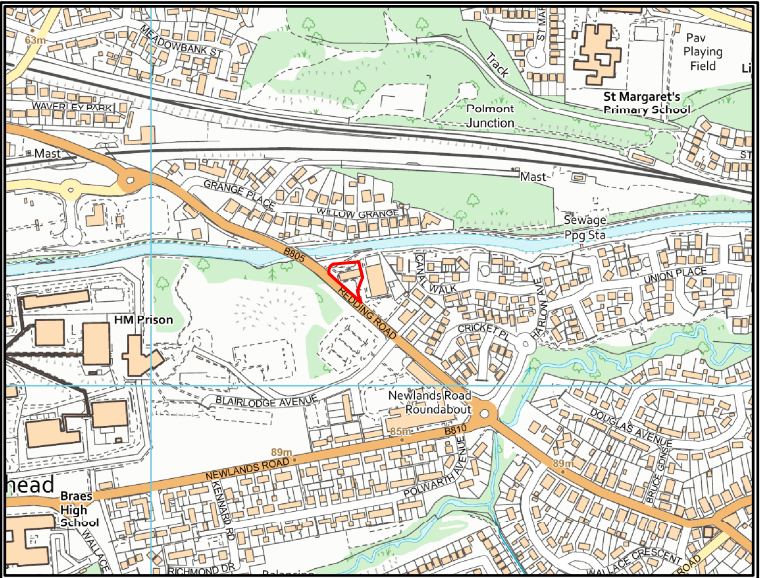


Falkirk Council



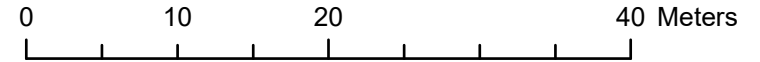
LOCATION PLAN scale: 1:10,000

Subject:
Action Outdoors, Redding Road, Brightons

| | | | |
|--------|----------|-------------|--|
| Area: | | or thereby. | |
| Scale: | Plan No: | Date: | |
| 1:500 | 3240 | 9.12.2024 | |

Place Services
Falkirk Stadium, 4 Stadium Way, Falkirk, FK2 9EE

- Action Outdoors, 1311 sqm (0.32 acre)
- Pedestrian Access
- Car Park
- Vehicular Access



| | |
|---|-------------------|
| © Crown copyright and database rights 2024 Ordnance Survey 0000851917. You are permitted to use this data solely to enable you to respond to, or interact with, the organisation that provided you with the data. You are not permitted to copy, sub-licence, distribute or sell any of this data to third parties in any form. | O.S.Ref NS9278 |
|---|-------------------|

Polmont Playgroup SCIO

Constitution 2024



Contents

General

Type of organisation, Scottish principal office, name, purposes, powers, liability, general structure. Clauses

1-10

Members

Qualifications for membership, application, subscription, register of members, withdrawal, transfer, re-registration, expulsion.

Clauses 11-25

Decision Making by the Members

Members' meetings, power to request members' meeting, notice, procedure at members' meetings, voting at members' meetings, written resolutions, minutes.

Clauses 26-52

Board (Charity Trustees)

Number, eligibility, election/retiral/re-election, termination of office, register of charity trustees, office bearers, powers, general duties, code of conduct.

Clauses 53-80

Decision Making by the Charity Trustees

Notice, procedure at board meetings, minutes.

Clauses 81-96

Administration

Sub-committees, operation of accounts, accounting records and annual accounts.

Clauses 97-105

Miscellaneous

Winding up, alterations to the constitution, interpretation.

Clauses 106-111

Polmont Playgroup Scottish Charitable Incorporated Organisation (SCIO) Constitution

General

Type of organisation

- 1 The organisation will, upon registration, be a Scottish Charitable Incorporated Organisation (SCIO).

Scottish principal office

- 2 The principal office of the organisation is, and will remain, in Scotland.

Name

- 3 The name of the organisation is Polmont Playgroup [SCIO]

Purposes

- 4 The organisation's purposes are:

The aim of the group is to be the Playgroup of choice in our community and provide a much-loved Playgroup service to all children regardless of background or ability in the local community where we can learn and develop through play. While our vision is to advance the education and social development of pre-school children with the emphasis on the play experience, so that they take a constructive place in the community and to advance the education of their parents and other appropriate persons. We also encourage community involvement in all of our fundraising activities, making them free of charge or affordable to ensure inclusivity in the community.

In furtherance of the above aims the group shall seek:

- a) Provide a safe and satisfying group play and learning to all children in the community
- b) Encourage charitable activities through which parents and the community may support the development of children
- c) Encourage an open and relaxed environment where everyone's opinions and ideas are listened to and valued. Offer children a variety of carefully planned activities and learning experiences designed to develop positive learning attitudes and maximize opportunities to develop individual's abilities.
- d) Promote a welcoming and caring ethos by showing care and respect for everyone and developing positive social and physical well-being.
- e) Consider the benefit of the community in fundraising activities undertaken.
- f) Share our knowledge and skills through received training with parents in the community.

Powers

- 5 The organisation is a member of the Early Years Scotland (Early Years Scotland) having accepted the aims of the Association and paid the appropriate membership subscription. The organisation has power to do anything which is calculated to further its purposes or is conducive or incidental to doing so. These may include:

- a To provide accommodation and equipment.
- b To raise money to pay for the group's activities, including fixing and collecting fees payable for children attending the group.
- c To purchase, take on lease, hire, or otherwise acquire, any property or rights which are suitable for the group's activities.
- d To improve, manage, develop, or otherwise deal with, all or any part of the property and rights of the group.
- e To sell, let, hire out, license, or otherwise dispose of, all or any part of the property and rights of the group.
- f To borrow money, and to give security in support of any such borrowings by the group.
- g To employ such staff as are considered appropriate for the proper conduct of the group's activities.
- h To engage consultants and advisers as are considered appropriate from time to time.
- i To effect insurance of all kinds.

-
- j To invest any funds which are not immediately required for the group's activities in such investments as may be considered appropriate (and to dispose of, and vary, such investments).
- k To liaise with other voluntary sector bodies, local authorities, UK or Scottish government departments and agencies, and other bodies, all with a view to furthering the groups objects.
- l As a member of Early Years Scotland, send representatives to vote at the national Early Years Scotland Annual General Meeting
- m To accept grants, donations and legacies of all kinds (and to accept any reasonable conditions attached to them).
- n To do anything which is necessary or desirable to enable the group to achieve its objects.
- o To do anything to further its charitable purposes
- 6 No part of the income or property of the organisation may be paid or transferred (directly or indirectly) to the members - either in the course of the organisation's existence or on dissolution - except where this is done in direct furtherance of the organisation's charitable purposes.

Liability of members

- 7 The members of the organisation have no liability to pay any sums to help to meet the debts (or other liabilities) organisation if it is wound up; accordingly, if the organisation is unable to meet its debts, the members will not be held responsible.
- 8 The members and charity trustees have certain legal duties under the Charities and Trustee Investment (Scotland) Act 2005; and clause 7 does not exclude (or limit) any personal liabilities they might incur if they are in breach of those duties or in breach of other legal obligations or duties that apply to them personally.

General structure

- 9 The structure of the organisation consists of:
- 9.1 The MEMBERS - who have the right to attend members' meetings (including any annual general meeting) and have important powers under the constitution; in particular, the members appoint people to serve on the board and take decisions on changes to the constitution itself;
- 9.2 the BOARD - who hold regular meetings, and generally control the activities of the organisation; for example, the board is responsible for monitoring and controlling the financial position of the organisation.
- 10 The people serving on the board are referred to in this constitution as CHARITY TRUSTEES.

Members

Qualifications for membership

- 11 The organisation shall have not fewer than 20 members at any time
- 12 Membership is open to any individual aged 16 or over who is
- The parent or guardian of a child either on the attendance register or on the group waiting list or a registered childminder or adult family carer who regularly accompanies a child on the register (one representative per family)
 - A person in the community who has an expertise which would be of assistance to the board of trustees or who represent outside bodies with which the group has close contact.
 - Any persons in the local area of The Braes who uphold the objectives and values of the organisation and wish to support its operations
- 13 Employees of the organisation are not eligible for membership except where their child attends the group. They are not entitled to vote at members' meetings, however.

Application for membership

- 14 Any person who wishes to become a member must sign a written application for membership; in most cases this will be the application to enrol a child into the group. The Charity Trustees shall consider applications for membership promptly. The Charity Trustees shall assess each application to determine whether the applicant meets the criteria for becoming a member and, if so doing, shall be admitted to membership.
- 15 The board may, at its discretion, refuse to admit any person to membership.
- 16 The board must notify each applicant promptly (in writing or by e-mail) of its decision on whether or not to admit him/her to membership.

Membership subscription

- 17 No membership subscription will be payable.

Register of members

- 18 The board must keep a register of members, setting out
- 18.1 for each current member: his/her full name and address; and the date on which he/she was registered as a member of the organisation;
- 18.2 for each former member - for at least six years from the date on he/she ceased to be a member:
- 18.3 his/her name; and the date on which he/she ceased to be a member.
- 19 The board must ensure that the register of members is updated within 28 days of any change which arises from a resolution of the board, or a resolution passed by the members of the organisation; or which is notified to the organisation.
- 20 If a member or charity trustee of the organisation requests a copy of the register of members, the board must ensure that a copy is supplied to him/her within 28 days, providing the request is reasonable; if the request is made by a member (rather than a charity trustee), the board may provide a copy which has the addresses blanked out.

Withdrawal from membership

- 21 Any person who wants to withdraw from membership must give a written notice of withdrawal to the organisation, signed by him/her; he/she will cease to be a member as from the time when the notice is received by the organisation.

Transfer of membership

- 22 Membership of the organisation may not be transferred by a member.

Re-registration of members

- 23 The board may, at any time, issue notices to the members requiring them to confirm that they wish to remain as members of the organisation and allowing them a period of 28 days (running from the date of issue of the notice) to provide that confirmation to the board.
- 24 If a member fails to provide confirmation to the board (in writing or by e-mail) that he/she wishes to remain as a member of the organisation before the expiry of the 28-day period referred to in clause 22, the board may expel him/her from membership.
- 25 A notice under clause 22 will not be valid unless it refers specifically to the consequences (under clause 23) of failing to provide confirmation within the 28-day period.

Expulsion from membership

26 Any person may be expelled from membership by way of a resolution passed by not less than two thirds of those present and voting at a members' meeting, providing the following procedures have been observed:

26.1 at least 21 days' notice of the intention to propose the resolution must be given to the member concerned, specifying the grounds for the proposed expulsion;

26.2 the member concerned will be entitled to be heard on the resolution at the members' meeting at which the resolution is proposed.

Decision Making by the Members

Members' meetings

27 The board must arrange a meeting of members (an annual general meeting or "AGM") in each calendar year. The AGM will take place in September.

28 The gap between one AGM and the next must not be longer than 15 months.

29 Notwithstanding clause 26, an AGM does not need to be held during the calendar year in which the organisation is formed; but the first AGM must still be held within 15 months of the date on which the organisation is formed.

30 The business of each AGM must include:

30.1 a report by the chair on the activities of the organisation;

30.2 consideration and approval of the annual accounts of the organisation;

30.3 the appointment of an independent financial examiner or where deemed necessary, auditor

30.4 setting the fees paid for children attending the group where applicable

30.5 The election/re-election of charity trustees, as referred to in clauses 58 to 61.

31 The board may arrange a special members' meeting at any time.

Power to request the board to arrange a special members' meeting

32 The board must arrange a special members' meeting if they are requested to do so by a notice (which may take the form of two or more documents regarding the same topic/issue, each signed by one or more members) by members who amount to 5% or more of the total membership of the organisation at the time, providing:

32.1 the notice states the purposes for which the meeting is to be held; and

32.2 those purposes are not inconsistent with the terms of this constitution, the Charities and Trustee (Investment) Scotland Act 2005 or any other statutory provision.

33 If the board receive a notice under clause 31, the date for the meeting which they arrange in accordance with the notice must not be later than 28 days from the date on which they received the notice.

Notice of members' meetings

34 At least 14 clear days' written notice must be given of any AGM or any special members' meeting.

35 The notice calling a members' meeting must specify in general terms what business is to be dealt with at the meeting; and

35.1 in the case of a resolution to alter the constitution, must set out the exact terms of the proposed alteration(s); or

-
- 35.2 in the case of any other resolution falling within clause 45 (requirement for two-thirds majority) must set out the exact terms of the resolution.
- 36 The reference to “clear days” in clause 33 shall be taken to mean that, in calculating the period of notice,
- 36.1 the day after the notices are posted (or sent by e-mail) should be excluded; and
- 36.2 the day of the meeting itself should also be excluded.
- 37 Notice of every member’s meeting must be given to all the members of the organisation, and to all the charity trustees; but the accidental omission to give notice to one or more members will not invalidate the proceedings at the meeting.
- 38 Any notice which requires to be given to a member under this constitution must be:
- 38.1 sent by post to the member, at the address last notified by him/her to the organisation; or
- 38.2 sent by e-mail to the member, at the e-mail address last notified by him/her to the organisation.

Procedure at members’ meetings

- 39 No valid decisions can be taken at any members' meeting unless a quorum is present.
- 40 The quorum for a members' meeting is one quarter of the total membership, present in person.
- 41 If a quorum is not present within 15 minutes after the time at which a members' meeting was due to start, or if a quorum ceases to be present during a members' meeting, the meeting shall stand adjourned to such time and place as may be fixed by the chairperson of the meeting to deal with the business (or remaining business) which was intended to be conducted.
- 42 The chair of the organisation or their nominated deputy, should act as chairperson of each members' meeting.
- 43 If the chair of the organisation is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.

Voting at members’ meetings

- 44 Every member has one vote, which must be given personally.
- 45 All decisions at members' meetings will be made by majority vote - with the exception of the types of resolution listed in clause 45.
- 46 The following resolutions will be valid only if passed by not less than two thirds of those voting on the resolution at a members’ meeting (or if passed by way of a written resolution under clause 49):
- 46.1a resolution amending the constitution;
- 46.2a resolution expelling a person from membership under article 25;
- 46.3a resolution directing the board to take any particular step (or directing the board not to take any particular step);
- 46.4a resolution approving the amalgamation of the organisation with another SCIO (or approving the constitution of the new SCIO to be constituted as the successor pursuant to that amalgamation);
- 46.5a resolution to the effect that all the organisation’s property, rights and liabilities should be transferred to another SCIO (or agreeing to the transfer from another SCIO of all of its property, rights and liabilities);
- 46.6a resolution for the winding up or dissolution of the organisation.
- 47 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.

-
- 48 A resolution put to the vote at a members' meeting will be decided on a show of hands, unless the chairperson (or at least two other members present at the meeting) ask for a secret ballot.
- 49 The chairperson or vice-chairperson will decide how any secret ballot is to be conducted, and he/she will declare the result of the ballot at the meeting.

Written resolutions by members

- 50 A resolution agreed to in writing (or by e-mail) by all the members will be as valid as if it had been passed at a members' meeting; the date of the resolution will be taken to be the date on which the last member agreed to it.

Minutes

- 51 The board must ensure that proper minutes are kept in relation to all members' meetings.
- 52 Minutes of members' meetings must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.
- 53 The board shall make available copies of the minutes referred to in clause 50 to any member of the public requesting them; but on the basis that the board may exclude confidential material to the extent permitted under clause 96.

Board (Charity Trustees)

Number of charity trustees

- 54 The maximum number of charity trustees is 12; out of that, no more than 2 shall be charity trustees who were co-opted under the provisions of clauses 61A and 61B.
- 55 The minimum number of charity trustees is 3.

Eligibility

- 56 A person shall not be eligible for election/appointment to the board under clauses 58 to 61 unless he/she is a member of the organisation; a person appointed to the board under clause 61A need not, however, be a member of the organisation.
- 57 A person will not be eligible for election or appointment to the board if he/she is:
- a. disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005; or
 - b. an employee of the organisation.

Initial charity trustees

- 58 The individuals who signed the charity trustee declaration forms which accompanied the application for incorporation of the organisation, shall be deemed to have been appointed by the members as charity trustees, with effect from the date of incorporation of the organisation.

Election, retiral, re-election

- 59 At each AGM, the members may elect by a vote any member (unless he/she is debarred from membership under clause 55) to be a charity trustee.
- 60 The board may at any time appoint any member by assigning them officially (unless he/she is debarred from membership under clause 55) to be a charity trustee.
- 61 At each AGM, all the charity trustees elected/appointed under clauses 58 and 59 shall retire from office but shall then be eligible for re-election.

62 A charity trustee retiring at an AGM will be deemed to have been re-elected unless:

- a. he/she advises the board prior to the conclusion of the AGM that he/she does not wish to be re-appointed as a charity trustee; or
- b. an election process was held at the AGM, and he/she was not among those elected/re-elected through that process; or
- c. a resolution for the re-election of that charity trustee was put to the AGM and was not carried.

Appointment/re-appointment of co-opted charity trustees

63 In addition to their powers under clause 59, the board may at any time appoint or co-opt any non-member of the organisation to be a charity trustee (subject to clause 53) either on the basis that he/she has been nominated by a body with which the organisation has close contact in the course of its activities, or on the basis that he/she has specialist experience and/or skills which could be of assistance to the board.

64 At each AGM, all the charity trustees appointed under clause 61A shall retire from office but shall then be eligible for re-appointment under that clause.

Termination of office

65 A charity trustee will automatically cease to hold office if: -

- a. he/she becomes disqualified from being a charity trustee under the Charities and Trustee Investment (Scotland) Act 2005;
- b. he/she becomes incapable for medical reasons of carrying out his/her duties as a charity trustee, but only if that has continued (or is expected to continue) for a period of more than six months;
- c. in the case of a charity trustee elected/appointed under clauses 58 to 61 he/she ceases to be a member of the organisation;
- d. he/she becomes an employee of the organisation;
- e. he/she gives the organisation a notice of resignation, signed by him/her;
- f. he/she is absent (without good reason, in the opinion of the board) from more than three consecutive meetings of the board, but only if the board resolves to remove him/her from office;
- g. he/she is removed from office by resolution of the board on the grounds that he/she is considered to have committed a material breach of the code of conduct for charity trustees (as referred to in clause 79);
- h. he/she is removed from office by resolution of the board on the grounds that he/she is considered to have been in serious or persistent breach of his/her duties under section 66(1) or (2) of the Charities and Trustee Investment (Scotland) Act 2005; or
- i. he/she is removed from office by a resolution of the members passed at a members' meeting.

66 A resolution under paragraph 62.7, 62.8 or 62.9 shall be valid only if:

- a. the charity trustee who is the subject of the resolution is given reasonable prior written notice of the grounds upon which the resolution for his/her removal is to be proposed;
- b. the charity trustee concerned is given the opportunity to address the meeting at which the resolution is proposed, prior to the resolution being put to the vote; and

- c. in the case of a resolution under paragraph 62.7 or 62.8 at least two thirds (to the nearest round number) of the charity trustees then in office (excluding the trustee whose office may be terminated) voting in favour of the resolution.

Register of charity trustees

67 The board must keep a register of charity trustees, setting out:

- a. for each current charity trustee, his/her full name and address, and the date on which he/she was appointed as a charity trustee; and any office held by him/her in the organisation;
- b. for each former charity trustee, for at least 6 years from the date on which he/she ceased to be a charity trustee, the name of the charity trustee, any office held by him/her in the organisation; and the date on which he/she ceased to be a charity trustee.

68 The board must ensure that the register of charity trustees is updated within 28 days of any change which arises from a resolution of the board, or a resolution passed by the members of the organisation; or which is notified to the organisation.

69 If any person requests a copy of the register of charity trustees, the board must ensure that a copy is supplied to him/her within 28 days, providing the request is reasonable; if the request is made by a person who is not a charity trustee of the organisation, the board may provide a copy which has the addresses blanked out - if the SCIO is satisfied that including that information is likely to jeopardise the safety or security of any person or premises.

Office-bearers

70 The charity trustees must elect (from among themselves) a chair, a treasurer and a secretary.

71 In addition to the office-bearers required under clause 67, the charity trustees may elect (from among themselves) further office-bearers if they consider that appropriate.

72 All the office-bearers will cease to hold office at the conclusion of each AGM but may then be re-elected under clause 67 or 68.

73 A person elected to any office will automatically cease to hold that office:

- a. if he/she ceases to be a charity trustee; or
- b. if he/she gives to the organisation a notice of resignation from that office, signed by him/her.

Powers of board

74 Except where this constitution states otherwise, the organisation (and its assets and operations) will be managed by the board; and the board may exercise all the powers of the organisation.

75 A meeting of the board at which a quorum is present may exercise all powers exercisable by the board.

76 The members may, by way of a resolution passed in compliance with clause 45 (requirement for two-thirds majority), direct the board to take any particular step or direct the board not to take any particular step; and the board shall give effect to any such direction accordingly.

Charity trustees - general duties

77 Each of the charity trustees has a duty, in exercising functions as a charity trustee, to act in the interests of the organisation; and, in particular, must:

- a. seek, in good faith, to ensure that the organisation acts in a manner which is in accordance with its purposes;

- b. act with the care and diligence which it is reasonable to expect of a person who is managing the affairs of another person;
- c. in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:
 - i. put the interests of the organisation before that of the other party;
 - ii. where any other duty prevents him/her from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other charity trustees with regard to the matter in question;
- d. ensure that the organisation complies with any direction, requirement, notice or duty imposed under or by virtue of the Charities and Trustee Investment (Scotland) Act 2005.

78 In addition to the duties outlined in clause 74, all the charity trustees must take such steps as are reasonably practicable for the purpose of ensuring:

- a. that any breach of any of those duties by a charity trustee is corrected by the charity trustee concerned and not repeated; and
- b. that any trustee who has been in serious and persistent breach of those duties is removed as a trustee.

79 Provided he/she has declared his/her interest - and has not voted on the question of whether or not the organisation should enter into the arrangement - a charity trustee will not be debarred from entering into an arrangement with the organisation in which he/she has a personal interest; and (subject to clause

80 and to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005), he/she may retain any personal benefit which arises from that arrangement.

81 No charity trustee may serve as an employee (full time or part time) of the organisation; and no charity trustee may be given any remuneration by the organisation for carrying out his/her duties as a charity trustee.

82 The charity trustees may be paid all travelling and other expenses reasonably incurred by them in connection with carrying out their duties; this may include expenses relating to their attendance at meetings.

Code of conduct for charity trustees

83 Each of the charity trustees shall comply with the code of conduct (incorporating detailed rules on conflict of interest) prescribed by the board from time to time.

84 The code of conduct referred to in clause 79 shall be supplemental to the provisions relating to the conduct of charity trustees contained in this constitution and the duties imposed on charity trustees under the Charities and Trustee Investment (Scotland) Act 2005; and all relevant provisions of this constitution shall be interpreted and applied in accordance with the provisions of the code of conduct in force from time to time

Decision Making by the Charity Trustees

Notice of board meetings

85 Any charity trustee may call a meeting of the board or ask the secretary to call a meeting of the board.

86 At least 7 days' notice must be given of each board meeting, unless (in the opinion of the person calling the meeting) there is a degree of urgency which makes that inappropriate.

Procedure at board meetings

87 No valid decisions can be taken at a board meeting unless a quorum is present; the quorum for board meetings is a third of the charity trustees, present in person. A minimum of three trustees is required.

-
- 88 If at any time the number of charity trustees in office falls below the number stated as the quorum in clause
- 89 The remaining charity trustee(s) will have power to fill the vacancies or call a members' meeting but will not be able to take any other valid decisions.
- 90 The chair of the organisation, or their nominated deputy, should act as chairperson of each board meeting.
- 91 If the chair is not present within 15 minutes after the time at which the meeting was due to start (or is not willing to act as chairperson), the charity trustees present at the meeting must elect (from among themselves) the person who will act as chairperson of that meeting.
- 92 Every charity trustee has one vote, which must be given personally.
- 93 All decisions at board meetings will be made by majority vote.
- 94 If there is an equal number of votes for and against any resolution, the chairperson of the meeting will be entitled to a second (casting) vote.
- 95 The board may after discussion and at its discretion, allow any person to attend and speak at a board meeting notwithstanding that he/she is not a charity trustee, but on the basis that he/she must not participate in decision making. This includes staff members who may be invited to attend to meetings to provide information to the board.
- 96 A charity trustee must not vote at a board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which he/she has a personal interest or duty which conflicts (or may conflict) with the interests of the organisation; he/she must withdraw from the meeting while an item of that nature is being dealt with.
- 97 For the purposes of clause 91:
- a. an interest held by an individual who is "connected" with the charity trustee under section 68(2) of the Charities and Trustee Investment (Scotland) Act 2005 (husband/wife, partner, child, parent, brother/sister etc) shall be deemed to be held by that charity trustee;
 - b. a charity trustee will be deemed to have a personal interest in relation to a particular matter if a body in relation to which he/she is an employee, director, member of the management committee, officer or elected representative has an interest in that matter.

Minutes

- 98 The board must ensure that proper minutes are kept in relation to all board meetings and meetings of sub-committees.
- 99 The minutes to be kept under clause 93 must include the names of those present; and (so far as possible) should be signed by the chairperson of the meeting.
- 100 The board shall (subject to clause 96) make available copies of the minutes referred to in clause 93 to any member of the public requesting them.
- 101 The board may exclude from any copy of minutes made available to a member of the public under clause 95, any material which the board considers ought properly to be kept confidential - on the grounds that allowing access to such material could cause significant prejudice to the interests of the organisation or on the basis that the material contains reference to an employee, member or child or other matters which it would be inappropriate to divulge.

Administration

Delegation to sub-committees

- 102 The board may delegate any of their powers to sub-committees; a sub-committee must include at least one charity trustee, but other members of a sub-committee need not be charity trustees.
- 103 The board may also delegate to the chair of the organisation (or the holder of any other post) such of their powers as they may consider appropriate.

When delegating powers under clause 97 or 98, the board must set out appropriate conditions (which must include an obligation to report regularly to the board).

104 Any delegation of powers under clause 97 or 98 may be revoked or altered by the board at any time.

105 The rules of procedure for each sub-committee, and the provisions relating to membership of each sub-committee, shall be set by the board.

Operation of accounts

106 Subject to clause 103, the signatures of two out of three/four signatories appointed by the board will be required in relation to all operations (other than the lodging of funds) on the bank and building society accounts held by the organisation; at least one out of the two signatures must be the signature of a charity trustee.

107 Where the organisation uses electronic facilities for the operation of any bank or building society account, the authorisations required for operations on that account must be consistent with the approach reflected in clause 102.

Accounting records and annual accounts

108 The board must ensure that proper accounting records are kept, in accordance with all applicable statutory requirements. At each trustee meeting, the treasurer will present an up-to-date written statement of accounts. Bank statements should also be available for inspection.

109 The board must prepare annual accounts, complying with all relevant statutory requirements; if an audit is required under any statutory provisions (or if the board consider that an audit would be appropriate for some other reason), the board should ensure that an audit of the accounts is carried out by a qualified auditor. In most smaller charities the books should be inspected by an independent capable examiner.

Miscellaneous

Winding-up

110 If the organisation is to be wound up or dissolved, the winding-up or dissolution process will be carried out in accordance with the procedures set out under the Charities and Trustee Investment (Scotland) Act 2005.

111 Any surplus assets available to the organisation immediately preceding its winding up or dissolution must be used for purposes which are the same as - or which closely resemble - the purposes of the organisation as set out in this constitution. Assets may be transferred to the Early Years Scotland with its charitable objects; the identity of the body or bodies to which such assets are transferred shall be determined by the members.

Alterations to the constitution

112 This constitution may (subject to clause 109) be altered by resolution of the members passed at a members' meeting (subject to achieving the two thirds majority referred to in clause 45) or by way of a written resolution of the members.

113 The Charities and Trustee Investment (Scotland) Act 2005 prohibits taking certain steps (e.g. change of name, an alteration to the purposes, amalgamation, winding-up) without the consent of the Office of the Scottish Charity Regulator (OSCR).

Interpretation

114 References in this constitution to the Charities and Trustee Investment (Scotland) Act 2005 should be taken to include:

-
1. any statutory provision which adds to, modifies or replaces that Act; and

Early Years Scotland Model Constitution for Early Years Scottish Charitable Incorporated Organisation (SCIO)

- ii. any statutory instrument issued in pursuance of that Act or in pursuance of any statutory provision falling under paragraph 110.1 above.

115 In this constitution:

- i. “charity” means a body which is either a “Scottish charity” within the meaning of section 13 of the Charities and Trustee Investment (Scotland) Act 2005 or a “charity” within the meaning of section 1 of the Charities Act 2006, providing (in either case) that its objects are limited to charitable purposes;
- ii. “charitable purpose” means a charitable purpose under section 7 of the Charities and Trustee Investment (Scotland) Act 2005 which is also regarded as a charitable purpose in relation to the application of the Taxes Acts.

COMMUNITY EMPOWERMENT (SCOTLAND) ACT 2015

ASSET TRANSFER REQUEST FORM

Polmont Playgroup

Community Asset Transfer - Action Outdoors, Brightons, FK2 0AA

IMPORTANT NOTES:

You do not need to use this form to make an asset transfer request, but using a form will help you to make sure you include all the required information.

You should read the asset transfer guidance provided by the Scottish Government before making a request.

You are strongly advised to contact the authority and discuss your proposals with us before making an asset transfer request.

When completed, this form must be sent to Falkirk Council which owns or leases the land your request relates to.

This is an asset transfer request made under Part 5 of the Community Empowerment (Scotland) Act 2015.

Section 1: Information about the community transfer body (CTB) making the request

1.1 Name of the CTB making the asset transfer request

Polmont Playgroup

1.2 CTB address. This should be the registered address, if you have one.

Postal address:

Greenpark Community Centre, Greenpark Drive, Polmont

Postcode: FK2 0PZ

1.3 Contact details. Please provide the name and contact address to which correspondence in relation to this asset transfer request should be sent.

Contact name: [REDACTED]

Postal address: [REDACTED]

Postcode: FK2 9TF

Email: PolmontPlaygroupCommittee@gmail.com

Telephone: [REDACTED]

✓ We agree that correspondence in relation to this asset transfer request may be sent by email to the email address given above. *(Please tick to indicate agreement)*

You can ask Falkirk Council to stop sending correspondence by email, or change the email address, by telling them at any time, as long as 5 working days' notice is given.

1.4 Please mark an “X” in the relevant box to confirm the type of CTB and its official number, if it has one.

| | | |
|---|---|----------|
| | Company, and its company number is | |
| x | Scottish Charitable Incorporated Organisation (SCIO), and its charity number is | SC053631 |
| | Community Benefit Society (BenCom), and its registered number is | |
| | Unincorporated organisation (no number) | |

Please attach a copy of the CTB’s constitution, articles of association or registered rules.

1.5 Has the organisation been individually designated as a community transfer body by the Scottish Ministers?

No ☐ ✓

Yes ☐

Please give the title and date of the designation order:

n/a

1.6 Does the organisation fall within a class of bodies which has been designated as community transfer bodies by the Scottish Ministers?

No ☐

Yes ☐ ✓

If yes, what class of bodies does it fall within?

Community Controlled Body

Section 2: Information about the land and rights requested

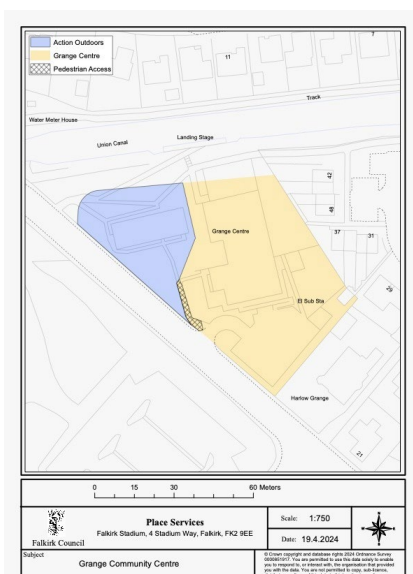
2.1 Please identify the land to which this asset transfer request relates.

You should provide a street address or grid reference and any name by which the land or building is known. If you have identified the land on the relevant authority's register of land, please enter the details listed there.

It may be helpful to provide one or more maps or drawings to show the boundaries of the land requested. If you are requesting part of a piece of land, you must attach a map and full description of the boundaries of the area to which your request relates. If you are requesting part of a building, please make clear what area you require. a drawing may be helpful.

Action Outdoors, Canal Bridge, Brightons FK2 0AA

274.86 GIA (sqm)



2.2 Please provide the UPRN (Unique Property Reference Number), if known.

Please see Falkirk Council's register of land assets for UPRN

UPRN: 136087289

Section 3: Type of request, payment and conditions

3.1 Please tick what type of request is being made:

☒

✓ for ownership (under section 79(2)(a)) - go to section 3A

☐

for lease (under section 79(2)(b)(i)) – go to section 3B

☐

for other rights (section 79(2)(b)(ii)) - go to section 3C

3A – Request for ownership

What price are you prepared to pay for the land requested?:

Proposed price: £1.00

Please attach a note setting out any other terms and conditions you wish to apply to the ownership request.

1. Before taking over the property, the name of the building is changed to 'Polmont Playgroup' from 'Action Outdoors' in the address to avoid confusion.
2. Both parties will cover their own legal expenses, when incurred.
3. Before taking over the property, we propose the carpark is changed to shared use between the two assets. We therefore request access rights, vehicle access and will form a joint maintenance agreement for upkeep and we will jointly fund plans to extend the number of spaces.
4. There is a large yellow container which sits in the Grange boundary but seems to be alarmed from the Action Outdoors building. Neither party wants to keep this container therefore we would like to request it was separated from the AO alarm system and removed from site.

3B – request for lease

What is the length of lease you are requesting?

How much rent are you prepared to pay? Please make clear whether this is per year or per month.

Proposed rent: £ per year

Please set out any other terms and conditions you wish to be included in the lease, or to apply to the request in any other way.

3C – request for other rights

What are the rights you are requesting?

Do you propose to make any payment for these rights?

Yes ☐

No ☐

If yes, how much are you prepared to pay? Please make clear what period this would cover, for example per week, per month, per day?

Proposed payment: £ per

Please set out any other terms and conditions you wish to apply to the request.

Community Proposal

3.2 Please set out the reasons for making the request and how the land or building will be used.

This should explain the objectives of your project, why there is a need for it, any development or changes you plan to make to the land or building, and any activities that will take place there.

Polmont Playgroup has existed in Polmont for 52 years. It all began in the former Polmont Community Hall; however, Falkirk Council closed this facility in 1997 where we then moved to Greenpark Community Centre. Unfortunately, with the SPR, Falkirk Council have again issued Polmont Playgroup with an eviction notice to 31st October 2024. The community group looking to take over the Greenpark Centre

have voted for demolishing the annex building where Polmont Playgroup permanently reside and have confirmed to us that they cannot relocate our service into the main hall, which will exist, as we are simply too large. Therefore, we are soon to find ourselves homeless as part of this action.

Polmont Playgroup, now in survival mode, were seeking alternative premises when we saw the Action Outdoors Centre and quickly realised this was an ideal location for our service and in fact the exact size we need. We have a waiting list of children up to the end of 2026 therefore we know there is demand for our service and we have a lot of community support to continue our service.

We will need to refurbish the interior of the building, not that it is in disrepair, solely to remove the showers/changing areas and reduce the number of walls as a larger open plan area works better for our setting. We need to fence-off the garden area so children can enjoy outdoor learning and play in the garden space, and we would also look to relocate our outdoor play items (sand pit, Wendy/playhouse, bench) from our current setting to the new space.

Our basic service will be as-is, a supervised Playgroup term time, Mon-Fri between 9.30-11.30am – staff onsite between 9am-12.30pm. We would love to add on additional children related services in the afternoons, offering the space to other community groups/organisations. We have trialled this in our current setting with BookBug and Kids Yoga.

Our continued aim is to be the Playgroup of choice in our community and provide a much-loved Playgroup service to all children regardless of background or ability in the local community where they can learn and develop through play.

We strive to advance the education & social development of pre-school children with the emphasis on the play experience, so that they take a constructive place in the community and advance the education of their parents/carers. We do this with the guidance of Early Years Scotland.

We shall continue to seek to:

- provide a safe and satisfying group play and learning to all children
- encourage charitable activities through which parents and the community may support the development of children
- encourage an open and relaxed environment where everyone's opinions and ideas are listened to and valued
- offer children a variety of carefully planned activities and learning experiences designed to develop positive learning attitudes and maximise opportunities to develop individual's abilities

- promote a welcoming and caring ethos by showing care and respect for everyone and developing positive social and physical well-being
- spot and provide support and guidance to any child/parent/carer as required in our Safe-Guarding Policy

Benefits of the proposal

3.3 Please set out the benefits that you consider will arise if the request is agreed to.

This section should explain how the project will benefit your community, and others. Please refer to the guidance on how the relevant authority will consider the benefits of a request.

Polmont Playgroup will be able to continue with our invaluable 52-year-old service to the community.

Support child development and wellbeing - by providing a variety of activities, where children learn through play and build their independence, setting the foundations for early years education and beyond. We identify each child as an individual and respect and cater to the needs of each.

Assist in language development of young children - through regular music, group/individual story time and sign language - parents feedback noticeable development.

Increase social interaction - helping children to build social relationships away from parents/carers, learn boundaries, develops friendships, and develop empathy for others.

Promote public health - by way of encouraging physical movement and outdoor play. We also offer a healthy snack and teeth brushing at each session for every child.

Reducing inequalities - our rates are lower than other childcare providers and we offer funded places to parents and carers who otherwise couldn't afford our service. Meaning children do not miss out on everyday fun.

Tackle poverty - by providing high quality early education, a healthy snack and early help services, this helps ameliorate the effects of poverty on children and families by supporting children's development and improving educational outcomes. We have poverty stricken surrounding villages who benefit from this.

increased social interaction and support welfare - allowing, particularly isolated, parents the chance to meet other parents with children of a similar age and liaise with play leaders on the development of their child/seek advice. Parents can form friendships, build a supportive network, and gain an increased sense of community connectedness. Allowing for better communications between peers both adults and children.

Health Education for adults - We provide free child first-aid, child CPR sessions and other similar pivotal services to parents.

Support improved mental health - giving parents a couple of child-free hours to focus on something they enjoy or simply 'get a break', in the comfort and knowledge that their child is safe and happy. Creating some breathing space and balancing out the mental load.

Wellbeing support - we regularly update information via email, on our social media and notice boards to advertise support available for parents and children. Our staff

are friendly and approachable for parents who need further support for their child or themselves. Our staff are all trained in safeguarding and the necessary processes.

Ease financial pressure - we provide vital early services which many parents couldn't afford in a full day's care in other setting. Giving parents the opportunity to access childcare/play settings before government funded places begin (and beyond).

Economic development of our local community - we provide multiple work experience placements to provide experience, permanent & casual employment opportunities in early childcare - most suited to those with young families themselves. Offer our staff funded training courses to encourage professional development. Support local child related businesses, providing them with an affordable venue for their service.

Environmental mindfulness - we offer a clothing recycling bin, battery recycling, tetra Pak recycling and ink cartridge recycling points - all helping our fundraising. Lead by example, reducing our carbon footprint.

| |
|--|
| |
|--|

Restrictions on use of the land

3.4 If there are any restrictions on the use or development of the land, please explain how your project will comply with these.

Restrictions might include, amongst others, environmental designations such as a Site of Special Scientific Interest (SSI), heritage designations such as listed building status, controls on contaminated land or planning restrictions.

| |
|--|
| Not aware of any. Change of use requests, application no: ENQ/2024/0645 |
|--|

Negative consequences

- 3.5 What negative consequences (if any) may occur if your request is agreed to?
How would you propose to minimise these?

You should consider any potential negative consequences for the local economy, environment, or any group of people, and explain how you could reduce these.

Capacity to deliver

- 3.6 Please show how your organisation will be able to manage the project and achieve your objectives.

This could include the skills and experience of members of the organisation, any track record of previous projects, whether you intend to use professional advisers, etc.

Polmont Playgroup has a proven track record of 52 years running a successful service. We have a team of paid permanent staff, bank staff, volunteers and a strong Management Committee. We are experienced in staff management and recruitment, marketing, fundraising, childcare and generally managing our Playgroup.

We successfully survived lockdown, including continuing to pay our staff as we were able to keep up fundraising, moving most of it online and holding safe social distancing outside events. Polmont Playgroup received an award from the Scottish Government for Community Involvement for our efforts.

We have enlisted the help of a surveyor to provide the valuation on the building, an Architect to provide drawings of the current building and the future layout plans and a lawyer to aid in the negotiation of the CAT contract on our behalf.

To ensure the premises are suitable for a Playgroup setting, we will utilise the services (and charity) of local trades people to achieve this. We have identified 3 each of the following tradespeople (and had initial discussions with some): Plumbers, Electricians, Joiners, Flooring specialist, Heating engineer, Plasterer, Painter and signage.

We have a strong team of willing and able staff and volunteers who actively help and have agreed to participate in the transformation of the building to keep costs down. This effort is reflected in every activity we undertake. We have volunteer support from Neighbourly and FareShare and in tandem access to B&Q, M&G, M&S, Lidl, ASDA and Aldi volunteers offering 2 days per calendar year per employee - many who have committed to assisting our transition.

Section 4: Level and nature of support

- 4.1 Please provide details of the level and nature of support for the request, from your community and, if relevant, from others.

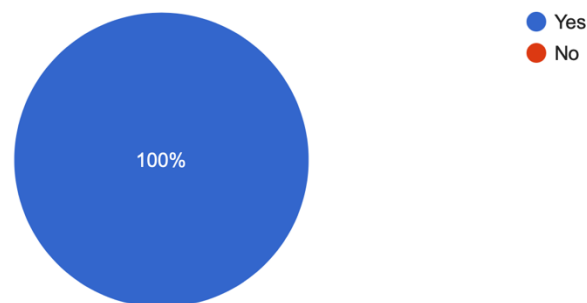
This could include information on the proportion of your community who are involved with the request, how you have engaged with your community beyond the members of your organisation and what their response has been. You should also show how you have engaged with any other communities that may be affected by your proposals.

Polmont Playgroup have a waiting list to the end of 2026 for our service, and this level of demand is common practice for us. Our service is open to anyone in the community, and we regularly involve the community and local businesses in our Fundraising events to say 'thank you' for their on-going support.

We consulted our community for feedback via social media, making use of local Community Facebook Groups and received 126 responses and an overwhelming positive level of encouragement. 100% of people surveyed agreed that Polmont Playgroup was a valuable service to the community, including 17% who had never used our service.

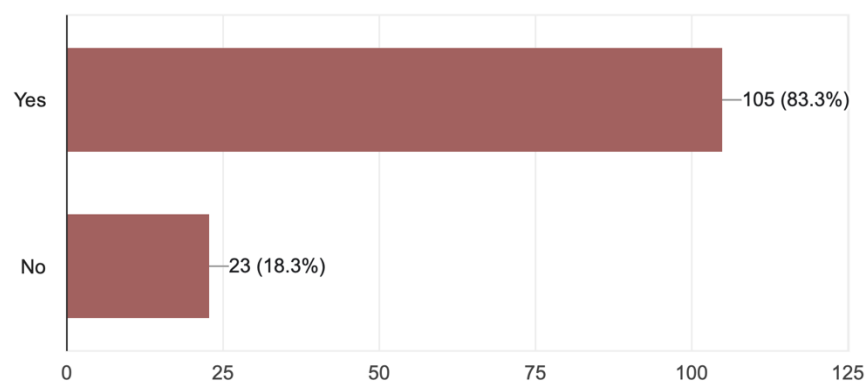
Do you think this is a valuable service in our community?

126 responses



Do you currently use / plan to use in the future / have used Polmont Playgroup for a child/grandchild/child in your care?

126 responses



In an independent Facebook Post on a community Group, a member of the public asked the community for their preference of the two Playgroups in the area. The response was 75% in favour of Polmont Playgroup with 30 comments.

We have been working closely with the Grange Community Centre to develop their SCIO and CAT application and in the process we have been discussing the positive ways in which the two charitable organisations can benefit from each other's existence and work in partnership to promote our services to the community. We will have 25 children and their parents coming to the Playgroup each day therefore will have the opportunity to advertise the activities of the Grange Centre to these parents who otherwise may not have been onsite at the Grange or aware of the offering. Therefore, increasing footfall to the Centre also.

Section 5: Funding

5.1 Please outline how you propose to fund the price or rent you are prepared to pay for the land, and your proposed use of the land.

You should show your calculations of the costs associated with the transfer of the land or building and your future use of it, including any redevelopment, ongoing maintenance and the costs of your activities. All proposed income and investment should be identified, including volunteering and donations. If you intend to apply for grants or loans you should demonstrate that your proposals are eligible for the relevant scheme, according to the guidance available for applicants.

Polmont Playgroup is currently self-sustainable and can afford to absorb the £1 proposed purchase cost into our current fee's vs staff and overheads costs calculations.

As shown in the below payments and receipts projections, our fees and the standard fundraising (amounts taken as an average over the last 5 years) we do every year within the Playgroup (as opposed to the additional Adhoc community fundraising events we hold) cover our payments, some of which are exaggerated and many are non-essential, therefore do not need to be spent.

Spending on snacks can be greatly reduced as we receive weekly food donations from Neighbourly and FareShare in partnership with Asda, M&S, Booker and Aldi which allow us to keep our snack costs down. We also have access to Tesco and Sainsburys food donations. We regularly share these donations with identified families in need in our community and will continue to support.

Additionally, our parents are very generous in using our 'Amazon Thank You Wish List' and regularly purchase toys and supplies for the playgroup in response to our cunning marketing. Therefore, this reduces our requirement to buy new toys.

We plan to promote Easy Fundraising again in the future, as we have not promoted for a few years therefore donations have dwindled. In previous years we have received up to £800.

Also, we plan to continue our Community Fundraising events to bring in additional funds to give us freedom, flexibility and further financial security.

| RECEIPTS | | | |
|---------------------|-----------------------------|-----------|-----------|
| Fees & Registration | | 42,800.00 | |
| Fundraising | Christmas Raffle | 200.00 | |
| | Santa Shop | 300.00 | |
| | Halloween Ghost Hunt | 1,000.00 | |
| | Sponsored Obstacle | 1,500.00 | |
| | Easy Fundraising | 50.00 | |
| | Rag bag | 600.00 | |
| | Match Funding | 2,000.00 | |
| Total Fundraising | | 5,650.00 | |
| | | | |
| Donations | National Lottery | 16,000.00 | |
| | Tesco Blue Tokens | 1,500.00 | |
| | Comm Empowerement | 8,000.00 | |
| | M&G | 3,000.00 | |
| | Comm Choices | | |
| Total Donations | | 28,500.00 | |
| | | | |
| Reserved Funds | | 20,000.00 | |
| TOTAL RECEIPTS | | 96,950.00 | |
| | | | |
| PAYMENTS | | | |
| Payroll | Wages | | 29,500.00 |
| | HMRC tax | | 250.00 |
| | Disclosure Scotland | | 128.00 |
| | Insurance & EYS membership | | 270.00 |
| Overheads | Let | | 5.00 |
| | Electricity | | 11,215.00 |
| | Cleaner | | 2,280.00 |
| | Buildings Insurance | | 985.35 |
| | Security/Alarm system | | 1,000.00 |
| | Legionella testing | | 470.44 |
| | Fire Extinguisher Servicing | | 20.00 |
| | Fire Alarm Servicing | | 117.00 |
| | Emergency Lighting | | 70.00 |
| Operating Expenses | Snacks | | 619.35 |
| | Consumables | | 304.30 |
| | Mobile Phone | | 75.39 |
| | HP Instant Ink | | 38.88 |
| | Sundries | | 50.00 |
| | Website (One.com) | | 92.24 |
| | Toys | | 400.00 |
| | Christmas/Party Gifts | | 300.00 |
| | Refurbishment | | 40,000.00 |
| | Ongoing maintenance | | - |
| | Staff uniform | | 50.00 |
| | Staff Training | | 200.00 |
| TOTAL PAYMENTS | | 88,440.95 | |
| | | | |
| Surplus/Deficit | | 8,509.05 | |
| | | | |

We have 3 trustees each working 20 hours per week. This expertise equates to £40 per hour, in line with their current employment. Additionally, we have 10 volunteers, each working a total of 2 hours per week. Their expertise equates to £12 per hour. Together this saves a total of 3,360 paid hours per year at a cost of £217,680. Looking at these projections over 5 years, the savings would be:

Year 1 - £127,690

Year 2-3 - £268,923

Year 4-5 - £288,077

(using 3.5% inflationary increase year on year)

It is standard practice for our dedicated committee team to fundraise in general, whether that be through events such as our recent Fun Day in June 2024 where we raised £4,000 with the help of match funding. We also apply for grants on a regular basis to purchase new toys or refurbish our current garden space for example. Having received almost £9k in the last 2 years from Neighbourly, Howdens, ASDA, Tesco and M&G.

For the refurbishment project in the new proposed Action Outdoors building, we have £20k reserved in our bank account and we have been applying and identifying additional applicable grants:

National Lottery Community Led £19,500 – Awarded

Tesco Blue Tokens £1.5k – Approved and waiting to go-live in store

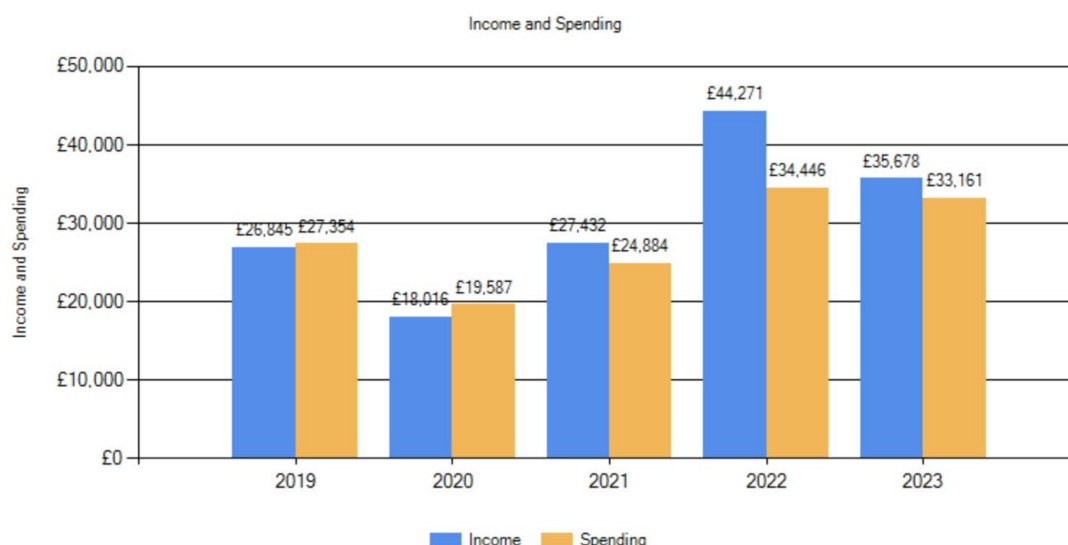
Community Empowerment Capital Grant £7,998.79k - Application submitted

Community Empowerment CAT Grant £7,360 – Awarded

M&G Community Grant £4.9k – Awarded

National Lottery Awards for All – Yet to apply

Find below proof of our Income and Expenditure over the last 5 years. Our spending has increased due to available funds generated from fundraising and grants.



Signature

Two office-bearers (board members, charity trustees or committee members) of the community transfer body must sign the form. They must provide their full names and home addresses for the purposes of prevention and detection of fraud.

This form and supporting documents will be made available online for any interested person to read and comment on. Personal information will be redacted before the form is made available.

We, the undersigned on behalf of the community transfer body as noted at section 1, make an asset transfer request as specified in this form.

We declare that the information provided in this form and any accompanying documents is accurate to the best of our knowledge.

Name [REDACTED]

Address [REDACTED]

Date 30th June 2024

Position Chair

Signature [REDACTED]

| | |
|-----------|----------------|
| Name | [REDACTED] |
| Address | [REDACTED] |
| Date | 30th June 2024 |
| Position | Treasurer |
| Signature | [REDACTED] |

Checklist of accompanying documents

To check that nothing is missed, please list any documents which you are submitting to accompany this form.

Section 1 – you must attach your organisation’s constitution, articles of association or registered rules

| |
|---|
| Title of document attached: Polmont Playgroup Constitution 2024 |
|---|

Section 2 – any maps, drawings or description of the land requested

| |
|--|
| Documents attached: n/a pasted into Request document |
|--|

Section 3 – note of any terms and conditions that are to apply to the request

| |
|---------------------|
| Documents attached: |
|---------------------|

Section 4 – about your proposals, their benefits, any restrictions on the land or potential negative consequences, and your organisation’s capacity to deliver.

| |
|---------------------|
| Documents attached: |
|---------------------|

Section 5 – evidence of community support

Documents attached:

Section 6 – funding

Documents attached:



BUSINESS PLAN

June 2024

Community Asset Transfer
Action Outdoors Centre, Canal Bridge, Brightons FK2 0AA
Falkirk Council

SCIO: SC053631

www.polmontplaygroup.org



CONTENTS

| | |
|--------------------------------|-------|
| • 1 Intro to Our Charity | 3 |
| • 1.1 Our Timeline | 4 |
| • 1.2 Community Benefit | 5-6 |
| • 1.3 Aim | 7 |
| • 1.4 Current Services | 8 |
| • 2 CAT Action Outdoors | 9 |
| • 2.1 Exemptions | 10 |
| • 2.2 Initial Development Plan | 10 |
| • 2.3 Future Aims/Objectives | 11 |
| • 3 Market Information | 12 |
| • 3.1 SWOT Analysis | 13 |
| • 3.2 Community Engagement | 14-15 |
| • 3.3 Marketing Activities | 16 |
| • 3.4 Fees & Funding | 17 |
| • 3.5 CAT Plan | 18-26 |
| • 4 Location & use | 27 |
| • 5 People | 28-29 |
| • 5.1 Capacity to deliver | 30 |
| • 6 Summary | 31 |
| • 7 Appendix | 32 |





1 INTRO TO OUR CHARITY

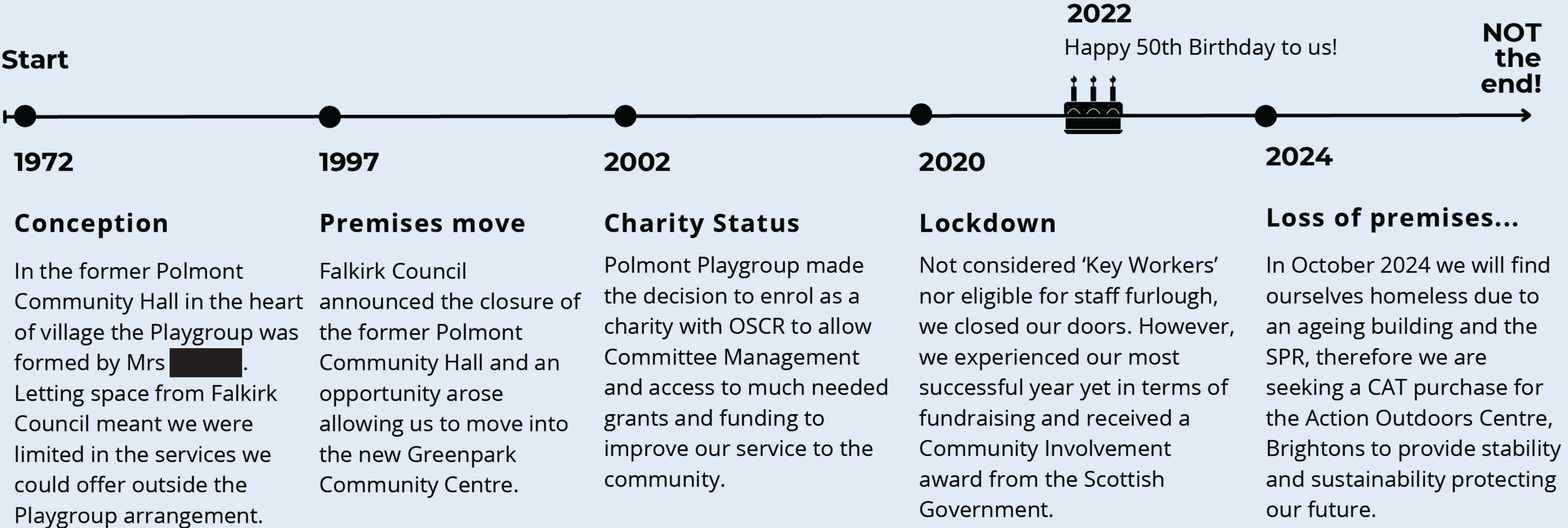
Polmont Playgroup have been part of the community in Polmont since being formed in 1972 and has had the legal status of a Scottish Charity since 2002 and a SCIO (Scottish Charitable Incorporated Organisation) since Sept 2024. We operate via a two-tiered model with active membership (min 20)

We strive to be the Playgroup of choice in our community, providing an invaluable early years pre-school service, socialising children, ready for nursery or school to create an easier transition.

Our Playgroup service offers 125 places per week, 9.31-11.30am Mon-Fri, term time and is open to all children in our community aged 2 to 4 years. Parents pay monthly fees of £8 per session, which allows our experienced and qualified staff to be on the payroll. We also offer limited funded places to ensure inclusivity. We are fully insured (£5m PLI), have an active charity bank account with Bank of Scotland and are governed by our Constitution, supported by Early Years Scotland and regulated by OSCR. Due to providing less than 2 hours childcare per day we are not governed by the Care Inspectorate or any other agencies, although we do adhere and adopt their guidelines. Polmont Playgroup is successfully run by a Management Committee/Trustees and all current parents are (voting) members but membership is also open to our community and interested parties. We have had permanent residence in the Greenpark Community Centre in Polmont for 27 years.

Closure of Polmont Playgroup would lead to community disappointment and leave a huge gap as there are no other permanent Playgroup settings in our community. Nearby Reddingmuirhead Playgroup could not cope with demand.

1.1 OUR TIMELINE



1.2 COMMUNITY BENEFIT

We have successfully developed our current offering to provide the following benefits to CHILDREN of our community in our care:

Support child development and wellbeing - by providing a variety of activities, where children learn through play and build their independence, setting the foundations for early years education and beyond. We identify each child as an individual and respect and cater to the needs of each. We also assist in toilet training transitioning.

Assist in language development of young children - early intervention and prevention through regular music, group/ individual story time and sign language - parents feed back noticeable developments.

Increase social interaction - helping children to build social relationships away from parents/carers, learn boundaries, develop friendships and empathy for others.

Promote public health - by way of encouraging physical movement and outdoor play. We also offer a healthy snack and teeth brushing at each session for every child.

Reducing inequalities - our rates are lower than other childcare providers and we offer funded places to parents/carers who otherwise could not afford our service. Meaning children do not miss out on everyday fun.

Tackle poverty - by providing high quality early education, a healthy snack and early help services, this helps ameliorate the effects of poverty on children and families by supporting children's development and improving educational outcomes. We have poverty stricken surrounding villages who benefit from this.



Polmont Playgroup want to contribute to strong communities where inequalities are reduced and lives are improved and we hope you agree our benefits achieve this



Our service also provides benefits to our wider COMMUNITY:

Increased social interaction and support welfare - allowing, particularly isolated, parents the chance to meet other parents with children of a similar age and liaise with play leaders on the development of their child/seek advice. Parents can form friendships, build a supportive network, and gain an increased sense of community connectedness. Allowing for better communications between peers both adults and children.

Health Education for adults - We provide free child first-aid, child CPR sessions and other similar pivotal services to parents.

Support improved mental health - giving parents a couple of child-free hours to focus on something they enjoy or simply 'get a break', in the comfort and knowledge that their child is safe and happy. Creating some breathing space and balancing out the mental load.

Wellbeing support - we regularly update information via email, on our social media and notice boards to advertise support available for parents and children. Our staff are friendly and approachable for parents who need further support for their child or themselves. Our staff are all trained in safeguarding and the necessary processes.

Ease financial pressure - we provide vital early services which many parents could not afford in a full days care in other setting. Giving parents the opportunity to access childcare/play settings before government funded places begin (and beyond).

Economic development of our local community - we provide multiple work experience placements to provide experience, permanent & casual employment opportunities in early childcare - most suited to those with young families themselves. Offer our staff funded training courses to encourage professional development & educational attainment. Support local child related businesses, providing them with an affordable venue for their service.

Environmental mindfulness - we currently offer a clothing recycling bin, battery recycling, tetra-pak recycling and ink cartridge recycling points - all helping our fundraising. We are installing solar panels in an attempt to lead by example, reducing our carbon footprint.

Collaboration with local businesses - numerous activities, including fundraising to assist both the playgroup and businesses by providing publicity and exposure via footfall and social media posts, ensuring both parties benefit.

Our community will achieve more sustainable economic, environmental and social development through our ownership of this building. With all of the above taken into consideration, our efforts are demonstrating how the activities of Polmont Playgroup bring clear social and welfare benefit to local people in our community, that would otherwise not be provided if reasonable and fair price was offered by Falkirk Council to allow the CAT purchase to complete. We want to support and contribute to a thriving economy.

1.3 AIM

To be the Playgroup of choice in our community and provide a much-loved Playgroup service to all children regardless of background or ability where they can learn and develop through play.

VISION

To advance the education and social development of pre-school children with the emphasis on the play experience, so that they take a constructive place in our community. Also advance the education of their parents/carers - we do this with the guidance of Early Years Scotland.

WE SHALL SEEK TO

- Provide a safe and satisfying group play and learning experience to all children in our community using equipment and resources that is non-discriminatory and reflects cultural diversity in today's society
- Encourage charitable activities through which parents and our community may support the development of children
- Encourage an open and relaxed environment where everyone's opinions and ideas are listened to and valued
- Offer children a variety of carefully planned activities and learning experiences designed to develop positive learning attitudes and maximize opportunities to develop individual's abilities.
- Promote a welcoming and caring ethos by showing care and respect for everyone and developing positive social and physical well-being, respecting the independence, privacy and dignity of our service users.
- Make proper provision for the health, safety and welfare of the service users to help children develop healthy and safe attitudes towards themselves and others, building positive personal, emotional and social well-being
- Spot and provide support and guidance to any child/parent/carer as required in our Safe-Guarding Policy

1.4 CURRENT SERVICES

AS AN ESTABLISHED AND MUCH LOVED PLAYGROUP, WE:

- Offer a daily (slightly less than) 2 hour supervised playgroup service to children aged 2 - 5 years
- Provide a daily fun craft to take home and treasure
- Encourage outdoor learning in our fun play garden
- Participate in fitness activities to promote physical health (sometimes with local businesses)
- Offer a daily healthy snack and provide ideas to empower parents to provide healthy toddler foods
- Hold regular community engagement activities such as Bingo evenings and family Fun Days
- Educate parents on child Health and Safety and CPR methods
- Work closely with Early Years Scotland to keep up to date on policy changes and requirements in childcare

We have strong support from our local community and always have a waiting list for our Playgroup service. This proves our invaluable reputation and how much of a sought after service this is in the community.

AS A CHARITY ALREADY, WE FUNDRAISE BY:

- Regularly applying for available Grants to fund specific projects necessary within the Playgroup
- Involving the Playgroup children in sponsored Ghost Hunts and Obstacle Courses twice per year.
- Offer a 'Santa Shop' and Christmas Hamper Raffle in December to the community
- Host yearly fundraising Community Fun Days and Bingo Evenings with the community
- Utilising weekly Supermarket food donations for daily snacks and events.

These activities are carried out by the Committee and are considered the norm for us and these efforts will continue.

“To a child, play is about having fun. To society it's so much more. Children's play is crucial to Scotland's wellbeing, socially, economically and environmentally”

THE SCOTTISH GOVERNMENT

2 CAT ACTION OUTDOORS

We wish to Community Asset Transfer (CAT) the former Action Outdoors, Canal Bridge, Brightons FK2 0AA, property of Falkirk Council. We know our strong team at Polmont Playgroup possess the necessary skills to manage the building and offer the best to our community, just as we have achieved in our current home.

After a Change of Use is granted, we will repurpose the 275sqm building as a staffed Playgroup (as per our current offering) between 9.31am-11.30am weekdays, term-time. Parents will drop-off and collect their children at these times. Some internal modifications would be required to allow for an open-plan space internally to successfully operate our setting. Our current target market will not change since we currently attract families from all over Falkirk and West Lothian. We would also look to fence-off and create an outdoor learning space/playground to the front of the building (we found no TPO's in place). We would not utilise land to the rear of the building other than required access to the property (Fire exits are to the front and side). We would like to propose that the car parking be shared with the Grange Centre as would the front shown pedestrian access. We would like to request access rights, vehicle access and form a joint maintenance agreement for upkeep. We would not block off the rear pedestrian access linking to the Wimpey housing estate, allowing free pedestrian flow and access to the jetty.

Polmont Playgroup would be prepared to pay £1.00 total for the CAT purchase of Action Outdoors.

As this building was in Phase 1 of the SPR, it has been closed since 31st March 2024 and we are unaware of any other interested parties in a CAT of the above property. Our proposed plan will keep the aforementioned asset in community usage, and we will strive to make it an ongoing success.



2.1 EXEMPTIONS

RATES RELIEF

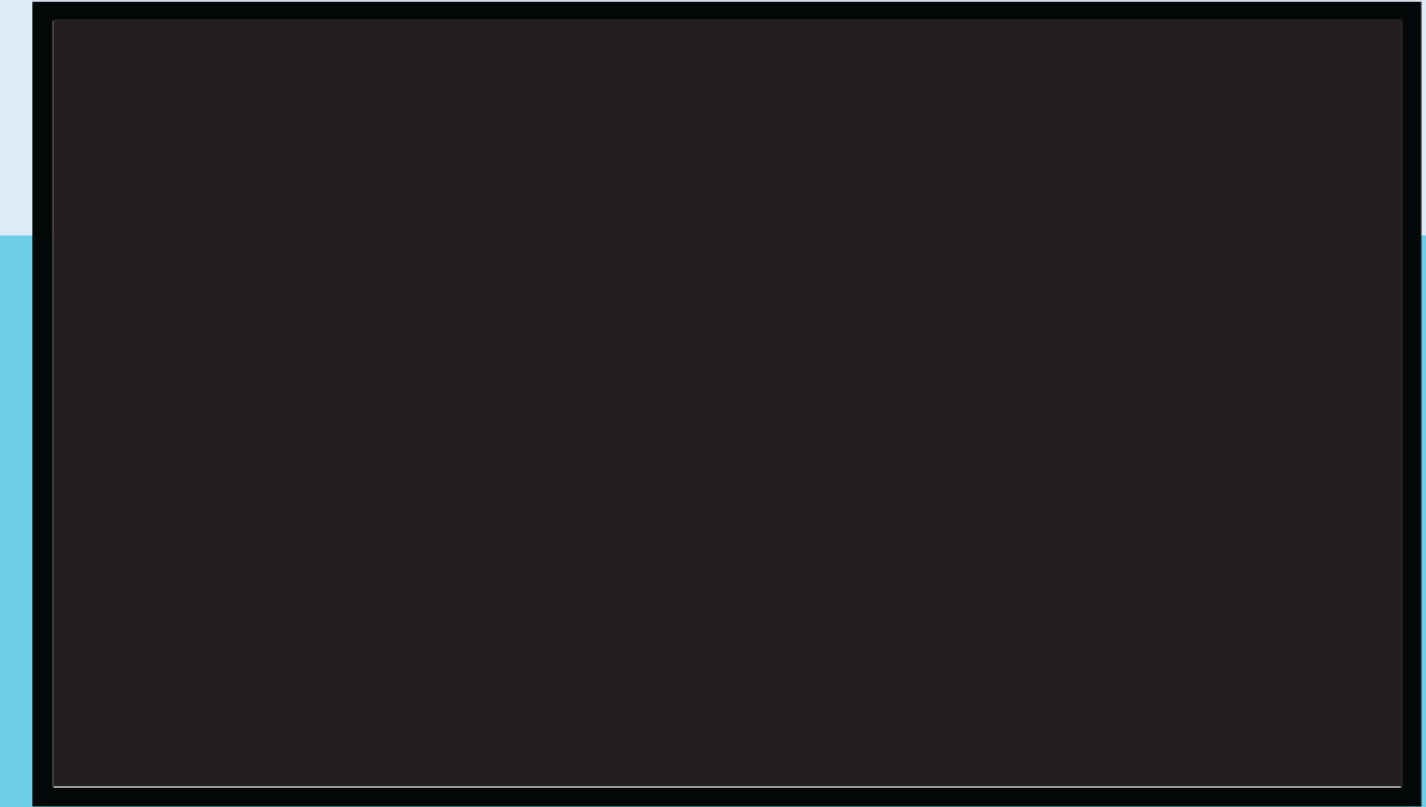
We will notify Falkirk Council Revenues department of our premise move to seek full discretionary and mandatory rates relief of £9,362 for the Action Outdoors Centre

WATER CHARGES

Our income is less than £199,999 therefore we will not be required to pay water or sewerage charges.

VAT RELIEF

We have no intention to register for VAT, nor claim for VAT relief, but will continually review the cost benefit.



2.2 INITIAL DEVELOPMENT PLAN

The building survey report was completed independently by DM Hall via an on site visit on 8th August. As the building was constructed in 2009 no major or immediate work has been identified, only cosmetic upgrades which we hope to capture in the renovation phase.

However, in order to make the building suitable for a Playgroup setting we plan to remove approx 2/3rds of the internal walls to open up the space, keeping an office, toilets, baby changing area, meeting room and kitchen space - Architects drawings pending, although we have quotes and site visits from: Arka Architects, FK1 Designs, NGP Architects & iLine . We have successfully been awarded funds via CEG CAT Grant to cover this cost. Part of this process will require a Change of Use permit/Planning permission from Falkirk Council. These works will be project managed by our Committee team.


2.3 FUTURE AIMS/OBJECTIVES

First and foremost, ensure Polmont Playgroup stays open and continues to provide a needed and valuable service to the community for another 50 years!

Have an energy efficient, purpose-designed building that is sustainable and will allow us to be in full control of our Playgroup while also allowing us to expand our service offerings to our community.

Also provide a discreet service to economically disadvantaged families and work with specialised organisations to provide support, allowing equal opportunities to participate.

The Falkirk Plan identified that “almost 1 in 4 children in Falkirk live in poverty”



“We want Scotland to be the best place to grow up. A nation which values play as a life-enhancing daily experience for all our children and young people; in their homes, nurseries, schools and communities”

- CARE INSPECTORATE

Although we shall move to the next village, our target market remains the same, and all current and new users will transfer to our new premises in Brightons.

Therefore as well as our current Playgroup services, we aim to have a range of income sources to cover the costs of running and maintaining the building. No longer solely relying on grants and donations, but instead allowing use of our space to like-minded child-friendly or parent support organisations.

We have trialled this with BookBug, Kids Yoga and Children's First Aid successfully.

We believe we have the necessary skills and proven track record to successfully continue to manage our service and give back the best for our community. We carry out all activities with the Falkirk Plan 2021–2030, at the forefront of our minds.

3 MARKET INFORMATION

Our target market remains all families with children aged between 2-4 years in our local community who can benefit from our service. We actively target this market and have a waiting list through to the end of 2026 (future attendees are not yet born). There is only 1 other Playgroup in the area (Reddingmuirhead Playgroup) we would consider competition who are a fantastic Playgroup and we recommend them to parents with overflow from our Playgroup. They have a different setting to us as they do not have a permanent base (pack and unpack each session). We would not be duplicating any services in the area.

We have been working closely with Polmont Community Hub (Greenpark Centre), Polmont Community Council and Grange CEA/The Falkirk Braes Grange Centre, the latter who will become our new neighbours, to both support and seek support throughout this process.

“On behalf of the existing **GRANGE COMMUNITY EDUCATION ASSOCIATION** committee and future **FALKIRK BRAES GRANGE CENTRE SCIO** trustees, I can confirm that our organisations are supportive of Polmont Playgroups intentions to agree a CAT arrangement with Falkirk Council to occupy the redundant "Action Outdoors Centre". We are delighted to be potential future neighbour with Polmont Playgroup and through our current efforts, working in partnership to support each other's separate CAT applications, feel that the relationship could be mutually beneficial in achieving our aligned aims of serving the educational and recreational needs of the wider community of the upper and lower Braes”



CAT - Action Outdoors

3.1 SWOT ANALYSIS

1 of only 2 Playgroups in area
Dedicated staff and experienced volunteers
50+ years of 'business' including 20+ years of charity status
High and rising demand in local community
Use local tradespeople/community members for repairs/maintenance
Support of CVS Falkirk & Early Years Scotland
Strong reputation in community (waiting list)

STRENGTHS

Initial redesign of interior of building
Relocate and redesign of outdoor play space
Moving village from 52 years in Polmont
Shared carpark with Grange Centre

WEAKNESSES

OPPORTUNITIES

Offer childcare jobs - permanent and work experience
Attract grants to develop range of services
Invite local child businesses to use space
Provide training to parents on child wellbeing
Reaching new families in new village

THREATS

Rising utility costs
Costly repairs
Lack of donations/grants
Absence of CAT & eviction from current premises - homeless/close
Unsuccessful Grange Centre CAT application
Pandemic

3.2 COMMUNITY ENGAGEMENT

We regularly ask our parents and community for feedback, but for this specific cause we openly consulted our community of interest and our wider geographic community, allowing anonymous responses to encourage honesty. **We have received 127 responses via our Google Form shared on social media, each respondent limited to 1 response:**

84% Have used or plan to use our Service. Therefore 15% of respondents are from our wider community.

100% Agreed Polmont Playgroup is a valuable service in our community

91% Would still use our service if we relocated from Polmont to Brightons (1.3 miles) - **11 responses!**
See Appendix 1 for full comment responses

Showing there is a need, genuine desire, and support, for our CAT

In an **independent** survey posted on a community Facebook Group (Braes Blether) where an anonymous poster asked “What do people recommend - Polmont or Reddingmuirhead Playgroup?”

The response was 75% Polmont vs 25% Reddingmuirhead



“Not only do playgroups give young children a priceless opportunity to play with other children, but they were also important in terms of parental involvement and community engagement” - **EARLY YEARS SCOTLAND**

CAT - Action Outdoors



Over 7 in 10 children
routinely attended paid
organised activities,
classes, groups or
sports clubs.
- PUBLIC HEALTH
SCOTLAND

"This group is an integral part of family life in Polmont as well as the wider community. Polmont Playgroup has served families for generations and my family is no exception. Having a very shy child I could not have been more comfortable entrusting her into the caring professionals at this playgroup.

Even now as my children have outgrown the playgroup, my family still benefit from our community offerings. To lose such a local institution would be a real loss to the children in the area as well as the wider community. I hope that all supports can be put in place to ensure the future of Polmont Playgroup."

SIOBHAN PATERSON
COUNCILLOR FOR UPPER BRAES
LEADER OF THE LABOUR GROUP

"Polmont Playgroup is a lifeline for all the Braes families. Covid lockdowns had a severe effect on the development of young children. In the recovery, it has never been more important that children and their parents and carers get the opportunity to socialise and play in a safe and nurturing environment. The loss of this service would be devastating to many families in the area."

ANNE HANNAH
COUNCILLOR FOR LOWER BRAES
LEADER OF THE LABOUR GROUP

"Polmont Playgroup, has been a part of our community for 50 years. It has given thousands of young people a proper start in life. The staff work to give the children the experience pre-school."

JAMES KERR
COUNCILLOR FOR LOWER BRAES
LEADER OF THE CONSERVATIVE GROUP

"Polmont Playgroup offers local parents a first class service. The children have thrived in the happy, safe, fun-filled environment which has assisted many parents through, the sometimes, traumatic transition into early education years. It offers isolated parents respite and offers children opportunities they may otherwise go without, in an affordable way. Additionally, funded places bridge the poverty gap and promote inclusivity.

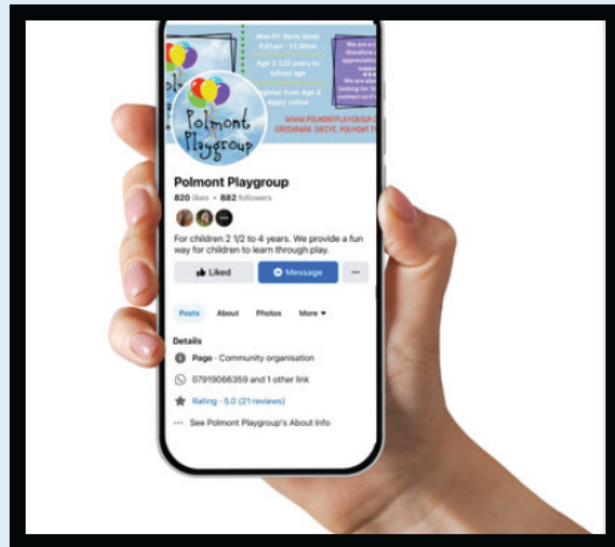
The Playgroup is well supported by both our community and local parents which was clearly evident by the support at their latest Fun Day on 1st June."

GORDON FOREST
COUNCILLOR FOR LOWER BRAES
LEADER OF THE SNP GROUP

LETTERS OF SUPPORT

3.3 MARKETING ACTIVITIES

CAT - Action Outdoors



FACEBOOK

We have a strong online presence with high engagement on our posts and update regularly. We will continue to advertise current and future services. We also have a closed Parent FB Group.



FALKIRK HERALD

We receive tremendous support from Falkirk Herald in all of our fundraising and community communications and we will continue this relationship to advertise our playgroup events and location.



EVENTS/FUN DAYS

We use these days to show-off the inside of the Playgroup to potential attendees and the facilities and activities we have on offer. We love to celebrate and thank our community by giving back.



WEBSITE

All parents visit our website for application and registration forms therefore it has a high 'hit' rate. We review regularly and our website integrates with our Facebook page for updates.



NOTICE BOARD

Inside the Playgroup visible to all parents/carers which is updated regularly with events/info. We will continue to use to advertise new services.

3.4 FEES & FUNDING

FINANCIAL RESERVES £18k reserved funds for this activity in our Account.

GRANTS: We have applied for multiple Grants to support this transition.

- National Lottery Community Led **£19.6k AWARDED**
- M&G Community Grant **£4.9k AWARDED**
- Tesco Blue Tokens **£1.5k APPROVED** and waiting to go-live in store
- Community Empowerment Capital Grant - £7,360 application submitted
- Community Empowerment CAT Grant - **£7,999 AWARDED**
- Local Energy Scotland (CARES) - £15k 1st stage approved, applied for 2nd
- Co-Op Local Community Fund - £6k. Application submitted
- SEPA - will apply, awaiting relevant quotes
- National Lottery - Awards For all - will apply

FEES

Currently £8 per session and daily these attendance fees (paid monthly in advance) will cover our staffing, utilities and insurances. We have the option to increase fees yearly at our AGM and have the bandwidth to this as our service is considerably cheaper than other childcare facilities in the area.

ENVIRONMENTAL WELLBEING

The Action Outdoors Centre has Ground source heat pump installed, and we are applying for grants to install solar panels to reduce our overall carbon footprint and improve efficiencies.

FINANCIAL PROJECTIONS

Appendix: Year 1-5 projections/viability. The measure of our success will be evidenced in a continued full waiting list and full child attendance.



3.5 CAT PLAN

Ryden attended site 9th September 2024 to complete the valuation survey and we are awaiting the outcome

The current MARKET valuation of the Action Outdoors Centre is pending from Falkirk Council. Essential repairs (as demonstrated in the Conditional Survey Report (also pending– Appendix 3) to the building are £ZERO, therefore we do not expect to have to carry out additional repairs according to the conditional survey.

We propose that our community benefit that we can provide is **£2.1m** over the next 5 years. We propose to pay the value of £1.00 total to purchase the Action Outdoors Centre.

We will endeavour to put in place relevant permissions, funding, and partnerships during the asset transfer process.

Saving 3,360 paid hours of volunteering per year

(using 3.5% inflationary increase year on year)

| Volunteering Hours | Rate | Hours | Year 1 Benefit | Year 2-3 Benefit | Year 4-5 Benefit |
|-----------------------|--------------|------------------|-----------------|------------------|------------------|
| Board of Trustees (3) | £40* p/h | 20 p/w | £124,800 | £254,857 | £281,579 |
| Volunteers (10) | £12** p/h | 2 p/m | £2,880 | £6,066 | £6,498 |
| | Total | 3,360 p/y | £127,680 | £260,923 | £288,077 |

*Taken as an average of the 3 Trustees salaries in their Financial Services jobs (£73k) and rounded down
**Real Living Wage

Trustees 20hrs per week

- Staff rota & payroll
- Staff management
- Staff governance
- Staff training
- Email management
- Social media content
- Statutory compliance
- Child registrations
- Parent liaison/escalation
- Child governance
- Child attendance
- Weekly snack shop
- Party planning
- Toy/craft purchases
- Equipment purchase
- General maintenance
- Meeting planning
- Treasurers report
- Financial accounts
- Chair report
- Surveying hte community
- Collect prizes
- Organising events
- Applying for funding

Volunteers 2hrs per month

- Fun Day/Events
- Meeting attendance

The below table highlights how our plans for CAT will ensure quantified savings to Falkirk Council. Costs outlined below were provided by Falkirk Council as the agreed running costs of the Action Outdoors Centre.

| DIRECT SAVINGS | 2023 Costs Action Outdoors | Year 1 Benefit | Year 2-3 Benefit | Year 4-5 Benefit |
|-----------------------------------|---------------------------------------|---------------------------|-----------------------------|-----------------------------|
| Utilities | £21,417 | £22,167 | £46,688 | £50,013 |
| Insurance | £985 | £1,020 | £2,148 | £2,301 |
| Maintenance Costs | £3,940 | £4,078 | £8,589 | £9,200 |
| Staffing (direct/indirect) | £34,529 | £35,738 | £75,271 | £80,676 |
| Rates | £9,362 | £9,690 | £19,726 | £21,131 |
| | TOTAL | £77,898 | £163,385 | £175,065 |

(using 3.5% inflationary increase year on year)

Our plan for Community Asset Transfer will benefit the public health and social wellbeing in the area

Saving £324,219 per year

| Community Benefit | | Calculation | Year 1 Benefit | Year 2-3 Benefit | Year 4-5 Benefit |
|--|---|--|----------------|------------------|------------------|
| Support child development & wellbeing | By providing a variety of activities, where children learn through play and build their independence, setting the foundations for early years education and beyond. We identify each child as an individual and respect and cater to the needs of each. | | | | |
| Assist in language development of young children | Through regular music, group/ individual story time and sign language, parents feedback noticeable development. | figures published by the DfE show a continued rise, as working-age graduates aged 16-64 earned a median salary of £34,000 in 2018, a rise of £1,000 from the previous year, while their non-graduate peers who chose a different path earned a median salary of £24,000. | £10,000 | £10,350 | £10,712 |
| Increase social interaction | helping children to build social relationships away from parents/carers, learn boundaries, develops friendships, and develop empathy for others. | Incredible years parenting programme (PSSRU Unit Costs of Health & Social Care 2011) | £1,976 | £2,045 | £2,117 |
| Promote public health | by way of encouraging physical movement and outdoor play. We also offer a healthy snack and teeth brushing at each session for every child. | Direct and indirect costs of obesity in UK as 24% obesity levels (BMI > 30) . (NEF Report Backing the Future, why investing in children is good for us all | £2,715 | £2,810 | £2,908 |
| Reducing inequalities | our rates are lower than other childcare providers and we offer funded places to parents and carers who otherwise couldn't afford our service. Meaning children do not miss out on everyday fun. | £15.20 per 2hrs at local private nursery vs £7 at Polmont Playgroup. 5 days per week x 38 weeks per year x 25 daily places | £38,950 | £40,313 | £41,724 |

| Community Benefit | | Calculation | Year 1 Benefit | Year 2-3 Benefit | Year 4-5 Benefit |
|--|---|--|----------------|------------------|------------------|
| Tackle poverty | by providing high quality early education, a healthy snack and early help services, this helps ameliorate the effects of poverty on children and families by supporting children's development and improving educational outcomes. We have poverty stricken surrounding villages who benefit from this. | 3 x funded places per year, 3 days per week. £7 per session plus a snack | £810 | £838 | £868 |
| Increased social interaction and support welfare | allowing, particularly isolated, parents the chance to meet other parents with children of a similar age and liaise with play leaders on the development of their child/seek advice. Parents can form friendships, build a supportive network, and gain an increased sense of community connectedness. Allowing for better communications between peers both adults & children. | Annual spending on recreation and culture. £56.10 per week x 40 weeks | £2,244 | £2,323 | £2,404 |
| Health Education for adults | We provide free child first-aid, child CPR sessions and other similar pivotal services to parents. | Paediatric first aid course £85 x 20 parents | £1,700 | £1,760 | £1,821 |
| Support improved mental health | giving parents a couple of child-free hours to focus on something they enjoy or simply 'get a break', in the comfort and knowledge that their child is safe and happy. Creating some breathing space and balancing out the mental load. | BAND 7 Psychologist | £97,000 | £100,395 | £103,407 |

| Community Benefit | | Calculation | Year 1 Benefit | Year 2-3 Benefit | Year 4-5 Benefit |
|---|---|---|-----------------|------------------|------------------|
| Wellbeing support | we regularly update information via email, on our social media and notice boards to advertise support available for parents and children. Our staff are friendly and approachable for parents who need further support for their child or themselves. Our staff are all trained in safeguarding and the necessary processes. | Spa Day at Inchyra - £70 x 2 weeks x 12 months | £1,680 | £1,739 | £1,800 |
| Ease financial pressure | we provide vital early services which many parents couldn't afford in a full days care in other setting. Giving parents the opportunity to access childcare/play settings before government funded places begin (and beyond). | Cost of morning at private nursery £38 x 2 sessions per week x 50 people x 40 weeks | £152,000 | £157,320 | £162,826 |
| Economic development of our local community | we provide multiple work experience placements to provide experience, permanent & casual employment opportunities in early childcare - most suited to those with young families themselves. Offer our staff funded training courses to encourage professional development. Support local child related businesses, providing them with an affordable venue for their service. | Job seekers allowance £90.50 per week x 52 | £4,706 | £4,870 | £5,041 |
| | | <u>figures</u> published by the DfE show a continued rise, as working-age graduates aged 16-64 earned a median salary of £34,000 in 2018, a rise of £1,000 from the previous year, while their non-graduate peers who chose a different path earned a median salary of £24,000. | £10,000 | £10,350 | £10,712 |
| Environmental mindfulness | we offer a clothing recycling bin, battery recycling, tetra pak recycling and ink cartridge recycling points - all helping our fundraising. Lead by example, reducing our carbon footprint. | Our Rag bin collected £437.50 worth of clothing in 12 months | £438 | £453 | £469 |
| | | TOTAL: | £324,219 | £335,567 | £347,311 |

Start up Costs

| Item | Date | Cost | Funder |
|----------------------|--------|---------|---|
| Interior renovations | Jan 25 | £31,000 | £19.5k - National Lottery (AWARDED) Scottish Land Fund (checking eligibility) / LNER |
| New signage | 2024 | £700 | Tesco Blue Tokens Grant £1.5k - approved, awaiting award |
| Staff Uniforms | 2024 | £380 | Tesco Blue Tokens Grant £1.5k - approved, awaiting award |
| Kitchen Appliances | Jan 25 | £300 | Awaiting outcome of grant applications |
| White/notice boards | Jan 25 | £200 | Awaiting outcome of grant applications |

Capital costs

Planned Purchases for new activities

| Item | Date | Cost | Funder |
|-----------------------------------|--------|--------|--|
| Laptop | 2024 | £1,300 | CEG - Captial Grant |
| Outdoor Play area | Year 1 | £4,000 | £2,275 Match Funding from Lloyds, Natwest & M&G. Careys providing some materials to complete. |
| Display Monitor (notice board) | 2024 | £800 | CEG - Capital Grant |
| Outdoor 6ft fencing | Year 1 | £3,200 | Careys Construction & Engineering company are donating time and materials to complete |
| Interactive monitor | Year 1 | £350 | CEG - Capital Grant |

To be negotiated with Falkirk Council using the Capital Enablement Fund and Match Funded by External Funders

| Item | Date | Cost | Funder |
|-----------------------------|------|------------|---|
| Solar panels | 2024 | £11,532.13 | Local Energy Scotland (CARES) - £15k 1st stage approved, applied for 2nd. Quote and costed schedule of works in Appendix |
| LED motion lighting | 2025 | £1,754 | Community Enablement Fund |
| Seperate electricity supply | 2024 | £3,887.13 | Community Enablement Fund |

Awaiting outcome of a survey from Business Energy Scotland, to suggest further energy efficiency improvements

| PAYMENTS | | | |
|--------------------|-----------------------------|--|-----------|
| Payroll | Wages | | 29,500.00 |
| | HMRC tax | | 250.00 |
| | Disclosure Scotland | | 128.00 |
| | Insurance & EYS membership | | 270.00 |
| Overheads | Let | | 5.00 |
| | Electricity | | 11,215.00 |
| | Cleaner | | 2,280.00 |
| | Buildings Insurance | | 985.35 |
| | Intruder Alarm servicing | | 30.00 |
| | Intruder Alarm | | 1,000.00 |
| | Wi-Fi | | 480.00 |
| | PPL/PRS Music Licence | | 300.00 |
| | Refuge Collection 240l | | 380.00 |
| | Grass Cutting/Maintenance | | 200.00 |
| | PAT Testing | | 90.00 |
| | Legionella testing | | 140.00 |
| | Fire Extinguisher Servicing | | 50.00 |
| | Fire Alarm Servicing | | 30.00 |
| | Emergency Lighting | | 300.00 |
| Operating Expenses | Snacks | | 619.35 |
| | Consumables | | 304.30 |
| | Mobile Phone | | 75.39 |
| | HP Instant Ink | | 38.88 |
| | Sundries | | 50.00 |
| | Website | | 92.24 |
| | Toys | | 400.00 |
| | Christmas/Party Gifts | | 300.00 |
| | Refurbishment | | 40,000.00 |
| | Ongoing maintenance | | - |
| | Staff uniform | | 50.00 |
| | Staff Training | | 200.00 |
| TOTAL PAYMENTS | | | 89,763.51 |

Ongoing Costs

Staff wages at current rate. 25 children per day intake as-is now

Electricity - 10% increase year-on-year, all other costs subject to 3.5% inflation

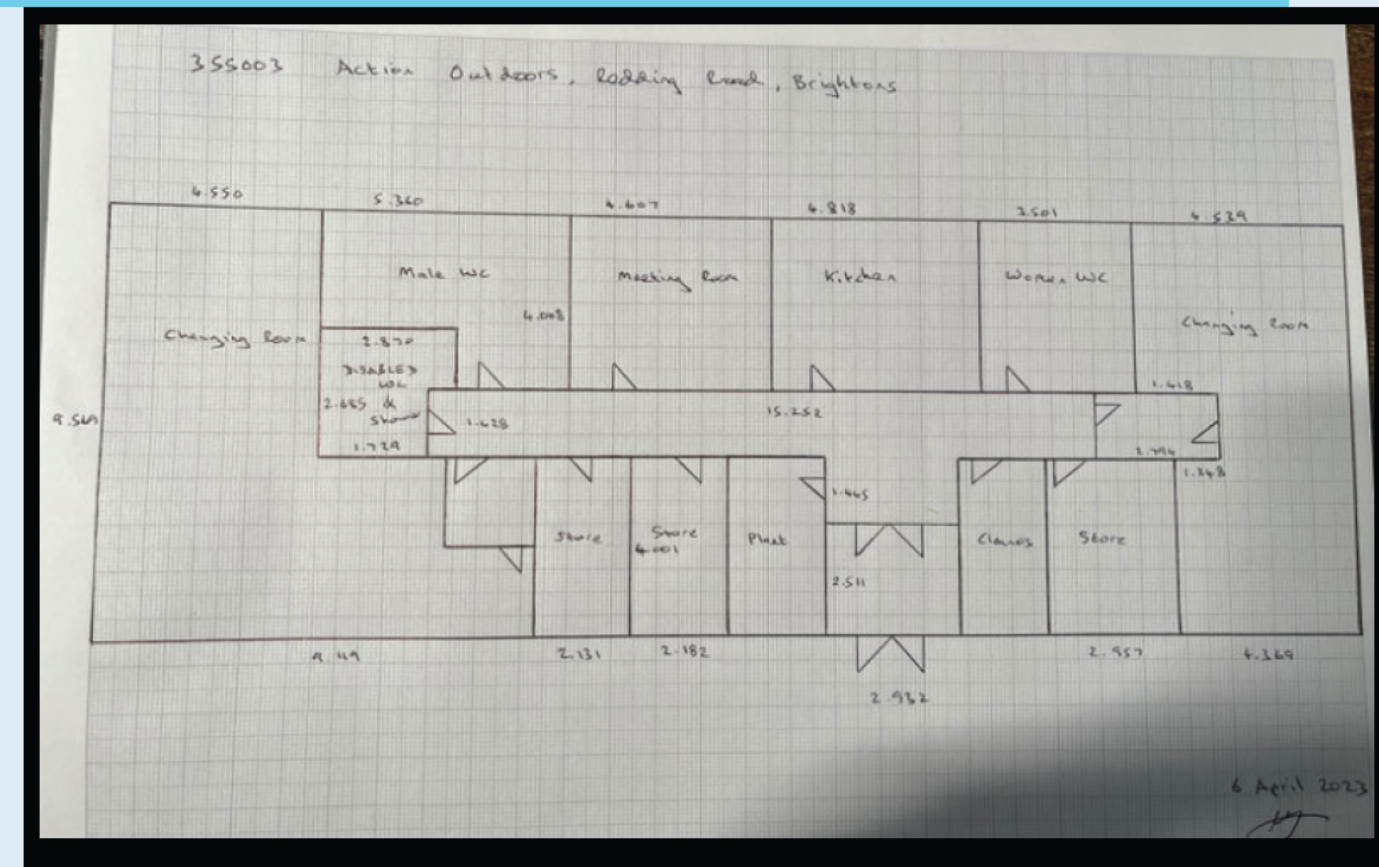
4 LOCATION & USE



CAT - Action Outdoors

Polmont Playgroup would operate from Action Outdoors, Canal Bridge, Brightons FK2 0AA which was built in 2008/9 and previously used as a watersports facility with the nearby Union Canal. The building is primarily changing and showering areas and has been unused for a few years although considered 'pristine' condition inside and out.

Our intention is to remove the internal partitioning walls to create an open plan play-space utilising approx 2/3rds of the space but keeping toilets, changing, kitchen and office space as well as the reception entrance and plant room. We will also develop outdoor space to the front as fenced off play area.



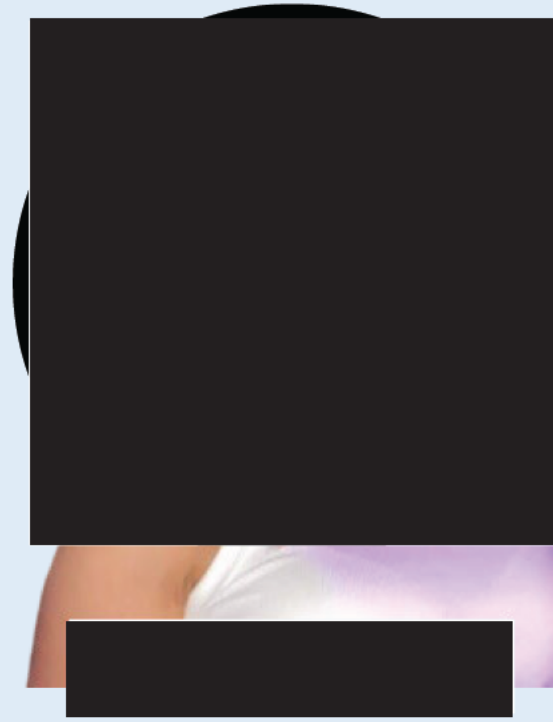
5 PEOPLE

Meet our Management Committee TRUSTEES

We have three Management Trustees as well as a strong team of volunteering parent/carer/extended family and community committee members supporting us each year. Each year the Trustees are voted in, and we support vice roles to ensure smooth succession planning.

We have successfully run Polmont Playgroup for 52 years and managed our current space in the Greenpark Community Centre in which we operated a permanent space and funded/developed/maintained our occupied part of the building ourselves with centre/council approval over the years. We have built up relationships with reliable local volunteers and tradespeople who help us with maintenance of our building which we would also use for the Action Outdoors Centre.

Our Treasurer performs our necessary financial record keeping and we use a volunteer Financial Accountant, using our extensive business contacts, to complete our Annual Return to OSCR.



Chairperson

A committee member for the long haul and a member of the local community, I understand the responsibilities in relation to good governance for our charity and take these seriously. I have demonstrated our effectiveness as trustees and will continue to build on this. I am a Change Manager in the Financial Services industry, IT astute and with a strong ability to overcome barriers and identify solutions that support the delivery of business plan objectives.



Treasurer

A committee member in various roles for 6 years with this charity ensuring survival through lockdown. I consider it a privilege to represent Polmont Playgroup. I try to be innovative, inclusive and pioneering to serve the local community when fundraising. I am an IT Professional in the Financial Services Industry; an effective decision maker and I also run a successful Social Media Management business and have a relationship with every business owner in Polmont and Brightons due to past fundraising events.



Secretary

New to the committee, I bring a fresh perspective, commitment and some invaluable common sense. A Change Manager in the Financial Services industry holds me in good stead to be able to listen to other trustees, staff and the parents Polmont Playgroup supports, and take their voices on board. This in turn makes me a strong communicator, therefore the secretary role fits me well. I also have access to joiners, plumbers, flooring specialists and electricians within the family business.

Our members are fully appraised through our quarterly committee meetings, minutes and daily via our private Facebook group on our current projects and our achievement path to target.

5 PEOPLE

We have 3 dedicated full-time permanent members of staff who each share a Management role for full coverage and contingency.

We have 2 part-time permanent members of staff - one who has been a staff member for 42 years!

Additionally we have a team of 10 strong 'bank' staff who we call on to cover absences, holidays and party days where we have an increased number of children in our care.

We have a low attrition rate but due to our bank staff, we always have fully trained staff members of staff able to fill permanent roles where applicable.

All of our play leaders are PVG checked, experienced and qualified.

WHAT OUR PARENTS SAY:

"The staff are amazing and they care for the children like they are their own"



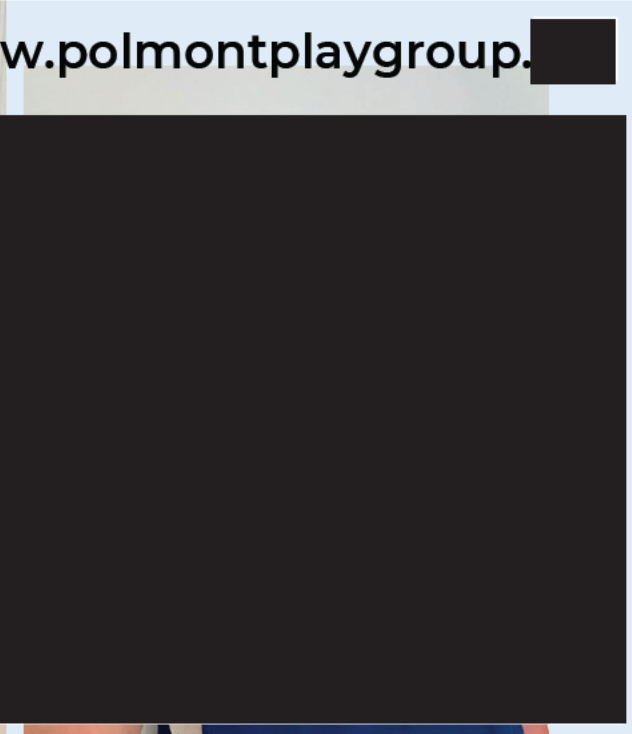
"The staff were amazing and really built up his confidence"

"The staff are so good with the children"

"The staff are all wonderful and so caring and supportive"

"My little girl absolutely loved coming to playgroup and had a great relationship with staff"

"An excellent service with lovely helpful staff"

| | | |
|--|--|---|
|  <p>Emma</p> <p>HNC Childcare Paediatric First Aid</p> |  <p>Full time - Playleaders / Managers</p> <p>PD Childhood Practice Level 8 Paediatric first aid Food hygiene</p> |  <p>SVQ childcare</p> <p>Paediatric first aid Food hygiene</p> |
| <p>I live at home with my husband, kids, aged 7 and 4, and 2 cats! I have been working at Polmont Playgroup since 2021 when my oldest son attended before starting nursery. I loved it so much I stayed! When I'm not working, I spend my time looking after my own family and in any free time I do get I enjoy reading, exercise & catching up with friends!</p> | <p>I have nearly 25 years experience working with children - in nursery, family work and as a foster carer. I have 2 children of my own aged 6 and 4 who both attended Polmont Playgroup. I believe that early childhood is the most important stage in a child's life, and I enjoy helping each child to grow emotionally and socially. Seeing the children happy and settled in the playgroup is so rewarding and there is nothing better than being greeted with a huge smile! My hobbies are spending time with family and friends, holidaying and building jigsaws.</p> | <p>I began working in the Playgroup in January 2023 and have loved it ever since. It has a great ethos and is so well respected in the area. My hours also fit well around school hours so suits me perfectly. I love building relationships with all the children attending the Playgroup.</p> <p>I am a mummy to two girls aged 7 & 9 - again who both attended Polmont Playgroup. In my spare time I like to spend time with my family, meet friends, go on a shopping spree and go for a run.</p> |

5.1 CAPACITY TO DELIVER

EXISTING BUSINESS MODEL

We are confident in our business model having tested and evolved it over 52 years. We have a waiting list to the end of 2026 (future applicants are yet to be born) therefore we have secured the demand. Our experienced committee have the business acumen, drive and required professionalism to complete the application process and ensure smooth transition to new premises with all policies taken into consideration.

CAT PROCESS

We have enlisted the help of a surveyor to provide a conditional survey on the building, an Architect to provide drawings of the current building and the future layout plans and a lawyer to aid in the negotiation of the CAT contract on our behalf.

REFURBISHMENT

In order to ensure the premises are suitable for a Playgroup setting, we will utilise the services (and charity) of local trades people to achieve this. We have identified 3 each of the following tradespeople (and had initial discussions with some): Plumbers, Electricians, Joiners, Flooring specialist, Heating engineer, Plasterer, Painter and signage.

STAFF & VOLUNTEERS

We have a strong team of willing and able staff and volunteers who actively help and have agreed to participate in the transformation of the building in an effort to keep costs down. This effort is reflected in every activity we undertake. We have volunteer support from Neighbourly and Fareshare and in tandem access to B&Q, M&G, M&S, Lidl, ASDA and Aldi volunteers offering 2 days per calendar year per employee - many who have committed to assisting our transition.

6 SUMMARY

CAT - Action Outdoors

This document is the written request of Polmont Playgroup who for a formal CAT Purchase from Falkirk Council for the Action Outdoors Centre in Brightons, made under Part 5 (Asset Transfer Request) of the Community Empowerment (Scotland) Act 2015 under section 79(2)(a)

We possess full knowledge and understand that under the Community Empowerment Act (Scotland) 2015, the relevant authority, which in this case is Falkirk Council, is expected to approve the asset transfer request unless there is a valid reason not to do so. The decision made by Falkirk Council will be communicated to us, the community Transfer Body, through a decision note, which will outline the details of the decision and provide an explanation of the reasons behind it. Falkirk Council has a maximum period of 6 months to reach a decision and inform the us, the Community Transfer Body, of the outcome.

Our intention is that Falkirk Council will acknowledge and validate our CAT Request within 2-weeks of receiving our application, business plan, and other relevant documentation - This document presents the commencement of the timescales as listed under the ■■■■

■■■■ REPRESENTING POLMONT PLAYGROUP, CAN BE CONTACTED BELOW:



www.polmontplaygroup.org



PolmontPlaygroupCommittee@gmail.com



Greenpark Community Centre, Greenpark Drive, Polmont FK2 0PZ

7 APPENDIX

CAT - Action Outdoors

APPENDIX 01

Pg 14. Community
consultation feedback &
Graphs

APPENDIX 02

Pg 17. Financial Projection
1-5 years

APPENDIX 03

Conditional Survey - DM Hall

APPENDIX 04

Polmont Playgroup
Constitution

APPENDIX 05

Last years annnual accounts

APPENDIX 06

Proof of funding awards

Appendix 5

| Do you currently use / plan to use in the future / have used Polmont Playgroup for a child/grandchild/child in your care? | Do you think this is a valuable service in our community? | Might you be able to explain your answer to the above further? | Are there any improvements you'd like to suggest to Polmont Playgroup? (otherwise leave blank) | Should we have to move to Brightons to continue the Playgroup in the future, would you still use our service? (ADDED AT A LATER STAGE) | If you have used Polmont Playgroup - what benefits did it bring to you/your child? (ADDED AT A LATER STAGE) |
|---|---|---|---|--|---|
| Yes | Yes | My children have both loved coming to the Playgroup. The staff are wonderful and I believe this has enhanced their early years experience. | No, its wonderful as it is | | |
| Yes | Yes | Not many playgroups in the area. Only polmont and reddingmuirhead that I'm aware of. Brilliant for kids who are not quite ready for nursery or helping transition to nursery setting | No improvement - staff are brilliant, premises are clean and my son always has a brilliant time | | |
| Yes | Yes | Both of my children attend(ed) here and they both loved it. The staff are excellent and the structured play that is provided beats the 'play is the way' currently at nursery. Noticed big cognitive improvements in both children from being part of the playgroup. | | | |
| Yes | Yes | Been running for over 50 years! | | | |
| Yes | Yes | Great place for children to go before they start nursery. Also helped out with childcare and gave me a wee bit of time to myself. | No amazing place. | | |
| Yes | Yes | Polmont Playgroup provides a large, secure space for my kids to explore and socialise. Space I do not have at home, therefore this experience was invaluable to our family | No perfect as it is | | |
| Yes | Yes | Such an excellent service, providing a stepping stone to nursery! My son attended and absolutely loved it. The staff were amazing and really built up his confidence. I have often told friends from other areas about it who wish they had a similar service in their area! I would highly recommend!! | No | | |
| Yes | Yes | The staff are so good with the children. Giving them new experiences and make great memories. | No just keep doing your good work | | |
| Yes | Yes | The staff are amazing and they care for the children like they are their own . Lots of activities for the children to do so you know the children are well looked after | None | | |
| Yes | Yes | Great to have in the local community | | | |
| Yes | Yes | A fabulous group for young children to play and socialise with each other. | | | |
| Yes | Yes | Daughter currently attends playgroup and it is fantastic for her learning and social skills | No. I think it is great | | |
| Yes | Yes | It's an amazing group which my grandchildren have not benefited from enormously. It would be a huge loss to the community to lose it. | None | | |
| Yes | Yes | Helped my daughters development | | | |
| Yes | Yes | Great for the community | | | |
| Yes | Yes | A great group | | | |
| Yes | Yes | Yes I think this is a great service for families and children | | | |
| Yes | Yes | Such a friendly environment and a great transitional stage for my children to prpeare for nursery and school. | No, keep up the great work. | | |
| Yes | Yes | A great facility for the local children | | | |
| Yes | Yes | I plan to use this playgroup in the future | | | |
| Yes | Yes | It was vital in helping prepare my daughter for nursery and she still talks about her time at playgroup regularly. It's been around longer than I have so is embedded in the community :) | I'd love to see playgroup do more fundraising days, offer more sessions and just grow | | |
| Yes | Yes | Confidence building for pre nursery children, learning to interact with others and independence. | | | |
| Yes | Yes | Both of my children have attended Polmont playgroup and it is a fantastic transition to make attending nursery easier. | No, the girls do a fantastic job looking after the kids & both my son (now aged 8) and daughter (now aged 3) loved attending. | | |

| | | | | | |
|-----|-----|---|---|--|--|
| Yes | Yes | I attended Polmont Playgroup in 1972 as a child. I took my children and I am now taking my grandchildren to the same playgroup. I wouldn't have taken them anywhere else. | | | |
| Yes | Yes | I planning on sending my son as soon as he's old enough. Fantastic resource. | | | |
| Yes | Yes | Great service, the playgroup is so friendly & a brilliant environment for the children | | | |
| Yes | Yes | Very few affordable options for 2yr old childcare in the area, almost non existent - it's more than just giving parents a break, it's providing valuable development and social opportunities for preschool children. | | | |
| Yes | Yes | The best playgroup in the area and the only one in which I would send my children to. Excellent care and nurturing for our young children in a safe and friendly environment | No, our first daughter attended and now our 2nd daughter is excited to start. | | |
| Yes | Yes | My son attended and hope for my youngest to attend was great for his development and he loved going | | | |
| Yes | Yes | Playgroup is a vital service for often isolated parents | | | |
| Yes | Yes | Both of my boys have been part of Polmont Playgroup and have loved it there. We never used a private nursery so the playgroup allowed them to have some social experiences with similar aged children whilst being cared for to the highest standard. It helped with their readiness for moving on to nursery and developed their confidence in separating from us and being more independent in an environment on their own. The staff are all wonderful and so caring and supportive. My boys flourished in playgroup and enjoyed all of the stimulating activities and experiences provided. I couldn't recommended Polmont Playgroup highly enough! | | | |
| Yes | Yes | Definitely .Playgoup plays a big part in the community, we need it to give our children/grandchildren the best start that they can get preschool .They'll soon be nowhere in Falkirk area for our children to learn social skills ,play with friends and just be kids . | | | |
| Yes | Yes | Polmont playgroup is invaluable | | | |
| Yes | Yes | Brilliant little group that 2 of my kids have loved, and another starting this year. I love that they always come away with some art work ☺ | | | |
| Yes | Yes | Polmont Playgroup helped develop the cognitive, social, and emotional well-being of the three of my children. Its an invaluable service in the local community | | | |
| Yes | Yes | It is a lifeline for the community, a necessity. It supports the child and the family to have the best quality of life for now and their future | | | |
| Yes | Yes | I feel this is very valuable to our children as it gives them the opportunity to socialise with children their own age and helps their development in all areas. | | | |
| Yes | Yes | Both my girls came here and I absolutely loved it . My girls also loved their time here, amazing staff, experiences and spaces for them with such a nurturing environment which I just loved. It was also a great space which I felt got them ready for nursery. The best playgroup out there and I recommended it to my friends and anyone that was looking, I also work in a nursery and I think this is a fantastic play group which would be a big loss if it was no longer here. | | | |
| Yes | Yes | This is needed for the community | | | |
| No | Yes | Anything for children in the area is a valuable service | | | |
| Yes | Yes | It was a fantastic starting point for my son before he went Into nursery. | | | |

| | | | | | |
|-----|-----|---|---|--|--|
| Yes | Yes | Polmont playgroup is a great little group full of wonderful ladies who are very welcoming and great with the children. It's a great stepping stone for kids before they start nursery. My daughter would have struggled starting nursery without having gone to the playgroup. They provide great activities through play along with group time and snack. This really prepares children for nursery. I'm hoping to send my other daughter this year. Fingers crossed they are able to stay open. | | | |
| Yes | Yes | Playgroup is the absolute highlight of my little boys week! He asks to go most days, when it's not a playgroup day we have to explain why! | Longer sessions would be amazing, otherwise they are fantastic !! | | |
| Yes | Yes | Every child should be able to attend a playgroup before nursery/school. It's great for getting them used to time without parents and being able to meet other children their own age. | | | |
| Yes | Yes | Excellent, high quality early learning and play experience helping to provide children with confidence and skills for starting nursery. My son used to skip in with excitement when he attended and came on so much during his time here thanks to the amazing staff and super set up! Can't recommend enough! | No | | |
| Yes | Yes | There is no other establishment like Polmont Playgroup . It has served my own children and now my grandchildren . It is a fantastic asset to not just Polmont but also the surrounding communities . Children are welcomed and it's a great first step to being independent before they move on to nursery . There is nothing else for age 3 and under | | | |
| Yes | Yes | The playgroup is fantastic for 2-3 year old and helping them become social and transition to nursery both my little ones have attended and it brought then on so well. All the ladies are absolutely amazing too. | None, they do a fantastic job. | | |
| Yes | Yes | An excellent service with lovely helpful staff. My little girl absolutely loved coming to playgroup and had a great relationship with staff. Set her up nicely for going to nursery. | | | |
| Yes | Yes | good support for kids and parents | | | |
| Yes | Yes | My daughter hasn't been attending Polmont Playgroup for long, but already loves it. He comes home singing and dancing. | | | |
| Yes | Yes | It was a great start to childcare for my daughters. The staff are so supportive and friendly to us anxious mums. Both of my daughters absolutely loved their time there. | | | |
| Yes | Yes | A lovely wee place for children to play and make new friends. Perfect first step getting wee ones ready for nursery. Both my daughters loved going to playgroup when they were little. | | | |
| Yes | Yes | Prepares children for moving onto nursery. Gives them great social experiences without having a parent/guardian present influencing them. Allows that little bit of independence that kids seek between 2-4yrs. | | | |
| Yes | Yes | Such a great group and valuable asset to the community | | | |
| Yes | Yes | Wonderful service. | | | |
| Yes | Yes | Very valuable, plan to use | | | |
| Yes | Yes | Na | Na | | |
| Yes | Yes | Both of my children attended Polmont Playgroup from 2 1/2 until the week before they went to primary school and they LOVED it. They still talk about it now. The playgroup is such a valued part of the community and I think it's great. | | | |
| No | Yes | Playgroup is a valuable pre cursor to children attending pre school. It provides children with a wealth of play, nurturing, educational as well as social experiences. Yes, carers may be able to provide this at home, but playgroup adds a different dimension to learning amongst others and in small group settings and gives the child a more balanced social experience. | | | |

| | | | | | |
|-----|-----|--|--|--|--|
| Yes | Yes | My children attended polmont playgroup approximately 15-20 years ago and the foundations built there, both academic and social were second to none. The staff were always welcoming and our children loved their time there before moving onto pre-school nursery. I honestly couldn't fault them, | | | |
| Yes | Yes | It starts the process of socialising for young children and helps them ease their way into nursery. The playgroup encourages mothers to engage with others. | | | |
| No | Yes | My son and nieces attended, it was an excellent service, giving them exposure to early interaction with peers and social skills to prepare them for starting nursery/school | Found polmont to be an excellent playgroup from staff to facilities my son adored his time there | | |
| No | Yes | Gives a support group to parents, provides a safe nurturing environment for kids, they are also involved widely across the Polmont area and help support local businesses. Lots of fun events throughout the yr for community to be involved with. I know lots of people who have used the service over the yrs and speak highly of how well it's run and the services offered | | | |
| Yes | Yes | My Daughter went here a few years ago and loved it! Great experience. | | | |
| No | Yes | Best playgroup for both my kids when they were younger | No | | |
| Yes | Yes | Play improves the cognitive, physical, social, and emotional well-being of children. Through play, children learn about the world and themselves. | | | |
| Yes | Yes | My daughter attended Polmont Playgroup approx 10 years ago. | | | |
| | | It was so valuable to her development. She is an only child and was looked after by her gran as both myself and my husband had to return to work full time. While there are baby and toddler groups these only once a week and required my mum to support my daughter. | | | |
| | | Polmont playgroup allowed my daughter to develop her social skills with her peers and to increase her independence and confidence. She was able to attend several days a week with familiar faces and make connections that she likely would not have made attending a once a week class which relies upon adults initiating play and connections between children (meaning children only interact with each other if the adults have formed a connection which is difficult when they are older than the collective). | | | |
| No | Yes | Gives the younger children the experience to meet friends | | | |
| Yes | Yes | Incredible service, I'd have been lost without it for my wee girl. So would my sister for my niece and my nephew is hopefully starting too. Childcare is a massive struggle for many families now that woman especially HAVE to work. We rely on these services to help us. The woman are fantastic and deserve to keep this up and running. | | | |
| No | Yes | I have numerous friends who use the facility and have relied on this heavily. I've used it for activities for my little one to meet up with friends. It's a very valuable service and many adults use it as a means of social activity as well as for their own well being and mental health. By that I mean being able to use an affordable service to meet up with other parents and developing their childrens needs and behaviours in a safe and appropriate environment. | | | |
| Yes | Yes | The playgroup is An important part of our community to help parents who work or simply to have a break & Free up 2 hours of time to catch up on things you would rather not take your child with you to do, playgroup provides a warm friendly stimulating environment for children to help with social skills & helping in the future settling in of Nursery & then school | Longer opening hours 9_12 would be an Advantage in line with school hours to bring children into playgroup right after drop off of siblings at school/ nursery etc | | |
| No | Yes | My niece and nephew both went to the playgroup and it was a great experience for them. | | | |

| | | | | | |
|-----|-----|---|---|--|--|
| Yes | Yes | Playgroup had a huge impact on improving my child's independence & social skills - it was the first time he had attended something without a parent/grandparent with him & was invaluable in his transition to nursery. | | | |
| Yes | Yes | It provides local and affordable child care and the kids love it | | | |
| Yes | Yes | Both my kids loved it, it really helped to develop their social skills. It's great that they do so many events too that my kids love now they're older. I would have been lost if the playgroup hadn't been there. | | | |
| Yes | Yes | Children gain a great experience from attending the playgroup. It's invaluable in preparing them for nursery | | | |
| Yes | Yes | Provides essential opportunities for children to develop and engage with their peers in the local area.develops networks for pre school nursery and supports parents in their parenting journey. | New venue,more accessible to parents and families.more provision for local community. | | |
| Yes | Yes | Polmont playgroup has been an absolute amazing support for my son who is in process of being diagnosed with autism. He has come so far since starting playgroup with the support of all the great ladies who work there. Great service for the community! | | | |
| No | Yes | Anywhere where children can interact together and also the Mums is a bonus in any community. | | | |
| Yes | Yes | Absolutely fantastic service to help kids with social skill and developing speech. I attended many years ago and more recently my son has and was a great stepping stone to nursery | | | |
| Yes | Yes | Playgroup is essential for children to learn and develop in our local community. | | | |
| Yes | Yes | Both my children were lucky to have attended the playgroup they loved it and it massively helped with transition to nursery. Fantastic group and group of people working there. It will be a massive loss if this is no longer available to other children | none at all the facilities and staff are fantastic | | |
| No | Yes | Polmont Playgroup is such a valuable service and much loved within our community. The recent fun day showed just how much support and appreciation that Polmont and the wider community has for the Playgroup. Present users and past all talk fondly of their children's experience at Playgroup. It is such a great service for the children in terms of their development and a great support for parents who need that time for childcare. It really is a standout asset to Polmont and a one of a kind service in the wider community. | | | |
| Yes | Yes | Excellent staff, facilities and generally amazing playgroup | | | |
| Yes | Yes | When my child is of age I will be enrolling them | | | |
| Yes | Yes | Absolutely amazing playgroup, with a wonderful set up for children. Lots of great activities. I feel this is a valuable service in our community as it provides children with a great stepping stone experience to nursery. Nurseries as so over crowded now, the playgroup provides a great transition experience, to better prepare them. Or for some an alternative to overcrowded nurseries which can be very overwhelming for 3 year olds. | | | |
| Yes | Yes | It is such a welcoming environment for young children. The time is ideal and the staff are excellent | | | |
| Yes | Yes | Essential and quality service provided by the playgroup, introducing structure and routine pre nursery, and support to families. | | | |
| Yes | Yes | My child learned to play with other children and interact with other adults other than me | | | |
| | | Being a teacher and have attended a few of the community events, I feel that having a less formal nursery is a great introduction to the rules and routines of formal Nursery. It allows children a shorter time to become accustomed to what life is like in nursery and gives them a great understanding of the basics and begins them on their journey to independence. | | | |

| | | | | | |
|-----|-----|--|--|--|--|
| No | Yes | <p>Not to mention, the benefit to their educational learning. The children are offered enriched experiences and opportunities that they may not have been able to access if they didn't attend.</p> <p>Another benefit is to the parents, having somewhere safe within the community for their children to spend a few hours gives them piece of mind and some respite to run errands, complete household duties or just to have some down time. This, benefitting their mental health and wellbeing, which is extremely important.</p> | | | |
| No | Yes | It's beneficial to a lot of people to have these facilities in our area | | | |
| Yes | Yes | Heavily utilised service within the local area which has a positive impact on the children in the community. | | | |
| No | Yes | I have heard really good things about this place through friends and all of the great activities they do! | | | |
| Yes | Yes | My 2 children have both attended polmont playgroup. They both thrived. It is a lovely, welcoming, nurturing space and a great introduction for children to spend time away from primary caregivers before attending nursery. | | | |
| Yes | Yes | Play groups are an absolutely essential part of our local community | | | |
| No | Yes | I think with sometimes very few suitable continual nursery placements available. Polmont playgroup is essential to allow working parents to supplement their child care around their working hours if required. It is also a way to allow children to benefit pre school to build relationships with other children. | Development further into the rear park would allow kids freedom to explore outside. Possibly the building of a kids park on the grounds. | | |
| Yes | Yes | Both my children went here , it brings them on so much amd teaches them routine. Staff are amazing | | | |
| No | Yes | Playgroups provide a valuable service to the local community. They allow opportunities for young children to learn, play and develop socially and emotionally. The additional events offered bring the wider community together and allow local people and businesses a chance to grow and work together. | | | |
| Yes | Yes | My daughter attended the playgroup many years ago and enjoyed it immensely. When her ante preschool year came up at the nursery she was not fully ready to transition over as she was very attached to one particular playgroup worker so this was done gradually with additional support from the playgroup so she was ready to complete her preschool year fully at nursery. This playgroup provides a lovely nurturing environment with carefully planned high quality experiences for very young children before moving on into nursery and allows this transition to happen more smoothly supporting the separation from the child's parent/carer gradually reducing anxiety and stress for all involved..there are a lot of children now missing out on the playgroup experience and causing unnecessary issues for them before progressing onto a council early years setting | None at all | | |
| Yes | Yes | My mum worked here for 24 years, I attended when I was a child and I hope to put my daughter here come January. I've heard nothing but positive reviews from everyone who has had their children attend here and think it's a positive experience for children to have prior to attending school or school nursery. | | | |
| No | Yes | They have run several events in the community to benefit the children and they have bee very successful with parents and children. From what I've heard it's well run, organised and must be good as they have waiting lists for kids to join. | | | |
| Yes | Yes | My son went here pre nursery, it was fantastic. I will send my new baby here when he's big enough. The staff were all amazing and brought my little boy arlo on so much. | | | |

| | | | | | |
|-----|-----|---|---|--|--|
| Yes | Yes | All of my children loved the playgroup. Such a nice stepping stone prior to moving to school nursery. My children would have gone for much longer. | None it's fab! | | |
| Yes | Yes | The playgroup set up is perfect, there is plenty for the children to do and enjoy. The ladies working there are so helpful and my little girl loves them. | | | |
| Yes | Yes | The playgroup had been fantastic in allowing the opportunity my child to socialise and interact with other children. Having this based in the community means she has socialised with children who she will be attending nursery with in the future- meaning key relationships have already been formed. My child is more resilient at being left in the care of others. | Pictures could be posted more frequently as by the time some of them have gone up my child has forgotten what she has been doing. I understand this is time consuming though. | | |
| Yes | Yes | There's no other playgroup available in Polmont. It allows kids to get to know other children who will be in their nursery & school classes. As its been running so long it's well established & it was an absolutely fantastic playgroup when my son attended. He loved it! | | | |
| Yes | Yes | Lovely staff, perfect time for the little ones to become more independent, spend time with the other children and socialise, good opportunity to play and learn new things | | | |
| Yes | Yes | My son loves attending Polmont Playgroup. It is really affordable and accessible which is great for families that might be struggling to afford childcare to get the opportunity for their child to learn in a social environment. | | | |
| Yes | Yes | The play group plays a vital part in our community and without it I wouldn't be able to work as often as I do, It provides an important service to parents in the area | | | |
| Yes | Yes | Both my children attended Polmont Playgroup. I found the playgroup really prepared them for starting nursery. My daughter has additional needs and I can't thank the staff enough for the support they provided my family and my child. The staff went out their way to help ensure her transition from playgroup to nursery was a success by allowing the nursery to staff to observe Grace at playgroup and answer any questions that they had. I will always be forever grateful for the love , care and support the staff gave to both my children. | | | |
| Yes | Yes | Amazing friendly professional & experienced staff who you just know have all toddlers best interests at heart, for the first time we could leave our precious boy & not worry if he was being cared for, Blake absolutely adores this playgroup & calls it the good one, the difference in him at polmont playgroup is incredible. | | | |
| Yes | Yes | No other playgroup like it in the area. Fantastic facilities for toddlers and even better "ladies". | | | |
| Yes | Yes | Both my kids have been to polmont playgroup. Set up and staff are amazing! | | | |
| Yes | Yes | Affordable, Great location, excellent set up and excellent staff Both my boys have been prior to their nursery placements and always came out happy! | | | |

| | | | | | |
|---------|-----|---|---------------------------|-----|--|
| Yes | Yes | Polmont Playgroup is hands down, the best decision I made for my son. My son attended the Playgroup for over a year and he absolutely loved it. The staff helped him grow so much confidence, taught him a lot and he completely thrived while attending. Most importantly all of the staff who work at the playgroup are the kindest, loveliest group who make every single person so welcome. Nothing is too much bother. I really can't wait to use this service for my other son who will hopefully be attending in the next couple of years. Everything is extremely well organised and while my son attended there wasn't a doubt in my mind that he wasn't having the best time. They take great care of all of the children and most importantly the kids have so much fun. What a great facility to have in our community. | | | |
| Yes | Yes | I went here when I was little and its a great run playgroup. | No | | |
| Yes | Yes | It is an incredibly valuable service for the Polmont and surrounding areas. Parents are able to leave their children without any worries about how they will be cared for and knowing that they will be happy, safe and getting so much from their play experiences. | Keep up the amazing work! | Yes | Polmont playgroup has brought my children on so much in a small space of time! The care, attention, fun and love that they show the children is really admirable and I believe there really is no other place like it. It's a special place and I really hope it can stay open for my baby to join in with the funny in a few years! |
| Yes | Yes | A low cost childcare setting which allows children to develop and interact with others in the community, and gives parents the same opportunity | | Yes | My child's social skills improved and her attachment to me lessened, this made the transition to nursery so much easier. My mental health improved as I was able to focus solely on my newborn for a few hours |
| No | Yes | Word of mouth speaks volumes for Polmont Playgroup. I don't know a single person with a bad word to say about this establishment! | | Yes | |
| No | Yes | Polmont Playgroup supports the local community and businesses which sets a precedence for how a community should be | | Yes | |
| Yes, No | Yes | . | | No | . |
| Yes | Yes | . | | Yes | . |
| No | Yes | Polmont Playgroup helped socialise my only Child and I saw a leap in development from attending | | Yes | language development |
| No | Yes | . | | Yes | |
| Yes, No | Yes | Its wonderful and the staff are great | | Yes | |
| No | Yes | Its been a staple of the community since I can remember | | Yes | |

Action Outdoors, Brightons, FK2 0AA – Polmont Playgroup – SC053631 – ownership - £1.

| ASSESSMENT CRITERIA | | APPLICATION DETAILS | ADDITIONAL COMMENTS | ASSESSMENT RATING Very Strong / Strong / Moderate / Weak / Poor |
|----------------------------|---|--|--|--|
| BENEFITS (OUTCOMES) | | | | |
| 1. Objectives | Do project outcomes contribute to achieving the Council's priorities? | The proposals contained within the application align with all of the Council's Strategic Plan priorities of supporting stronger and healthier communities; promoting opportunities and educational attainment and reducing inequalities; and supporting a thriving economy and a green transition. | Please see Business Pages 4,5,6 & 7 for details of how the proposal meshes with Falkirk Council Priorities | Very Strong |
| 2. Financial | Is there a financial saving on public sector costs or enhanced provision of public benefit? | There is a direct Cost saving I the first year of community operation of £77,898 according to the Business plan page 19 Under section 3.5 Community Asset Transfer Plan. There is a substantial enhanced provision to public benefit in allowing the community to keep the facility open. Volunteering support has been calculated at a value of £2,880 in the first year of Community Operation. | The savings represent the projected situation of Falkirk Council continuing to run the hall as before. | Very Strong |
| 3. Non-financial benefits | What is the impact on: | | | |
| | (i) economy | The Economy of the surrounding villages will be enhanced through the provision of employment opportunities. By providing work experience placements that aim to enable experience, permanent or casual employment opportunities in early childcare. While also offering staff funded training courses to encourage professional development. | Opportunities will present themselves for local people to engage with increased visitor numbers. | Strong |
| | (ii) regeneration | The application details several regenerative projects that will be fulfilled by an already successful group who plan to invest £20,000 to support works mentioned within their business plan. | | Very Strong |
| | (iii) public health | Providing a variety of activities, where children learn through play and build their independence, setting foundations for early years education and beyond. By providing health education for adults whereby they provide free child first-aid, child CPR sessions and other similar vital services to parents. | . | Very Strong |
| | (iv) social wellbeing | Helping children to build social relationships away from parents/carers, learn boundaries, develop friendships, and develop empathy for others. Allowing isolated parents the chance to meet other parents with children of a similar age | Allowing for better communications between peers and both adults and children. | Very Strong |

| | | | | |
|--|--|---|--|-------------|
| | | and liaise with play leaders on the development of their child/seek advice. Parents can form friendships, build a supportive network, and gain an increased sense of community connectedness. | | |
| | (v) environment / climate change | Providing access to many different recycling stations that will encourage locals to be more environmentally minded. Aiming to lead by example and overall reducing their carbon footprint. | The only thing they mention is providing access to recycling and whilst this is an important environmental factor it is one of the least impactful actions on the waste hierarchy (apart from landfill) and also in terms of the carbon savings it can achieve. (Note- On 31 st October JP has asked MH for clarity on ASHP (in opposition to Claire Gibson's assessment)) | Weak |
| | (vi) tackling inequality | Please see 4 (i) Below | | Very Strong |
| | (vii) other | | | Very Strong |
| | | | | |
| 4. Equality | What evidence is there that the project: | | | |
| | (i) contributes to reducing inequalities | The group will collaborate with partners and the community to alleviate inequalities. See Sections 3.5 of the business plan. With fees lower than other childcare providers, the group offer funded places to parents and carers who otherwise could not afford this service. Providing vital early services which many parents could not afford in a full day's care in other settings. Giving parents the opportunity to access childcare/play settlings before government funded places being. | The group will attempt to address these inequalities over time, as can be seen in their business plan. The proposed transfer of ownership of PP also assists to deliver the outcomes of Scottish Government's National Performance Framework objective that "We live in communities that are inclusive, empowered, resilient and safe". | Very Strong |
| | (ii) Promotes equality | The application makes clear statements about its promotion of equality of membership and access to the facilities and services that the group will offer. | | Very Strong |
| ABILITY TO DELIVER / SUSTAINABILITY | | | | |
| 5. Governance / Accountability | Are appropriate governance structures in place? | 2 Tiered SCIO Structure in place, with more than 20 Members in place. This complies with legislation and is a Community Transfer Body. | | Very Strong |
| 6. Availability of Resources / Business Plan | Has the group identified all the resources required, such as funding, staff and volunteer resources with the appropriate skills, and are they sufficient to deliver the project? | The Group has identified all necessary components as described, and are proficient to deliver the project as requested and detailed in their application documents | The Playgroup has a strong management committee in place having been in business since 1972 and as established as SCIO in 2002. There is evidence of strong support from the local community. The business plan is well put together and has evidenced success in applying for external funding, match funding and future funding applications. | Very Strong |
| 7. Sustainability | Has it been demonstrated that the resources are sustainable over the lifetime of the project? | Sustainability has been Shown throughout the Document set, | The playgroup has been operating successfully for 27 years and has a strong Management committee/ Trustees who are all parents and users of the group. It has a strong reputation in the local areas and has a waiting list. | Very Strong |

| | | | | |
|-----------------------------|--|--|---|-------------|
| | | | Active on marketing activities and good on fundraising . Have applied for multiple grants towards the transition and appear to be well organised. 5 year projections provided – starting with a positive balance of £30K reserves . Whilst the organisation will never make a big profit, the reserves will provide a cushion over the 5 years for those times income is slightly less than expenditure. Overall the plan addresses all the necessary areas | |
| 8. Performance Management | How does the group propose to monitor and report on the achievement of the desired outcomes? | The application covers Measurement of performance (KPI) under section 3.4 of the business plan – Benefits for the Local Community The measure of the group's success will be evidenced in a continued full waiting list and full child attendance | | Very Strong |
| COMMUNITY SUPPORT | | | | |
| 9. Community Involvement | Has it been demonstrated that the community were involved in developing the proposal? | Section 5 demonstrates that the community participated in the proposal, through consultative process, as evidenced by extracts of questionnaire returns. | | Very Strong |
| 10. Local Community Support | What evidence has been provided of local community support? | Letters of support have been provided, and are evidenced in Appendices | | Very Strong |
| | | | | |

| | |
|--|---|
| | |
| <p style="text-align: center;">Any other comments:</p> <p><u>Statement from Legal:</u> If the site were to be sold / ownership of it transferred to a third party (whether by way of a CAT or otherwise) that would be subject to the existing right of pedestrian and vehicular access to the substation from Redding Road via the defined route across the CE Centre site. The access route would, as is currently the case, need to be kept clear and unbuilt upon. The access route would need to be preserved and kept open, free from obstruction and unbuilt upon by any party which acquired the CE Centre site from the Council, whether by way of a CAT or otherwise. If the site were being acquired in order to carry on its existing use rather than for wholesale redevelopment, I would not expect this to be an issue for the party acquiring the site.</p> | |
| CONCLUSION | |
| COMMENTS | OVERALL ASSESSMENT (See Table below) |
| This application for Community Asset Transfer is strong in all of its components, evidence and planning | Very Strong |

| | |
|-----------------|--|
| Evidence | Overview |
| Very strong | Governance and financial arrangements are strong and sustainable. Best Value characteristics are evidenced and contained throughout the overall approach. Related projected benefits are very robust and demonstrate value for money: suitability, effectiveness, prudence, quality, value and the avoidance of error and other waste. |

| | |
|----------|---|
| Strong | Governance and financial arrangements are sound and sustainable. Best Value characteristics are in evidence in the proposal. Related projected benefits are demonstrated well and represent value for money. |
| Moderate | Governance and financial arrangements are in place and acceptable. Best Value characteristics have been considered as part of the proposal. Related projected benefits are acceptable and could lead to value for money. |
| Weak | Governance and financial arrangements are weak. Best Value characteristics are not well demonstrated in the proposal. Related projected benefits are not based on robust information and demonstrates questionable value for money. |
| Poor | Governance and financial arrangements are poor. There is little evidence of Best Value characteristics in the proposal. Related projected benefits are ill defined and/or unrealistic and do not demonstrate value for money. |

Equality & Poverty Impact Assessment 00883 (Version 1)

SECTION ONE: ESSENTIAL INFORMATION

| | | | |
|--------------------------------|---|---------------------------|----------------------------|
| Service & Division: | Place Services Invest Falkirk | Lead Officer Name: | Emma Louise Milne |
| | | Team: | Asset Management |
| | | Tel: | 07714221670 |
| | | Email: | emmal.milne@falkirk.gov.uk |
| Proposal: | Community Asset Transfer of Action Outdoors Centre. | Reference No: | |

| | | | | |
|--------------------------------------|--|-------------------------------|---------------------------------|--|
| What is the Proposal? | Budget & Other Financial Decision | Policy (New or Change) | HR Policy & Practice | Change to Service Delivery / Service Design |
| | No | No | No | Yes |
| Who does the Proposal affect? | Service Users | Members of the Public | Employees | Job Applicants |
| | Yes | Yes | No | No |
| Other, please specify: | | | | |

Identify the main aims and projected outcome of this proposal (please add date of each update):

| | |
|------------|---|
| 22/11/2024 | Community Asset Transfer of Action Outdoors Centre. |
| 22/11/2024 | Transferring Action Outdoors into community ownership |
| | |
| | |
| | |

SECTION TWO: FINANCIAL INFORMATION

| For budget changes ONLY please include information below: | | | Benchmark, e.g. Scottish Average |
|---|-------------------------------|----|----------------------------------|
| Current spend on this service (£'0000s) | Total: | £0 | |
| Reduction to this service budget (£'0000s) | Per Annum: | £0 | |
| Increase to this service budget (£'000s) | Per Annum: | £0 | |
| If this is a change to a charge or concession please complete. | Current Annual Income Total: | | |
| | Expected Annual Income Total: | | |
| If this is a budget decision, when will the saving be achieved? | Start Date: | | |
| | End Date (if any): | | |

| | |
|--------------------------------|--|
| SECTION THREE: EVIDENCE | Please include any evidence or relevant information that has influenced the decisions contained in this EPIA. (This could include demographic profiles; audits; research; health needs assessments; national guidance or legislative requirements and how this relates to the protected characteristic groups.) |
|--------------------------------|--|

| | |
|--|--|
| A - Quantitative Evidence | This is evidence which is numerical and should include the number people who use the service and the number of people from the protected characteristic groups who might be affected by changes to the service. |
| <p>125 children attend per week. If you multiply this over the 27 years that the group has been running in the Greenpark Centre, it will be seen that extremely high numbers of local families have benefited from the service.</p> <p>They received 127 responses to their online survey. 84% have used or plan to use the service.</p> <p>100% believed that this is a valuable service.</p> <p>91% would still use the service if they relocated from Polmont to Brightons.</p> | |

| | |
|---|---|
| B - Qualitative Evidence | This is data which describes the effect or impact of a change on a group of people, e.g. some information provided as part of performance reporting. |
| Social - case studies; personal / group feedback / other | |
| Empty space for qualitative evidence | |

| | |
|---|---|
| Best Judgement: | |
| Has best judgement been used in place of data/research/evidence? | No |
| Who provided the best judgement and what was this based on? | |
| What gaps in data / information were identified? | |
| Is further research necessary? | No |
| If NO, please state why. | Best judgment was not used; we relied on data in the application form and Business Plan |

SECTION FOUR: ENGAGEMENT

Engagement with individuals or organisations affected by the policy or proposal must take place

| | | |
|--|---|--|
| Has the proposal / policy / project been subject to engagement or consultation with service users taking into account their protected characteristics and socio-economic status? | Yes | |
| If YES, please state who was engagement with. | The group consulted with users and the local community | |
| If NO engagement has been conducted, please state why. | | |
| How was the engagement carried out? | What were the results from the engagement? Please list... | |
| Focus Group | No | |
| Survey | Yes | The group surveyed their users; full support for the opening of the facility |
| Display / Exhibitions | No | |
| User Panels | No | |
| Public Event | Yes | The group spoke to their users at events and open days; full support for the opening of the facility |
| Other: please specify | | |
| Has the proposal / policy/ project been reviewed / changed as a result of the engagement? | No | |
| Have the results of the engagement been fed back to the consultees? | Yes | |
| Is further engagement recommended? | No | |

SECTION FIVE: ASSESSING THE IMPACT

Equality Protected Characteristics: What will the impact of implementing this proposal be on people who share characteristics protected by the Equality Act 2010 or are likely to be affected by the proposal / policy / project? This section allows you to consider other impacts, e.g. poverty, health inequalities, community justice, carers etc.

| Protected Characteristic | Neutral Impact | Positive Impact | Negative Impact | Please provide evidence of the impact on this protected characteristic. |
|---|----------------|-----------------|-----------------|---|
| Age | | ✓ | | No restriction to children using this facility. Providing a safe environment for children in the local area. |
| Disability | ✓ | | | No restriction to using this facility |
| Sex | ✓ | | | No restriction to using this facility |
| Ethnicity | ✓ | | | No restriction to using this facility |
| Religion / Belief / non-Belief | ✓ | | | No restriction to using this facility |
| Sexual Orientation | ✓ | | | No restriction to using this facility |
| Transgender | ✓ | | | No restriction to using this facility |
| Pregnancy / Maternity | ✓ | | | No restriction to using this facility |
| Marriage / Civil Partnership | ✓ | | | No restriction to using this facility |
| Poverty | | ✓ | | No restriction to using this facility. The group provide lower rates than other local child care providers, enabling lower income families to access the service. The group also offer funded places to families who could not afford the service. |
| Care Experienced | ✓ | | | No restriction to using this facility |
| Other, health, community justice, carers etc. | ✓ | | | No restriction to using this facility |
| Risk (Identify other risks associated with this change) | | | | |

Public Sector Equality Duty: Scottish Public Authorities must have 'due regard' to the need to eliminate unlawful discrimination, advance quality of opportunity and foster good relations. Scottish specific duties include:

| | Evidence of Due Regard |
|--|---|
| Eliminate Unlawful Discrimination (harassment, victimisation and other prohibited conduct): | The centre and it's services will remail open and accessible. |
| Advance Equality of Opportunity: | The centre and it's services will remain open and accessible to all. |
| Foster Good Relations (promoting understanding and reducing prejudice): | It is not clear how the centre remaining open will foster good relations between different groups |

SECTION SIX: PARTNERS / OTHER STAKEHOLDERS

| Which sectors are likely to have an interest in or be affected by the proposal / policy / project? | | Describe the interest / affect. |
|--|----|---------------------------------|
| Business | No | |
| Councils | No | |
| Education Sector | No | |
| Fire | No | |
| NHS | No | |
| Integration Joint Board | No | |
| Police | No | |
| Third Sector | No | |
| Other(s): please list and describe the nature of the relationship / impact. | | |

SECTION SEVEN: ACTION PLANNING

Mitigating Actions: If you have identified impacts on protected characteristic groups in Section 5 please summarise these in the table below detailing the actions you are taking to mitigate or support this impact. If you are not taking any action to support or mitigate the impact you should complete the No Mitigating Actions section below instead.

| Identified Impact | To Who | Action(s) | Lead Officer | Evaluation and Review Date | Strategic Reference to Corporate Plan / Service Plan / Quality Outcomes |
|-------------------|--------|-----------|--------------|----------------------------|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

No Mitigating Actions

Please explain why you do not need to take any action to mitigate or support the impact of your proposals.

This property was identified for closure as part of the Strategic Property Review from 1st October 2024, as agreed by Council in January 2024. The opportunity for a Community Asset Transfer (CAT) was identified as a mitigation to closure and this was noted in the EPIA's undertaken. Officers have been working closely with community groups to progress with Community Asset Transfer for this facility and are now in receipt of a full CAT application.

The EPIA has been undertaken with the information available to Falkirk Council at this time and based on current operations however, under a CAT model, it's up to the community group to manage the operations of that building going forward as Falkirk Council have now withdrawn from these buildings in line with the Council decision.

This building will continue to be available to the local community as a key community asset and it's anticipated that existing groups can continue to utilise the building and therefore there is no known perceived negative impact at this time.

| | |
|--|-----|
| Are actions being reported to Members? | Yes |
|--|-----|

SECTION EIGHT: ASSESSMENT OUTCOME

Only one of following statements best matches your assessment of this proposal / policy / project. Please select one and provide your reasons.

| | | |
|---|-----|--|
| No major change required | Yes | Keeping the facility open means no negative impacts on groups or people. |
| The proposal has to be adjusted to reduce impact on protected characteristic groups | No | |
| Continue with the proposal but it is not possible to remove all the risk to protected characteristic groups | No | |
| Stop the proposal as it is potentially in breach of equality legislation | No | |

SECTION NINE: LEAD OFFICER SIGN OFF

Lead Officer:

| | | | |
|------------|--------------------------|-------|------------|
| Signature: | <i>Emma Louise Milne</i> | Date: | 29/11/2024 |
|------------|--------------------------|-------|------------|

SECTION TEN: EPIA TASK GROUP ONLY

| | | | |
|---|--|---|--------------------------|
| OVERALL ASSESSMENT OF EPIA: | | Has the EPIA demonstrated the use of data, appropriate engagement, identified mitigating actions as well as ownership and appropriate review of actions to confidently demonstrate compliance with the general and public sector equality duties? | Yes / No |
| ASSESSMENT FINDINGS | | | |
| If YES, use this box to highlight evidence in support of the assessment of the EPIA | | | |
| If NO, use this box to highlight actions needed to improve the EPIA | | | |
| Where adverse impact on diverse communities has been identified and it is intended to continue with the proposal / policy / project, has justification for continuing <u>without making changes been made</u> ? | | Yes / No | If YES, please describe: |

| LEVEL OF IMPACT: The EPIA Task Group has agreed the following level of impact on the protected characteristic groups highlighted within the EPIA | | |
|--|----------|----------|
| LEVEL | | COMMENTS |
| HIGH | Yes / No | |
| MEDIUM | Yes / No | |
| LOW | Yes / No | |

SECTION ELEVEN: CHIEF OFFICER SIGN OFF

| | | | |
|-----------------------------|----------------|-------|------------|
| Director / Head of Service: | | | |
| Signature: | Malcolm Bennie | Date: | 12/12/2024 |