

# North Coast & Cumbraes Locality Partnership

# Tuesday 26 November 2024, 6.00 p.m. Microsoft Teams

# BUSINESS

Item	Subject	Pg No	Ref	Officer	Ask of the Partnership
1.	Welcome, Apologies and Declarations of Interest.	-	-	Cllr Hill	Parmersnip
2.	<b>Action Note</b> Review the action note and deal with any outstanding items.	Pg 4	Enclosed	Russell McCutcheon	Is this an accurate record of the meeting. Have all actions been completed?
DECI	SION REQUIRED				6.10 – 7.00 pm
3.	Community Investment Fund - Largs Parent Council The Locality Partnership are asked to consider one full application to the Community Investment Fund.	Pg 12	Enclosed	Louise Riddex	LP to consider one application to the Community Investment Fund
-	AL MATTERS – TACKLING INEQUALITIE	S	1	1	6.55 – 7.50 pm
4.	Youth and Education Overview The Locality Partnership will receive updates linking in with the Locality Priorities.	- Pg 54	Verbal	Head Teachers Louise Riddex Active Schools	Receive update and consider learning and partnership opportunities.
5.	<b>Island Plan</b> Receive update on the work of Cumbrae Island Plan.	-	Verbal	Sarah Baird/Cllr Hill	Receive update and consider partnership opportunities.
6.	Police Scotland and Scottish Fire and Rescue - Wellbeing and Partnerships Officers to discuss with the Locality Partnership the key impact of wellbeing and partnership work being carried out by SFRS and Police Scotland in North Coast Locality.	-	Verbal	David Cameron David Murray	Receive update and consider partnership opportunities.
7.	KA Leisure	-	Verbal	Michael Thompson	Receive update and consider partnership opportunities.

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	The Locality Partnership will receive an update on work in North Coast & Cumbraes				
8.	Locality Priorities Officer Update The Locality Partnership will receive an update from Deirdre Oakley, Project Officer, Community Learning and Development.	Pg 56	Enclosed	Deidre Oakley	Receive update and consider potential CIF pipeline and promotion.
9.	Locality Officer and Action Plan Update The Locality Partnership will receive an update from Louise Riddex, Locality Officer.	Pg 59	Enclosed	Louise Riddex	Receive update and consider learning and partnership opportunities.
AOCI	B		•		7.50 – 8.00 pm
10.	АОСВ			Cllr Hill	LP to use this time to raise/discuss matters linking to the Locality, the LP priorities and tackling inequalities.
2025 Meeting Dates:					
<ul> <li>11 March 2025 - Microsoft Teams</li> <li>10 June 2025 - Venue TBC</li> <li>9 September 2025 Venue TBC</li> <li>2 December 2025 - Microsoft Teams</li> </ul>					

# **Distribution List**

### **Elected Members**

Councillor Alan Hill **(Chair)** Councillor Eleanor Collier Councillor Todd Ferguson Councillor Tom Marshall Councillor Ian Murdoch

#### **Community Representatives**

John Lamb **(Vice Chair)**, West Kilbride Community Council Isy Agnew, Skelmorlie Community Council Alex Harvie, Cumbrae Community Council Rita Holmes, Fairlie Community Council Lizzy Barbour, Community Rep *(Co-opted)* Carol Campbell, Community Rep *(Co-opted)* Nick Hobson, Community Rep *(Co-opted)* 

#### **CPP/Council Representatives**

Russell McCutcheon, Senior Lead Officer Rhonda Leith, Lead Officer Louise Riddex, Locality Officer David Cameron, Police Scotland David Murray, Scottish Fire and Rescue Michael Thompson, KA Leisure Barbara Conner, TSI

# North Coast & Cumbraes Locality Partnership Priorities

Improving access to financial services	Increasing social inclusion	Improving mental wellbeing	Supporting skills and work opportunities
	REDUCING INE	QUALITIES	
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Meeting:		North Coast and Cumbraes Locality Partnership		
Date/Venue:		Tuesday 3 September 2024, 6.00 p.m. Clark Memo Largs.	orial Church,	
Present:		Cllr Alan Hill (Chair) Cllr Eleanor Collier Cllr Tom Marshall Cllr Ian Murdoch Russell McCutcheon, Senior Lead Officer, NAC Louise Riddex, Locality Officer, NAC Deidre Oakley, Locality Priorities Officer, NAC David Cameron, Police Scotland Michael Thompson, KA Leisure Barbara Conner, TACT John Lamb, West Kilbride Community Council (Vice C Rita Holmes, Fairlie Community Council Carol Campbell, Co-opted Community Rep Lizzy Barbour, Co-opted Community Rep Jennifer McGee, Policy & Community Planning Office	,	
In Attendance		Heather Meldrum, Largs Development Trust Struan Adam, Media Studio Kay Hall, West Kilbride Community Initiative		
Apologies:		Cllr Todd Ferguson Rhonda Leith, Lead Officer, NAC David Murray, Scottish Fire and Rescue Sarah Baird, Senior Officer (Islands), NAC		
		ACTIONS		
No.	Action		Responsible	
1.	Welcome/Apolog	ies/Declarations of Interest		
	Chair welcomed e were noted.	everyone to the meeting and apologies for absence		
	The Chair declared an interest in item 3 on the agenda, Community Investment Fund, and highlighted that he would pass the Chairing of the meeting over the to Vice Chair for that item.		Noted	
2.	Action Note			
<ul><li>approved with the f</li><li>Both CIF ap</li><li>B Conner high</li></ul>		arising from the meeting held on 3 June March was following updates provided:	Noted	
		oplications were approved by Cabinet on 27 August. ighlighted that she had been missed off the attendance June meeting. J McGee advised that she will arrange e updated.		
			J McGee	

# 3. Community Investment Fund

J Lamb took over the role as Chair and advised that the Locality Partnership were asked to consider one Community Investment Fund application from Largs Development Trust.

# Largs Development Trust – Full Application

Heather Meldrum advised the Locality Partnership that Largs Community Development Trust were seeking £92,865 of funding to enable them to lease and operate an intergenerational Community space at 36 Boyd Street Largs. The space will be used:

- To provide a physical space for community activities and accessible advice services.
- To provide credit union services
- To host and operate a community radio station.

Funding will also be used for the installation of a set of custom-made, double-width (970mm+) removable pool steps which will allow residents to enter the pool autonomously and discreetly.

The Partnership raised the following questions:-

- The current state of the space. H Meldrum confirmed the building state was ok and that discussions are taking place with the landlord around the possibility of the partition walls which were there previously being rebuilt and the landlord had offered to do this as part of the process for the lease.
- If there was rent guarantee in place. Cllr Hill confirmed that the lease would have fixed rent for 5 years with 3-year escape clause.
- Ownership of the pool steps. Cllr Hill advised that the Development Trust are procuring on behalf of KA Leisure who will be responsible for maintaining them.
- Whether the services offered by the credit union were for residents of Largs only. H Meldrum confirmed that the services offered by the Credit Union and Citizens Advice was open to all in the North Coast not just Largs. People only have to reside in Largs to become a member of the Development Trust.
- Where the pilot radio station would be broadcast, Cllr Hill confirmed that it would be an online radio station which could be listened to from around the world.
- How the Development Trust would generate income. Cllr Hill highlighted that they Group aim to generate income via renting space, community lets and potentially through advertisements once radio station is live.

The Partnership agreed to award the £92,865 to Largs Development Trust with the following conditions:

- Funding would be released over three years
- Year 2 funding would be released following proof that they have more than 50 members

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	Cllr Hill resumed the role as Chair after discussion on this item was complete.	Noted
4.	Grants	
	L Riddex presented the 2024/25 Elderly Grant Fund report to the Partnership and asked the Partnership to consider the applications which have been received in respect of the 2024/25 Elderly Grants Fund.	
	Applications were received from:	
	<ul> <li>The Cumbrae Forum - £949</li> <li>Age Concern Largs – £7339</li> <li>Fairlie Old Folks Welfare Committee/Semple Centre - £1366</li> <li>Skelmorlie Senior Citizens - £1488</li> <li>Age Well West Kilbride - £2623</li> </ul>	
	The Partnership agreed to award funding to groups.	R Ramsay/S Fleming
	Cllr Marshall asked for some information on what Age Concern Largs would be using the fund for. L Riddex undertook to obtain this information and share with the Partnership.	L Riddex
5.	Locality Action Plan 2024/25	
	R McCutcheon presented a report to the Partnership on the Draft Locality Action Plan for 2024/25.	
	R McCutcheon highlighted that the action plan is something that we are required to have in place in accordance with the Community Empowerment Act but more importantly it's the way we as a partnership can measure collectively the difference we are making to our communities.	
	L Riddex highlighted that a Microsoft Form was issued to all members of the Partnership and also to the Locality Network to collate information for the action plan.	
	L Riddex also noted that engagement and planning for the plans would be carried out slightly earlier next year with the engagement taking place in spring and the new draft plan being presented to the Partnership at the June 2025 meeting.	Noted
	The Partnership approved the Action Plan for 2024/25.	L Riddex/J McGee
6.	West Kilbride Community Initiative Tech & Creative Training and AV Service Project Update	
	Struan Adam introduced himself to the Partnership and highlighted that he has been appointed to support this project and that project now has a new name – The Media Studio. Over the summer he worked with the	

<ul> <li>Cumbrae with the aim of creating a local net zero and circular economy ecosystem.</li> <li>International Territorial Levels (ITL) - The Scottish Government</li> </ul>	
<ul> <li>has published a consultation on proposed changes to International Territorial Levels boundaries in Scotland. The changes aim to balance populations and simplify regional statistics by moving Arran and Cumbrae from the Highlands and Islands to a new region with mainland North and East Ayrshire. However, initial analysis suggests that the risks of these proposals outweigh the benefits. North Ayrshire Council is preparing a Cabinet paper recommending an objection to the changes.</li> <li>Funding - Two collaborative bids from Cumbrae and North Ayrshire Council were submitted to the Scottish Government's Carbon Neutral Islands Capital Fund, with decisions expected after 24th September Additionally four bids were submitted to</li> </ul>	
<ul> <li>anter 24th September. Additionally, four bids were submitted to the Islands Programme, panel will consider applications on 18th September.</li> <li>Creation of NA Islands Programme promotional video for the COSLA Excellence Award of which the North Ayrshire Islands Programme is a finalist in category 4 – Strengthening Communities and Local Democracy. Sarah will provide the link to the video to circulate with the action note from this meeting.</li> </ul>	S Baird/J McGee
C Campbell commented that in relation to the ITL consultation t would have been useful for simplified version of consultation very complex.	Noted
Police Scotland, KA Leisure and Scottish Fire and Rescue – Wellbeing and Partnerships	
The Partnership received an update from Inspector David Cameron, Police Scotland. D Cameron advise the Partnership that Inspector Stuart Dougan had moved on to a new role at South Ayrshire and that he would be cover the 6 Locality Meetings this round.	
Police Scotland	
<ul> <li>Over the summer the team have been working alongside Trading Standards hosting scammer events. These have been held in Millport library, Largs and West Kilbride</li> </ul>	
<ul> <li>Guy Jenner is now back from secondment and is working with Partners and Groups around the new hate crime legislation and what it means. D Cameron encouraged any members of the Partnership to reach out if they wanted any further information</li> </ul>	
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	<ul> <li>Working with Police Scotland Youth Volunteers promoting the danger vaping and tobacco problems and looking at ways to tackle it.</li> </ul>	
	<ul> <li>Campus Cops were brought back into locality policing over the summer, they are now deployed back in to schools.</li> </ul>	
	D Cameron advised that the full update would be shared with J McGee for circulation to the Partnership.	D Cameron/J McGee
	Cllr Collier raised the issue to anti-social behaviour involving young people and provided a few recent examples of incidents she was aware of.	
	D Cameron encouraged anyone to report these incidents and advised that non-emergency matters can be reported via email and will be picked up by the Locality Sargent. Details are on Police Scotland's website - North Ayrshire - Police Scotland	All
	KA Leisure	
	The Partnership received update from Michael Thompson, KA Leisure:	
	<ul> <li>During summer KA Leisure offered free swimming for kids and parents. There was also ASN designated swimming sessions</li> </ul>	
	<ul> <li>Multi-hall soft play has been renovated and KA are offering 10 free session every week to get it more use. Looking at free ASN designated session every week.</li> </ul>	
	<ul> <li>Art class taking place on a Friday night, 1<sup>st</sup> session last week was very well attended.</li> </ul>	
	<ul> <li>A number of show productions took place in Vikingar during summer and also this month.</li> </ul>	
	D Oakley highlighted that feedback received from young people with regards to the restricted hours of the free swimming. M Thompson undertook to relay the feedback back to management.	M Thompson
	Scottish Fire and Rescue	
	Apologies were received from D Murray, Scottish Fire and Rescue.	
9.	Locality Priorities Officer Update	
	The Locality Partnership received a report and update from D Oakley, Locality Priorities Officer. The updates highlighted were as follows:	
	<ul> <li>Date for the Skelmorlie Chit Chat is being planned.</li> <li>Craufurd/Simson Avene Swing Park Engagement event with the Community being planned in order to boost local interest and inform local Community of CAT process. Mobile Youth Centre and Swing park area will be used as a base for Engagement event. Date is still to be set as Mobile Youth Centre is in for repair.</li> </ul>	

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	<ul> <li>Yuletide – initial meeting held with second meeting taking place on 10 September.</li> <li>Largs Food Hub is going well with over 80 members now.</li> <li>Cumbrae Community Shop now has over 80 members and have acquired an additional freezer.</li> </ul>	Noted
10.	CIF Workshops	
	L Riddex advised that herself and D Oakley are organising CIF workshops to raise awareness of the fund and generate applications.	
	Dates of Workshops are as follows:	
	<ul> <li>23 Sept 2024</li> <li>WK Com Centre</li> <li>6.30 – 7.30pm</li> </ul>	
	<ul> <li>21 Oct 2024</li> <li>Largs Library</li> <li>6.30 – 7.30pm</li> </ul>	
	<ul> <li>22 Oct 2024</li> <li>Skelmorlie Com Centre (venue not confirmed yet)</li> <li>6.30 – 7.30pm</li> </ul>	
	<ul> <li>28 Oct 2024</li> <li>DA Hall, Cumbrae</li> <li>6.00 – 7.00pm</li> </ul>	
		Noted
11.	Locality Officer Update/2023/24 Action Plan Evaluation	
	L Riddex provided the Partnership with an update on the actions included in the previous action plan:	
	• In terms of the increase access to information in relation to money advice, energy support and what is on in the local community, this is continually evolving.	
	<ul> <li>During summer programme 421 young people particpated.in youth work activities. Very positive feedback received.</li> <li>Last weekend the team supported Skelwell wellbeing festival in</li> </ul>	
	Skelmorlie. It was a really good event, very well organised, good to see community buzzing. Organiser are looking at hosting again next year.	Noted
12.	The Chair thanked everyone for attending and highlighted that there was three reports for noting:	
	<ul><li>CLD Strategic Quarterly Update</li><li>TACT Update</li></ul>	Noted
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# The CIF will support proposals and projects that:

- Connect with:
  - The North Ayrshire Fair for All Inequalities Strategy;
  - the <u>Community Planning Partnership</u> (CPP) and <u>Locality priorities</u>; and
  - North Ayrshire Council's (NAC) values, priorities and business objectives.
- Fulfil a compelling need and do not duplicate existing services or facilities;
- Provide long-term, sustainable, positive results for the greatest number of people possible;
- Exhibit project and/or organisational innovation in their approaches to their work in their way of addressing community challenges and in their request to Locality Partnerships and the Council;
- Come from (an) organisation(s) that is financially viable (can provide financial statements upon request) and efficiently and effectively managed. This can include an organisation to be created to deliver the project;
- Include options or potential for NAC and CPP employee engagement and volunteering where possible; and
- Include measurable outcomes and can report to NAC on outcomes on a regular basis.

### When to apply and how?

- LPs should continue to engage with their communities and stimulate interest in the CIF. The Locality Partnership will then strategically assess the applications, make links and look at the funding 'in the round'.
- If the partnership supports a bid then the group will be encouraged to submit a full application form (attached), which they will decide upon before making a proposal to Cabinet for final approval.
- The finalised proposal will go to the next suitable Cabinet for final approval.
- Forms should be returned to your Locality Officer, by email if possible:

Louise Riddex Locality Officer (Kilwinning & North Coast) Economy and Communities Community Development Team St John's Primary School Morrison Avenue Stevenston KA20 4HH

Email: <u>Iriddex@north-ayrshire.gov.uk</u> Tel: 01294475913 Mob: 07980964858

For more information see the guidance form here: <u>http://www.northayrshire.community/wp-</u>content/uploads/sites/60/2018/06/community-investment-fund-guidance-notes-17-12-17.pdf

# 1. Details of your organisation



Name of Organisation Largs Academy Parent Council

Postal Address for Correspondence Brian Teaz (Chair) Largs academy Parent Council c/o Largs academy, Alexander Avenue Largs

Name of Contact Person: Brian Teaz

Position in Organisation: Chair

Telephone Number Click or tap here to enter text.

Email Address:

# 2. Brief description of your organisation

Please include its legal status, aims and objectives, activities or services provided and how long it has been in existence.

The Largs Academy Parent Council is a constituted group, with its objective being to: a) Work in partnership with staff to create a welcoming school that is inclusive of all parents/carers.

b) Promote partnership between the school, its pupils and all its parents/carers.

c) Develop and engage in activities which support the education and welfare of the pupils.

d) Identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of pupils.

e) Support the school in its dealings and liaise effectively with North Ayrshire Education and Youth Employment to ensure it secures a fair and equitable share of resources compared against comparative models.

f) Engage in fundraising activities for the benefit of the school.

The Parent Council has been in existence since the opening of Largs academy in 2018 and has an active membership and works proactively and collaboratively with the Academy leadership team.

This application is supported by the Parent Councils of Largs Primary, Largs academy and St Mary's Primary, as well as the Largs Community Council and the Largs Community Development Trust – all are constituted groups and the LCDT is registered as a charity with OSCR.



# 3. Title and summary of proposal

Tell us about your idea. Please describe in as much detail as possible, what the funding will be used for.

Please include:

- where it will be held / delivered
- who is your target audience
- who will benefit from it and how
- any partners that are involved.

This proposal seeks a funding grant to purchase outright a mini-bus to be used by all educational establishments at the Largs Community Campus, and also be available to local constituted community groups across the NAC North Coast area.

All three Parent Councils have identified that there is a gap in participation in extra-curricular activities due to the lack of suitable transportation to support these. Unlike most High Schools or Educational Campus's in North Ayrshire, Largs does not have access to a small mini bus to allow students and groups to take part in out of school activities. Similarly, local groups, such as SWI, Dementia Friendly Largs and the Largs Naz Group, do not have readily available access to a suitable transport to ensure members of the community can live full and active lives.

This proposal, if accepted, would allow the purchase of a new mini-bus, which can be driven by most adults (subject to specific conditions), and allow wheelchair users to also take part. The application will include an allowance to support the running costs for up to 3 years, with the exception of fuel, which would be met by each participating group.

This proposal will allow all members of the community, through community or educational groups, to access events, competitions, or other activities that they otherwise would be unlikely to be able to participate in.

If successful, this will not duplicate and existing facilities – all schools have indicated that participation in events or competitions is limited due to lack of suitable transportation. (Coach travel or alternative hire options are prohibitively expensive and also often logistically unsuitable).



# 4. What difference will this project make within the locality and to local services and programmes?

Please include:

- The outcomes you aim to achieve
- How you will approach reducing inequality
- How this proposal fits with the Locality Partnership priorities of
- 1. Improving access to financial services
- 2. Increasing social inclusion
- 3. Improving mental wellbeing
- 4. Supporting skills and work opportunities

# Active Schools (Largs Cluster) – General

# Supporting Priorities: 2, 3,4

Access to a local community minibus for Active Schools input to the Largs Cluster would be a transformative resource, directly addressing a pressing need for accessible, reliable transportation to support school's extra-curricular sports programs and participation in the North Ayrshire Sports Academy (NASA) Young Ambassador (YA) program Fit for Girls program.

Currently, all Largs Academy students are required to travel independently to centralized training locations, creating logistical and financial barriers that prevent many from participating fully (2). This dependence on parents' availability and personal transport limits not only individual students but also the ability of the Active Schools program to deliver on its goals of inclusivity, skill development, and equal opportunity in sports (3 & 4).

For instance, while only Largs Primary currently manages to attend centrally run events like the sports hall athletics, a community minibus would empower all primary schools in the Largs cluster to engage in North Ayrshire-wide sports events and competitions (2). This change would foster a stronger, more united Largs school cluster by enabling equal participation, which is crucial for developing a sense of community pride and collective achievement in sports.

Key regional finals, like the North Ayrshire Netball and Football championships, are at risk due to the current lack of funding and transport options. Without access to a community minibus, Largs Academy and its surrounding schools face difficulties in attending these competitions, while other schools with minibus access can continue to participate and benefit from such experiences. Additionally, this lack of transport affects targeted student groups, who often miss key trips and activities, or experiences that can be fundamental in supporting their social inclusion, self-esteem, and overall development (2,3 &4). Other schools can continue these programs seamlessly due to their access to transportation, underscoring the need for similar resources for Largs.



Whilst transport options are available, the rising cost of external transport providers threatens this sustainability. Several events were missed last summer alone due to limited bus availability, highlighting the critical need for a dedicated Largs community minibus. Having this consistent transport option would not only eliminate the ongoing funding challenges and scheduling conflicts but would also allow the Active Schools program to expand, offering more students opportunities that are not restricted by Largs' geographic constraints.

With access to a community minibus, Largs Academy students would experience numerous benefits, including improved mental and physical health from regular participation in sports and social activities. Reliable transport would give students consistent access to competitive sports events, training, and leadership programs like NASA and Young Ambassadors, regardless of parental availability or financial limitations. By removing these barriers, the school can combat isolation, enhance students' sense of belonging, and build stronger, healthier connections within North Ayrshire's broader sports and academic community. (2,3 &4)

# **Opportunities:**

# Athletics

Entering the Scottish Schools events at the Emirates and Grangemouth Track and Field has always been a desire. Due to the distance involved and expenditure this opportunity will not continue without a mini-bus. This would provide an extension of our Athletics pathway and allow our excellent / elite performers an opportunity they would no longer be given. (3,4)

# Mountain Biking

An up-and-coming opportunity in our school is Mountain biking events. In September parents had to take any school entries to the national event that was a 3 hour drive away. We will like to grow a culture in the school for Mountain Biking and transporting the pupils as a school team would be a great addition to our offer.

# Football

With a growing number of events locally and nationally this is a pathway the school with to continue to develop. Whilst attendance has been managed 'ad-hoc', this is not sustainable and to ensure continued participation, a campus mini-bus would support this aim greatly. (2,3)

# Coaching

Within the curricular time there are three specific coaching groups. A mini-bus will open up opportunities to make placement visits to a number of providers in this sector. Having flexible transport will allow the groups to help coach in other parts of our cluster - helping primary festivals, their school clubs and enhance their class time. This would make a big difference to how equitable our support is to our neighbouring primary schools. (4)



# Sporting inspire and motivate opportunities

The school is offered numerous free opportunities at various sporting events / activities in Scotland, but with the cost of bus hire not included, generally these opportunities cannot be fulfilled.

For the school to attend the only way to do so would be to charge pupils to attend which would not be fair or equitable (2)

# **Other Opportunities:**

Without wishing to raise hopes within the community, already various groups have put forward ideas on how a Community minibus could be used. Showworks Theatre group have indicated they would be able to open up opportunities to take older groups to theatre and drama events further afield that currently is not possible today. The Largs Community Development Trust has engaged with other local groups (mentioned above), all of whom would greatly welcome access to a low cost transport option such as a minibus, but do not have the funds to procure one or regularly hire.

# 5. What engagement has taken place in relation to the project?

Please include the number of people who have been engaged with or consulted as well as the range of people.

This proposal was first discussed formally at the Largs Primary Parent Council in 2023, and was raised by a member of the community at the Largs Community Council in summer 2024.

This resulted in engagement with all the Parent Council Chairs, as well as each school in the campus. The response was unanimously in favour of this, should fund be granted.

Further engagement was undertaken with local groups to gauge whether a Community minibus would open up new opportunities, and again the response was overwhelmingly positive.

Through this engagement, we have identified the following groups that could enhance their activities, and the work towards the Priorities:

- Scottish Women's Institute
- Largs Colts Football team
- Dementia Friendly Largs
- Clyde Coast and Cumbrae Men's Shed
- Showworks Drama Group
- Largs Church of the Nazarene
- Largs Green Futures
- Ages Concern
- Largs Museum



The proposal has the backing of 5 Community groups, namely the Largs Academy Parent Council, Largs Primary Parent Council, St Mary's Primary Parent Council, the Largs Community Council and the Largs Community Development Trust.

Advice has been sought from North Ayrshire Council transportation Department, and guidance has been incorporated to the application and will be adopted should the bid be successful.



# 6. How will the project be managed?

Please include:

- How the finances will be managed
- Does the proposed project contribute to volunteering or employment opportunities in North Coast? Please include the number of volunteering opportunities and employment opportunities
- If there are any staff requirements, please outline your HR plans

**Financing Options** 

# **Capital purchase**

At time of application, the cost of a new Minibus is as follows:

Citroen Enterprise Flexilite - Manual L4H2 (140) with Air Con & Sat Nav Colour: White 17 seat 1 wheelchair Manual ramp Manual side step

£42,995.00 + vat + 1<sup>st</sup> reg £55 + RFL £165.

# Total cost for purchase: £51,814 including VAT

Advantage:

- Brand new vehicle for the Community and Campus
- Vehicle will have zero miles and manufacturer warranty
- Maintenance costs will be minimal in the first three years due to newness of vehicle
- Vehicle meets the current and final Euro 6.3 emissions standards
- Vehicle will retain a high residual value after 3 and 5 years, allowing opportunity to fundraise for new vehicle or keep for longer.
- Grant value is retained and depreciates annually, ensuring the grant benefit period is not only at least 5 years but can be carried forward.

Disadvantage:

• PC responsible for all maintenance and safety inspections

# Leasing:

To lease the same vehicle (for 5 years) would cost as follows:

NC&C LP - Pg 18



# 60 months 25,000 miles, Payments 3+59, £695.00+ VAT per month

# Total cost of lease : £51,708 including VAT.

# Advantage:

- Brand new vehicle
- Maintenance costs included
- MOT and servicing costs included

# **Disadvantages:**

- After the term, the vehicle is handed back and a new vehicle will need to be funded in effect, the Campus and Community will be without a minibus and require to fundraise and apply for grant funding for the full value of a new vehicle.
- After 5 years, the grant value will be fully depleted

# Used vehicle purchase:

Enquiries were made to the possibility of purchasing an approved Used vehicle (through a reputable supplier of such vehicles).

£32,995+VAT + RFL

# Advantage:

- Lower capital cost to purchase
- Marginally lower insurance premiums

# Downsides:

- Vehicle already subjected to 'wear and tear'
- Additional expenditure will be required on maintenance
- Does not meet latest Euro Standards for emissions
- Residual values will be very low at end of 5 year term

It is considered that outright purchase is the best option in the long term, as this allows a brand new vehicle to be procured, whilst providing future value to allow a newer vehicle to be purchased should funding permit. Whilst a lease appears attractive, it would consume the full grant amount in 5 years and have nothing left to show for it.

Currently, used vehicle process for this category of vehicle are relatively strong, and it is the view that in the long term 'saving' c£10k is not best value for money considering that after 5 years, the



vehicle itself would be nearly or over 10 years old, and require increased maintenance, as well as having minimal residual value.

# Maintenance

This application has included a request for funds to be set aside to support running costs for up to the first three years.

Indicatively these are estimated as follows:

Insurance –per annum for an ANY driver policy (over 25)	£2200
Road Fund License	£168
12 week safety inspections (5 per year) @ c£60 per check – with any work being 'over and above	£300
Annual servicing –per year (to include fund to replaced tyres periodically)	£600
Non wear and tear costs fund	£1000
Fire extinguisher maintenance/ checks every 6 months	£100
TOTAL	£4368

All Parents Councils would look to fundraise and ensure funds are put aside each year to support the ongoing operation of the minibus. The additional grant fund money would allow the operation to get setup and running and time to adjust for PCs and other groups, and also provide a better insight to the running costs.

Other sources of funding will be explored to ensure the future operational costs are met, such as the Helter skelter Fund. Initial conversations have been positive that yearly grant applications for c£2000 should be feasible, subject to other applications and the fund value.

It must be highlighted that the mini-bus will strictly not be available for 'Hire or reward', i.e. there would be no fee for use, other than maintenance and any damage incurred. This is part of the Permitting arrangement required, as well as to comply with insurance purposes.



It is due to this that the request to support operating costs in the early years is requested as the use of the mini-bus will not generate an income. Over time, as outlined, other funding options will be explored to ensure that the mini-bus can continue to operate.

# **Procurement and Operation**

- The minibus would be purchased outright from a specialist supplier by Largs Academy Parent Council
- The Parent Council would have responsibility for the vehicle, including insurance, Road Fund, maintenance and managing bookings
- The vehicle would generally be parked in the lit and secure Largs academy Car Park, or at Vikingar.
- The vehicle will be subject to regular and routine maintenance.
- By law, safety checks will be undertaken by a local garage every 13 weeks.
- The vehicle will be offered fully fuelled with condition of use that it is returned fully fuelled generally a booking will be expected to last between 8am-6pm, which will allow it to be returned fuelled. Exceptions can be made by arrangement
- The PC will be the Primary keyholder, however a key may be supplied to trusted persons within the school as required.
- Mini-bus will be operated under a Section 19 permit
- The PC would become members of the Community Transport Association (CTA) to ensure it keeps up to date with regulatory or legislative changes as well as news and updates concerning operating a community transport.

# Bookings

- An online booking system will be made available. This may be through a stand alone website or made available through the LCDT website using a 'plugin'
- There is no fee for bookings, however for Community groups, a suggestion of a donation will be made, which can be fulfilled through an online payment system, such as PayPal.
- This will allow 'slots' to be made available.
- Priority will be given during term time to groups within the Campus.
- It is anticipated that it will be available Community groups during weekends.
- Community bookings will only be to constituted groups from the North Coast area. It will NOT be made available for personal bookings or for any bookings that do not accord with the Locality Priorities.

# **Driver Management and Training**

Being eligible to drive the vehicle proposed is bound by strict rules, and these are by DVSA, Insurance and the Largs Parent Academy.

# DVSA

Vehicle will be operated strictly within the provisions of the following:



- you're 21 or older
- you've had your driving licence for at least 2 years
- you meet the <u>'Group 2' medical standards</u> if you're over 70 check with your GP if you're not sure you meet the standards
- you're driving on a voluntary basis and the minibus is used for social purposes by a noncommercial body
- <u>the 'maximum authorised mass' or MAM</u> of the minibus is not more than 3.5 tonnes plus up to 750kg of equipment for disabled passengers, for example a wheelchair ramp
- you're not towing a trailer

## Insurance

- Only drivers over 30 years old and
- Hold a valid drivers license and
- Medically fit to drive

# **Largs Parent Councils**

- ALL drivers must complete the relevant Minibus Driver Awareness Scheme (MiDAS) training. This has a small cost and can be delivered by North Ayrshire Council Transportation.
- The cost of this training for non-educational use (i.e. Community) is required to be borne by the group wishing to use the minibus.

# 7. Amount of funding being requested

Please supply details of funding being requested and any other funding you have had over the past 5 years, both financially and "in kind".

Amount of funding requested (£) £63,000

Please give a breakdown of cost and recent quotations where appropriate.

Purchase of vehicle as per specification outlined above	£51,814
Expected price increase in 2025	£1000
Funding to support up to three years operating costs (excluding fuel)	£10,186
TOTAL GRANT REQUEST	£63,000



The Largs Parent Council have not made any request to the North Coast Locality Partnership for funding.

All Parent Councils actively participate in the Youth Participatory Budget process to raise finds for various projects within the school. There have been no requests of a similar nature to this application.

Quotations are included separately for:

- Purchase and Lease (see attached email).
- Insurance quotation (see attached file)

# 8. Monitoring and evaluation process

Please include detail on the monitoring and evaluation processes planned or in place.

There will be various measures to assess the success and impact of this.

We will assess the utilisation of the minibus quarterly to ensure it is being used to its best potential. We will work with all three schools to set in advance a Use and Share scheme whereby each school has a notional allocation of 'days' they can book (Largs Academy will have a larger share). We can then work with the schools to proactively ensure they are using their allocation. This process has already started to encourage Head Teachers to think about activities not undertaken because of lack of suitable transport (e.g. field trips, competitions, sports events).

We will also seek to track how many young people have take trips using the minibus. Whilst we do not capture information on YP, we hope each school can provide information on the ages, and any other Equality indicators to ensure that disadvantaged or other vulnerable groups are accessing it.

Furthermore, we will work with each school to further detail the activities the minibus has supported above what they are able today. We have engaged with Head Teachers, Parent Council and Active Schools and have identified a range of events and activities (outlined in this paper) that a minibus will enable that is difficult to participate in today. Reporting will be provided for each of these to demonstrated that the benefits claimed are being delivered.

Similarly we will look to ensure that the minibus is available and used by community groups and will work through the Community Council to encourage this.

We will provide an annual report to NAC and the LP on utilisation and outreach, and demonstrate how we are supporting the three Priorities outlined in the application.



Largs Academy Parents Council Largs Campus Alexander Avenue LARGS Ayrshire, KA30 9EX

12th. November, 2024

Dear Sirs,

# CITROEN - SG740ET - QUOTATION

# Our quoted annual price for your

van is £2097.19 (Including Insurance Premium Tax.)

To give you the best quote we can, as a broker we work closely with a large panel of insurers and have access to some of the best products on the market. Commission is earned as a credit broker.

Should you choose to pay in monthly instalments, you will enter into a credit agreement with our finance provider which is only suitable for financing your insurance policy. You'll be liable for all sums owing and any charges. We have included details of our standard direct debit option, but we do have alternatives available.

Thank you for asking One Answer to quote your insurance, please see the details of your quotation.

Please contact your Sales representative to proceed or for further information.

Jargon buster -

- \* Underwriter The insurer we have placed you with based on the risk details you've provided.
- \* Start Date The date we'll begin to insure you for 12 months.
- \* Use How you've declared you are going to use your vehicle.
- \* Excess The amount you'll have to pay towards any claim you make on your insurance, regardless of fault.
- \* No claims bonus For every year you've driven without making a claim. This amount has been declared by you, which you will have to provide evidence of.

Yours sincerely,

Seb Hards

Seb Hards Sales Advisor OneAnswer Insurance



One Answer Insurance A1 Chaucer Business Park Dittons Road Polegate East Sussex BN26 6JF www.1answer.co.uk

# To Buy, Please Call **01323 481442**

#### CUSTOMER REFERENCE NUMBER

# YOUR VEHICLE

Citro Relay 35 L3 C/ca 140 TIP REGISTRATION: SG740ET

COVER DETAILS

UNDERWRITER:0BE START DATE:11Dec2024 COVER:Comprehensive USE:0wn Goods EXCESS:Compulsory:250 Voluntary:250 NO CLAIMS BONUS:0 Years

PRICE (Based on full payment)

£0.00 (Including Insurance Premium Tax) Optional Extra(s): £31.99: Winns Motor Legal\* £65.00: Minibus Breakdown\* £2097.19: TOTAL PAYABLE

\* These are subject to terms and conditions \* We are not able to accept cheque or cash payments,

all premiums due must be paid by card

WE'RE HERE TO HELP TO BUY, PLEASE CALL:01323 481442 Monday to Friday 9am to 7pm Saturday 9am to 5pm Alternatively, please e-mail us at cs@1answer.co.uk

#### **POLICY WORDING**

To download your policy wording please visit: 1answer.co.uk/policy-books

# DEMANDS AND NEEDS STATEMENT

#### **Advised Sale**

**Client Name:** 

Largs Academy Parents Council

### **Insurance Cover Required**

Risk(s):	Goods/Commercial Vehicles
Inception Date:	11Dec2024
Cover Type(s):	Comprehensive
Vehicle Registration:	SG740ET
Vehicle:	Citro Relay 35 L3 C/ca 140 TIP
Estimated Value (£):	54000
No Claims Bonus:	nil
NCB Protected:	No
Compulsory Excess (£):	250
Voluntary Excess (£):	250
Period of cover:	12 months
Policy Restriction:	Excluding drivers under 25 Ta Drive
Special Requirements:	None

#### **Suitability Statement**

This product is recommended because:-

- \* It is the most suitable product we can offer,
- \* Compared to other products in the market place that we deal with the product is priced competitively.
- \* This insurer has been selected after taking into consideration their service, delivery, claims handling record and financial standing.
- \* The exclusions and conditions have been reviewed and are compatible with your requirements and in line with alternative products.

#### **OPTIONAL PRODUCTS AVAILABLE** OLICY D)

#### LEGAL PROTECTION · Provided by BCR Legal Assist Ltd · Optional policies available

Our motor legal protection provides assistance in the event of an non-fault accident. With legal costs of up to £100,000 covered, you will receive assistance with a replacement vehicle, vehicle repair and assistance in recovering your uninsured losses such as loss of earnings, travel expenses and the appointment of a solicitor should this be necessary.

BREAKDOWN COVER - Provided by Hadleigh - Optional policies available We offer a range of breakdown products which will provide an efficient service at a competitive price. From Recovery to Home start, you will be covered for a limit of £3,500 for any breakdown claims during the period of insurance.

**REPLACEMENT VEHICLE HIRE - Provided by Lexelle - Optional policies available** With guaranteed vehicle cover for up to 21 days, regardless of the incident circumstances, this policy will keep you on the move! We can offer cover for most vehicle groupings such as; A, E, MPV, Small van, SWB transit vans & 15 seat minibuses.

TOOLS AND OWN GOODS IN TRANSIT - Provided by URL - Optional policies available Tools in transit is a must if you want to cover the tools inside your van for damage or theft, the policy can cover either £2,500 or £5,000 depending on your needs and starts for as little as £5.78 per month.

### **Terms of Business Agreement**

The following Terms of Business Agreement sets out the basis on which One Answer Insurance Services Limited [referred to as 'We','Us','Our'] will provide business services to you as a consumer or commercial client of the firm.

Please contact us immediately if there is anything in these terms of business which you do not understand or with which you disagree. We are happy to answer any questions and willing to explain these terms and the reasons for them.

#### YOU ARE DEEMED TO HAVE ACCEPTED THESE TERMS OF BUSINESS UNLESS YOU ADVISE US OTHERWISE WITHIN 7 DAYS OF RECEIPT.

#### Contact us

Telephone: 01323 481444 Email: customerservices@1answer.co.uk Address: A1/A2 Chaucer Business Park, Dittons Road, Polegate, BN26 6JF Business Hours: 8:00am 6:00pm

#### About us

We are authorised and regulated by the Financial Conduct Authority as an insurance intermediary. Our Firm Reference Number is 432453. We are permitted to arrange; advise on; deal as an agent of insurers and clients; assist in claims handling in respect of non-investment insurance policies. You can check these details online using the Financial Services Register at https://register.fca.org.uk/ or by contacting the Financial Conduct Authority Consumer Helpline on 0800 111 6768.

We are also authorised by the FCA for consumer credit broking. We act for one lender.

#### Our scope of service

We offer a wide range of insurance products for Car, Van, Courier, Minibus, Home and Taxi Insurance and have access to leading insurers in the marketplace. When we arrange your insurance, we'll inform you of the nature of the service we provide. This will usually be on the basis of:

A personal recommendation to buy the policy, on the basis of a fair and personal analysis of the market. Where a personal recommendation is given, we will advise the reasons for this in order to meet your demands and needs.

We generally act on your behalf in arranging your insurance, but we'll make clear at the outset whether we are acting for you or for the insurer in particular circumstances. We always act for the insurers in the collection and handling of premiums. Should any other occasion occur, we will inform you at the point of sale.

We offer a single market for our optional products such as Legal and Breakdown cover. All optional products can be included within your insurance policy at the point of inception; some products can also be added within the first 28 days of your insurance period, when making a mid-term adjustment and some can also be sold separately; please ask our advisors for further details.

#### Your duty of disclosure

**Consumers:** You must take reasonable care not to make a misrepresentation to the insurer. This means that all the answers you give and statements you make as part of your insurance application, including at renewal and when an amendment to your policy is required, should be honest and accurate. If you deliberately or carelessly misinform the insurers, this could mean that part of or all of a claim may not be paid.

Non-consumer customers: Where we arrange insurance wholly or mainly for purposes related to your trade, business or profession, you have a duty under The Insurance Act 2015 to make a fair presentation of the risk. This means that you must disclose every material circumstance which you and/or your senior management and/or anyone responsible for arranging your insurance know or ought to know. Alternatively, you must disclose sufficient information which would put the insurer on notice that it needs to make further enquiries for the purpose of revealing those material circumstances. You are expected to carry out a reasonable search in order to make a fair presentation of the risk and will be deemed to know what should reasonably have been revealed by the search.

Your duty of fair presentation applies at the start of the policy, at renewal and when any variation of the policy is arranged. If you fail to make a fair presentation, the insurer may refuse to pay your claim or reduce the settlement amount, depending on the circumstances.

#### How to cancel

Please contact us immediately if you wish to cancel any insurance policy we have arranged for you. You may have a right to cancel a policy you take out through us within a short period, known as the 'cooling off period'. Please refer to your policy summary or your policy documents for further details. If you cancel within this initial cancellation period (where this applies) you will receive a proportionate refund of premium from the insurer. However, insurers are entitled to make an administrative charge. In addition, we may charge an amount which reflects the administrative costs of arranging and cancelling the policy. Our new business arrangement fee or renewal charge made for arranging your insurance policy will not be refunded if your policy is cancelled after 14 days, except on products where we are not paid via commission. where the fee charged will always be prorated at the point of cancellation. Details of the amounts we charge are detailed below under Fees and Charges.

If you choose to cancel other than within an initial cancellation period you may not receive a pro-rata refund of premium.

If you make a claim on your policy which is then cancelled, you may not be entitled to any refund (please see your individual insurer's terms and conditions). You will also be liable for any outstanding payments to the credit provider if you have chosen to pay by direct debit.

We may cancel your insurance policy at any time by sending seven days' notice in writing to the address on our records. You may be entitled to a refund subject to your insurer's terms and conditions and no claims being made in the period since inception or renewal.

If you pay your premiums by instalments and we do not receive or are unable to collect the payment by the due date, we will treat this as cancellation by you and any refund will be given directly to your finance provider. Any remaining balance due after cancellation will be owed to the finance provider by you.

In the event of your vehicle being declared a total loss, you must contact us to cancel the insurance. The

full premium including Insurance Premium Tax will be due from you.

If a discount has been applied to your policy and your policy is cancelled, the discount amount will be cancelled on a pro rata basis and retained by us.

If you are insuring a vehicle that is currently impounded, you will be covered for the duration of 30 days only. If you chose to cancel at any time, there will be no refund. In addition, if you chose to cancel a temporary additional vehicle that you have added to your main insurance policy, any additional premium applied is non-refundable.

#### Cancellation of optional extra policies

If your insurance policy is cancelled, any associated standalone optional extra policies you purchased will be cancelled at the same time. If you have any optional extras included within your insurance policy, these will be cancelled along with your insurance policy. All optional extras are non-refundable after fourteen days.

#### Refunds

Any refund due will be paid to you less our cancellation charge. If there is any outstanding monies due to us on your account, this will be deducted from the refund given by the insurer. Please note that if you are paying by direct debit through a credit company, you will have to settle any outstanding balance with them. No refund will be allowed if there is an outstanding claim or if a fault claim is made on your policy.

If you require to make a change to your policy that results in a return premium to you, we will charge you an amount which equates to our loss of commission, which is the commission rate as applied to the amount of the return premium excluding tax and our £50 administration charge.

#### Protecting your information

We take your privacy extremely seriously and we will only use your personal details in line with our Privacy Notice. Please read our Privacy Notice carefully which will be sent with your new business documents and can also be found on our website; www.1answer.co.uk, please contact us immediately if

you have any queries. Where necessary, for example

where we would like to use your data for some marketing purposes, we shall ask for your specific consent to do so. Your personal information includes all of the details you have given us to process your insurance policy (we will not ask for more information than is necessary). We may share your data with Third Parties for the provision and ongoing performance of your insurance policy. Your data may be transferred outside the UK. We will not sell, rent or trade your data under any circumstances unless agreed by you for the purpose of obtaining insurance. All of the personal information you supply to us will be handled strictly in accordance with the applicable Data Protection regulations and legislation.

We and/or the insurers and/or credit providers may use publicly available data from a variety of sources, including credit reference agencies and other external organisations to verify your identity or creditworthiness, to avoid fraud and to obtain beneficial quotes and payment options on your behalf. Each of the searches may appear on your credit report whether or not your application proceeds. All (including any named drivers) driving licence numbers and national insurance numbers may be checked against the DVLA database with your permission.

#### How to claim

Please refer to your policy summary or your policy documentation if you need to notify a claim. You should contact us or the insurer direct as soon as you become aware of any incident which could give rise to a claim. If in doubt about whom you should contact please contact us on 01323 481444.

#### Instalment Customers

One Answer Insurance Services Ltd offer a facility to pay for your insurance through a credit loan company who set up an agreement to spread the cost of your insurance over several months. In this instance, your premium is paid by the credit company and your monthly payments are to repay the loan with them. Please note that your loan is not directly connected to your insurance company and you must repay the amount owed, regardless of any change to, or the cancellation of your insurance policy. If you have any questions with regards to the credit agreement, please contact us on 01323 481444.

#### Fees and charges

We may charge you for the work incurred in the handling and arranging of your insurances and premium finance. These charges apply if you instruct us to arrange insurance, carry out a mid-term adjustment, renewal, cancellation or other work on your behalf. Any additional charges, if applicable, will always be agreed with you in advance of them becoming due. Your insurer may also apply additional charges to your policy at new business, renewal, when any mid-term adjustment takes place or if your policy is cancelled by you or us. For full information please refer to your policy documents. New business charge will be disclosed prior to inception.

Direct Debit arrangement and administration -£50.00. If you choose to change your payment method within 14 days and settle the premium finance balance, this amount will be refunded. Mid-term amendments - In addition to the premium that the insurer may charge or return, One Answer Insurance Services Limited will also charge a fee of £50.00.

Cancellations - In addition to the premium that the insurer may charge or return, One Answer Insurance will also charge a fee of £25 if your policy is cancelled within the first 14 days. If your policy is cancelled after 14 days, One Answer Insurance will charge a fee of £75.00. Should you choose to cancel your policy before it's start date, One Answer will retain £25 of their arrangement fee.

Voidances - One Answer Insurance will retain £50 of the arrangement fee for any policy voided, following you or anyone acting for you, recklessly or deliberately mispresenting information at any time during the policy.

Renewals charge will be disclosed prior to inception. Referral to debt recovery services - 30% charge of the amount that is required to be passed to an external debt recovery service. This charge will be disclosed prior to referral.

Unpaid cheque £25.00.

Cheque cancellation £12.50.

Issuing duplicate documentation £30.00.

Recorded Delivery Post (only to be used when requested by you) £5.00.

Special Delivery Post (only to be used when requested by you) £10.00.

Cancellation of credit agreement If Close Brothers Premium Finance is unable to collect under your Direct Debit, they may cancel your agreement. You could incur a cancellation fee of  $\pounds 15$ . You'll be liable for all sums owing and any charges.

If you pay your premium by instalments we shall inform you of any additional fees, charges or interest as part of your credit arrangements. A minimum deposit of 15% - 33% is required depending on the type of insurance for New Business, and 0% - 33% deposit at Renewal. This applies to annual policies only, minimum premiums apply.

It is not economical or practical to issue refund cheques of small amounts. Where a transaction would result in a refund to you from us of less than £5.00 this amount will be retained by us as an additional service charge.

Payments must be made on time, in full and without deductions, set off or counterclaim. In the event that your account is outstanding, we will refer the matter to our debt collection agent, Insurance Collection Bureau LTD, which will incur costs. Any costs incurred to collect debt will be added to the total debt, plus VAT at the prevailing rate. You agree that you will be liable to pay us that surcharge, and that payment of the same can be enforced against you in court.

If you have given continuous payment authority, this will be used to collect missed payments, fees, future payments, and cancellation amounts with 7 days' notice until all premiums are settled. We will attempt to collect the full payment due, if this is unsuccessful, we will attempt 50%, failing this, the cancellation fee amount. You can cancel this continuous payment authority at any time by ringing our customer service team.

#### **Introducer Arrangements**

A third party may have introduced you to us and for this the introducer may be paid a fee by One Answer Insurance Services Ltd. Similarly with your consent, we may introduce you to other third parties, for which the third party may pay us a fee.

#### **Our earnings**

In return for placing business with insurers and/or underwriters and/or other product providers, we receive a commission from them which is a percentage of the annual premium that you are charged.

If we are not paid via commission, then we will apply a commission replacement amount (up to 17.5%) on any New Business, Mid-term adjustment or Renewal with you before you agree to incept.

You are entitled, at any time, to request information regarding any commission which we may have received as a result of placing your insurance business or arranging premium finance. Commission rates are variable and do not always reflect the level of work carried out by us, therefore we always make individual service charges to cover the administration of your insurance policy.

One Answer Insurance receive a percentage from Winns for any non-fault claims that you request them to handle on your behalf. Please be assured that at no time will the way in which we are remunerated conflict with our responsibilities to meet your needs and treat you fairly.

#### Protecting your money

Prior to your premium being forwarded to the insurer (or forwarded to you in the event of a premium refund) we hold your money as an agent of the insurer with which we arrange your insurance. Where we hold premium as the agent of the insurer it is regarded as received by the insurer. We also reserve the right to retain interest on this account.

We may transfer your premiums to the insurer through another party, such as a broker or underwriting agent for the purposes of effecting a transaction.

By accepting this Terms of Business Agreement, you are giving your consent for us to treat your money in this way. Please notify us immediately if you have any objection or query.

#### Complaints

It is our intention to provide a high level of service at all times. However, sometimes things can go wrong, and we may fail to meet your expectations. if you have reason to make a complaint about our service you should contact us immediately using the contact details on the first page of this document. Our internal Complaints procedures allow us to deal with Complaints fairly, effectively, and promptly. We will endeavor to resolve your Complaint as quickly as possible and acknowledge your Complaint in writing and advise you of the person dealing with your Complaint, and how you can contact them. A final response will be provided within 8 weeks of receipt. If you are dissatisfied with our Final Response, you have the right to refer your complaint to the Financial Ombudsman, free of charge but you must do so within six months.

If you do not refer your complaint in time, the Ombudsman will not have our permission to consider your complaint and so will only be able to do so in very limited circumstances. For example, if the ombudsman believes that the delay was as a result of exception circumstances.

#### Contact details are as follows -

Address: The Financial Ombudsman Service, Exchange Tower, London, E14 9SR. Tel@ 0800 023 4567. Email: Complaint.Info@financialombudsman.org.uk. Further information is available on the Financial Ombudsman Service website www.financialombudsman.or.uk.

#### **Compensation arrangements**

We are covered by the Financial Services Compensation Scheme. You may be entitled to compensation from the scheme if we cannot meet our obligations. This depends on the type of business and the circumstances of the claim. Insurance advising and arranging is covered for 90% of the claim, without any upper limit. For compulsory classes of insurance, insurance advising and arranging is covered for 100% of the claim, also without any upper limit. The compensation scheme does not apply to consumer credit. Further information about compensation scheme arrangements is available from the FSCS on 0800 678 1100 or 020 7741 4100 or by visiting http://www.fscs.org.uk/

#### Money laundering/Proceeds of crime

We are obliged to report to the National Crime Agency any suspicion of money laundering or terrorist financing activity and we are prohibited from disclosing any such report.

#### Conflicts of interest/Customers best interests

As insurance brokers we generally act as your agent in advising you, arranging your insurance and assisting you in the event of a claim; we will always act honestly, fairly and professionally ensuring your best interests are our priority. In certain circumstances we may act for and owe duties of care to insurers and/or other parties. Where we become aware of any actual or potential conflict of interest with our duty to you, we will inform you of the situation and the options available to you before we proceed.

We will always act in the best interests of our customers. Should we be subject to abusive, threatening or concerning behavior, we reserve the right to inform local authorities and/or terminate the telephone calls. In extreme circumstances, we will liaise with your Insurer who may advise us to issue a 7 day cancellation letter as you are in breach of our terms and conditions.

#### Insurer security

The insurers we use are regulated and are required to have adequate capital resources. However, we cannot guarantee the solvency of any insurer we place business with. An insolvent insurer may be unable to pay claims or may be unable to pay them in full and you may have to pay a further premium to pay for alternative insurance cover.

#### Termination

You or we may terminate authority to act in connection with your insurance arrangements at any time. Notice of termination must be given in writing and will be without prejudice to the completion of any transactions already commenced. Any business currently in progress will be completed unless we receive instructions to the contrary. Any premiums or fees outstanding will become payable immediately. In circumstances where we feel we cannot continue providing services to you, we will give you a minimum of 7 days' notice.

#### Law and jurisdiction

These Terms of Business shall be governed by and construed in accordance with English Law and shall be subject to the exclusive jurisdiction of the courts of England and Wales.

TOBA - May 2024 V20

# **Motor Legal Expenses Insurance**

# **Insurance Product Information Document**

# Company: Financial & Legal Insurance Company Ltd

# Product: Motor Legal Expenses Policy

The insurance provided by this policy is underwritten by Financial & Legal Insurance Company Limited Registered in England under Company number 03034220. Financial & Legal Insurance Company Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority under firm reference number 202915.

This document is a summary of cover highlighting the main features and benefits as well as the general conditions and exclusions of this policy. Full terms and conditions can be found in the policy wording. Please take some time to read the policy documents when you receive them. It is important that you tell us as soon as possible if any of the information is incorrect.

# What is this type of insurance?

This policy of insurance provides cover for legal costs and associated expenses following a road traffic accident or other specified occurrence, provided it is within the policy wording/limits and not excluded.



# What is insured?

- Legal Costs costs of Legal Proceedings up to £100,000 arising from any of the following: personal injury and/or losses sustained in a road traffic accident; uninsured loss recovery; Motor Insurance Database disputes.
- Motor Prosecution Defence defending criminal legal action against You arising from driving offences.
- Vehicle Identity Theft costs for the removal of judgments incorrectly entered against You, or to defend prosecution arising from vehicle identity theft.
- Legal costs and expenses that you may be liable to pay to another party arising out of the above Legal Proceedings and those stated in the policy wording.
- Vehicle Hire, Repair and Storage Charges unrecovered charges incurred under a hire, repair, or storage agreement through On Hire up to £50,000,
- Medical Charges unrecovered charges incurred through an Approved Medical Agency for Medico-Legal Reporting and Rehabilitation up to £5,000.
- ✓ Small Claims Court cover provided.
- An accident helpline is included, so for advice on any motoring accident, please telephone the number provided in your claims documentation.



# What is not insured?

- X Charges or costs which exceed the maximum limits stated.
- X Any hire, repair, storage, or medical charges not payable to On Hire Ltd or an Approved Medical Agency, or where you have breached your agreement with them.
- X On Hire charges or Medical charges where the third party is not insured and payment is not recoverable from the Motor Insurance Bureau.
- X Costs where we feel that it is unlikely that a reasonable settlement will be obtained, or the amount in dispute is disproportionate to the time and legal costs involved in its pursuit.
- ★ Legal costs and expenses which were incurred without our prior written authorisation or they were incurred as a result of a significant default or delay on your part.
- Legal Costs or Third Party Costs of any appeal, application to set aside a court judgment or order (unless agreed).
- Legal Costs or Third Party Costs of a claim or counter claim against you arising out of a road traffic accident.
- ✗ For Vehicle Identity Theft and Motor Prosecution Defence, any legal costs or third party costs that are: incurred due to any fraudulent, dishonest or criminal act by you or any other person acting in collusion with you; in excess of any assessed contribution; payable post-verdict; a result of your failure to cooperate with any Legal Aid or equivalent scheme or where you use a representative who cannot act under that scheme; arising from defending any action, enforcement or recovery of sums payable against You under the rules of any legal aid or equivalent scheme.





# Are there any restrictions on cover?

- You must use a representative or solicitor nominated by us.
- The maximum amounts payable per claim are stated under 'what is insured' and in the policy wording.



## Where am I covered?

 Cover is provided for you within the United Kingdom of Great Britain and Northern Ireland, the Channel Islands and the Isle of Man only.



# What are my obligations?

You must provide full and accurate information to all questions asked. Your answers must be true to the best of your knowledge and belief. Your answers will form part of the statement of facts on which your policy will be based. If you become aware that information you have given us is inaccurate or has changed, you must inform us as soon as possible. You must observe and fulfil the terms, provisions, conditions and clauses of this policy. Failure to do this may invalidate your policy and claims may not be paid.



# When and how do I pay?

You can pay your premium as a one-off payment, annually or in monthly instalments.



# When does the cover start and end?

Your cover will start and end on the dates stated in your policy documents.



# How do I cancel the contract?

We hope you are happy with the cover this policy provides, however you have the right to cancel it within 14 days of receiving the policy. See the enclosed policy document and the section headed 'cancellation'. The insurer may cancel this policy at any time, by giving 7 days notice.

# 1Answer Network Minibus Breakdown (for Schools or Charities)

# Insurance Product Information Document

## Product: Total UK

### Company: Trinity Lane Insurance Company Limited

This document is a summary of cover highlighting the services as well as the main conditions / exclusions of this policy. For the full terms and conditions, please refer to the policy document and policy schedule. Please take time to read the policy document and schedule when you receive them.

### What is this type of insurance?

This insurance provides 24-hour cover for breakdowns. It will arrange and pay for the services as shown below up to any limits as stated in the policy document.

Wh	at	is	insured?
	~ ~		

#### Definition:

- A breakdown means mechanical or electrical failures/breakages; flat batteries; punctures; out of fuel; contaminated or wrong fuel used; ignition keys lost, stolen or locked in the vehicle; or damage caused by accident, vandalism, theft or attempted theft which renders the vehicle immobile.
- Services:
- 🗸 Roadside

If the vehicle breaks down more than one mile from the home address, we will arrange service at the scene of the breakdown and pay call-out fees and labour costs in an attempt to repair it. If it cannot be repaired quickly at the scene of the breakdown, we will arrange and pay the cost of taking it, the driver and the passenger(s) from the scene of the breakdown to the nearest repairer.

Recovery

If the vehicle breaks down more than one mile from the home address and it cannot be repaired at the scene of the breakdown or the nearest repairer the same day, we will arrange and pay the cost of taking it, the driver and the passenger(s) from the scene of the breakdown to any one place you choose. This service is not covered during the first 24 hours of cover commencing.

🗸 Home

If the vehicle breaks down at the home address or within one mile of the home address, we will arrange service at the scene of the breakdown and pay call-out fees and labour costs in an attempt to repair it. If it cannot be repaired at the scene of the breakdown, we will arrange and pay the cost of taking it, the driver and the passenger(s) from the scene of the breakdown to the nearest repairer (up to a maximum of 20 miles).

Vehicle Hire or Accommodation

If the vehicle breaks down while it is more than 50 miles from your home, and it cannot be repaired at the roadside or at a garage during the same day, and it cannot be recovered to any one place you choose, we will refund the cost of Vehicle Hire or necessary emergency overnight accommodation.

🗸 🗸 Trailer

Any attached small general purpose trailer no more than 3 metres/10 feet long (unless previously notified and accepted by us) will be entitled to the same service as the vehicle, as long as it is attached by a standard 50 millimetre/2 inch towing coupling.

# (continued)

		(continued)
	~	Messages On request we will pass a message on to family or colleagues to let them know about the breakdown.
		What is not insured?
	×	Any costs for any service which is not arranged or agreed by the Breakdown Control Centre and/or Complaints/Quality team.
×		Any costs other than recovery of the vehicle as a result of contaminated or wrong fuel used.
	x	The cost of any parts, components or materials used to repair the vehicle.
	×	Any ferry fares, congestion charges and/or toll fees.
	×	Any request for service if the vehicle has no traction or cannot be reached due to snow, mud, sand, flood or being off road.
	×	Any more than 6 call outs in any single period of insurance.
$\Lambda$		Are there any restrictions on cover?
	!	If temporary repairs are carried out, such fault must then be immediately rectified before commencing a new journey.
	1	Passenger(s) means up to a maximum of 16 passenger(s) being transported by the vehicle.
	8811-0	This insurance only covers the vehicle specified in the policy schedule. You must tell the administrators about any change of vehicle immediately.
		You must keep a spare set of keys for the vehicle at the home address and when away on holiday, you must take both sets with you.
	ţ	You must make sure that the vehicle is in a safe and roadworthy condition at all times and it has been regularly maintained and serviced in accordance with the manufacturer's recommendations. You must keep all vouchers, invoices and receipts as evidence.
	1	You must take all reasonable steps to prevent a breakdown, and the vehicle must not be driven in an unsafe or unroadworthy condition or until any necessary repairs have been carried out.
	X-lau- e	You must carry a roadworthy and accessible spare wheel with the vehicle at all times, except where one is not fitted as standard manufacturers equipment. The spare wheel must

be fitted with a roadworthy tyre. If locking wheel nuts are

fitted you must also carry the key/tool to remove them.



Where am I covered?

You are covered for breakdowns which occur within the mainland of England, Scotland, Wales, Northern Ireland, the Isle of Man and the Channel Islands.

# What are my obligations?

- The vehicle must have an MOT (unless exempt), be taxed, insured and registered in the UK.
- If a breakdown occurs (whether or not you need assistance), you must immediately call the 24-hour Breakdown Control Centre on 01245 210 271 or 0330 123 1284.
- Breakdown assistance or recovery will only be provided if you or a driver stays with the vehicle until a rescue vehicle arrives.

	If recovery is required, the vehicle must be accessible.
	When and how do I pay?
	The administrators will discuss what payment options are available to you.
	When does cover start and end?
	The period of time covered by this insurance is shown in the policy schedule.
	How do I cancel the contract?
	If this insurance does not meet your needs, you may cancel it by sending written notice and returning the policy document and policy schedule to the administrators within 14 days of receiving them. The 14-day period applies to new policies and the renewing of existing policies. During this time, and providing a claim has not occurred, we will send a full refund of premium to the administrators. After this time, there is no refund of premium, irrespective of circumstances.
	Your Insurer
	Trinity Lane Insurance Company Limited - is authorised and regulated by the Gibraltar Financial Services Commission under the Financial
	Services (Insurance Companies) Regulations 2020 to carry on the business of general insurance.
	Trinity Lane Insurance Company Limited is registered in Gibraltar. Registered office: First Floor, Grand Ocean Plaza, Ocean Village, Gibraltar.
	How To Obtain Assistance
	Call the 24-hour Breakdown Control Centre on 01245 210 271 or 0330 123 1284.
	If you have hearing/speech difficulties, you can use our SMS text messaging service on 07860 057 893.
	Complaints
	We, Trinity Lane Insurance Company Limited, are authorised and regulated by the Gibraltar Financial Services Commission ("GFSC") to underwrite General Insurance business.
	We want to provide you with a high-quality service at all times. If you want to make a complaint about your insurance, or us, the
	complaints procedure is as follows.
	The first step is to contact our Quality Department who will review your case. The address is: Hadleigh Breakdown, Alexandra House, 36A Church Street, Great Baddow, Chelmsford, Essex CM2 7HY. Telephone 0330 123 1305. Email: <u>quality@hadleighbreakdown.co.uk</u> Trinity Lane Insurance Company Limited has appointed Hadleigh Breakdown to manage claims and complaints on their behalf. If you are not satisfied with their response you should email: <u>quality@trinitylane.co.uk</u> . Alternatively you can write to: General Manager, Trinity Lane Insurance Company Limited, First Floor, Grand Ocean Plaza, Ocean Village, Gibraltar. When you do this, please
	quote your document number as it will help us deal with your complaint quickly.
	If we cannot settle the complaint to your satisfaction, you can contact: The Financial Ombudsman Service, Customer Contact Division,
	Exchange Tower E14 9SR. Phone: 0800 023 4 567. Email: <u>complaint.info@financial-ombudsman.org.uk</u>
	We are bound by the Financial Ombudsman's decision, but you are not. Following the complaints procedure does not affect your right to take legal action.
	What happens if we can't meet our liabilities?
	As we are members of the Financial Services Compensation Scheme (FSCS), you may be entitled to compensation from the scheme if
	we cannot meet our liabilities under this insurance. This depends on the type of policy and the circumstances of the claim. The FSCS will
	pay 90% of the claim for non-compulsory insurance (insurance you do not need by law). For compulsory classes of insurance (insurance
	you need to have, such as motor insurance), the FSCS will pay the claim in full. You can get more information about the compensation scheme arrangements from the FSCS website at <u>www.fscs.org.uk</u>
	We are authorised and regulated by the Gibraltar Financial Services Commission to carry on general insurance business in the UK.
	Trinity Lane Insurance Company Limited is registered in Gibraltar. Registered office: First Floor, Grand Ocean Plaza, Ocean Village, Gibraltar.



# Specification for 17 seat 1 wheelchair accessible minibus Seating layout FLEX100 FlexiLite

#### Base vehicle:

Citroen Relay 440 E.L.W.B L4 H2 window van with side windows including one opening unit per side, glazed rear doors, n/s sliding door, double front passenger seat.

Central locking, ABS brakes, front electric windows, radio, in dash air conditioning, speed limiter set at 100kmh/62mph.

GVW uprated to 4250kg

Engine: 2.2ltr HDI 165 Turbo Diesel, 6 speed manual. Colour: TBC

#### Wheelchair accessible minibus conversion:

17 seats including driver.12 passenger seats & 1 wheelchairRear wheelchair entry by internal folding ramp or tail lift.

#### Floor:

M2 bonded fully certified alloy floor system overlaid with slip resistant vinyl coved upwards at lower sides and edged at sliding and rear doors with high visibility mouldings.

#### Windows and ventilation:

Bonded side windows with one opening unit per side as supplied with base vehicle. One opening emergency escape roof glass supplied with break glass hammer.

#### **Electrical:**

LED lights complete with blue night lights. LED lights at all entrance doors. Cab doors & rear door interior handle "door open buzzers". Two additional speakers. Reverse parking sensors. Reverse alarm with night silent override switch.

### Side entrance:

Sliding door manual foot operated step with warning buzzer.

Sliding door full height yellow hand pole with trimmed decency panel to rear of aperture.

Sliding & front doors fitted with yellow grab handles at front of apertures. Sliding door interior top protection yellow pad.





## Specification for 17 seat 1 wheelchair accessible minibus Seating layout FLEX100 FlexiLite

#### FLEX100 cont`d

#### Seating

Please see seating plan FLEX100 for seat position & seat type

#### Interior trim:

Interior sides and roof insulated, lined with plywood and trimmed with dark grey carpet trimming.

Light grey carpet trim centre roof panel & over cab storage area.

#### Wheelchair accessibility:

Rear internal folding 2-part passenger wheelchair ramp with emergency kick out facility.

Rear door single action release conversion.

1 length of drilled alloy upper restraint tracking above O/S/R window.

1 set of "WTORS" combination wheelchair webbing restraints with double inertia passenger restraints including upper restraint belt.

Storage bag at rear for wheelchair and occupant restraint kit.

#### Legal and certification:

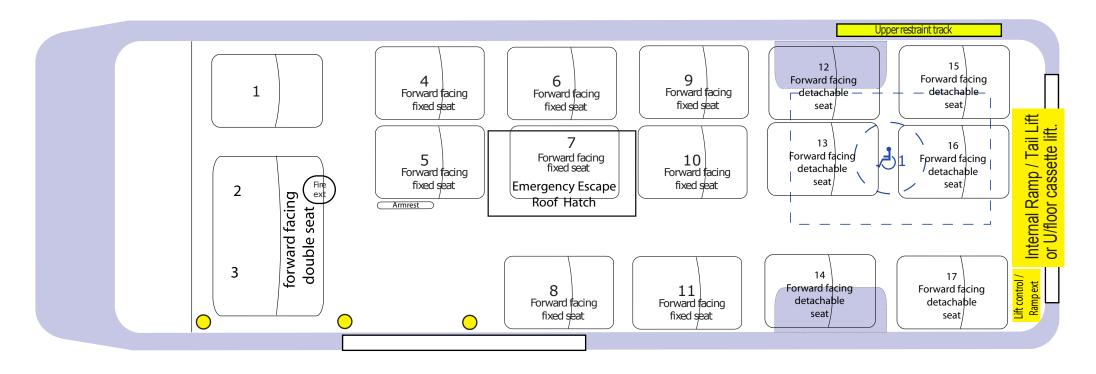
First aid kit. 2 fire extinguishers. Brake glass hammers. Warning/instruction notices. Legal lettering. IVA (Individual vehicle approval certificate)

Approval signature
Date



Glasgow: 230 Balmore Road, Glasgow G22 6LJ Coventry: 655 London Road, Coventry, CV3 4EX Tel: 0800 916 3033 www.theminibuscentre.com info@theminibuscentre.com Allied Vehicles Ltd. Registered in Scotland No. 147093, Vat No. 624 1343 73, Registered Office: 230 Balmore Road, Glasgow G22 6LJ. Allied Vehicles Ltd. Registered in Scotland No. 147093, Vat No. 624 1343 73, Registered Office: 230 Balmore Road, Glasgow G22 6LJ. FLEXILITE: 17 Seater (Including driver) wheelchair accessible mini bus. 12 Seated Passengers & 1 wheelchair. (Remove seats 12,13,15 & 16).

FLEX100v4



Fold out ramp, external underfloor cassette lift or internal tail lift. M2 bonded floor.

Emergency escape roof hatch.

M2 seats, including head rests and all age belts.

Seat 5. Forward facing fixed with armrest.

Seats 4, 6, 7, 8, 9, 10 & 11. Forward facing fixed.

Seats 12, 13, 14, 15, 16 & 17. Forward facing detachable.

**Grab handle / handpole.** 

Head office: 230 Balmore Road, Glasgow, G22 6LJ. Tel. 0800 916 0035 www.alliedvehiclesgroup.com

## Base vehicle: Citroen Relay or Peugeot Boxer L4 H2

Customer : Client no :	
Approved b	y:
Date :	



Driving For Perfection S. Smith Issue 04 / January 2020

Not to scale





# The lightweight minipus you can drive or



FLEXILITE

### Contents

- **04** Why choose *FlexiLite*<sup>™</sup>?
- **06** Accessibility & Safety
- 08 Flexibiity

DRIVINGLICES

- 10 Layout Options
- **12** Technical Specification
- **13** Features & Accessories
- **14** Why choose Allied Fleet?



NC&C LP - Pg 41



- 01 Can be driven on a standard car licence\*
- 02 All vehicles individually safety approved by the DVSA
- **03** Manufacturer approved conversion
- **04** Factory fitted windows\*\*
- **05** Air conditioning and additional heating options
- **06** Six emergency exits
- 07 Wheelchair accessible ramp or optional lift
- 08 Choice of steps
- 09 Safety speed limiter (62 mph)
- **10** Rear interior dimmer lights



NC&C LP \*Drivers must have held a full driving licence for two years. The vehicle should not be used for hire or reward and the operation should hold a section 19/22 permit. \*\*not based on a panel van



The *FlexiLite*<sup>™</sup> minibus is available with a wide choice of features making it highly accessible\*. The retractable side step and hand pole or grab handles help passengers to enter and exit with ease. Our folding rear access ramps and electric operated passenger lifts are easy to use and can be stowed away neatly within the vehicle, depending on the model you choose. Wheelchair restraints and three-point seat belts ensure the safety of wheelchair users and other passengers.

#### Safety

FlexiLite<sup>™</sup> features such as the flooring, seats, seat belts and wheelchair restraints have been tested to meet stringent international safety standards\*\*. All *FlexiLite<sup>™</sup>* lightweight minibuses also come with the added reassurance of an Individual Vehicle Approval (IVA) certificate, independently verified by a Driver & Vehicle Standards Agency (DVSA) appointed test centre.



\* Excludes some 15 seats models. \*\*UN ECE Regulation 14, UN ECE Regulation 16 and ISO 10542-1:2015.



*FlexiLite*<sup>™</sup> offers an impressive standard specification for maximum driver and passenger comfort. There's a host of options too, depending on your specific requirements.

- 1 » Space for up to 17 seats
- 2» Wheelchair ramp or lift
- 3 » Reverse parking sensors
- 4 » Choice of steps
- 5 » Air conditioning & additional rear heating
- 6 » Bespoke vehicle graphics for your organisation



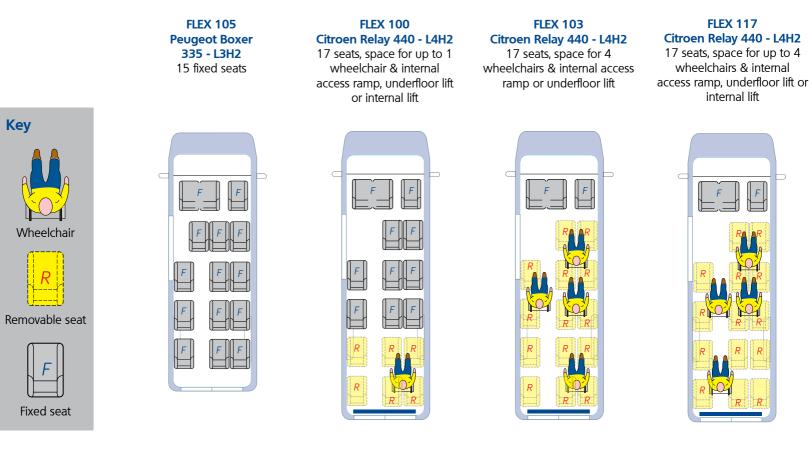








FlexiLite™ minibuses are lightweight, manoeuvrable and very flexible. We'll work with you to design the layout and features of your minibus to ensure it best matches your needs, as well as meeting all legal design requirements.



Other layouts available

NC&C LP - Pg 48

# $\mathbf{F} \mathbf{L} \mathbf{\Xi} \mathbf{X} \mathbf{I} \mathbf{L} \mathbf{I} \mathbf{T} \mathbf{\Xi}^{\mathsf{T}}$



Dragoon/

Imperial Blue

Model	Peugeot Boxer 330 L3H2	Citroën Relay 440 L4H2	
Engine			
Emission control standard	Euro 6	Euro 6	
Cubic capacity	1,997	2,197	
Max. power - bhp (kW)	130 (96)	140 (103)	
Max. torque Nm (@rpm)	350 (1,750)	340 (1,750)	
Fuel	Diesel	Diesel	
Transmission			
Number of gears	6-speed manual	6-speed manual	
Tyres			
Size	215/70 R15	225/75 R16	
Puncture repair system	Spare or Tyre Weld	Spare or Tyre Weld	
Brakes			
Ventilated front and solid rear discs	1	1	
ABS with EBFD	1	1	
Suspension			
Front		erson type struts with coil tegral dampers	
Rear	Longitudinal leaf springs with telescopic hydraulic dampers		
Vehicle Dimensions (mm)			
Length	5,998	6,363	
Width (excluding door mirrors)	2,050	2,050	
Height	2,522	2,522	
Wheelbase	4,035	4,035	
Certification			
Cafety atom danda	UNECE Regulation 14		
Safety standards	ISO 9001 Quality Management		
Individual Type Approval (IVA)	Every vehicle DVSA inspected & certified		

Black\*

Bianca/Polar

White

Clipper/Pacific

Blue

Solid

Black

Volcano/

Tizziano Red

### Features & Accessories

Style FeaturesNear side sliding door✓Glazed twin rear doors with heated windows✓Halogen headlights✓LED lights at all entrance doors✓Interior dimmer roof lights✓Double front passenger seat✓Access Features✓Folding rear access ramp*✓Automatic underfloor lift with remote control●Inboard passenger tail lift with remote control●Lap & diagonal seat belt for wheelchair user*✓High quality wheelchair restraint system*✓Easy clean slip resistant flooring✓Retractable side-step with warning buzzer✓High visibility grab handles & pole✓Comfort & Convenience✓Air conditioning in driver's cabin●Electric front windows✓Two speed intermittent front wipers✓Two glove boxes✓12v socket in driver's cabin✓Driver's seat armrest & lumbar adjustment✓Detachable rear seating●Additional air conditioning in rear compartment●Additional heater for rear compartment●Privacy glass●Front luggage pen●		
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Privacy glass •	Additional air conditioning in rear compartment	•
	Additional heater for rear compartment	•
Front luggage pen •	Privacy glass	•
	Front luggage pen	•

Safety & Security	
Anti-lock Braking System (ABS)	1
Electronic Brake Force Distribution (EBFD)	1
ESP, including traction control	1
Driver's airbag	1
Remote control central locking	1
Thatcham immobiliser	1
Speed limiter – set to 62mph	1
Tachograph	1
First aid kit	1
Fire extinguisher	1
Break glass hammer	1
Fixed glass emergency escape hatch	1
Opening roof vent/emergency escape hatch	•
Emergency door open warning buzzers	1
Emergency release for rear doors	1
Emergency ramp release deployed from inside	1
Reverse alarm with silent override switch	1
Reverse parking sensors	1
Lane departure warning	1
Reversing camera	•

Audio	
DAB digital radio	1
Bluetooth® connectivity	1
USB port	1
Additional rear speakers	1

Key ✓ included ● optional

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PEUGEOT NC&C LP - Pg 53



Locality Partnership: North Coast

Date: Sept-Nov 2024

#### Subject: Youth Forums and Citizenship and Partnership work

**Purpose:** This report is to inform the North Coast Locality Partnership about Youth Forum, Youth Citizenship/Partnership activity, planned and actual for the North Coast Area.

#### Background

The North Coast Youth Forum will strive to benefit the lives of young people in the North Coast area. We aim to achieve this by involving them in the decision-making process and giving them a voice. The group was formed by the joining of two different groups – the North Coast LGBT Forum & the North Coast Youth Forum in which they take part in various events and activities, representing North Coast young people.

#### Key Points for Locality Partnership

- Local Outcome Improvement Plan, to ensure young people's voices are represented.
- shape North Ayrshire plans and policies
   About their experience of getting involved in local decision-making processes.
   Whether they would like to have more control over some decisions, and what these might cover.
   The different types and sizes of communities that would make most sense when taking decisions about their future.

The structures and processes that would allow for power to be exercised by communities.

• Creating a young person version of the Council Plan young people to shape with what will be included.

North Coast Youth Forum are currently working on a follow up media project to the successful 'lights, camera, action' project facilitated during the summer:

We are working with Struan Adam and Chloe Jamieson on this. The idea is for the young people to be 'correspondents' on a tv news station in which the young people will attend North Coast yuletide events filming the parade, interviewing staff members/general public, involved with the lighting and editing the footage after the events.

Fortunately, we have recently had 2 new members joining us from the Largs youth group who are in first year. It is very pleasing that young people who are still relatively new to Largs Academy wish to join the forum and will hopefully stay with the forum throughout their secondary school career. We are hoping that the links between Largs youth group and Largs youth forum will continue to grow and create a pathway for more younger pupils to get involved in the forum.

As mentioned previously, we are working with Chloe Jamieson, who is a qualified graphic designer and is helping the group to refresh and modernise the youth forum logo and promote our branding as a forum, we are at the design phase at the minute and hope in the next few weeks we will have a new design created moving forward. Once the design of the logo has been set, we will be looking to facilitate fundraising events to get new hoodies with the updated badge on them – this time the hoodie will be in black to ensure pupils can wear the hoodies throughout the school day.

Action Required by Locality Partnership.

#### For more information please contact:

Ewan Grant. Mob: 07444518782
 Email: ewangrant@north-ayrshire.gov.uk

#### Completed by: Ewan Grant

Date: 15<sup>th</sup> of November 2024



# North Coast & Cumbrae Locality Priorities Officer Progress Report

### Reporting Period – Sept– Nov 2024

- NORTH COAST & CUMBRAE CHIT CHATS Skelmorlie Chit Chat is being held on Thursday 28 November 2024 in the Community Centre from 6.30 – 8.30pm.
- CRAUFURD/SIMSON AVENUE SWINGPARK No update. Engagement event still in planning stages.

#### • YULETIDE

Planning going well. Event Toolkit Actions completed. All Activities confirmed. Market Stalls confirmed. Local businesses getting involved. Parade is bigger this year with more community groups joining in.

Some businesses cannot commit as they are unsure if they will still be operating at Christmas due to the current economic climate.

#### LARGS FOOD HUB

Largs Food Hub going well with 94 members. Additional freezers being purchased for storage to save volunteers having to shop so often.

Fundraising Quiz being held on Saturday 30 November 2024 in the Village Inn, Fairlie.

Fundraising Tea Dance being held on 20 February 2025 in the Masonic Hall, Largs from 2,00 – 4.00pm. This is a joint venture with Dementia Friendly and proceeds will be split between the two groups.

Group have applied for funding to be able to give members extra food for over Christmas and New Year. Members may be allocated extra points to get extra food as a Christmas bonus and will be permitted to shop twice in the week before Christmas as the Library will be closed over the Festive Period.

### MILLPORT COMMUNITY SHOP

Community Shop now has over 120 members. Good bank of volunteers, although not all are willing to do the shopping. Extra freezer has been donated from Ardrossan Food Bank to enable them to store more food to cut down on the days they have to shop to top up supplies. Group are pursuing the possibility of purchasing a storage Container to store dried and tinned goods as it is getting more and more difficult to keep stock levels up and it will get even more difficult over the whiter.

**Financial Inclusion** 

**Social Isolation** 

**Work and Skills** 

**Stress and Anxiety** 



# North Coast & Cumbrae Locality Priorities Officer Progress Report

### Reporting Period – Sept– Nov 2024



Series of CIF Information Workshops have been held but very poorly attended.

Workshops were held in Largs, Skelmorlie and Cumbrae. West Kilbride has still to be covered.



# North Coast & Cumbrae Locality Priorities Officer Progress Report

Reporting Period – Sept– Nov 2024



# NORTH COAST LOCALITY PROGRESS REPORT Q3 2024

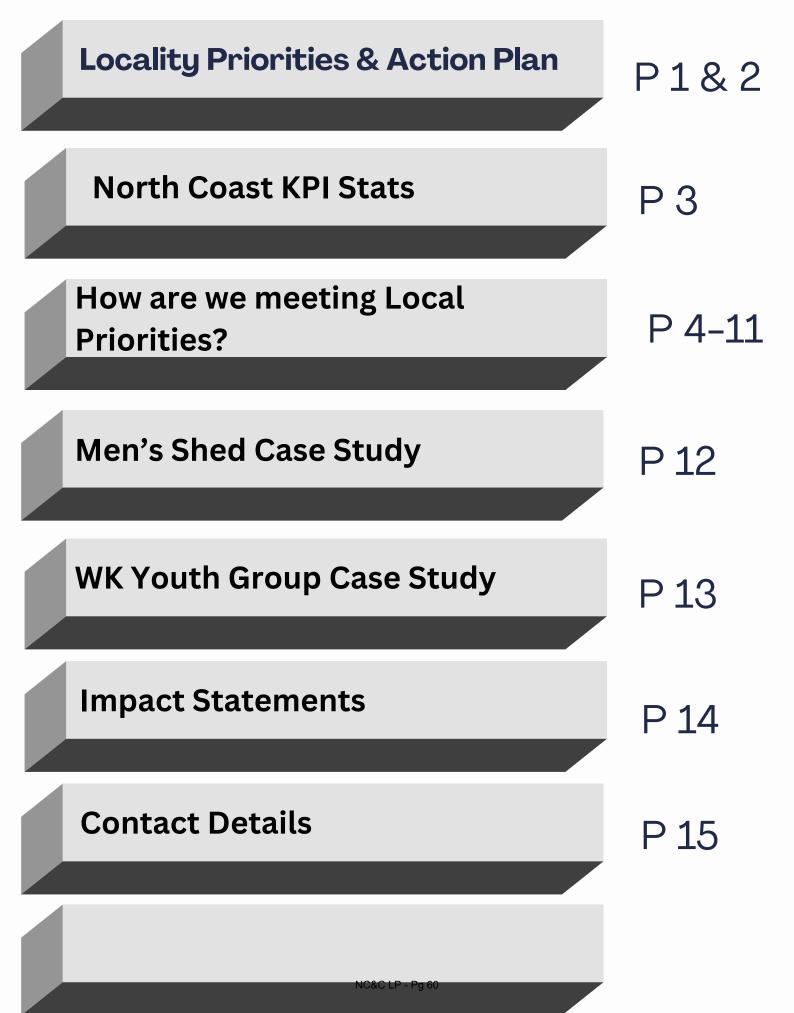


### North Ayrshire Community Planning Partnership





# Contents





### **Increasing Social Inclusion**

## Locality Action Plan 2024-25

Action	Who?	When?	Locality Priority
Explore place-based solutions to address skills gaps and recruitment challenges in Island Communities Develop appropriate place-based solutions to address barriers to accessing and sustaining employment	North Ayrshire Employability Team	Summer 2025	Supporting Skills and Work Opportunities Improving Mental Wellbeing Increasing Social Inclusion
Support the delivery of the Cumbrae Island Plan and Sub-group.	North Coast Locality Team Senior Islands Officer Community Groups	Summer 2025	Improving Access to Financial Services Increasing Social Inclusion Improving Mental Wellbeing Supporting Skills and Work Opportunities <u>Cumbrae Island Plan Action Plan</u>
Support volunteering opportunities within the North Coast and Cumbraes.	The Ayrshire Community Trust Active Schools Community Groups	Summer 2025	Increasing Social Inclusion Improving Mental Wellbeing Supporting Skills and Work Opportunities
Continue to engage and work in partnership with local agencies and community groups to address each of the North Coast priorities.	North Coast Locality Team Community Planning Partners Local Community Groups Library Staff	Summer 2025	Improving Access to Financial Services Increasing Social Inclusion Improving Mental Wellbeing Supporting Skills and Work Opportunities

# North Coast Locality KPi Stats 3

KPi1 – Number of adults engaged in CLD activity	93	KPi9 – Number of adults with improved mental health and wellbeing outcomes in CLD activity.
KPi6a - Number of children (under 12) engaged in CLD activity	14	KPi10 - Number of children and young people with improved mental health and 218 wellbeing outcomes in CLD activity
KPi6b - Number of young people (12 and over) engaged in CLD activity	80	KPi11 – Number of community groups receiving capacity 17 building support through CLD activity
CC_09b – Number of volunteering opportunities participated in within CLD	55	Op_CLD_P39 - Number of young people that participated in a youth employability programme or activity.

### HOW ARE WE MEETING LOCALITY PRIORITIES

### **Financial Inclusion**

West Kilbride Yuletide event planning is well underway. Yuletide will be on Fri 6th Dec. There will be many free activities available to make it

accessible to all.

All Larders are running well. Largs has 94 Members. West K has 131 members. Cumbrae has over 120 members.

Participatory Budgeting has been running in North Ayrshire. NC Youth PB had 11 applications with 1 not going through to public vote. NC Locality PB had 33 applications, 1 was withdrawn by applicant and 28 went through to public vote. Voting has been extended until ?

7 provisions of CLD youth work available across the Locality free of charge.





- Supported Groups with Funding Applications
- Largs Access to food Group continue to bring in funding and support other local groups. These include Largs Church of Nazarene and the Largs Foodbank. They have some plans for Christmas event.
- Skelmorlie Community Centre looking to restart their 'Heat Hub' every week.
- Currently mapping the best way the Islands cost of living money could be utilised.
- Looks like Cumbrae Foodbank is going to be coming to an end. The larder already has over 120 members, but we expect another increase when the foodbank closes. The high numbers utilising the larder are putting astrain on the volunteers as they are constantly having to come off the island to stock up.
- West Kilbride Adult Education are now putting some free learning provision on in the locality. These include Computing, BSL, Stress management/health & wellbeing. The committee are also interested in providing multiply sessions on food budgeting/cooking on a budget.

### Supporting Skills and Work Opportunities 6

PDA in Youth Work that we deliver in Largs Academy has started with a new group. There are 15 pupils attending 3 periods per week. The qualification is made up of 3 units, and is the equivalent of a higher qualification, with one of the units being Youth Work delivery. Pupils will attend various youth groups in the locality and lead a couple of sessions.



During the summer, the North Coast Youth Forum took part in a project with WK studio (media project which is CIF funded). This was very successful and the young people are now taking part in a longer project which is run within their group time on a Thursday after school. Older Young People within the Skelmorlie Youth Group are looking at taking on a peer educator role, while working towards and accredited qualification.



- West Kilbride Adult Education provide various adult learning opportunities ranging from Genealogy to Yoga to History & Literature.
- Working with various groups in the Locality to build their knowledge and skills on the Community Asset Transfer process. There are currently 9 active CAT requests in the North Coast and Cumbrae locality.
- CLD numeracy and Literacy groups in Largs Library, as well as ESOL classes.
- West Kilbride Studio is now operational. They have had projects with NC Youth Forum, West Kilbride Primary, as well as supporting the crafters in the town with some promotional material. As discussed at the last Locality Partnership meeting, they are now bringing in staff to support the project based on their expertise when required.
- Work has been carried out with the Cameron Centre as part of their CAT application, to get them registered with OSCR as a SCIO (Scottish Charitable Incorporated Organisation). This work has now been complete and their new constitution is with NAC Legal dept for review.
- Committee Skills and Bookkeeping Training session has been organised and will delivered by TACT on Thursday 14th November in West Kilbride Community Centre. There will also be a lottery funding workshop for community groups, which will be held in West Kilbride Community Centre on Thursday 5th December.
- A young person from Largs Academy joined the Locality Team for a weeks work experience. She was able to get a fuller understanding of how the service works, and attended various groups.

### **Improving Mental Wellbeing**



Cycling without age project (Largs) had some successful outings along the prom during the summer months. Volunteers have been working with care homes to try and engage residents.

Skel Well Festival took place back at the end of August. This was very well attended and feedback was very positive. There were various activities ranging from Arts & Crafts, to mindfulness, to sound baths.

Due to low number, the mental mandate group has been cancelled. The 2 regular group members were supported on a 1:1 basis to find something else.



## Improving Mental Wellbeing

### **Increasing Social Inclusion**

3

Efforts to start Skelmorlie discovery group were unsuccessful. There wasn't enough interest from the community to run the group there. The team are now looking to hold a discovery group in Largs, and community engagement has started for this.



Planning work has started for the older peoples voice conference. This will take place on 27th November. Before this, an older people's network meeting will take place on 18th November in Largs Library.

A budget engagement session was carried out with the North Coast youth forum. Young people had a very productive conversation with staff, in which the young people came across very articulate and represented the views of young people across the North Coast.





### **Increasing Social Inclusion**

- The Largs Gaming group is continuing nicely albeit with very low numbers (2). The sessions have increased social inclusion and wellbeing for the two participants whilst simultaneously improving numeracy, literacy and communication skills through various fun and/or strategy games.
- CIF information workshops took place across the locality. The aim was to give detail on how the cif process works, and to give support for potential cif applications. Attendance at each of the events was very poor.
- Discussions have been taking place between Locality team and Largs Development Trust to look at the best ways for 'The Space' to be as inclusive as possible to all the community. Looking at Deirdre (Locality Priorities Officer) utilising the space and encouraging Community use.
- Clyde Coast & Cumbrae Men's Shed continue to hold sessions with SWI, as well as the Boys Brigade. Feedback from the SWI has been very positive.
- Largs SWI Sewing group has also been very successful. 19 participants responded to the evaluation with 89.5% of them saying the course content was excellent, and 10.5% rating it as good. Age of participants range between 36 to over 56. 100% of participants reported that they have required the skills they expected to from attending the group.
- New youth provision of a 'girls group' has started within Largs. Some participants do not identify as female so they are looking to rename the group. This group will be a safe space for anyone identifying as female to come along and chat about all issues that affect them, and look at things they may want to do.
- Young people within the PDA youth work class have started attending youth groups with the aim of delivering at least 2 sessions each as part of their qualification.
- TACT is working with NC Caring & Kindness team and are looking for donations such as fluffy socks, blankets, mugs, candles etc to make 'hugs in a bag' to help tackle social isolation and Loneliness at this time of year.

Lights, Camera, action was a project designed for young people from the North Coast Youth Forum to take part in entry to media course at West Kilbride library. This was a week-long project in which it was all led by the young people. Day 1: Setting the Scene - young people decided the name of the production company Day 2: Designing the script and running order of the tv show Day 3: Filming day Day 4: Editing the show Day 5: Showcase

The purpose of the project was to give young people the autonomy to get creative in a safe and nurturing environment. The young people themselves designed a production company, designed the film set, wrote the running order and filmed a tv show. Every aspect of the tv show was meticulously designed/created and shot by the young people, as well as the young people portraying 'chat show hosts' in which they followed the running order of the show and conducted an interview with a singer who performed on the show.

This project gave young people opportunities out with their normal learning experiences. They spent a lot of time with a professional film maker who taught them about every aspect of film making – from script designing, to how to effectively work a camera to how to edit together a film.

To go on these types of courses would normally cost hundreds of pounds and be held in Glasgow or Edinburgh,

so to have someone of Struans talent be readily available to young people within the North Coast free of charge

is a fantastic opportunity.

The young people were treated like adults and colleagues, this became an unofficial work experience for the young people as they were trusted with tasks that had genuine importance to the outcome of the project. The young people responded well and were fully focused on completing this task.

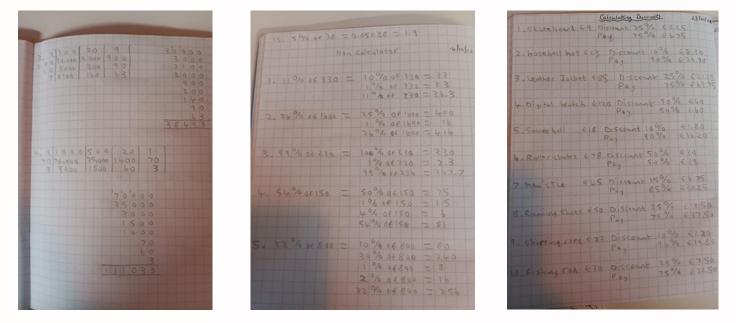
Link to watch This Afternoon TX August 2024 (youtube.com)





### Case Study : NC I:I Multiply Sessions

GB referred himself to the Multiply Project in order to better support him with his maths and numeracy skills. GB wanted to improve his maths and numeracy knowledge, with a particular focus on managing money and understanding bills. GB is currently unemployed and volunteering in a charity shop to increase his confidence and skills in gaining employment. GB has been working on managing money, budgeting, understanding how to read and check utility bills, multiplication, division, fractions, percentages and decimals. GB has started working on National 3 Managing Money SQA unit and will also be working on Number Skills and Processes assessment. Overall, G's confidence and knowledge in maths has increased and he is continually making progress by challenging himself.



The 1:1 session with GB has allowed him to gain more confidence and I have seen it grow since working with GB for the last seven months. He is now more open about the maths topics he would like to learn about next, whereas before I would be making all the suggestions of what he could work on. By working in close partnership with Ayrshire College, we have been able to offer SQA accreditations which are free for GB to complete with myself during the sessions. This can alleviate some of the pressure and anxiety that a college environment can have on people. By working in familiar and informal environment, this can help develop the skills and qualifications that could help him increase his employment opportunities. GB is also currently working on building these skills by volunteering in the charity shop. He is committed to attending his volunteering role, and the Multiply sessions.

## **IMPACT STATEMENTS**

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From the outset the team had tailored my learning journey to my level and in the first hour I had a new skill I could replicate at home.

The culture of equality, warmth and welcoming atmosphere was evident from the outset.

"I loved the camaraderie, the men were so welcoming and accommodating. I learned new skills and came away from the classes with a sense of personal satisfaction - which was a great feeling.

There has been a huge change/increase in the young peoples confidence from participating in the media project.

I really enjoyed the editing side of the project but actually also enjoyed being in front of the camera, which took me outside my comfort Zone.

## Louise Riddex Locality Officer Kilwinning & North Coast

lriddex@north-ayrshire.gov.uk

