



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

Cunninghame House,
Irvine.

26 February 2015

North Coast Area Committee

You are requested to attend a Meeting of the above mentioned Committee of North Ayrshire Council to be held in Community Room, Largs Library, Allanpark Street, Largs on **THURSDAY 5 MARCH 2015** at **2.00 p.m** to consider the undernoted business.

Yours faithfully

Elma Murray

Chief Executive

1. Declarations of Interest

Members are requested to give notice of any declaration of interest in respect of items of business on the agenda.

2. Minutes

The accuracy of the Minutes of the meeting of the Committee held on 22 January 2015 will be confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973 (copy enclosed).

3. CPP Partners

3.1 Police Scotland

Police Scotland will report on issues of local interest for the period 8 January 2015 to 19 February 2015 (copy enclosed).

3.2 Scottish Fire and Rescue Service

Submit report by Scottish Fire and Rescue Service on incidents within the North Coast area during the period 11 January 2015 to 18 February 2015 (copy enclosed).

4. Largs Reports

4.1 Largs Campus

Receive presentation from Executive Director (Education and Youth Employment).

4.2 Improvements to Largs Town Centre/Promenade

Receive verbal update from Regeneration Officer (Place).

4.3 Largs Sea Front Car Park: Update on Projects and Car Park Usage

Submit report by the Executive Director (Place) on the implementation of agreed projects and the usage of the Largs Sea Front Car park between May and December 2014 (copy enclosed).

4.4 Halkhill and Blairpark, Largs - Proposed Forestry Plantation

Submit report by the Executive Director (Economy and Communities) on progress in respect of the proposed afforestation scheme at Halkhill and Blairpark, Largs (copy enclosed).

4.5 Largs Common Good : Applications for Financial Assistance

Submit report by the Chief Executive on further information received on an application for financial assistance in respect of Largs Common Good Fund (copy enclosed).

5. Fairlie Reports

5.1 Update Report: Economy and Communities

Receive verbal update from Senior Manager (Strategic Planning & Infrastructure)/Team Manager (Regeneration) on the current position in respect of the A78, Hunterston development, Nuclear waste and the shore path.

6. Cumbrae Reports

6.1 Update Report: Economy and Communities

Receive verbal update from Senior Manager (Strategic Planning & Infrastructure)/Team Manager (Regeneration) on the current position in respect of Fuel provision, Conservation area/island development and the Garrison Stables.

7. Skelmorlie Reports

7.1 Update Report: Economy and Communities

Receive verbal update from Senior Manager (Strategic Planning & Infrastructure)/Team Manager (Regeneration) on the current position in respect of the bus stop at the Cross.

7.2 Skelmorlie Community Sports Club

Submit report by the Executive Director (Economy and Communities) on work to redevelop the Skelmorlie Football Pitch site (copy enclosed).

8. Community Development Grant Scheme and Local Youth Action Fund: Applications for Financial Assistance

Submit report by the Executive Director (Economy and Communities) on applications received in respect of the Community Development Grant Scheme (copy enclosed).

9. Date and Venue of Meetings

The next meeting of the North Coast Area Committee will be held on 21 May 2015 in the DA Hall, Millport, Isle of Cumbrae. Thereafter, meetings will take place on 13 August 2015 (Skelmorlie Community Centre), 24 September 2015 (Fairlie Village Hall) and 19 November 2015 (Largs Library).

10. Future Agenda Items

Discuss items for consideration at future meetings of the Area Committee.

11. Urgent Items

Any other items which the Chair considers to be urgent.

North Coast Area Committee

Sederunt:

Alex Gallagher (Chair)
Alan Hill
Tom Marshall
Grace McLean

Chair:

Attending:

Apologies:

Meeting Ended:

North Coast Area Committee
22 January 2015

LARGS, 22 January 2015 - At a Meeting of the North Coast Area Committee of North Ayrshire Council at 2.00 p.m.

Present

Alex Gallagher, Alan Hill, Tom Marshall and Grace McLean.

In Attendance

T. Fitzsimmons, Principal Officer - Strategy (Place); B. Anderson, Performance/Grants Information Officer (Community Development Team) (Economy and Communities); and M. Anderson, Acting Committee and Member Services Manager (Chief Executive's Service)

Also In Attendance

Inspector M. Oates (Police Scotland); and Group Commander Mark Gallacher (Scottish Fire and Rescue Service).

Chair

Councillor Gallagher in the Chair

1. Declarations of Interest

In terms of Standing Order 16 and Section 5 of the Councillors Code of Conduct, Councillor Marshall, as a member of the congregation of St. John's Church of Scotland, Largs, declared an indirect pecuniary interest in the group's funding application, which formed part of Agenda Item 7 (Largs Common Good Fund: Applications for Financial Assistance), and took no part in its determination.

2. Minutes

The accuracy of the Minutes of the Meeting of the Committee held on 20 November 2014 was confirmed and the Minute signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973.

3. CPP Partners

3.1 North Ayrshire Community Planning Partnership (CPP) Board: Minutes of Meeting held on 4 December 2014

Submitted report by the Chief Executive on the Minutes of the CPP Board meeting held on 4 December 2014.

Discussion took place on the extent to which the content of the Minutes is accessible to members of the public, and Members requested clarification on the following terms used in the Minute:-

- "the need to target tests of change appropriately" (page 3 of the Minute);
- "opportunities for coproduction" (page 4 of the Minute); and
- "high level 'can-opening' outcome indicators" (page 6 of the Minute).

The Committee agreed (a) that the Community Planning Team Leader be requested to provide clarification to Members of the Area Committee on the terminology used in the Minute; and (b) otherwise to note the content of the Minute.

3.2 Police Scotland

Submitted report by Police Scotland of local interest of the period on 2 October 2014 to 8 January 2015.

The report included information on the following:-

- crime statistics for the North Coast area;
- a number of local action plans to address speeding, housebreaking, mobile phones/disqualified drivers, drug supply and disorder/antisocial behaviour; and
- crimes of note, including offences in terms of the misuse of drugs, the purchase of alcohol and cigarettes for a person under the age of 18 years, motor vehicle offences, robbery, assault and housebreaking.

Further details were provided at the meeting on the following:-

- the overall reduction in reported crime within the area and the high levels of detection, particularly with regard to serious crimes; and
- work undertaken in conjunction with the Council's Antisocial Behaviour Investigation Team to tackle concerns previously expressed in relation to incidents at Nelson Street, Largs.

Members discussed the following:-

- a joint operation on 8 January 2015 between Police Scotland (Road Traffic division) and the Coastguard service in relation to vehicles boarding the Isle of Cumbrae ferry;
- the sale of alcohol to an underage person, which will be reported in due course to the Licensing Board; and
- measures to tackle littering by school pupils in the area.

Noted.

3.3 Scottish Fire and Rescue Service

Submitted report by the Scottish Fire and Rescue Service on incidents within the North Coast area during the period 8 December 2014 to 11 January 2015.

The report, which was revised to include only information relating to the North Coast and Cumbraes area, included information on the following:-

- the low number of incidents which occurred during the reporting period, including the absence of fatalities or casualties;
- the ongoing issue with equipment faults, despite extensive work undertaken to raise awareness of the issue within sheltered accommodation;
- a road traffic collision in Skelmorlie; and
- a number of special services and 'open doors' events.

Members discussed the part played by the Service's preventative work in lowering the number of incidents.

Noted.

4. North Coast Affordable Housing Provision

Submitted report by the Executive Director (Place) on social housing development opportunities in the North Coast Sub Housing Market Area, which comprises Largs, Fairlie, West Kilbride and Seamill, Skelmorlie and the Isle of Cumbrae.

The town of Largs is identified in the Local Housing Strategy (LHS) 2011-16 as having the greatest need for affordable housing investment within North Ayrshire and the remaining mainland North Coast Sub Housing Market area as having the third highest need for investment. The report set out factors which have an impact on the availability of land for affordable housing and measures which seek to address this issue. Section 2 of the report summarised the following:-

- provisions within the Local Development Plan, including the introduction of the mainland Affordable Housing Policy, which notes that market development in the entire North Coast Sub Housing Market Area (SHMA) will be subject to a developer contribution at a rate of 25%;
- the Affordable Development Programme for the North Coast area, as summarised in the table at Section 2.16 of the report;
- the designation of the entire North Coast SHMA as pressured in terms of Pressured Area Status, as a means of protecting existing social housing in the area; and
- legislation recently passed which will supersede Pressured Area Status by ending the right to buy for all tenants from 2016.

Members discussed the following:-

- the available options in terms of the delivery of the 25% developer contribution and the various factors which will influence how this is achieved;
- the extent to which the 25% developer contribution is negotiable on the basis of market conditions;
- the application of the developer contribution provisions to those developments which did not already have planning permission when the Local Development Plan was adopted;
- the background to slippage on the Lawhill Farm, West Kilbride project; and
- the need for sensitivity in the implementation of the Council's Allocation Policy.

Noted.

5. Community Development Grant Scheme and Local Youth Action Fund: Application for Financial Assistance

Submitted report by the Executive Director (Economy and Communities) on applications received in respect of the Community Development Grants Scheme.

The Committee agreed to make an award of £128.98 to Douglas Park Bowling Club as a contribution towards the purchase of anniversary badges only.

6. North Ayrshire Council (Largs) Charitable Trust - Application for Financial Assistance

Submitted report by the Chief Executive on an application received in respect of the North Ayrshire Council (Largs) Charitable Trust.

The Committee agreed (a) to refuse the application from Largs Community Sport and Leisure Club, given that (i) only a small amount of funding is available for disbursement and the application does not meet the principal purpose of the Trust, namely the relief of poverty and (ii) the application does not demonstrate development on the part of the group, which received a Community Development Grant Scheme award in 2013/14 for the same purpose; and (b) that the applicants be invited to seek advice from the Council's Performance/Grants Information Officer on potential alternative sources of funding.

7. Largs Common Good : Applications for Financial Assistance

Submitted report by the Chief Executive on an application received in respect of the Largs Common Good Fund.

The Committee agreed to (a) make an award of £2,500 to St. John's Church of Scotland, Largs; and (b) to continue consideration of the application by Largs First Responder to the next meeting, to allow the group to make arrangements for a suitable constitution and bank account to be put in place.

8. Date and Venue of Next Meeting

The Committee agreed (a) to note that the next meeting of the North Coast Area Committee will be held on 5 March 2015 in Largs Library; (b) that the subsequent meeting be held in Millport; and (c) that, subject to availability, the venue for meetings during the remainder of the current financial year should rotate between the main settlements within the North Coast area.

9. Future Agenda Items

The Committee agreed (a) to note that Members should advise Committee Services of any potential items for inclusion on a future Agenda; and (b) that standing items be introduced to the Agenda to allow regular progress to be reported on issues relating to each of the main settlements within the North Coast area.

The Meeting ended at 2.45 p.m.

NOT PROTECTIVELY MARKED



North Coast Area Committee
5th March 2015

Submitted for attention of North Coast Area Committee is the Police Scotland report for 5th March 2015

This report includes crime and offence information relating to the Multi Member Ward Area for North Coast and Cumbraes which encompasses the geographical area of Largs, Skelmorlie, Fairlie and Cumbrae for the period between 8th January 2015 and 19th February 2015.

The Local Community Policing Plan priorities for 2014/2015 form the main focus of our proactivity and support for public reassurance continues. The priorities as formulated from the public consultation exercise during 2014 are;

1. Drunk or Disorderly behaviour (including Vandalism and Graffiti)
2. Drug Dealing and Drug use
3. Assault and Violent crime
4. Speeding Motorists
5. Housebreakings and Theft

A breakdown of the crime/offence statistics and incidents for the Multi Member Ward Area for the period from 1st July 2014 to 30th September 2014 is detailed below in comparison to the same period the previous year.

| Crimes | Multi Member Ward Area – North Coast and Cumbraes | | | |
|----------------------------|---|----------|--------------------|--|
| | 31/03/14- 19/02/15 | | 01/04/13- 19/02/14 | |
| | Reports | Detected | Reports | |
| Groups 1-4 | 353 (-9%) | 21% | 387 | |
| Groups 1-5 | 413 (-11%) | 31% | 462 | |
| All Group 1 | 15(-12%) | 80% | 17 | |
| Attempt Murder/ Murder | 2 (+100%) | 100% | 1 | |
| Serious Assault | 5 (-29%) | 60% | 7 | |
| Robbery | 4(-33%) | 100% | 6 | |
| Common Assault | 111(+4%) | 77% | 107 | |
| Knives/Offensive Weapons | 2 | 100% | 2 | |
| Consumption of Alcohol | 24 (-55%) | 100% | 53 | |
| Drug Supply and Production | 4 (-33%) | 100% | 6 | |

- Group 1** Crimes of Violence
Group 2 Crimes of Indecency
Group 3 Crimes of Dishonesty
Group 4 Fire raising, Malicious Mischief

NOT PROTECTIVELY MARKED

| Incidents | 31/03/14- 19/02/15 |
|------------------------------|---------------------------|
| Stop and Search conducted | 1600 |
| Antisocial Behaviour reports | 738 (-10%) |
| Domestic Abuse incidents | 97 (+17%) |

Additional Information**Directed Patrol Plans**

Officers from the Community Policing Team continue to address areas of concern, particularly violence, vandalism, drug dealing, road safety, antisocial behaviour and acquisitive crime in line with the priorities outlined and as documented via information presented to the Area Committee in February 2014 in relation to "Operation Haylie"

A number of local action plans have been instigated during the period to address specific issues, namely;

- Housebreaking
- Speeding
- Mobile Phones/Disqualified Drivers (promote Road Safety)
- Drug supply
- Disorder/ Antisocial behaviour

Crimes of Note

29/01- Nelson Street Largs- 33 year old female found in possession of methadone.

31/01- Skelmorlie Castle Road- 26 year old female reported for an attempt to pervert the course of justice.

01-02- Boyd St Largs- 21 year old male arrested for assaulting a 27 year old male, striking him with a knife or similar to his severe injury.

07/02- Douglas Park, Largs- two 20 year old males reported for being in possession of herbal cannabis.

Further Information

I would like to thank the committee for the support I and my officers have had over the period I have been the Community Policing Inspector covering the North Coast and Garnock Valley and West Kilbride Area Committees.

After 30 years police service I am retiring in April and this will be my last committee report. I can reassure the committee that arrangements are in place to identify my replacement. I am confident that they will, with your support, continue to work closely with you and build upon the established and effective relationships that exist for the benefit of all the communities of North Ayrshire.

Force Website

The Police Scotland web site contains details for keeping people safe and information on reporting mechanisms and directions to access Police Scotland social media. It can be accessed via the following link.

<http://www.scotland.police.uk/>

North Coast & Cumbraes

Information on the North Coast and Cumbraes area and can be accessed via the link below.

<http://www.scotland.police.uk/your-community/ayrshire/north-ayrshire/north-coast-and-cumbraes/>

Community Policing Plan

A copy of the Multi Member Ward Community Policing Plan for North Coast and Cumbraes for 2014/15 may be accessed via the link below.

http://www.scotland.police.uk/assets/pdf/142349/ayrshire/northcoast_cumbraes_mmwp_apr_2013.pdf

Inspector Michael Oates
Community Policing Inspector for
North Coast/Cumbræ & Garnock Valley



Dates: 11/01/2015 - 18/02/2015
Councils: North Ayrshire
Wards: North Coast and Cumbraes Ward

Incident Analysis

| | Ward | Council | Ward as % of Council |
|------------|-------|---------|----------------------|
| Population | 16295 | 135817 | 12% |
| Dwellings | 9163 | 65550 | 14% |
| Incidents | 23 | 159 | 14.5% |
| Casualties | 0 | 15 | % |
| Fire | 0 | 4 | % |
| RTC | 0 | 9 | % |
| Other | 0 | 2 | % |
| Fatalities | 0 | 0 | % |
| Fire | 0 | 0 | % |
| RTC | 0 | | % |
| Other | 0 | 0 | % |

Dwelling Fires: Accidental

Data does not exist for the specified criteria.
No Data Available

Top 10 Accidental Dwelling Fire Locations

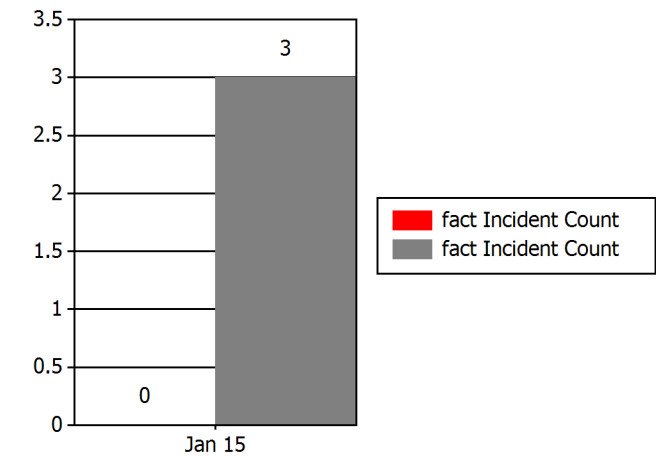
Dwelling Fires: Deliberate

Data does not exist for the specified criteria.

Top 10 Deliberate Dwelling Fire Locations

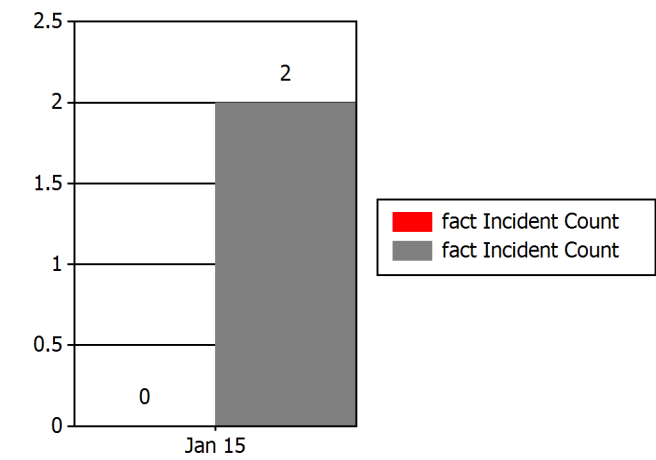
No Data Available

Non Domestic Fires: Accidental



Top 10 Accidental Non Domestic Fire Locations

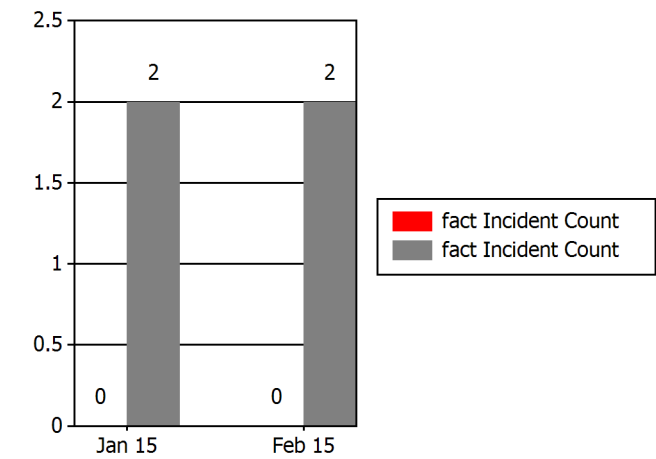
Non Domestic Fires: Deliberate



Top 10 Deliberate Non Domestic Fire Locations

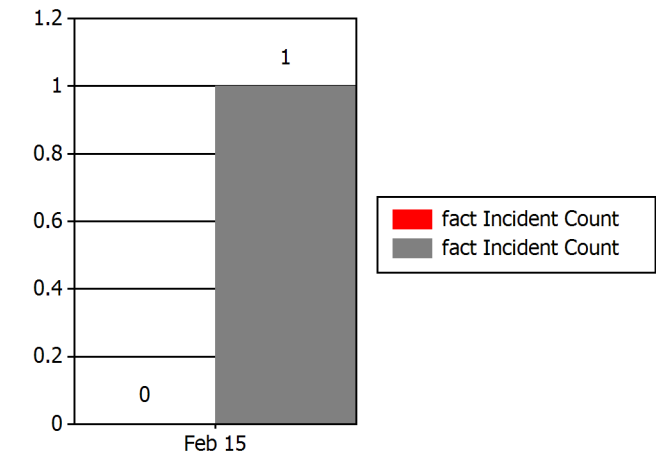
Vehicle Fires: Accidental

Top 10 Accidental Vehicle Fire Locations



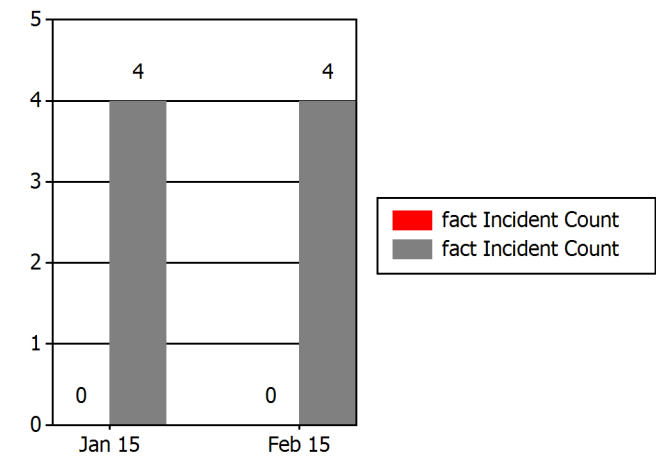
Vehicle Fires: Deliberate

Top 10 Deliberate Vehicle Fire Locations



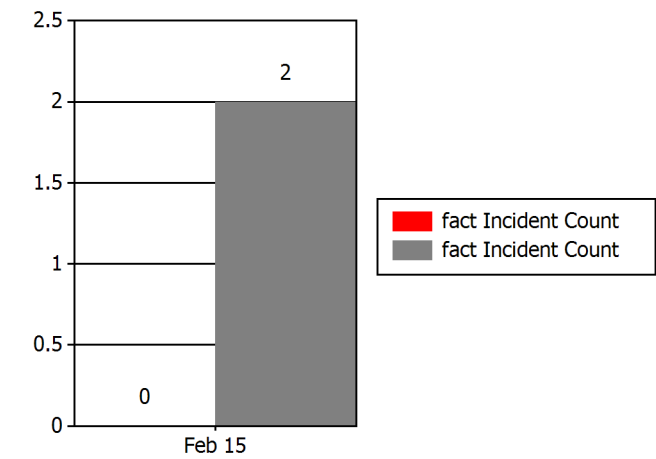
Rubbish Fires

Top 10 Rubbish Fire Locations



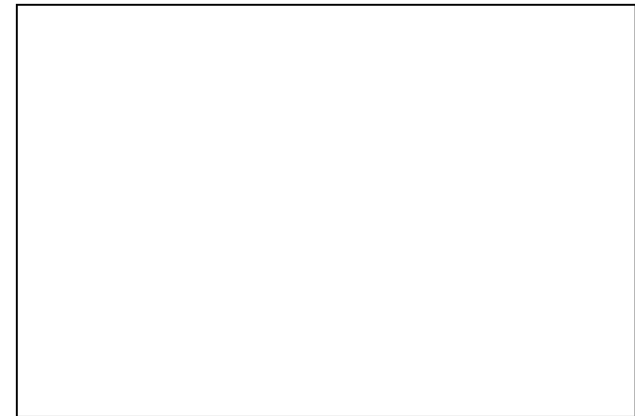
Heath and Grass Fires

Top 10 Heath and Grass Fire Locations



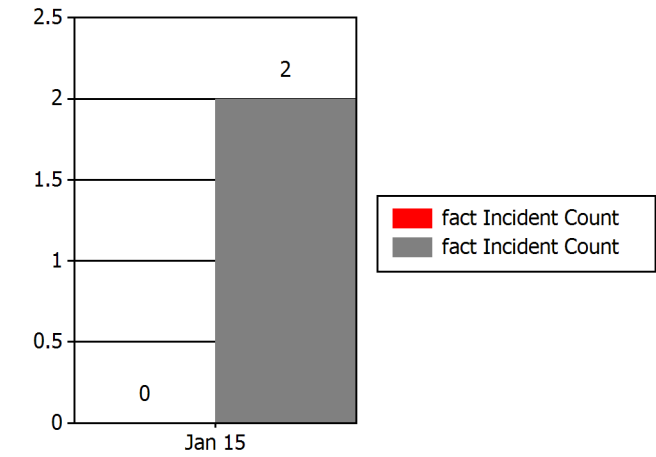
Derelict Buildings: Accidental

Data does not exist for the specified criteria



Top 10 Accidental Derelict Buildings Locations

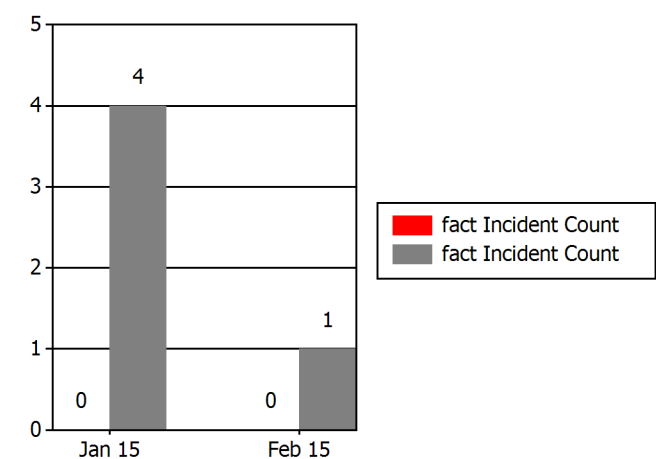
Derelict Buildings: Deliberate



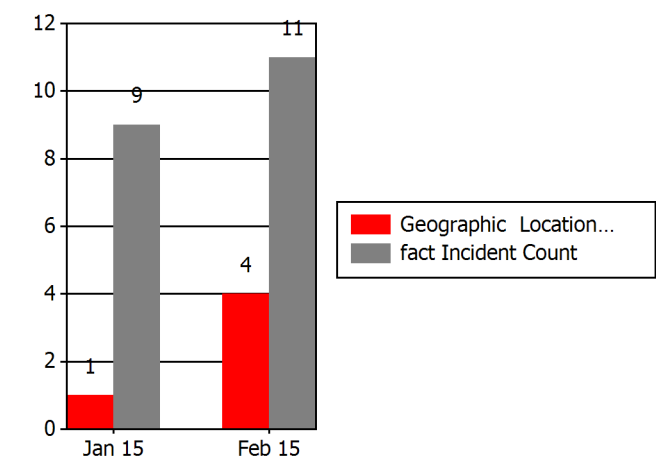
Top 10 Deliberate Derelict Buildings Locations

False Alarms: Malicious

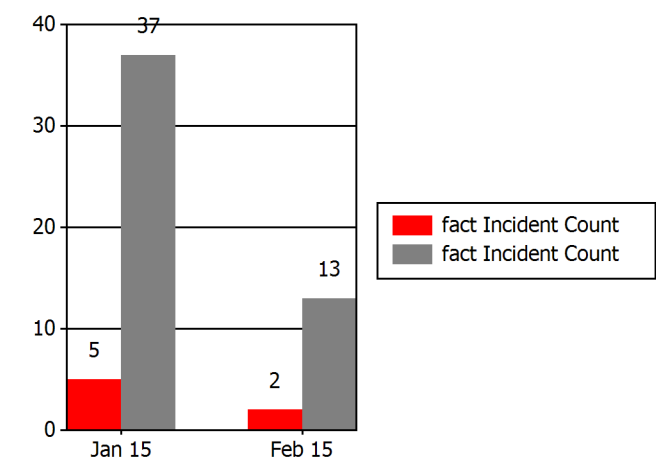
Top 10 Malicious False Alarm Locations



False Alarms: Good Intent



False Alarms: Equipment Fault



Road Traffic Collisions

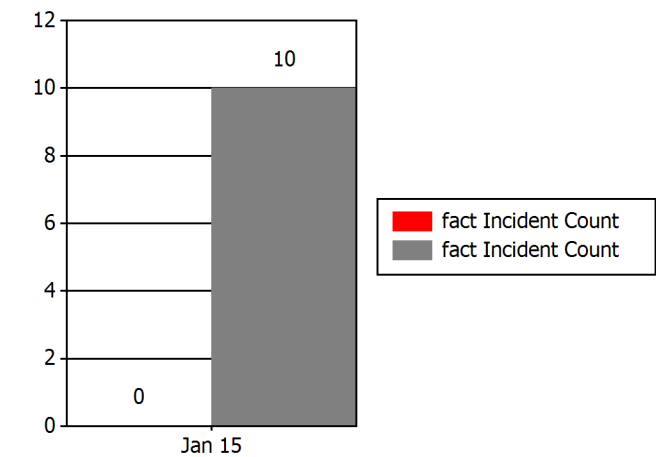
Top 10 Good Intent False Alarm Locations

| Street | Incident Count |
|---|----------------|
| GEORGE ST, MILLPORT, CUMBRAE | 1 |
| GREENOCK RD, ., LARGS | 1 |
| KAMES BAY, MILLPORT, CUMBRAE | 1 |
| LADY MARGARET HOSPITAL, MILLPORT, CUMBRAE | 1 |
| NETHERHALL FARM, ., LARGS | 1 |
| Total Incidents in all Ward Streets | 5 |

Top 10 Equipment Fault False Alarm Locations

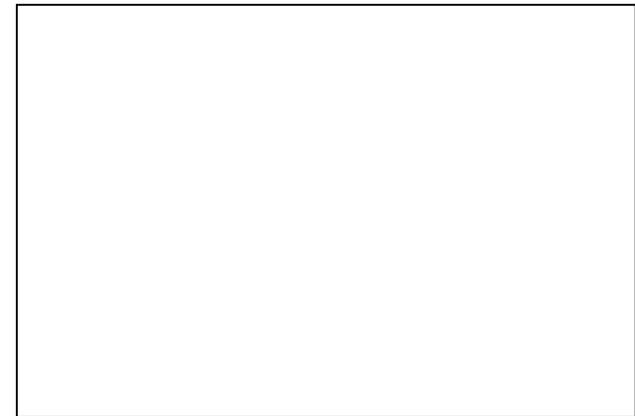
| Street | Incident Count |
|-------------------------------------|----------------|
| NELSON ST, ., LARGS | 2 |
| EASTERN AVE, ., LARGS | 1 |
| FLATT RD, ., LARGS | 1 |
| GREENOCK RD, ., LARGS | 1 |
| HASTIE AVE, MILLPORT, CUMBRAE | 1 |
| IRVINE RD, ., LARGS | 1 |
| Total Incidents in all Ward Streets | 7 |

Top 10 Road Traffic Collision Locations



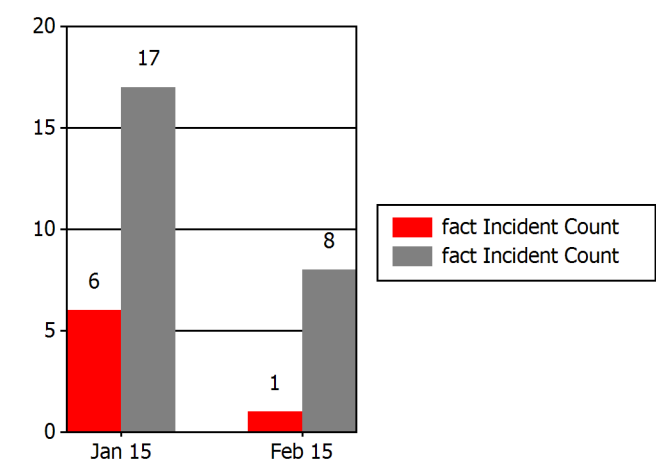
Water Related Incidents

Data does not exist for the specified criteria.
No Data Available



Top 10 Water Related Incident Locations

Other Special Services*



* - Excluding road traffic collisions and water related incidents

Top 10 Other Special Services* Locations

| Street | Incident Count |
|-------------------------------------|----------------|
| STUART ST, MILLPORT, CUMBRAE | 2 |
| BRISBANE ST, ., LARGS | 1 |
| CATHCART RD, ., LARGS | 1 |
| GUILDFORD ST, MILLPORT, CUMBRAE | 1 |
| MOUNT STUART ST, MILLPORT, CUMBRAE | 1 |
| SPRINGFIELD GDNS, ., LARGS | 1 |
| Total Incidents in all Ward Streets | 7 |

Report Description

Given a date range, council and ward, this report provides demographic, incident, casualty and fatality information in tabular format. It also charts and lists the top ten street locations for a chosen list of incident types.

NORTH AYRSHIRE COUNCIL

Agenda Item 4.3

5 March 2015

North Coast Area Committee

Subject: **Largs Sea Front Car Park: Update on Projects and Car Park Usage**

Purpose: The purpose of the report is to (i) provide the Area Committee with an update on the implementation of agreed projects: and (ii) provide the Committee with information on the usage of the Largs Sea Front Car park between May and December 2014.

Recommendation: That the Committee notes (a) the progress on expenditure and the agreed projects to date; and (b) the usage of the Largs Sea Front Car park between May and December 2014.

1. Introduction

- 1.1 At its meeting on 26th June 2014 the Committee considered various projects and events being funded from the Largs Car Park Fund.
- 1.2 The Committee also considered a report on the usage of the Largs seafront car park during 2013/14. The report highlighted that 80% of those using the car park leave within three hours, which indicates that visitors to the town only stay for a short period. The Committee requested that quarterly reports on the car park's occupancy rates be presented to future meetings to inform discussions on how to retain visitors for longer periods and thus increase spend within the town.

2. Current Position

- 2.1 Progress with agreed events and projects is as follows:
 - 2.1.1 *Town centre walk around*
 - Improvements to paving, including utilisation of coloured surface - options for addressing the paving issues will be considered as part of the Largs master plan work which is currently underway.

- Provision of replacement lighting columns - Transport Scotland have confirmed that new lighting columns will be installed early in 2015. Transport Scotland has instructed its operator to commence instalment by the end of February 2015; a timetable for the installation will be forwarded to North Ayrshire Council before works commence.
- Tree planting and floral displays - plans for the 2015 floral displays are currently under review. Alternative planting schemes will be considered alongside the Largs master-plan work, which includes proposed streetscape works at Main Street.

2.1.2 *Comprehensive review of Largs Promenade*

- The Council's regeneration team has undertaken a master planning exercise in Largs which includes the railway station, Main Street, Vikingar, Aubrey Park and Charles Street. TGP Architects have produced outline proposals for consideration; these were viewed at a public consultation event held on 20th and 21st January. Feedback from the consultation will be included in the final report which will be presented to the North Coast Area Committee in May 2015 for consideration.

2.1.3 *Potential repair or replacement of the gargoyles on the Pencil Monument*

- The conservation architect's report has now been received and their recommendation is to replace two stones, copying the current design which bears a carving of a stylised hippogriff. Tenders for this work have been received as follows:

| Contractor | Price (ex VAT) |
|---|-----------------------|
| Conservation Masonry, Ltd. | £ 4,200.00 |
| Fleming Masonry Contractors, Ltd. | £ 1,650.00 |
| MSM Masonry & Conservation Services, Ltd. | £ 3,020.00 |

Fleming Masonry Contractors Ltd has submitted the lowest tender price by a significant margin and have subsequently been appointed.

In addition to the above, costs will be incurred in respect of the conservation architect checking the stone match and overseeing the works.

2.1.4 *Improvements to the Haylie Brae picnic area*

- All works have now been completed, with the exception of the large information sign which will be installed early in 2015.

2.1.5 *Provision of lamp post banners at Main Street, Largs*

- The new lamp posts will be installed in early 2015 and will be fitted with brackets to enable banners to be displayed.

2.1.6 *Progress and estimated cost of 'quick win' improvements*

Of the quick wins identified to the Area Committee at its meeting on 6 March 2014, the following progress has been made since the last update to the Committee on 20 November:

- The replacement of the trees in Main Street is being considered within the options appraisal work being undertaken by the appointed consultants.
- Further discussion has taken place with EDF with a view to sourcing funding from them for small projects.
- The provision of hanging baskets is being progressed with the Council's third sector partner, Hazeldene.

2.2 Costs incurred by the Council in supporting the Viking Festival 2014 were as follows:

| | |
|-------------------------------|--------------------|
| Erect fence and build village | £ 20,100.40 |
| Light beacon | £ 302.04 |
| Opening ceremony | £ 402.72 |
| Dismantle village | £ 8,017.80 |
| Total | £ 28,822.96 |

It was previously agreed that the Largs Car Park Fund would meet the labour costs for the Viking Festival, therefore the total cost of £28,822.96 is payable from the fund.

2.3 Largs Car Park Fund Current Budget Position

Funding of £294,960 - comprising £104,690 brought forward from 2013/14 and £190,000 estimated income in 2014/15 - is available to be spent during the year on new and existing projects. After recognising committed expenditure of £161,770.96, there is a remaining balance of £133,189.04 to fund new projects as summarised in the table below

| Committed Projects | Agreed Expenditure 2014/15 £ | Actual Expenditure to 31/12/14 £ | Comments |
|--|---|---|---|
| Replacement of festoon lights 2013/14 | £11,000 | Nil | Lights were purchased in 13/14 at a cost of £9,481. The £11,000 to be paid in 14/15 relates to installation costs |
| Improvement works at Haylie Brae | £15,088 | £6,176 | The £15,088 is in addition to expenditure of £9,112 incurred in 2013/14 |
| Promotion of Largs events - STV Campaign | £5,860 | £5,860 | Complete |
| Approved additional support from Streetscene Team | £10,000 | £10,000 | Complete |
| Car park running costs | £51,000 | £40,000 | Latest figures at 08/01/2015 |
| Viking Festival 2014 | £28,822.96 | £28,822.96 | See analysis at para 2.2 above |
| Consultancy study - Largs Promenade, Main Street and Open Space Improvements | £40,000 | nil | Will be payable in 2015/16 after report is finalised |
| Total Expenditure | £161,770.96 | £66,045.60 | |
| Potential funding available for other projects | £133,189.04 | | |

2.4 Sea Front Car Park Usage

The report to the Area Committee on 26th June, 2014 on the car park usage in April and May, highlighted that 80% of those using the car park leave within three hours, which indicates that visitors to the town only stay for a short period. The data for the months May to December further demonstrates that the majority of users of the car park stay for up to three hours, July being the busiest month. (see Appendix A).

3. Proposals

- 3.1 That the Committee notes (a) the progress on expenditure and the agreed projects to date; and (b) the usage of the Largs Sea Front Car Park between May and December, 2014.

4. Implications

Financial Implications

- 4.1 Funding of £294,690 is available to be spent during the year on new and existing projects. After recognising committed expenditure of £161,770.96, there is a remaining balance of £133,189.04 available to fund new projects.

Human Resource Implications

- 4.2 There are no human resource Implications.

Legal Implications

- 4.3 There are no legal implications.

Equality Implications

- 4.4 There are no equality implications.

Environmental and Sustainability Implications

- 4.5 Several of the agreed projects outlined above will provide environmental enhancements to the Largs area.

Implications for Key Priorities

- 4.6 The improvements identified will contribute towards the delivery of some of the Council's priorities, including regeneration.

Community Benefit Implications

- 4.7 Data supplied will be used to inform and decide the best way the car park can be used to benefit the community.

5. Consultations

- 5.1 No public consultation has taken place in the preparation of this report.

6. Conclusion

- 6.1 The projects agreed by the Committee continue to be developed and implemented within the budgets allocated. The car park continues to be well used, generating significant funds for re-investment in Largs.



CRAIG HATTON
Executive Director (Place)

Reference : HM

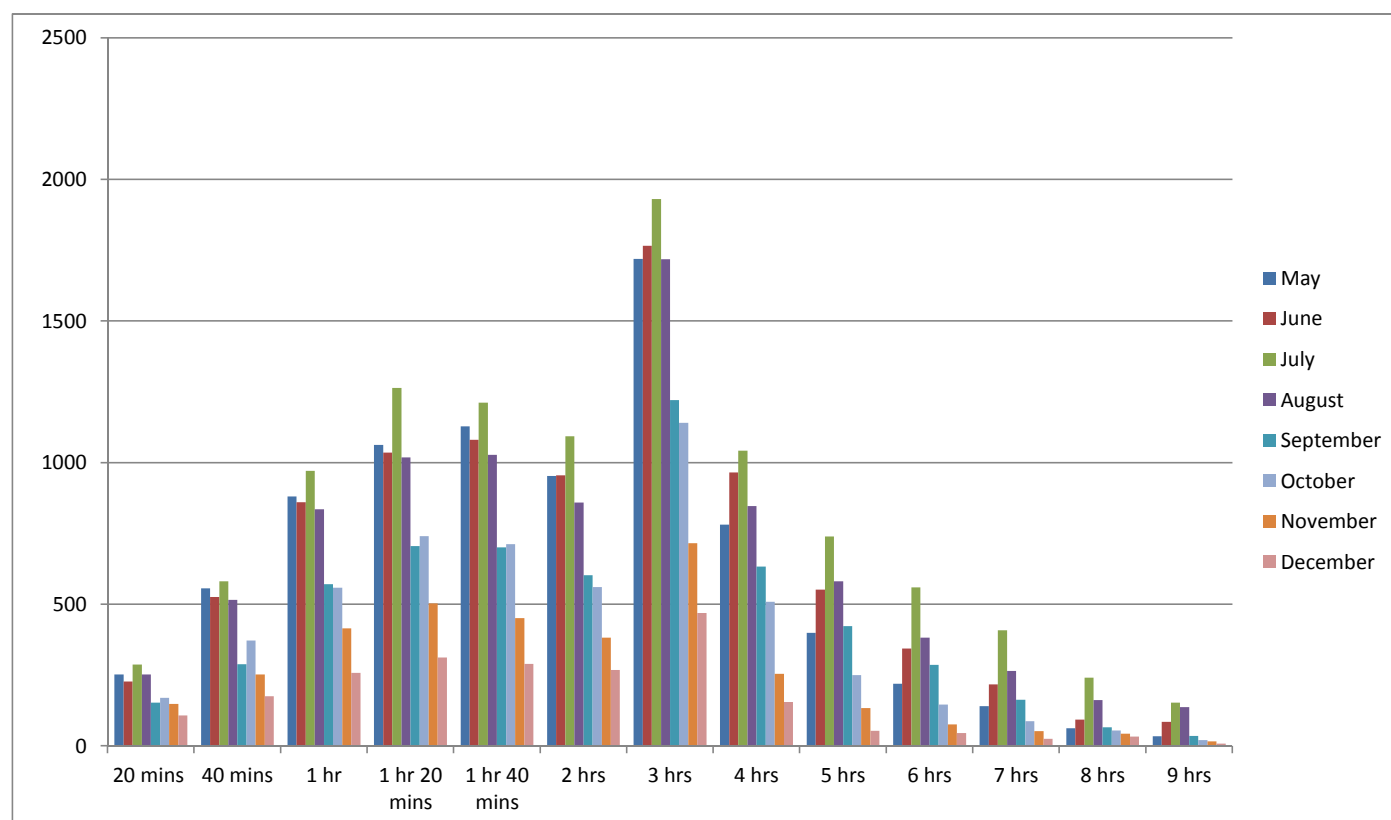
For further information please contact Helen Miller on 01294 22 5141.

Background Papers

N/A

PARKING DURATION LARGS CAR PARK - April To December 2014

| Dur/Month | 20 mins | 40 mins | 1 hr | 1 hr 20 mins | 1 hr 40 mins | 2 hrs | 3 hrs | 4 hrs | 5 hrs | 6 hrs | 7 hrs | 8 hrs | 9 hrs |
|-----------|---------|---------|------|--------------|--------------|-------|-------|-------|-------|-------|-------|-------|-------|
| April | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A | N/A |
| May | 253 | 557 | 881 | 1063 | 1128 | 953 | 1720 | 782 | 400 | 220 | 141 | 63 | 34 |
| June | 228 | 526 | 861 | 1036 | 1081 | 955 | 1766 | 966 | 552 | 344 | 218 | 93 | 85 |
| July | 288 | 581 | 971 | 1264 | 1212 | 1094 | 1931 | 1043 | 740 | 560 | 408 | 241 | 153 |
| August | 253 | 516 | 836 | 1019 | 1028 | 860 | 1719 | 847 | 581 | 382 | 265 | 162 | 137 |
| September | 153 | 289 | 571 | 706 | 701 | 603 | 1221 | 633 | 423 | 287 | 163 | 66 | 35 |
| October | 170 | 372 | 559 | 741 | 712 | 561 | 1141 | 509 | 250 | 146 | 87 | 55 | 21 |
| November | 149 | 252 | 415 | 504 | 451 | 382 | 716 | 255 | 134 | 76 | 52 | 44 | 16 |
| December | 108 | 176 | 258 | 312 | 290 | 268 | 470 | 155 | 54 | 46 | 25 | 33 | 8 |



NORTH AYRSHIRE COUNCIL

Agenda Item 4.4

5 March 2015

North Coast Area Committee

Subject: **Halkshill and Blairpark, Largs - Proposed Forestry Plantation**

Purpose: To advise Members of progress in respect of the proposed afforestation scheme at Halkshill and Blairpark, Largs.

Recommendation: To note the contents of the report.

1. Introduction

- 1.1 A significant area of new woodland is proposed on land extending to c.1400 ha to the east of Largs at Halkshill and Blairpark (see plan at Appendix 1). It is also intended to develop a hydro-electric project on the Gogo and Greeto Waters with a long term aspiration to provide a visitor centre facility which would act as a hub for public access and other activities. Extensive discussions and consultations have been held by the UPM Tilhill (the developer) on behalf of the owner(s) in coming forward with the proposed planting scheme.
- 1.2 Forestry proposals do not require planning permission. Forestry Commission Scotland (FCS) is the Government's Department for forestry and they have a statutory duty to protect and expand Scotland's forests and woodlands. They are responsible for implementing the Government's forestry policies and do this through the management of their own estate and by providing grants as part of the Scottish Rural Development Programme (SRDP). FCS consults local authorities and other organisations with statutory powers in relation to land use before deciding whether to approve applications for woodland planting.
- 1.3 Under the Environmental Impact Assessment (Forestry) (Scotland) Regulations 1999, FCS received an application from UPM Tilhill for an opinion as to whether an Environmental Statement would be required to implement the forestry scheme at Halkshill and Blairpark. Following screening of the application, FCS decided that an Environmental Statement would be required as part of the consent process.

A Scoping Meeting to discuss the proposal and identify the range of environmental impacts that may result from the proposal was held in September 2013 with all interested parties including Largs Community Council, Clyde Muirshiel Regional Park, Scottish Natural Heritage (SNH), RSPB, SEPA, Historic Scotland, West of Scotland Archaeology Service and North Ayrshire Council.

2. Current Position

2.1 Over the last 18 months, UPM Tilhill have been preparing the Environmental Statement for submission to the Forestry Commission. The key environmental issues and any mitigation requirements to be addressed in the Environmental Statement include:

- a) landscape and visual impacts in terms of landscape character, integrity of the moorland plateau and the need to ensure that the proposal will not compromise the SNH wild land designation and areas of deep peat;
- b) impacts on the ecology of the site such as impact on the nearby SPA and other local sites of nature conservation interest; loss of open ground habitats and associated impacts on breeding birds and protected species;
- c) public access impacts particularly the core path route from Largs to Greeto Bridge;
- d) impacts on archaeological remains;
- e) water quality, yield and acidification concerns;
- f) constraints with local overhead power lines; and
- g) future impact on the road network when the planting reaches felling and extraction phase.

2.2 Detailed consultation has been carried out by UPM Tilhill with the various statutory bodies in addressing the above environmental sensitivities for inclusion within the Environmental Statement. This process has now been concluded and a draft Environmental Statement submitted to the Forestry Commission. As the competent authority on forestry matters, Forestry Commission will review the Environmental Statement and decide whether or not it is a competent document i.e. it addresses all the relevant issues. From recent discussion with representatives from the Forestry Commission, some additional landscape visualisations have been requested to augment the submission.

- 2.3 There is no prescribed timescale within which a decision on the competence or otherwise of the Environmental Statement must be carried out by the Forestry Commission. After concluding this process, the Forestry Commission will issue the Environmental Statement for formal public consultation, at which stage, the local planning authority will have the opportunity to formally respond to the proposed forestry scheme along with other statutory bodies and interested parties within a 28 day period. The Council response to all forestry proposals is dealt with on a delegated basis by a Planning Officer in liaison with the Access Officer and Roads colleagues. After the end of the 28 day consultation period, the Forestry Commission will determine the proposed planting scheme taking into account all the representations made to them and arrive at a decision on whether to approve the scheme or not. The availability of grant assistance for the proposed planting works via the SRDP will be dependent on the outcome of the deliberations by the Forestry Commission. Should the Forestry Commission decide to refuse the proposal, an appeal process to Scottish Ministers is open to applicants to pursue. It should also be noted that any member of the public can appeal to the Court of Session about a decision to grant consent if they feel that it prejudices them in some way.
- 2.4 Pre- application discussions have been held in respect of a hydro-electric scheme on the Gogo and Greeto Waters with a planning application expected within the next few weeks.

3. Proposals

- 3.1 The Area Committee is invited to note that a draft Environmental Statement has now been submitted by UPM Tilhill to the Forestry Commission for the proposed forestry planting scheme at Halkshill and Blairpark and that formal public consultation on the document will be carried out in due course. In addition, proposals for a hydro-electric scheme on the Gogo and Greeto Waters are well advanced and a planning application is anticipated within the next few weeks.

4. Implications

Financial Implications

- 4.1 None

Human Resource Implications

- 4.2 None.

Legal Implications

- 4.3 None.

Equality Implications

- 4.4 None.

Environmental and Sustainability Implications

- 4.5 The draft Environmental Statement will address all the environmental sensitivities of the site and any associated mitigation requirements.

Implications for Key Priorities

- 4.6 The proposed forestry scheme will have to meet good practice forestry standards laid down at national level by the Scottish Forestry Strategy and locally by the Ayrshire and Arran Forestry & Woodland Strategy. These forestry strategies both align with the vision, key principles and core objectives of the Council Plan 2012-17 and will have positive economic, social and environmental benefits. In particular, the Halkshill and Blairpark scheme has the potential to contribute positively towards the sustainability agenda by "ensuring that the environment is enhanced and protected" (para 5.2 of the Council Plan).

5. Consultations

- 5.1 The proposed forestry scheme has been the subject of extensive public consultation in the lead up to the preparation and submission of the draft Environmental Statement. Formal public consultation will be carried out on the document in due course.

6. Conclusion

- 6.1 A draft Environmental Statement has now been submitted by UPM Tilhill to the Forestry Commission for the proposed forestry planting scheme at Halkshill and Blairpark and formal public consultation on the document will be carried out in due course. A planning application for a hydro-electric scheme on the Gogo and Greeto Waters is expected in the near future.



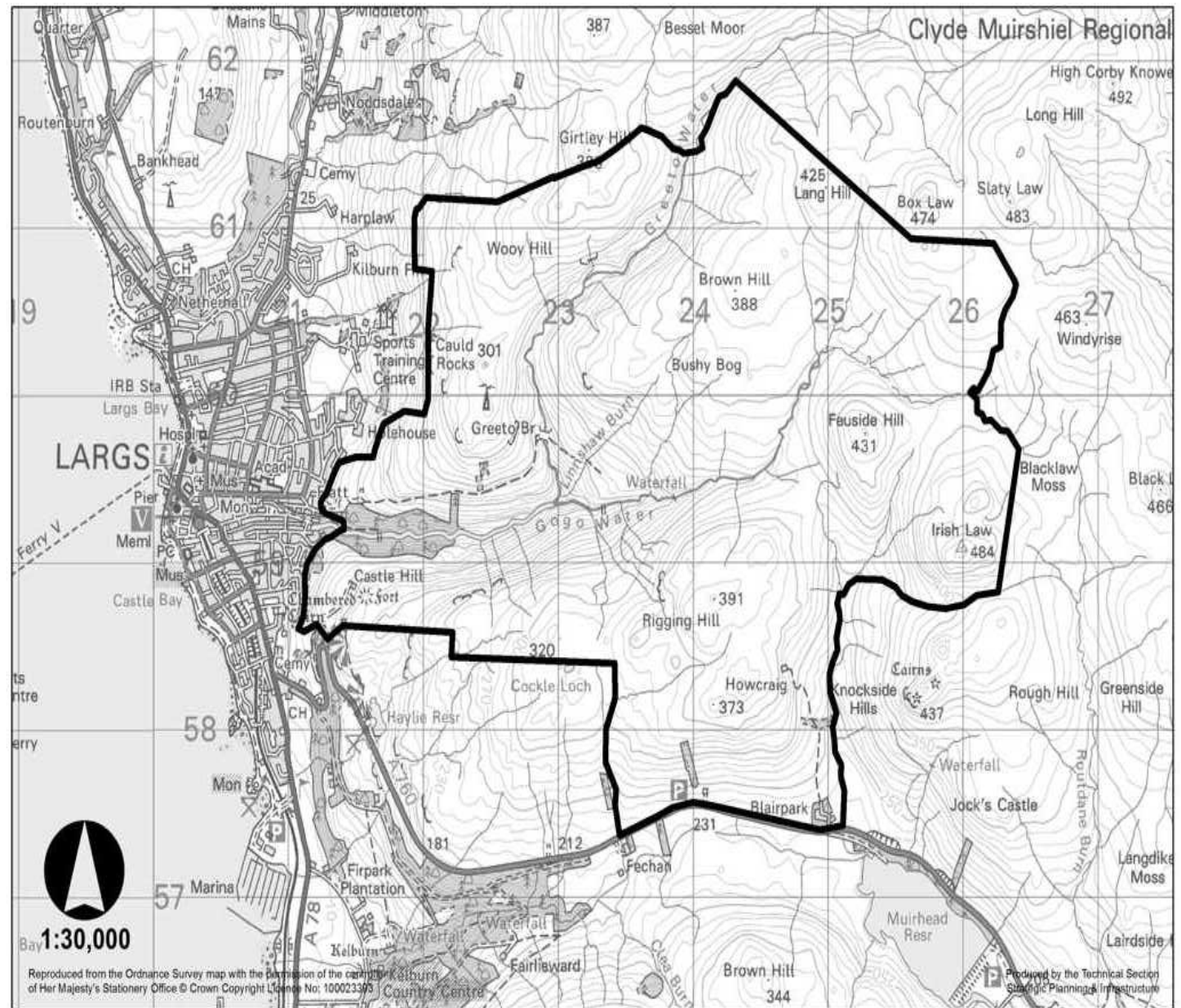
KAREN YEOMANS
Executive Director (Economy and Communities)

Reference : RRH

For further information please contact Richard R Henry, Planning Officer on 01294 324777

Background Papers

0



NORTH AYRSHIRE COUNCIL

Agenda Item 4.5

5 March 2015

North Coast Area Committee

Subject: **Largs Common Good Fund: Applications for Financial Assistance**

Purpose: To advise the Committee of further information received on an application for financial assistance received in respect of the Largs Common Good Fund.

Recommendation: The Committee is invited to consider the applications outlined in Appendix 1.

1. Introduction

- 1.1 The Largs Common Good Fund has a balance of £3,125 available for disbursement.

2. Current Position

- 2.1 At its meeting on 22 January 2015 the Committee considered an application submitted on behalf of Largs 1st Responders for financial assistance.
- 2.2 The Committee agreed to continue consideration pending (i) a suitable constitution to be put in place, and (ii) a bank account statement to be provided.
- 2.3 Largs 1st Responders have now submitted the additional information set out at Appendix 2.

3. Proposals

- 3.1 It is proposed that the Committee agrees to give this application further consideration and determine the application as outlined in Appendix 1.

4. Implications

Financial Implications

- 4.1 The awards of financial assistance can be met from the balance of the Common Good Funding available for disbursement in the current financial year.

Human Resource Implications

4.2 None

Legal Implications

4.3 None

Equality Implications

4.4 None

Environmental and Sustainability Implications

4.5 None

Implications for Key Priorities

4.6 Levels of voluntary action and community involvement have increased (SOA 11a).

5. Consultations

5.1 The Executive Directors (Economy and Communities), (Finance and Corporate Support) and the Legal section were consulted on the application and their comments are detailed in Appendix 1 to this report.

6. Conclusion

6.1 Awards from the Largs Common Good must benefit all, or a significant group, of the inhabitants of Largs.



ELMA MURRAY
Chief Executive

Reference :

For further information please contact Hayley Clancy, Committee Services Support Officer on 01294 324236

Background Papers

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NORTH COAST AREA COMMITTEE

LARGS COMMON GOOD FUND

APPLICATION FOR FINANCIAL ASSISTANCE 2014/15

Common Good Criteria -

The application should benefit all or a significant group of the inhabitants of the area to which the Common Good relates

| Applicant | Purpose of Grant | Amount Requested | Previous Common Good Awards |
|---|--|-------------------------|------------------------------------|
| <p>Largs First Responders</p> <p>The group is a voluntary section of the Scottish Ambulance Service and at present have 20 members. They primarily cover the areas of Largs, Skelmorlie and Fairlie.</p> | <p>The grant would be used to purchase new uniforms.</p> | <p>£ 2000</p> | |
| <p>Economy & Communities, Finance & Corporate Support, and Legal Services have been consulted and their comments are as follows:</p> <p>Finance & Corporate Support have reviewed the information provided and based on this the Largs 1st Responders have no resources to provide uniforms, therefore have no issues with the application.</p> <p>Legal have advised that the scheme could be said to benefit Largs and its inhabitants. Accordingly, a grant from the common good would be legally competent.</p> <p>Economy & Communities are supportive of this application as uniforms are an essential part of the group's services.</p> | | | |

Scottish Ambulance Service

FIRST RESPONDERS



Scottish Ambulance Service First Responder – Strategy & Policy Document



| | | | |
|--|-------------------------|---|---|
| Owner: Coralie Colburn/Vicki Moyes | Version No: 1 | Doc & Page: First Responder Strategy/Policy | Review Arrangements: Annually from date of issue (Oct 2010) |
|--|-------------------------|---|---|



| | | | |
|--|----------------------------------|---|---|
| Date of Release: 28 th October 2010 | Date of Intranet Posting: | Implementation: Immediate by all Divisions/Departments and Volunteer Managers | Executive approval by: Shirley Rogers |
|--|----------------------------------|---|---|

| | |
|--------------------------|--|
| PFPI Requirements | |
|--------------------------|--|

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| Equality & Diversity Impact Assessment: "no adverse consequence has been identified" |
|---|

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| Risk Impact Assessment: |
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| Data Protection: No Data Protection Issues |
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| HR Issues arising: None |
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Introduction

In the 'Annual Review of Public Health' in 1993 Richard Cummins wrote the paper '*Emergency Medical Services and Sudden Cardiac Arrest: the 'Chain of Survival' concept*'. In it he proposed:

'people are more likely to survive out-of-hospital cardiac arrest when the following sequence of events occurs as rapidly as possible: recognition of early warning signs, activation of the emergency medical system, basic cardiopulmonary resuscitation (CPR), defibrillation, intubation and intravenous medications. Although separate specialised programmes are necessary to develop strength in each link, all of the links must be interconnected. Weakness in any link lessens the chances of survival and condemns a community to poor results'.



'Chain of Survival', European Resuscitation Council (2005)

Research suggests that when the four elements of the 'Chain of Survival' were put into practice i.e. the increase in public awareness, training in basic life support and public access defibrillators; the pre-hospital survival rate can improve to between 25% and 30%. (European Resuscitation Council, 2005)

Research also suggests that the role of First Responders has shown to contribute to the '*Chain of Survival*' and make a difference to patient survival in life threatening situations i.e. cardiac arrest. (European Resuscitation Council, 2005)

Definitions of First Responders

The Resuscitation Council UK defines a **First Responder** as follows:

"A person trained as a minimum in basic life support and the use of a defibrillator, who attends a potentially life-threatening emergency. This response may be by the statutory ambulance service or complementary to it."

The Scottish Ambulance Service utilises different models of First Responders, which all require support and commitment. These groups can be classified as follows:

- **First Responder Schemes** – Volunteers who operate within the community they live or work in and respond to incidents within a pre-determined



geographical area. They are managed by the Scottish Ambulance Service and operate as agents of the Scottish Ambulance Service.

- **Co-Responder Schemes** – Groups of associated professionals or support services. Such groups would include Police, Fire and Rescue Services, and the HM Coastguard. Co-Responder Groups are regulated through an appropriate Memorandum of Understanding.
- **Static Sites** – These will be Schemes that will involve, amongst other projects, shopping centres and transportation hubs i.e. railway stations, airports and ferry terminals. Each static site will involve training local staff i.e. security staff to either operate the Automated External Defibrillator (AED) and deliver Basic Life Support (BLS) or to act as a co-ordinated team of First Responders.

The regulation of First Responders is achieved through the application of dedicated governance frameworks and policy documents, Memorandums of Understanding (MoU) and effective operational management. The Strategic Options Framework, “The Emergency and Urgent Response To Remote and Rural Communities (2009)” also support the role First Responders play in delivering healthcare in Remote and Rural areas and the standards expected in delivering improved health outcomes for the public in Scotland.

The Role of First Responders

First Responder Schemes (*FRS*) are partnerships between the Scottish Ambulance Service Board and teams of volunteers in a variety of locations within the local community.

These teams are mainly funded by local groups and communities who fund raise to purchase equipment, and by the Scottish Ambulance Service which provides the training, ongoing support and some equipment and consumables.

First Responders support the provision of emergency pre-hospital care within a defined set of protocols before the arrival of an ambulance resource.

When required all First Responders will provide continuing care under the direction of a healthcare professional. If continued presence of the First Responder is no longer required then the First Responder will pass over the relevant hand-over details and leave the scene.



First Responder Strategy

1. Vision

The Service's aims in relation to the First Responders can be summarised thus:

- Save more lives by increasing the provision of Basic Life Support and Automated External Defibrillation skills to patients suffering serious and life threatening conditions in an out-of-hospital environment.
- Contributing to the improvement of health outcomes for patients by raising awareness of premature death from cardiovascular disease.

In achieving this aim the Service will develop partnerships across all sectors of the community, including the public and private sectors, local and national employers, voluntary organisations, local communities, charities and other interested groups.

2. Strategic Direction

By producing this document the Scottish Ambulance Service (*hereafter referred to as the Service*) confirms its commitment to the development and management of First Responders, the importance of which was highlighted in the Department of Health Report: *Taking Healthcare to the Patient: Transforming NHS Ambulance Services*, which states:

"There should be continuing improvement in governance and support for Community Responder Schemes."

As mentioned the Strategic Options Framework, "The Emergency and Urgent Response To Remote and Rural Communities (2009)" also supports the role First Responders play in delivering healthcare in Remote and Rural areas and the standards expected in delivering improved health outcomes for the public in Scotland firmly establishing this link

The purpose of this document is to ensure that the Scottish Ambulance Service uses its First Responders appropriately ensuring they provide a patient centred, and safe, service and that they are supported throughout for the valuable contribution that they add to Patient Care.

In addition this document will provide background information, propose developments to this initiative which future proof the policy, and confirm best practice guidance on the integration and utilisation of First Responders in the out of hospital environment.

The document will also confirm and evidence, the Scottish Ambulance Service's commitment to investing in volunteers.

3. Scope of Practice



3.1. In order to ensure the safety of First Responders and to provide the patient with the most appropriate care the following criteria for the dispatch of First Responders have been established.

- A patient in respiratory or cardiac arrest
- A patient who is experiencing a serious or life threatening medical condition i.e. chest pain or breathing difficulties
- All unconscious patients

Emergency Medical Dispatch Centre staff will also be provided with education and training on the scope and level of training of First Responders in order to ensure that they are appropriately dispatched by the EMDC.

3.2. A list of dispatch codes has been developed following an analysis of MPDS, C3 and the Command and Control system currently used within the Emergency Medical Dispatch Centres (*EMDC*).

3.3. For the safety of First Responders and patients the EMDC will not knowingly dispatch First Responders to incidents where the following criteria are present or appear to be present;

- The scene is violent or is thought to be violent, or someone has been assaulted
- The patient is suffering from a mental or emotional condition
- The patient is a child under the age of 16 years old
- The incident is a gynaecological or maternity emergency
- The scene is dangerous without Personal Protective Equipment, including, but not exclusively, chemical or industrial incidents, incidents on a motorway or dual carriage-way
- Any Road Traffic Collision (different to above)

3.4. The activation of First Responders is under constant review, taking into consideration new and revised clinical guidelines, to ensure that the patient receives the highest standards of appropriate, safe, effective care, whilst ensuring the First Responder operates within a safe environment.

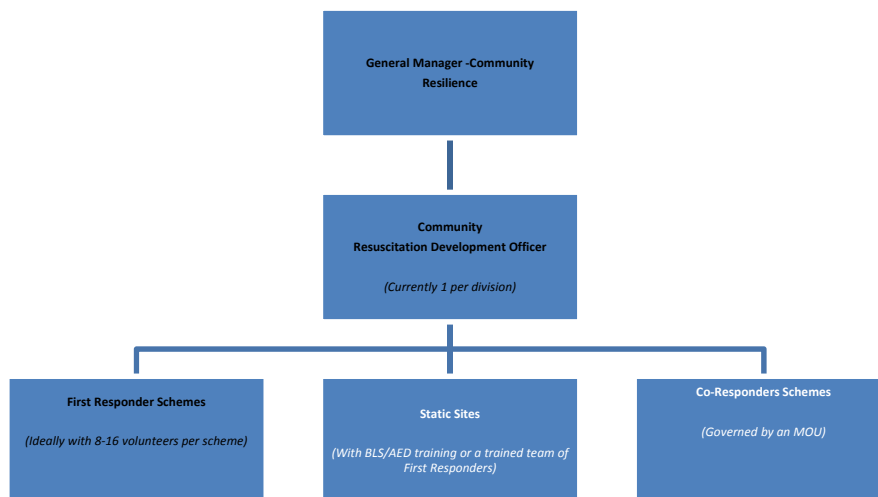
4. Organisational Structure

In order to provide the necessary management support the Service will ensure that an appropriate policy is in place. It is acknowledged that the successful engagement of volunteers requires investment from the Service in order to develop and succeed in the achievement of the aims that have been identified for the responder initiative. To ensure the service evidences this investment a volunteer steering group has been established to take forward the work to obtain the Investing in Volunteers Standard set out in the Scottish Government Refreshed Strategy for Volunteering in NHSScotland (Annual Report 2008-09).

5. Duties



- 5.1. The Scottish Ambulance Service Director of Human Resources and Organisational Development will have overall responsibility for First Responder Schemes.
- 5.2. The Education and Professional Development Department is responsible for the validation of all training activities. In conjunction with the Community Resuscitation Development Officers (CRDOs) they are responsible for maintaining up to date records of all First Responders, and their training records, to ensure that skills are refreshed in line with Service guidelines i.e. refreshers in line with IHCD guidelines.
- 5.3. A team will be in place which consists of the following members:



5.4 General Manager - Community Resilience

The General Manager of Community Resilience reports to the Director of Human Resources and Organisational Development and has the following specific duties in relation to First Responders:

- Providing line management for the CRDOs
- Ensuring that the objectives of the CRDOs (*post august 2010*) are linked as necessary to the SAS Strategy “Working Together for Better Patient Care”
- Chair quarterly First Responder/volunteer steering group meeting, ensuring First Responder representation at meetings
- Chair bi-monthly CRDO meetings

5.5 Community Resuscitation Development Officer (CRDO)



The Community Resuscitation and Development Officer's role and responsibilities are as follows :

- To support the General Manager of Community Resilience in the implementation of the Scottish Ambulance Service community resilience strategic plan.
- To have responsibility for the tactical and operational direction of First Responder developments across the Service and to report these developments to the General Manager of Community Resilience.
- To work cohesively and consistently with all other Community Resuscitation Development Officers (CRDOs) as part of a national community resilience management team.
- To ensure that community resilience contributes to delivering a high, consistent and appropriate level of pre-hospital care within the Service.
- To ensure that the corporate and clinical governance requirements of community resilience are addressed, which will include the health and safety and welfare of volunteers.
- To provide leadership and direction for the development of effective and sustainable collaborative working arrangements with executive bodies and partnership agencies.
- To ensure that all Service policies, procedures and guidelines applicable to community resilience are understood, implemented and complied with, both within the Service and by volunteers and volunteer groups.
- To ensure that the corporate and clinical governance requirements of community resilience are adhered to, this will include the health and safety, welfare and equality and diversity and fairness issues in relation to volunteers.
- Comply with their duty to support patient safety by coordinating regular audits of clinical activity and outcomes to ensure appropriate clinical care at all times.
- To ensure that First Responder budgets are managed and administered efficiently, consistently, cost effectively, and remain within the financially allocated packages and in line with Service procedure.
- To liaise with all other appropriate Service staff and external agencies in the administration and production of reports, records and files. This may include; Disclosure Scotland Coordinators, EMDC data administrators and First Responder volunteers



- To assist in the maintenance of ordering and distributing stores of First Responder equipment and corporate wear in an efficient and cost effective manner in line with Scottish Ambulance Service Community Resilience policy.
- To be responsible for ensuring that all equipment used by CFR's is approved for use by the Scottish Ambulance Service.
- To assist in the development of the short term, mid and long term objectives which link with the Service strategic direction and the work streams emerging from "Working Together for Better Patient Care"
- To seek opportunities within communities to be involved in co-production initiatives

5.6 Local Scheme Co-ordinators

All First Responder schemes shall ensure one volunteer undertakes the role of Local Scheme Co-ordinator to:

- Maintain open communication with the Service and all volunteers within their first/co-responder scheme.
- Carry out some local administration tasks as required by the CRDO.
- Ensure that the scheme remains within the skills/capabilities of the training received from the Service and within the set protocols



Governance Framework

1. Management of Charitable Funds Accounts

There are two methods of maintaining appropriate financial governance around the charitable funds utilised by a First Responder scheme these are:

1.1 Governance through the Scottish Ambulance Service Endowment Funds

The method will ensure that the funds are governed by the Charity regulator OSCR and allow for the Scottish Ambulance Service Charitable funds to provide the necessary annual audit of the funds and obtain higher investment rates from combining the charitable account sums. These funds will be ring fenced for the individual First Responder schemes and reference to the Scottish Ambulance Service Endowment Fund procedures should be made (Appendix 2).

The CRDO is an appropriate officer to make an application for funds and the Area Service Manager would be an appropriate person to authorise this request for submission to Cashiers at NHQ. Appendix 2 outlines how these applications can be made electronically.

1.2 **Independent Governance through registering the First Responder scheme with OSCR and having an independent annual audit of the funds.** The schemes will also require an appointed committee, agreed constitution and may continue to hold any funds raised in an external account. Copies of minutes of their AGM and proof of annual OSCR registration should be sent to the Scottish Ambulance. Guidance on how Independent Governance should operate can be provided by Scottish Ambulance Service and this can be found in (Appendix 3)

1.3 Upon confirmation of the appropriate Memorandum of Understanding there is the opportunity to work in partnership with established charitable organisations i.e. The Red Cross or St. Andrews Ambulance Association, or other Public partners i.e. Local Councils or Health Boards who will provide the infrastructure to bank, spend and audit monies collected for the purpose of delivering first responder initiatives.

2. Logistics/Asset Management

Asset Information

- 2.1 Local scheme co-ordinators are required to maintain clear records of equipment held within their scheme. Periodically the CRDO will conduct an inventory check to ensure that equipment assigned by the Service or held by the First Responder scheme is properly maintained and remains fit for purpose. Each inventory check will be recorded for internal or external audit.
- 2.2 A template for use as an asset register which can also be used for asset verification purposes is shown at Appendix 4.



- 2.3 An inventory check must be carried out annually on 31 March by each First Responder Scheme and signed off and submitted to the CRDO before the end of April each year.
- 2.4 Examples of assets to be recorded are Laptops, Projectors, Responder Bags & contents, Resuscitation Mannequins etc.
- 2.5 If any First Responder Scheme purchases an asset which has a value >£5,000, they must inform the Finance Department of this purchase as the asset may need to be recorded on the Scottish Ambulance Service Fixed Asset Register for accounting purposes.
- 2.6 If any First Responder Scheme is in receives a donation of an asset which has a value >£5,000, they must also inform the Finance Department of this donation as the asset may need to be recorded on the Scottish Ambulance Service Donated Asset Register for accounting purposes.
- 2.7 If a scheme ceases to be in operation, the equipment that has been purchased through charitable donations and fund-raising will be re-distributed to other schemes within the locality, following discussions with any remaining members of the scheme. This will ensure that the equipment will continue to be used for the purpose that was initially intended and will ensure that the charitable object is confirmed.
- 2.8 To maintain compliance with the above, the CRDO's must ensure that all equipment used by CFR's is approved for use by the Scottish Ambulance Service.

3. Use of Scottish Ambulance Service Crown Badge

3.1. The Service crown badge is owned wholly by the Scottish Ambulance Service and should only be used in the following circumstances:

- On uniforms/corporate wear: All First Responders will wear high visibility jackets that will display the Scottish Ambulance Service crown badge in addition to wearing a Service identity badge. This will ensure that all First Responders, whilst on call, on behalf on the Service, portray a consistent and professional image, in addition to being easily identifiable to patients and crews. All further clothing depicting the crown badge, where agreed by the CRDO, must be requisitioned via the approved channel.
- On letterheads, literature and publications: The First Responder logo should be used on letterheads, literature and publications produced by, or on behalf of, (*with permission from*) the Service. Where agreed by the CRDO, First Responder schemes can use the nationally agreed First Responder Partnership Logo to give a sense of identity.
- On websites: The crown badge should be limited to the Scottish Ambulance Service website. Where agreed by the CRDO, First Responder schemes can



use the nationally agreed First Responder Partnership Logo, to give a sense of identity.

- On Vehicles: The crown badge should be limited to the Service vehicles. Where agreed by the CRDO, First Responder schemes can use the nationally agreed First Responder Partnership Logo, to give a sense of identity.

3.2. First Responder in Partnership Logo

- 3.2.1. The Service has a nationally agreed First Responder Partnership Logo which should be used by schemes to indicate affiliation with the Scottish Ambulance Service First Responder initiative.
- 3.2.2. This should only be used by First Responder schemes working with the Service for official First Responder business.

4. Media Contact

- 4.1. All contact with the media should be co-ordinated through the Scottish Ambulance Service Media Officer and/or Corporate Communications Department. This is to protect the individual(s) and patient confidentiality, as well as to provide clear guidance on the level of support and involvement in media activity by the Service.
- 4.2. First Responders should not discuss with the media any details of their attendance at an incident without first consulting the CRDO. This is in line with the policy for all Service staff.
- 4.3. The Service media officer, corporate communications department and/or recruitment manager will offer guidance and assistance for individual schemes that wish to proactively promote any forthcoming fundraising or recruitment initiatives.
- 4.4. Information governance is a framework for handling information in a confidential and secure manner to appropriate ethical and quality standards. This includes compliance with our statutory obligations under the Data Protection Act and the Freedom of Information (Scotland) Act. The Scottish Ambulance Service collects, uses and retains (processes) a large volume of information on patients and staff much of which is personal and/or sensitive data. It is our primary responsibility to ensure that this information remains secure at all times.
- 4.5. First Responders as volunteers acting as agents on behalf of the Scottish Ambulance Service are required to familiarise themselves with the types of information they will be handling in order to apply appropriate levels of security. The CRDO's will be available to advise further on this area. (See also sections on Records/Data Framework and Confidentiality).

5. Liability



- 5.1. For the purposes of insurance cover First Responders are classed as agents of the Scottish Ambulance Service when they are responding on behalf of the Service and working within the scope of their SAS training and set protocols
- 5.2. The Service insurance cover is provided by the NHS Litigation Authority. Employer Liability, Clinical Negligence Cover and Public Liability have been extended to cover all First Responders engaged in authorised activities and working within a defined scope of practice.
- 5.3. For co-responders (*Police Fire Brigade or MCA personnel*) the fundamental principle that underpins the success of these initiatives is that the employment relationship between the partnership organisations is retained and the individuals who respond will do so operating as agents for the Service. What this means in reality is that whilst the co-responders are responding as agents for the Scottish Ambulance Service the employer liability will remain with their employer. Consequently co-responders, when authorised to act on behalf of the Service are covered for clinical negligence under arrangements with the National Health Service Litigation Authority. Likewise, when officially on call and performing the duties of a co-responder, personal injury and third party liability cover is provided for under arrangements with the insurers of the Service. Clearly, the co-responders will have to abide by the defined protocols regardless of any previously acquired knowledge. Any actions or treatments that are taken outside of these protocols will mean that the individual will not be afforded the cover detailed above. This principle forms an important element of the training package.
- 5.4. In the case of criminal prosecution, both First Responders and co-responders are responsible for providing their defence at their own expense, as are all other members of NHS staff including Scottish Ambulance Service employees. However, support (such as an opportunity to discuss Court proceedings) will be provided wherever possible should a first or co-responder find themselves in such a position.
- 5.5. First Responders must have a valid driving licence. They must also have 'Fully Comprehensive' vehicle insurance and have notified their insurance company of the fact they will be using their private motor vehicle for the purposes of first responding. Evidence of this will be required by the Service on an annual basis.
- 5.6. First Responders should ensure that by acting as an agent of the Scottish Ambulance Service, they do not invalidate any of their own existing personal (life/accident/sickness) insurance arrangements.

6. Communication

- 6.1. Feedback between the Service and First Responders will be actively encouraged and can assist in the learning and development of all parties. To ensure that volunteers have a forum where they can raise ideas and good practice, regular meetings will be held on a monthly basis. Primarily these meetings will be attended by local scheme co-ordinators who will have the opportunity to act as the conduit between the Service and the First Responder scheme. Scheme



coordinators will also rotate and have an attendance at the quarterly First Responder/ Volunteer Steering group meetings

- 6.2. CRDOs may also arrange meetings or training days, for local First Responder scheme co-ordinators to share ideas and good practice.
- 6.3. The General Manager for Community Resilience shall meet regularly with CRDOs, ensuring that the framework for all community resilience issues are developed in line with governance frameworks and policies
- 6.4. CRDOs shall contribute and share in Divisional Management Team meetings and activities, ensuring that the framework for all community resilience issues are developed in line with Governance frameworks and Policies.

Clinical Governance Framework

1. Clinical Record Keeping

- 1.1. All First Responders will complete a patient care record for every patient they treat or assess.
- 1.2. The 'top copy' shall remain with the patient and should be handed over to the receiving unit or taken the ambulance station if the patient does not travel.
- 1.3. The bottom copy shall be returned to the Service for auditing as soon as reasonably practicable, and, in any case, within 24 hours of the incident.
- 1.4. Every effort must be made to ensure the confidentiality of patient information. Data protection standards and patient confidentiality must be maintained.

2. Clinical Debriefing

- 2.1. In recognition of the fact that First Responders often work in a quite isolated environment and have less exposure to cases than contracted members of staff, a process of ongoing clinical support will be maintained. The CRDO will be the first point of contact to provide a clinical debrief within a reasonable timeframe post incident. Should the need for a debrief be immediate then the First Responder will contact the EMDC who will arrange for an on duty officer to make direct contact with the First Responder.
- 2.2. Key skills, particularly resuscitation, will be refreshed every six months which will also provide the opportunity to maintain standards and appraise the First Responder.
- 2.3. First Responders should also be encouraged to participate in peer review sessions, either among themselves or with operational staff. These events should be facilitated by the CRDO. It should however, be noted that First Responder



must never breach the obligations of confidence defined in the First Responder code of conduct.

3. Clinical Auditing

- 3.1. All clinical records generated by First Responders will be monitored and recorded via the Service as with all patient clinical records. An audit report will be generated from the clinical database on a monthly basis and be monitored via Service clinical governance arrangements.

4. Lines of Responsibility

- 4.1. First Responders must ensure that when dealing with patients, that they are responding to on behalf of the Service, they do not exceed their levels of training and ability.
- 4.2. All First Responders must operate within the procedures defined by the “First Responder Policy” of the Service or the relevant MoU. It is the responsibility of the First Responder to ensure they are familiar with the policy & procedures document and remain compliant with it.
- 4.3. The Service will regularly review the policies & procedures to ensure they remain fit for purpose and comply with the wider framework of regulations and best practice defined by authorities such as the NHS Litigation Authority, the Healthcare Commission and Scottish Ambulance Service partners. The policy & procedures will be reviewed and monitored for their effectiveness on an annual basis or amended as required.

Records/Data Framework

1. Personal Files

- 1.1. The Service will require to retain personal and confidential information on all First Responders, the volume of which will depend on their individual working arrangements. Such information may include, but will not be restricted to:
 - Application and selection documents
 - Personal details
 - Occupational Health clearance forms
 - Next of Kin notification
 - Signed receipt and acceptance of policy documents
 - Official correspondence to the individual.

The Service reserves the right to add to, reduce or amend the above list where it is in their legitimate business interests to do so, without the individual's consent at any time and amend and/or delete any information contained within that is incorrect, outdated, or irrelevant.



1.2. These files will be maintained by the CRDOs.

2. Training Files

2.1. The Service is responsible for the training of all First Responder schemes and as such training records will be kept. The training information held will consist of the following information, and any other documents considered necessary by the organisation:

- Attendance records for all training course(s) attended
- Record for assessment results
- Evidence of accreditation
- Summary of all external medical/clinical qualifications
- Details of any identified training needs and the action subsequently taken.

2.2. A general training database for First Responders will be maintained by the Service College, which will contain the following information as a minimum:

- Personal details
- Level of training
- Dates of initial training and when refresher training is due
- Any other documents considered necessary by the Scottish Ambulance Service College.

3. Co-Responder Schemes

3.1. The relevant MoU will outline who holds the records for each individual within the co-responder scheme but as a minimum the Service will hold evidence that each co-responder has been vetted by Disclosure Scotland at an enhanced level, and a note of their personal details will be retained along with any other documents considered necessary by the organisation.

4. Master Lists

4.1. Master lists will include the following data:

- A list for all First Responders which details: their name, address, contact details and identity number.
- An electronic database detailing training knowledge, skills competencies and training assessment and reaccreditation due dates
- A First Responder scheme which details each scheme, the main local First Responder scheme co-ordinator and the geographical area the scheme covers.

4.2. It is recommended that an electronic master list is maintained by the CRDO and is also backed up onto hard media on a regular basis.



5. Data Protection Compliance

- 5.1. The management of all personal data records relating to First Responders will conform to the requirements of the Data Protection Act (1998). The Service data protection lead has responsibility for this and will advise each scheme as requested.
- 5.2. The Service Caldicott guardian has overall responsibility for the collection and use of clinical data and will ensure that activity in this area conforms to the Service's wider policies on health records management.
- 5.3. Any requests for information to be disclosed, under the Freedom of Information Act (2000), must be referred to the Corporate Affairs Manager at National Headquarters, Edinburgh.

6. Investigation/Complaints Records

- 6.1. Any complaint records relating to an individual First Responder, or to a First Responder scheme, shall be referred to the Personnel Manager with responsibility for volunteers. The outcome of any investigation, in relation to a First Responder, will be summarised and recorded in their personal file (held by local CRDO) for an appropriate period of time.

7. Performance Reporting

- 7.1. A comprehensive performance monitoring system will be introduced to record and analyse the effectiveness of all First Responder schemes. The performance monitoring will include the following aspects:
 - Monthly activity reports detailing the number of incidents that each scheme has been assigned, the AMPDS code for the incident and all appropriate times.
 - Monthly activity reports detailing the number of missed calls, appropriate for First Responders, that each scheme was not assigned to including details of AMPDS codes, dates and times
 - Monthly activity reports detailing the clinical outcomes and effectiveness of all First Responder patient care procedures.
 - The contribution made by First Responders shall be incorporated into Service performance reports on a regular basis.

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| Risk Management |
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1. Dynamic Risk Assessments



- 1.1. While First Responders are expected to operate in accordance with the policy & procedures provided they must also engage in a process of continual dynamic risk assessment. If unacceptable levels of risks are perceived, the First Responder is expected to take steps to mitigate that risk to the best of their ability; this may include withdrawing from the scene of the incident and updating the EMDC.
- 1.2. All First Responders will receive instruction or training, from the Service, on how to conduct dynamic risk assessments.

2. Incident Reporting

- 2.1. First Responders are required to participate in the Services adverse/near miss incident reporting policy. Any adverse/near miss incident or risk must be reported to the CRDO who will report via the Services risk management system (*DATIX*).
- 2.2. This requirement will, therefore, form part of all induction training (*see Appendix*)

3. Risk Management

- 3.1. The management of risk associated with the activities of First Responder will be undertaken in line with the risk management policy already in existence within the Service. This means that, despite being responsible for a voluntary group, the Service will approach the subject of risk management for First Responders as if they were full time employees. A risk log has been developed and will be continually monitored and updated by the CRDOs, for the First Responder schemes, and will form part of the Service risk profile.

Complaints/Interviews

1. Complaints Procedure

- 1.1. Formal written or oral complaints relating to First Responders should, in the first instance, be handled according to the relevant Service generic complaints procedure.

2. Investigations

- 2.1. The Service will investigate any complaint in an open and transparent manner and if the First Responder is not happy with the way the investigation has been handled, they should notify the CRDO
- 2.2. It is important to remember that First Responders are volunteers and at any point the Service can withdraw the offer of a volunteer opportunity.



- 2.3. If the complaint relates to clinical care it will be investigated by the CRDO in partnership with the Divisional Clinical lead. This will support the National Headquarters complaints team which operates within the extant complaints policy of the Scottish Ambulance Service.
- 2.4. If issues of significant concern are identified regarding the performance of the First Responder, during this process, appropriate action will be taken. This will range from additional support and training being given, through to withdrawal of volunteering rights, depending on the seriousness of the issue.

3. Interviews

- 3.1. First Responders may be required to provide a statement to the police or participate in a police interview given their role as first person on scene. The Service will undertake to fully support First Responders during this process and, in the first instance, a CRDO will be present during such interviews. When a co-responder is asked to attend a police interview, they will also need to make the appropriate arrangements to ensure the presence of an official representative from their own organisation, if it is appropriate to do so.
- 3.2. First Responders may also be interviewed as part of an internal investigation. These interviews will adhere to Scottish Ambulance Service procedures.

4. Investigation/Complaints Records

- 4.1 Any complaint records relating to an individual First Responder, or to a First Responder scheme, shall be referred to the Personnel Manager with responsibility for volunteers. The outcome of any investigation, in relation to a First Responder, will be summarised and recorded in their personal file (held by local CRDO), for an appropriate period of time.

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| Code of Conduct |
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Introduction

First Responder volunteers are the face of the Scottish Ambulance Service. The Service is a critical emergency service and health care provider within Scotland and the public expect us to deliver an excellent service. This SOP sets out the conduct and standards expected from its First Responder volunteers

You have a responsibility to perform your duties within the limits of your training and the procedures found within your handbook. Actions outside these limits could have implications for you, the Scottish Ambulance Service, or the patient.

1. Personal Standards



- 1.1. First Responders should always be open and truthful in their dealings with patients, their relatives, colleagues, Scottish Ambulance Service staff and other health care professionals.
- 1.2. They should discharge their duties with integrity and not perform any action, or make any comment, that may damage the trust placed in them by the Service or those they come into contact with.
- 1.3. First Responders should treat patients, relatives, members of the public, colleagues and other professionals with whom they come into contact, with courtesy, dignity and respect, avoiding potentially abusive and belittling attitudes or behaviour. In particular they must avoid:
 - 1.3.1. Favouritism towards any individual or group;
 - 1.3.2. All forms of harassment, bullying, victimisation or unreasonable discrimination towards any individual or group;
 - 1.3.3. Overbearing conduct towards any individual or group;
 - 1.3.4. Making any inappropriate racial, religious or sexist comments, or out of context remarks on a persons' disability or vulnerability, even in jest, that could give offence to any individual or group.

2. Personal Appearance

- 2.1. When performing the duties of a First Responder attention should be given to portraying a smart appearance. Not only will this inspire confidence but will also portray the volunteer in a caring and professional light
- 2.2. First Responders should also be aware of the following service expectations in relation to appearance:
 - Hair: To reduce the possibility of becoming a hazard to the driver, hair should be kept as short as possible but where it is grown it should be restrained or tied back in such a way as to reduce to an absolute minimum the risk to the individual and/or patients.
 - Body piercing rings/ear rings: It is desirable that "rings" of any sorts which are exposed and at risk of being grabbed by a patient or bystander should not be worn during periods of duty. Where studs need to be worn they should be kept to an absolute minimum.
 - Hygiene: First Responders should retain the highest level of personal and general hygiene at all times ensuring that hands are washed in line with Control of Infection Procedures. You will be coming into contact with patients who are ill, therefore poor personal hygiene, including body odour or excessive use of strong aftershave or perfume can make patients feel extremely uncomfortable.



- Badges: The only badges permissible to be worn are Scottish Ambulance Service identity badges.
- Whilst carrying out authorised Service activities First Responders should wear safety clothing approved by the Service and carry appropriate identification with them at all times.
- First Responders should ensure that sturdy footwear is worn. Footwear such as high heeled shoes or sandals are not appropriate.
- Both male and female First Responders should ensure that their legs are covered to prevent injury and contamination.
- In order to maintain a professional approach, Self Funding community First Responder schemes should only organise and purchase their own clothing with approval from the CRDO using the approved logo.
- Self-funding community First Responder schemes can make arrangements to order, and be invoiced for, Scottish Ambulance Service First Responder Uniforms with the CRDO.
- If clothes become contaminated or soiled the First Responder should seek advice from the Service on an appropriate course of action.

3. Health and Physical Fitness

- 3.1. First Responders must ensure that, as far as possible, they are fit for the duties they will be expected to carry out and **MUST** inform the Service of any injury or illness that may affect their ability to continue as a volunteer.
- 3.2. You are advised to inform your General Practitioner that you are a volunteer First Responder. Your G.P. may advise a course of hepatitis, tetanus and other preventative inoculations. This may also be arranged by the Service CRDO for you to attend the Occupational Health Department.
- 3.3. A health questionnaire should be used to assess general health and fitness levels and will form an integral part of the recruitment process. This questionnaire should be issued by the Scottish Ambulance Services providers of Occupational Health Services.
- 3.4. The 1972 Road Traffic Act also requires drivers to immediately advise the DVLA of the onset or worsening of any medical condition like to cause them to be a source of danger to the public when driving either now or in the future.
- 3.5. It is expected that **all First Responders will be LEGALLY permitted and medically fit to report for duty**, and it is their clear responsibility to ensure this is the case at all times.



4. Health and Well-being

- 4.1. It is the responsibility of every First Responder to report any sickness or unavailability to their local First Responder scheme co-ordinator as soon as it is apparent they are unable to complete a planned voluntary period. It would also be helpful if they provide an indicator of how long the sickness or unavailability is likely to be.
- 4.2. If the sickness or unavailability has been caused by a work related incident or condition it should be reported to the CRDO as soon as possible.
- 4.3. It is acknowledged that First Responders will be involved in situations that are out of the ordinary. Welfare arrangements can be made available through the CRDO, and Personnel Manager with responsibility for volunteers.

5. Smoking

- 5.2. The Scottish Ambulance Service and the NHS generally has a no smoking policy in place, including both premises and vehicles. First Responders should also be aware of the statutory restrictions relating to smoking in public places (*bars, restaurants, museums etc*) that are now in effect in Scotland.

6. Criminal and/or Motoring Offences

- 6.1 First Responders should report to their CRDO any proposed or actual court proceedings being taken against them relating to any criminal offence and also any proceedings/fixed penalty notices for motoring offences likely to result in the accumulation of penalty points or a driving ban.
- 6.2 First Responders have a clear legal requirement to ensure that the vehicle they use in the course of their duties conforms to the law and that;
- 6.3 It is in a fully roadworthy condition in relation to tyres, lights, seat belts, horn, windscreen wipers, windscreen washers and, where required, it has a valid MOT certificate
- 6.4 It is fully taxed and insured to the appropriate level
- 6.5 All First Responders are required, as a matter of Service policy, to produce their driving licence, MOT certificate, Road Tax disc and insurance documents on request.
- 6.6 For public safety all First Responders must always comply with all Highway codes and road traffic laws.
- 6.7 While notifying the Service of a conviction for an offence may not automatically require any further action on our part against the individual, it cannot be ruled out. Each case will be judged on the impact on the person's ability to continue to



perform the duties they volunteered for and the relevant Service policies and procedures.

7. General Conduct

7.1 First Responders, while representing the Service, should always behave in a way that will not discredit them or bring the Service into disrepute. First Responders should never report for duty if under the influence of non-prescription drugs or alcohol, or smelling of alcohol. They should never drink any alcohol whilst on duty or in uniform. Those reporting for duty, or found on duty, in an intoxicated state or under the influence of drugs or smelling of alcohol will be prevented from continuing any further with any of our patients for their duty period and, following an investigation, their future acceptability to the Service reviewed.

7.2 First Responders have a responsibility to operate safely at all times ensuring that no action or inaction impacts upon the health and safety of patients, themselves or their vehicle, thus ensuring a continuously safe environment.

8 Performance of Duties

8.1 First Responders should never abuse or exceed the authority invested in them and always operate within the scope of the Scottish Ambulance Services' expectations of their role and training.

8.2 First Responders should carry out all their duties in compliance with any training provided, all appropriate policies, procedures, national bulletins and any other terms of reference specific to them and unless there is sufficient justification to do otherwise, First Responders should carry out all instructions given to them by a Service CRDO acting in the performance of his/her duties.

9 Confidentiality

9.1 Confidentiality is the cornerstone of all Service patient information activity and all First Responders are bound by our code of confidentiality,) the Data Protection Act, Caldicott Guidelines and the Service consent policy.

9.2 All patient information that comes into the possession of First Responders in the course of their duties, must be treated as confidential, must not be used for personal benefit, and should not be divulged to any other parties except in the course of your duty where it would be required, in the best interests of the patient to pass on information i.e. child protection/vulnerable adults, hand overs to ambulance crews or other health care providers.

9.3 Maintaining patient confidentiality is a condition of service and any proven breaches of confidentiality may result in the First Responder concerned being withdrawn from the Service First Responder programme.

9.4 The use of any camera or recording equipment to photograph/video patients, for any reason, is strictly prohibited.



10 Use of Mobile Phones

- 10.1 To avoid the possibility of causing nuisance **personal** mobile phones should always be switched off while First Responders are attending to patients. Where special circumstances exist and the phone needs to remain switched on it should be put into silent/vibrate mode or switched to its lowest volume.
- 10.2 At no time should the use of personal mobile telephones interfere with, or compromise, patient care and safety nor should they be switched on or used in restricted areas.
- 10.3 First Responders are reminded that driving whilst using a mobile phone is illegal and carries a minimum of a fixed penalty fine and a three point endorsement on the driving licence. In some circumstances the use of a mobile phone whilst driving may also be considered as dangerous driving, for which the penalty can be more severe

11 Property

- 11.1 First Responders must, at all times, exercise reasonable care to prevent loss or damage to Service and NHS property or any item of equipment/ badges issued by the Service for use in the course of their voluntary duty.

12 Performance Targets

- 12.1 The Service, in common with all health services, has a wide range of patient focused standards that have to be achieved on an on-going basis. First Responders can play their part in the achievement of such standards by:
- 12.2 Ensuring that delays in responding to an emergency are kept to a minimum.
- 12.3 Reporting inappropriate use of First Responders to the CRDO
- 12.4 Clearly explaining to patients or patients' relatives the cause(s) of any dissatisfaction they may show regarding the level of service they have received and attempt to resolve the problem at source.
- 12.5 Accurately completing all relevant paperwork e.g. Patient Care Records.

13. Tax Implications / Effects on Benefits

- 13.1 First Responders should note that in certain circumstances, expenses payments made to them may carry a tax liability and that volunteering **may** affect certain other benefits (*e.g. disability living allowance/incapacity benefit etc*). It is each First Responder's responsibility to deal with taxation matters directly with HM Inspector of Taxes, and benefit matters with the department of work and pensions.



13.2 Drivers should also be aware that the Service is legally obliged to provide details of all payments made to them if that information is requested by HM Inspector of Taxes or the Department of Works and Pensions.

14. Conduct and Behaviour towards Patients and Others

14.1 Anxiety and stress can make patients and their relatives or carers seem unreasonable. It is important that First Responders try to recognise this and react accordingly, being tactful, reassuring, understanding and sympathetic. As a matter of course each First Responder should:

- Identify themselves as an Scottish Ambulance Service Community Responder and say, “how can I help?”;
- be aware of the patients’ relatives, friends or others who may be concerned with the patient;
- Co-operate with the attending healthcare professional.

14.2 Do not be drawn into any disagreements and always refer problems to the local First Responder scheme co-ordinator, recording any unusual occurrences on the incident report form.

14.3 Do nothing to destroy the confidence of patients, relatives, carers and bystanders. Any problems associated with the treatment of patients should never be aired in public but should be discussed in a confidential manner between the First Responder and the Service.



Framework Procedures

1. Recruitment Framework

- 1.1. Recruitment practices should be in line with NHS Scotland guidance and the wider policies of the Scottish Ambulance Service. It is important that links are made with other parts of the organisation including Human Resources and to reach agreement on mutual ways of working.
- 1.2. To facilitate and capture the interest of an individual who has expressed enthusiasm in becoming a First Responder, the process should be easy to follow. The local First Responder scheme co-ordinator will invariably be the first point of contact to answer any local/operational queries. The CRDO should be available to answer any queries relating to the application process. All queries will be dealt with promptly, so that applicants' motivation, enthusiasm and interest are maintained.
- 1.3. Eligibility Criteria. First Responder Volunteers must be:
 - At least 18 years old;
 - Able to demonstrate and maintain a level of fitness to meet the role;
 - An effective communicator with good interpersonal skills; Able to demonstrate a logical approach;
 - Work under pressure, yet stay calm;
 - Have a desire to learn;
 - Reside or work in the area in which the scheme is based;
 - Able to respond without delay to incidents;
 - Complete a criminal records check (Enhanced level Disclosure Scotland check);
 - Able to demonstrate a long term commitment to the role.

2. Application Process

- 2.1. Standard application forms will be used to ensure that appropriate records are kept and to ensure that the process is managed effectively. The application form will be clear and straightforward, as complex application forms have the potential to be off-putting for volunteers.
- 2.2. NHS Employers require all NHS staff (*including volunteers*) to complete the following recruitment checks:
 - Provide two references
 - Complete an Occupational Health questionnaire



- A criminal records check (*Enhanced level Disclosure Scotland check*) in-line with the Scottish Ambulance Service Disclosure Policy. Where there is a reported offence of any kind on the returned Disclosure certificate the authorised officer must always review the certificate and discuss the content with the Personnel Manager responsible for volunteer issues.

2.3. All checks must be completed and deemed satisfactory to the Service before volunteers are permitted to become First Responders.

3. Interviews

- 3.1. All volunteers are requested to attend an interview. The interview will be conducted by the CRDO and an existing member of a First Responder scheme. This is in line with the Scottish Ambulance Service good practice guide.
- 3.2. If a prospective volunteer is not suitable for volunteering as a First Responder then they will be provided with honest and constructive feedback.
- 3.3. A review will be carried out on an annual basis focussing on the recruitment activity within each of the Divisions and will detail the number of successful and unsuccessful applications processed.

4. Health Screening

- 4.1. The application form will provide the volunteer with the opportunity to confirm whether they keep good health and are fit for a physically demanding role.

5. Induction for First Responders

5.1 The induction of the volunteer into the organisation is essential as it marks the beginning of the formal relationship between the Scottish Ambulance Service and the First Responder.

A structured and positive induction programme will:

- Help the volunteer settle into their new role and environment;
- Help volunteers understand their responsibilities; and
- Ensure that the organisation receives the benefit of a well trained and motivated volunteer as quickly as possible.

5.2 All new volunteers are invited to attend one of the Scottish Ambulance Service National/Corporate Induction Days which can be booked through the Personnel Manager responsible for volunteers.

5.3 All volunteers are issued with the First Responder Handbook on commencing training. This, in conjunction with the use of an induction checklist to ensure all



essential topics are covered, is strongly recommended, as is the setting of reviews to check that learning has taken place.

The CRDO's are available to offer assistance as required.

6. Training Framework

6.1 The training programs for First Responders will be standardised across the Service and scopes of practice will be defined for each First Responder group. The training programme will be referenced to the following:

- UK Resuscitation Council Guidelines
- IHCD First Person on Scene (Basic) Award
- Joint Royal Colleges Ambulance Liaison Committee

As a minimum, Service First Responders shall undertake all IHCD – FPOS (*Institute of Health Care and Development - 'First Person on Scene'*) basic units, and intermediate units B3.4, B3.6, B3.7 and B3.8.

6.2 Some sites will receive 'Site specific' training. This will be evidenced and detailed within a Memorandum of Understanding and may include for example, moving and handling, child and paediatric basic life support or helicopter procedures.

6.3 The Service recognises the cost implication of providing well structured quality training and as such allowances for Service costs will be included in Scottish Ambulance Service budgets. Volunteer First Responders provide enormous benefits to the local community and the Service, but they are not free. Their induction and subsequent training will be properly funded and resourced.

6.4 All First Responder's volunteers are required to undertake the initial basic training course. Volunteers who fail to complete the course as specified are deemed by the Service as unsuitable for the role.

6.5 The IHCD - FPOS course shall be used for all First Responder training and the Scottish Ambulance Service shall adhere to all IHCD rules and regulations.

6.6 The CRDO is responsible for ensuring that all volunteers follow the course programme in addition to recording attendance and completion of all appropriate Scottish Ambulance Service and IHCD records.

6.7 During the training period candidates will be assessed by approved instructors and will have to pass satisfactory practical and written examinations before being permitted to volunteer as a First Responder.

6.8 Training venues may not always be at Service locations so it is the responsibility of the approved person to carry out a pre-venue inspection.



The approved person will then open the course by making any relevant health and safety announcements particular to the venue and any training equipment available.

6.9 Any training provided will be for the sole purpose of allowing the First Responder to carry out their role. Any additional training that the Service or recognised partners may provide, over and above that of First Responder, will be regarded as a development opportunity but will not impact on their role as First Responder. It is important that all First Responders work within their clearly defined role as any additional actions which may be deemed inappropriate could affect their continued position as First Responder.

6.10 Throughout the training candidates will be assessed on theoretical knowledge and practical skills. In particular their ability to demonstrate competence in all core subject areas:

- Written assessments require a pass mark of 70 % in each paper
- Practical assessments require the candidate to meet all key criteria
- Not reaching the required pass mark will result in the candidate failing to meet the minimum required standard.

6.12 Individuals who do not reach the required standard can, in certain circumstances, be reassessed. Candidates who fail one aspect of the assessment (*theory or practical*) will only be required to re-sit that aspect. Those who fail on more than one aspect will be expected to re-sit the entire theoretical and practical assessment. The period prior to re-sitting the assessment will be agreed between the candidate and the CRDO.

6.13 Candidates who have marginally failed a written paper (*by up to 5%*) may be offered an oral assessment to establish knowledge in areas where a candidate may have answered insufficiently or incorrectly. This assessment is discretionary and will only be granted by the CRDO after a full review of the training records.

6.14 Candidates who are unsuccessful in all areas of the assessment may be offered another course. This option is discretionary and will be approved by the CRDO once all training records have been reviewed and the candidate interviewed. The CRDO will individually assess the candidate's suitability to attend further training courses, and where appropriate will provide pre-learning material to enable the individual to prepare. The maximum numbers of complete training courses that can be attended, or assessments sat, will be no more than two.

6.15 Assessments are deemed to be fair, reliable and consistent and therefore are based entirely on practical competence and examination results.

6.16 Any candidate who feels that this has not been applied in their case can instigate an appeals procedure.

7 Basic Training & Assessment Appeals Procedure

7.1 On request the CRDO will provide an appeals form.



7.2 Once completed and acknowledged a written reply will be received within 10 working days.

7.3 If the candidate is not entirely satisfied with this reply an interview can be arranged between the candidate, the local First Responder scheme co-ordinator and the CRDO. If both parties fail to reach an agreement, the matter may be referred to the General Manager - Community Resilience for a decision.

7.4 If both parties still fail to reach an agreement the matter may then be referred to the Head of Education and Professional Development or his/her representative for a final decision.

8. Refresher and Reassessment Training

8.1 Individual First Responders who are considering a career in health or health related professions may benefit from informal learning opportunities such as a placement to observe (*only*) either A&E crews or EMDC staff and this will be supported and facilitated in-line with Scottish Ambulance Service 'Observing on Ambulance Vehicles and Premises' (August 2008) policy wherever possible.

8.2 The IHCD award will be valid for a period of 3 years from the date of successful completion. Candidates will be expected to maintain their skills and knowledge and best practice would be to undergo refresher training at least every 6 months. The ability to remain as an active First Responder may be withdrawn if refresher courses are not completed or are of an unsatisfactory standard

8.3 Refresher training sessions will focus on the following core components:-

- Practical Basic Life Support (BLS) sessions including practical scenario
- The safe use of an AED
- The safe use and storage of oxygen
- Any recent Scottish Ambulance Service developments

8.4 In such circumstances when the First Responders' re-qualification has expired their CRDO will liaise directly with individual concerned so that a date can be confirmed to carry out the re-qualification. Should this period extend beyond four weeks from the date of expiry, the First Responder will be asked to stand down and EMDC (*Emergency Medical Dispatch Centre*) will be informed as First Responders will not be permitted to log on until the re-qualification session has been satisfactorily completed.

9 Deployment Framework

9.1 When the Service EMDC receives an appropriate '999' emergency call they will contact the 'on-duty' First Responder using pagers or mobile telephones.

9.2 First Responders must **ONLY** attend emergency calls when dispatched by the Scottish Ambulance Service EMDC.



9.3 Should a First Responder be notified of an emergency whilst 'on-duty' by any other means, e.g. neighbour knocking on the door, they **MUST IMMEDIATELY** contact the EMDC via the '999' system and identify themselves as a First Responder to the call taker; this will activate an ambulance resource and obtain authorisation for First Responder(s) to attend the call.

9.4 Should a First Responder be notified of an emergency, whilst 'off-duty' by any other means again the procedure is to immediately contact the EMDC by the '999' system for assistance. This will activate an ambulance resource and obtain authorisation for the First Responder colleague, who is 'on-duty', to attend the call.

9.5 Under no circumstances should a First Responder deploy to an emergency without the prior knowledge and permission of the Scottish Ambulance Service EMDC. Any First Responder found to have done this may be asked to leave the First Responder scheme.

9.6 It is important that the appropriate Patient Care Record is completed by the First Responder as it forms an integral element of the patients' treatment history. The completed Patient Care Record must be handed to the attending ambulance resource

9.7 It should be remembered that at any stage a GP, Ambulance Officer or Paramedic Response Vehicle in addition to an Ambulance Crew may arrive so the First Responder should be prepared to continue helping with the treatment of the patient, particularly if it is a cardiac arrest situation.

9.8 Under no circumstances can a First Responder 'stand-down' any other emergency response.

9.9 When the ambulance crew no longer require the assistance and have released the First Responder from the incident, confirmation of availability should be provided to the EMDC. If there are no further emergencies to deal with the First Responder's status will revert to being 'on-duty'.

9.10 It is possible that Scottish Ambulance Service staff or your local First Responder scheme co-ordinator may contact you to ensure that all is well.

9.11 First Responders are under no obligation to attend an emergency call passed to them but are encouraged to make themselves fully available to respond as they provide a valuable service to patients in their community. If a First Responder repeatedly turns down calls the CRDO will contact them or the local First Responder scheme co-ordinator to clarify whether they require additional support.

Vehicles & Transport

The aim of the First Responder initiative is to establish an operational area that takes into consideration a five minute drive time. First Responders may be expected to use their own



vehicle as transport to and from incidents while acting as agents of the Service. In this case each individual First Responder is responsible for ensuring that their vehicle remains legally roadworthy and that they have suitable insurance.

A copy of the First Responder's driving licence will be held on their personal file. Each First Responder must notify the Service of any newly acquired motoring conviction as soon as possible.

1. The Scottish Ambulance Service will only support the use of vehicular transport for the First Responder schemes when the following rules are strictly adhered:

- 1.1. The First Responder is alerted to the incident by the EMDC via mobile phone or pager and asked to attend as directed by the EMDC. The responder will be required to make a personal decision as to the appropriate and safe mode of transport to attend the incident.
- 1.2. For the safety of the First Responder the equipment/bag must be stored in the boot of their vehicle. Special arrangements must be made by the individual to secure the equipment in the rear of an estate vehicle that does not have a sealed boot space; this could include strapping the oxygen cylinder securely. There is no expectation for the vehicle insurer to insure the equipment for theft or damage.
- 1.3. On introduction to the Scheme, and on an annual basis thereafter, all First Responders will be asked to produce their driving licence and suitably endorsed vehicle insurance documents. This documentation will be collated, on an annual basis, by the First Responder scheme co-ordinator and verification that all active First Responders have complied with this requirement will be sent to the CRDO.
- 1.4. If a First Responder incurs a driving conviction or fixed penalty notice the CRDO should be informed as soon as possible. Discussions will take place with the individual, the local First Responder scheme co-ordinator and a member of the ambulance Service to decide whether the Service requires the individual to continue volunteering. All aspects of the conviction will be taken into consideration.
- 1.5. Whilst driving to an incident each First Responder must concentrate on the standard of their driving. Parking must be safe and in accordance with the Highway Code. In accordance with the law the First Responder must stop in a safe location to undertake other activities such as using the mobile phone or reading a map
- 1.6. There will be occasions when en route to an incident traffic congestion, and the actions of other road users, will increase stress and anxiety. It is important that First Responders learn to recognise this heightened response of the body and to maintain control throughout.
- 1.7. Should the First Responder be involved in an accident whilst en route they must stop and provide details in accordance with the Highway Code. The accident should be reported to the EMDC as soon as possible.



- 1.8. At the scene of an incident the First Responder must ensure that they park safely and in accordance with the Highway Code and any applicable local parking laws. The attending ambulance vehicles may need to park as near to the incident as possible. To assist the ambulance staff to identify the incident the First Responder may switch on their hazard lights on arrival.
- 1.9. If a First Responder has any concerns as to their own personal safety then they must remain within their vehicle and, if it is safe to do so, drive on. Clearly there is a need to confirm this to the EMDC as soon as possible.
- 1.10. First Responders will not, under any circumstances, transport a patient in their own vehicle.

2. As a condition of using a private vehicle to attend an incident, the following rules must also be adhered to:

- 2.1. In order to attend any incident as a First Responder confirmation must first be received that the vehicle insurance company authorises the use of their vehicle for first responding purposes.
- 2.2. A standard letter will be available to First Responders which can be sent to their insurance provider that will confirm the nature of the scheme which should ensure entitlement at no extra cost.
- 2.3. The Scottish Ambulance Service will not be responsible under any circumstances for the vehicle excise duty, MOT, insurance premium or any other sum payable in respect of the vehicle (*including any hire purchase or loan repayments in respect of the vehicle*).
- 2.4. The vehicle must not under any circumstances be fitted with any permanent or temporary emergency warning devices including, but not limited to lights, sirens, headlamp flash units and visor lights. En route to an incident, First Responders have no priority over any other motorist. The manual flashing of headlamps is misleading to other motorists and should only be performed in accordance with the Highway Code.
- 2.5. All First Responders will comply with all traffic laws in force at that time and will be expected to comply with the requirements of the Highway Code.
- 2.6. It is the responsibility of the First Responder to maintain their vehicle in a safe and road-worthy condition. The Scottish Ambulance Service will not be held responsible for any vehicular short-comings under any circumstances.
- 2.7. Vehicles must only be driven with the owner's permission and the First Responder must hold a valid driving licence for the type of vehicle being driven.
- 2.8. All First Responders as part of the initial training course will be required to sign their acceptance confirming their agreement to abide by these rules.



2.9. The Scottish Ambulance Service will not be held responsible for any breach of these rules and as such following a thorough investigation if found to be negligent in carrying out their responsibilities, a First Responder may be asked to leave the Scheme.

3. In the event that a vehicle is provided to an individual group/self-funding group, the following must be adhered to.

- 3.1. Each member of the scheme will be required to agree and comply with the following terms as a condition of being permitted to use a vehicle that has been provided or sponsored by another organisation:
- 3.2. When considering the introduction of a sponsored vehicle, the nature of the proposed sponsors' business will be taken into account. For example, potential sponsors from the alcohol or tobacco sector will be thanked for the offer but will not be considered.
- 3.3. No Scottish Ambulance Service livery or any permanent or temporary emergency warning devices, including, but not limited to lights, sirens, headlamp flash units and visor lights will be attached/ fitted to the vehicle.
- 3.4. To only use the vehicle whilst acting as a First Responder.
- 3.5. To comply with all relevant road traffic legislation relating to the use of the vehicle.
- 3.6. Be personally responsible for any road traffic offence which occurs whilst driving the vehicle.
- 3.7. Notify the Service immediately of any accident in which the vehicle is involved whilst on duty as a First Responder.
- 3.8. Keep the vehicle clean and tidy at all times.
- 3.9. Pay for any fuel or oil required in connection with use of the vehicle.
- 3.10. Return the vehicle to the suppliers if requested to do so by; the suppliers, the sponsoring organisation/company or the Scottish Ambulance Service.
- 3.11. Keep the service record and any other documents supplied with the vehicle, in the vehicle at all times.
- 3.12. Provide appropriate documentation to the Scottish Ambulance Service in accordance with their requirements
- 3.13. Ensure that, when the vehicle is not being driven, it is parked in a safe place and kept locked at all times.



- 3.14. The Service will not be responsible for the insurance, servicing or maintenance of the vehicle. The prime responsibility will remain with the scheme and this expenditure must be factored into the Scheme's budget plans before accepting a sponsored vehicle.

Equipment

All First Responder schemes will be trained to use, and carry as a standard, the following equipment.

| Individual / Personal Use | |
|--|----------------|
| Identity Card (valid for three years) | 1 each |
| Pocket Mask (single use) | 1 each |
| High Visibility Jacket – variable sizes | 1 each |
| High Visibility Over Trousers – variable sizes | 1 each |
| Safety Boots | 1 pair each |
| Ear Protection | 1 set each |
| Type overalls – variable sizes | 1 each |
| FPP3 Face Mask | 1 each |
| First Responder Equipment – per scheme | |
| Mobile Phone | 1 |
| Map(s) of Local Area | 1 |
| Torch | 1 |
| Responder Bag containing: | 1 |
| ▪ Laerdal FR2 Defibrillator | 1 |
| ▪ Spare Laerdal FR2 Battery | 1 |
| ▪ FR2 Adult defibrillation pads (single use) | 2 |
| ▪ 'D size' Oxygen Cylinder | 1 |
| ▪ Oxygen Compact Regulator | 1 |
| ▪ Oxygen 'Duo' Mask (single use) | 2 |
| ▪ Tubing (single use & minimum of two required) | 2 |
| ▪ Guedel Airways – Sizes 1, 2, 3 or 4 (single use) | 1 of each |
| ▪ Rescue Pocket Mask (single use) | 1 |
| ▪ Adult Bag-Valve-Mask (single use) | 1 |
| ▪ Disposable Suction Kit, (containing 2 single use cartridges) | 1 |
| ▪ Dressings - variable sizes (single use) | 4 |
| ▪ Emergency Blanket (single use) | 1 |
| Hard Hat | 1 |
| Safety Glasses/Goggles | 1 |
| Debris gloves – variable sizes | 1 of each size |
| Control of Infection Equipment – per scheme | |
| Patient Care Gloves - variable sizes (single use) | 1 of each size |
| Alcohol Hand Gel | 1 bottle each |
| Disinfectant Wipes (single use) | 1 container |



| | |
|---------------------|--------|
| Aprons (single use) | 1 roll |
|---------------------|--------|

- 1.1. All single use equipment that has been used will be replaced.
- 1.2. Where time and patient care permits all First Responder schemes may exchange, on a like for like basis, any item of consumable equipment or D' size oxygen cylinder with the attending ambulance resource.
- 1.3. The local First Responder scheme co-ordinator will ensure all non-consumable equipment requirements are maintained.
- 1.4. Only Scottish Ambulance Service accredited equipment is permitted for use by First Responders when treating patients.

Policy Review

The First Responder initiative together with the First Responder policy will be monitored and reviewed on an annual basis so as to ensure their effectiveness and thereby maintaining safe and appropriate working practices.

The review will be conducted on an annual basis by the General Manager - Community Resilience and the Divisional CRDO's and the Personnel Manager responsible for volunteers. The subsequent report will be provided to the Clinical Governance Committee.

The following will provide the focus for the annual review:-

The scope of practice first/co-responders will be monitored through an audit of the activations from each of the EMDC. This will examine the appropriateness of calls that first/co-responders are sent to.

The review will also take into account any actions taken from the following procedures:-

- Complaints procedure
- Whistle-blowing policy
- Adverse incidents

Any actions identified by the review process will take into account, but not limited to, the following Policies

- Lone Worker Policy
- Health and Safety Policy
- Risk Management Policy and Procedure
- Management of Violence and Aggression Policy and Procedure
- Control of Infection Policy
- Volunteering Policy
- Recruitment Policy



If any immediate issues become apparent an action plan to address these issues will be developed by the CRDO and the First Responder steering group..

All CRDOs will keep abreast of all proposed and confirmed clinical developments that may affect the scope of practice for First Responders e.g. updates from the UK Resuscitation Council and IHCD First Person on Scene.



Appendix 1

First Responder Volunteer Agreement

I _____ (print name of First Responder)
agree:

- to perform my role as a First Responder within the scope of the training I have been given;
- to at all times abide by the Scottish Ambulance Service's Code of Confidentiality.
- to follow all relevant procedures and standards, including those relating to Health and Safety and Equal Opportunities, in relation to its staff, volunteers and patients;
- to provide referees, as agreed who will be contacted
- to agree to an Enhanced Disclosure Scotland application being carried out.

This agreement is binding in honour only. It is not intended to be a legally binding contract between the Scottish Ambulance Service and the volunteer First Responder and may be cancelled at any time at the discretion of either party. Neither of the parties intends any employment relationship to be created either now or at any time in the future.

First Responder;

SIGNED _____ Date _____

Witnessed on behalf of the Scottish Ambulance Service;

PRINT _____

SIGNED _____ Date _____

POSITION _____



Appendix 2

Endowment Fund Procedures

The following are relevant excerpts from the Scottish Ambulance Service Endowment Fund Policy.

The full policy can be accessed on @SAS or by contacting the Finance Department.

5. Donations

These may be received from various sources to be used in a division, department, station or any other area of the Service specified by the donor. An official receipt must always be issued and where appropriate the person receiving the cheque on behalf of the Service shall write an official letter of thanks. This may be followed up with a letter from one of the Executive Directors.

6 Banking and Recording of Income

All Endowment Funds income shall be paid into the Scottish Ambulance Service Endowments Fund Reserve Account, number 16-57-10 53524767

Cater Allen Bank
9 Nelson Street
Bradford
BD1 5AN

Banking must be done on a regular basis and any donations received must be banked no later than the following working day when the bank is open for business.

All donations must be recorded on an Income Schedule, detailing the donor, fund name (where appropriate) and amount. A note must also be appended to the schedule of the intended purposes of the use of the donation.

The Income Schedule should be forwarded to the Cashier at National Headquarters

8 Payments from Endowments Account

The cheque book and access to the electronic banking system for the payment of invoices etc. relating to an Endowment Fund is administered by the Cashier at National Headquarters.

The list of individuals authorised to sign cheques and make electronic payments drawn on the Endowment Fund Account, Number 53524767 is

Chief Executive
Finance Director

A request for a payment to be made should be submitted on the appropriate form as shown below to the Cashier at NHQ together with all the relevant paperwork.

This request must be signed by the appropriate manager before it is submitted to NHQ.

This form can be submitted electronically by either scanning the payment request form and attaching it to an email, or by means of an electronic signature for each of the authorising parties, where this facility is available.

The Endowment Fund Bank Account is used both to lodge donations received from donors etc. and to make payments.

Interest will be accumulated and paid monthly.

Upon receipt, the interest must be promptly recorded in the books of the Endowment Funds.



REQUEST FOR EXPENDITURE FROM ENDOWMENT FUNDS

Date: _____

Name of staff member making request: _____

Email _____

Phone No. _____

Fund from which request is to be made from: _____

Details of request:

| Description | Value £ |
|-------------|---------|
| | |

Signature of staff member making request from the Fund

I _____ Manager for

_____ do hereby support the foregoing expenditure
from the above Fund.



I _____ Finance Director for Scottish Ambulance Service do hereby support and approve the foregoing expenditure from the above Fund (for spend up to £5,000 or jointly with the Chief Executive for spend between £5,000 and £15,000).

I _____ Chief Executive for Scottish Ambulance Service do hereby support and approve the foregoing expenditure from the above stated Fund (for spend up to £15,000).

I _____ on behalf of the Trustees of the Endowments Funds for Scottish Ambulance Service do hereby support and approve the foregoing expenditure from the above Fund (for spend over £15,000).



Appendix 3

Independent Governance Arrangements

- All First Responder Schemes that have chosen to be Independently Governed must register with the Office of the Scottish Charity Regulator (OSCR) and must comply with all of the requirements set out by OSCR.
- In particular it should be noted that all such First Responder Schemes would require :
 - An elected committee consisting of a Chairperson, Secretary, Treasurer and committee members. All of the members of the committee are to be referred to as 'Charity Trustees'.
 - The First Responder Scheme must have a Constitution
 - The First Responder Scheme must have a bank account which under no circumstances should include the name 'Scottish Ambulance Service', 'SAS', or any derivative thereof.
 - The bank account must have at least 2 authorised signatories, and must require 2 signatories on all payments from the account.
 - If the gross annual income of the First Responder Scheme is <£500,000 then in accordance with OSCR requirements it is satisfactory for the scheme to prepare annual accounts on a receipts and payments basis. These accounts would undergo external scrutiny on an annual basis by someone with the requisite skills, as per the OSCR guidance.
- Full guidance and information with regard to OSCR requirements can be found on the OSC website www.oscr.org.uk.
- Further advice can be sought from the Financial Services Manager at National Headquarters.



Appendix 4

TEMPLATE FOR USE AS AN ASSET REGISTER

XXXXXXXXX FIRST RESPONDER SCHEME

| Serial No. | Make & Model | Description | Cost £ | Due Service Date | Verified Date |
|------------|--------------|-------------|--------|------------------|---------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Asset Verification Date : : _____

All of the assets listed above have been checked and I am satisfied that they are properly maintained and fit for purpose

Signed by

Local First Responder Co-ordinator : _____
 Phone No. : _____
 CRDO : _____
 Phone No. : _____

Call us on: 0845 300 0268 (from UK)
+44 131 549 8724 (from Overseas)
Visit us online: www.bankofscotland.co.uk

L361827BE12230 3080 258671019265

TREASURERS ACCOUNT LARGS 1ST RESPONDERS

Account Summary

| | |
|----------------------------|---------|
| Balance On 31 January 2014 | £262.20 |
| Total Paid In | £100.00 |
| Total Paid Out | £200.00 |
| Balance On 22 April 2014 | £162.20 |

Account Activity

| Date | Payment type | Details | Paid out (£) | Paid in (£) | Balance (£) |
|-----------|--------------|-------------------------|--------------|-------------|-------------|
| 31 Jan 14 | | BALANCE BROUGHT FORWARD | | | 262.20 |
| 12 Feb 14 | Cheque | 000002 | 200.00 | | 62.20 |
| 22 Apr 14 | Deposit | DEPOSIT POINT | | 100.00 | 162.20 |
| 22 Apr 14 | | BALANCE CARRIED FORWARD | | | 162.20 |
| 17 Oct 14 | CHEQUE | REMEMBRANCE WREATH | 28.64 | | £133.56 Em |

Messages

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.

Bank of Scotland plc. Registered Office: The Mound, Edinburgh EH1 1YZ. Registered in Scotland number SC327000.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

NORTH AYRSHIRE COUNCIL

Agenda Item 7.2

5 March 2015

North Coast Area Committee

Subject: **Skelmorlie Community Sports Club**

Purpose: To brief Members on work to redevelop the Skelmorlie Football Pitch site.

Recommendation: That Members are asked to note the progress being made by the group with support from North Ayrshire Council.

1. Introduction

- 1.1 Following a LEADER funded project secured by North Ayrshire Council in 2012, the Ayrshire 21 Community Engagement Initiative worked with local rural communities in 2013 and 2014 to produce local action plans. Members from a number of Skelmorlie community groups were actively engaged in this process. A group of community representatives then came together to address one of the action plan key priorities:

"Facilities for young people - upgrade the park with Astro turf and lighting."

With the support of North Ayrshire Council, the community group representatives met and agreed how they would set about addressing this. A chairperson, treasurer and secretary were appointed for the newly formed Skelmorlie Community Sports Club. The group secured Council funding to appoint a consultant in order to assist in agreeing and delivering the project. The project is viewed as building on the success of the Glasgow 2014 Legacy by making a lasting contribution to improving opportunities for sport and physical activity within a rural community.

2. Current Position

- 2.1 A list of options for the park development were considered before a short-list of three options plus a 'do nothing' option was discussed by the group and a preferred option unanimously agreed. The short-list and preferred options were presented to the community at an open public meeting and the preferred option was again unanimously approved.

- 2.2 Consultation with potential funders (sportscotland as well as liaison with the Scottish Football Association (SFA) attracted support in principle for the development, with sportscotland suggesting an application for the last round of Legacy Funding in February 2015. This gave the Board a milestone to work towards.

3. Proposals

- 3.1 The Committee agreed that its priority was to provide a facility which could operate throughout the year for the community, which would support curricular activities by the local primary school and for children and young people after school hours. The aim is for both the school and community to be able to use the developments for a range of programmed and informal sporting activities, making use of both the all-weather surface and redeveloped grass pitch in two project phases.
- 3.2 **Phase 1** of the project will focus on the construction of a 40m x 20m Multi Use Games Area (MUGA) along the boundary line of the Primary School. This would allow easy access during day-time from the school through a linked gate to the boundary fence which would be locked in the evening (maintaining the integrity of the school fenced boundary) and another gate opened for free community use.
- 3.3 **Phase 2** would address drainage of the existing 11-a-side pitch and the surrounding parkland with an element of test drainage being implemented in Phase 1 on the approach to the MUGA. Allowing a period of time between Phase 1 and 2 would give the Committee time to develop interest in the community in coaching and sports development to justify further development.
- 3.4 Work has continued to develop the project and business plan in support of funding applications to sportscotland Legacy Fund, the Moffat Trust and Western Link to contribute to the costs which are now estimated at £165,000 approximately. further funding sources are likely to include the next round of LEADER funding along with the local community contribution to the project costs. North Ayrshire Council officers are continuing to assist in working up the detailed plans for the facilities.

4. Implications

Financial Implications

- 4.1 North Ayrshire Council has provided £11,000 of development funding to allow the proposals, business plan and external funding applications to be developed.

Human Resource Implications

- 4.2 There are no human resource implications arising from this report.

Legal Implications

- 4.3 There are no legal implications arising from this report at this stage of the development.

Equality Implications

- 4.4 There are no equality implications arising from this report.

Environmental and Sustainability Implications

- 4.5 There are no environmental and sustainability implications arising from this report at this stage, while taking account of the potential positive impact of any remedial works on the grass pitch area in phase two.

Implications for Key Priorities

- 4.6 Supporting this project will assist in achieving outcomes:

Children's health and wellbeing is improved through breaking the cycle of poverty, inequality and poor outcomes.

Children and young people are safe, healthy, active, aspiring and achieving.

North Ayrshire residents feel safer and communities are empowered:

More residents engage in community activities and volunteering.

5. Consultations

- 5.1 The Skelmorlie Community Sports Club has engaged with local residents, community groups and partner agencies including North Ayrshire Council in developing this project.

6. Conclusion

- 6.1 The group have made good progress in taking forward the initial action plan priority and developing a project that will provide a lasting legacy for the village's children, young people and adults.



KAREN YEOMANS
Executive Director (Economy and Communities)

Reference : AS/JMcK/BA

For further information please contact Dr Audrey Sutton, Head of Service,
Economy and Communities, Connected Communities on telephone number
01294 324440

Background Papers

None

NORTH AYRSHIRE COUNCIL

Agenda Item 8

5 March 2015

North Coast Area Committee

Subject: **Community Development Grant Scheme and Local Youth Action Fund: Application for Financial Assistance.**

Purpose: To advise the Committee of applications received in respect of the Local Youth Action Fund.

Recommendation: That the Committee considers and determines the applications as outlined in the attached Appendix 2.

1. Introduction

- 1.1 The Community Development Grant Scheme for the North Coast and Cumbrae Area is fully expended for this financial year as outlined in Appendix 1 to this report.
- 1.2 The Local Youth Action Fund has a balance of £2,917 available for disbursement as outlined in Appendix 1 to this report.

2. Current Position

- 2.1 Applications have been received within a number of categories of the Local Youth Action Fund. Details of these applications are summarised in the attached Appendix 2.
- 2.2 There are no applications for the Community Development Grant Scheme award as the budget is fully expended for this financial year.

3. Proposals

- 3.1 It is proposed that the Committee considers and determines these applications as outlined in Appendix 2 of this report.

4. Implications

Financial Implications

- 4.1 Awards will be met from the available balance.

Human Resource Implications

- 4.2 There are no human resource implications arising from this report.

Legal Implications

- 4.3 There are no legal implications arising from this report.

Equality Implications

- 4.4 There are no equality implications arising from this report.

Environmental and Sustainability Implications

- 4.5 There are no environmental and sustainability implications arising from this report.

Implications for Key Priorities

- 4.6 Supporting the organisations listed in Appendix 2 to the report will assist in achieving outcomes:

Children's health and wellbeing is improved through breaking the cycle of poverty, inequality and poor outcomes:

Children and young people are nurtured and parents are supported.
Children and young people are safe, healthy, active, aspiring and achieving.

The life chances of vulnerable children and young people are improved.

North Ayrshire residents feel safer and communities are empowered:

More residents engage in community activities and volunteering.

5. Consultations

- 5.1 Consultation has taken place between the applicant bodies and appropriate officers of the Council as highlighted in the officer's assessments in Appendix 3 to this report.

6. Conclusion

- 6.1 Awards from the Local Youth Action Fund are made to groups supporting young people aged 12-25 years of age.



KAREN YEOMANS
Executive Director (Economy and Communities)

Reference : JMCH/BA

For further information please contact James McHarg, Senior Manager Participation and Empowerment, Economy and Communities on 01294 324424.

Background Papers

None

North Coast & Cumbrae Area Committee

Amount Allocated 2014/15: £11,474

97

Local Youth Action Fund 2014/15

North Coast , Cumbrae Area Committee

Amount Allocated 2013/14: £5,072

Amount Allocated 2014/15: £5,072

[illegible]

| Local Youth Action Fund 2014/15 | | | | |
|---|---|------------------|---|--|
| Applications from Organisations seeking Financial Assistance - North Coast and Cumbrae - 5 March 2015 | | | | |
| Organisation | Purpose of Grant | Amount Requested | Amount Recommended | Comments |
| <p>Phil/Scot Trust</p> <p>Meeting place: Church Halls throughout North Ayrshire, AMECA office in Irvine.</p> <p>Numbers attending: 20</p> <p>Balance in bank: £797.81 (general running costs, hall hire, transport and entertainment).</p> <p>Past awards: CDGS 2008/09 awarded £600 towards general running costs from Ardrossan and Arran, Saltcoats and Stevenston Area Committee.</p> | <p>Costs towards Philippine Cultural Fun Day event on Saturday 13 June 2015 in The Volunteers Room, Irvine.</p> <ul style="list-style-type: none"> • Transport - £150 • Hall hire and catering for event - £700 • Entertainers for event - £300 • Office supplies etc. - £100 <p>Total cost of project - £1,250</p> | £1,100 | £1,100 (£425 from this Area Committee) | <p>The Phil Scot Trust have a unique place in the cultural life of North Ayrshire and this event will further embed this in the local community.</p> <p>Funding to assist them to participate in this event will be a benefit to both the members of the group and those who come along.</p> <p>The group are encouraging young people to take part and a good number have taken up this opportunity.</p> <p>The recommended amount is reflective of those residing in the North Coast area.</p> |
| <p>St Mary's Primary School Parent Council</p> <p>Meeting place: St. Mary's Church Hall, Largs</p> <p>Numbers attending: 10 in the Parent Council</p> <p>Balance in bank: £1,890.16 (school trips, P7 leaving gifts, contribution to Arran Outdoor Centre for P7's.)</p> <p>Past awards: CDGS 2011/12 awarded £1,000 towards gala day.</p> | <p>Costs towards St. Mary's Primary School Show at the Vikingar Theatre, Largs on 9 and 10 June 2015:</p> <ul style="list-style-type: none"> • Scotch Broth Productions - £1,200 • Transport - £600 • Backdrops/scenery - £300 • Costumes - £300 • Sound/lights - £600 <p>Total cost of project - £3,000</p> | £2,000 | £600 | <p>The recommended amount will go towards the lights for the show, which will build on the young people's self confidence, learn new theatre skills in a proper theatre setting.</p> <p>The show is open to all and local care homes and schools have been invited. Tickets are open to the local community.</p> <p>This will be a one-off award and the group have been advised that in the future they will have to look for alternative sources of funding for this type of activity in the future.</p> |

| Local Youth Action Fund 2014/15 | | | | |
|---|---|------------------|--------------------|--|
| Applications from Organisations seeking Financial Assistance - North Coast and Cumbrae - 5 March 2015 | | | | |
| Organisation | Purpose of Grant | Amount Requested | Amount Recommended | Comments |
| <p>Largs Events</p> <p>Meeting place: Largs Library</p> <p>Numbers attending: 10-15 in the Committee</p> <p>Balance in bank: £4,326.67 (towards the Family Fun Weekend)</p> <p>Past awards: CDGS 2013/14 awarded £1,000 towards hire of portaloos and marketing costs. 2014/15 awarded £500 towards Family Fun Weekend. LYAF 2014/15 awarded £1,500 towards junior events.</p> | <p>Costs towards family fun weekend:</p> <ul style="list-style-type: none"> • Kite display and schools' visits - £1,500 • Security for kite area - £300 • Small tents for volunteers - £200 <p>Total cost of project - £10,000</p> | £2,000 | £1,000 | <p>The recommended amount will go towards the kite display and security for the kite area.</p> <p>The kite display is a key element of the Family Fun Weekend.</p> <p>In the weeks leading up to the event, Largs Events in partnership with the kite display organisers will visit as many local schools as possible. The young people will learn about kiting and the science behind it. They will learn how to build a kite, explanation of how it flies and how to fly a kite.</p> <p>This is the second application from the group in this financial year, however Members may wish to consider this application due to funds being available at this last meeting of the financial year.</p> |



Local Youth Action Fund Assessment Form

1. Reporting Officer: Lesley Forsyth
2. Department: Connected Communities
Telephone No.: 01294 324407

SECTION 1 - Details of Group/Organisation

3. Name of Group/Organisation: Phil/Scots Trust
4. Date of Officer's Visit: 10 December 2015 (telephone)
5. Are you satisfied that the details contained in the Grant Application are accurate? - Yes

If NO give reasons

6. Is the proposal a realistic undertaking of the group? - Yes

If NO explain why

7. Does the group carry appropriate insurance for the project? - Yes
8. Does group attendance concur with the application? - Yes
Is the award sought for a new youth activity, facility or service? - Yes
9. Does your organisation cater for children under the age of 16 years for more than 2 hours and more than 6 times per year? - No

If YES, is it registered with the Care Commission under the Regulation of Care (Scotland) Act 2001? -

If NO explain why

10. Does the expenditure meet North Ayrshire Council's Single Outcome Agreement Priorities? - Yes

If YES, which Single Outcome Agreement Priorities are being addressed?

Children's health and wellbeing is improved through breaking the cycle of poverty, inequality and poor outcomes:

- Children and young people are nurtured and parents are supported.
- Children and young people are safe, healthy, active, aspiring and achieving.
- The life chances of vulnerable children and young people are improved.

North Ayrshire residents feel safer and communities are empowered:

- More residents engage in community activities and volunteering.

SECTION 2 - Criteria for Assessment

11. In which way does this application address Local Youth Action Fund Objectives?

- Increasing the number of services and facilities available which provide constructive and relevant activities.
- Increase in number of young people accessing facilities.
- Young people have a sustained interest and involvement in the activities provided.
- An increase in satisfaction of young people.

12. What youth engagement/consultation has been undertaken regarding the proposed activity, service or facility?

The group have consulted with various young people connected to AMECA and other ethnic minority groups, Church groups and other local groups.

13. What community engagement/consultation has been undertaken regarding the proposed activity, service or facility?

Engagement has taken place between Economy and Communities, Information and Culture and AMECA.

14. Are Partnership links in place? Yes

AMECA

15. Overall Assessment

The group have unique skills in dance and culture which will be shared with the local community at this event.

The opportunity to share their skills and give an insight in to their culture in a public performance will build up the confidence of the individuals whilst raising awareness of their culture to the audience who attends.

The group continue to progress their work by encouraging young people to participate in their culture, which could be lost in years to come if not passed on by the older members.

SECTION 3 - Details of Proposed Expenditure

16. Amount Requested: £1,100

17. Group Contribution: £150

SECTION 4 - Recommendation

18. Support Application: Yes

19. Defer Application?

20. Amount recommended: **£1,100 (£425 form this Area Committee)**

Give reasons

The recommended amount is a reflection of those residing in the North Coast area.

The Phil/Scot Trust have a unique place in the cultural life of North Ayrshire and this event will further embed this in the local community.

Funding to assist them to participate in this event will be a benefit to both the members of the group and those who come along.

The older members of the group are passing on their culture to the younger ones which will increase the younger people's knowledge and understanding of their culture.

Signature: Lesley Forsyth

Date: **13 February 2015**



Local Youth Action Fund Assessment Form

1. Reporting Officer: Bernadette Anderson
2. Department: Connected Communities
Telephone No.: 01294 324468

SECTION 1 - Details of Group/Organisation

3. Name of Group/Organisation: St. Mary's Primary School Parent Council
4. Date of Officer's Visit: 13 February 2015
5. Are you satisfied that the details contained in the Grant Application are accurate? - Yes

If NO give reasons

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6. Is the proposal a realistic undertaking of the group? - Yes

If NO explain why

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7. Does the group carry appropriate insurance for the project? - Yes
8. Does group attendance concur with the application? - Yes
Is the award sought for a new youth activity, facility or service? - Yes
9. Does your organisation cater for children under the age of 16 years for more than 2 hours and more than 6 times per year? - Yes

If YES, is it registered with the Care Commission under the Regulation of Care (Scotland) Act 2001? -

If NO explain why

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|---|
| Under the school, Education and Skills. |
|---|

10. Does the expenditure meet North Ayrshire Council's Single Outcome Agreement Priorities? - Yes

If YES, which Single Outcome Agreement Priorities are being addressed?

Children's health and wellbeing is improved through breaking the cycle of poverty, inequality and poor outcomes.

- Children and young people are nurtured and parents are supported.
- Children and young people are safe, healthy, active, aspiring and achieving.
- The life chances of vulnerable children and young people are improved.

North Ayrshire residents feel safer and communities are empowered:

- More residents engage in community activities and volunteering.

SECTION 2 - Criteria for Assessment

11. In which way does this application address Local Youth Action Fund Objectives?

- Increasing the number of services and facilities available which provide constructive and relevant activities.
- Increase in number of young people accessing facilities.
- Young people have a sustained interest and involvement in the activities provided.
- An increase in satisfaction of young people.

12. What youth engagement/consultation has been undertaken regarding the proposed activity, service or facility?

Engagement has taken place between the parents/guardians of the young people, school and local community.

13. What community engagement/consultation has been undertaken regarding the proposed activity, service or facility?

Community engagement/consultation has been undertaken by involving the local community, care homes, pupils, parents/guardians of the young people etc.

14. Are Partnership links in place? Yes

Partnership links with the school and Information and Culture.

15. Overall Assessment

This application will allow the young people to take part in a show using a local theatre instead of the school. They will be able to perform, take part backstage, see how lights / sound equipment work - all activities that the young people would not normally have access to.

The show is open to the whole community with local care homes being invited, local schools and churches.

This is the second year that the parent council has helped with the production, and the feedback from last year greatly impacted on the young people's confidence and subsequent academic achievements. It was a good community event with parents/carers being involved with costumes and scenery.

SECTION 3 - Details of Proposed Expenditure

16. Amount Requested: £2,000

17. Group Contribution: £3,500

SECTION 4 - Recommendation

18. Support Application: Yes

19. Defer Application?

20. Amount recommended: **£600**

Give reasons

The recommended amount is a one-off contribution towards the lights and the group have been advised that in the future they will have to look at various other external funding opportunities. I have given them contact details for Dianna Whyte, External Grants Officer with Economy and Communities.

The group have received £500 from North Ayrshire Council, Information and Culture Section towards the venue hire.

The show will encourage young people to take part in various activities, building self confidence and giving them an opportunity a taste of what it is like to be part of a bigger production supported by the local community.

Signature: Bernadette Anderson

Date: **13 February 2015**



Local Youth Action Fund Assessment Form

1. Reporting Officer: Bernadette Anderson
2. Department: Connected Communities
Telephone No.: 01294 324468

SECTION 1 - Details of Group/Organisation

3. Name of Group/Organisation: Largs Events
4. Date of Officer's Visit: 16 February 2015 (telephone)
5. Are you satisfied that the details contained in the Grant Application are accurate? - Yes

If NO give reasons

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6. Is the proposal a realistic undertaking of the group? - Yes

If NO explain why

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7. Does the group carry appropriate insurance for the project? - Yes
8. Does group attendance concur with the application? - Yes
Is the award sought for a new youth activity, facility or service? - Yes
9. Does your organisation cater for children under the age of 16 years for more than 2 hours and more than 6 times per year? - No

If YES, is it registered with the Care Commission under the Regulation of Care (Scotland) Act 2001? -

If NO explain why

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10. Does the expenditure meet North Ayrshire Council's Single Outcome Agreement Priorities? - Yes

If YES, which Single Outcome Agreement Priorities are being addressed?

Children's health and wellbeing is improved through breaking the cycle of poverty, inequality and poor outcomes:

- Children and young people are nurtured and parents are supported.
- Children and young people are safe, healthy, active, aspiring and achieving.
- The life chances of vulnerable children and young people are improved.

North Ayrshire residents feel safer and communities are empowered:

- More residents engage in community activities and volunteering.

SECTION 2 - Criteria for Assessment

11. In which way does this application address Local Youth Action Fund Objectives?

- Increasing the number of services and facilities available which provide constructive and relevant activities.
- Increase in number of young people accessing facilities.
- Young people have a sustained interest and involvement in the activities provided.
- An increase in satisfaction of young people.

12. What youth engagement/consultation has been undertaken regarding the proposed activity, service or facility?

The group have contacted local schools and used feedback from last year's event which was very successful.

13. What community engagement/consultation has been undertaken regarding the proposed activity, service or facility?

Community engagement has taken place with local schools, youth groups and the local community at last year's event.

14. Are Partnership links in place? Yes

The Kite Display Team

15. Overall Assessment

The group have made a start in involving young volunteers in the planning, preparing and running of the Family Fun Weekend following on from last year's successful event. The young volunteers will take on a more prominent role in the running and planning of this year's event.

A key element of the Family Fun Weekend is the outstanding a very impressive kite displays. In the weeks leading up to the event, Largs Events in partnership with the kite display organisers, will visit as many local schools as possible. The intent of each visit is to imbue the pupils with enthusiasm for kiting and the science behind it. The team will explain how a kite flies; give pupils a lesson in building a kite, and, of course, have an opportunity to fly a kite.

SECTION 3 - Details of Proposed Expenditure

16. Amount Requested: £2,000

17. Group Contribution: £8,000

SECTION 4 - Recommendation

18. Support Application: Yes

19. Defer Application?

20. Amount recommended: **£1,000**

Give reasons

The Family Fun Weekend will provide a range of adventurous activities - all of which will be carefully supervised. These will range from climbing activities to competitive team challenges including the kite display. Additionally a craft fair will provide a useful outlet for parents and others to enjoy making this weekend fun for all.

Signature: Bernadette Anderson

Date: **16 February 2015**