



**NORTH AYRSHIRE**  
COUNCIL

Cunninghame House,  
Irvine.

29 May 2014

### **Cabinet**

You are requested to attend a Meeting of the Cabinet of North Ayrshire Council to be held in the Council Chambers, Cunninghame House, Irvine on **TUESDAY 3 JUNE 2014** at **2.30 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 (Page 7)**

The accuracy of the Minutes of the meetings held on (i) 29 April and (ii) 6 May 2014 will be confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973 (copies enclosed).

## **EDUCATION ITEMS FOR DECISION**

3. **Proposal to Develop Irvine Royal Academy as an Ayrshire College and North Ayrshire Council Skills Centre of Excellence (Page 23)**  
Submit report by the Head of Service (Community and Culture) (Education and Skills) on proposals to develop an Ayrshire College Centre of Excellence at Irvine Royal Academy (copy enclosed).
4. **600 Hours and Provision for Two Year Olds (Page 31)**  
Submit report by the Head of Service (Education 3-18) (Education and Skills) on the progress made with provision for two year olds from workless families for August 2014 (copy enclosed).

## **GENERAL EDUCATION BUSINESS FOR INFORMATION**

5. **Scots Language (Page 37)**  
Submit report by the Head of Service, Head of Service (Community and Culture) (Education and Skills) on the use and promotion of Scots Language in North Ayrshire (copy enclosed).
6. **Curriculum for Excellence (Page 43)**  
Submit report by the Head of Service, (Education 3-18) (Education and Skills) on progress made in implementing Curriculum for Excellence (copy enclosed).
7. **Promoting the STEM Agenda in North Ayrshire Schools (Page 51)**  
Submit report by the Head of Service (Education 3-18) (Education and Skills) on the increased focus on STEM (Science, Technology, Engineering and Mathematics) across all schools (copy enclosed).

## **GENERAL BUSINESS FOR DECISION**

### **Reports by the Chief Executive**

8. **Ayrshire Shared Services Joint Committee- Changes to Minute of Agreement (Page 71)**  
Submit report by the Chief Executive on changes to the Minute of Agreement setting up the Ayrshire Shared Services Joint Committee (copy enclosed).
9. **Gypsy/Traveller Policy on Unauthorised Encampments (Page 81)**  
Submit report by the Chief Executive on the terms of a draft Policy for managing unauthorised Gypsy/Traveller encampments (copy enclosed).

## **Reports by Education and Skills**

**10. North Ayrshire Legacy 2014 Fund (Page 101)**

Submit report by the Head of Service (Community and Culture) (Education and Skills) on the planning and delivery of the community applications to the North Ayrshire Council Legacy Fund 2014 (copy enclosed).

**11. Kirktonhall, West Kilbride (Page 111)**

Submit report by the Head of Service, (Community and Culture) (Education and Skills) on the preferred bidder status of the Kirktonhall Creative Media Group (copy enclosed).

## **CONTRACTS**

**12. Award of Contract - Measured Term Contract (MTC): Water Quality Management (Page 115)**

Submit report by the Corporate Director (Finance and Corporate Support) on the result of the tender exercise for Water Quality Management (copy enclosed).

**13. Award of Contract - St Luke's Primary School extension works (Page 127)**

Submit report by the Corporate Director (Finance and Corporate Support) on the result of the tender exercise for St Luke's Primary School extension works (copy enclosed).

**14. Award of Contract - New Day Care Centre and Flats (former Stevenson Institute site) Largs (Page 137)**

Submit report by the Corporate Director (Finance and Corporate Support) on the result of the tender exercise for the new Day Care Centre and Flats (former Stevenson Institute site), Largs (copy enclosed).

## **GENERAL BUSINESS FOR INFORMATION**

**15. Welfare Reform Activity in 2013/14 (Page 147)**

Submit report by the Corporate Director (Finance and Corporate Support) on welfare reform activity in 2013/14, an outlined Welfare Reform action plan and baseline indicators for 2014/15 to 2016/17 (copy enclosed).

## **MINUTES**

**16. Community and Lifelong Learning Advisory Panel : 3 April 2014 (Page 161)**

Submit report by the Head of of Service (Community and Culture) (Education and Skills) on the minutes of the meeting of the Community and Lifelong Learning Advisory Panel held on 3 April 20104 (copy enclosed).

**17. Brodick Pier Redevelopment Group : 11 April 2014 (Page 167)**

Submit report by the Corporate Director (Development & Environment) on the Minutes of the meeting of the Brodick Pier Redevelopment Group held on 11 April 2014 (copy enclosed).

**18. Ayrshire Economic Partnership : 23 April 2014 (Page 173)**

Submit report by the Corporate Director (Development & Environment) on the Minutes of the meeting of the Ayrshire Economic Partnership held on 23 April 2014 (copy enclosed).

**19. Urgent Items**

Any other item which the Chair considers to be urgent.

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## Cabinet

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Sederunt: **Elected Members**

Willie Gibson (Chair)  
Alan Hill (Vice-Chair)  
Marie Burns  
John Bruce  
Anthea Dickson  
Tony Gurney  
Ruth Maguire

**Church Representatives**

Very Reverend Matthew Canon McManus  
Ms Elizabeth H. Higton  
Mr Mark Fraser

**Teaching Representative**

Mr Gordon Smith

**Youth Council Representatives**

to be advised

Chair:

Attending:

Apologies:

Meeting Ended:



Cabinet  
29 April 2014

**Irvine, 29 April 2014** - At a Meeting of Cabinet of North Ayrshire Council at 2.30 p.m.

**Present**

Willie Gibson, Marie Burns, John Bruce, Anthea Dickson, Tony Gurney, Alan Hill and Ruth Maguire;

**Also Present**

Donald Reid.

**In Attendance**

E. Murray, Chief Executive; I. Colvin, Director (North Ayrshire Health and Social Care Partnership); L. Friel, Corporate Director (Finance and Property), T. Reaney, Procurement Manager (Finance and Corporate Support); C. Hatton, Corporate Director, J. Miller, Senior Planning, Transportation and Regeneration Manager and A. Adrain, Interim Head of Housing (Development and Environment); A. Sutton, Head of Service (Community and Culture), S. Quinn, Head of Service (Development) and R. Arthur, Manager (Information and Culture); and A. Fraser, Head of Democratic and Administration, A. Todd, Policy and Performance Officer, M. Adams, Programme Manager (Early Intervention and Prevention); A. Woodison, Communications Officer and A Little, Committee Services Officer (Chief Executive's Service).

**Chair**

Councillor Gibson in the Chair.

**1. Declarations of Interest**

There were no declarations of interest by Members in terms of Standing Order 16 and Section 5 of the Code of Conduct for Councillors.

**2. Minutes**

The accuracy of the Minutes of the meeting held on 25 February 2014 was confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973.

**3. Service Plans 14/15**

Submitted report by the Chief Executive on the Council's Service Plan for 2014/15.

Services have produced their Service Plans for 2013/14 in accordance with the Service Planning and Budgeting Guidance. There are six Service Plans in total, as set out in the Appendices to the report.

Members asked questions and were provided with further information in relation to:-

#### Democratic Services

- the introduction of Lean Six Sigma technologies to support future process optimisation projects; and
- why the capacity for improvement was "good".

#### Education and Skills

- methods in place to measure performance in schools, including inspections and exam performance results;
- changes at Arran Outdoor Resource Centre, including the appointment of an Interim Manager, supporting the leadership development of young people and teaching staff, extending the range of partners involved and reviewing the timetable for use by schools;
- a number of KPIs that are historical and are recorded for benchmarking purposes; and
- the very positive report following an inspection of learning and development in the Irvine Royal North Ayrshire learning community.

#### Social Services and Health

- more work that requires to be done to increase the take up of respite care; and
- the establishment of CareNA, a web-based service for service users and carers, that won a Cosla Gold award for service innovation and improvement.

#### Finance and Corporate Support

- Integration of Health and Social Care and changes in respect of financial and resource management systems, staffing structures and governance

The Cabinet agreed to (a) approve the six Service Plans 2014/15 as set out in Appendices 1 - 6 to the report; (b) receive 6-monthly progress reports; and (c) refer to the report to the Scrutiny and Petitions Committee for its information.

### **4. Council Plan Action Plan 14/15**

Submitted report by the Chief Executive on the proposed Council Plan Action Plan for 2014/15 which sets out the Council's aims and ambitions over the next five years and its vision for North Ayrshire. It provides information on the Council's response to the Christie Review on Public Service Reform and on its links to the Single Outcome Agreement. Progress on the Council Plan has been reported through the Action Plan on a six monthly basis to Cabinet and the Scrutiny and Petitions Committee.

The Cabinet agreed to (a ) approve the Council Plan Action Plan 2014/15; and (b) refer the report to the Scrutiny and Petitions Committee for its consideration.



## **5. Performance Management Update 14/15**

Submitted report by the Chief Executive on an update of Performance Management arrangements and work plan developed to focus on key performance areas.

A Performance Management Forum (PMF) has been established to support the vision and comprises membership from all Directorates. The key role of the PMF is to embed a high performance culture in North Ayrshire Council. The PMF developed a work plan that was attached as an appendix to the report. A review of the current Performance Management Strategy will be undertaken by the PMF and is part of the work plan. As a result of the establishment of the PMF, its associated work plan and the review of the Performance Management Strategy, there is no longer a requirement for a Performance Management Strategy Action Plan for 2014/15.

Members asked questions and were provided with further information in relation to the work that will continue to ensure the quality and quantity of performance management information is appropriate.

The Cabinet agreed (a) that the Performance Management Forum Work Plan will replace the annual Performance Management Strategy Action Plan; (b) notes the progress with the Corporate PSIF Improvement Plan, Recognised for Excellence and PSIF self-assessments; and (c) refers the report to the Scrutiny and Petitions Committee for its consideration.

## **6. Improving Children's Outcomes**

Submitted report by the Chief Executive on proposals to participate in a Scottish Government project to improve children's outcomes.

The Dartington Social Research Unit is an independent charity that seeks to increase the use of evidence of what works in designing and delivering services for children and their families. It is also a strong advocate of prevention and early intervention based approaches and has experience of working in improving children's outcomes across education, health, social care and criminal justice systems. The Dartington Social Research Unit (SRU) has been working with the Scottish Government to develop this work across Scotland. As a result, the "Improving Children Outcomes" project has been established to support work on gathering evidence on the needs of the child population locally and how services meet that need.

The Cabinet agreed to (a) participate in the Scottish Government's Improving Children's Outcomes project; (b) contribute £46,000 towards the implementation of the project in North Ayrshire in 2014/15; (c) note that the CPP's Children's Services Strategic Partnership will manage this project; and (d) note that a Elected Members' briefing will be held on the project.

## **7. Council Vehicle Advertising**

Submitted report by the Chief Executive on the use of Council vehicles for advertising campaigns to promote the work and services of North Ayrshire Council.

Certain types of North Ayrshire Council's vehicles have the capacity to carry promotional messages on side and rear panels, offering services an alternative to other more expensive forms of outdoor advertising.

Members asked questions and were provided with information in relation to work that could be undertaken to examine whether this could be developed into a commercial venture.

The Cabinet agreed (a) that relevant Council vehicles are used to support promotion and marketing of North Ayrshire Council campaigns/services/events; and (b) to otherwise not the report.

## **8. Largs and District Historical Society**

Submitted report by the Chief Executive on the Society's proposals in relation to their collection.

The Trustees for Largs and District Historical Society established a Charitable Trust in 1993 called the Largs Museum Trust for the purpose of safeguarding their collection of artefacts. This collection was transferred by the Society to the Trust. The report outlined issues experienced by the Society and Trust and the proposal to bring the Trust and the Society together in one body. It is proposed that the Society membership will be transferred to the new Limited Company and at the same time the Trust will be wound up and the assets therein including Kirkgate House and the museum artefacts transferred to the new Limited Company.

The original Trust Deed contained a condition that in the event that Largs Museum Trust comes to an end, the Trustees were to transfer the assets to the Local Authority failing which the assets were to be transferred to a charity having similar purposes to the Original Trust. There is nothing binding upon the Council requiring it to accept the collection. As the new Company has the same purposes as the Trust and is charitable in nature and registered with OSCR, it is more appropriate for the collection to be transferred to the new Company.

The Cabinet agreed (a) to note the creation of the Largs and District Museum and Historical Society Limited; and (b) that the Council does not wish to accept the collection formerly belonging to Largs Museum Trust which will allow it to be transferred to the Limited Company.

## **9. Procurement Overview**

Submitted report by Corporate Director (Finance and Corporate Support) on progress and information on relevant procurement issues, including the national Procurement agenda and the annual Procurement Capability Assessment within the Council.

Members asked questions and were provided with information in relation to:-

- work by the Council to encourage and support local businesses in how to do business with the Council and the procurement processes.

The Cabinet agreed to (a) note the report; and (b) receive a further report in six months.

## **10. Irvine Cycle Friendly Town Study**

Submitted report by the Corporate Director (Development and Environment) on progress made in relation to the Irvine Cycle Friendly Town Study, recommendations and projects identified from extensive public and stakeholder consultation, the development of a three year Action plan for the implementation of improvements and funding applications submitted to a range of agencies.

The Cabinet agreed to (a) consider the range of recommendations proposed by the study; (b) note the grant funding applications submitted to date for the implementation of the recommendations; and (c) remit to the Corporate Director (Development and Environment) to submit further funding applications to implement the recommendations.

## **11. Award of Framework Agreement: Painting and Decorating Works**

Submitted report by the Corporate Director (Finance and Corporate Support) on the results of the tender exercise for the framework agreement for the provision of Painting and Decorating works.

The Cabinet agreed to approve the award of the framework agreement to Bell Decorating Group, Mitie Property Service, Wm. Paterson Decorators and Dumbreck Decorators.

## **12. Award of Contract: Walker & Imperial Halls, Kilbirnie**

Submitted report by the Corporate Director (Finance and Corporate Support) on the result of the tender exercise for the works and the award of the contract

The Cabinet agreed to approve the award of the contract to Laing Traditional Masonry (LTM), at a contract value of £409,057.

### **13. Icelandic Bank Investments**

Submitted report by the Corporate Director (Finance and Corporate Support) on the updated position regarding the Council's investments in Icelandic Banks.

The Council had investments of £5m and £10m respectively in the Icelandic banks Landsbanki hf and Glitnir hf when they collapsed in October 2008. Since the banks' collapse, the Council has been working alongside COSLA and the Local Government Association (LGA) to obtain the best possible outcome in respect of recovery of the deposits.

All repayments due to the Council in respect of Glitnir have now been made, with £1.908m of funds now being held in an Icelandic escrow account, pending resolution of Icelandic capital restrictions, with the remaining risk relating to foreign exchange rate fluctuations. In January 2014, following receipt of independent advice, the Council sold its claim in the insolvent estate of Landsbanki through a competitive auction process. The proceeds of the sale mean that the Council has recovered 95.68% of the £5m that was originally deposited with Landsbanki and is no longer a creditor. The recovery of the deposit much earlier than anticipated, offset by recovery of less than 100%, means that there will be a net benefit to the Council in 2013/14 of £0.130m. The sum of £0.130m will be credited proportionately between the General Fund and the Housing Revenue Account and will be reflected in the Council's annual accounts for the year to 31 March 2014. Sale of the final component of the Landsbanki investment brings the significant issues around the Council's investments in the Icelandic Banks to a conclusion. The return of the Glitnir investment, currently held in an escrow account, will be managed via the Council's mainstream treasury activity.

Noted.

### **14. An Overview of Local Government in Scotland 2013: Update**

Submitted report by Corporate Director (Finance and Corporate Support) on progress made on implementing actions in relation to the Audit Scotland report.

The report provided details of the main issues that were identified for North Ayrshire in relation to the key finding of the report. Appendix 1 to the report outlined progress in implementing each of the actions.

Noted.

### **15. Understanding and Tackling Domestic Abuse: Progress Update**

Submitted report by the Corporate Director (Development and Environment) on an update on tackling domestic abuse in North Ayrshire.

The report provided information on the current approach and a number of services currently operating in North Ayrshire to address the issue of domestic abuse, including Violence Against Women Partnership, Multi-Agency Domestic Abuse Response Team (MADART), Break the Silence, Caledonian Programme, ASSIST, Home Security Project, Sacro, North Ayrshire Women's Aid (NAWA) and the Daphne III Programme.

The Cabinet noted (a) the current approach to tackling domestic abuse in North Ayrshire and the positive impact it is having; and (b) that a review of domestic abuse services will be undertaken as part of the development of the 2014/17 Violence Against Women Strategy.

## **16. Gaelic Language Plan**

Submitted report by the Head of Service (Community and Culture) (Education and Skills) on feedback from Bòrd na Gàidhlig's Panel and proposed amendments to the Gaelic Language Plan.

North Ayrshire Council is developing its response to meeting statutory commitments in adopting its first Gaelic Language Plan. A cross-council working group has drafted the plan and consultation with the public has taken place. Appendix 1 to the report outlined changes to the Plan as a result of feedback from the Screening Panel.

The Cabinet agreed to (a) note the feedback from Bòrd na Gàidhlig; and (b) approve amendments to the Gaelic Language Plan for consideration by the Bòrd na Gàidhlig Board for approval.

## **17. South West Hub Territory Partnership Board held on 30 January 2014**

Submitted report by the Corporate Director (Finance and Corporate Support) on the minutes of the South West Hub Territory Partnership Board held on 30 January 2014

Noted.

## **18. Corporate Equality Group : 3 March 2014**

Submitted report by the Chief Executive on the minutes of the Corporate Equality Group held on 3 March 2014

Noted.

## **19. Physical Environment Advisory Panel : 10 March 2014**

Submitted report by the Corporate Director (Development and Environment) on the minutes of the Physical Environment Advisory Panel held on 10 March 2014

Noted.

## **20. Urgent Items**

The Chair agreed that the following item be considered as a matter of urgency to allow the matter to be actioned without delay.

## **21. Arran Homes**

At its meeting on 24 April 2104, the Ardrossan and Arran, Saltcoats and Stevenston Area Committee had discussed the announcement by Trust Housing Association of planned changes to services delivered on Arran. The Committee agreed to request the Chief Executive write to Trust Housing Association expressing their concerns at the proposed closure of the Arran office, their disappointment at the lack of consultation with local Members, tenants and partner agencies and to request Trust Housing Association meet with local Elected Members and other interested parties.

The Cabinet agreed that the Chief Executive write to Trust Housing Association in the terms expressing concerns at the proposed closure of the Arran office, the disbanding of the local committee, disappointment at the lack of consultation with local Members, tenants and partner agencies and to request Trust Housing Association meet with local Elected Members and other interested parties to discuss the planned changes to the service delivery.

The meeting ended at 4.45 p.m.

Cabinet  
6 May 2014

**Irvine, 6 May 2014** - At a meeting of the Cabinet of North Ayrshire Council at 2.30 p.m.

**Present**

Willie Gibson, Marie Burns, John Bruce, Anthea Dickson, Tony Gurney, Alan Hill and Ruth Maguire.

**Also Present**

Donald Reid.

**In Attendance**

E. Murray, Chief Executive; C. Hatton, Corporate Director, K. Yeomans, Head of Service (Development Planning), J. Miller, Senior Planning, Transportation and Regeneration Manager and A. Adrain, Interim Head of Housing (Development and Environment); L. Friel, Head of Finance and Corporate Services, T. Reaney (Procurement Manager), D. Tate, Senior Manager (Property Management and Investment), A. Blakely, IT Manager and G. Macgregor, Head of Human Resources and Organisational Development (Finance and Corporate Support); S. Quinn, Head of Service (Development) (Education and Skills); A. Fraser, Head of Democratic and Administration Services, A. Hale, Health Improvement Officer, A. Woodison, Communications Officer and A. Little, Committee Services Officer (Chief Executive's Service).

**Chair**

Councillor Gibson in the Chair.

**1. Declarations of Interest**

There were no declarations of interest by Members in terms of Standing Order 16 and Section 5 of the Code of Conduct for Councillors.

**2. Minutes**

As a result of the public holiday on 5 May 2014, the Call In Period expires on Wednesday 7 May 2014 at 12 noon.

The Minutes of the meeting held on 29 April 2014 will be submitted to Cabinet on 3 June for confirmation and signature.

Noted.

### **3. Review of Extended Corporate Management Team - Phase 2**

Submitted report by the Chief Executive on options for change to the Council's Extended Corporate Management Team.

The report presented proposals for the next phase of the review of the Council's Extended Corporate Management Team (ECMT). The new structure will contain four Executive Directors working full-time within the Council. The report outlined the remit of the four Executive Director posts of Education and Youth Employment, Place, Economy and Communities and Finance and Corporate Support. In addition to the broad remits and range of services delivered through the Directorates each of the Executive Directors will also take the lead on a number of strategic priorities of the Council, whilst working with two Heads of Service managing the day-to-day operations and delivery of a range of services. The new Director of the North Ayrshire Health and Social Care Partnership will remain as a Member of the Corporate Management Team.

The Chief Executive also provided last minute information on the matching in of staff to posts and those posts that will require to be filled.

The Cabinet agreed the proposals contained in the report.

### **4. Defibrillators**

Submitted report by the Chief Executive on the installation of defibrillators in Council Premises.

The report provided information on the number of defibrillator units currently in place or planned for North Ayrshire. The range of Automatic External Defibrillators (AED) was outlined and costings provided for the purchase of units, including accessories and maintenance costs.

Members asked questions and were provided with further information in relation to further work that will be required by the Council and partners such as the Ambulance Service and British Heart Foundation to raise awareness of the location and availability of defibrillators and promotion of the use of the units.

The Cabinet agreed that (a) the Council carries out the purchase and installation of Automatic External Defibrillators (AED) and training of Council staff as outlined in the report; (b) that the initial purchase and training costs are met from the projected in-year surplus in the General Fund budget for the year ended 31 March 2014; and (c) a full mapping exercise is undertaken within North Ayrshire to identify current and planned locations of AEDs to ascertain if the installation programme requires to be extended.



## **5. Asset Management Plans: 2014-2017**

Submitted report by the Corporate Director (Finance & Corporate Support) on the six themed Asset Management Plans for the period 2014-2017.

At its meeting on 29 March 2011, the former Executive approved the Corporate Asset Management Strategy. The six themed Asset Management Plans (AMPs) and associated Action Plans were approved by the former Executive on 28 February 2012. A review of the six themed plans was undertaken and Appendix 1 - 6 outlined the updated Action Plans.

Members asked questions and were provided with information in relation to:-

- the provision of a report to a future meeting on the Open Space Strategy;
- more detailed and accurate surveys that were undertaken to measure public service buildings that are suitable and accessible to disabled people and the impact of this information on the compliance level achieved for 2012/13.

The Cabinet agreed to (a) note the content of the six Asset Management Plans, and (b) approve the Action Plans for the period 2014/17.

## **6. Housing Services Customer Involvement & Empowerment Strategy 2014-2017**

Submitted report by the Corporate Director (Development and Environment) on the draft Customer Involvement and Empowerment Strategy and Action Plan 2014-2017.

The current strategy was developed in partnership with tenants and residents and approved in November 2010. The report outlined the wide range of work that has been undertaken with tenants and other customers to encourage and support effective tenant involvement. The new strategy for 2014/17 builds on previous strategies and on the feedback and comments received during focus groups.

The Cabinet agreed to approve the Customer Involvement and Empowerment Strategy 2014/17.

## **7. Impact of new Social Sector Size Criteria on Housing Services**

Submitted report by the Corporate Director (Development and Environment) on progress of actions to mitigate the impact of welfare reform on Council tenants.

The Welfare Reform Action introduced reforms that affect housing benefit for social housing tenant. The report outlined a number of key activities and services around the changes:-

- Discretionary Housing Payments (DHP), DHP position at 31 March 2014 and DHP funding 2014/15 position;
- Rent arrears due to the Social Sector Size Criteria (under occupation), numbers of tenants affected by under-occupation that are in rent arrears and overall rent arrears;
- impact of benefit cap;
- work of the Welfare Reform Team;
- temporary accommodation, reclassification of properties, tenants rehoused due to under-occupation, mutual exchanges and increasing the availability of one bedroom properties; and
- emerging issues such as an increase in void properties and difficulties in letting larger properties, demand for 1 bed accommodation, increase in homeless presentations and reasons, increasing demand for support services and Universal Credit.

Members asked questions and were provided with information in relation to:-

- the updated position in relation to supported exempt accommodation that no change is expected to the definition and local authority temporary accommodation will be subject to the under occupation charge; and
- the detailed means tested DHP application process and assistance that is provided by the Welfare Reform Team to complete the application forms.

The Cabinet agreed (a) that for a further year there should be no eviction from mainstream Council properties where rent arrears are solely due to the under-occupation penalty and where (i) it can be demonstrated that the tenant is engaging with the Council to make payment towards the arrears; or (ii) the Council continues to actively pursue other options to mitigate the impact of the under-occupation charge on individual households; (b) not to pursue tenants in Council homeless temporary accommodation for under-occupation arrears until the review of the homeless service and temporary accommodation provision is complete; (c) to note the progress on action to mitigate the impact of the under-occupation charge on tenants and on Housing Revenue Account income; (d) to note the number of tenants impacted by the under occupancy charge, and the impact on rent arrears; (e) to note the impact of the benefit cap on council tenants; (f) to note the Discretionary Housing Payment funding position for 2014/15; (g) to approve the DHP policy and Operational Procedures for 2014/15 (Appendix 1 and 2); (h) to note the emerging issues highlighted within the report; and (i) that the Chief Executive should make representation to the Scottish Government in terms of full mitigation for local authority temporary accommodation.

## **8. Eviction Policy for Rent Arrears**

Submitted report by the Corporate Director (Development and Environment) on a proposed amendment to the Eviction Policy to reflect the change introduced by the Scottish Secure Tenancies (Repossession Orders)(Maximum Period) Order 2012.

The report provided information in relation to legislative changes and the required amendments to the Council's Eviction Policy to reflect these changes.

The Cabinet agreed (a) to note the change introduced by the Scottish Secure Tenancies (Repossession Orders) (Maximum Period) Order 2012; and (b) that the Eviction Policy is amended to reflect there is no longer the need for tenants to sign a new tenancy agreement once a decree has been granted and that a decree will be enforceable during a period of 6 months maximum.

## **9. Grant Offers for Outdoor Access Projects in the Financial Year 2014/15**

Submitted report by the Corporate Director (Development and Environment) on proposed improvement projects for the outdoor path network.

The Outdoor Access Strategy and Core Paths Plan identify ways in which outdoor access can assist in addressing the key issues for North Ayrshire and the shared vision of the Single Outcome Agreement of North Ayrshire "A Better Life". Significant levels of funding are requirement to implement the Strategy and Core Paths Plan. The report provided details of applications submitted to a number of funds (Appendix 1), a summary of the offers of funding received for 2014/15 (Appendix 2) and a summary of the offers of funding received for 2015/16 (Appendix 3).

The Cabinet agreed to (a) note the grant funding submissions made; (b) approve the acceptance and expenditure of the grant offers; and (c) remit to the Corporate Director (Development and Environment) to identify potential projects and apply for funding for 2015/16 onwards.

## **10. Waverley Paddle Steamer – Request for Revenue Support**

Submitted report by the Corporate Director (Development and Environment) on a proposed financial contribution to Waverley Excursions Ltd.

Waverley Excursions Ltd (WEL) who operate the Waverley are seeking to build a 3 year partnership with key local authorities to secure a more stable funding structure. Requests for funds of £45,000 over a three year period have been made to North Ayrshire, South Ayrshire, Argyll & Bute and Inverclyde Councils. Glasgow City Council has been asked to contribute £50,000 per annum on account of the significant operating costs of berthing in Glasgow and the proportion of visitors who board or disembark at Glasgow.

Members asked questions and were provided with information in relation to the economic appraisal that will be undertaken in conjunction with the other local authorities.

The Cabinet agreed to the provision of funds of £45,000 to Waverley Excursions Ltd over a three year period, conditional on (a) an economic appraisal undertaken to provide a more detailed understanding of the benefits to North Ayrshire; (b) an options appraisal of the future of the Waverley; and (c) that officers explore with WEL how the economic impact of the Waverley can be maximised during the next three year period.

#### **11. Affordable Housing Supply Programme: Kiln Court, Irvine and Montgomery Court, Kilbirnie**

Submitted report by the Corporate Director (Finance and Corporate Support) on proposed design and accommodation changes to the sheltered housing developments of Kiln Court, Irvine and Montgomery Court, Kilbirnie.

The report provided details of the revised proposals that included a number of modifications to the project at Kiln Court, Irvine and alteration to the accommodation provision for Montgomery Court, Kilbirnie. The proposal relating to Kiln Court will result in an estimated cost increase of £0.570m and can be met from the Council House Build Fund.

The Cabinet agreed to (a) note the revisions to the design and accommodation layouts for the above sheltered housing developments; and (b) approve the allocation of an additional £0.570m to the Kiln Court project, from the Council House Build Fund.

#### **12. Authority to Invite Tenders for Replacement Sheltered Housing Unit at Montgomery Court, Kilbirnie**

Submitted report by the Corporate Director (Finance and Corporate Support) on proposed tender process for a replacement sheltered housing unit.

A formal tender exercise requires to be undertaken for the replacement sheltered housing unit at Montgomery Court, Kilbirnie. The contract for the works will be for a period of 60 weeks and the estimated budget for the works is £4,834,000.

The Cabinet agreed to invite tenders for the works at Montgomery Court, Kilbirnie.

#### **13. Award of Contract - Supply of Kitchens**

Submit report by the Corporate Director (Finance and Corporate Support) on the results of the tender exercise for the supply of kitchen units and worktops.

The Cabinet agreed to approve the award of the contract to City Building (Contacts) LLP, at a contract value of £2,153,766.20.

#### **14. Framework Agreement for Electrical Rewiring**

Submitted report by the Corporate Director (Finance and Corporate Support) on the result of the tender exercise from the framework agreement for Electrical Wiring

The Cabinet agreed to approve the award of the contract to GD Chalmers Ltd, at a contract value of £735,384.

## **15. Energy from the Council Estate: Solar PV Contract Award**

Submitted report by the Corporate Director (Finance and Corporate Support) on the result of the tender exercise for the installation of retrofit Solar PV systems on eleven North Ayrshire Council properties

The Cabinet agreed to award (a) a Design and Build Contract for the retrofit installation of Solar PV systems at eleven North Ayrshire Council properties with a value of £998,980.57 to Emtec Ltd; and (b) an associated 3 year maintenance contract of £31,335.00 for Solar PV installations at eleven North Ayrshire Council properties to Emtec Group Ltd.

## **16. Urgent Items**

The Chair agreed to consider the following item as a matter of urgency to allow the matter to be actioned without delay.

## **17. Provision of a Response Monitoring System**

Submitted report by the Director (North Ayrshire Health and Social Care Partnership) on the outcome of the Options Appraisal to appoint a provider for the Response Monitoring Service.

The North Ayrshire Council Response Monitoring Service (RMS) is currently provided by SAMS - South Ayrshire Council Response Monitoring Service. The service currently provides support to approximately 3,500 service users in North Ayrshire, receiving alarm calls, recording and recalling sufficient information to enable assistance to be provided for each service user in any instance.

As a result of structure changes and internal budgets South Ayrshire Council has applied the termination clause under the terms of the Service Level Agreement and the service will cease to operate no later than 31 August 2014. In addition South Ayrshire Council has applied a 34% increase in charges with effect from 1 April 2014. Due to the restricted timescale and risk to service users it was not possible to tender this requirement, therefore a negotiated approach was taken and three options pursued. An options appraisal was undertaken (Appendix 1) and Cordia Care Services identified as the new proposed service provider. Appendix 2 provided information on the additional budget requirements for 2014/15 and 2015/16.

The Cabinet agreed to award the contract for the appointment of a provider organisation to provide the Response Monitoring Service for individuals who require the service within North Ayrshire.

The meeting ended at 3.40 p.m.



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 3**

**3 June 2014**

#### **Cabinet**

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**Subject:** **Proposal to Develop Irvine Royal Academy as an Ayrshire College and North Ayrshire Council Skills Centre of Excellence**

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**Purpose:** To inform Cabinet of proposals to develop an Ayrshire College Centre of Excellence at Irvine Royal Academy.

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**Recommendation:** That Cabinet notes the proposals and remits officers to progress work to develop the Ayrshire College Centre of Excellence at Irvine Royal Academy.

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#### **1. Introduction**

- 1.1 The aim of this proposal is to develop facilities within Irvine Royal Academy to co-locate a Skills Centre of Excellence supported by Ayrshire College and North Ayrshire Council. This would provide an opportunity to offer the delivery of a range of vocational programmes up to and including SCQF level 6 skills in the senior phase of Curriculum for Excellence.
- 1.2 The Skills Centre of Excellence will support the delivery of year 1 apprenticeships with partners from the private sector, and provide vocational pathways leading to progression into year 2 Modern Apprenticeships, full time courses, further learning, employment or new business start-ups which could make a significant contribution to the growth of the local economy. Two phases of development are proposed.

#### **2. Current Position**

- 2.1 Ayrshire College has three campuses in North Ayrshire. The main campus in Kilwinning, less than three miles away from Irvine Royal Academy, offers a range of further and higher education courses in a number of subject areas, including Hospitality and Tourism from August 2014. Construction and Motor Vehicle courses are offered at the College's Nethermains Campus in Kilwinning. Sports and Fitness courses will be delivered from the College's Largs Campus until June 2014. This paper includes a proposal to deliver sports provision from Irvine Royal Academy from August 2014.

- 2.2 In 2012-13 Irvine Royal Academy had a school roll of 561, considerably short of the school's capacity of 1,250.
- 2.3 Table 1 shows that staying on rates for fifth and sixth year pupils at Irvine Royal Academy are lower than both the North Ayrshire and Scotland averages, and staying on rates for fifth years fell six percentage points compared to 2010-11.

Table 1: Staying on rates

	<b>Fifth year</b>	<b>Sixth year</b>
Irvine Royal Academy	64%	52%
North Ayrshire Council	74%	56%
Scotland	78%	59%

- 2.4 In relation to qualifications achieved in fourth, fifth and sixth year, the following tables show that Irvine Royal Academy's performance is below the North Ayrshire and Scotland rates in nearly all cases. The February 2014 Education Scotland inspection report confirms that the school is also performing less well than comparator schools. Figures for 2010-11 and 2011-12 paint a similar picture.
- 2.5 There is great potential to improve these figures if more relevant vocational pathways were available to young people. The location of the College so close to Irvine Royal Academy and its catchment area presents significant potential for progression from vocational qualifications up to and including SCQF Level 6 delivered at school to HE level courses delivered at college.

Table 2: Fourth year results

	5 or more passes at SCQF level 3	5 or more passes at SCQF level 4	5 or more passes at SCQF level 5
Irvine Royal Academy	97%	64%	10%
North Ayrshire Council	98%	80%	35%
Scotland	95%	82%	38%

Table 3: Fifth year results

	1 or more passes at SCQF level 6	3 or more passes at SCQF level 6	5 or more passes at SCQF level 6
Irvine Royal Academy	29%	10%	5%
North Ayrshire Council	41%	21%	9%
Scotland	48%	29%	14%



Table 4: Sixth year results

	3 or more passes at SCQF level 6	5 or more passes at SCQF level 6	1 or more passes at SCQF level 7
Irvine Royal Academy	17%	12%	12%
North Ayrshire Council	34%	23%	15%
Scotland	38%	27%	17%

## 2.6 Commission on Developing Scotland's Young Workforce

- 2.6.1 The current proposal would deliver many of the recommendations from the interim report from the Commission on Developing Scotland's Young Workforce, which Ayrshire College and its partners have welcomed. In particular, focusing efforts on employment outcomes and supporting local economic development, underpinned by partnerships with industry have been considerable drivers in the College's work with partners.
- 2.6.2 The Commission recommends that pathways should start in senior phase of Curriculum for Excellence and lead to the delivery of industry recognised vocational qualifications, alongside academic qualifications. This is something which Ayrshire College has pioneered in Ayrshire through the introduction of a Performing Engineering Operations course, where S5 and S6 pupils attend College two days a week to develop the skills required for this key sector and study science subjects in school the rest of the week. This model has been developed in partnership with leading engineering companies and, building on the success of this, the enhancement of skills pathways for young people features prominently in the College's 2014-17 Outcome Agreement.
- 2.7 The Irvine Royal Skills Centre of Excellence will offer 15 to 18 year olds (as well as young people aged 19-24 and adult returners) the chance to access high quality, vocational courses relevant to industry needs in an innovative learning environment providing access to high quality skills training.
- 2.8 Analysis by the Ayrshire Economic Partnership and North Ayrshire's Community Planning Partnership has identified a number of sectors with potential for jobs growth. These sectors include construction and hospitality and tourism. It is proposed that the Skills Centre of Excellence would specialise in courses which would support the industry sectors of construction, hospitality and tourism, and sport and leisure.

- 2.9 This investment would include co-locating the College within Irvine Royal Academy, upgrading the existing estate to accommodate the Skills Centre of Excellence and installing state of the art equipment to deliver industry relevant courses.
- 2.10 The current proposal is to relocate current school activity from a wing of the school to allow the College to occupy a distinct space, sharing sports facilities with the school.
- 2.11 It is proposed that the development will have the following phases:
- Phase 1 – September 2014 – Sport/Fitness (including separate changing accommodation); Health and Social Care (brought forward from Phase 2); and, if possible, catering for students; and
  - Phase 2 – Hospitality, Construction and Engineering by August 2015.
- 2.12 The costs of the current development will be met by Ayrshire College, through potential access to funding from the Wood Commission implementation fund, the Scottish Funding Council and Skills Development Scotland; and by North Ayrshire Council. Phase 1 investment from the college has not been able to be confirmed in the timescale available but is estimated at this stage to be c. £650,000.
- 2.13 The Strategic Review of Education is currently reviewing the school estate. The current proposal will make a considerable contribution to this. The North Ayrshire Council investment, again an estimate at this stage, is projected to be a maximum of £1 million and will deliver state of the art music and art learning environments and a refurbished science faculty. Moreover, the strategic contribution that this shared investment will make to the overall design, delivery and accessibility of vocational programmes in North Ayrshire will be exciting and innovative.
- 2.14 Officers from both organisations are currently exploring funding and procurement mechanisms and are developing proposed cost and project plans.
- 2.15 The College will lease the relevant accommodation from the Council for the first phase of the project, to be delivered within a short timescale and in readiness for the start of the new school session in August and the new college session in September, subject to negotiated terms and conditions. It is anticipated that future phases will further develop integrated curriculum delivery from S4, and shared use of accommodation will reflect this integrated delivery.

- 2.16 The Centre will be equipped with industry standard resources, with learning supported by expert staff with industry experience and employers involved in influencing the curriculum. It will provide industry relevant courses (including pre-apprenticeships and first year apprenticeships) which offer clear progression routes and guaranteed places into higher level study at college, as well as opportunities to progress into the next year of apprenticeship, employment, university or a business start-up. It will create opportunities for young people to learn in practical and exciting ways, making learning purposeful and relevant to their future careers.
- 2.17 Central to this will be employer support at a local, regional and national level to provide work experience and peer mentoring for young people at every stage of their learning.
- 2.18 As part of this innovative proposal, Ayrshire College and North Ayrshire Council will lead a project within Ayrshire to map the learner journeys and flexible pathways from the broad general education into the senior phase and beyond for one of the curricular areas in the first phase of this school/college partnership.
- 2.19 The school and college will progress to joint curriculum planning where appropriate from S4 and above. This will be required immediately in relation to sports.
- 2.20 The catchment area for the vocational provision offered by the Skills Centre of Excellence will extend beyond Irvine Royal's catchment area, contributing to achieving the College's vision of raising aspirations, inspiring achievement and increasing opportunities for all young people in North Ayrshire.

### **3. Proposals**

- 3.1 It is proposed that Cabinet supports this proposal to colocate Ayrshire College with Irvine Royal Academy, which offers a unique opportunity to develop a centre of excellence for young people in North Ayrshire, designing early interventions to raise attainment and contributing to successful sustainable post-school destinations.
- 3.2 It is proposed that Cabinet approves the granting of a lease of the relevant areas of the Irvine Royal Academy building to Ayrshire College. The main terms of the lease will be negotiated but the proposed principles are outlined as follows:
- The lease will be for a period of not less than 10 years from the date of entry for Phase 1;
  - No rent will be payable for the duration of the lease;

- Ayrshire College will require to pay directly, or where appropriate reimburse the Council all utility charges and statutory charges directly attributable to their occupation; and
- Ayrshire College will reimburse the Council the due and equitable proportion of common repairs, maintenance, management and insurance costs attributable to their occupation, contributing to the future maintenance and investment in Irvine Royal Academy.

- 3.3 It is proposed that Cabinet approves the necessary expenditure as detailed in 2.11, 2.12 and 2.13 above to allow the Phase 1 developments to take place in time for the new intake of students in September 2014. Funding will be accessed from the current capital funds available for the school estate improvement programme. Costs for the fully developed option for the school-related investment are anticipated to be capped at an upper limit of £1 million.
- 3.4 It is proposed that Cabinet approves the College's investment in Irvine Royal Academy, estimated to be in the region of c. £650,000 in the first phase of the programme, subject to confirmation of costs, in the leased area of Irvine Royal Academy and to upgrade the assembly hall.
- 3.5 It is proposed that Cabinet remits officers to continue to work with Ayrshire College to finalise a project plan and funding package to progress the proposal.
- 3.6 It is proposed that a report will be brought to Cabinet in October 2014 to report on progress in relation to Phase 1 of the project and to provide further detail in relation to future phases.

#### **4. Implications**

##### Financial Implications

- 4.1 The Council will be required to fund works to relocate classrooms from the "College" wing of the school, to a maximum of £1 million. This will be funded from the school estate funds in the current capital investment programme.

##### Human Resource Implications

- 4.2 There are none.

##### Legal Implications

- 4.3 Lease arrangements and funding arrangements are being investigated and progressed by officers from both organisations.

#### Equality Implications

- 4.4 There are no equality implications at this stage.

#### Environmental Implications

- 4.5 There are no environmental implications at this stage.

#### Implications for Key Priorities

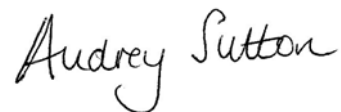
- 4.6
- "opportunities for lifelong learning have increased;"
  - "levels of educational attainment and achievement have improved;"
  - "more young people are leaving school for positive destinations;"
  - "partnership working between the public, community and voluntary sector has improved".

### 5. Consultations

- 5.1 Consultation is taking place with young people and parents from Irvine Royal Academy; and with relevant staff from both organisations.

### 6. Conclusion

- 6.1 This is an excellent opportunity to reduce educational inequalities, enhance sustainable post-school destinations, raise attainment and to meet many of the anticipated outcomes of the Wood Commission report and the Strategic Review of Education. It will also provide an opportunity to create a sector leading centre of excellence in North Ayrshire in line with recent national recommendations.



AUDREY SUTTON  
Head of Service (Community and Culture)

Reference : AS/JN

For further information please contact Audrey Sutton, Head of Service (Community and Culture) on 01294 324414

#### Background Papers

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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 4**

**3 June 2014**

#### **Cabinet**

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**Subject:** **600 Hours and Provision for Two Year Olds**

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**Purpose:** To inform the Cabinet of the progress made with provision for two year old children from families seeking employment for August 2014.

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**Recommendation:** It is recommended that the Cabinet (a) approve the implementation of the progress made and the plans in place for August 2014; and (b) receive an update on progress on 15 July 2014.

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#### **1. Introduction**

- 1.1 The Children and Young People (Scotland) Bill Part 6 places a duty on local authorities to provide a minimum of 600 hours early learning and childcare for eligible three and four year old children and two year old children who are looked after, or who are subject to a kinship care order, from August 2014.
- 1.2 Statutory guidance to support the implementation of 600 hours is in the final stages of development. This will replace the current Section 34 Guidance of the Standards in Scotland's Schools Act 2000 which supports the delivery of pre-school education.
- 1.3 The guidance also sets out the aspiration that local authorities will continue to develop a fully flexible service which is built around parental needs for early learning and childcare.
- 1.4 A late amendment to the Bill included two year olds from workless households in this provision.

## **2. Current Position**

- 2.1 Currently in North Ayrshire we provide places for children under the age of three who have been referred through the Partnership Forum. These part time places are provided in our five early years centres, two classes within primary schools (Stanecastle and Corsehill) and five places are commissioned from Busy Bees partner nursery in Ardrossan.
- 2.2 Places are also provided for children under three referred through the Partnership Forum by our Daycare service using childminders who have had additional training.
- 2.3 Information has been received through COSLA relating to the eligibility criteria to be used when allocating places for two year old children. These are:
  - Income Support
  - Jobseekers Allowance (income based)
  - Employment and Support Allowance (income based)
  - Incapacity Benefit or Sever Disablement Allowance
  - Pension Credit
- 2.4 Local authorities will not be under a duty to identify eligible two year olds and there will be a process of self-referral supported by national marketing.
- 2.5 Take up rate has been estimated to be in the region of 70%.
- 2.6 In line with the legislative provision (The Children and Young People (Scotland) Act 2014) for three and four year olds, two year olds will be eligible from the first term after their second birthday, or the first term after their parent(s) or carer qualify for out of work benefits. Children who have turned two from March 2014 will therefore be eligible in August 2014, children with birthdays from September to the end of December will be eligible in January 2015 and those with birthdays in January and February will be eligible for a place from the start of the new term in April.
- 2.7 Information on the estimated number of children who will be eligible in North Ayrshire has been provided by COSLA. The numbers are listed by Local Authority/Wards and we are currently working with the information to identify a clearer geographic demand.



- 2.8 The estimated number of children who will be eligible in North Ayrshire is listed below:

Neighbourhood	Total Eligible	Eligible in August
Irvine	93	48
Kilwinning	26	13
Three Towns	75	37
Garnock Valley	39	19
North Coast	12	5
Arran	2	1
Total	247	123

- 2.9 The main pressure areas are identified as Irvine and the Three Towns. Due to the geographical spread of both areas it will be necessary to identify the eligible children and locate their specific area in order to provide appropriate accommodation within reasonable proximity to their home.
- 2.10 It is essential that this initiative is seen as a positive move towards increasing access to employment for parents.

### **3. Proposals**

- 3.1 The timing of this announcement places considerable pressure on the resources of the local authority to provide sufficient places. Appropriate provision for two year old children within early years establishments is carefully monitored by The Care Inspectorate and requires to meet specific criteria for registration.
- 3.2 This initiative also places demands on Property and Technical Services to provide suitable accommodation in the short time scale.
- 3.3 The preferred option for two year olds is accommodation within an existing provision for three to five year old children to accommodate the needs of parents with children of varying ages.
- 3.4 We have examined our current provision and identified areas where we can apply for a variation to increase the number of children accommodated and other areas where spare capacity can be refurbished to create an area for two year olds

- 3.5 The following plan is in place to move towards accommodating the eligible children in August 2014:

Requests are currently being made to The Care Inspectorate for variations to increase the number of places for two years olds in the following locations:

Castlepark Early Years Centre	provide 16 additional places
Stanecastle Under Three Room	provide 10 additional places
Corsehill Under Three Room	provide 20 additional places
Dalry Early Years Centre	provide 20 additional places

- 3.6 Property Services are currently drawing up plans to re-furbish existing accommodation to accommodate two years olds in the following establishments

Loudoun Montgomery Early Years Class	20 places
Glencairn Early Years Class	30 places
Hayocks Early Years Class	24 places
Winton Primary School	10 places

- 3.7 In North Ayrshire we also have a very effective Daycarers service who provide quality early learning and childcare for young children. Daycarers are childminders who have received additional training. In areas where there are few children requiring a place such as Arran and the North Coast, Daycarers will be used.
- 3.8 Many of our private and voluntary providers currently deliver a childcare service for children under the age of three. This service is targeted towards working parents.
- 3.9 We are in the process of identifying the partners who have the capacity to provide places for additional two year olds. A quality assurance process would be required to ensure the service provided is of sufficient quality to meet the needs of our youngest children.
- 3.10 To support this quality improvement role we would propose to develop a Senior Early Years Practitioner Post to carry out quality assurance visits and provide targeted support where required.

- 3.11 There are opportunities for employment within the early years and it is essential that we capitalise on this and make appropriate links. There are a variety of workforce issues associated with the delivery of early learning and childcare to two years olds. The quality of the workforce is vital to ensure our youngest children are nurtured and receive high quality care and learning experiences. Specific under three Training has been organised for June and a training programme will be arranged for the new term in August. Liaison with Ayrshire College and other training providers will take place to put in place a robust training programme and upskill staff to work with this cohort of children. Awareness raising of employment opportunities in the Early Years will take place with Economic Regeneration, Employability and Secondary Schools.
- 3.12 Scottish Government are planning a national publicity campaign to make parents aware of their eligibility.
- 3.13 In North Ayrshire we will arrange a local publicity campaign.
- 3.14 Work on this initiative will be ongoing and we propose to update Cabinet on the progress.

#### **4. Implications**

##### Financial Implications

- 4.1 The costs associated with the delivery of this service should be met from specific funding from Scottish Government.

##### Human Resource Implications

- 4.2 This initiative will create employment opportunities for staff.

##### Legal Implications

- 4.3 None identified.

##### Equality Implications

- 4.4 None identified.

##### Environmental Implications

- 4.5 None identified.

## Implications for Key Priorities

- 4.6 This proposal supports the SOA: A healthier North Ayrshire and supports the following objectives from the Service Plan:
- (a) Levels of Educational attainment and achievement have improved so that more young people are leaving school for positive destinations.
  - (b) Increase the opportunities to support vulnerable children and families.

## 5. Consultations

- 5.1 Consultation has taken place with heads of service, Association of Directors of Education in Scotland (ADES) Early Years Network, finance, headteachers, early years staff, parents and property services.

## 6. Conclusion

- 6.1 This is a very positive initiative which will be beneficial to families in North Ayrshire. Due to the timing of the announcement we will require to be pro-active to ensure services are in place by August 2014 and will develop a three year plan to incorporate increasing demand.



MARY DOCHERTY  
Head of Service (Education 3-18)

Reference : FR

For further information please contact Frances Rodman, Senior Manager, on 01294 324459.

## Background Papers

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## NORTH AYRSHIRE COUNCIL

### Agenda Item 5

3 June 2014

#### Cabinet

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**Subject:** Scots Language

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**Purpose:** To note developments in relation to the use and promotion of Scots Language in North Ayrshire.

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**Recommendation:** That Cabinet notes the progress made in relation to promoting awareness and use of the Scots Language.

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#### 1. Introduction

- 1.1 Scots is one of three native languages being spoken in Scotland today, the other two being English and Scottish Gaelic. It has been spoken over many centuries and is the collective name for a number of Scottish dialects, including Doric, Lallans and more local names. Speaking Scots extends beyond speaking English with a Scottish accent. It includes the use of words, phrases and expressions which do not exist in English. Some examples might be dreich, glaikit, stramash or *Hou's it gaun?*
- 1.2 Scots is spoken across Ayrshire from Girvan in the south to Kilbirnie in the north and Cumnock and Muirkirk in the east. Its sounds and vocabulary vary depending on location. Rich and expressive, its most famous speaker was Robert Burns, who chose to write Scots poetry in his own native dialect.
- 1.3 Promoting the use of Scots is particularly important as the 2011 Census indicated that 45,771 people in North Ayrshire speak it and it is clearly an integral part of the identity, culture and heritage of our communities.

## **2. Current Position**

- 2.1 In 2012 the Scottish Government published *Language Learning in Scotland: A 1+2 Approach*. This advocates a framework for language learning in Scotland based on the mother tongue + 2 additional languages model recommended by the European Union and adopted in many countries in Europe and beyond. It develops the Languages commitment within Curriculum for Excellence and seeks to build up a new model of language acquisition. The 1+2 approach to language learning supports Scotland's increasing development as a diverse, multicultural and multilingual nation. This diversity includes Scotland's own languages, Gaelic and Scots. The Scottish Government has provided £109,875 funding for Education and Skills as part of the 1 + 2 agenda and a portion of this has already supported Scots language work in North Ayrshire schools.
- 2.2 During the spring and summer terms in 2014, ten North Ayrshire schools (nine primary schools and one special school) have been working with Scots Language specialist Matthew Fitt and professional film maker James Gibb to develop their own interactive dictionary in Scots. The main character in the animation is a "robot" who has landed from space – he is pre-programmed with every language in the world, apart from Scots. The children have developed ten Scots words under ten headings (such as animals, the weather, body parts) which they will use to re-programme the robot. The interactive DVD which they are producing themselves will be available from early summer. It is hoped that this resource will be uploaded to the Education Scotland website for general use. This project was financed by Education and Skills as part of the 1 + 2 agenda.

## **3. Proposals**

- 3.1 North Ayrshire Council has a long-standing commitment to supporting the development of Scots language. Schools provide a variety of their own activities, mostly around Burns Day. In 2008 Education and Skills bought every school a hard copy of "When we find the gowd," a Scots Language resource that had been developed by Inverclyde Council and is now available to download from the Education Scotland website. Cynthia Sim, headteacher at Fencedyke PS, contributed to the development of Education Scotland's new Scots Language pages by talking about how her Ayrshire Scots fits in with her role as headteacher of a busy primary school in Irvine.
- (  
<http://www.educationscotland.gov.uk/knowledgeoflanguage/scots/dialects/ayrshire/index.asp>)

- 3.2 The library service has a good range of resources, mainly books, and the website promotes Scots Language collections to teachers. The public library system holds an extensive stock of Scots Language materials which are available for public loan. Many of the schools organise play-based activities and storytelling to stimulate the use of the language. The North Ayrshire's Yesterd@ys photostream, which has attracted nearly 1.5million visits, includes a wide range of Scots language tags and it has been a useful tool for encouraging discussion about local language.
- 3.3 North Ayrshire Council works in partnership with the Irvine Burns Club to increase awareness of Scots and Robert Burns. Volunteers from Irvine Burns Club organise a comprehensive school visit programme during the months of January and February each year. Primary pupils get the chance to learn about Burns' time in Irvine, to see and handle the artefacts that the club owns, to learn about Burns as a songwriter and to try out their own poetry skills in Scots by contributing the missing third verse to "Up in the morning early." Pupils learn about Burns' life in general and his time in Irvine in particular. Last year 650 primary school pupils had access to this opportunity. The programme grows year on year – over 4500 pupils have participated over the programme's seven year running period. The school visit programme takes many weeks to organise and deliver and is facilitated solely by volunteers. North Ayrshire Council's Information and Culture Department support this venture by providing a transport subsidy for schools and by facilitating access to GLOW to improve methods of sharing materials and feedback and to aid the organisation of the sessions.
- 3.4 Building on the success of the schools' programme in 2013, Irvine Burns Club decided to develop a "new" CD of Burns poetry for NAC schools to utilise as a teaching resource. Volunteers from the club have been working in Annick, Glebe, Lawthorn and St Mark's Primaries enthusing pupils in the use of Scots and coaching in pronunciation. These pupils will now work with the Caley Youth Centre in Stevenston to record their CD. The pupils will learn mixing and recording skills, as well as being able to contribute to the artwork. The CD will be available for distribution in early summer. North Ayrshire Council's Information and Culture Department support this venture by providing a transport subsidy for schools and covering the cost of the resources required.

- 3.5 The annual McLellan Arts Festival (<http://www.arranart.com/atat/maf.html>) held on Arran celebrates the work of Robert McLellan. Although born in Lanarkshire, McLellan lived most of his life on Arran and the annual festival celebrates his contribution to the Scots Language and the arts. His many plays and stories have been performed over the years and the tradition carries on today. The aims of the festival is to honour McLellan's memory by not only performing McLellan's work, but providing the means of creating new work in Scottish writing by running poetry and playwriting competitions, helping to develop the creative skills of young people, developing the visual arts, including film, running a music school on the island and forging cultural links with other rural and island communities.
- 3.6 Most primary schools will hold some sort of "Scottish" event during the course of the year – usually at the end of January. This may take the form of a Burns Supper, a Burns Verse speaking competition, or it may be craft based, traditionally storytelling in Scots, or active play (such as "Pass the Sporrán," "Heid, shooders, knees and taes," or doing "The Shooglie Wooglie"). Such events are supported by Scots Language materials borrowed from Greenwood Conference Centre and by staff time and expertise from the Children's Department of Information and Culture and public libraries.
- 3.7 The Children's Department of Information and Culture supported the Garnock Cluster to develop their own Scots Language Verse Speaking competition in 2013 and an initial meeting with local Burns' Clubs was held in January 2014 with a view to supporting them to develop their own competition network in 2015.
- 3.8 As part of the revitalisation of the Irvine Harbourside area staff from Information and Culture's Harbour Arts Centre are working with Irvine Burns Club and the local community to develop a "trail" of Scots words leading from the underpass to the paved area before the car park at the end of the Harbourside. These words will be favourite Scots words that have been collected from people of all ages within the local community. The proposal is to have a series of shapes and patterns formed with a selection of the letters to add interest and appeal to the area. Consideration will be given to the materials used - in the underpass itself the words may be mounted in stainless steel for longevity; along the Harbourside the words may be fixed into new paving units made of Caithness stone. This project is part funded by a Heritage Lottery Fund grant and by the Friends of the Harbour Arts Centre.



### Next Steps

- 3.9 There is a strong emphasis on the education aspect of the annual McLellan Arts Festival within the islands' schools. A book of his life and work is being launched in April 2014 in the Netherbow Theatre in the Scottish Storytelling Centre in Edinburgh with presentations from three of Scotland's highest regarded Scots writers and academics: James Robertson, Colin Donati and Prof Douglas Clifford. A substantial programme of work is planned for autumn 2014 in partnership with Education and Skills, Sonsie Music and the island's schools to commemorate this special event and further meet the aims of the 1 + 2 agenda.
- 3.10 In September 2014 Irvine Burns Club are hosts to the Robert Burns World Federation Conference. The RBWF exists to globally stimulate the development of Scottish literature, arts, music and language and North Ayrshire pupils will have the opportunity to showcase the work that they have been doing through Irvine Burns Club to hundreds of international delegates at this prestigious event. Information and Culture will contribute to any pupil transport costs as a result of attending this event.

## **4. Implications**

### Financial Implications

- 4.1 Scots language development is integrated into the work of Community and Culture and work with schools is assisted with the 1+2 agenda funding from Scottish Government.

### Human Resource Implications

- 4.2 There are no human resource implications at this stage.

### Legal Implications

- 4.3 There are no legal implications at this stage.

### Equality Implications

- 4.4 There are no equality implications at this stage.

### Environmental Implications

- 4.5 There are no environment implications at this stage.

## Implications for Key Priorities

- 4.6
- "opportunities for lifelong learning have increased;"
  - "levels of educational attainment and achievement have improved;"
  - "levels of voluntary action and community involvement have increased;" and
  - "partnership working between the public, community and voluntary sector has improved".

## 5. Consultations

- 5.1 There are no implications for consultation with communities at this stage.

## 6. Conclusion

- 6.1 The 1+2 languages initiative has highlighted the importance of language acquisition in modern day Scotland. It includes both the Scots and Gaelic languages in its framework and some external funding to assist with its implementation. Scots language, culture and heritage have an intrinsic value in North Ayrshire. Officers should continue to promote Scots, where appropriate, in their work with schools and communities and to seek external funding to support future initiatives.



AUDREY SUTTON  
Head of Service (Community and Culture)

Reference : AS/JN

For further information please contact Audrey Sutton, Head of Service (Community and Culture) on 01294 324414.

## Background Papers

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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 6**

**3 June 2014**

#### **Cabinet**

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**Subject:** Curriculum for Excellence

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**Purpose:** To inform Cabinet of the progress made in implementing Curriculum for Excellence.

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**Recommendation:** That Cabinet agrees to (a) note the progress made in North Ayrshire in implementation of Curriculum for Excellence; and (b) receive progress reports at future meetings.

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#### **1. Introduction**

- 1.1 A report outlining major progress in the implementation of Curriculum for Excellence was approved by Cabinet on 28 October 2013. This report details progress made since the 2013 report.
- 1.2 This session has seen a significant level of work in preparation for the first year of new National Qualifications for S4 in May 2014. Over forty teachers have trained as SQA nominees and participated in national verification. Support for the new National qualifications has been provided to subject networks through releasing teachers to attend additional network meetings and participate in subject specific CPD delivered by SQA. Financial support has been made available to teachers and writing teams to prepare joint curriculum plans and teaching and assessment resources.

## **2. Current Position**

- 2.1 The service has continued to develop and extend 'Broad General Education (BGE) visits and the capacity of our primary schools has increased as a result of a learning visit approach among groups of primary schools. Primary schools have also developed greater confidence in assessment of science as a result of collaborative activity among primary clusters and across primary/ secondary transitions.
- 2.2 Education and Skills has continued to provide support for curricular development across the three areas of numeracy, literacy and health and wellbeing. We have participated in the Southern Hub Partnership set up with partner authorities Dumfries & Galloway, Borders, South Lanarkshire, East and South Ayrshire where the initial focus has been on the roll- out of the "mental maths' strategy and on delivery of quality professional learning for teachers in numeracy.
- 2.3 In literacy, all schools continue to take forward the Scottish Governments National Literacy Plan through the NAC Literacy Strategy which underpins each schools' work on Literacy. The recently published professional learning resource for Literacy, reading and writing is beneficial for staff. All schools continue to develop literacy across learning within their schools and at cluster level. Schools continue to explore better ways to incorporate Bloom's Taxonomy higher order questioning and thinking skills within learning. This approach continues to raise attainment in Literacy across learning.
- 2.4 There has been a good deal of activity to support teaching and learning in the area of Health and well being, including utilisation of the "Rory" resource which has been supported by the NHS and alcohol focus Scotland. Training has been delivered to primary school teachers and the feedback from practitioners has been extremely positive.
- 2.5 A Drama for Senior pupils focussing on the issue of mental health and young people will be offered to three secondary schools in North Ayrshire as part of a wider programme of mental health education. Dance helps promote physical activity and projects have been delivered within establishments. A similar dance project was also delivered in Arran High school to encourage further engagement in physical activity and promote health and wellbeing in learners in an innovative and creative way.

- 2.6 Exciting additional 1+2 language experiences have been successfully extended across the authority this current session. Irvine Royal Academy cluster hosted a successful Confucius Showcase in February. As part of a national placement programme, the authority hosted two German Educational Trainees. They were based in the modern languages' department in Greenwood Academy for five months and returned home at Easter. The trainees also provided a German language experience in Kilwinning Academy, Arran High and some primary schools. A very successful Open Doors languages event for S5 and S6 young people took place in Greenwood Centre last month. This event focussed on the value of having an additional language. Partners from Scottish Football Association and Goethe Institute provided invaluable input. Since January, a number of primary schools and Stanecastle School participated in an exciting Scots language project in partnership with Cultural Services and Matthew Fitt.

This project culminated in an animated Scots language dictionary.

- 2.7 There is a real focus on the development of skills for learning, life and work. Schools are co-operating with each other to ensure pupils have access to a wider range of qualifications and young people have increasing opportunities to have their achievements recognised through new Curriculum for Excellence qualifications and awards. In collaboration with Ayrshire College, a wide range of vocational provision is on offer including Construction Crafts, Performing Engineering Operations, Early Education & Childcare, Lab Skills, Beauty and Rural Studies.

- 2.8 In addition to achieving qualifications, the senior phase school experience is also about providing opportunities for our young people to develop as responsible citizens and active members of their local communities. Opportunities include:

- SQA Leadership Award
- Community Sports Leader and Junior Sports Leader Awards
- Ayrshire Community Trust Saltire Volunteering Awards
- Youth and Philanthropy (sponsored by the Wood Group)
- Duke of Edinburgh's Award
- Royal Environmental Health Institute for Scotland (REHIS) Award
- Dance Leader
- Youth Work Award
- John Muir Award
- Green Flag Award
- Award Scheme Development and Accreditation Network (ASDAN)
- Rotary Youth Leadership Award
- Active Schools Leaders
- Caritas Award
- Enterprise Activities

- 2.9 For pupils returning to S5, the natural progression for a pupil achieving a pass in a subject at National 3 or 4 should be the opportunity, if they wish, to study at the next level, that is National 4 or 5. For pupils gaining a qualification at National 5 in S4, the natural progression should be the new Higher examinations which will be taken for the first time in 2015.
- 2.10 In almost all subjects, schools will be able to offer courses in the new Higher. It is recognised that there are some circumstances in schools which may mitigate against pupils achieving success if presented for the new Higher in 2014/15. In certain exceptional circumstances, schools will be able to present pupils for the current Higher.
- 2.11 By August 2014, all secondary schools on the mainland will have in place a 32/33 period week and Arran High School will have a 35 period week, which will help deliver a more flexible curriculum.
- 2.12 Secondary schools have worked hard to ensure that parents and young people are clear as to the qualifications on offer to senior pupils. At the moment seven subjects in S4 is the norm across most secondary schools. There will be a review of this model as we move forward.
- 2.13 The "Work Experience Model" is being reviewed following feedback from local employers to improve the quality of experiences available. This will include more flexible placements, taking place at the most appropriate time in the pupils' Senior Phase.
- 2.14 Local businesses have been involved in supporting a variety of different activities in schools and are eager to increase their input by sharing knowledge and expertise. Activities include, mock interview programmes, delivering talks and business open door events to allow young people to see at first hand what goes on in industry on a day to day basis.
- 2.15 Planning for learning and assessment has been the focus of work in schools across North Ayrshire. Ensuring that processes are effective and manageable and not overly bureaucratic is essential to maximise valuable time for learning and teaching.
- 2.16 A pan Ayrshire approach to working collaboratively and more efficiently among ASN complex schools is underway to develop shared approaches to planning, assessment and moderation following the National Assessment Resource flowchart. With support from Education Scotland, the resources produced will be made available nationally.

2.17 The Senior Phase Benchmarking Tool (SPBT), now called Inspire, is a new approach to evaluating educational attainment and achievement. It provides data to support improvement in four main areas.

- Improving attainment in Literacy and Numeracy - percentage of school leavers attaining Literacy and Numeracy awards at levels 4 and 5.
- Improving post-school participation. Percentage of school leavers in a positive destination.
- Improving attainment for all - Average Total Tariff Score of the Lowest 20% - Middle 60% - Highest 20% achievers.
- Tackling disadvantage by improving the attainment of lower attainers relative to higher attainers. Average total tariff score by SIMD deprivation datazone decile.

2.18 In addition, Inspire will still provide details on school and subject exam performance providing curricular area and subject-level analysis. Furthermore, it will offer the ability to interrogate the four main whole school measures highlighted above according to different pupil characteristics (i.e. Age, Gender, Ethnicity, Additional Support Needs, Looked After status, English As Additional Language, SIMD, Leaver Destination, Stage).

2.19 The commitment of the SPBT Project Team is to launch Inspire in August 2014 with stage based exam data. This will be updated in January/February 2015 with data based on the results of the 2014 summer school leavers and their destinations.

### **3. Proposals**

3.1 That Cabinet agrees to (a) note the progress made in North Ayrshire in implementation of Curriculum for Excellence; and (b) receive progress reports at future meetings.

#### **4. Implications**

Financial Implications

- 4.1 None have been identified.

Human Resource Implications

- 4.2 None have been identified.

Legal Implications

- 4.3 None have been identified.

Equality Implications

- 4.4 None have been identified.

Environmental Implications

- 4.5 None have been identified.

Implications for Key Priorities

- 4.6 This report has direct relevance to the achievement of the following measures in the Single Outcome Agreement: National Outcome 3 and Local Outcome 3b "People are better skilled to get into work", National Outcome 4 and Local Outcome 4a "Levels of educational attainment and achievement have improved" and Local Outcome 4b "More young people are leaving schools for positive destinations".

#### **5. Consultations**

- 5.1 There has been full and extensive communication and consultation with schools and departments over all aspects of Curriculum for Excellence including Senior Phase developments. In secondary schools, strenuous efforts have been made to involve parents and young people in decisions which will affect them over subject choice.



## **6. Conclusion**

- 6.1 The progress made in this session 2013/14 is the result of painstaking efforts by officers, school leaders, parents and young people to arrive at solutions to various challenges in the best interests of our young people.



MARY DOCHERTY  
Head of Service (Education 3-18)

Reference : MD/EMcW

For further information please contact Mary Docherty, Head of Service (Education 3-18), on 01294 324416.

### **Background Papers**

None



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 7**

**3 June 2014**

#### **Cabinet**

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**Subject:** **Promoting the STEM agenda in North Ayrshire Schools**

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**Purpose:** To inform the Cabinet of the increased focus on STEM (Science, Technology, Engineering and Mathematics) across all schools.

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**Recommendation:** That the Cabinet agrees to (a) note the information presented; and (b) receive regular, annual updates.

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#### **1. Introduction**

- 1.1 The establishment of Irvine's Enterprise Area, focusing on Life Sciences is providing opportunities for employment and economic growth in North Ayrshire. To support the development of the enterprise area, it is crucial that we provide an appropriately skilled workforce for Life Science industries relocating or locating in Irvine.
- 1.2 In addition, Skills Development Scotland forecast that 30 billion pounds will be spent in Scotland on offshore wind and 60 billion on oil and gas. They identify future job opportunities in engineering sectors such as renewables, biomedical and chemical engineering. Over the next ten years, it is likely that 60,000 to 90,000 jobs will be created in the green sector, in addition to the 80,000 that already exist. Developing technologies such as carbon capture and storage as well as wind and tidal power will generate many of these jobs. E-skills UK, forecast that there could be around 11,000 job opportunities in Scotland annually in technology roles.
- 1.3 Ensuring that young people in North Ayrshire are well placed to take advantage of future job opportunities in the science, technology and engineering sectors is a key priority in North Ayrshire schools and, consequently, there has been an increased focus on STEM within the curriculum in all schools. A key recommendation in the interim Wood Report on Developing Scotland's Young Workforce (Scottish Government 2013) states, "A focus on STEM should sit at the heart of the development of Scotland's young workforce".

- 1.4 STEM has an essential role to play in creating sustainable communities and a new generation of scientists and engineers are required to help create a sustainable future. We need our young people to be willing to challenge existing norms, to be innovative, resilient, critical thinkers and problem solvers. A skills framework which facilitates the development of these skills for learning, life and work should underpin the curriculum from the early years through to the senior phase and beyond.
- 1.5 To support the development of STEM, teachers need continuous professional development (CPD) across the four aspects of STEM as well as the opportunity for collaborative planning to ensure continuity and progression in learning across transitions, both from stage to stage and school to school. In addition, partnership working is required to ensure staff have access to a wide range of STEM providers, including industry and further and higher education, to enhance learning and teaching. The involvement of parents and carers as key partners in learning in STEM should be encouraged, especially, as young people make their choices for qualifications and pathways in the senior phase.

## **2. Current Position**

- 2.1 Education and Skills continues to monitor and evaluate the measures undertaken to promote STEM and improve uptake and attainment in STEM subjects (see tables in appendix 1).
- It is encouraging to note that the total presentations for STEM subjects at National 4 and National 5 (combined) when compared to Standard grade has increased. The uptake in STEM subjects in the senior phase will be monitored closely to ensure uptake does not decline with the reducing national trend in the number of qualifications being undertaken in the fourth year in the senior phase.
  - Presentations for STEM Highers (S5/6) are, in most cases, proportionally higher than last year. The estimated 2014 proportion of S5/6 pupils sitting Highers is exceeding national levels, when compared to previous years, in Biology, Chemistry, Graphic Communication and Mathematics with the rest of the STEM subjects in line with national trends. Higher exam passes (A-C) in 2013 exceeded national averages in graphic communication and human biology.
  - In most STEM subjects at Advanced Highers, North Ayrshire students performed in line with the national average with performance in computing and graphic communication exceeding national levels.

- 2.2 Schools have been audited to determine the level of STEM provision in session 2013-14; the results of the survey are attached in Appendix 2. This information will provide a baseline against which to measure progress in participation in STEM activities; it will be shared with stem coordinators to encourage schools to increase their current provision.
- North Ayrshire schools have strong partnership links with a wide range of businesses. Of the 54 primary and special schools surveyed, 35% have a STEM link with an industry. Examples include: The Royal Society of Edinburgh, Magnox, Ardagh Glass, Hunterston, University of Glasgow, Springfield Construction, Sainsburys, INPUT, and links with individuals through the STEM Ambassador program, Primary Engineers and through parents and relatives connected to the schools.
  - St Matthew's cluster consistently reported the highest levels of competition entry, participation in STEM projects, attending trips and visits and applied for the most grants.
  - Whiting Bay Primary, St Winning's Primary, Lamlash Primary, Abbey Primary, Dykesmain's Primary, Winton Primary and St Matthew's Academy all held science festivals, helping to successfully raise the profile of STEM in their schools and communities.
- 2.3 Subject networks, STEM coordinators conferences, headteachers meetings and the Maths Strategy group have provided platforms for professional development and for strengthening relationships with STEM partners. Collaborative opportunities are proving very worthwhile for sharing practice as well determining the STEM activities that are most effective in engaging and enthusing learners.
- 2.4 The Edina Trust fund is a non-competitive grant that primary schools, early years centres and special schools can apply for to support STEM activities. This year, to date, 21 schools have applied for Edina Trust funding receiving £10,645. At the end of 2013, 52 schools successfully applied for funding of £27,620.
- 2.5 Four primary schools, three of whom have received grants from Royal Society of Chemistry, are working towards achieving the Primary Science Quality Mark (PSQM). The PSQM coordinator, sponsored by the Wellcome Trust, will work closely with primary schools to help them strengthen their science provision through training and assessment.

- 2.6 The National Science and Engineering week (NSEW) is an annual ten day program, set by the British Science Association, which runs in March to raise awareness of STEM in the community. This year North Ayrshire schools involved the wider community in their events; volunteers included friends and family, parents and STEM ambassadors. Examples included class challenges, science festivals involving the whole school, showcase events for parents, trips and special visits and science fairs. Many schools took advantage of the NSEW £200 grant.
- 2.7 Irvine Bay Regeneration is a key STEM partner for schools in North Ayrshire. They worked with schools on the Discovering and Exploring Science competition, with the aim of inspiring interest in STEM in young people from primary five to sixth year. The competition raised the awareness of science related opportunities which could have an impact on young people's future employment. Two teams from Hayocks Primary School shared the overall first prize, winning an overnight trip to the Edinburgh Science Festival. Lamlash Primary won a public vote, determined by Facebook, and Garnock Academy won the secondary competition.
- 2.8 North Ayrshire Council has formed a partnership with Dumfries House which is a "hub" for STEM activities for East, North and South Ayrshire Councils. Dumfries House has developed a food education program around their estate gardens and is building a STEM facility to develop training programs for teachers and learners. Dumfries House provides transport to bring classes out to the facilities to take part in these education days. A number of North Ayrshire primary schools have participated in their outdoor learning activities.
- 2.9 North Ayrshire schools were involved in the first Scottish Industrial Cadets programme which was sponsored by the Engineering Development trust (EDT) and Dumfries House; this initiative allowed four North Ayrshire secondary schools to take part in a Go4Set event providing S2 pupils with a mentor from Glaxosmithkline(GSK) to support them in a STEM recycling project. At the recent Go4SET Celebration and Assessment Day, our four schools competed against Montrose Academy and Forfar Academy for a place in the Scottish Finals. The winner of the team work award was Kilwinning Academy and the winner of the Best Overall Project was Garnock Academy who will represent North Ayrshire in the Scottish Finals at the Scottish Parliament in June 2014.

- 2.10 Local businesses, Ayrshire College, STEMNET ambassadors, and the Royal Society of Chemistry supported a "Women into Engineering" seminar in October 2013 which was attended by around one hundred, girls from third year. Role models provided career advice, offered mentoring and work-shadowing opportunities and delivered a number of demonstrations and engineering challenges. Secondary schools were inspired by this event and have, subsequently, organised their own events taking advantage of industry links and STEM ambassadors.
- 2.11 Young Engineers and Science Clubs Scotland (YESCS) continue to thrive in North Ayrshire schools with YESCS working with Dumfries House to provide excellent continuing professional development opportunities for North Ayrshire teachers:
- "Science on the Menu" program, funded by the Education Scotland Food for Thought grant, was delivered at Dumfries House and provided resource kits and teacher CPD. Feedback from teachers was highly positive where 100% found the CPD relevant to the Curriculum of Excellence and 98% of teachers felt that the training increased their confidence in teaching hands-on STEM activities.
  - Set by YESCS and Dumfries House to follow on from the "Science on the Menu" program, the Great Frozen dessert competition tasks primary pupils with researching, designing and "scientifically" making a new freezer-less ice cream that would appeal to visitors to the Commonwealth Games. North Ayrshire Council hosted its own competition in May 2014 to select four teams to be representatives at the final at Dumfries House.
  - A Raspberry Pi (credit card sized computer that plugs into TV and keyboard) weather station project and Carbon Capture and Storage are the first two CPD courses, aimed at secondary teachers, to be delivered at Dumfries House by YESCS. Eight of our secondary schools are taking advantage of this training.
- 2.12 The Primary Engineer Program provides resources and training for teachers to deliver a teaching program that boosts interest in STEM in young people. Over 50 of our primary teachers from 24 primary schools have so far been trained by Primary Engineer. In addition, we are working with Primary Engineer to deliver on-line training to all primary schools on Arran. Some have already delivered a classroom project, whilst other are building it into their planning for session 2014-2015.

- 2.13 Five Irvine Royal Academy students are attending Ayrshire College one day a week to undertake a SVQ level 2 award in Performing Engineering Operations. This option has been offered to all North Ayrshire schools in 2014-15.
- 2.14 In 2013, St Winning's primary school won the Scottish Education award for Excellence in Numeracy and Ardeer Primary won the YESCS Heather's Huts competition.

### **3. Proposals**

- 3.1 It is proposed that Cabinet notes the measures being taken to continue to engage learners in STEM and thereby improve overall uptake and attainment.
- 3.2 These measures include:
- To continue to promote STEM related pathways and careers across all our schools. There will be a focus on promoting these careers to girls to reduce the gender gap in post-school choices. This is particularly important as labour market projections indicate that STEM related industries will require a highly skilled workforce for the foreseeable future. We will continue to work with partners, both internal and external to ensure that our work is informed with the most up to date industry data.
  - To develop an industry recognised qualification in partnership with the Construction Industry Training Board and local employers, which will enhance the employability skills of pupils studying construction crafts.
  - Gender imbalance across the STEM subjects in secondary schools will be evaluated and, where necessary, action taken to make STEM subjects more engaging, inclusive and contextual.
  - To work collaboratively with East Ayrshire and South Ayrshire to devise a pan-Ayrshire strategy for STEM. This will involve liaising with national agencies, such as: Education Scotland, Scottish Schools Equipment Centre (SSERC), YESCS and STEMNET, and will have, at its core, the establishment of a STEM hub at Dumfries House. North Ayrshire Schools will benefit from the specialist engineering and industry partnership set up by the SSWEG group and demonstrate our high level of commitment to STEM.



- To continue to strengthen local partnerships with Ayrshire College, Argyll College and West College Scotland to develop STEM related pathways in the senior phase in engineering and technology. A priority should be the development of North Ayrshire's Virtual Learning Environment, currently used to deliver low uptake Advanced Highers, to offer wider choice by delivering college courses through video conferencing.
- To promote the Irvine Bay Regeneration Outreach project by collaborating with the Royal Society of Edinburgh who will deliver a one year programme focussed on science (particularly life sciences), engineering, ICT and manufacturing. The programme will include inspirational educational talks, discussion forums, and workshops for primary and secondary pupils and the wider public of the Irvine Bay and the surrounding area.
- A STEM coordinator will be identified in every school to promote STEM working and coordinate STEM learning activities and CPD.
- To work with Education Scotland and SSERC (Scottish Schools Equipment Centre) to deliver a range of bespoke courses to enrich the understanding of science and improve the quality of teaching and learning in the sciences, particularly, within the primary sector. This will include support for assessing, tracking and reporting progress and achievement in science to ensure teachers are confident in making professional decisions on achievement of a CfE level in Science.
- There will be a key focus on improving attainment in Science in Irvine Royal Academy as highlighted in the post-inspection action plan. Promoting deep learning and progression in the sciences will be a priority in all primary improvement plans in session 2014/15.
- Consideration is being given to identifying a primary and secondary science "champion" to promote transition work in science across the cluster.
- For young people to be successful in STEM subjects, they need to have well developed mathematical skills and abilities. CPD for primary teachers is essential to ensure high quality teaching in numeracy. Strategies will be a key driver for raising attainment in Numeracy.

- Membership of the Southern Maths Hub (East Ayrshire, North Ayrshire, South Ayrshire, Dumfries & Galloway, Scottish Borders and South Lanarkshire) will support partnership working, share effective practice, resources and give access to additional Scottish Government funding to provide quality CPD for teachers in numeracy.
  - The work of the STEM support officer has been commendable in promoting, monitoring and tracking STEM activities. Whilst STEM remains a high priority in the council, this level of support from an officer at graduate/intern level is essential.
- 3.3 It is proposed that the Cabinet notes the report and agrees to receive annual progress reports.

#### **4. Implications**

##### Financial Implications

- 4.1 There are no financial implications.

##### Human Resource Implications

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

##### Legal Implications

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

##### Equality Implications

- 4.4 Equality implications arising from this report involve increasing uptake of girls into STEM subjects.

##### Environmental Implications

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

##### Implications for Key Priorities

- 4.6 3b People are better skilled to get into work  
4c Levels of educational achievement have improved.

## **5. Consultations**

- 5.1 There has been extensive engagement with schools through the audit to determine the level of provision for STEM subjects. Of note has been consultation with a wide range of partners as identified in the report.

## **6. Conclusion**

- 6.1 The promotion of the Education and Skills priority to increase the uptake of young people choosing to study the STEM subjects at a variety of levels will contribute to the economic regeneration of North Ayrshire and the increased positive, sustained destinations of these young people.



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Head of Service (Education 3-18)

Reference : MD/AMacM

For further information please contact Mary Docherty, Head of Service (Education 3-18), on 01294 324416.

## **Background Papers**

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## STEM subjects - Entries for National Qualifications (Percentage out of total S4 roll at the September School Census)

Estimate as at April 2014					
	National 4 Entries	National 5 Entries	Total Entries at all SCQF levels*	Total Entries at all SCQF levels 2013**	Total Entries at all SCQF levels 2011-13 average***
Subject	National 4 Entries	National 5 Entries	Total Entries at all SCQF levels*	Total Entries at all SCQF levels 2013**	Total Entries at all SCQF levels 2011-13 average***
Biology	21.2%	29.2%	52.1%	51.2%	51.7%
Chemistry	19.6%	24.0%	46.1%	46.8%	45.5%
Computing	9.8%	12.5%	25.5%	23.9%	28.4%
Design and Manufacture	11.9%	16.0%	28.0%	24.6%	27.8%
Graphic Communication	6.2%	13.8%	20.1%	15.1%	15.0%
Mathematics	42.1%	41.5%	100.0%	106.9%	107.5%
Physics	11.4%	18.5%	30.4%	28.2%	29.6%
Science	1.6%		1.7%	4.7%	5.0%

\*includes National 3, Access 3 and other SCQF-rated courses (e.g. Computing - Computer Games Design - group award level 45)

Qualifications in Design and Manufacture replaces Craft and Design Standard Grade and Product Design Intermediate courses from previous years.

\*\*\* includes SG, Int 1, Int 2, Acc 3, Acc 2 - average % entries over 3 years 2011-2013

Albeit not directly comparable with previous years, the entries for the new National Qualifications 2014 reflect a consistency with overall presentation policies for STEM subjects in S4 last year (in terms of Standard Grades or Intermediate 1 and Intermediate 2 courses). The main difference occurs in the level presentation structure, with an increase - in 2014 - in the proportion of pupils presented at SCQF level 4 and 5 compared to last year.

## STEM subjects - Entries at Highers\* (Percentage out of total S5/S6 roll of the respective academic years)

Subject	North Ayrshire Entries - April 2014 (estimate)	North Ayrshire Entries - 2013 exam diet	National Entries - 2013 exam diet	North Ayrshire Entries - Average 2010-2012	National Entries - Average 2010-2012
Biology	15.0%	11.2%	12.3%	13.2%	11.9%
Chemistry	13.9%	11.0%	12.8%	13.9%	12.9%
Computing	5.3%	5.7%	4.9%	7.2%	5.3%
Graphic Communication	5.5%	4.5%	5.0%	5.0%	5.3%
Human Biology	2.3%	4.5%	4.3%	3.8%	4.6%
Mathematics	29.3%	22.1%	24.9%	25.5%	25.6%
Physics	11.4%	9.8%	11.7%	10.9%	11.8%
Product Design	2.1%	3.0%	2.9%	2.9%	3.1%

\*Not including Advanced Highers entries

## STEM subjects - Passes (A-C) at Highers\* (Percentage out of total number of entries for the respective academic years)

Subject	2013 exam diet		Average pass rate** 2010-12	
	North Ayrshire	National	North Ayrshire	National
Biology	66.2%	70.6%	71.5%	71.4%
Chemistry	75.2%	78.4%	74.4%	78.1%
Computing	70.6%	71.3%	68.5%	71.5%
Graphic Communication	84.2%	82.0%	71.7%	80.2%
Human Biology	75.5%	74.1%	71.2%	70.9%
Mathematics	69.7%	72.4%	72.0%	72.7%
Product Design	67.7%	73.7%	48.3%	74.4%

\*Not including Advanced Highers entries

\*\*Average pass rate over the 3 years prior to 2013 to avoid higher variation in results for subjects with low level of presentations

Given the slip in performance of last year's S5 cohort, it is encouraging to note that presentations for STEM Highers this year are, in most cases, proportionally higher than last year. However, last year Higher exam passes have exceeded the National average in Graphic Communications and Human Biology. The estimated 2014 proportion of S5/S6 pupils sitting Highers is exceeding National levels in previous years for Biology, Chemistry, Graphic Communication and Mathematics - with the rest of the subjects almost in line with national trends.

**STEM subjects - Entries at Advanced Highers (Percentage out of total S6 roll at the September School Census of the respective academic years)**

Subject	North Ayrshire Entries - April 2014 (estimate)	North Ayrshire Entries - 2013 exam diet	National Entries - 2013 exam diet	North Ayrshire Entries - Average 2010-2012	National Entries - Average 2010-2012
Biology	5.5%	8.0%	6.8%	5.9%	6.7%
Chemistry	6.1%	8.2%	7.3%	6.1%	7.0%
Computing	1.2%	1.5%	1.2%	1.3%	1.3%
Graphic Communication	1.7%	3.4%	2.7%	1.8%	2.7%
Mathematics	8.8%	9.2%	9.2%	8.3%	9.2%
Physics	3.2%	2.8%	5.4%	2.7%	5.4%
Product Design	0.1%	n/a	0.2%	0.1%	0.3%

**STEM subjects - Passes (A-C) at Advanced Highers (Percentage out of total number of entries for the respective academic years)**

Subject	2013 exam diet		Average pass rate** 2010-12	
	North Ayrshire	National	North Ayrshire	National
Biology	77.9%	79.6%	67.8%	75.6%
Chemistry	76.8%	81.3%	77.6%	78.9%
Computing	92.3%	83.2%	77.4%	80.5%
Graphic Communication	93.1%	90.6%	84.1%	91.5%
Mathematics	62.8%	70.6%	62.8%	67.5%
Physics	62.5%	81.0%	79.1%	79.5%
Product Design	n/a	55.7%	100.0%	58.6%

**\*\*Average pass rate over the 3 years prior to 2013 to avoid erratic variation in results for subjects with low level of presentations**

The lower level of presentations at Advanced Highers in STEM subjects for 2014 reflects - in part - the weaker performance at Highers of last year's S5 cohort. Nevertheless, North Ayrshire's top students performed - in Advanced Highers - broadly in line with the National average in most STEM subjects, even exceeding National levels in Computing and Graphic Communications in 2013.





## Audit Review

Out of the 54 Primary and Special schools surveyed 35% have a link with a STEM industry. Examples include: The Royal Society of Edinburgh, Magnox, Ardagh Glass, Hunterston, Glasgow University, Springfield Construction, Sainsburys, INPUT, and links with individuals through the STEM Ambassador program, Primary Engineers and through parents and relatives connected to the schools.

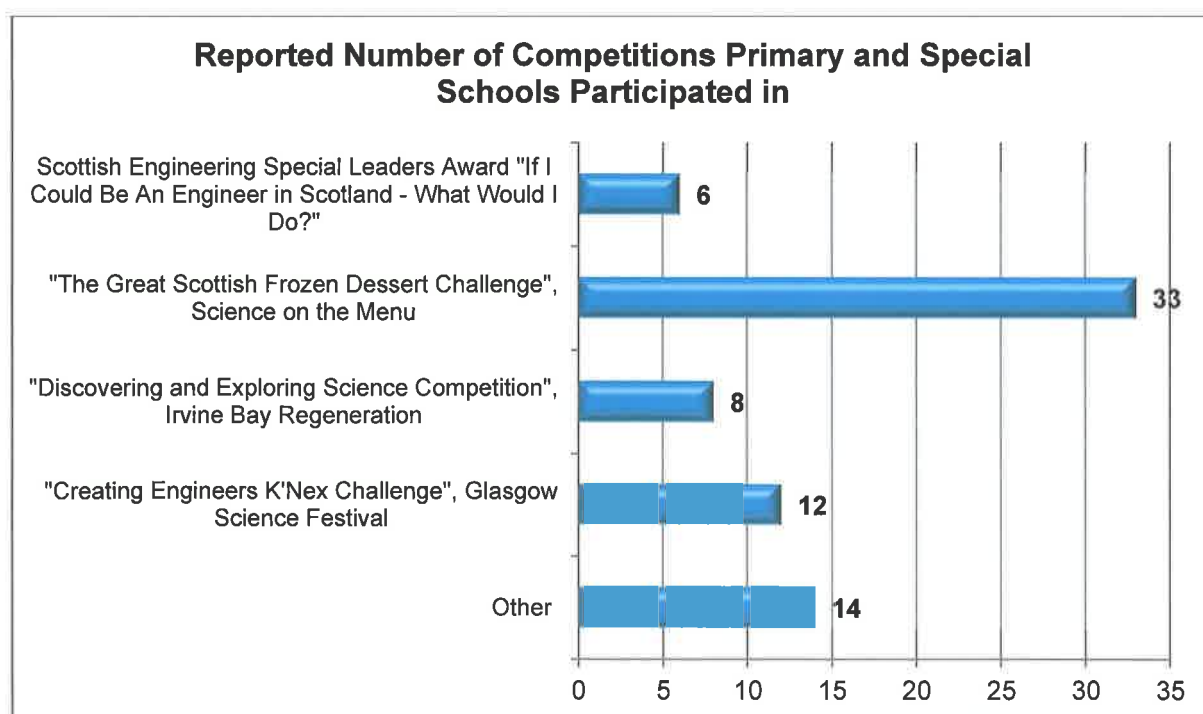
Many schools were interested in forming links with industries but many did not know where to apply or had set up links that fell through.

### *Comparing clusters of Primary and Secondary schools*

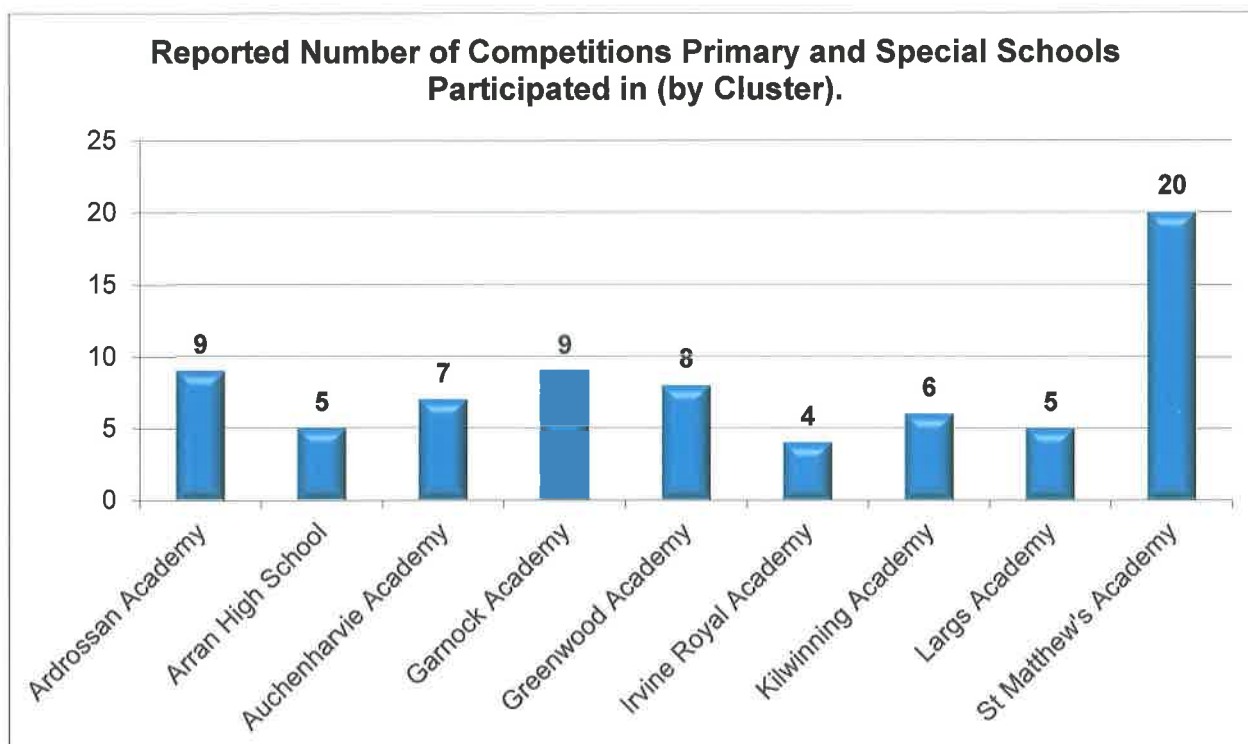
St Matthew's cluster consistently reported the highest levels of competition entry, participation in STEM projects, attending trips and visits and applied for the most grants, as seen in the charts below.

96% of schools reported applying for the Edina Trust in the last year.

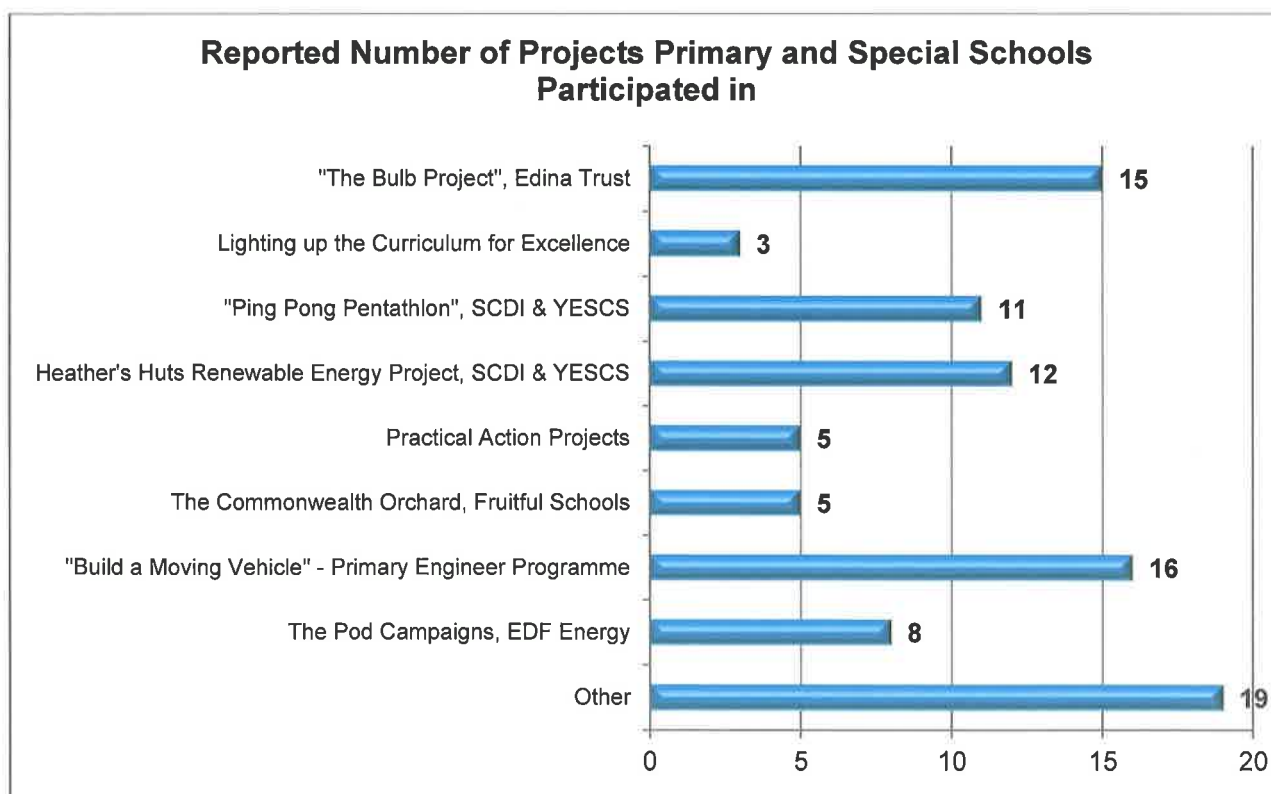
*Question 5: Please select which competitions your school has taken part in or is planning to take part in?*



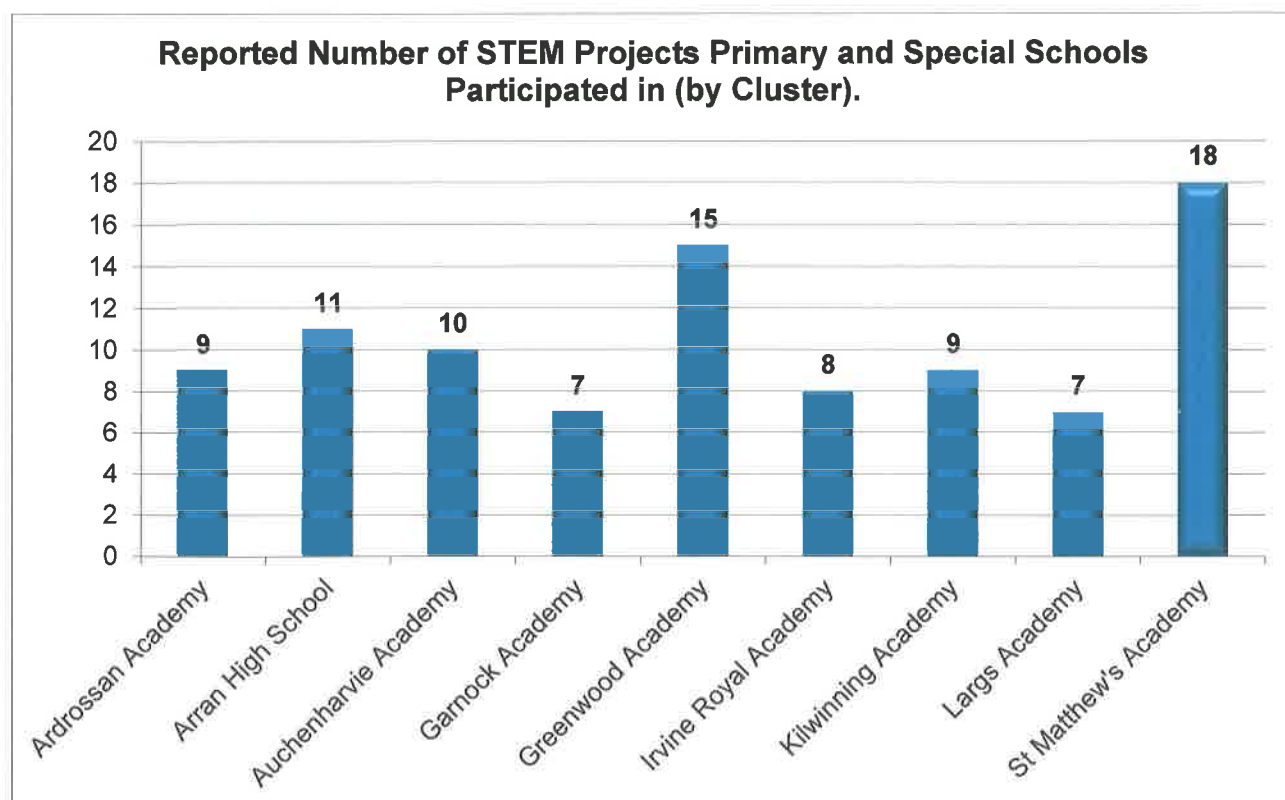
Other competitions reported were the Saltire Awards and many schools reported holding challenges within their schools rather than applying for local or national competitions.



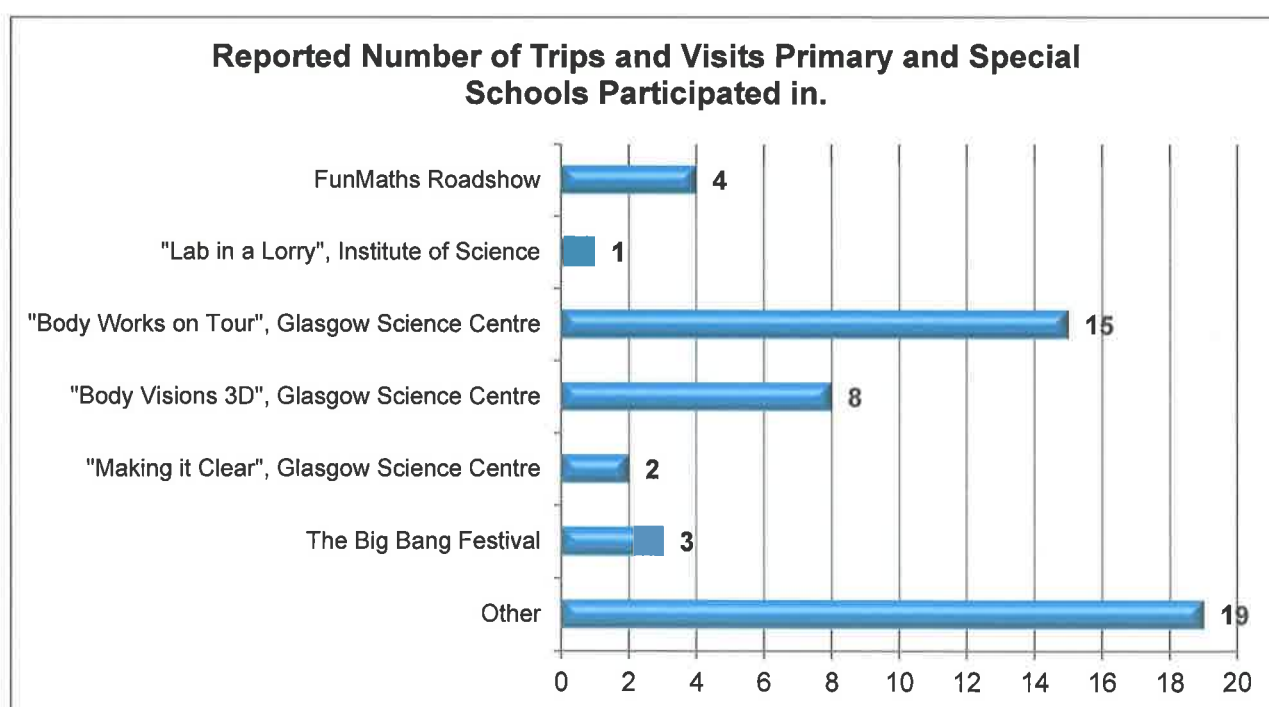
*Question six: Please select which projects your school has taken part in or are planning to take part in?*



Other projects reported included working towards CREST Stars, MadLab kits, using the "Hydrocarbons in Action" kit by SCDI and YESCS, in-school science fairs and class projects and schools using the Science on the Menu kits as long term STEM projects.

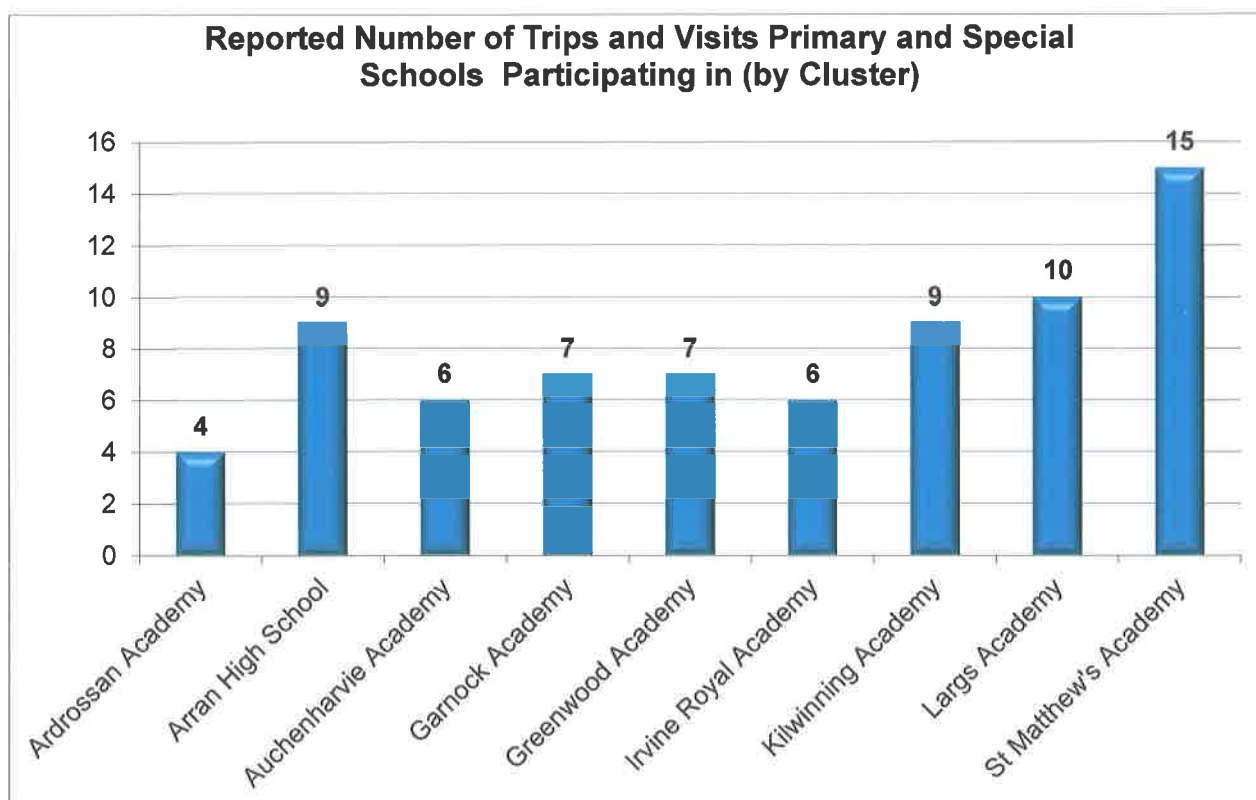


*Question seven: Please select which trips or visits your school has participated in or is planning to participate in?*

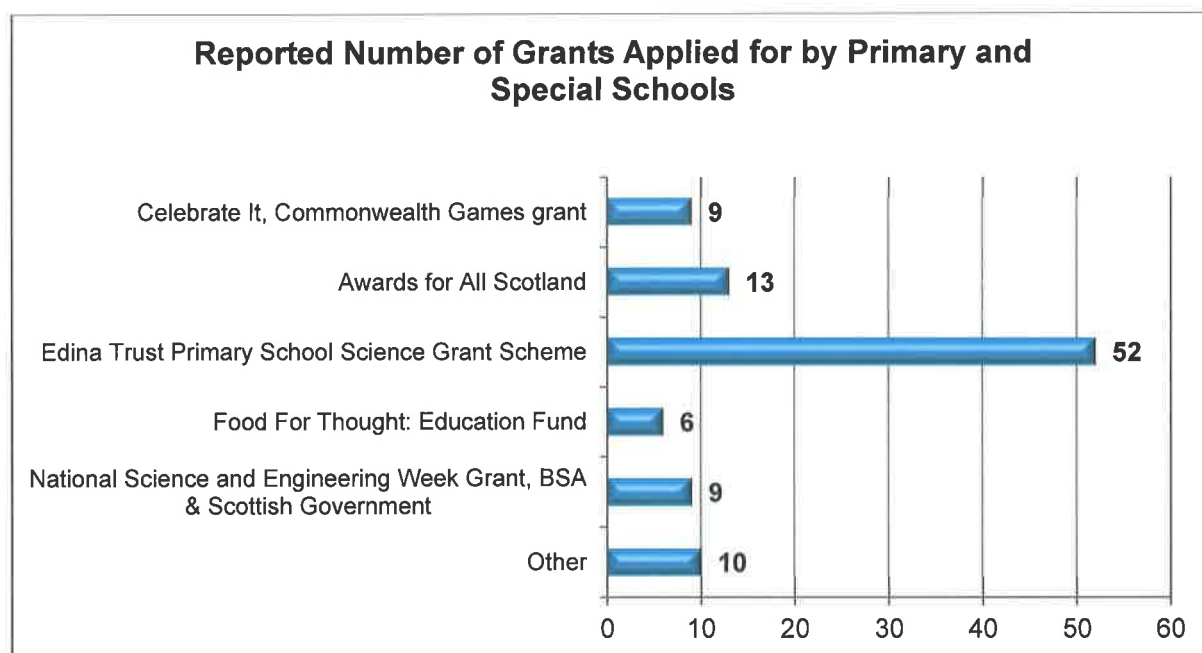


Other trips and visits reported were Edinburgh Science Festival, Prestwick Airport, Dumfries House, Aardvark Science, Mobile Planetarium, EDF energy at Hunterston, Maritime

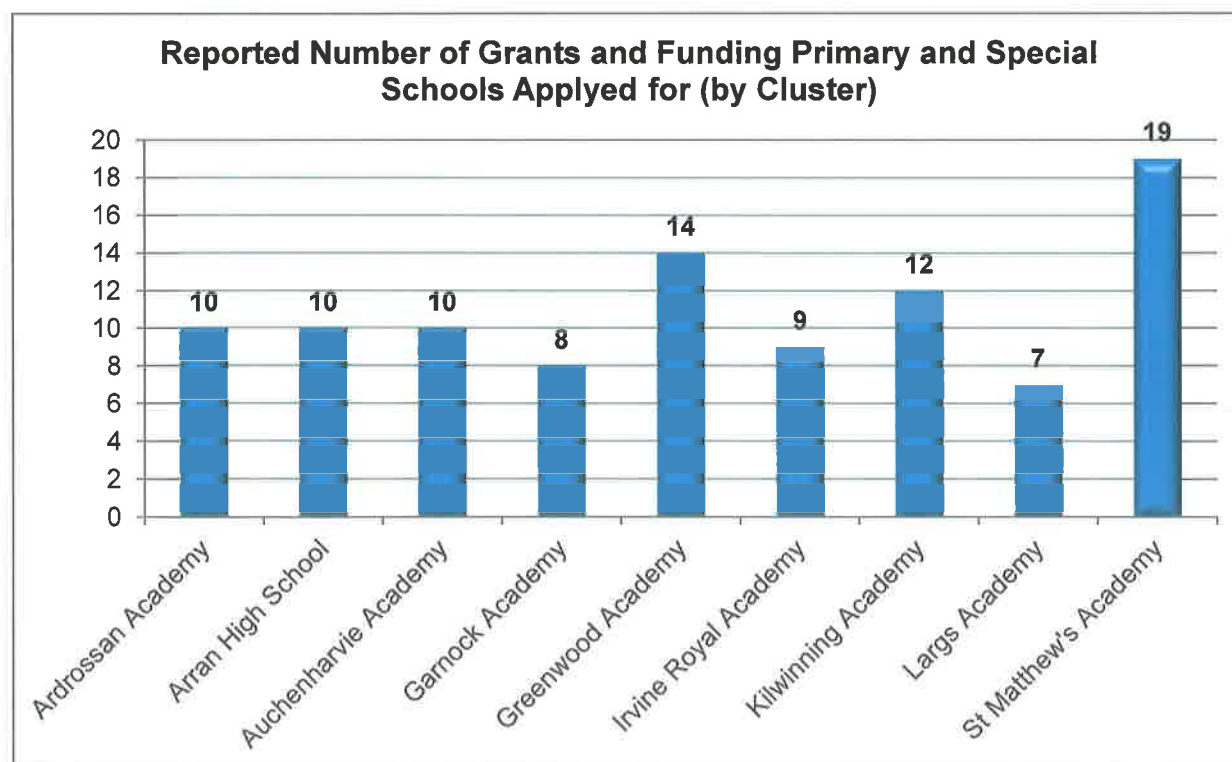
Museum, The Traveling Museum of British Invention, Dynamic Earth, Zoolab Workshops, Ardrossan Wind Farm, and "Lab in a Lorry" from The Institute of Science.



Question eight: Please select which grants or funding your school has applied for or are planning to apply for?



Alternative funding reported included funding for the Saltire Award, The Food for Thought Grant, The Royal Highland Educational Trust (RHET) funding and The Royal Society Partnership Grant.





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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 8**

**3 June 2014**

#### **Cabinet**

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**Subject:** **Ayrshire Shared Services Joint Committee-  
Changes to Minute of Agreement**

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**Purpose:** To recommend minor changes to the Minute of Agreement setting up the Ayrshire Shared Services Joint Committee.

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**Recommendation:** That Cabinet approves the revised Minute of Agreement relating to the Ayrshire Shared Services Joint Committee attached at Appendix 1.

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#### **1. Introduction**

- 1.1 Minor amendments are proposed to the Minute of Agreement setting up the Ayrshire Shared Services Joint Committee. These are necessary to avoid any shared service requiring to have separate financial statements and audit arrangements.

#### **2. Current Position**

- 2.1 In March 2013 Council agreed to the formation of the Ayrshire Shared Services Joint Committee. On 29 October 2013 Cabinet agreed to make changes to the Minute of Agreement setting up the Committee to allow it to accommodate joint arrangements which only involved two partners.
- 2.2 Minor changes are now required to the Minute of Agreement setting up the Ayrshire Shared Services Joint Committee, as a result of discussions between Audit Scotland and East Ayrshire Council. These changes are required to avoid any shared service requiring to have separate financial statements and separate audit arrangements. The revised Minute of Agreement is attached as Appendix 1.

#### **3. Proposals**

- 3.1 The proposed changes are shown as tracked changes to the Minute of Agreement attached as Appendix 1. The changes are to paragraphs 2.1, 2.4 and 9.5. No changes are required to the Scheme of Administration approved by Council on 26 March 2014.

#### **4. Implications**

Financial Implications

4.1 None

Human Resource Implications

4.2 None

Legal Implications

4.3 None

Equality Implications

4.4 None

Environmental Implications

4.5 None

Implications for Key Priorities

4.6 This contributes to the priority of an efficient and effective Council.

#### **5. Consultations**

5.1 There has been consultation with East and South Ayrshire Councils who have already agreed these changes.

#### **6. Conclusion**

6.1 These changes are necessary to avoid any shared service requiring to have separate financial statements and audit arrangements.



ELMA MURRAY  
Chief Executive

Reference :

For further information please contact Andrew Fraser , Head of Service  
(Democratic and Administration) on 324125

#### **Background Papers**

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## **Appendix 1**

### **MINUTE OF AGREEMENT**

between

(One) EAST AYRSHIRE COUNCIL constituted in terms of the Local Government etc. (Scotland) Act 1994 and having its principal office at London Road, Kilmarnock ("EAC");

(Two) NORTH AYRSHIRE COUNCIL constituted in terms of the Local Government etc. (Scotland) Act 1994 and having its principal office at Cunninghame House, Irvine ("NAC");

and

(Three) SOUTH AYRSHIRE COUNCIL, constituted in terms of the Local Government etc. (Scotland) Act 1994 and having its principal office at County Buildings, Wellington Square, Ayr ("SAC")

(hereinafter referred to as "the parties").

WHEREAS the purpose of this Agreement is to make arrangements for the joint discharge of statutory functions in terms of Sections 56 and 57 of the Local Government (Scotland) Act 1973 ("the 1973 Act") and Section 15 of the Local Government in Scotland Act 2003 and the establishment of a Joint Committee to oversee the delivery of a range of discrete Local Authority Services to the communities of East, North and South Ayrshire, AND WHEREAS the parties hereto have agreed to delegate the discharge of various functions jointly, whether in respect of any particular shared service arrangement that be all three of the parties, or any two thereof, in terms of section 57 (1) (b) of the Local Government (Scotland) Act 1973 NOW THEREFORE the parties agree as follows:

1. **Commencement and Duration**

This Agreement shall commence with effect from 28 March 2013 and shall thereafter subsist for such period as the parties (or at least two of them) shall continue to participate in any Shared Service (as after defined), subject to the provisions of Clause 12 (Withdrawal from Agreement). Each Service Agreement (as after defined) shall make provision for the disaggregation of any Shared Service to which it relates in the event of withdrawal by any of the parties from such Shared Service, including provision for liability of the withdrawing party for the costs associated with such withdrawal.

2. **Constitution and Remit**

There is hereby constituted a Joint Committee to be known as the Ayrshire Shared Service Joint Committee, (to be hereinafter referred to as “the Joint Committee”). The functions to be delegated to the control of the Joint Committee shall be carried out by a Lead Authority, being the authority charged by the parties hereto (or at least 2 of them) to undertake the provision of defined services as set out in the relevant Minute of Agreement between the relevant parties and as selected from them. The specific services and functions to be delegated to the Joint Committee (each hereinafter referred to as a “Shared Service”) shall be determined by the parties from time to time and set out in a Service Minute or Minutes of Agreement to follow hereon (“the Service Agreements”). The Joint Committee is empowered by each of the parties hereto:

- 2.1 To ~~manage and~~ monitor spend within the budget approved by the parties hereto in relation to each Shared Service;
- 2.2 To develop and implement a strategic policy framework for the operation of each Shared Service to receive, scrutinise and approve service plans for implementation of the policies and priorities

for service delivery relative to Shared Services including establishing appropriate service targets and performance indicators;

2.3 To co-ordinate, guide, monitor and review the performance and discharge of Shared Services by officers of the relevant Lead Authority ;

~~2.4 To take decisions on a service by service basis, that are contrary to or not wholly in accordance with the approved revenue budget, provided that any associated spend must be offset by additional income or savings from elsewhere within the budget for that service;~~

2.4 To consider and approve an annual Service Plan in respect of each Shared Service including the Budget as provided for in Clause 9.2 hereof for submission to the parties hereto.

### 3. **Membership**

3.1 The Joint Committee shall comprise a maximum of twelve members, with up to four members representing each of the parties hereto.

3.2 Each of the parties shall be entitled to appoint four of its elected members to be members of the Joint Committee and the members so appointed shall, subject as hereinafter provided, continue in office until they are re-appointed or replaced by each of the parties, subject always to s57(5) and s59 of the 1973 Act. No substitutes shall be permitted

3.3 A member of the Joint Committee shall cease to be a member when he or she ceases to be a member of the Council which appointed him or her or on the appointment by that Council of another member in his or her place, whichever shall first occur.

3.4 The duly appointed Members of each of the parties will be entitled to engage in the business of the Joint Committee only in respect of those Shared Service arrangements in which their respective Council has determined to participate.

4. **Quorum**

4.1 A quorum of the Joint Committee shall be four members where all three Councils elect to participate in a particular Shared Service arrangement, with at least one member representing each of the parties.

4.2 Where only two of the Councils elect to participate in a particular Shared Service arrangement the quorum of the Joint Committee shall be three members, with at least one member representing each of the parties.

5. **Standing Orders**

The Joint Committee shall adopt its own Standing Orders. In the event of any inconsistency between the Standing Orders and this Agreement the provisions of this Agreement shall prevail.

6. **Meetings**

The Joint Committee shall meet at least twice in each financial year or more often as is required to conduct its business.

7. **Chair**

The position of Chair shall be held for a period of one year by a member from each of the parties in turn, the first Chair being a member from EAC, the second chair being a member from SAC, the third chair being a member from NAC, and so on, with each subsequent Chair taking up his or her position on the anniversary of the first meeting. The appointment of the Chair of the Joint Committee shall be undertaken by the authority from whose members the Chair shall be selected. In the event of the Chair either being absent or withdrawing from a meeting (for example where the business to be transacted relates to a Shared Service arrangement in which their Council has opted not to participate) another member chosen by the members present shall assume the Chair for that meeting.

8. **Administration**

The administrative support for the Joint Committee in any year shall be undertaken by the Council, the member for which is currently Chair and which administrative support shall rotate as with the position of Chair. The cost of providing such administrative support shall be borne by the Council which is providing such administrative support in that year.

9. **Finance**

9.1 Prior to the commencement of any Service Agreement the Joint Committee shall receive from each party which has opted to participate in the said Service Agreement, confirmation of resources to be allocated by that party for the provision of the functions as defined in the Service Agreement relative to that Shared Service. Such allocation of resources will have previously been approved by each of the parties.

9.2 In each subsequent year and in respect of each Shared Service, the relevant Lead Authority shall prepare a Service Plan for the following three financial years setting out the level of service to be provided to the relevant parties hereto, in accordance with the Service Agreement for that Shared Service, and the budget required to fulfil that plan. Such Service Plan shall be submitted for approval to the Joint Committee not later than First October in each year. The Joint Committee shall thereafter make recommendation to each of the relevant parties hereto for formal approval of the Service Plan including the relevant budget.

9.3 The proportion of the cost of delivery of any Shared Service to be met by each Council in respect of the Shared Service shall be as set out in the Schedule to the Minute of Agreement relating to that Shared Service.

9.4 Each of the relevant parties agrees to approve and confirm to the Joint Committee the level of funding to be allocated by that party for the following financial year for each Shared Service *in* which they have agreed to participate by no later than 28 February in each year.

~~9.5 Annual accounts for each of the Shared Services shall be prepared by the respective Lead Authority and submitted to the Joint Committee and thereafter submitted to each of the relevant parties hereto at their first meeting following 30 June in each year for noting and approval. Audit Scotland will put in place appropriate arrangements for external audit.~~

***Replace with:***

**9.5 The operations of the respective Shared Service will be directed by the host council and a periodic recharge will be raised by the Lead Authority to the other parties to cover the expenditure incurred to date. The Lead Authority will incorporate all of the income and expenditure of the Shared Service into the Lead Authority's single entity Financial Statements together with an explanatory disclosure providing a financial overview of the Shared Service for the year ended. The Lead Authority will prepare periodic management accounts for presentation to the Joint Committee and the respective Councils showing the utilisation of the budget and the projected outturn for the Shared Service. The report will also show the utilisation of each Council's share of the budget if appropriate.**

**10. Scrutiny**

Scrutiny in respect of the Joint Committee will be undertaken by each of the relevant parties hereto in accordance with their own scrutiny processes, as set out within their respective Corporate Governance arrangements.

**11. Variation of Agreement**

Any alteration of the terms of this Agreement shall be by way of a further Minute of Agreement signed by all the parties hereto.

**12. Withdrawal from Agreement/Disaggregation**

12.1 If any party hereto wishes to withdraw from this Agreement it may do so with effect from the end of the Joint Committee's next financial year by giving to the Clerk to the Joint Committee,

not less than 18 months notice in writing to that effect. Any party which wishes to withdraw shall be responsible for meeting any costs, including severance costs, associated with such withdrawal.

12.2 Any party hereto may withdraw from any Shared Service subject to the provisions in the relevant Service Agreement relating thereto and subject to meeting any costs, including severance costs, associated with such withdrawal: IN WITNESS WHEREOF...





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## NORTH AYRSHIRE COUNCIL

### Agenda Item 9

3 June 2014

#### Cabinet

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**Subject:** Gypsy/Traveller Policy on unauthorised encampments

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**Purpose:** To report to Cabinet the terms of the new draft Policy for managing unauthorised Gypsy/Traveller encampments.

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**Recommendation:** Cabinet is invited to (a) note the responsible service is to be Housing Services; (b) approve the proposal to appoint a temporary post to deal with the issues surrounding unauthorised encampments; and (c) approve the new draft Policy attached at Appendix 1.

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#### 1. Introduction

- 1.1 Unauthorised Gypsy/Traveller encampments can raise a number of issues and enquiries from land owners and the general public. . The Council's present policy requires to be updated to deal with these and to align it more closely with Scottish Government guidance on the management of unauthorised encampments and also to ensure compliance with all relevant new legislation
- 1.2 The Council has an obligation to manage Gypsy/Traveller encampments on and support Gypsy/Travellers and their way of life.
- 1.3 A Working Group was established at which all relevant departments were represented namely Housing, Legal, Education, Streetscene, Social Services, Customer Services, Environmental Health and the Police. The revised Policy has been formulated as a result of the Working Group meetings and is attached at Appendix 1.

## **2. Current Position**

- 2.1 The Council has a permanent site for Gypsy/Travellers at Redburn which is run by Housing Services. A Gypsy/Traveller Services Co-ordinator (GTSC) is employed to run the site and is part of Housing Services. The Council also has an obligation to manage unauthorised encampments. The Working Group looked at various different issues surrounding unauthorised encampments namely:-
- (i) The objective of the Policy;
  - (ii) Support for Gypsy/Travellers with the focus on Education and Social Work;
  - (iii) The difficulties encountered by private land owners and how to address these;
  - (iv) Possible expansion of the Redburn site;
  - (v) Feasibility of establishing a temporary site for Gypsy/Travellers;
  - (vi) Responsible and lead service;
  - (vii) Potential difficulties caused by unauthorised Gypsy/Traveller' encampments.
- 2.2 The Policy now aligns itself more closely to the Scottish Government guidelines, and ensures compliance with equalities and human rights legislation. It also links into the existing policies of the Council and the work of Housing and other Services. It aims to ensure that the same services are provided to the travelling community while they are visiting North Ayrshire as are provided to the settled community.
- 2.3 Unauthorised encampments can cause difficulties with the general public whether they are camped on public or private ground. The Council, in following the Scottish Government guidance, can only evict in rare circumstances. Councils are encouraged to support the needs of Gypsy/ Travellers and offer services while they are staying in the area until they move on. In terms of Equalities legislation gypsy/travellers are a protected minority and all public agencies, including the Council have a duty not to discriminate against them. Private landlords, however, are able to evict Gypsy /Travellers from their land immediately by making an application to the courts. It was identified by the Group that work requires to be done to support private land owners for this very reason. The attached analysis in appendix 2 gives information on the numbers and location of encampments in North Ayrshire for 2013 and 2014. These show that the majority of unauthorised encampments are on private land.

- 2.4 The Working Group identified that there was a lack of public awareness as to the Council's role and powers to deal with unauthorised encampments. There was sometimes an expectation that the Council should be evicting Gypsy/Travellers even where they were causing no problem. This is misplaced for several reasons. Firstly, not all encampments cause any issues., as will be seen from appendix 2. Secondly, the policy of successive Scottish Governments recognises that consistently evicting Gypsy/Travellers from one local authority area to another is both pointless and potentially discriminatory. As a result the Council's powers to evict Gypsy/Travellers are powers only exercisable as a last resort in circumstances of extreme public disorder or danger to health. The working group recognised there was a need for greater public awareness of the role of the Council in relation to unauthorised Gypsy/Travellers' encampments.
- 2.5 The Policy includes reference to the Redburn site which is settled and Gypsy/Travellers there co-exist with one another well. It is noted that not all Gypsy/Travellers are willing to camp together and there has been a reluctance in the past for Gypsy/Travellers on unauthorised encampments to take up pitches on this site. It was not considered, therefore, that expansion of the site would ease the situation.
- 2.6 The possible establishment of a temporary site for Gypsy/Travellers has been investigated. It is considered that this would not solve any difficulties caused by Gypsy/Travellers for private landowners, the Council or the perception of members of the public. From evidence previously given to the Scottish Government it was apparent that Gypsy/Travellers prefer to use traditional sites, but none of the traditional sites in North Ayrshire is suitable for use as a temporary site.
- 2.7 The Working Group looked at the practices of other Councils in Scotland in relation to unauthorised encampments. It was evident that there were no other Local Authorities which were able to deal with Gypsy/Travellers any more effectively than North Ayrshire. Overall it is felt that the Council's present policy of managing such encampments works well and that the review of the policy builds on the existing good practice.

### **3. Proposals**

- 3.1 It is proposed that there needs to be clarity within the Council regarding the overall responsibility for unauthorised encampments as the problems encountered by them affect many services. The present Gypsy/Traveller Co-ordinator is the main contact for unauthorised encampments. He will visit each one accompanied by the Police Liaison Officer to provide advice and assistance in accordance with the Council's statutory obligations. His main role, however, is to manage the permanent site at Redburn and it was essential that this role was not compromised by giving him any enforcement duties.
- 3.2 It was also noted, therefore, that many of the difficulties which the Council faces in dealing with Gypsy/Travellers stem for the general lack of understanding whether it be for MPs, MSPs or members of the public of the Council's obligations to this community and that the Council requires to fulfil them. There is a common perception that the Council should evict Gypsy/Travellers whether they are causing a problem or not. It is important that the Council is able to communicate the Policy consistently and identifying a responsible service which can robustly defend the Council's position and obligations is essential.
- 3.3 It is proposed that Housing are the lead Service. The principal responsibilities for the lead service are as follows:-
- (i) To act in a co-ordination role in leading the Council's response to unauthorised encampments;
  - (ii) To deal with general enquiries and complaints from members of the public, land owners, elected members, MPs and MSPs;
  - (iii) In conjunction with Legal Services take decisions regarding eviction from Council owned land;
  - (iv) Work with and support land owners to minimise and deal with issues arising from unauthorised encampments; and
  - (v) Where necessary to call the Working Group together.
- 3.4 The Council has a duty to provide support and welfare services to Gypsy/ Travellers on unauthorised encampments. The revised policy attached at appendix 1 now fully reflects this. Cabinet is asked to consider and approve this policy.

- 3.5 In order to provide more support to private landowners in particular it is proposed to establish a temporary post of Gypsy/Traveller Encampment Officer. This post would also deal with issues surrounding unauthorised encampments and put in place the principal responsibilities for the lead service. The Gypsy/Traveller Policy has been amended to include this.

#### **4. Implications**

##### Financial Implications

- 4.1 The cost of putting in place the temporary post of Gypsy/Traveller Encampment Officer at Grade 8 would be a total of £33,542 per annum and would be funded from Housing Services General Fund.

##### Human Resource Implications

- 4.2 An additional temporary post of Gypsy/Traveller Encampment Officer will be created and managed by Housing Services.

##### Legal Implications

- 4.3 Adoption of the new Policy ensures that the Council is complying with its legal obligations in terms of Scottish Government guidelines, Human Rights and Equalities Acts.

##### Equality Implications

- 4.4 Adoption of the new Policy ensures that the Council is compliant with the Equalities Act 2010.

##### Environmental Implications

- 4.5 There are no environment implications.

##### Implications for Key Priorities

- 4.6 Adoption of this Policy will allow the Council to operate more effectively and efficiently and will support the priority of protecting vulnerable persons.

## **5. Consultations**

- 5.1 The new Policy has been widely consulted upon with all services and partners.

## **6. Conclusion**

- 6.1 Cabinet is asked to agree to the proposals in the Report to approve the amended Policy, note the responsible service as Housing and to approve the temporary post required to implement the terms of the new Policy.



ELMA MURRAY  
Chief Executive

Reference : CLA

For further information please contact Christine Andrew, Senior Manager  
Legal Services on 01294 324324

## **Background Papers**

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## **Policy for Managing Gypsy/Traveller**

### **Unauthorised Encampments**

#### **Introduction**

In line with the Scottish Government Guidelines, the Council considers Gypsy/Travellers to be a minority ethnic community. The Council recognises Gypsy/Travellers right to nomadic life and respects the fact that Gypsy/Travellers may wish to maintain a travelling way of life as part of their cultural identity. It is acknowledged that there should be no discrimination against Gypsy/Travellers because of their way of life and culture.

This policy has been produced to ensure good day-to-day working relationships between Council Services and with the Police when dealing with unauthorised encampments. It takes into account the guidance and recommendations contained in both the Ninth Term Report of the Scottish Executive Advisory Committee on Scotland's Travelling People and the Guidelines for Managing Unauthorised Camping published by the Scottish Executive in December 2004. This policy also takes into account the Scottish Parliament Report "Where Gypsy/Travellers Live" (1<sup>st</sup> Report, 2013 (Session 4)). This policy applies to those who wish to be defined primarily by their ethnic origin. It does not include fairground/showpeople, occupational or New Age Travellers.

The Scottish Government Guidelines recommend that Local Authorities and the Police should have a written statement of their policies towards the treatment of Unauthorised Encampments. This statement should:-

- ensure that authorities and the police take a consistent, balanced and measured approach to unauthorised encampments.
- help authorities to demonstrate to others (including Gypsy/Travellers and the Courts and the Settled Community) that they have taken a consistent, balanced, measured approach and have properly reached decisions in line with the policy.
- provide a basis for explaining the policy to Gypsy/Travellers, complainants and members of the public.
- give the impetus for Local Authorities and the Police to agree joint policies for managing unauthorised encampments.

#### **Redburn Travelling Person Site**

There is one official site in North Ayrshire, located at Redburn, Irvine. The site has 16 pitches and North Ayrshire Council owns and manages the site.

The Irvine site opened in 1989. In recent years there has been a low turnover of tenants on the site. There is also low demand for any vacant pitches. A core of residents has been on the site for over 10 years and in some cases over 15 years. The traveller population residing in North Ayrshire traditionally camped on this site long before the official Redburn Site was created. The site

is managed by Housing Services and the Gypsy/Traveller Services Co-ordinator is based at the site office.

A major refurbishment of all 16 pitches and the amenity blocks was completed in April 2008. A new community facility and CCTV was completed in September 2006.

Each pitch contains a parking area sufficient for one residential and one averaged sized towing caravan along with one vehicle. An amenity block is provided for each pitch. Each amenity block contains a kitchen, bathroom and shower area. A small storage area at the side of the block is provided; this is also plumbed for a washing machine facility. Each of the units is secure and fitted with an electric wall heater.

Power cards can be bought from the Co-ordinators office during normal office hours and also at the Fullarton Concierge Station, that is open 24/7 every day of the year.

Security cameras are situated on site recording 24 hours a day.

There is a play area on site for younger children and a small multi-activity area for older children.

Attached to the Co-ordinators office are the community rooms that can be used for meetings and where a provision is also made for other services such as adult literacy, children's outreach and tutoring for secondary school children.

### **The Gypsy/Traveller Services Co-ordinator (GTSC)**

The current GTSC is responsible for the smooth running of the Redburn Site and his duties include providing advice and assistance, dealing with voids, allocations and estate management issues.

The GTSC is a key member of the Gypsy Travellers Partners Group. The Partners Group is chaired by a representative from Education & Skills and they meet regularly to discuss services provided and matters relevant to the site residents. Other partners include representatives from Youth Services, Children Services, Pupil Support Services, Money Matters, Literacy Support, NHS Health Visitor, Police Scotland and Scottish Fire & Rescue Service.

### **Unauthorised Encampments**

#### **Legal Framework**

The legal framework consists principally of:

- The European Convention on Human Rights
- The Human Rights Act 1998
- The Trespass (Scotland) Act 1865
- The Roads (Scotland) 1984
- The Criminal Justice and Public Order Act 1994
- The Equality Act 2010

A summary of the main legislation in this area is provided at Appendix 2.



## **Consistency of approach**

The Council and the Police shall ensure that their response to unauthorised encampments shall be consistent and in line with the policy. Decisions shall be shown to have been correctly taken, in light of the particular and unique circumstances around each encampment, and take account of any wider duties the Council may have to Gypsy/Travellers in respect of issues of common humanity and welfare. All action will also be in line with the principles of better regulation namely proportionate, consistent, accountable, transparent and targeted.

## **Monitoring of Encampments and Initial Contact**

It is anticipated much of the initial contact regarding unauthorised encampments will be through the Contact Centre. Reports regarding unauthorised encampments should be distinguished from complaints. A report will only advise of the existence of the unauthorised encampment whereas a complaint will also raise an issue with the conduct of the encampment or an unsuitable location. Once a report/complaint is received about an unauthorised encampment the Contact Centre shall take as many details about the location and size of the encampment as possible and pass these details onto Housing Services together with details of any complaints regarding the behaviour of the encampment. Thereafter, Housing Services will make any relevant departments aware of the report of an unauthorised encampment.

Housing Services will visit each unauthorised encampment at the earliest opportunity accompanied by the Local Authority Police Liaison Officer (LALO) or Community Police Officer to gather information about its location, size and the nature of the Gypsy/Traveller group, their needs and future intentions. This may help in building up the trust between the local authority and the Gypsy/Travellers and provide a starting point for enquires about the group's needs.

Housing Services will also arrange, if possible, to collect basic information on:

- The number of vehicles and the families involved (the police may be able to assist in gathering this information)
- Past and, if possible, future movement
- Anticipated length of stay
- Reason for Stay
- Any particular Health, Education, Welfare requirements or Environmental needs
- The ethnicity of the members of the unauthorised encampment (for equality monitoring purposes)

Housing Services will, in the course of this contact with the Gypsy/Travellers, attempt to negotiate and agree a departure date as a practical alternative to enforcement or eviction procedures.

They will report his findings to all services as required. After the initial visit, Housing Services will continue to monitor the encampment for the duration of the stay and will visit the encampment, as required.

Dependant on the circumstances, the police at any time, and separately from the Council, may wish to instigate their own contact with the unauthorised encampment.

### **Standards of Behaviour Expected From The Gypsy/Travellers**

Housing Services will give the Gypsy/Travellers a Code of Conduct which sets out the standard of behaviour expected from them while they are present and irrespective of any action which may be taken to remove them from the site.

These standards will include, but are not limited to:

- Control of Animals
- Rubbish Disposal
- Avoiding and not causing noise, nuisance or damage to the site
- Not being involved in any criminal activity
- Non pollution of the environment with human or animal waste.

### **Services for the residents of Unauthorised Encampments**

Housing Services provides advice and assistance to Gypsy/Travellers who are not ordinarily resident in North Ayrshire and are living in an unauthorised encampment. They will carry out a needs assessment and will offer assistance based on the personal circumstances of the Gypsy/Travellers. Housing will also provide the Gypsy/Travellers with details on the nearest civic amenity site and a leaflet which provides contact details for Health, Education and Housing. Gypsy/Travellers will also be advised of any availability on the permanent Redburn Site or details of how to join the waiting list if there are no available pitches.

It may also be possible to provide Unauthorised Encampments with large metal bins for the disposal of rubbish or to arrange collections of black bags however this will be decided on a case by case basis.

### **Unauthorised Encampment Working Group.**

Housing Services will identify whether a camp requires input from other services. If this is the case, they will notify the relevant service, the LALO and the representative of the relevant service will visit the camp as soon as practical after the initial visit.

Individually named contact officer(s) shall be identified in each relevant service and these officers along with the police shall form the Unauthorised Encampment Working Group. The following services will be represented within the working group:

Housing Services  
Police  
Legal Services  
Education  
Social Services  
Waste Management  
Streetscene  
Benefits  
Trading Standards  
Environmental Health  
Contact Centre

The designated staff from each department within the working group will ensure that North Ayrshire Council is fulfilling its duties in the provision of services regarding Unauthorised Encampments.

In the event that encampments do not require input from other services within the working group, the details will be recorded and distributed to members on a weekly basis. This will keep members of the working group updated on Unauthorised Encampment activity and provide members of the working group with the basic information should the circumstances at any of the encampments change and other agency involvement is required.

### **Ownership of land**

It should be established whether the land on which the Gypsy/Travellers are encamped is owned by the Council or by a private landowner. Alternatively, if the Gypsy/Travellers are encamped on a road, pavement, lay-by or verge, it should be established whether the road has been adopted by the Council. The Council's Estates Department, in conjunction with Legal services, will be able to assist with identifying ownership of the land in question upon receipt of information relating to the precise location of the encampment.

### **Land in Council Ownership**

All decisions about what action to take about an unauthorised encampment on Council land should be in light of information gathered and should be in line with this policy; the decision should be reasonable in light of the evidence available; must be balanced (taking into account the needs of the Gypsy/Travellers and the settled community) and proportionate (taking into account the nature of the location and the needs/behaviour of the Gypsy/Travellers).

For example, evidence of nuisance and/or damage being caused by the encampment or threat to basic hygiene shall be weighed against evidence of the Gypsy/Travellers' need for somewhere to stay and in particular social, education, health or welfare needs revealed during enquires.

The Council will also require to adhere to the obligations imposed on it under the Children (Scotland) Act 1995, The Human Rights Act 1998 and the Equality Act 2010. The Council must also take into account the Scottish Executive Guidelines for Managing Unauthorised Camping by Gypsies/Travellers in Scotland.

The validity of complaints from members of the public should be checked and an assessment of the measures to contain or reduce nuisance should be carried out. Decisions shall be reasoned on the evidence available and in the light of the particular and unique circumstances around each encampment.

The Working Group shall meet, at the discretion of Housing Services, to discuss any particular identified issues regarding an unauthorised encampment or where a decision as to whether or not to seek to remove the encampment is required. If it is decided that a meeting is not required, consultation may take place via email.

All decisions must be fully recorded and the evidence on which the decision is made should also be recorded.

### **Deciding to Proceed With Eviction**

The Council recognises Gypsy/Travellers right to a nomadic life and respects the fact that Gypsy/Travellers may wish to maintain a travelling way of life as part of their cultural identity. It is acknowledged that there should be no discrimination against Gypsy/Travellers because of their way of life and culture. In line with the Scottish Government Guidelines on Unauthorised Encampments, the Council recognises that the decision to proceed with eviction shall be a last resort and that the circumstances when removal will be deemed appropriate will be rare. The Council will not evict Gypsy/Travellers without due cause from land that it owns unless, for example, there is evidence of extreme public disorder to danger to health. However, there are some locations where an unauthorised encampment will not be acceptable under any circumstance. This might include:

- A Site of Special Scientific Interest
- A site where pollution could damage water courses/water supply
- An area with toxic waste, serious ground pollution or other environmental hazard
- A site which would cause a danger in respect of road safety
- Proximity to a railway line, where there may be a danger to individuals

Notwithstanding the above, a decision to evict Gypsy/Travellers from an unauthorised encampment may be taken where an encampment:

- creates a hazard to road safety or otherwise creates a health or safety hazard.

- is an intolerable nuisance to the general public by reason of its size, location, nature or duration.
- causes or is likely to prejudice the use of the land for its intended purpose or by a legitimate tenant or occupants.
- is too large for its location or is causing unacceptable impact on its environment, or would for some other reason be detrimental to the interest of the public if allowed to remain for an extended period.
- Fails to adhere to the Code of Conduct provided to the Unauthorised Encampment.

Where a decision is made to remove Gypsy/Travellers from unauthorised encampments on Council Land, following consultation with the Unauthorised Encampment Working Group Housing Services will instruct the Senior Manager Legal Services, or her nominee, to take steps, including legal proceedings, to move on the Unauthorised Encampment.

In the event of decree for eviction being granted, Sheriff Officers will be instructed to carry out the eviction (with police support, as necessary).

Appendix 1 shows the above process in the form of a flowchart.

### **Unauthorised encampments on Private Land**

Where an unauthorised encampment is on private land Housing Services will provide the landowner with details of the camp, should they wish to proceed with an eviction. They will also liaise with the landowner, if requested, to provide information and assistance, where possible.

For the avoidance of doubt, the provisions of this policy relating to Monitoring of Encampments and Initial Contact, Standards of Behaviour Expected from the Gypsy/Travellers and Services for the Residents of Unauthorised Encampments apply to Unauthorised Encampments on private land as they do to land in Council Ownership.

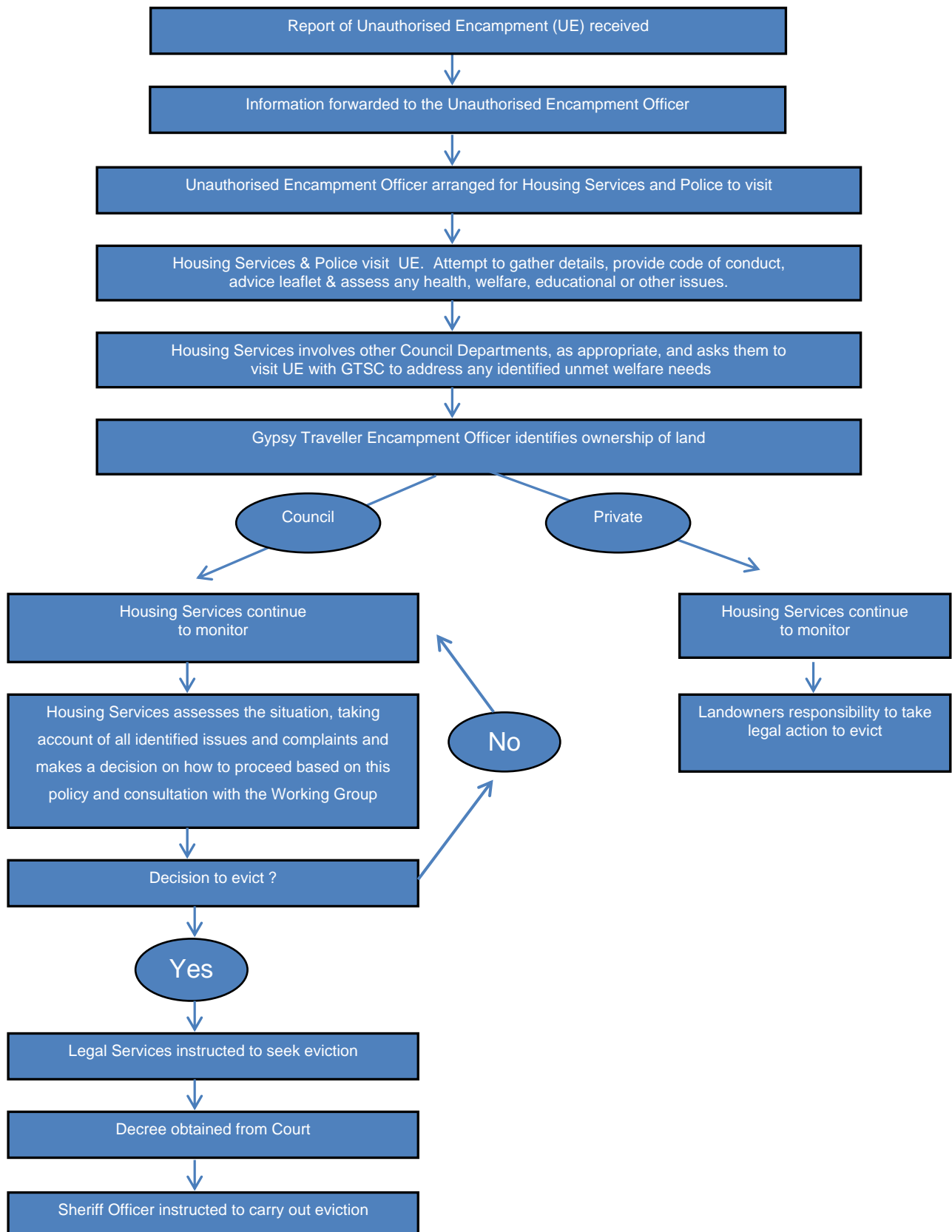
### **Police Powers (regardless of whether it is in private or Council ownership)**

Where problems caused by an unauthorised encampment have been proven sufficiently serious, it may be necessary for the police to exercise their powers under section 61 of the Criminal Justice and Public Order Act 1984 (the Act) but only if the landowner has taken reasonable steps to remove the Gypsy/Travellers by other means first. In terms of the Roads (Scotland) Act 1984 the police also have the power to require someone who has placed an obstruction in the road to remove it forthwith and, if the person fails to do so, they are committing an offence.

The police shall inform the council at the earliest opportunity if they intend to exercise the powers under section 61 of the Act and report to the working group meeting convened in respect of each unauthorised encampment. (This

form of action would only be taken in extreme circumstances or when all other options have proved to be unsuccessful).

## Appendix 1



## Appendix 2 - Summary of Legislative Framework

### **The European Convention on Human Rights**

The enjoyment of the rights and protection afforded by the articles of the European Convention on Human Rights should be enjoyed by all, without discrimination on the grounds of “sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.” (Article 14)

In particular, Article 8: Right to Respect for Private and Family Life states:

- 1) Everyone has the right to respect for his private and family life, his home and correspondence.
- 2) There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

### **The Human Rights Act 1998**

The Human Rights Act 1998 created a statutory requirement to read all legislation (past and present) in accordance with the provisions of the European Convention. In relation to public bodies, Section 6(1) states that “it is unlawful for a public authority to act in a way which is incompatible with a Convention right.”

### **The Trespass (Scotland) Act 1865**

The Trespass (Scotland) Act 1865 states:

Every person who lodges in any premises, or occupies or encamps on any land, being private property, without the consent and permission of the owner or legal occupier of such premises or land, and every person who encamps or lights a fire on or near any road or enclosed or cultivated land, or in or near any plantation, without the consent and permission of the owner or legal occupier of such road, land, or plantation shall be guilty of an offence punishable as herein-after provided.

There is a presumption against prosecution in relation to unauthorised encampments of Gypsies/Travellers. However, there are circumstances where this may be overridden by public interest considerations dependent on the prevailing circumstances.



### **The Roads (Scotland) Act 1984**

The Roads (Scotland) Act 1984 creates offences of camping in a road or obstructing a road by the placing of an object in the road. The definition of “road” within the act includes the verge and footway (pavement).

### **The Children (Scotland) Act 1995**

The Children (Scotland) Act 1995 creates duties on local authorities to safeguard and promote the welfare of children in their area.

### **The Criminal Justice and Public Order Act 1994**

The Criminal Justice and Public Order Act 1994 deals with trespass and the removal of vehicles. Section 61 deals with police powers to remove trespassers on land and Section 62 provides supplementary powers of seizure and imposes criminal sanctions. Sections 61 and 62 apply to situations in which two or more “trespassers” are involved. Section 61 allows the police to direct trespassers to leave the land and to remove vehicles or property on the land where the senior police officer present at the scene has a reasonable belief that (a) two or more persons are present with the intention of staying there for a period of time, and (b) reasonable steps have been taken by, or on behalf of, the occupier to ask them to leave. The senior police officer must also have reasonable belief that either (a) the group have caused damage to the land or property, or threatened, abused or insulted the occupier or representatives of the occupier, or (b) the group have six or more vehicles between them on the land.

### **The Equality Act 2010**

The Equality Act 2010 prohibits direct and indirect discrimination in relation to a protected characteristic. Direct discrimination is where someone treats another person less favourably because of a protected characteristic and indirect discrimination is where someone applies a provision, criteria or practice which applies to everyone but disadvantages a person (or group of people) by reason of a protected characteristic more than it would disadvantage another person (or group) that did not share the protected characteristic.

In terms of the Equality Act 2010 race is a protected characteristic and “race” includes colour, nationality and ethnic or national origins.

The Equality Act 2010 also introduced the public sector equality duty. In this regard, public authorities must have due regard to the need to:-

- a) Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- b) Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of the persons who do not share it; and

- c) Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

Section 149 of the act notes “compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.”

## Unauthorised Encampment Analysis - North Ayrshire Council 2013

Start Date	Location	Council Area	Land Owner (1.)	Caravans (2.)
10/12/2012	Crompton Way (C/F from 2012)	Irvine	Dawn Construction.	(7) 2
11/01/2013	Arkwright Way	Irvine	Baronsgate Estds	2
22/01/2013	Arkwright Way	Irvine	Baronsgate Estds	12
07/02/2013	Riverside Ave	Irvine	NAC / Scott. Ent.	5
22/02/2013	Shewalton Rd	Irvine	Irvine Bay	2
24/02/2013	Ardeer, APL centre	Stevenston	Private	13
27/02/2013	Portland Pl.	Irvine	Scottish Ent.	4
27/02/2013	Brewster Pl.	Irvine	Scottish Ent.	5
11/03/2013	Whittle Pl.	Irvine	Ashtenne Properties	3
11/03/2013	Meadow Ave.	Irvine	NAC	5
14/03/2013	Drummond Cr.	Irvine	Scottish Ent. +	5
21/03/2013	Beachpark - Gales Rd car park area.	Irvine	NAC	4
21/03/2013	Pier Point - car park.	Fairlie	NAC	1
08/04/2013	MacKintosh Place	Irvine	Ashtenne Properties	3
12/04/2013	Brewster Pl.	Irvine	Scottish Ent.	3
21/04/2013	Riverside Ave	Irvine	Scottish Ent.	4
24/04/2013	Drummond Cr.	Irvine	Scottish Ent.	3
25/04/2013	MacKintosh Place	Irvine	ABC Ltd.	4
26/04/2013	Longford Ave	Kilwinning	Private ?	5
03/05/2013	Beachpark - behind Magnum Centre.	Irvine	NAC	4
29/05/2013	Ardeer Shore Rd - slipway	Stevenston	NAC	5
03/06/2013	Riverside Avenue	Irvine	Scottish Enterprise	1
10/06/2013	North Shore, Ardrossan / West Kilbride Rd.	Ardrossan	NAC	1
11/06/2013	Riverside Avenue	Irvine	Scottish Enterprise	5
13/06/2013	Beachpark - Marine Drive.	Irvine	NAC	6
19/06/2013	North Shore, Ardrossan / West Kilbride Rd.	Ardrossan	NAC	1
21/06/2013	Dunlop Dr, Meadowhead Ind Est.	Irvine	Suffolk Life	6
21/06/2013	Beachpark - Marine Drive.	Irvine	NAC	5
25/06/2013	Edison Place	Kilwinning	Private (who ?)	5
25/06/2013	Eglinton Rd, North Shore	Ardrossan	Private (who ?)	4
27/06/2013	Beachpark	Irvine	NAC	4/6/9/11
08/07/2013	28-32 McKintosh Place	Irvine	ABC Ltd. / Ashtenne	7
11/07/2013	Ardeer Shore Rd - slipway	Stevenston	NAC	tents
05/08/2013	Drummond Crescent	Irvine	New Brunswick	4
07/08/2013	Shore Road	Stevenston	NAC	1
25/08/2013	Eglinton Park	Kilwinning	NAC	6
01/10/2013	Beachpark	Irvine	NAC	10
10/10/2013	Meadow Ave.	Irvine	NAC	3
10/10/2013	Caledonia Road	Glengarnock	Private, Mr McLellan	7
22/10/2013	Portland Road	Irvine	Scottish Water/Power	2

Footnote      Red: still live. Black: UE moved on.

Summary Totals	Area	No. of encampments	%
	Ardrossan	3	7.50%
	Fairlie	1	2.50%
	Glengarnock	1	2.50%
	Irvine	28	70%
	Kilwinning	3	7.50%
	Stevenston	4	10%
	<b>Total</b>	<b>40</b>	
	Council owned Land	14	35%
	Private Land	26	64%

## Unauthorised Encampment Analysis - North Ayrshire Council 2014

[illegible]

### Summary Totals

Area	No. of encampments	%
Ardrossan	0	0.00%
Fairlie	0	0.00%
Glengarnock	0	0.00%
Irvine	21	91%
Kilwinning	2	9.00%
Stevenston	0	0%
<b>Total</b>	<b>23</b>	
Council owned Land	6	26%
Private Land	17	74%

Footnote: Red still live; Black: UE moved on

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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 10**

**3 June 2014**

#### **Cabinet**

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**Subject:** **North Ayrshire Legacy 2014 Fund**

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**Purpose:** To provide information on the planning and delivery of the community applications to the North Ayrshire Council Legacy Fund 2014.

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**Recommendation:** That Cabinet (a) approves the implementation of the local Legacy Funding to community organisations; and (b) agrees to receive a further evaluation report during November 2014 on the programmes delivered by the North Ayrshire Legacy Fund 2014.

---

#### **1. Introduction**

- 1.1 North Ayrshire Council approved the North Ayrshire Legacy Plan for 2014 and beyond on 26 November 2013.
- 1.2 The Legacy Plan seeks to promote and deliver a series of local events which contribute to the Scottish Government's four National Legacy Themes:
  - Active
  - Connected
  - Flourishing
  - Sustainable.
- 1.3 The Plan connects, celebrates and commemorates this year's significant events:
  - Homecoming
  - Ryder Cup
  - World War Anniversary
  - Queen's Baton Relay (Tuesday 15 July 2014)
  - Glasgow 2014 Commonwealth Games
  - Support a 2<sup>nd</sup> Team (St Helena and Nigeria).
- 1.4 In addition to the national initiatives of 2014, there are several local commemorative occasions being marked in 2014: 175 years since the Eglinton Tournament, the 175th anniversary of the death of John Galt, and the 200th anniversary of the foundation stone of Kilwinning Abbey.

## **2. Current Position**

- 2.1 North Ayrshire Council and its partners in local communities, private sector organisations and other public sector organisations have embarked upon delivering an expanding programme of local events which connects local people and communities with the North Ayrshire 2014 Legacy Plan themes.
- 2.2 To 'broaden the reach' of the local plan and to encourage diversity in the overall programme, a mechanism to support a broader range of local groups to participate in 2014 related events was developed.
- 2.3 As a result, a series of six community engagement events was held across North Ayrshire throughout December 2013 and January 2014 and identified a broad range of interest in delivering local events. The engagement events were held in, Ardrossan, Kilwinning, Irvine, Brodick , Beith and Largs
- 2.4 A series of six follow up meetings in March confirmed that community organisations were interested in participating and were beginning to plan events throughout 2014 which would contribute to the local Legacy Plan.

## **3. Proposals**

- 3.1 North Ayrshire Council officers working with partners have identified and encouraged a range of groups to develop specific proposals for 2014.
- 3.2 To date approximately 70 applications have been received from across communities in North Ayrshire. The proposals include events which relate to the Queen's Baton Relay, World War 1 Anniversary, Glasgow 2014 Commonwealth Games, Ryder Cup, Support a 2nd Team and local heritage.
- 3.3 Organisations or groups are represented from across North Ayrshire and reflect a diverse mix of local projects that will make an impact in local communities while providing a lasting legacy for individuals and groups.
- 3.4 An allocation from General Fund balances was set aside in 2013/14 to support the delivery of the North Ayrshire Legacy Action Plan, 2014 and beyond.
- 3.5 To coordinate the range of programmes and events being developed, a one off Legacy Fund allocation was identified within the main budget to facilitate support and including finance for local groups.

- 3.6 The Legacy Fund has three levels set for guiding organisations on the level and scope of application for submission. The opportunity for either a £500, £1000 and £2000 allocation has been made available to groups in a one-off process up until Friday 16 May 2014.
- 3.7 Thereafter, applications will be considered in relation to the North Ayrshire Legacy Plan 2014 themes by an Officer Group, enabling the efficient turnaround of funds to meet the timescale for the build up of events leading up to the arrival of the Queen's Baton Relay in North Ayrshire on 15 July 2014. A programme of events will follow throughout the remainder of 2014 delivering the North Ayrshire Legacy Plan.
- 3.8 A full report detailing the allocations and evaluations of the awards will be provided once all projects have completed in 2014. An interim report during October will summarise the use of the fund up until September 2014.

#### **4. Implications**

##### Financial Implications

- 4.1 There are no financial implications arising from this report as the North Ayrshire Legacy Action Plan 2014 has been allocated monies totalling £500,000 from the North Ayrshire Council General fund balances in the 2103/14 budget.

£50,000 has been allocated to support groups or organisations in delivering the Legacy Plan through the one off Legacy Fund process.

##### Human Resource Implications

- 4.2 There are no Human Resource implications.

##### Legal Implications

- 4.3 There are none.

##### Equality Implications

- 4.4 There are none.

##### Environmental Implications

- 4.5 There are none.

## Implications for Key Priorities

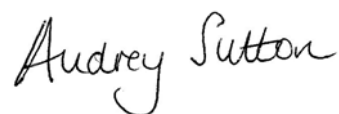
- 4.6
- "Opportunities for lifelong learning have increased;"
  - "Levels of educational attainment and achievement have improved;"
  - "More people are active more often;" and
  - "Partnership working between the public, community and voluntary sector has improved".

## 5. Consultations

- 5.1
- Consultations have taken place with local community organisations, North Ayrshire Council Legal Services, North Ayrshire Council Education & Skills, other public sector organisations, including KA Leisure.

## 6. Conclusion

- 6.1
- The Legacy Fund represents a positive approach to engage a wider range of community groups and organisations in delivering local events throughout 2014. Adopting a bottom up approach in supporting the delivery of local events aims to increase community engagement and a sense of civic pride throughout 2014.



AUDREY SUTTON  
Head of Service (Community and Culture)

Reference : AS/JN

For further information please contact Audrey Sutton, Head of Service (Community and Culture) on 01294 324414

## Background Papers

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# 2014 - A year of celebrations throughout North Ayrshire



## North Ayrshire Legacy Funding *“2014 and beyond”*



## Application form and criteria

For more information, please contact Lesley Forsyth,  
email : [lesleyforsyth@north-ayrshire.gov.uk](mailto:lesleyforsyth@north-ayrshire.gov.uk)



## North Ayrshire Legacy Funding “2014 and beyond”

### Criteria

Funding will be allocated to groups who fulfil the criteria and who can demonstrate outputs relating to the following:

- **Public events and activities taking place in North Ayrshire on the day of the Queens Baton Relay** - *these should be locally based celebrations to commemorate and celebrate the QBR day or used to assist disadvantaged groups to participate in the community events that are taking place.*
- **Public events and activities that promote and encourage participation in sport and physical activity** - *funding for groups to help deliver events and activities which are open to the public and which have the aim of encouraging people to take part in sports and physical activity or to try a new sport.*
- **Events and activities that celebrate and commemorate the various special occasions happening throughout 2014** – *these events should be public events that contribute to the celebrations supporting the key themes of 2014 including Homecoming (John Muir, Forth Bridges, Ryder Cup, Bannockburn etc.) Commemorative events for WWI and WWII, 175<sup>th</sup> anniversary of the Eglinton Tournament, 175<sup>th</sup> anniversary of the death of John Galt, 400<sup>th</sup> anniversary of the death of William Shakespeare, Burns and the South West Festival.*
- Applicants must be community based groups within North Ayrshire with a formal, legal governance e.g. constitution, memorandum of association or similar and be a non-profit organisation.
- Groups can apply for one of three awards - £500, £1000 or £2,000
- Applications will be available on line from 1 April 2014 via the North Ayrshire Council website. Printed versions can be requested via the Harbour Arts Centre, tel. no. (01294) 274059.
- Applications must be submitted by the 25 April 2014. No applications will be accepted after this date. It is a one off process for all applications. Awards will be allocated by mid May 2014.
- Forms should be returned by email to:  
andrewsmith@north-ayrshire.gov.uk  
or posted to:  
Andrew Smith, Education and Skills,  
North Ayrshire Council, 4<sup>th</sup> Floor, Cunninghame House, IRVINE, KA12 8EE



**APPLICATION FOR FINANCIAL ASSISTANCE**  
**North Ayrshire Legacy Funding “2014 and beyond”**

**PART A: Details about your group**

Name of organisation:	
Postal Address for Correspondence:	
Name of Contact Person:	
Position in Organisation:	
Contact Telephone Number:	
E-mail Address	
Names & Addresses of Chairperson & Treasurer	
Chairperson	
Treasurer	
<p><b>Brief Description of Organisation</b></p> <p>Please include:</p> <p><b>(a)</b> Legal Status, eg voluntary organisation, public/private limited by shares or guarantee; <b>(b)</b> How long has organisation been in existence?; <b>(c)</b> Aims Objectives (please enclose a copy of the organisation’s Constitution/Memorandum &amp; Articles of Association); <b>(d)</b> general activities or services provided; <b>(e)</b> Staff employed (if any).</p> <p>Please ensure that <b>all</b> of the above information is supplied. Failure to do so may result in your application being rejected.</p>	

**Comments:****PART B: Details of Legacy Funding applied for****Purpose of Application:**

Which one of the three funds are you applying for? Further information on each is available on the criteria information sheet. Please delete as appropriate.

- Events and activities on the day of the Queens Baton Relay
- Events and activities to promote sport and physical activity
- Events and activities to celebrate and commemorate the different aspects of 2014.

*Please describe in as much detail as possible what the Legacy Funding will be used for. Please include which of the highlights of 2014 it is connected to, who will benefit from it, and how it will enhance the life of the local community.*

**Comments:**

Amount of funding being requested – please delete as appropriate

£500      £1000      £2000

Please supply details of any **other** funding you have in place to assist with this event/activity.

Source:

Amount:

Confirmed/pending (please delete as appropriate)

### **Breakdown of Costs**

*Please enclose recent quotations, where appropriate.*

### **PART C:      Details of Bank Account**

Name & Address of Bank:	
Account Name:	
Sort Code:	
Account Number:	

### **Declaration**

I certify that the above information is accurate and complete.

Signed:	
Name (please print):	
Position in Organisation:	
Date:	

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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 11**

**3 June 2014**

#### **Cabinet**

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**Subject:** Kirktonhall, West Kilbride

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**Purpose:** To inform Cabinet of the outcome of the Tourism Resources Company's review of the Kirktonhall Creative Media Groups current proposals and their preferred bidder status.

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**Recommendation:** That Cabinet agrees to approve continuation of the preferred bidder status for Kirktonhall Creative Media Group, to be reviewed in October 2014.

---

#### **1. Introduction**

- 1.1 Kirktonhall is a prominent category 'B' Listed property owned by North Ayrshire Council situated within the creative town of West Kilbride. It is currently vacant. The Kirktonhall Creative Media Group (KCMG) is a registered charity and social enterprise and was established in response to concerns about the future of the building. The group was granted preferred bidder status in the context of the Council's asset transfer policy in 2012.

#### **2. Current Position**

- 2.1 There are two main strands to the project: one is the physical retention and restoration of the building; the other is the related business plan and activity in the building to provide a sustainable future for Kirktonhall. The latter currently revolves around proposals for a digital media and commercial business centre.
- 2.2 A due diligence report was commissioned by North Ayrshire Council from the Tourism Resources Company (TRC) in February 2014. The purpose of this work was to assimilate and assess the various strands of the Kirktonhall project and to review the viability of the initial business case and the progress made since the Kirktonhall Creative Media Group was awarded the status of preferred bidders for the building by North Ayrshire Council in 2012.
- 2.3 TRC identified and examined 36 risks/issues on behalf of the Council.

- 2.4 At the same time as the TRC report was being completed (March/April 2014), the group was awarded a further grant from the Architectural Heritage Fund (AHF) for a project development grant of £12,820 to allow the Strathclyde Building Preservation Trust (SBPT) to take forward the project to RIBA Stage 2 (Royal Institute of British Architects).
- 2.5 The AHF funding will allow KCMG to review progress and develop the project, where relevant, over the period of the next six months.

### **3. Proposals**

- 3.1 It is proposed that the Kirktonhall Creative Media Group be allowed to utilise the current AHF funding and that preferred bidder status for Kirktonhall Creative Media Group is continued for the present time.
- 3.2 It is further proposed that recommendations be brought to Cabinet at the end of 2014, following a review of the status of the group and a review of the options available to them at that time. The Kirktonhall Creative Media Group's status as preferred bidder for the building will also be assessed at that time.

### **4. Implications**

#### Financial Implications

- 4.1 The Council continues to keep Kirktonhall wind and watertight

#### Human Resource Implications

- 4.2 There are none.

#### Legal Implications

- 4.3 There are no legal implications at this stage.

#### Equality Implications

- 4.4 There are no equality implications at this stage.

#### Environmental Implications

- 4.5 There are no environmental implications at this stage.



## Implications for Key Priorities

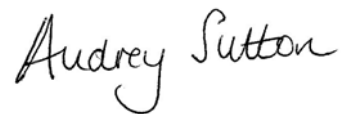
- 4.6
- "opportunities for lifelong learning have increased;"
  - "levels of educational attainment and achievement have improved;"
  - "more young people are leaving school for positive destinations;"
  - "partnership working between the public, community and voluntary sector has improved".

## 5. Consultations

- 5.1 Consultations have taken place with members of the Kirktonhall Creative Media Group and with the local community.

## 6. Conclusion

- 6.1 The Kirktonhall Creative Media Group has been awarded further external funding which will provide six months in which to review and progress their options for the future use of the building. This will be reviewed at the end of that period and a further report will be brought to Cabinet at that stage.



AUDREY SUTTON  
Head of Service (Community and Culture)

Reference : AS/JN

For further information please contact Audrey Sutton, Head of Service,  
Community and Culture on 01294 324414

## Background Papers

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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 12**

**3 June 2014**

#### **Cabinet**

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**Subject:** **Award of Contract - Measured Term Contract (MTC): Water Quality Management**

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**Purpose:** To advise the Cabinet of the result of the tender exercise for the MTC for Water Quality Management and present a recommendation for the award of the contract.

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**Recommendation:** That the Cabinet agrees to approve the award of the contract to Hertel Solutions Ltd.

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#### **1. Introduction**

- 1.1 The Council requires to put in place a contract for the provision of Water Quality Management services to replace the existing contract.
- 1.2 In order to comply with the Council's Standing Orders Relating to Contracts a formal contract notice was advertised under the Open procedure in the Official Journal of the European Union (OJEU) and the Public Contracts Scotland (PCS) portal, as the estimated total value of the requirement is over the threshold for Services.
- 1.3 The duration of the contract is three years with the option to extend annually for a further two years.

#### **2. Current Position**

- 2.1 The contract notice attracted thirty-three expressions of interest, of which twelve companies submitted tenders by the due return time and date.
- 2.2 The tender returns were evaluated against the stated evaluation criteria which resulted in eleven tenders passing the minimum requirements stage. These tenders were then evaluated against the stated quality criteria before prices were considered.
- 2.3 The Tender Outcome Report, which provides details of the tender process and award recommendation, is appended to the report.

### **3. Proposals**

- 3.1 It is proposed that the contract is awarded to Hertel Solutions Ltd, as detailed in the Tender Outcome Report provided at Appendix 1.

### **4. Implications**

#### Financial Implications

- 4.1 The annual sum of £150,000 is included in the General Services Property Maintenance Budget to meet the cost of the measured term contract. The annual contract price is £97,500, which represents a saving against the available budget of £52,500 per annum.

#### Human Resource Implications

- 4.2 None.

#### Legal Implications

- 4.3 The tender exercise was conducted in accordance with the Council's Standing Orders Relating to Contracts.

#### Equality Implications

- 4.4 None.

#### Environmental Implications

- 4.5 None.

#### Implications for Key Priorities

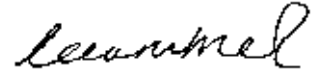
- 4.6 The contributes to the Council Plan Core Objective 4 "Operating more efficiently and effectively".

### **5. Consultations**

- 5.1 None required.

## **6. Conclusion**

- 6.1 It is recommended that the award of the contract is made to Hertel Solutions Ltd at an annual contract price of £97,500.



LAURA FRIEL  
Corporate Director (Finance and Corporate Support)

Reference :  
For further information please contact Thomas Reaney, Procurement Manager on 01294 324097

**Background Papers**  
Tender Outcome Report





# **NORTH AYRSHIRE**

## **COUNCIL**

Tender Outcome Report  
For Recommendations over £350K

NAC/2010

Measured Term Contract 2014 /2017 Water Quality  
Management (NA/197)

## Contents

1	Purpose .....	3
2	Introduction .....	3
3	Background .....	3
4	Tender Notice, Interest and Returns .....	3
5	Evaluation Process .....	4
6	Evaluation Results .....	4
7	Overall Score .....	6
8	Recommendation .....	7
9	Authority to Approve .....	7



## **NAC/2010**

### **For the procurement of Measured Term Contract 2014 / 2017 Water Quality Management (NA/197)**

#### **1 Purpose**

- 1.1 The purpose of this document is to summarise the invitation to tender process and present a recommendation for Contract award. The recommendation is based on the results of the tender evaluation carried out on the responses to the Measured Term Contract 2014 / 2017 Water Quality Management Invitation to Tender. The report will provide assurance that the tender evaluation has been undertaken in accordance with EU Procurement Directives, Public Contracts (Scotland) Regulations 2012 (SSI 2012/88) (as amended) and the Council's Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council.

#### **2 Introduction**

- 2.1 This report has been compiled on behalf of the Tender Evaluation Team following the completion of the evaluation of responses to the Invitation to Tenders for the Measured Term Contract 2014 / 2017 Water Quality Management.

#### **3 Background**

- 3.1 North Ayrshire Council is required to establish a Contract for Water Quality Management.
- 3.2 In order to comply with the Council's Standing Orders and Public Contracts (Scotland) Regulations 2012 (SSI 2012/88) (as amended) a formal tendering exercise was undertaken.
- 3.3 The contract term is for three years plus the option to extend annually for up to a further two years.
- 3.4 The estimated total value of the Contract (including any possible extensions) is £487,500 against an estimated budgetary spend of £750,000.

#### **4 Tender Notice, Interest and Returns**

- 4.1 A formal contract notice was advertised under the Open process in the Official Journal of the European Union and Public Contracts Scotland Procurement Portal on 7<sup>th</sup> February 2014 with a return date of 19<sup>th</sup> March 2014 at 12 noon.
- 4.2 The contract notice attracted thirty three expressions of interest from a wide range of potential providers, of which twelve submitted offers.

## 5 Evaluation Process

- 5.1 The evaluation of such Tenders was in two stages. Stage one assessed the responses to the Minimum Criteria. If, during stage one, it was apparent that a Tenderer has submitted a fundamentally non-compliant Tender in respect of any of the Invitation To Tenders requirements, then the Council could choose to reject that Tender. Clarification could be sought from Tenderers at this stage, in order to determine whether their Tender was complete and compliant.
- 5.2 Following completion of stage one, Tenderers meeting the minimum criteria progressed to stage two of the evaluation. Stage two of the evaluation was carried out by a Tender Evaluation Panel consisting of appropriately experienced Council Officers and each Tenderer's response was assessed against the following published criteria:

Price 50%

Quality 50%

- 5.3 The assessment of the criteria took place on 3<sup>rd</sup> April 2014 at Perceton House. The Tender Evaluation Panel consisted of:

Senior Contracts Officer, Property Management and Investment  
Contracts Officer, Property Management and Investment

A Procurement Officer from North Ayrshire Council's Corporate Procurement Team was also in attendance to facilitate the meeting but did not score the submissions.

## 6 Evaluation Results

### 6.1 Minimum Requirements (Pass/Fail)

Submitted tenders were evaluated against a series of minimum requirement question to establish their suitability/capability to undertake the contract. From the twelve tenders submitted one tenderer (H2O-inc) failed to pass this stage. This left eleven tenders to be considered further.

### 6.2 Quality (50%)

The Evaluation of the Technical Aspects of the tender responses was carried out by the Tender Evaluation Panel, summary of which is as follows;

Clearwater Technology Ltd

No Response.

DMA Water Treatment Ltd

No response provided for Communication & E-Management questions.

ECG Facilities Services

The evaluation panel felt the response was well written but that there was one minor concern identified regarding the e-management system, however the panel was confident that the Tenderer would be able to satisfy North Ayrshire Council's requirements and expectations.

Envirocure Ltd

No response provided for Communication & E-Management questions.

Environmental Scientifics Group Ltd

The evaluation panel felt the response was well written and was confident that the Tenderer would be able to fully meet North Ayrshire Council's requirements and expectations.

Graham Facilities Management

The evaluation panel felt the response was well written but that there was one minor concern identified regarding the e-management system however the panel was confident that the Tenderer would be able to satisfy North Ayrshire Council's requirements and expectations.

HBE Risk Management

The response provided to Asbestos Awareness was unacceptable. A method statement was provided in response to request for an Asbestos Policy & Asbestos Training Certification.

Hertel Solutions Ltd

The evaluation panel felt the response was well written and was confident that the Tenderer would be able to fully meet North Ayrshire Council's requirements and expectations.

Hunters Contracts (Scotland) Ltd

The panel felt the response was well written but there was more than one major concern regarding the e-management system and concerns whether the Tenderer would be able to satisfy North Ayrshire Council's requirements and expectations.

Integrated Water Services Ltd

The evaluation panel felt the response was well written but there was one minor concern identified regarding Asbestos Awareness, however the panel was confident that the Tenderer would be able to satisfy North Ayrshire Council's requirements and expectations.

Spie Matthew Hall FM

The evaluation panel felt the response was well written but that there were two minor concerns identified regarding Asbestos Awareness and the e-management system, however the panel was confident that the Tenderer would be able to satisfy North Ayrshire Council's requirements and expectations.

The summary of the quality element is shown in the table below:

Company	Technical Score	Ranking	Score as % of overall marks
Clearwater Technology Ltd	Fail	Fail	Fail

DMA Water Treatment Ltd	Fail	Fail	Fail
ECG Facilities Services	22	5	36.7
Envirocure Ltd	Fail	Fail	Fail
Environmental Scientifics Group Ltd	30	1	50
Graham Facilities Management	24	4	40
H2O-Inc	Fail	Fail	Fail
HBE Risk Management	Fail	Fail	Fail
<b>Hertel Solutions Ltd</b>	<b>30</b>	<b>1</b>	<b>50</b>
Hunters Contracts (Scotland) Ltd	Fail	Fail	Fail
Integrated Water Services Ltd	26	3	43.3
Spie Matthew Hall FM	18	6	30

### 6.3 Price 50%

Contractors were asked to submit prices as a percentage adjustment (plus or minus) to be applied to a notional annual contract value of £150,000. Results are summarised below:

Company	% Adjustment	Price Tendered	Ranking	Score as % of overall marks
ECG Facilities Services	4.358%	£156,537	5	26.83
Environmental Scientifics Group Ltd	-10%	£135,000	4	31.11
Graham Facilities Management	-44%	£84,000	1	50.00
<b>Hertel Solutions Ltd</b>	<b>-35%</b>	<b>£97,500</b>	<b>2</b>	<b>43.08</b>
Integrated Water Services Ltd	-12.5%	£131,250	3	32.00
Spie Matthew Hall FM	8%	£162,000	6	25.93

## 7 Overall Score

7.1 Following agreement of an overall score for each Tenderer and taking into consideration all qualitative and commercial elements of the responses, a high level summary sheet was completed as shown below:

Company	Actual Price	Pricing Score	Quality Score	Total Score	Total Ranking
Clearwater Technology Ltd	-	n/a	Fail	Fail	-

DMA Water Treatment Ltd	-	n/a	Fail	Fail	-
ECG Facilities Services	£156,537.00	26.83	36.67	63.50	5
Envirocure Ltd	-	n/a	Fail	Fail	-
Environmental Scientifics Group Ltd	£135,000.00	31.11	50.00	81.11	3
Graham Facilities Management	£84,000.00	50.00	40.00	90.00	2
H2O-Inc	-	n/a	Fail	Fail	-
HBE Risk Management	-	n/a	Fail	Fail	-
<b>Hertel Solutions Ltd</b>	<b>£97,500.00</b>	<b>43.08</b>	<b>50.00</b>	<b>93.08</b>	<b>1</b>
Hunters Contracts (Scotland) Ltd	-	n/a	Fail	Fail	-
Integrated Water Services Ltd	£131,250.00	32.00	43.33	75.33	4
Spie Matthew Hall FM	£162,000.00	25.93	30.00	55.93	6

## 8 Recommendation

- 8.1 The recommendation of the Tender Evaluation Panel is that a Contract be awarded to: Hertel Solutions Ltd subject to any challenges during the Standstill Period.
- 8.2 Subject to approval, Letters of Intent will be issued to all successful and unsuccessful Tenderers acknowledging the Standstill Rules.
- 8.3 Both successful and unsuccessful Tenderers will be provided with the opportunity to receive a full debrief in accordance with EU Legislation, the Public Contracts (Scotland) Regulations and Scottish Procurement Directorate guidance.
- 8.4 Upon the conclusion of the Standstill Period, where no formal Legal challenge has been raised, letters of acceptance will be issued to the successful companies.

## 9 Authority to Approve

- 9.1 In line with Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council, the Tender Evaluation Panel seeks to obtain authority from North Ayrshire Council Cabinet to accept the Tender(s) and award a Contract to the Tenderer identified in section 8.1.



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 13**

**3 June 2014**

#### **Cabinet**

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**Subject:** **Award of Contract - St Luke's Primary School extension works.**

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**Purpose:** To advise the Cabinet of the result of the tender exercise for St Luke's Primary School extension works and present a recommendation for the award of the contract.

---

**Recommendation:** That the Cabinet agrees to approve the award of the contract to Ashleigh (Scotland) Ltd.

---

#### **1. Introduction**

- 1.1 The Council requires to put in place a contract for an extension and internal alteration works to St Luke's Primary School, Kilwinning.
- 1.2 In order to comply with the Council's Standing Orders Relating to Contracts a formal tender exercise was undertaken under the restricted procedure using the Public Contracts Scotland portal.
- 1.3 The process resulted in fourteen pre-qualification questionnaires being received, which in turn were reduced to five companies being invited to tender.
- 1.4 The duration of the contract is forty three weeks.

#### **2. Current Position**

- 2.1 Five tenders were received by the due return time and date. These were evaluated against the stated evaluation criteria of lowest compliant price.
- 2.2 A tender outcome report, which provides details of the tender process and award recommendation, is appended to the report.

### **3. Proposals**

- 3.1 It is proposed that the contract be awarded to Ashleigh (Scotland) Ltd, as detailed in the Tender Outcome Report provided at Appendix 1.

### **4. Implications**

#### Financial Implications

- 4.1 The sum of £830,000 is included in the Council's General Services Capital budget to meet the cost of the contract. The Contract price is £827,029.90 which represents a saving of £2,970.10 against the available budget.

#### Human Resource Implications

- 4.2 None.

#### Legal Implications

- 4.3 The tender exercise was conducted in accordance with the Council's Standing Orders Relating to Contracts.

#### Equality Implications

- 4.4 None.

#### Environmental Implications

- 4.5 None.

#### Implications for Key Priorities

- 4.6 This contributes to the Council Plan Core Objective 4 "Operating more efficiently and effectively".

#### Community Benefit Implications

- 4.7 None due to the contract value.

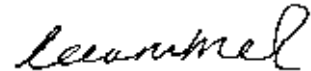


**5. Consultations**

5.1 None were required.

**6. Conclusion**

6.1 It is recommended that the award of contract is made to Ashleigh (Scotland) Ltd at a price of £827,029.90.



LAURA FRIEL

Corporate Director (Finance and Corporate Support)

Reference : TR/CG

For further information please contact Thomas Reaney, Corporate Procurement Manager on 01294 32 4097

**Background Papers**

None





# **NORTH AYRSHIRE**

## **COUNCIL**

Tender Outcome Report  
For Recommendations over £350K

KIW/352/048 (NAC/2020)

PROPOSED EXTENSION & INTERNAL ALTERATIONS  
TO ST LUKE'S PRIMARY SCHOOL, KILWINNING

## Contents

1	Purpose	page 3
2	Introduction	page 3
3	Background	page 3
4	Tender Notice, Interest and Returns	page 4
5	Evaluation Process	page 4
6	Evaluation Results	page 4
7	Recommendation	page 5
8	Authority to Approve	page 5

KIW/352/048 (NAC/2020)

For the procurement of

Proposed Extension and Internal Alterations

to St Luke's Primary School, Kilwinning

## **1 Purpose**

- 1.1 The purpose of this document is to summarise the Invitation to Tender process and present a recommendation for the proposed extension and internal alterations to St Luke's Primary School, Kilwinning. The recommendation is based on the results of the tender exercise and evaluation carried out on the responses to the proposed extension and internal alterations to St Luke's Primary School, Kilwinning Invitation to Tender. The report will provide assurance that the tender process and evaluation has been undertaken in accordance with EU Procurement Directives, Public Contracts (Scotland) Regulations 2012 (SSI 2012/88) (as amended) and the Council's Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council.

## **2 Introduction**

- 2.1 This report has been compiled on behalf of the Tender Evaluation Team following the completion of the evaluation of responses to the Invitation to Tender for the proposed extension and internal alterations to St Luke's Primary School, Kilwinning.

## **3 Background**

- 3.1 North Ayrshire Council is required to establish a contract for the proposed extension and internal alterations to St Luke's Primary School, Kilwinning. This involves the construction of a single storey extension to the existing building forming a new two classroom extension. The internal alterations works comprise of the internal rearrangement of the existing rooms to form a new nursery and library / media room accommodation.
- 3.2 In order to comply with the Council's Standing Orders and Public Contracts (Scotland) Regulations 2012 (SSI 2012/88) (as amended) a formal tendering exercise was undertaken.
- 3.3 The contract term is for 43 weeks, with an anticipated date of possession of the site of 30<sup>th</sup> June 2014.
- 3.4 The estimated total value of the contract is £827,029.90 against the available budget of £830,000.

## 4 Tender Notice, Interest and Returns

- 4.1 A formal contract notice was advertised under the restricted procedure in the Public Contracts Scotland Procurement Portal, as the estimated value of the project is under the OJEU threshold for works, on 22<sup>nd</sup> January 2014 with a return date of 21<sup>st</sup> February 2014 at 12 noon.
- 4.2 The contract notice attracted thirty three (33) expressions of interest from a wide range of potential providers of which fourteen (14) submitted pre-qualification questionnaires (PQQs).
- 4.3 Following evaluation of the PQQs the following five (5) companies were short-listed to receive an Invitation to Tender document:
- Ashleigh (Scotland) Ltd
  - Balfour Beatty
  - CBC Ltd
  - James Frew
  - McLaughlin Construction
- 4.4 The return date for completed Invitations to Tender was Wednesday 9<sup>th</sup> April 2014 at 12 noon.

## 5 Evaluation Process

- 5.1 The evaluation of such tenders was in two stages. Stage one assessed the responses to the Minimum Criteria. If, during stage one, it was apparent that a tenderer had submitted a fundamentally non-compliant tender in respect of any of the Invitation to Tender requirements, then the Council could choose to reject that tender. Clarification could be sought from tenderers at this stage, in order to determine whether their tender was complete and compliant.
- 5.2 Following completion of stage one, tenderers meeting the minimum criteria progressed to stage two of the evaluation. Stage two of the evaluation was carried out by a Tender Evaluation Panel consisting of appropriately experienced Council Officers and each tenderer's response was assessed against the following published criteria:

Lowest compliant price: 100%

## 6 Evaluation Results

### 6.1 Price 100%

Tenderers were asked to submit prices for the whole requirement which gave the following results and scores:

Company	Price Tendered	Ranking
Ashleigh (Scotland) Ltd	£827,029.90	1 <sup>st</sup>
McLaughlin Construction Ltd	£881,118.34	2 <sup>nd</sup>
CBC Ltd	£960,664.03	3 <sup>rd</sup>

James Frew	£963,669.00	4 <sup>th</sup>
Balfour Beatty	£992,057.00	5 <sup>th</sup>

## 7 Recommendation

- 7.1 The recommendation of the Tender Evaluation Panel is that a Contract be awarded to: Ashleigh (Scotland)
- 7.2 Subject to approval, Letters of Intent will be issued to all successful and unsuccessful tenderers.
- 7.3 Both successful and unsuccessful tenderers will be provided with the opportunity to receive a full debrief in accordance with The Public Contracts (Scotland) Regulations 2012.

## 8 Authority to Approve

- 8.1 In line with Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council, the Tender Evaluation Panel seeks to obtain authority from the Cabinet to accept the tender and award a contract to the tenderer(s) identified in section 7.1.





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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 14**

**3 June 2014**

#### **Cabinet**

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**Subject:** **Award of Contract - New Day Care Centre and Flats (former Stevenson Institute site) Largs**

---

**Purpose:** To advise the Cabinet of the result of the tender exercise for the new Day Care Centre and Flats (former Stevenson Institute site), Largs and present a recommendation for award of contract.

---

**Recommendation:** That the Cabinet agrees to approve the award of the contract to Ashleigh (Scotland) Ltd.

---

#### **1. Introduction**

- 1.1 The Council requires to put in place a contract for the construction of a new Day Care Centre and eleven three apartment flats on the former Stevenson Institute site in Lade Street, Largs.
- 1.2 In order to comply with the Council's Standing Orders Relating to Contracts a formal tender exercise was undertaken under the restricted procedure in the Public Contracts Scotland portal.
- 1.3 This process resulted in nine pre-qualification questionnaires being received, which in turn were reduced down to five companies being invited to tender.
- 1.4 The duration of the contract is fifty two weeks.

#### **2. Current Position**

- 2.1 Five tenders were received by the due return time and date. These were evaluated against the stated evaluation criteria of lowest compliant price.
- 2.2 A tender outcome report, which provides details of the tender process and award recommendation, is appended to the report.

### **3. Proposals**

- 3.1 It is proposed that the contract be awarded to Ashleigh (Scotland) Ltd, as detailed in the Tender Outcome Report provided at Appendix 1.

### **4. Implications**

#### Financial Implications

- 4.1 The sum of £2,207,546 is included in the Capital (planned spend) budget to meet the construction cost of the project. The contract price is £1,942,546 which represents a saving of £265,000 against the available budget.

#### Human Resource Implications

- 4.2 None.

#### Legal Implications

- 4.3 The tender exercise was conducted in accordance with the Council's Standing Orders Relating to Contracts.

#### Equality Implications

- 4.4 None.

#### Environmental Implications

- 4.5 None.

#### Implications for Key Priorities

- 4.6 This contributes to the Council Plan Core Objective 4 "Operating more efficiently and effectively".

#### Community Benefit Implications

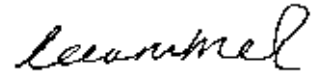
- 4.7 The contract will deliver training opportunities for one new entrant (ground worker) and for existing apprentices (bricklayer x 1, joiner x 3 and painter x 3).

**5. Consultations**

5.1 None required.

**6. Conclusion**

6.1 It is recommended that the award of the contract is made to Ashleigh (Scotland) Ltd at a price of £1,942,546.41.



LAURA FRIEL  
Corporate Director (Finance and Corporate Support)

Reference : TR/CG

For further information please contact Thomas Reaney, Procurement Manager on 01294 324097

**Background Papers**

None





# **NORTH AYRSHIRE**

## **COUNCIL**

Tender Outcome Report  
For Recommendations over £350K

LAR/352/003 (NAC/2022)

NEW DAY CARE CENTRE & 11no 3 APARTMENT FLATS  
(STEVENSON INSTITUTE SITE)  
LADE STREET, LARGS

## Contents

1	Purpose	page 3
2	Introduction	page 3
3	Background	page 3
4	Tender Notice, Interest and Returns	page 4
5	Evaluation Process	page 4
6	Evaluation Results	page 4
7	Recommendation	page 5
8	Authority to Approve	page 5

LAR/352/003 (NAC/2022)

For the procurement of new a

Day Care Centre & 11(no.) 3 Apartment Flats

(Stevenson Institute Site)

Lade Street, Largs

## **1 Purpose**

- 1.1 The purpose of this document is to summarise the Invitation to Tender process and present a recommendation for the new Day Care Centre and 11(no.) 3 apartment flats (Stevenson Institute site) Lade Street, Largs. The recommendation is based on the results of the tender exercise and evaluation carried out on the responses to the new Day Care Centre and 11(no.) 3 apartment flats (Stevenson Institute site) Lade Street, Largs Invitation to Tender. The report will provide assurance that the tender evaluation has been undertaken in accordance with EU Procurement Directives, Public Contracts (Scotland) Regulations 2012 (SSI 2012/88) (as amended) and the Councils Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council.

## **2 Introduction**

- 2.1 This report has been compiled on behalf of the Tender Evaluation Team following the completion of the evaluation of responses to the Invitation to Tender, for the construction of a new Day Care Centre and 11(no.) 3 apartment flats at (Stevenson Institute site) Lade Street, Largs.

## **3 Background**

- 3.1 North Ayrshire Council is required to establish a contract for a new Day Care Centre and 11(no.) 3 apartment flats (Stevenson Institute site) Lade Street, Largs which involves the redevelopment of an existing car park site and the construction of a three storey flatted development containing eleven flats and a one and a half storey day care centre.
- 3.2 In order to comply with the Council's Standing Orders and Public Contracts (Scotland) Regulations 2012 (SSI 2012/88) (as amended) a formal tendering exercise was undertaken.
- 3.3 The contract term is for 52 weeks, with an anticipated date of possession of the site of 7<sup>th</sup> July 2014.
- 3.4 The estimated total value of the contract is £1,942,546.41, compared to a budget of £2,241,000.

## 4 Tender Notice, Interest and Returns

- 4.1 A formal contract notice was advertised under the restricted procedure in the Public Contracts Scotland Procurement Portal on 3<sup>rd</sup> February 2014 with a return date of 14<sup>th</sup> February 2014 at 12 noon.
- 4.2 The contract notice attracted twenty three (23) expressions of interest from a wide range of potential providers of which nine (9) submitted Pre-qualification Questionnaires (PQQs).
- 4.3 Following evaluation of the PQQs the following five (5) companies were short-listed to receive an Invitation to Tender document:
- Ashleigh (Scotland) Ltd
  - CBC Ltd
  - CCG (Scotland) Ltd
  - Cruden Building & Renewals
  - McLaughlin Construction
- 4.4 The return date for completed Invitations to Tender was Friday 4<sup>th</sup> April 2014 at 12 noon.

## 5 Evaluation Process

- 5.1 The evaluation of such tenders was in two stages. Stage one assessed the responses against the Minimum Criteria. If, during stage one, it was apparent that a tenderer has submitted a fundamentally non-compliant tender in respect of any of the Invitation to Tender requirements, then the Council could choose to reject that tender. Clarification could be sought from tenderers at this stage, in order to determine whether their tender was complete and compliant.
- 5.2 Following completion of stage one, tenderers meeting the Minimum Criteria progressed to stage two of the evaluation. Stage two of the evaluation was carried out by a Tender Evaluation Panel consisting of appropriately experienced Council Officers and each Tenderer's response was assessed against the following published criteria:

Lowest compliant price: 100%

## 6 Evaluation Results

### 6.1 Price 100%

Tenderers were asked to submit prices for the whole requirement which gave the following results and scores:

Company	Price Tendered	Ranking
Ashleigh (Scotland) Ltd, Dumfries	£1,942,546.41	1 <sup>st</sup>
McLaughlin Construction, Irvine	£1,967,492.93	2 <sup>nd</sup>
Cruden Building & Renewals, Glasgow	£1,990,522.75	3 <sup>rd</sup>
CCG (Scotland) Ltd, Glasgow	£2,023,808.29	4 <sup>th</sup>
Central Building Contractors (Glasgow)	£2,275,289.98	5 <sup>th</sup>



## **7 Recommendation**

- 7.1 The recommendation of the Tender Evaluation Panel is that a contract be awarded to: Ashleigh (Scotland) Ltd.
- 7.2 Subject to approval, Letters of Intent will be issued to all successful and unsuccessful Tenderers.
- 7.3 Both successful and unsuccessful Tenderers will be provided with the opportunity to receive a full debrief in accordance with The Public Contracts (Scotland) Regulations 2012.

## **8 Authority to Approve**

- 8.1 In line with Standing Orders Relating to Contracts and Contract Procedure Rules for North Ayrshire Council, the Tender Evaluation Panel seeks to obtain authority from the Cabinet to accept the tender and award a contract to the tenderer(s) identified in section 7.1.



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 15**

**3 June 2014**

#### **Cabinet**

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**Subject:** **Welfare Reform Activity in 2013/14**

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**Purpose:** To update the Cabinet on welfare reform activity in 2013/14 and outline the 2014/15 to 2016/17 Welfare Reform action plan and baseline indicators.

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**Recommendation:** That the Cabinet notes (i) the progress on welfare reform in 2013/14; (ii) the 2014 to 2017 Welfare Reform action plan as set out at Appendix 1; and (iii) the 2014 to 2017 baseline indicators, as set out at Appendix 2.

---

#### **1. Introduction**

- 1.1 This report provides an update on the progress made in 2013/14 to mitigate the welfare reforms contained in the Welfare Reform Act 2012 and details the Council's welfare reform action plan and baseline indicators for 2014/15 to 2016/17.
- 1.2 Housing Services presented a separate report to Cabinet on the 6 May 2014 detailing the impact welfare reform is having on rent arrears and the action being taken to mitigate the reforms.

#### **2. Current Position**

##### 2013/14 Update

- 2.1 The Council implemented the following key welfare reforms during 2013/14:
- Spare room subsidy;
  - Scottish Welfare Fund;
  - Discretionary Housing Payment;
  - Benefit Cap; and
  - Council Tax Reduction Scheme

Issues emerging in the final quarter of 2013/14 are summarised below:

## 2.2 Spare room Subsidy

The Department for Work and Pensions (DWP) announced in January 2014 that claimants continuously in receipt of Housing Benefit from 1 January 1996 were entitled to have their eligible rent calculated pursuant to paragraph 4(1)(a) of Schedule 3 of the Housing Benefit and Council Tax Benefit (Consequential Provisions) Regulations 2006 (Consequential Provisions Regulations), rather than the provisions which relate to the removal of the spare room subsidy (RSRS). In summary, these claimants should not have had their benefits reduced under the existing spare room subsidy legislation from 1 April 2013.

176 Council tenants and 35 Housing Association tenants were affected and a total £102,264 housing benefit was reinstated back to 1 April 2013.

The DWP closed the loophole in the Regulations from the 3 March 2014 and the same Council and Housing Association tenants are now subject to under-occupation unless their circumstances have changed.

## 2.3 Scottish Welfare Fund

The first year of the Scottish Welfare Fund resulted in the following number of applications and awards during 2013/14:

	<b>Crisis Grants</b>	<b>Community Care Grants</b>
Number of applications	4,316	2,129
Number of awards	3,084	1,217
Percentage of Awards Made	71.4%	57%
Value of awards	£186,656	£682,106
Allocated Budget	£362,252	£705,792
Underspend carry forward - 2014/15	£175,596	£23,686

During 2013/14 there were 46 first stage reviews with 11 decisions changed and 35 upheld; and 2 second stage reviews with 2 upheld.

The Scottish Welfare Fund is administered by the Benefits Service and the Council's application procedures and partnership arrangements have worked well during the first year of the scheme.

Between January 2014 and March 2014, a pan Ayrshire promotional campaign successfully increased awareness of the Scottish Welfare Fund and resulted in 42% and 49% of the total Scottish Welfare Fund expenditure for the year being spent in the last quarter for community care grants and crisis grants respectively.

### 2.3.1 Discretionary Housing Payment (DHP)

During 2013-14 the number of DHP applications received and awards made was as follows:

Number of DHP applications received 4,507

Number of DHP awards 3,443 (76.4%)

Value of awards £903,735 (£83,474 in 2012/13)

Number of applications refused 1,064; an income and expenditure assessment was carried out for each application to determine hardship and any Housing Benefit claimant with sufficient excess income to meet their housing costs was refused a DHP.

The total DHP cost to the Council for 2013/14 is £13,853 with the balance of £889,882 being met from DWP and Scottish Government funding.

£629,492 (69%) DHP was awarded to Council tenants and £162,583 (18%) to housing association tenants affected by under occupation with £111,660 being awarded to private tenants, people affected by benefit cap and other general hardship cases.

### 2.4 Impact on Local Support Services

Spare room subsidy reduces Housing Benefit and increases rent charges; this has resulted in an increase in the number of customer enquiries in the following areas during 2013/14:

	2011/12	2012/13	2013/14
Welfare reform financial issues	16	230	922
House size issues	1	4	25
Housing options	1,142	1,808	1,871
Social Services destitution referrals		194	563

## **2.5 Single Fraud Investigation Service**

- 2.5.1 The Programme DWP Director Fraud, Error and Debt Programme confirmed that the implementation date for North Ayrshire will be 1 February 2015. Housing Benefit and residual council tax benefit fraud will transfer to the Single Fraud Investigation Services (SFIS) on that date. The investigation of Council Tax Reduction fraud will remain with the Council. A review of the role of the benefits investigation team is underway.
- 2.5.2 CoSLA has reached an agreement with the DWP which maximises the protection of employment rights of Local Authority staff who will transfer.

## **2.6 Universal Credit**

- 2.6.1 The rolling out of the DWP Universal Credit programme is slowing down and the Council is not expected to be affected until 2016.
- 2.6.2 The DWP's revised timetable for Universal Credit (UC) from 2014 to 2018 is as follows:
- There are 6 UC sites at present across the UK including the Jobcentre in Inverness, the only Scottish site, and this will be increased to 10 in the spring of 2014. The location of the extra 4 offices is unknown.
  - Summer 2014 - couples and families will be added to the current caseload of new Jobseekers Allowance claims for single people across the 10 sites.
  - North West of England will be expanded with more UC sites. The date for this is not specified.
  - During 2016 all areas in the UK will have UC.
  - Housing Benefit legacy caseload will move to the DWP between 2016 and 2017.
  - Working Age UC caseload will go live in 2017.
  - Pensioner caseload will transfer to UC in 2018.
- 2.6.3 The DWP has published its updated Universal Credit Local Support Services update and trialling plan. This framework sets out the DWP's 2014 plans to test partnership working, financial management and delivery of front line services. It also sets out the preparatory work that local authorities and Jobcentre Plus can undertake in readiness for Universal Credit. This will be taken forward by the Council and Jobcentre Plus Local Support Services Delivery Group. The DWP will update the framework in autumn 2014.

- 2.6.4 An overarching partnership agreement between the DWP, COSLA and Scottish Government is under review and this will provide the framework for the DWP and Local Authorities to work in partnership within the context of local Community Planning Partnership arrangements. In terms of this partnership agreement local support services mean triage, advice, information, digital access and digital support, debt management, money advice and financial inclusion services which are necessary to support people to make and maintain a UC claim.
- 2.6.5 The Welfare Reform Working Group is working with Jobcentre Plus and partner organisations on the triage arrangements required to implement Universal Credit.
- 2.6.6 With the slowdown of Universal Credit the Scottish Government, working with the Improvement Service and COSLA, is providing £600k funding up to 31 March 2015 for “building resilience for welfare reform” projects that fall into the following categories:
- Innovative and transformational projects with the potential to inform development or service redesign.
  - Projects which will help people and organisations to mitigate the negative impacts of welfare reform.
  - Projects which can demonstrate a partnership approach.
- 2.6.7 The Scottish Government favours 5 or 6 large projects that align with the recommendations of the Christie Commission on the future delivery of public services; although smaller projects are not ruled out.
- 2.6.8 Up to two bids per Council will be accepted but only one will be considered for funding. The Council is submitting an Employability bid as noted in 2.7.2.

## **2.7 Employability initiatives**

- 2.7.1 The Housing Services Welfare Reform Advice Team and CEiS Ayrshire pilot referral system for people living in Kilbirnie and who are affected by the spare room subsidy is on-going. An employability event was held at Radio City on the 6 February 2014 and 40 people attended including 19 Council tenants; feedback from participants was positive.
- 2.7.2 The Corporate Directors for Finance and Corporate Support and Development and Environment have commissioned Rocket Science to carry out research into the feasibility of the Council running its own employability programmes for Council tenants affected by welfare reform and who are furthest away from the job market due to their skill set and the length of time they have been out of work. A report is due at the end of April 2014. In addition, a funding bid has been made to the Scottish Government's Building Resilience Fund for this project.

- 2.7.3 The Furnishing Services Limited employability pilot with the Council's Throughcare Service so far has resulted in 4 adults and 5 throughcare work experience placements for a total of 596 hours (96 for throughcare).

## **2.8 Payday lending**

- 2.8.1 Since the economic downturn there has been a significant growth in expensive legal lending, including short term cash loans known as payday lending. It is estimated that between 2006 and 2010 the number of people taking out payday loans in the UK quadrupled and has continued to rise.

- 2.8.2 The Council has established a short life working group, chaired by the Cabinet Member for Finance, Corporate Support and Housing, to review and consider evidence from the non-standard industry itself, debt and money advice sector, social enterprise alternatives, commentators, academics and borrowers. The short life working group has commissioned expert support for this work and a report will be submitted to Cabinet by September 2014.

## **2.9 Welfare Reform Action Plan and baseline indicators 2014/15 to 2016/17**

- 2.9.1 A 2014 to 2017 Welfare Reform Action Plan and baseline indicators has been produced by the Council's Welfare Reform Working Group, as set out at Appendices 1 and 2. The plan details the actions that will be taken over the next three years to mitigate the impact of welfare reform and to deliver the following reforms:

- Single Fraud Investigation Service;
- Universal Credit;
- Personal Independence Payment; and
- DHP.

## **3. Proposals**

- 3.1 That the Cabinet notes (i) the progress on welfare reform in 2013/14 (ii) the 2014 to 2017 Welfare Reform action plan as set out at Appendix 1; and (iii) the 2014 to 2017 baseline indicators, as set out at Appendix 2.



## **4. Implications**

### Financial Implications

- 4.1 The annual DWP Administration Grant includes an undefined element for benefit fraud investigation and the grant will be reduced in 2015/16 and 2016/17. The amount of the reduction at local authority level is unknown. The DWP has provided £400k to Scottish Councils in 2014/15 and 2015/16 to adjust to the new fraud arrangements; the Council's share is £14,000 for 2014/15. COSLA considers the total sum inappropriate and has raised this with the DWP.

The financial implications for the implementation of Universal Credit are unknown at this stage but funding will be provided by the DWP.

Detail of funding in respect of DHP requires to be clarified.

### Human Resource Implications

- 4.2 The Council's Benefit Fraud Investigation Team consisting of 2 investigators and 1 administrative support are in scope to transfer to the DWP Single Fraud Investigation Service.

### Legal Implications

- 4.3 The action plan will ensure that the Council complies with the Welfare Reform Act 2012.

### Equality Implications

- 4.4 None

### Environmental Implications

- 4.5 None

### Implications for Key Priorities

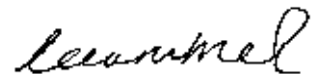
- 4.6 More vulnerable people are supported within their own communities. Fewer people are living in poverty.

## **5. Consultations**

- 5.1 The action plan has been developed by the Corporate Working Group. A welfare reform progress report is provided to the Council's Corporate Management Team on a bi-monthly basis.

## **6. Conclusion**

- 6.1 The Council's welfare reform action plan is being progressed by the Welfare Reform Working Group and the Council is well placed to respond to the reforms contained in the Welfare Reform Act 2012.



LAURA FRIEL  
Corporate Director (Finance and Corporate Support)

Reference : SH

For further information please contact Stephen Humphries, Senior Manager Revenues and Benefits, on 01294 310106

### **Background Papers**

Welfare Reform Act 2012

## North Ayrshire Council Welfare Reform Action Plan 2014-17

**The Welfare Reform Act 2012 contains reforms that impact on North Ayrshire residents, affects the delivery of Council Services and strategies and requires effective partnership working across the local community. This plan details the action the Council will take from 2014 to 2017 to implement the reforms and to mitigate their impact.**

Priority	Action	Lead	Target date	Progress
<b>Universal Credit Triage Arrangements</b>	Develop a common Triage approach with DWP and other partners to meet the needs of customers under Universal Credit.	Marianne McManus	2014-15	
	Develop partnership arrangements with other services and agencies to support tenants, manage direct payment of Universal Credit and Universal Credit application process.	Marianne McManus	2015-16	
<b>Financial Inclusion and Budgeting Skills</b>	Review current pathways and provision of local information, money advice, financial inclusion, and advocacy services for tenants and develop links with relevant agencies to provide a referral process to meet Universal Credit requirements.	Isobel Kelly	2014-16	
<b>Digital Inclusion</b>	Identify the current digital and customer support capabilities of the Council, Jobcentre Plus and partner organisations and potential for growth under Universal Credit.	Rhona Arthur	2014 to 2017	
	Raise awareness of internet access and forms, training opportunities and support for all council, housing association and private tenants.	Nicola McQuiston	2014 to 2017	

Priority	Action	Lead	Target date	Progress
<b>Employability &amp; increasing local employment</b>	Consider Rocket Science Limited research findings into Council employability schemes for claimants furthest away from the job market; and action any recommendations.	Sally Agass	2014 to 2016	
<b>DWP Claimant Commitment</b>	Develop partnership arrangements with DWP to support people to meet new claimant commitment and to mitigate against sanctions.	Cat Hester	2014-15	
<b>Universal Credit and Local Support Services Framework</b>	Evaluate the Universal Credit pilots and direct payment sites to identify good practice and identify any risks associated with the implementation of Universal Credit for tenants.	Ailie Craine	2014 to 2016	
	Work in partnership with DWP and Community Planning Partners to deliver the Local Support Services Framework; and manage the migration of the Housing Benefit caseload to the DWP.	Stephen Humphries	2014 to 2017	
	Review the cost and budget implications direct payment will have on Housing Services Policies and Strategies.	Janeine Barrett	2015 to 2017	
<b>Spare Room Subsidy</b>	Provide advice, assistance and support to tenants affected by under occupation; including DHP, property reclassifications and future accommodation demands.	Nicola McQuiston	2014-16	
<b>Personal Independence Payment (PIP)</b>	Review the referral pathways and training requirements with partners to support customers claim PIP.	Isobel Kelly	2014-15	
<b>Passported benefits</b>	Identify the nature and scale of passported benefits affected by Universal Credit and Personal Independence Payment changes.	Isobel Kelly	2014 to 2017	
<b>Pay day lending</b>	Conduct review of pay day lending and action recommendations that arise from the Council short life working group.	Stephen Humphries	2014 to 2017	

Priority	Action	Lead	Target date	Progress
<b>Scottish Welfare Fund</b>	Manage the cash limited Scottish Welfare Fund and maximise take up.	Linda Walker	2014 to 2017	
<b>Single Fraud Investigation Service (SFIS)</b>	Manage the migration of benefits investigation workload and staff to SFIS; and review service and funding implications.	Stephen Humphries	2014 to 2016	
<b>Food banks</b>	Carry out research into the growth of food banks in the local community; and deliver an alternative approach to food banks.	Stephen Humphries	2014 to 2017	

### Overarching Issues

Priority	Action	Lead	Target Date	Progress
<b>Training Strategy</b>	Identify all current and future training requirements in relation to welfare reforms, and procure training as required.	Laura Cook	2014-16	
<b>Consultation and surveys</b>	Respond to all consultation papers and surveys regarding Welfare Reform.	Welfare Reform Working Group	As required	
<b>Council's Charging Policy</b>	Review of the Council's charging policy as a result of Welfare Reforms for example ESA/IB and SDA migration.	Isobel Kelly	2014-17	
<b>Performance Indicators</b>	Continue to collate and evaluate baseline indicator data to monitor trends and changes in demand for services.	Ailie Craine	2014 - ongoing	
<b>Communication Strategy</b>	Develop a Communication Plan for welfare reform including the use of Facebook, Twitter and website.	Claire Duncan	2014 - 2017	



## Appendix 2

## Baseline indicators 2009-10 to 2012-13

	Indicator	2009-10	2010-11	2011-12	2012-13
Housing	Percentage of tenants in rent arrears	24.49%	24.87%	22.70%	23.70%
	Rent arrears as a percentage of net debit (gross from 2014/15)	4.05%	4.02%	3.40%	3.60%
	Number of tenants UO by 1 bedroom	N/A	N/A	N/A	N/A
	Number of tenants UO by 2 or more bedrooms	N/A	N/A	N/A	N/A
	Of those tenants UO, percentage that are in arrears	N/A	N/A	N/A	N/A
	Number of tenants affected by the HB CAP (snapshot)	N/A	N/A	N/A	N/A
Housing Register	Number of applicants requesting 1 bedroom accommodation - below pension credit age	N/A	N/A	2260	2379
	Number of applicants housed in NA properties with UO points - below pension credit age	N/A	N/A	N/A	N/A
	Number of offers refused due to Welfare Reform	N/A	N/A	N/A	N/A
	Number of tenancies ended due to size criteria rules	N/A	N/A	N/A	N/A
	Number of successful mutual exchanges that were affected by WR - below pension credit age	N/A	N/A	N/A	N/A
	Number of lodger applications received from tenants affected by WR - below pension credit age	N/A	N/A	N/A	N/A
Homeless Service	Number in private sector affected by welfare reforms	0	0	0	0
	Number becoming homeless	0	0	0	0
	Approach for advice & information due to Welfare Reform	N/A	N/A	16	77
Benefits Service	Number of DHP Awards	N/A	N/A	N/A	N/A
	Amount of DHP spent	£39,146.00	£41,684.00	£46,453.00	£83,474.00
	Discretionary Housing Payment Budget	£39,771.00	£42,698.00	£49,677.00	£97,947.00
Social Services	Number of destitution referrals	N/A	N/A	N/A	194
	Number of Social Security Appeals	254	325	451	452
Digital Inclusion	Library Computer Issue Numbers	101,488	101,017	108,060	101,902
	IT Skill Learner Numbers	230	579	663	
Education	The following rows refer to school session (August to June) instead of financial year				
	Footwear and clothing grants <sup>1</sup>	6,552	6,268	6,267	6,237
	Free school meals <sup>2</sup>	4,598	4,524	4,689	4,668

Notes

\* Provisional data for EMA

<sup>1</sup> As at the School Census in September of each school session (e.g. August 2011 to June 2012). Data will be available at the end of October.

<sup>2</sup> As at the date of the School Meals National Survey - February of each school session. Data will be available at the end of March. This date may change, as there are, currently, discussions at the national level to change the date of the School Meals National Survey.





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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 16**

**3 June 2014**

#### **Cabinet**

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**Subject:** **Community and Lifelong Learning Advisory Panel  
- 3 April 2014**

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**Purpose:** To submit the minutes of the meeting of the Community and Lifelong Learning Advisory Panel held on 3 April 2014.

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**Recommendation:** That Cabinet agrees to note the minutes.

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#### **1. Introduction**

- 1.1 A meeting of the Community and Lifelong Learning Advisory Panel took place on 3 April 2014.

#### **2. Current Position**

- 2.1 The key issues discussed were:
1. Fair Trade Award for North Ayrshire Schools
  2. Scots Language
  3. 600 Hours and Provision for 2 Year Olds
  4. Headteacher Leadership Programme
  5. 2014 Progress Report

#### **3. Proposals**

- 3.1 It is proposed that Cabinet notes the minutes, which are attached at Appendix 1.

#### **4. Implications**

Financial Implications

- 4.1 There are none.

Human Resource Implications

- 4.2 There are none.

Legal Implications

- 4.3 There are none.

#### Equality Implications

- 4.4 There are none.

#### Environmental Implications

- 4.5 There are none.

#### Implications for Key Priorities

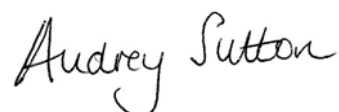
- 4.6
- "Opportunities for lifelong learning have increased;"
  - "Levels of educational attainment and achievement have improved;"
  - "Levels of voluntary action and community involvement have increased;" and
  - "Partnership working between the public, community and voluntary sector has improved".

### 5. Consultations

- 5.1 There are none required.

### 6. Conclusion

- 6.1 That Cabinet notes the minutes.



AUDREY SUTTON  
Head of Service (Community and Culture)

Reference : AS/JN

For further information please contact Audrey Sutton, Head of Service (Community and Culture) on 01294 324414

### Background Papers

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## **Community & Lifelong Learning Advisory Panel**

**Thursday 3 April 2014 at 3.00pm**

At a meeting of the Community & Lifelong Learning Advisory Panel of North Ayrshire Council held on Thursday 3 April 2014 at 3.00pm in the Committee Room 2, Cunninghame House, Irvine.

### **Members Present:**

Councillor John Bell  
Councillor John Bruce  
Councillor Alan Hill  
Councillor Alex Gallagher  
Councillor Catherine McMillan

### **In Attendance:**

Audrey Sutton, Head of Service  
Steven Quinn, Head of Service  
Rhona Arthur, Senior Manager  
Frances Rodman, Senior Manager

### **Chair**

Councillor John Bruce

### **Apologies for Absence:**

Councillor Matthew Brown  
Councillor Joe Cullinane  
Councillor Willie Gibson  
Councillor Jean Highgate  
Councillor Ronnie McNicol  
Councillor Peter McNamara  
Councillor Irene Oldfather  
Councillor Joan Sturgeon  
Councillor Robert Steel  
Councillor Tom Marshall

Councillor Bruce welcomed everyone to the second meeting of the group and advised that Councillor Hill had been held up.

## **1. Minute of Previous Meeting**

The minute of the previous meeting was accepted by Councillor Bell and seconded by Councillor Gallagher.

## **2. Matters Arising**

### **K:A Leisure**

Audrey Sutton advised that the review of K:A Leisure was almost complete in draft form and is now with Legal Services.

### **Kirktonhall**

Councillor Bell asked about the current position on Kirktonhall.

A Council funded due diligence report has been commissioned to assess the building status and business plan.

### **Play Strategy and Developments**

This Pan-Ayrshire event was held on Monday 31<sup>st</sup> March and was well attended with approximately 150 attendees. The Scottish Government's Play Strategy was agreed in June 2013 and there is an action plan including a kitemark to aim for.

Work is currently being done on a consultation plan on supporting infrastructure to enable play so that a draft strategy can be circulated and then followed up by a meeting to be held with elected members and other agencies.

### **Positive Destinations**

Steven Quinn presented a breakdown of these figures. During the school year ended June 2013, the total number of school leavers was 1,380 and 93.8% of these progressed to an initial positive destination as against a national average of 91.4%.

## **3. Fair Trade Award for North Ayrshire Schools**

Steven presented this update on behalf of Mary Docherty. In January 2014 St Mary's Primary School was the first North Ayrshire school to achieve a Fair Trade School Award, followed by St Luke's Primary School in Kilwinning and the announcement that Kilwinning itself has been named a Fair Trade town. Award ceremonies have taken place. Education and Skills Services will endeavour to provide support to schools to achieve Fair Trade status.

#### **4. Scots Language Paper**

Rhona Arthur advised that both Scots and Scottish are recognised as official languages of Scotland. The Scottish Government wants to extend this through the 1+2 Approach.

The Council is continuing to look at ways to bring Scots language into projects already in existence and to increase the visibility of Scots e.g. with Irvine Burns Club school programmes, the McLellan Arts Festival on Arran, and cultural and heritage trails including the development of a “trail” of Scots words at the Harbourside.

Mary Docherty will arrange for a paper to come to the panel on 1+2 languages.

#### **5. 600 Hours and Provision for 2 Year Olds**

This very positive initiative allows the Council to roll out extended provision within North Ayrshire. It provides flexibility for families and also career opportunities for staff.

The Children and Young People (Scotland) Bill Part 6 places a duty on local authorities to provide a minimum of 600 hours early learning and childcare for eligible 3 and 4 year old children and 2 year old children who are looked after, or who are subject to a kinship car order, from August 2014. A late amendment to the Bill extended this to include access to the same provision for all 2 year olds in workless households.

Frances Rodman provided an update on progress towards these targets.

#### **6. Headteacher Leadership Programme**

A verbal report on the headteacher leadership programme (Columba 1400) was provided by Steven Quinn. The first programme took place in January 2014.

Since returning from this course the 16 headteachers involved are developing their own leadership capacity as well as providing support and mentoring for each other.

A second programme is planned for September 2014.

Audrey advised that there is a community leadership programme for partners in the community which is in its early stages

## **7. 2014 Progress Report**

Audrey highlighted the range of community group meetings which had taken place over the previous three months. An event application form is now “live” on the Council website which also provides practical advice and support for local organisations who wish to organise events.

Queens Baton Relay Scotland – Tuesday 15 July. The preferred route has been decided by Police Scotland. It is expected to be about 2 weeks before a list of accepted baton bearers is published. Every community is to have a single point of contact and a number of expressions of interest have already been received. An attempt has been made to involve all partners.

## **8. AOCB**

Audrey advised that she had attended the Youth Summit in Edinburgh earlier that day. This involved a launch of the new Youth Strategy and Education Scotland had asked for nominations of good examples and case studies of where lives had been changed. Audrey was proud to advise that 3 of the 5 nominated were from North Ayrshire. Audrey commended the Youth Work team.

The meeting ended at 4.30pm.

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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 17**

**3 June 2014**

#### **Cabinet**

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**Subject:** **Brodict Pier Redevelopment Group 11 April 2014**

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**Purpose:** To submit the minutes of the meeting of the Brodict Pier Redevelopment Group held on 11 April 2014.

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**Recommendation:** That the Cabinet notes the Minutes at Appendix 1.

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#### **1. Introduction**

- 1.1 The formation of the Brodict Pier Redevelopment Group was agreed by Cabinet on 25 June 2013 with the objective of pursuing the implementation of proposals. The group was later renamed the Brodict Harbour Redevelopment Group to reflect the broader development proposals.

#### **2. Current Position**

- 2.1 The Brodict Pier Redevelopment Group is chaired by Councillor John Bruce, and the most recent meeting was held on 11 April. Represented on the group, are Caledonian Maritime Assets Ltd, Visit Arran, Transport Scotland and Highlands and Islands Enterprise.

#### **3. Proposals**

- 3.1 The Cabinet is invited to note the Minute attached at Appendix 1.

#### **4. Implications**

##### Financial Implications

- 4.1 A report examining funding options will be considered separately.

##### Human Resource Implications

- 4.2 There are no financial implications arising at this time.

##### Legal Implications

- 4.3 There are no legal implications arising at this time.

#### Equality Implications

- 4.4 There are no equality implications arising at this time.

#### Environmental Implications

- 4.5 There are no equality issues arising at this time.

#### Implications for Key Priorities

- 4.6 The Council's Core Objective 1: Regenerating our communities and increasing employment is supported.

### 5. Consultations

- 5.1 Represented on the group are Caledonian Maritime Assets Ltd, Visit Arran & Transport Scotland.

### 6. Conclusion

- 6.1 The minute is attached for the information of Cabinet.



CRAIG HATTON  
Corporate Director (Development and Environment)

Reference : KY/AB

For further information please contact Alasdair Laurenson Senior Manager (Regeneration) on 01294 324758

### Background Papers

NA



<b>Meeting :</b>	<b>Brodick Pier Redevelopment Group</b>
<b>Date/Venue:</b>	<b>Friday 11 April 2014 in Committee Room 2, Cunninghame House, Irvine, KA12 8EE.</b>
<b>Present:</b>	Alasdair Dobson (Chair), Taste of Arran/Visit Arran Karen Yeomans; North Ayrshire Council Ramsay Muirhead; CMAL Lorna Spencer; CMAL Tom Tracey, Visit Arran
<b>Apologies</b>	Councillor John Bruce, North Ayrshire Council Alasdair Laurenson: North Ayrshire Council Richard Hadfield, Scottish Transport Lucinda Gray, HIE

<b>No.</b>		<b>Responsible</b>
<b>1.</b>	<b>Minutes of Previous Meeting</b>	
	Minutes were discussed and agreed.	
<b>2.</b>	<b>Funding Position in light of NAC Approval</b>	
	<p>The projected budget is £18m with an estimated shortfall of £4m.</p> <p>NAC Cabinet agreed a £1.2m contribution towards the project on 25<sup>th</sup> March 2014. Full Council approval was then gained as the funding is out with the Council's approved capital programme. A formalised letter confirming the contribution is to be provided.</p> <p>Coastal Communities Fund may contribute £300,000 subject to an application by the end of April.</p> <p>SPT have earmarked approximately £1M towards the project costs. A meeting has been arranged with SPT to discuss further.</p> <p>CMAL Board agreed that given the above funding commitments, a single phased tendering process for the full project may be procured rather than phased tendering. SPT and NAC would be supportive of this process, which is in line with the findings of the EKOS study. The CMAL Board recognised the importance of the £1.2m contribution by NAC to securing the approval of a single phase tender.</p> <p>HIE want to be kept updated on the project with the possibility of funding at a later stage where economic</p>	<p>K Yeomans/ A Laurenson</p> <p>K Yeomans/ A Laurenson</p> <p>R Muirhead</p>

	<p>benefit can be demonstrated.</p> <p>It was also recognised that the collaborative effort by the Group has been positive.</p>	
<b>3.</b>	<b>Implications for Project and Procurement</b>	
	<p>RM (CMAL) updated the meeting:-</p> <ul style="list-style-type: none"> <li>Design work is progressing apart from the design of the foundations for the pier due to technical problems with the ground investigation barge.</li> <li>Due to the weather conditions and mechanical faults there is now a 2 month delay on the project envisaged for March next year. This will have an impact on funding commitments, i.e. which financial year these are drawn down.</li> <li>Public notices on the Harbour Revision Order have been placed in the Arran Banner, Brodick Library and on the CMAL website. It was noted that supportive representations would be welcomed as well as objections. An email to the stakeholders within Visit Arran asking for supportive as well as negative feedback is to be sent.</li> <li>The screening opinion identified no EIA was required, thus there would be no requirement for a public enquiry. Written representation will be dealt with the petitioner directly and not waiting till the 42 days is complete.</li> <li>No planning permission is required as long as the works are undertaken within heritable land at that the works that are detailed in the HRO are adhered to.</li> <li>The overall project should take 15 to 18 months with an estimated completion of summer 2016.</li> </ul> <p>It is critical that communication is sent at the right time. A joint communication plan was agreed. LS to draft.</p> <p>As the ground of the bus stance is leased from NAC, discussions require to take place regarding the maintenance obligations.</p> <p>It was suggested an Operational Group be formed for approximately 3 years after everything is in place. CMAL should be on this Group.</p> <p>Designs for the replacement vessel have not been finalised.</p>	<p>L Spencer</p> <p>All</p> <p>L Spencer</p>

	Discussions have taken place with Calmac in terms of the requirement for deeper draft vessels to meet the demand against the harbour review. Concerns about compatibility were noted. LS will represent the Steering Group and report back.	L Spencer
<b>4.</b>	<b>Re-Use of Terminal Building</b>	
	<p>Once the building is confirmed as surplus and available for re-use then discussions can be taken with respect to community objectives, i.e. economic value not monetary value, tourism in the area. Options for the leisure activities should be looked at.</p> <p>The terminal building will be re developed in line with the needs of the wider pier development. It was noted that both HIE and NAC will be looking at the wider economic context of Arran. CMAL can market these as objectives that need to be achieved. It was noted that this project is for the benefit of both the Island and the community.</p> <p>It was noted that broadband is another big development that is taking place on Arran.</p>	<p>T Tracey</p> <p>A Laurenson</p>
<b>5.</b>	<b>AOCB</b>	
	<p>CMAL are happy with the EKOS report in final state. The Ferry Committee have asked for a copy of the EKOS report. It is to be stipulated to the Ferry Committee that the report is for a specific project although the base data could be used.</p> <p>It was noted that Guy Platten (CMAL) has now left and Tom Docherty is the new Chief Executive.</p> <p>Revision was made who should attend the group. The following people were to be taken off the list of attendees:</p> <ul style="list-style-type: none"> <li>• Guy Platten (CMAL)</li> <li>• Bob Davie (SPT)</li> <li>• Sue Gledhill (HIE)</li> </ul> <p>Given the positive outcome in terms of funding and the procurement process, the primary function of the group comes to an end, with the priority now implementation and communication. After next meeting group may have done its job.</p> <p>Date of next meeting: 4 June 2014 11am in Arran.</p>	



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## **NORTH AYRSHIRE COUNCIL**

### **Agenda Item 18**

**3 June 2014**

#### **Cabinet**

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**Subject:** **Ayrshire Economic Partnership : 23 April 2014**

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**Purpose:** To submit the Draft Minutes of the meeting of the Ayrshire Economic Partnership held on 23 April 2014.

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**Recommendation:** That the Cabinet notes the Draft Minutes attached at Appendix 1.

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#### **1. Introduction**

1.1 The Ayrshire Economic Partnership was established several years ago to promote Economic Development across Ayrshire. The approach has focused on sector development:

- Renewable Energy;
- Food and Drink;
- Engineering;
- Tourism.

#### **2. Current Position**

2.1 The Ayrshire Economic Partnership last met on 23 April 2014 and meets approximately every two months.

#### **3. Proposals**

3.1 The Cabinet is invited to note the Draft Minutes attached at Appendix 1.

#### **4. Implications**

##### Financial Implications

4.1 There are no financial implications arising from this report.

##### 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 Implications

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

#### Implications for Key Priorities

- 4.6 There are no implications for key priorities arising from this report.

### 5. Consultations

- 5.1 No consultation was undertaken in the production of this report.

### 6. Conclusion

- 6.1 The attached Draft Minutes are submitted for information.



CRAIG HATTON  
Corporate Director (Development and Environment)

Reference : KY/AB

For further information please contact Karen Yeomans, Head of Service  
(Development Planning) on 01294 324308

#### Background Papers

none



At a meeting of the Ayrshire Economic Partnership on **Wednesday 23 April 2014** at **5.30 p.m.** Council Chambers, East Ayrshire Council Headquarters, London Road, Kilmarnock, KA3 7BU.

<b>Present:</b>	Lesley Bloomer (South Ayrshire Council) Mark Hastings (South Ayrshire Council) Councillor Bill McIntosh (South Ayrshire Council) Councillor Marie Burns (North Ayrshire Council) Karen Yeomans (North Ayrshire Council) Craig Hatton (North Ayrshire Council) Fiona Lees (East Ayrshire Council) Jim Dunn (East Ayrshire Council) Councillor Douglas Reid (East Ayrshire Council) Chris McAleavey (East Ayrshire Council) Douglas Boatman (FSB) Gordon McGuinness (Skills Development Scotland) Val Russell (Ayrshire Chamber of Commerce) Heather Dunk (Ayrshire College) Jim Reid (Scottish Enterprise) Wai-Yin Hatton (Ayrshire Chamber of Commerce) Ros Halley (Ayrshire & Arran Tourism Manager)	
<b>Apologies:</b>	Councillor William Gibson (North Ayrshire Council) Elma Murray (North Ayrshire Council) Sharon Hodgson (East Ayrshire Council) Eilleen Howat (South Ayrshire Council) Bill Costley (Private Sector) Willie Mackie (Taste Ayrshire)	
<b>In Attendance:</b>	Ashleigh Bennett (North Ayrshire Council) David Hammond (North Ayrshire Council) John Nolan (SQW)	
<b>ACTIONS AGREED</b>		
	<b>Action Required</b>	<b>Responsible</b>
1.	<b><u>Actions from Previous Meeting: 12 February 2014</u></b>  The Action Notes arising from the AEP meeting held on 19 February 2013 were noted and agreed.  F Lees asked if the meeting with Keith Anderson had been arranged as suggested by H Dunk at the previous meeting. H Dunk advised no meeting had been arranged.	

2.	<p><b><u>Presentation Ayrshire Energy Strategy</u></b></p> <p>J Nolan gave a presentation on Ayrshire Energy Strategy</p> <p>J Nolan advised the four main strategic themes:-</p> <ul style="list-style-type: none"> <li>• Scaling up renewables activity</li> <li>• Diversifying the engineering sector</li> <li>• Promoting physical assets</li> <li>• Developing an Ayrshire offer for “factories of the future”</li> </ul> <p>The key action was to ensure that the strategy developed a clear proposition for Ayrshire.</p> <p>(copy attached for minute purposes).</p>	SE/NAC
3.	<p><b><u>Presentation on Food and Drink Strategy – Plans for 2014/15</u></b></p> <p>J Dunn gave a presentation on Food and Drink Strategy – Plans for 2014/15.</p> <p>It was proposed that an updated joint presentation on food &amp; drink/Taste Ayrshire be presented to the next AEP meeting.</p> <p>The key actions were to recognise the importance of the international dimension of the food &amp; drink proposition and to develop a clear proposition.</p> <p>(copy attached for minute purposes).</p>	<p>SAC/TA</p> <p>SAC</p>
4.	<p><b><u>Presentation on Ayrshire College – Plans for 2014-17</u></b></p> <p>H Dunk gave a brief update on Ayrshire College – Strategic Plans for 2014-17</p> <p>H Dunk offered to provide a brief verbal update rather than the formal presentation due to time constraints.</p> <p>The group agreed this would be helpful.</p> <p>H Dunk explained the Outcome Agreement process with the Scottish Funding Council (SFC) and noted the key</p>	



	<p>aspects for the AEP.</p> <p>The priority sectors identified by the AEP were reflected in the OA.</p> <p>The School/College partnership activity was a key priority particularly the outcomes of the Wood Commission. Work was ongoing to develop pilots for the Wood Commission in North, East and South Ayrshire and it was hoped the first joint project would commence in North Ayrshire. Further information would be provided in due course.</p> <p>The College had received an increase in funding which will support additional activity across Ayrshire.</p> <p>H Dunk indicated that the College was developing a strategic plan to compliment the OA and this would be shared with the AEP and CPP's as part of a consultation process in June.</p> <p>H Dunk updated the group regarding a visit to Ayrshire by SFC. The SFC will hold an ESF regional visit to Ayrshire College and would welcome an opportunity to meet CPP representatives to discuss completion of the ESF Priority 5 2014-15 Regional Skills Template. The SFC funding policy officials will attend with the Scottish Government ESF team and the Regional Outcome Agreement Manager.</p> <p>It was agreed that a formal invitation would be sent to the Chief Executives of the Councils to identify representatives to attend the meeting. This was a good opportunity to maximise investment in Ayrshire by working together.</p> <p>H Dunk noted that discussions are underway regarding the use of the Youth Employment Initiative fund and the 2014-20 New Programme funds for ESF/ERDF. It was agreed that the group would work together on the development of proposals for the new funds.</p> <p>Councillor Reid thanked H Dunk for her update and asked if she could give an indication of the start date for the new campus in Kilmarnock.</p> <p>H Dunk explained that the process was nearing financial close and it was hoped the contractors would be on site in early May.</p>	<p>HD</p> <p>EAC/SAC/NAC/ Ayrshire College</p>
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<b>5.</b>	<b><u>AEP Review</u></b>  K Yeomans advised that the AEP review is currently with the three CEO's for consideration. F Lees advised that the three CEO's are meeting on 9 May to discuss.	
<b>6.</b>	<b><u>Thematic Updates</u></b>  6 a) Renewables  The contents of the Renewables paper were agreed and noted.  6 b) Tourism  The contents of the Tourism paper were agreed and noted.  6 c) Engineering  The contents of the Engineering paper were agreed and noted.	
<b>7.</b>	<b><u>AOCB</u></b>  There was no AOCB	
<b>8.</b>	<b><u>Next Meeting</u></b>  The next meeting of the Ayrshire Economic Partnership will be held on Wednesday 18 June 2014 at 5.30 p.m. in South Ayrshire Council, Wellington Square, Ayr, KA7 1DR	

The Chair thanked everyone for attending and the meeting concluded at 6.55pm