA);</li> <li>- Collenan Reservoir; and</li> <li>- Energy Performance Certificates.</li> </ul>							
					(315,000)	(315,000)	315,000	0
					(200,000)	(200,000)	200,000	0
					(1,500,000)	(1,500,000)	1,500,000	0
					(275,000)	(275,000)	275,000	0
					(150,000)	(150,000)	150,000	0
					(200,000)	(200,000)	200,000	0
					(400,000)	(400,000)	400,000	0
					(262,000)	(262,000)	262,000	0
					(25,000)	(25,000)	25,000	0
					(500,000)	(500,000)	500,000	0
					(50,000)	(50,000)	50,000	0
					(150,000)	(150,000)	150,000	0
					(20,000)	(20,000)	20,000	0
					(50,000)	(50,000)	50,000	0
					(19,998)	(19,998)	19,998	0
					(750,000)	(750,000)	750,000	0
					(250,000)	(250,000)	250,000	0
					(700,000)	(700,000)	700,000	0
					(180,000)	(180,000)	180,000	0
					(50,000)	(50,000)	50,000	0
					(250,000)	(250,000)	250,000	0
					(50,000)	(50,000)	50,000	0
					(25,000)	(25,000)	25,000	0
<b>5</b>	<p>A number of adjustments are requested as (a) there are projects where budgets are no longer required as final accounts have been settled and projects completed; and (b) other projects where additional funds are required to complete works. Adjustments requested are as detailed below:-</p> <ul style="list-style-type: none"> <li>- Archive and Registration Centre and Ayr Grammar School Project;</li> <li>- Sacred Heart Primary;</li> </ul>							
					73,292	73,292	0	0
					186,588	186,588	0	0



	- CO2 Monitors - Council Properties;			(52,050)		(52,050)	0	0
	- CO2 Monitors - Private and Third Sector Properties;			(5,000)		(5,000)	0	0
	- Support Further Ventilation in Schools;			60,365		60,365	0	0
	- Relocation of Archive Centre;			(73,292)		(73,292)	0	0
	- Craigie Additional Sporting Facility;			50,000		50,000	0	0
	- Waste Transfer Station, Ayr;			(48,270)		(48,270)	0	0
	- Car Park Reconstruction – Walker Road, Ayr;			48,270		48,270	0	0
	- Facilitate Introduction of Flexible Working;			(85,000)		(85,000)	0	0
	- Walker Hall - Upgrade of Toilets / Changing Place Facility;			(56,593)		(56,593)	0	0
	- Masonhill Crematorium Upgrade of Drainage (2021/22 and 2022/23);			(45,550)		(45,550)	(200,000)	0
	- Ayr Cemetery - Remedial Works to Burial Chambers;			38,364		38,364	200,000	0
	- Pointing Works at Prestwick Old as per HERS Inspection;			7,686		7,686	0	0
	- Facilitate Introduction of Flexible Working;			(20,000)		(20,000)	0	0
	- Computing Science Hardware For Schools;			51		51	0	0
	- Ayrshire Roads Alliance - 20mph Infrastructure;			29		29	0	0
	- Sale of Land and Buildings; and			40		40	0	0
	- Troon Cemetery Extension.			(120)		(120)	0	0
<b>6</b>	A number of adjustments are required to the <b>Early Years</b> sections of the programme as detailed below. (i) <b>Early Learning and Childcare - Multi Year Capital Allocations</b>							
	- Early Learning and Childcare - Multi Year Capital Allocations - Unallocated Funding 2022/23;			5,389		5,389	0	0
	- Cherry Tree Nursery Early Years Centre;			(4,000)		(4,000)	0	0
	- Doonfoot Early Years Centre - Acoustics;			54		54	0	0
	- Glenburn and St Ninian's Early Years Centre;			(6,338)		(6,338)	0	0
	- Kincaidston Early Years Centre;			(20,000)		(20,000)	0	0
	- Space Place;	(150,000)				(150,000)	150,000	0
	- Struthers Early Years Centre;			114,000		114,000	0	0
	- Symington Early Years Centre;			(90,000)		(90,000)	0	0
	- Troon Early Years Centre;	(600,000)				(600,000)	600,000	0
	- Wallacetown Nursery - Conversion of Large Store and Kitchen into a Playroom (Phase 3); and			895		895	0	0
	- Wallacetown Early Years Centre - Formation of New Entrance.	(100,000)				(100,000)	100,000	0
<b>7</b>	A number of adjustments are required to the <b>School Refurbishment</b> section of the programme as detailed below: -							
	- School Refurbishment Programme - Unallocated Funding 2022/23 & Future Years;			(5,472)		(5,472)	(100,000)	0
	- Coylton Primary - Reconfiguration of Main Entrance and Reception;	(50,000)		(2,502)		(2,502)	50,000	0
	- Doonfoot Primary School - Curricular Upgrade;			1,796		1,796	0	0
	- Doonfoot IFE - Mechanical Installation Works;			360		360	0	0
	- Doonfoot Primary School - Acoustics;			980		980	0	0
	- Dundonald Primary School - Acoustics;			(90)		(90)	0	0
	- Girvan Academy - Refurbishment Works (ICT Area / Library);	(150,000)				(150,000)	150,000	0
	- Girvan Academy - Upgrade of Graphic Communication Room;			(16,371)		(16,371)	0	0
	- Girvan Academy - Upgrade of Support & Wellbeing Department;			2,337		2,337	0	0
	- Girvan Academy - Refurbishment of Classroom 4;			0		0	50,000	0

	- Heathfield Primary - Acoustic Measures;			121		121	0	0
	- Holmston Primary - Adaptations;			481		481	0	0
	- Kyle Academy - Refurbishment Works 2021/22 (Science Department Upgrade);	(100,000)				(100,000)	100,000	0
	- Marr College Playing Fields - Contribution Towards Improving Lighting Between School and Pavilion (ARA led project);	(30,000)				(30,000)	30,000	0
	- PPP Security - Belmont and Prestwick;	(60,291)				(60,291)	60,291	0
	- Southcraig Campus;	(25,000)				(25,000)	25,000	0
	- Straiton Primary - School House;			1,989		1,989	0	0
	- Symington Primary School; and	(25,000)				(25,000)	25,000	0
	- Kyle Academy - Refurbishment Works (Library / ICT Hub Upgrade).					0	50,000	0
<b>8</b>	A number of adjustments are required to the <b>Cemeteries Infrastructure</b> section of the programme as detailed below: -							
	- Cemetery Infrastructure Projects - Funding to Be Allocated 2022/23 & Future Years;			(983)		(983)	0	0
	- Annbank Cemetery Wall - Remedial Works;			803		803	0	0
	- Ayr Cemetery - Burial Chambers (Phase 2 & 3);			(97,182)		(97,182)	0	0
	- Ayr Cemetery - Lodge Refurbishment;			(21,748)		(21,748)	0	0
	- Ayr Cemetery - Remedial Works to Burial Chambers;			250,647		250,647	0	0
	- Ayr Cemetery - Wall Repair Including Headstones;			(68,872)		(68,872)	0	0
	- Cemeteries Infrastructure - Stonework and Pointing;			(13,639)		(13,639)	0	0
	- Masonhill Crematorium - Baby Memorial;			(20,000)		(20,000)	0	0
	- Masonhill Crematorium - Ventilation;			180		180	0	0
	- Masonhill Crematorium - Ventilation (Cremator Room)			20,000		20,000	0	0
	- Old Dailly Bell Tower;	(10,000)				(10,000)	10,000	0
	- Prestwick Cemetery - Shaw Road;	(20,000)				(20,000)	20,000	0
	- Relocation of Mossblown War Memorial;	(50,000)				(50,000)	50,000	0
	- Straiton Cemetery;			(19,706)		(19,706)	0	0
	- St Quivox and Dailly Mausolea; and	(40,000)				(40,000)	40,000	0
	- Tarbolton Cemetery Wall Repair.			(30,000)		(30,000)	0	0
<b>9</b>	A number of adjustments are required to the <b>Public Conveniences</b> section of the programme as detailed below: -							
	- Upgrading of Various Public Conveniences (Phase 2) - Unallocated Balance 2022/23;	(56,805)		46,472		(10,333)	56,805	0
	- Ayr Pavilion - Changing Place;			(14,625)		(14,625)	0	0
	- Ballantrae Public Conveniences;			(31,847)		(31,847)	0	0
	- St Meddan's, Troon; and	(95,000)				(95,000)	95,000	0
	- The Flushes Public Conveniences, Girvan.	(115,000)				(115,000)	115,000	0
<b>10</b>	A number of adjustments are required to the <b>Ayrshire Roads Alliance</b> managed projects section of the programme as detailed below.							
	- Ayrshire Roads Alliance - Road Reconstruction and Improvement;	687,528				687,528	(687,528)	0
	- Ayrshire Roads Alliance - Traffic Signals Renewals Programme;	(150,000)				(150,000)	150,000	0
	- Ayrshire Roads Alliance - EV Charging Infrastructure;	(90,000)				(90,000)	90,000	0
	- Ayrshire Roads Alliance - Facilities to assist with tourist and visitor facilities; and	(150,000)				(150,000)	150,000	0

	- Developers Contributions - Monkton Section 75 - Monkton Cross Traffic Signals and Other Improvements. It is requested that additional expenditure and income budgets be added to match the recent notification of grant approval for 2022/23 by Sustrans in relation to the Follow on From Accessible Ayr project as detailed below: -  - Sustrans - Follow on From Accessible Ayr.		(17,317)		184,000	(17,317)	0	0
						184,000	0	0
						0	0	0
<b>11</b>	A number of adjustments are required to the <b>Developers Contributions</b> section of the programme as detailed below: - (i) Works are being planned to Struthers Primary School in relation to a Nursery Conversion. It is requested that funding be drawn from the North East Troon Developers Contribution held in reserves and added to the Capital Programme in 2023/34 to allow this project to proceed: -  - Struthers Primary School Nursery Conversion. (ii) Further adjustments are required to budgets as detailed below: - - Struthers Primary - Upgrade and Extension; - Developers Contributions Unallocated - North East Troon; - Doonfoot Primary - Upgrade and Extension (DC); - Developers Contributions Unallocated - Greenan; and - Doonfoot Upper School - 2 Classroom Extension.					0	0	0
		(99,102)		(99,102)		(99,102)	0	0
			99,102			0	99,102	0
			(51,385)			(51,385)	0	0
		(51,385)		51,385		0	(498,615)	0
						0	550,000	0
<b>12</b>	A number of adjustments are required to the <b>Equalities Act</b> section of the programme as detailed below: - - Equalities Act Budget - Various Projects - Unallocated Budget 2022/23 & Future Years. <b>2021/22</b> - Hillcrest Care Home - Accessible Toilet; - Ayr Town Hall - Replacement Chair Lifts; and - Girvan Library - Replacement Ramp. <b>2022/23</b> - Minishant Primary School - Steps & Accessible Ramp to Main Building Entrance Area; - Upgrade and Repairs to Lifts in Various Properties 2022/23; and - DDA Accessibility Surveys 2022/23 & 2023/24.	(50,000)		(33,142)		(83,142)	(100,000)	0
				9,450		9,450	0	0
		(20,800)				(20,800)	20,800	0
				1,500		1,500	0	0
				300		300	0	0
				1,892		1,892	0	0
				20,000		20,000	150,000	0
<b>13</b>	A number of adjustments are required to the <b>Property Refurbishment</b> section of the programme as detailed below: - - Property Refurbishment - Various Projects - Unallocated Budget Future Years; - County Buildings - Upgrade of Cast Iron Rainwater Goods Inc. Gutters / Window Upgrades to Lightwells; - County Buildings - Upgrade of 1st Floor Shower Rooms; - Heritage Centre 1 -3 High Street, Ayr; - Doonfoot Primary School - Exterior Brickwork Replacement 2022/23; - Various Properties - External Tarmac, Boundary Walls, Railings, Line Markings 2022/23; - Girvan Library Replace Fascia; - Lochside Community Centre - Replacement Boiler 2022/23;					0	0	0
				(25,880)		(25,880)	0	0
				3,816		3,816	0	0
				15,000		15,000	0	0
				(36,400)		(36,400)	0	0
				36,400		36,400	0	0
		(10,000)				(10,000)	10,000	0
		(70,000)				(70,000)	70,000	0

	- Window Replacement at 17/19 Knockcushan Street, Girvan;			(2,219)		(2,219)	0	0
	- Walker Hall - Upgrade of Toilets / Changing Place Facility;			(231)		(231)	0	0
	- St Patricks Primary School - Upgrade of Boys and Girls Toilets;			(8,647)		(8,647)	0	0
	- Marr College – Upgrade of Security Entrance;			2,450		2,450	0	0
	- Doonfoot Primary School - Replacement Exit Doors;	(22,500)				(22,500)	22,500	0
	- Carnegie Library, Maybole - Replacement Doors and Refurbishment of Windows & Gutters;			(18,200)		(18,200)	0	0
	- Fire Alarm Replacements - Various Locations - 2022/23;			13,990		13,990	0	0
	- 65 Club, Prestwick - Replacement Ceiling, Lighting & Heating;			27,769		27,769	0	0
	- Newton Primary - Upgrade Staff Toilets and Reception;			(6,929)		(6,929)	0	0
	- Dundonald Primary School - Upgrade of Toilets;			(2,515)		(2,515)	0	0
	- Dundonald Primary School - Upgrade of Toilets; and			(2,719)		(2,719)	0	0
	- Masonhill Crematorium - Alterations to Existing Roof to Front Portico and EPDM Roof.			1,000		1,000	0	0
<b>14</b>	Adjustments are required to the <b>Rewiring Programme (Including Residual Decoration Work, Etc) - Various Properties</b> section of the programme as detailed below: -							
	- Rewiring Programme (Including Residual Decoration Work, Etc.) - Various Projects - Unallocated Budget 2022/23 & Future Years;			(171,091)		(171,091)	0	0
	- County Buildings - Upgrade of Distribution Boards 2022/23;			10,850		10,850	0	0
	- Replacement Distribution Board - Crosshill Community Centre;			2,710		2,710	0	0
	- Hillcrest Residential Unit - Electrical Upgrade Works;			24,066		24,066	0	0
	- Dalmilling Golf Club - Rewire Clubhouse;			110,000		110,000	0	0
	- Newton Primary - Replacement DB Boards Within the School; and			15,000		15,000	0	0
	- Replacement Central Battery – Whitletts Social Work Office.			8,465		8,465	0	0
<b>15</b>	A number of adjustments are required to the <b>Property Rationalisation</b> section of the programme as detailed below: -							
	- Works to Facilitate Property Rationalisation - Various Projects - Unallocated Budget 2022/23 & Future Years;			(35,352)		(35,352)	0	0
	- Demolition of Former Shop, The Flushes, Girvan;			(10,500)		(10,500)	0	0
	- Demolition of Garage at Marr College;			(9,478)		(9,478)	0	0
	- Demolition of Surplus Buildings at Walker Road (3 No.);			(15,841)		(15,841)	0	0
	- Alderston Avenue, Ayr - Demolition;			(7,805)		(7,805)	0	0
	- Demolition - Annbank - Cabin (Brocklehill Ave); and			352		352	0	0
	- Symington PS - Hot Water Cylinder.			20,000		20,000	0	0
<b>16</b>	A number of adjustments are required to the <b>Information Technology</b> section of the programme as detailed below: -							
	<b>End User Computing</b>							
	- End User Computing Unallocated Funding - 2022/23 & Future Years.	(850,000)				(850,000)	850,000	0
	<b>ICT Infrastructure</b>							
	- Network Control Access;	(92,857)				(92,857)	92,857	0
	- Wi-Fi Refresh;	(140,000)				(140,000)	140,000	0
	- DC Connectivity;	(4,000)				(4,000)	4,000	0
	- Public Switches Telephone Network Decommissioning;	(7,425)				(7,425)	7,425	0
	- ICT Infrastructure Unallocated Budget 2022/23 & Future Years; and			28,000		28,000	0	0
	- Skype for Business Upgrade.			(28,000)		(28,000)	0	0

	<b>Business Systems</b>							
	- Business Systems - Unallocated Funding 2022/23 & Future Years;	(800,000)				(800,000)	800,000	0
	- Cyber Resilience programme; and	(120,000)				(120,000)	120,000	0
	- Pay 360 Cloud Migration.	(14,984)				(14,984)	14,984	0
	<b>Information and Data</b>							
	- ICT Infrastructure Unallocated Budget 2022/23 & Future Years;	(400,000)		3,831		(396,169)	400,000	0
	- Cloud Hosting and Data Centre Retirement;	(130,000)				(130,000)	130,000	0
	- Converged Infrastructure;			14,380		14,380	0	0
	- Cloud Back Up Solution;			(36,976)		(36,976)	0	0
	- Remote Cabinet Upgrades;			25,092		25,092	0	0
	- Zscaler Private Service Edge; and			(6,137)		(6,137)	0	0
	- F5 Application Software Upgrade and Support.			(190)		(190)	0	0
<b>17</b>	A number of adjustments are required to the <b>VAT Recovery Fund</b> section of the programme as detailed below: -							
	- Development of Portland Park to Provide Enhanced Facilities for Community Use;	(52,000)				(52,000)	52,000	0
	- Upgrade Play Area in Conjunction With Skate Park (Craigie);			2,812		2,812	0	0
	- Play Equipment Review (Mill Street);			(2,718)		(2,718)	0	0
	- Consultation and Plan to Introduce Volleyball at Ayr Beach;			(94)		(94)	0	0
	- Improve Shorefront Play Area (Girvan);			12,402		12,402	0	0
	- Install Track Around Playing Field (Ballantrae); and			(12,402)		(12,402)	0	0
	- Golf Academy.	589				589	(589)	0
<b>18</b>	A number of adjustments are required to both expenditure and income budgets within the <b>Ayrshire Growth Deal</b> section of the programme as detailed below, reflecting the current project profiling: -							
	- Spaceport Infrastructure (-£1 Million in 2023/24, -£1 Million in 2024/25 and +£2 Million in 2025/26);					0	(1,000,000)	(1,000,000)
	- Commercial Space - Prestwick - Industrial Units (+£1,067,358 in 2022/23, +£4,054,288 in 2023/24, -£3,772,318 in 2024/25 and -£1,017,397 in 2025/26);	1,067,358				1,067,448	4,054,198	(3,772,318)
	- Prestwick Infrastructure - Roads (£-223,721 in 2022/23, -£2,939,931 in 2023/24, +£1,581,826 in 2024/25 and £+£1,581,826 in 2025/26); and	(223,721)				(223,721)	(2,939,931)	1,581,826
	- Aerospace and Space Innovation Centre (-£886,478 in 2022/23, -£5,783,888 in 2023/24, +£334,683 in 2024/25, +£3,334,683 in 2025/26 and £3,000,000 in 2026/27).	(886,478)				(886,478)	(5,782,888)	334,683
<b>TOTAL ADJUSTMENTS</b>		<b>(10,728,871)</b>	<b>(17,317)</b>	<b>0</b>	<b>3,502,818</b>	<b>(7,243,280)</b>	<b>5,017,409</b>	<b>(2,855,809)</b>
<b>TOTAL REVISED BUDGET</b>		<b>(10,728,871)</b>	<b>(17,317)</b>	<b>0</b>	<b>3,502,818</b>	<b>92,403,602</b>	<b>104,529,263</b>	<b>88,897,447</b>

## 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	Monitoring of General Services Capital Programme
Lead Officer (Name/Position/Email)	Pauline Bradley, Service Lead, Professional Design Service pauline.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	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

Community or Groups of People	Negative Impacts	Positive impacts
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
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)
<b>Eliminate unlawful discrimination, harassment and victimisation</b>	No impact
<b>Advance equality of opportunity</b> between people who share a protected characteristic and those who do not	Low

<b>General Duty and other Equality Themes</b> <b>Consider the 'Three Key Needs' of the Equality Duty</b>	<b>Level of Negative and/or Positive Impact</b> <b>(High, Medium or Low)</b>
<b>Foster good relations</b> between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	No impact
Increase participation of particular communities or groups in public life	No impact
Improve the health and wellbeing of particular communities or groups	No impact
Promote the human rights of particular communities or groups	No impact
Tackle deprivation faced by particular communities or groups	No impact

## 5. Summary Assessment

<b>Is a full Equality Impact Assessment required?</b> (A full Equality Impact Assessment must be carried out if impacts identified as <b>Medium and/or High</b> )	<input checked="" type="checkbox"/> <b>YES</b>  <input type="checkbox"/> <b>NO</b>
<b>Rationale for decision:</b>  <b>This is an update report with no implication in relation to equalities</b>	
<b>Signed :</b> Pauline Bradley  <b>Date:</b> 30 January 2023	<b>Service Lead</b>



**South Ayrshire Council**

**Report by Depute Chief Executive and Director  
of Housing, Operations and Development  
to Cabinet  
of 15 February 2023**

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**Subject: Housing Capital Programme 2022/23: Monitoring  
Report as at 31 December 2022**

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**1. Purpose**

- 1.1 The purpose of this report is to update Cabinet on the actual capital expenditure and income, together with progress made on the Housing Capital Programme projects as at 31 December 2022 (Period 9), and to agree the changes to budgets in 2022/23, 2023/24 and 2024/25.

**2. Recommendation**

**2.1 It is recommended that the Cabinet:**

- 2.1.1 notes the progress made on the delivery of the Housing Capital Programme to 31 December, resulting in spend of £16,734,054 or 46.16%, as detailed in Appendix 1 attached;**
- 2.1.2 approves the adjustments contained in Appendix 2 attached; and**
- 2.1.3 approves the revised budget for 2022/23 at £27,519,708 and 2023/24 at £75,739,461 as highlighted in Appendix 2 attached.**

**3. Background**

- 3.1 The Housing Capital Programme for 2022/23 to 2026/27 was approved by South Ayrshire Council of 3 March, 2022 through the paper 'Housing Revenue Account (HRA) – Revenue Budget 2022/23 and Capital Budget 2022/23 to 2026/27'.
- 3.2 Adjustments were approved by Cabinet of the 29 November, 2022 and incorporated into the Programme.
- 3.3 The current approved budget for 2022/23 is £36,253,526.

**4. Proposals**

- 4.1 The adjustments being requested as part of the P9 report represent a significant change to the current and following years budget. The suggested re-profiling is to reflect current delivery timescales for the various works.

4.2 Table 1 below summarises the main changes being requested to the Programme through this report.

**Table 1: Housing Summary of Budget Reprofileing**

	<b>22/23 £m</b>	<b>23/24 £m</b>	<b>24/25 £m</b>	<b>25/26 £m</b>	<b>TOTAL £m</b>
Approved Budget	36.254	66.606	37.805	25.407	165.172
Proposed Reprofileing	(9.134)	9.134	0.000	0.000	0.000
Proposed Additional Budget	0.400	0.000	0.000	0.000	0.400
<b>Proposed Revised</b>	<b>27.520</b>	<b>75.740</b>	<b>37.805</b>	<b>25.407</b>	<b>165.572</b>

4.3 The contract for Internal Modernisation Works to 263 Nr Properties – Various Locations (H20126) which started on site on 19 June 2022 is now complete on site.

4.4 The contract Internal Modernisation Works to 206Nr Properties – Various Locations (H20125) has now been let and will start on site on the 27<sup>th</sup> February, 2023.

4.5 The Housing Refurbishment Framework – Internal Works has now been awarded and the Managing Agent has been instructed to negotiate the final two outstanding modernisation contracts for (a) 4 Nr Full and 205 Nr Partial Modernisations: Maybole, Tarbolton, Ayr, Kirkoswald (H23112); and (b) 266 Nr Kitchen and Boiler Replacements: Ballantrae, Girvan, Mossblown, Ayr, Prestwick and Tarbolton (H23113). It is anticipated that these will start on site in the current financial year but mainly be undertaken during the early part of 2023/24 and budget adjustments are being requested to recognise this.

4.6 A number of 2022/23 annual programmes of work continue on site, including Addressing Dampness and Condensation, Central Heating Replacement and Replacing Double Glazed Units and Doors.

4.7 The project for External Fabric Upgrades to 167 Properties - Dailly, Prestwick, Troon, Symington & Ayr continues to progress on site and will continue through until May, 2023.

4.8 Windows have now been installed by Property Maintenance to all properties within the batch of addresses passed in relation to Morrison Gardens in Ayr, in advance of external fabric improvement works including photo-voltaic roof panels. Works are progressing on site on the further batches of addresses passed for 223 addresses in Ayr and Prestwick and 82 addresses in Ayr and Girvan.

4.9 A number of projects are being progressed under the Energy Efficiency / HEEPS ABS line, with works ongoing in Tarbolton and Maybole. Contracts have now been awarded for works in Girvan/Dailly and Kincaidston. Tender documents have now been published for works in Dalmilling and tender documents are currently being prepared for works in Lochside.

4.10 The project information contained in Appendix 1 has been broken down over the Council wards and a document showing this has been made available to Members in the Members' area (Hub) on Re-Wired (see background papers).

- 4.11 Appendix 2 details budget adjustments being put forward for approval by Cabinet as part of the Period 9 report. These adjustments include (a) internal re-allocations of budgets between projects in 2022/23; (b) transfers of budgets from 2022/23 to 2023/24 to reflect current profiled spend for projects; and (c) advancement of budget from 2023/24 to 2022/23 to reflect current profiled spend for projects.

## **5. Legal and Procurement Implications**

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

## **6. Financial Implications**

- 6.1 Per Table 1 of Appendix 1, at the end of P9, actual expenditure stood at £16,734,054. Income for this period stood at £16,734,054. Based on the budget of £36,253,526, actual expenditure of £16,734,054 equates to an overall spend of 46.16% at the end of Period 9.
- 6.2 Proposals contained in this report, if approved, would lead to a revised 2022/23 programme of £27,519,708 and 2023/24 programme of £75,739,461.

## **7. Human Resources Implications**

- 7.1 Not applicable.

## **8. Risk**

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

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

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

- 8.2.1 The risk associated with rejecting the recommendations are that insufficient funds would exist in financial years 2022/23, 2023/24 and 2024/25 in relevant budget lines to complete planned Housing capital projects.

## **9. Equalities**

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

## **10. Sustainable Development Implications**

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

## 11. Options Appraisal

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

## 12. Link to Council Plan

12.1 The matters referred to in this report contribute to Commitment 6 of the Council Plan: A Better Place to Live/ Enhanced environment through social, cultural and economic activities.

## 13. Results of Consultation

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

13.2 Consultation has taken place with Councillor 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 the Cabinet in the 'Council and Cabinet Decision Log' at each of its meetings until such time as the decision is fully implemented:

Implementation	Due date	Managed by
Process adjustments to the Housing Capital Programme	1 March 2023	Corporate Accounting - Treasury / Capital Function

**Background Papers**    **Report to Cabinet of 29 November 2022 – [Housing Capital Programme 2022/23: Monitoring Report as at 30 September 2022](#)**

**[Housing Capital Programme 2022/23 – Period 9 – Ward Analysis \(Members Only\)](#)**

**Person to Contact**    **Pauline Bradley, Service Lead - Professional Design Services  
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E-mail [pauline.bradley@south-ayrshire.gov.uk](mailto:pauline.bradley@south-ayrshire.gov.uk)**

**Date: 6 February 2023**

**HOUSING CAPITAL MONITORING REPORT  
PERIOD 9 2022/23**

Key Strategic Objective	Approved Budget 2022/23 £	Projected to 31st March, 2023 £	Actuals at P9 £	Detailed Project Information	2023/24 Approved Budget £	2024/25 Approved Budget £
Major Component Replacement	14,793,773	8,845,277	6,704,234	See Section on 'Major Component Replacement'	17,866,000	7,500,000
Contingencies	0	0	0	See Section on 'Contingencies'	269,000	269,000
Demolitions	2,816,465	2,766,465	1,809,771	See Section on 'Demolitions'	150,000	0
Structural and Environmental	3,950,739	2,655,739	1,752,976	See Section on 'Structural and Environmental'	6,290,901	2,349,901
Other Capital Expenditure	14,692,549	13,252,226	6,467,072	See Section on 'Other Capital Expenditure'	42,029,742	27,686,223
<b>TOTAL PROGRAMME EXPENDITURE</b>	<b>36,253,526</b>	<b>27,519,708</b>	<b>16,734,054</b>		<b>66,605,643</b>	<b>37,805,124</b>
CFCR	8,905,000	8,700,000	8,700,000	See Section on 'Income'	7,859,000	8,638,000
Draw on Accumulated Surplus	2,201,000	5,401,000	2,860,067	See Section on 'Income'	0	0
Borrowing	15,402,676	3,853,858	733,955	See Section on 'Income'	45,187,933	25,492,124
Reserves	0	0	0	See Section on 'Income'	0	0
Scottish Government Funding	9,244,850	9,064,850	3,677,529	See Section on 'Income'	13,558,710	3,675,000
2nd Homes Council Tax	500,000	500,000	500,000	See Section on 'Income'	0	0
Commuted Sums	0	0	0	See Section on 'Income'	0	0
Other Income	0	0	262,502	See Section on 'Income'	0	0
<b>TOTAL PROGRAMME INCOME</b>	<b>36,253,526</b>	<b>27,519,708</b>	<b>16,734,054</b>		<b>66,605,643</b>	<b>37,805,124</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>

<b>Major Components</b>
-------------------------

Approved Budget 2022/23	Projected to 31st March, 2023	Actuals at P9	Key Project Milestone
£	£	£	

2023/24 Approved Budget	2024/25 Approved Budget
£	£

<b><u>Project Budgets Approved 2022/23: - Cabinet of 29th November, 2022</u></b>
<i>Major Component Replacements - Allocated</i>
<i>Major Component Replacements - Unallocated</i>
<b>TOTALS</b>

14,600,477	8,819,316	6,704,234	See Expanded Section
193,296	25,961	0	See Expanded Section
<b>14,793,773</b>	<b>8,845,277</b>	<b>6,704,234</b>	

8,566,000	0
9,300,000	7,500,000
<b>17,866,000</b>	<b>7,500,000</b>

<b>Contingencies</b>
----------------------

Approved Budget 2022/23	Projected to 31st March, 2023	Actuals at P9	Key Project Milestone
£	£	£	

2023/24 Approved Budget	2024 Approved Budget
£	£

<b><u>Project Budgets Approved 2022/23: - Cabinet of 29th November, 2022</u></b>
Contingencies

0	0	0	N/A
0	0	0	

269,000	269,000
269,000	269,000

<b>Demolitions</b>
--------------------

Approved Budget 2022/23	Projected to 31st March, 2023	Actuals at P9	Key Project Milestone
£	£	£	

2023/24 Approved Budget	2024/25 Approved Budget
£	£

<b><u>Project Budgets Approved 2022/23: - Cabinet of 29th November, 2022</u></b>
Demolition of Lockups
1 - 20 Miller Terrace & 32 - 78 Dailly Road (Even Numbers) Maybole
Demolition of Riverside Flats

64,703	14,703	0	Complete / Design & Tender
858,450	858,450	801,068	Complete
1,893,312	1,893,312	1,008,704	On Site
<b>2,816,465</b>	<b>2,766,465</b>	<b>1,809,771</b>	

150,000	0
0	0
0	0
<b>150,000</b>	<b>0</b>



**Structural and Environmental**

<b>Approved Budget 2022/23</b>	<b>Projected to 31st March, 2023</b>	<b>Actuals at P9</b>	<b>Key Project Milestone</b>
£	£	£	

<b>2023/24 Approved Budget</b>	<b>2024/25 Approved Budget</b>
£	£

<b><u>Project Budgets Approved 2022/23: - Cabinet of 29th November, 2022</u></b>
<b><u>New Projects 2022/23</u></b>
External Fabric Upgrades to 167 Properties - Dailly, Prestwick, Troon, Symington & Ayr
Stabilisation Works at Main Road, Ayr
<b><u>Projects Carried From 2021/22</u></b>
Non-Traditional Properties - Cladding Options
ABS8 - 12 Properties at Annbank
Re-roofing and External Fabric Upgrades Contract 1: 71Nr Properties Various Locations
Re-roofing and External Fabric Upgrades Contract 2: 73Nr Properties Various Locations

3,033,325	2,033,325	1,482,462	On Site
100,000	25,000	2,177	Design and Tender
32,401	0	0	Design and Tender
39,347	39,347	0	Complete
398,471	298,471	268,352	On Site
26,256	61,256	3,804	Complete

2,141,000	0
300,000	0
0	0
0	0
0	0
0	0

Roof Replacement Works - Dunure
Re-roofing and External Fabric Upgrade - 93 Properties in Dundonald & Tarbolton (H20101)
<b><u>Unallocated Balance - 2022/23, 2023/24 and 2024/25 - Structural and Environmental</u></b>
Unallocated Structural and Environmental Balance - 2022/23, 2023/24 and 2024/25

157,500	157,500	0	Complete
49,939	9,939	(3,819)	Complete
113,500	30,901	0	Concept
<b>3,950,739</b>	<b>2,655,739</b>	<b>1,752,976</b>	

0	0
0	0
3,849,901	2,349,901
<b>6,290,901</b>	<b>2,349,901</b>

<b>Other Capital Expenditure</b>
----------------------------------

Approved Budget 2022/23	Projected to 31st March, 2023	Actuals at P9	Key Project Milestone
£	£	£	

2023/24 Approved Budget	2024/25 Approved Budget
£	£

<b><u>Project Budgets Approved 2022/23: - Cabinet of 29th November, 2022</u></b>
<i>Sheltered Housing Common Areas</i>
<i>Footpaths</i>
<i>Buy Back Properties</i>
<i>Window Replacement Programme</i>
<i>Environmental Improvements</i>
<i>New Builds</i>
<i>Advance Works / Fees / ICT</i>

39,677	24,677	21,418	See Expanded Section
20,000	0	0	See Expanded Section
712,731	1,112,731	731,682	See Expanded Section
2,317,154	2,284,530	890,836	See Expanded Section
279,236	279,236	265,258	See Expanded Section
11,097,764	9,325,065	4,442,150	See Expanded Section
225,987	225,987	115,728	See Expanded Section
<b>14,692,549</b>	<b>13,252,226</b>	<b>6,467,072</b>	

232,500	0
0	0
800,000	800,000
0	0
821,319	706,839
40,175,923	26,179,384
0	0
<b>42,029,742</b>	<b>27,686,223</b>

<b>Income</b>
---------------

Approved Budget 2022/23	Projected to 31st March, 2023	Actuals at P9	Key Project Milestone
£	£	£	

2023/24 Approved Budget	2024/25 Approved Budget
£	£

<b><u>Project Budgets Approved 2022/23: - Cabinet of 29th November, 2022</u></b>
<b><i>Funding Type</i></b>
CFCR
<i>Draw on Accumulated Surplus</i>
<i>Borrowing</i>
<i>Reserves</i>
<i>Scottish Government Funding</i>
<i>2nd Homes Council Tax</i>
<i>Commuted Sums</i>
<i>Other Income</i>
<b>TOTAL FUNDING</b>

8,905,000	8,700,000	8,700,000	Income
2,201,000	5,401,000	2,860,067	Income
15,402,676	3,853,858	733,955	Income
0	0	0	Income
9,244,850	9,064,850	3,677,529	Income
500,000	500,000	500,000	Income
0	0	0	Income
0	0	262,502	Income
<b>36,253,526</b>	<b>27,519,708</b>	<b>16,734,054</b>	

7,859,000	8,638,000
0	0
45,187,933	25,492,124
0	0
13,558,710	3,675,000
0	0
0	0
0	0
<b>66,605,643</b>	<b>37,805,124</b>

Request For Budget Adjustments		Advanced/ (Carry Forward) from/to 2022-23 £	Release Back 2022-23 £	In Year Budget Amendment s 2022-23 £	Additional Budget 2022-23 £	Projected 2022-23 Budget £	Proposed Revised 2023-24 Budget £	Proposed Revised 2024-25 Budget £
<b>Revised Total Budgets as approved by South Ayrshire Council's Cabinet of 29th November 2022</b>						<b>36,253,526</b>	<b>66,605,643</b>	<b>37,805,124</b>
1	South Ayrshire Council on the 3rd March, 2022, approved the paper 'Housing Revenue Account (HRA) – Revenue Budget 2022/23 and Capital Budget 2022/23 to 2026/27', which set the Capital Programme for the five years 2022/23 to 2026/27. Budget adjustments to the programme have been approved through: - - P12 Capital Monitoring report, approved by Cabinet of the 14th June, 2022; - P3 Capital Monitoring report, approved by Cabinet of the 30th August, 2022; and - P6 Capital Monitoring report, approved by Cabinet of the 29th November, 2022. All adjustments approved have been incorporated into the P9 report.							
2	An additional £400,000 of grant income from Scottish Government has been received over and above that currently budgeted for Buy Back of Properties and it is requested that both income and expenditure budgets be increased by this amount in 2022/23 as detailed below: - - Buy Back Properties.				400,000	400,000	0	0
3	It is requested that budgets be carried forward from 2022/23 to 2023/24 to reflect current project profiling as detailed below: - <b>Major Components</b> - Full Internal Modernisations 2020/21 - 219 Nr Properties in Various Locations Throughout South Ayrshire (H20124); - Full Internal Modernisations 2020/21 - 136 Nr Properties in Various Locations Throughout South Ayrshire (H20125); - Kitchen and Boiler Replacement Works 2020/21 - 162 Nr Properties in Various Locations Throughout South Ayrshire (H20126); - 4 Nr Full and 205 Nr Partial Modernisations: Maybole, Tarbolton, Ayr, Kirkoswald and Troon (H23112); - 266 Nr Kitchen and Boiler Replacements: Ballantrae, Girvan, Mossblown, Ayr, Prestwick and Tarbolton (H23113); - Sheltered Housing Complex - 2 - 4 Benmore; - Central Heating Replacement - Emergency & Urgent Works; - Cyclical Replacement of Fire and Carbon Monoxide Detectors; - Energy Efficiency / HEEPS ABS Projects; - External Works Undertaken on Properties; - Fire and Smoke Alarms - LD2 Compliance Work; - Replacement Screens in Flats;	(150,000)				(150,000)	150,000	0
		(1,716,496)				(1,716,496)	1,716,496	0
		(50,000)				(50,000)	50,000	0
		(1,100,000)				(1,100,000)	1,100,000	0
		(1,000,000)				(1,000,000)	1,000,000	0
		(75,000)				(75,000)	75,000	0
		(150,000)				(150,000)	150,000	0
		(300,000)				(300,000)	300,000	0
		(500,000)				(500,000)	500,000	0
		(50,000)				(50,000)	50,000	0
		(212,000)				(212,000)	212,000	0
		(200,000)				(200,000)	200,000	0

	- Targeted Energy Works In Properties to Achieve Compliance With Energy Efficiency Standard Social Housing (ESSH); and	(150,000)				(150,000)	150,000	0
	- Upgrading of Lock Ups.	(325,000)				(325,000)	325,000	0
	<b>Demolitions</b>							
	- Demolition of Lockups.	(50,000)				(50,000)	50,000	0
	<b>Structural and Environmental</b>					0	0	0
	- External Fabric Upgrades to 167 Properties - Dailly, Prestwick, Troon, Symington & Ayr;	(1,000,000)				(1,000,000)	1,000,000	0
	- Stabilisation Works at Main Road, Ayr;	(75,000)				(75,000)	75,000	0
	- Re-roofing and External Fabric Upgrades Contract 1: 71Nr Properties Various Locations; and	(100,000)				(100,000)	100,000	0
	- Unallocated Structural and Environmental Balance - 2022/23, 2023/24 and 2024/25.	(120,000)				(120,000)	120,000	0
	<b>Other Capital Expenditure</b>							
	- Upgrading External Areas at Sheltered Housing Units; and	(15,000)				(15,000)	15,000	0
	- Footpaths Unallocated Budget 2022/23.	(20,000)				(20,000)	20,000	0
	<b>New Builds</b>							
	- St Ninians Primary School Site - Affordable Housing;	(1,000,000)				(1,000,000)	1,000,000	0
	- Ladyland Road, Maybole;	(300,000)				(300,000)	300,000	0
	- Supported Accommodation for Adults With Learning Difficulties (Housing Development at Fort Street, Ayr); and	(50,000)				(50,000)	50,000	0
	- Waggon Road, Ayr.	(450,000)				(450,000)	450,000	0
<b>4</b>	It is requested that budgets be advanced from 2024/23 to 2022/23 to reflect current project profiling as detailed below: -							
	- New Housing Development - Site of Former Riverside Flats, Ayr.	24,678				24,678	(24,678)	0
<b>5</b>	A number of adjustments are requested as (a) there are a number of projects where budgets are no longer required as final accounts have been settled and projects completed; (b) other projects where additional funds are required to complete works; and (c) where budgets are required to be allocated to new projects from unallocated budget lines. Adjustments requested are as detailed below:-							
	- Full Internal Modernisations 2020/21 - 136 Nr Properties in Various Locations Throughout South Ayrshire (H20125);			3		3	(900,000)	0
	- Sheltered Housing Complex - 2 - 4 Benmore;					0	200,000	0
	- Replacement Double Glazed Units and Doors;			200,000		200,000	0	0
	- 3085 - SHQS Investigation Templehill Troon;			(2,668)		(2,668)	0	0
	- Window Replacement at 17/19 Knockcushan Street, Girvan;			2,665		2,665	0	0
	- Major Component Replacements - Unallocated;			(170,000)		(170,000)	700,000	0
	- Non-Traditional Properties - Cladding Options;			(32,401)		(32,401)	0	0
	Re-roofing and External Fabric Upgrades Contract 2: 73Nr Properties Various Locations;			35,000		35,000	0	0
	- Re-roofing and External Fabric Upgrade - 93 Properties in Dundonald & Tarbolton (H20101);			(40,000)		(40,000)	0	0

- Unallocated Structural and Environmental Balance - 2022/23, 2023/24 and 2024/25;			37,401		37,401	0	0
- Unallocated Window Replacement Budget 2022/23;			(319,624)		(319,624)	0	0
- Window Replacement Programme 2022/23 - Batch 3 - 82 Addresses in Ayr and Girvan; and			287,000		287,000	0	0
- Riverside Recreation Facility.			2,624		2,624	0	0
	(9,133,818)	0	0	400,000	(8,733,818)	9,133,818	0
<b>TOTAL REVISED BUDGET</b>					<b>27,519,708</b>	<b>75,739,461</b>	<b>37,805,124</b>

## 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	Monitoring of Housing Capital Programme
Lead Officer (Name/Position/Email)	Pauline Bradley, Service Lead, Professional Design Service pauline.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	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



<b>Community or Groups of People</b>	<b>Negative Impacts</b>	<b>Positive impacts</b>
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
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.**

<b>Socio-Economic Disadvantage</b>	<b>Negative Impacts</b>	<b>Positive impacts</b>
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:**

<b>General Duty and other Equality Themes Consider the ‘Three Key Needs’ of the Equality Duty</b>	<b>Level of Negative and/or Positive Impact (High, Medium or Low)</b>
<b>Eliminate unlawful discrimination, harassment and victimisation</b>	No impact
<b>Advance equality of opportunity</b> between people who share a protected characteristic and those who do not	Low

<b>General Duty and other Equality Themes</b> <b>Consider the 'Three Key Needs' of the Equality Duty</b>	<b>Level of Negative and/or Positive Impact</b> <b>(High, Medium or Low)</b>
<b>Foster good relations</b> between people who share a protected characteristic and those who do not. (Does it tackle prejudice and promote a better understanding of equality issues?)	No impact
Increase participation of particular communities or groups in public life	No impact
Improve the health and wellbeing of particular communities or groups	No impact
Promote the human rights of particular communities or groups	No impact
Tackle deprivation faced by particular communities or groups	No impact

## 5. Summary Assessment

<b>Is a full Equality Impact Assessment required?</b> (A full Equality Impact Assessment must be carried out if impacts identified as <b>Medium and/or High</b> )	<input checked="" type="checkbox"/> <b>YES</b>  <input type="checkbox"/> <b>NO</b>
<b>Rationale for decision:</b>  <b>This is an update report with no implication in relation to equalities</b>	
<b>Signed :</b> Pauline Bradley  <b>Date:</b> 30 January 2023	<b>Service Lead</b>