

## Resources, Governance and Organisation

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Our Ref: DMcV Your Ref:

Date: 22<sup>nd</sup> November 2016

If phoning or calling ask for Mrs Deborah McVey



Mr. Lee Jefferson

Sent by Email

Dear Mr Jefferson

### **FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 – REQUEST FOR INFORMATION FOI/2016/6748**

Thank you for your information enquiry, relating to Council Run Buildings received on 16<sup>th</sup> October and further clarified on 28<sup>th</sup> October 2016. Due to the nature of your request, it has been dealt with under the Freedom of Information (Scotland) Act 2002.

I undernote the Council's response to your information request which I trust is of some assistance.

If you are dissatisfied with the handling of your request you can ask for a review. A request for a review must be submitted within 40 working days and should be put in writing to Deborah McVey, Information and Governance Team Leader, South Ayrshire Council, Resources, Governance and Organisation, County Buildings, Wellington Square, Ayr KA7 1DR, Tel: 01292 612195, Email: [xxx@xxxxxxxxxxxxxxxxxxx.xx](mailto:xxx@xxxxxxxxxxxxxxxxxxx.xx). If you remain dissatisfied after a review, you have the right to apply to the Scottish Information Commissioner for a decision. This must be submitted within 6 months after the review and should be put in writing to the Scottish Information Commissioner at Kinburn Castle, Doubledykes Road, St. Andrews, Fife KY16 9DS, Tel: 01334 464610 Email: [xxxxxxxxx@xxxxxxxxxxxxxxxxxxxxxxxxxxx.xxxx](mailto:xxxxxxxxx@xxxxxxxxxxxxxxxxxxxxxxxxxxx.xxxx).

Further information on your right to ask for a review and to apply to the Scottish Information Commissioner is given in the enclosed Information Sheet.

Yours sincerely

**DEBORAH McVEY**  
Team Leader (Information Governance)

**Please kindly provide a list of council-run buildings (including libraries, day care centres, community centres, schools and administrative bases) which your council has closed since 2010. Please provide the name of the building and the postcodes of the buildings.**

The following buildings have been closed since 2010:

1. *Tarbolton Activity Centre, 5 Park Road, Montgomerie Street, Tarbolton, KA6 5QA.*  
Closed in August 2014. A new community campus is currently being created which will comprise of a Primary and Nursery school, together with sports, leisure, library and meeting room facilities for community use.
2. The following libraries were closed as part of 2016/17 budget restrictions to generate savings of £47,263 over the next two years. A mobile library service currently provides an alternative for these areas:
  - (a) *Coylton Library, 28 Main Street, Coylton, KA6 6JW.*  
This building was Leased and not owned by the Council.
  - (b) *Dailly Library, Dailly Community Centre, Main Street, Dailly, KA26 9SB.*  
Building was owned by the Council and is now used solely by the Community Centre to which it was attached.
  - (c) *Dundonald Library, Castle Drive, Dundonald, KA2 9DT.*  
Building was owned by the Council and is not used by Dundonald Primary School to which it was attached.
3. *Troon Youth Centre, St. Meddans Street, Troon, KA10 6JX*  
Service was relocated.
4. *South Ayrshire Council, CLD Office, Green Street Lane, Ayr. KA8 8BE*  
Service was relocated
5. *Learning Shop, 2 Newmarket Street, Ayr, KA7 1LL*  
Service was relocated

**SOUTH AYRSHIRE COUNCIL INFORMATION SHEET  
THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002  
YOUR RIGHTS TO REQUIRE A REVIEW AND  
APPLY TO THE SCOTTISH INFORMATION COMMISSIONER**

## **REQUIRING A REVIEW**

### **When can you require a review?**

South Ayrshire Council hopes that you are satisfied with the outcome of your information request. In the event, however, that you are dissatisfied with the way in which your request has been handled, you have the right to require the Council to review its actions and decisions in relation to your request (this is called a "requirement for review").

### **How to submit a requirement for review**

A requirement for review must:

- Be submitted in writing (which includes an e-mail if received in a legible form) or in another permanent form (such as, for example, a recording made on audio or video tape);
- State your name and an address for correspondence;
- Give details of:
  - (a) the request for information that you wish to be reviewed; and
  - (b) the reason(s) why you are dissatisfied with the Council's actions and decisions in relation to your request.

A requirement for review must be received by the Council no later than 40 working days after either:

- The expiry of the time-limit imposed on the Council for complying with your request for information; or
- Where the Council provides information, or issues a fees notice, or a refusal notice, or a notice that information is not held, but does so after the time-limit has expired, the date on which you receive the information or the notice.

If appropriate, the Council may comply with a requirement for review made after expiry of the time-limits.

For the purposes of calculating the time-limits, "working day" means any day other than a Saturday, a Sunday, Christmas Day or a day which, under the Banking and Financial Dealings Act 1971, is a bank holiday in Scotland.

The Council does not have to comply with a requirement for a review if the requirement is vexatious or it relates to a repeated request made by the same person which is identical or substantially similar to a previous request that has been dealt with, unless a reasonable period of time has elapsed between the making of the original request and the making of the repeated request.

### **The Council's Decision on Review**

The Council must comply promptly with a requirement for review.

At the review, the Council may:

- Confirm its original decision, with or without modification;
- Substitute a different decision; or
- Reach a decision, where the complaint is that no decision has been reached.

You will receive written notice of the Council's decision and a statement of its reasons for the decision, no later than 20 working days after the Council receives the requirement for a review. You may withdraw your requirement for review at any time before the Council makes its decision.

### **Where to send your requirement for a review:**

If you wish to submit a requirement for review, please send this to: **FOI Team, South Ayrshire Council, Resources, Governance and Organisation, County Buildings, Wellington Square, Ayr KA7 1DR, Email: [xxx@xxxxxxxxxxxxx.xxx.xx](mailto:xxx@xxxxxxxxxxxxx.xxx.xx).**

## APPLYING TO THE SCOTTISH INFORMATION COMMISSIONER FOR A DECISION

### When can you apply for a decision by the Commissioner?

If, having asked the Council to review its actions and decisions in relation to your request for information, you are either dissatisfied with the outcome of the review as notified to you by the Council, or if the Council has failed to notify you of the outcome of a review, you may apply to the Scottish Information Commissioner ("the Commissioner") for a decision as to whether the Council has dealt with your request for information in accordance with Part 1 of the Freedom of Information (Scotland) Act 2002.

### How to submit an application to the Commissioner

Any application to the Commissioner must:

- Be submitted in writing (which includes an e-mail if received in a legible form) or in another permanent form (such as, for example, a recording made on audio or video tape);
- State your name and an address for correspondence;
- Give details of:
  - (a) the request for information to which the requirement for review relates;
  - (b) the reason(s) why you are dissatisfied with the Council's actions and decisions in relation to your request; and
  - (c) the reason(s) why you are dissatisfied with the outcome of your requirement for a review or with a failure to notify you of the outcome of a review.

Any application to the Commissioner must be made no later than 6 months after either:

- you receive notice from the Council of the outcome of the review, or
- the expiry of the time-limit imposed on the Council for complying with a requirement for a review.

If appropriate, the Commissioner may consider an application made after the expiry of these time-limits.

### The Commissioner's Decision

The Commissioner will contact the Council and invite its comments on your application. Thereafter (if no settlement has meantime been reached), the Commissioner must reach a decision within 4 months of receiving your application, or within such other period as is reasonable. You will receive written notice of the outcome of the Commissioner's decision.

You have a right of appeal to the Court of Session against the Commissioner's decision, on a point of law only.

### Where to send your application to the Commissioner

An application to the Commissioner can be submitted to **the Scottish Information Commissioner at: Kinburn Castle, Doubledykes Road, St Andrews, Fife KY16 9DS, Tel: 01334 464610 E-mail: [xxxxxxxx@xxxxxxxxxxxxxxxxxxxx.xxxx](mailto:xxxxxxxx@xxxxxxxxxxxxxxxxxxxx.xxxx) Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)**

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