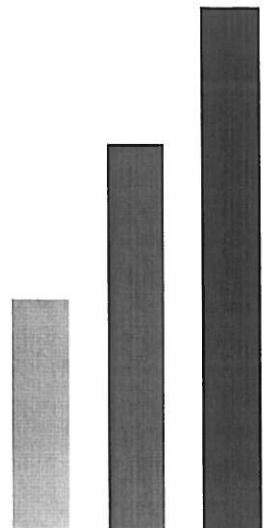


# Agenda 2013

# Education & Communities Committee

For meeting on:

10	September	2013
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**PLEASE NOTE START TIME OF EDUCATION BUSINESS**

Municipal Buildings, Greenock PA15 1LY

Ref: SL/MS

Date: 29 August 2013

**A meeting of the Education & Communities Committee will be held on Tuesday 10 September 2013 at 3 pm within the Municipal Buildings, Greenock.**

**Please note that consideration of the Education items of business will commence at 4.15 pm or following conclusion of the Communities business, whichever is the later.**

ELAINE PATERSON  
Head of Legal and Democratic Services

## **BUSINESS**

**\*\* Copy to follow**

1. **Apologies, Substitutions and Declarations of Interest**

## **COMMUNITIES**

### **PERFORMANCE MANAGEMENT**

2. **Communities 2013/14 Revenue Budget Report - Period 3 to 30 June 2013 and Capital Report 2013/16 - Progress**  
Report by Chief Financial Officer and Corporate Director Education, Communities & Organisational Development
3. **Clune Park Regeneration: Progress Report**  
Report by Head of Safer & Inclusive Communities
4. **Support for Owners Fund: Update**  
Report by Head of Safer & Inclusive Communities

### **NEW BUSINESS**

5. **Strategic Housing Investment Plan 2013-2018**  
Report by Head of Safer & Inclusive Communities
6. **Official Food and Feed Controls Service Plan 2013-14**  
Report by Corporate Director Education, Communities & Organisational Development
7. **Scheme of Assistance Proposed Amendment**  
Report by Head of Safer & Inclusive Communities
8. **Registration of Private Landlords - Fit and Proper Person Test Procedure Review**  
Report by Head of Safer & Inclusive Communities



9. **Proposed Management Rules: Museum**  
Report by Corporate Director Education, Communities & Organisational Development
10. **Proposed Management Rules: Libraries**  
Report by Corporate Director Education, Communities & Organisational Development
11. **Ravenscraig Sports Barn**  
\*\* Report by Head of Safer & Inclusive Communities

## **EDUCATION**

### **PERFORMANCE MANAGEMENT**

12. **Education 2013/14 Revenue Budget - Period 3 to 30 June 2013**  
Report by Chief Financial Officer and Corporate Director Education, Communities & Organisational Development
13. **Education Capital Programme 2013 - 2015/16 - Progress**  
Report by Corporate Director Education, Communities & Organisational Development
14. **Update on Progress with the Implementation of Curriculum for Excellence**  
Report by Corporate Director Education, Communities & Organisational Development

### **NEW BUSINESS**

15. **School Estate Management Plan 2013 and Core Facts Submission**  
Report by Corporate Director Education, Communities & Organisational Development
16. **Talented Endowment Fund**  
Report by Corporate Director Education, Communities & Organisational Development
17. **Foreign Language Learning in Primary Schools A1 + 2 Approach**  
Report by Corporate Director Education, Communities & Organisational Development
18. **School Term Dates - Session 2014/2015**  
Report by Corporate Director Education, Communities & Organisational Development

The documentation relative to the following items has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information being that set out in paragraphs 6, 8 & 9 of Part I of Schedule 7(A) of the Act.

## **COMMUNITIES**

19. **Re-Provision of Community Based Services Formally Contracted under the Regeneration Programme**  
Report by Corporate Director Education, Communities & Organisational Development making recommendations for the re-provision of community based services formally contracted under the regeneration programme

## **EDUCATION**

20. **School Transport Contracts (Mainstream) - Use of Emergency Powers Procedure**

Report by Corporate Director Education, Communities & Organisational Development advising of the use of the powers delegated to the Chief Executive to accept tenders for school transport contracts (mainstream) for 2013/14, 2014/15, 2015/16 and 2016/17

Enquiries to - **Sharon Lang** - Tel 01475 712112

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**Report To:** Education & Communities Committee      **Date:** 10 September 2013

**Report By:** Chief Financial Officer & Corporate Director Education, Communities & Organisational Development      **Report No:** FIN/62/13/AP/IC

**Contact Officer:** Iain Cameron      **Contact No:** 01475 712832

**Subject:** Communities 2013/14 Revenue Budget Report- Period 3 to 30 June 2013 & Capital Report 2013/16 - Progress

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## 1.0 PURPOSE

- 1.1 To advise Committee of the 2012/13 Revenue Budget final out-turn and the 2013/14 Revenue Budget position at Period 3 to 30 June 2013.
- 1.2 To update the Committee in respect of the status of the projects forming the Communities Capital Programme 2013/16 and to highlight the overall financial position.

## 2.0 SUMMARY

- 2.1 In 2012/13, excluding the planned carry forward of Earmarked Reserves of £3,550,000 for the Strategic Housing Fund, Renewal of Clune Park and Scheme of Assistance, there was an overspend of £5,000 against a budget figure of £8,218,000. This equates to 0.1% of the total budget and was £45,000 more expenditure than reported previously to the May Committee.
- 2.2 The total Communities budget for 2013/14 is £8,564,140. A further £2,467,000 brought forward as Earmarked Reserves will also be used to fund various Housing initiatives. The latest projection is an overspend of £2,000.
- 2.3 The projected spend for the Communities Capital Programme 2013/16 is £10.840m of which £2.197m relates to the current financial year. At the end of Period 3 total spend is £142,000 or 6.46% of the projected total for 2013/14. Slippage from the original plan is £0.071m (3.1%)

## 3.0 RECOMMENDATIONS

- 3.1 That the Committee note the final out-turn for 2012/13 and the current projected £2,000 overspend for the 2013/14 Revenue Budget as at 30 June 2013.
- 3.2 That the Committee note the progress of the projects forming the Communities Capital Programme 2013/16.

Alan Puckrin  
Chief Financial Officer

Albert Henderson  
Corporate Director Education, Communities & OD

## 4.0 BACKGROUND

4.1 This report is to advise Committee of the current position of the 2013/14 Revenue Budget to Period 3 June 2013 and the final out turn for the 2012/13 Revenue Budget. The main issues contributing to the £5,000 overspend in 2012/13 and the projected overspend of £2,000 for 2013/14 are highlighted. The report also highlights progress of the Communities Capital Programme 2013/16.

## 5.0 2012/13 OUT-TURN

5.1 The final out turn for the Communities 2012/13 Revenue Budget after adjustments for Earmarked Reserves was an overspend of £5,000. The main factors contributing to this overspend in 2012/13 were:

	Revised Budget 2012/13 £000	Out Turn 2012/13 £000	Variance To Budget £000	P11 Projected Variance £000	Movement Since P11 Projection £000
Libraries & Museum	1,557	1,541	(16)	(12)	(4)
Sports & Leisure	1,723	1,825	102	79	23
Safer Communities	3,341	3,326	(15)	(39)	24
Housing	727	701	(26)	(10)	(16)
Community Halls	499	458	(41)	(58)	17
Grants to Vol Organisations	371	372	1	0	1
<b>TOTAL NET EXPENDITURE</b>	<b>8,218</b>	<b>8,223</b>	<b>5</b>	<b>(40)</b>	<b>45</b>

The main variances are explained in greater detail below.

### Libraries & Museum:

Total underspend £16,000.

This was £4,000 less expenditure than previously reported to the May 2013 Committee. Employee Costs underspent by £8,000 due to delays in filling vacancies.

Property Costs overspend by £8,000 as a result of increased gas consumption at McLean museum.

Income from lost and damaged library books over recovered by £13,000. Following a change in accounting policy to record only cash transactions, this figure is likely to reduce by approximately £6,000 in future years.

### Sports & Leisure:

Total overspend £102,000.

This was £23,000 more expenditure than reported to the May 2013 Committee.  
Property Costs overspent by £11,000 due to an increase in the Corporate Insurance charge.

Inverclyde Leisure Management Fee overspent by £37,000. This was due primarily to a one-off payment in respect of loss of income due to the extended closure of Greenock Sports Centre approved by the Education & Communities Committee of 12 March 2013.  
Expenditure on Waivers overspent by £237,000 and was partially offset by a £201,000 over recovery of income from Pitch Lets.

Whinhill Golf Income had a shortfall of £15,000.

### Safer Communities:

Total underspend £15,000.

This was £24,000 more expenditure than reported to the May 2013 Committee.

Employee Costs overspent by £15,000 mainly due to incremental drift.

Property Costs overspent by £11,000 due to CCTV Maintenance costs and Accommodation Charges.

Joint Board charges for Scientific Charges underspent by £21,000 due to lower levels of testing compared to previous years.

Income over recovered by £30,000 mainly due to Registration of Private Landlords.

### Housing:

Total Underspend £26,000

£18,000 of the underspend relates to the over recovery of income, the majority of which is a contribution from the Universal Home Insulation Grant (UHIS) for administration of claims.

### Community Halls:

Total underspend £41,000.

This was £17,000 more expenditure than reported to the May Committee.

An overspend of £131,000 on Waivers granted for School and Community Halls lets was offset by a £188,000 over recovery in income received from School Lets.

Charges for Corporate Insurance allocation exceeded budget by £14,000.

## **6.0 2013/14 PROJECTION**

- 6.1 The main issues to highlight in relation to the 2013/14 projected overspend of £2,000 are:

### Sports & Leisure: - On Budget

The 2013/14 Income budget for Football Pitch Lets is £187,000. Whilst the latest projection is on budget, Committee should be aware that Inverclyde Leisure have identified a potential error in sums remitted to the Council in 2012/13 whereby money may have been remitted to Inverclyde Council for invoices that have not been paid by customers. Most of these transactions relate to prior financial years and there is a potential shortfall in income. Officers of the Council will continue to work with Inverclyde Leisure to resolve these issues and an update will be provided to the next Committee.

### Libraries & Museum: Overspend £9,000

Employee Costs are projected to overspend by £9,000 due to the non-achievement of turnover savings.

### Housing: Underspend £7,000

Employee costs are projected to underspend by £7,000. There will be an over achievement of turnover savings due to delay in filling a vacancy created when an employee was seconded to the Renewal of Clune Park project.

## **7.0 VIREMENTS**

7.1 There are no virements requested.

## **8.0 IMPLICATIONS**

8.1 The current projected out-turn per Service is:

2012/13 Actual £000	Service	Approved Budget 2013/14 £000	Revised Budget 2012/13 £000	Projected Out-turn 2012/13 £000	Projected over/(under) spend £000
1,541	Libraries & Museum	1,506	1,511	1,520	9
1,825	Sports & Leisure	1,517	1,519	1,519	0
3,326	Safer Communities	3,372	3,445	3,445	0
701	Housing	811	769	762	(7)
458	Community Halls	890	1,011	1,011	0
372	Grants to Vol Orgs	381	381	381	0
8,223	Total Communities	8,477	8,636	8,638	2
	Earmarked Reserves	0	(72)	(72)	0
	Total Exc Earmarked Reserves	8,477	8,564	8,566	2

See Appendix 2 for additional detail.

## **9.0 EARMARKED RESERVES**

9.1 Appendix 3 gives a detailed breakdown of the current earmarked reserves position. Total funding is £3,291,000 of which £1,520,000 is projected to be spent in 2013/14. The remaining balance of £1,771,000 will be carried forward to 2014/15 and beyond. It can be seen that expenditure of £114,000 at the end of Period 3 represents 7.5% of the 2013/14 projected spend.



## **10.0 CAPITAL PROGRAMME**

- 10.1 The Communities Capital Programme consists of various Housing projects under the Scheme of Assistance (SoA), a contribution to the refurbishment of the Watt Library Complex and funding for new Community Facilities. The projected spend for 2013/16 is £10.840m of which £2.197m relates to the current Financial Year as detailed in Appendix 4. There is slippage of £0.071m (3.1%) from the original plan. Expenditure to date at the end of Period 3 to 30 June 2013 is currently 6.5% of the 2013/14 projected spend.
- 10.2 Appendix 5 provides a detailed overall summary for the total Scheme of Assistance (SOA) expenditure by project category.

## **11.0 CONCLUSIONS**

- 11.1 The Committee is currently reporting a projected overspend of £2,000 for the 2013/14 Communities Revenue Budget.

## **12.0 EQUALITIES**

- 12.1 There are no Equalities issues.

## **13.0 REPOPULATION**

- 13.1 There are no Repopulation Issues.

## **14.0 CONSULTATION**

- 14.1 The report has been jointly prepared by the Corporate Director Education, Communities & Organisational Development and the Chief Financial Officer.

COMMUNITIESREVENUE BUDGET MONITORING REPORTMATERIAL VARIANCESPERIOD 3 : 1st April 2013 - 30th June 2013

<u>Out Turn 2012/13 £000</u>	<u>Budget Heading</u>	<u>Budget 2013/14 £000</u>	<u>Proportion of Budget</u>	<u>Actual to 30-Jun-13 £000</u>	<u>Projection 2013/14 £000</u>	<u>(Under)/Over Budget £000</u>	<u>Percentage Over / (Under)</u>
	<b>Sports &amp; Leisure</b> None						
	<b>Libraries &amp; Museum</b> None						
	<b>Safer Communities</b> None						
	<b>Housing</b> None						
	<b>Community Halls</b> None						
<b>Total Material Variances</b>						<b>0</b>	

**COMMUNITIES****REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 3 : 1st April 2013 - 30th June 2013**

2012/13 Actual £000	Subjective Heading	Approved Budget 2013/14 £000	Revised Budget 2013/14 £000	Projected Out-turn 2013/14 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
4,321	Employee Costs	4,144	4,340	4,342	2	0.0%
565	Property Costs	534	537	537	0	-
1,992	Supplies & Services	1,812	1,812	1,812	0	-
65	Transport Costs	53	47	47	0	-
177	Administration Costs	54	56	56	0	-
3,142	Other Expenditure	2,523	2,487	2,487	0	-
(2,039)	Income	(643)	(643)	(643)	0	-
8,223	TOTAL NET EXPENDITURE	8,477	8,636	8,638	2	0.0%
	Earmarked Reserves	0	(72)	(72)	0	
	TOTAL NET EXPENDITURE excluding Earmarked Reserves	8,477	8,564	8,566	2	

2012/13 Actual £000	Objective Heading	Approved Budget 2013/14 £000	Revised Budget 2013/14 £000	Projected Out-turn 2013/14 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
1,541	Libraries & Museum	1,506	1,511	1,520	9	0.6%
1,825	Sports & Leisure	1,517	1,519	1,519	0	-
3,326	Safer Communities	3,372	3,445	3,445	0	-
701	Housing	811	769	762	(7)	(0.9%)
458	Community Halls	890	1,011	1,011	0	-
372	Grants to Vol Orgs	381	381	381	0	-
8,223	TOTAL COMMUNITIES	8,477	8,636	8,638	2	0.0%
	Earmarked Reserves	0	(72)	(72)	0	

**EARMARKED RESERVES POSITION STATEMENT**  
**COMMITTEE: Communities**

<u>Project</u>	<u>Lead Officer/ Responsible Manager</u>	<u>c/f Funding 2012/13</u> £000	<u>New Funding 2013/14</u> £000	<u>Total Funding 2013/14</u> £000	<u>Phased Budget To Period 3 2013/14</u> £000	<u>Actual To Period 3 2013/14</u> £000	<u>Projected Spend 2013/14</u> £000	<u>Amount to be Earmarked for 2014/15 &amp; Beyond</u> £000	<u>Lead Officer Update</u>
Support for Owners	John Arthur	806	328	1,134	79	39	1,134	0	RCH to transfer 2013/14 RTB Receipts of £328k in September 2013. IC have issued provisional offers of grant and now awaiting responses from owners. RCH have confirmed SFO programme and are assisting owners to submit grant applications for processing by IC.
Renewal of Clune Park	John Arthur	1,281	246	1,527	9	15	277	1,250	2013/14 funding of £246k anticipated for Council Tax receipts on second homes and long term empty properties. Projected spend due to Housing staff costs £47k and acquisition of flats (subject to negotiation/ final settlement with individual owners) £230k. Year to date spend due to staff costs. IC awaiting confirmation of property valuations. Payments anticipated in autumn 2013.
GTVO - Playschemes	John Arthur	9	0	9	9	9	9	0	Fully spent in June 2013 per awards made by Grants Sub Committee 12/06/13.
SG Empty Homes Loan	John Arthur	371	0	371	1	1	50	321	Interest in this scheme from owners has been low. There is a possibility that a substantial part may be returned to Scottish Government. IC monitoring progress of applications with Oak Tree.
Beacon Arts Match Fund	Angela Edwards	0	250	250	50	50	50	200	One-off payment of £50k as per P&R Committee of 26/03/13
<b>Total</b>		<b>2,467</b>	<b>824</b>	<b>3,291</b>	<b>148</b>	<b>114</b>	<b>1,520</b>	<b>1,771</b>	

COMMUNITIES CAPITAL REPORT APPENDIX 1

Appendix 4

COMMITTEE: EDUCATION & COMMUNITIES

1	2	3	4	5	6	7	8	9	10	11	Status
Est. Total Cost	Actual to 31/3/13	Approved Budget 2013/14	Revised Est. 2013/14	Actual to 30/06/13	Est. 2014/15	Est. 2015/16	Future Years	Start Date	Original Completion Date	Current Completion Date	
£000	£000	£000	£000	£000	£000	£000					
<b>Housing</b>											
<b>Supported Borrowing</b>											
Scheme of Assistance - Aids & Adaptions	100	0	100	100	0	0	0				Completed
<b>Grant Funded</b>											
Scheme of Assistance - Grant Funded (2012-2015)	2,390	0	940	0	950	500	0				Ongoing
<b>CFCR</b>											
Aids & Adaptions EMR	700	340	360	0	0	0	0				
Scheme of Assistance Core	1299	433	433	37	433	433	0				
Total SOA Capital	4,489	340	1,833	137	1,383	933	0				
<b>Cultural &amp; Sports</b>											
<b>Supported Borrowing</b>											
Contribution to Watt Complex Refurbishment (includes £1000k CFCR)	4,000	79	171	0	3,821	0	0				Ongoing
Inverkip Community Facility & Library Fit Out (includes £650k CFCR)	1,601	36	264	5	1,301	0	0				Ongoing
Community Facilities Investment	750	0	0	0	750	0	0				Commences 2014/15
	6,351	115	435	364	5,872	0	0				
<b>Communities Total</b>	10,840	455	2,268	142	7,255	933	0				



SCHEME OF ASSISTANCE SUMMARY

COMMITTEE: EDUCATION & COMMUNITIES

**Appendix 5**

	<u>Budget</u> 2013/14	<u>Proportion of</u> <u>Budget</u>	<u>Actual to</u> 30/06/13	<u>Projection</u> 2013/14	<u>(Under)/</u> <u>Over Budget</u>	<u>Percentage</u> <u>Over /</u> <u>(Under)</u>
	£000	£000	£000	£000	£000	£000
<b><u>Assistance To Support Independent Living</u></b>						
Care & Repair (including Small Repair Service)	246	62	0	246	0	0.0%
Grant Assistance - Adaptions	780	195	118	780	0	-
<b><u>House Conditions Works</u></b>						
Private Laddord Advice	1	1	1	1	0	0.0%
Implement Scheme of Assistance	2	0	0	2	0	-
Lead Pipe Replacement	4	1	0	4	0	0.0%
BTS Housing	85	21	7	85	0	0.0%
Central Heating Grants	28	7	11	28	0	0.0%
RSL Owners	35	9	0	35	0	0.0%
Empty Home Fund	273	67	0	273	0	0.0%
Regeneration Enabling	19	5	0	19	0	0.0%
<b>Total Scheme of Assistance</b>	<b>1,473</b>	<b>368</b>	<b>137</b>	<b>1,473</b>	<b>0</b>	<b>-</b>

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<b>Report To:</b>	<b>Education &amp; Communities Committee</b>	<b>Date:</b> 10 September 2013
<b>Report By:</b>	<b>Head of Safer &amp; Inclusive Communities</b>	<b>Report No:</b> EDUCOM/61/13/DH
<b>Contact Officer:</b>	<b>Drew Hall</b>	<b>Contact No:</b> 01475 714272
<b>Subject:</b>	<b>Clune Park Regeneration: Progress Report</b>	

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## 1.0 PURPOSE

- 1.1 This progress report provides Committee with an update on the proposed regeneration of the Clune Park area of Port Glasgow.

## 2.0 SUMMARY

- 2.1 The Regeneration Plan for the Clune Park Area was approved by the Safe, Sustainable Communities Committee in May 2011. The Housing Supply Division (HSD) has eventually responded to the plan by being supportive of the approach taken by the Council but is unable to provide additional funding to that for general housing investment.
- 2.2 The Regeneration Plan features prominently in the approved Inverclyde Local Housing Strategy 2011-2016 (the LHS) and is the number one priority in the associated existing and the proposed Strategic Housing Investment Plan 2013-2018 (the SHIP).
- 2.3 The SHIP programme informs the Strategic Local Programme (SLP) for the Inverclyde Council area. The SLP approved a project at the Committee in May at Lower Mary Street, Port Glasgow to provide re-provisioning of originally 84 housing units for the Clune Park residents. This is currently under review due to land availability and the number of units is likely to reduce to around a maximum of 46 units.
- 2.4 Work on the main survey for the "closing" of empty flats that fall below the Tolerable Standard is now complete. Demolition Orders covering 24 flats at 3 separate close addresses and a Demolition Order on a single property have been served. The landlords owning 6 of these flats have submitted appeals against the Orders to the Sheriff Court. The Sheriff in a written judgement on the appeals for 2 flats in 2 of the close blocks has found in favour of the Council's position and the Demolition Orders remain effective. A further hearing is to be arranged for the 4 remaining flats in the same close block.

## 3.0 RECOMMENDATIONS

- 3.1 That the Committee:
- Note current progress towards the regeneration of the Clune Park area;
  - Agree that further progress updates are submitted to future meetings of the Committee.
  - Agree that a report on a review of the Clune Park Regeneration Plan be submitted to the next meeting.
  - Agree to grant delegated authority to the Corporate Director Education, Communities & OD to instruct Property Services to negotiate to acquire flats to enable demolition.

**John Arthur, Head of Safer & Inclusive Communities**

## **4.0 BACKGROUND**

- 4.1 The Clune Park Area Regeneration Plan brings together all of the people-related and property-related issues that must be addressed in order to regenerate the area. The plan has been refined and developed in the light of the results of the Private Sector House Condition Survey (PSHCS) carried out in 2011 and of the PHP visits that have been completed to date. The revised plan was submitted to SG officials, as requested, and a written response was finally received in July 2012. Political and financial commitment has been given by Inverclyde Council to the approved Regeneration Plan and discussions with key partners on implementing the plan are now well advanced, as noted below.

## **5.0 ACTION TO DATE**

- 5.1 The Regeneration Plan proposes to rehouse existing residents off-site resulting in the separation of people and property. RSLs have expressed an interest in providing new housing and this has resulted in four projects being included in the SHIP.
- 5.2 Discussions have been held between Inverclyde Council and HSD officials to determine which projects in the SHIP programme are to be undertaken. This has informed the Strategic Local Programme (SLP) for the Inverclyde Council area. The clear priority given to the Clune Park area in the LHS and in the SHIP has helped secure the regeneration of the area through the allocation of Affordable Housing Supply Programme funding to the SLP over the next three years. The SLP approved a project at the Committee in May at Lower Mary Street, Port Glasgow to provide reprovisioning of originally 84 housing units for the Clune Park residents. This is currently under review due to land availability and the number of units is likely to reduce to around a maximum of 46 units.
- 5.3 The Clune Park Area PSHCS included a physical survey of all 430 flats and this information has been updated to identify individual flats and entire blocks that can now be "closed" using existing housing legislation. The Regeneration Plan sets out the strategy for consolidating these "closed" flats into whole blocks that will ultimately be demolished using the same legislation. The service of appropriate Closing Orders and Demolition Orders is ongoing and is being co-ordinated by the Safer & Inclusive Communities Service. A total of 102 Closing Orders have been served to date and 4 Demolition Orders covering 129 properties in total.
- 5.4 A Communications Strategy designed to ensure that the local populace and everyone with an interest in the Clune Park area are kept informed of developments is in place. A full explanation of the strategy as set out in the Regeneration Plan has been given to private landlords who own and manage properties in the Clune Park area and they will be kept apprised of progress as the plan is rolled out. The Communication plan has recently been reviewed and updated.
- 5.5 The District Valuer (DV) valuations report on Clune Park Street has been received. The DV valued property significantly higher than his original desk top assessment and significantly more than values that have come through the Council's own market value/sales studies

## **6.0 FURTHER ACTION REQUIRED**

- 6.1 3 Landlords have submitted appeals against the service of Demolition Orders for 6 of the 24 flats. They have also issued undertakings to the Council to bring the flats up to the Tolerable Standard to request that the Council Issue a Suspension Order to suspend the



effect of the Demolition Order. These requests have been rejected as this will conflict with the Council approved plan for the area and it was not considered viable to upgrade individual flats in isolation from the rest of the building. The flats have been unoccupied and subject to closing orders for some time and there was no confidence that the work proposed would actually be carried out and would bring the flats up to the Tolerable Standard. The Council defended the Appeals in Court on the 14<sup>th</sup> August 2013 for 2 flats in 2 close blocks and in the written judgement the Sheriff found in favour of the Council's position. The appeal for the 4 remaining flats in a single close block has been continued and a date is still to be set for this. These Orders remain in force, but the Council cannot act on outstanding case until the appeal is heard and a decision is issued by the Sheriff.

- 6.2 The District Valuer's assessment of the value of flats in Clune Park Street is significantly higher than his original desk top assessment and significantly more than values that have come through the Council market value/sales studies. Although the valuations for the Owner/Occupied properties are not far away from what was expected, some of the Landlord owned properties have been given values much greater than these. The DV has been challenged on the valuations and the DV's response did not address the Officers' concerns. The valuations would have resulted in a major increase in the required budget outlined in the Clune Park Area Regeneration Plan approved in May 2011. The Council has no obligation to accept the DV's Valuation. Property Services will now take forward the valuation and negotiations for the acquisition of flats to enable demolition.
- 6.3 Further survey work of the external condition of the properties has been delayed, however it will be completed in time to inform a report reviewing the Clune Park Regeneration Plan that will be submitted to the next Committee meeting.
- 6.4 The Service has noted significant activity by landlords in the area. The Council has received requests from Landlords to revoke Closing Orders for 14 Flats where works have been carried out or have been advised that works have been carried out. These will be assessed and may be subject to a future report to Committee

## **7.0 IMPLICATIONS**

### **7.1 Strategic**

The progression of the regeneration of Clune Park, through the Strategic Housing Investment Plan 2012-2015 and the forthcoming SLP, will make a valuable contribution to several strategic aims and objectives as set out in the:

- Inverclyde Alliance Single Outcome Agreement;
- Community Plan; and
- Inverclyde Local Housing Strategy 2011-2016.

### **7.2 Financial**

The progression of the regeneration of Clune Park requires external funding. Further reports on funding will be submitted to Committee as the plan develops. The Council's current financial commitment to the Clune Park Area Regeneration Plan is as follows:

Financial Implications - One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend	Virement From	Other Comments
Clune Park Regen.	EMR C/f	2012/13	£1,281,000	General Fund Reserves	
Clune Park Regen.	Council tax Receipts from Second Homes / Empty	2013/14	£165,000		Estimate
Capital Fund	Clune Park Regeneration	2014/15	£1,000,000		Budget proposal approved February 2012
TOTAL			£2,446,000		

Financial Implications - Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if applicable)	Other Comments
N/A					

**7.3 Human Resources**

Currently being met within existing and temporary staffing.

**7.4 Legal**

Legal and Democratic Services will be asked to provide advice and guidance on the roll out of the Regeneration Plan to ensure that all possible remedies are pursued and that actions are taken in compliance with appropriate legislation. The Regeneration Plan is based upon existing legislation however the Service is reviewing the changes in legislation previously discussed with SG officials and noted in earlier reports to Committee.

**7.5 Equalities**

When delivering services to our customers, full cognisance is taken of equality and diversity processes and procedures.

**7.6 Repopulation**

This plan is intended to help remove an area of housing blight in Inverclyde and therefore improve the overall area.

## 8.0 LIST OF BACKGROUND PAPERS

- 8.1
- Robert Street Area - Housing Options Study: June 2006
  - Robert Street Area – Housing Options Study, Environment & Regeneration Committee, January 2007. ECP/HOU/BB07MSB/010
  - Robert Street Area – Regeneration Strategy Steering Group Update, SSCC, June 2007. ECP/HOU07WR/032
  - Robert Street Area – Regeneration Strategy Steering Group Update, SSCC 25 October 2007. ECP/HOU/WR07/046
  - Clune Park Regeneration: Progress Report – SSCC, March 2011. ECP/Plann/WR10/008
  - Clune Park – Proposed Regeneration Plan – Special SSCC May 2011. SCS/64/11/AH/DH
  - Clune Park Regeneration: Progress Report – SSCC, August 2011. SCS/65/11/AH/DH
  - Clune Park Regeneration: Progress Report – SSCC, January 2012. SCS/85/12/AH/DH
  - Clune Park Regeneration: Progress Report – SSCC, March 2012. SCS/94/12/AH/DH
  - Clune Park Regeneration: Progress Report – E&CC, June 2012. EDUCOM/01/12/AH/DH
  - Affordable Housing Investment – Strategic Local Plan – E&CC, September 2012. EDUCOM/16/12/AH/DH
  - Clune Park Regeneration: Progress Report – E&CC, September 2012. EDUCOM/18/12/AH/DH
  - Clune Park Regeneration: Progress Report – E&CC, October 2012. EDUCOM/38/12/AH/DH
  - Clune Park Regeneration: Progress Report – E&CC, January 2013. EDUCOM/01/13/DH
  - Clune Park Regeneration: Progress Report – E&CC, March 2013. EDUCOM/32/13/DH
  - Clune Park Regeneration: Progress Report – E&CC, May 2013. EDUCOM/47/13/DH

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<b>Report To:</b>	<b>Education &amp; Communities Committee</b>	<b>Date:</b> 10 September 2013
<b>Report By:</b>	<b>John Arthur, Head of Safer &amp; Inclusive Communities</b>	<b>Report No:</b> EDUC/58/13/DH
<b>Contact Officer:</b>	<b>Drew Hall, Service Manager, Community Safety &amp; Wellbeing</b>	<b>Contact No:</b> 01475 714272
<b>Subject:</b>	<b>Support for Owners Fund: Update</b>	

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## 1.0 PURPOSE

- 1.1 To advise Committee of the current position regarding the Support for Owners Fund (SFO) generated from the sale of River Clyde Homes' (RCH) stock under the Right to Buy scheme and to seek approval for modifications to the administration of the fund.

## 2.0 SUMMARY

- 2.1 Following a higher than expected number of Right to Buy sales in the 2012/13 financial year, RCH will have receipts amounting to £328k available to add to the SFO fund for projects to be undertaken in 2013/14. These projects are designed to assist RCH in bringing all of their housing stock up to the Scottish Housing Quality Standard (SHQS) by 2015. Inverclyde Council is working with RCH to support their SHQS programme by providing grants to home owners involved in common works and these grants are made available through the accumulated SFO Fund.
- 2.2 RCH have provided details of their SHQS programme for 2013/14 and it is clear from the estimated costs of these works that the accumulated balance in the SFO Fund will not be sufficient to provide grants to every owner involved, if they should all decide to take part in the common works. A deficit of £133k to £266k is anticipated, depending upon the uptake of grants by owners. Under these circumstances it is appropriate for Inverclyde Council to consider the options available to make best use of the limited SFO funding for the benefit of all concerned.
- 2.3 Meetings have been held with RCH with a view to finding an equitable arrangement for the owners affected that will also allow RCH tenants to receive the SHQS improvements that they are expecting. These options are set out in paragraphs 5.1 – 5.3 of this report.

## 3.0 RECOMMENDATIONS

- 3.1 That the Committee:
- note the updated position in respect of the Support for Owners Fund and note the potential funding deficit for the 2013/14 financial year;
  - note the options available for an equitable distribution of Support for Owners funding during the 2013/14 financial year, as set out in paragraphs 5.1 – 5.3 of this report; and
  - approve the proposed modifications to the administration of the Support for Owners Fund for 2013/14 and remit the approved changes to the Head of Safer & Inclusive Communities for implementation.

**John Arthur, Head of Safer & Inclusive Communities**

## **4.0 BACKGROUND**

- 4.1 In previous financial years a combination of the receipts generated from Right to Buy (RTB) sales and the carry forward of accumulated receipts has allowed Inverclyde Council to fully support the RCH SHQS programme by making grants available to all participating owners on a means tested basis. Grants ranging from 100% to 50% of the costs of eligible works have been provided to owners wishing to take part in common works. The accumulated RTB receipts in the SFO Fund have been steadily reduced over the past few years as grants have been paid out and the income from RTB sales has also reduced over time. Recent Scottish Government changes to RTB may have prompted a slight increase in sales during 2012/13 as many tenants will no longer have the opportunity to buy in future. However the slight increase in RTB receipts for 2012/13 is not sufficient to off set the anticipated deficit noted in paragraph 2.2 above.
- 4.2 Meetings have been held with RCH to identify suitable means of providing owners with the opportunity to take part in common works mainly in the Fancy Farm and Lower Bow Farm areas of Greenock together with other works in Branchton, Midton in Gourrock, and environmental improvements following on from earlier SHQS works. The means tested system used in previous years is no longer appropriate due to the wide variation in amounts from 100% to 50% of the approved costs. An equitable system of distributing the limited funding available is needed and the options available are set out in paragraphs 5.1 – 5.3 below.
- 4.3 Given that the main purpose of the SFO fund is to allow owners to take part in common works designed to meet the SHQS, Committee approval is now being sought in terms of the recommendations at paragraph 3.1 a) – 3.1 c) of this report.

## **5.0 PROPOSED MODIFICATIONS TO THE SFO FUND**

- 5.1 The estimated costs to owners of taking part in the 2013/14 SHQS programme is £1.400m and the amount of SFO funding available is £1.134m, leaving a potential deficit of £0.266m. Past experience of administering the SFO Fund shows that the average amount of grant payable to participating owners is 75% and the likely uptake of SFO funded grants is 85%. The estimated deficit is based on these historical trends.
- 5.2 The most equitable method of distributing the limited funds available would be to provide a flat rate of grant, without means testing, to every owner willing to take part in common works to meet the SHQS. This could be a set percentage of the costs, for example 50%, or a fixed monetary amount based on the SFO funding available divided by the number of participating owners. It is recommended that a flat rate of 50% grant be adopted for owners willing to take part in the 2013/14 SHQS programme given the variances in the scope of works and the contract costs.
- 5.3 The purpose of the SFO Fund is to allow RCH to deliver their SHQS Programme by assisting owners to take part in common works affecting their homes. Whilst no internal works are generally carried out in owners' homes under the SHQS Programme the owners benefit from the general improvements in the condition of the structure and fabric of their buildings and increased energy efficiency, more secure access, and an improved environment. It is therefore proposed that houses involved in the SHQS Programme currently being let out by private landlords and that absentee owners should be excluded from receiving SFO Fund grants.

## **6.0 IMPLICATIONS**

### **6.1 Strategic**

The completion of the SHQS Programme by the Scottish Government deadline of 2015 is a key element of the Inverclyde Local Housing Strategy 2011-2016 and Inverclyde Council is keen to ensure that all tenants of RSLs and adjoining owners benefit from the improvements arising out of the Programme. It is therefore of vital importance that we continue to support owners to take part in common works by making SFO Fund grants available.

## 6.2 Financial

### Financial Implications - One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
Earmark Reserve	SFO Expenditure	2013/14	£1,134,000	N/A	EMR will be fully spent in 2013/14

### Financial Implications - Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if applicable)	Other Comments
N/A	N/A	N/A	N/A	N/A	N/A

## 6.3 Legal

There are no legal implications for Inverclyde Council arising from this report.

## 6.4 Human Resources

There are no Personnel implications arising from this report.

## 6.5 Equalities

When delivering services to our customers, full cognisance is taken of equality and diversity processes and procedures.

## 6.6 Repopulation

The improvement of the existing housing stock by attaining the SHQS is intended to support and complement the work of the SOA Outcome Delivery Group on Repopulation, which is seeking to stabilise the existing population and to attract new people to the Inverclyde Council area by improving the housing available within Inverclyde.

## 7.0 **CONSULTATIONS**

7.1 This report has been prepared in consultation with the following:

- River Clyde Homes;
- Scottish Government Housing Supply Division, Paisley Area Office; and
- Chief Financial Officer, Inverclyde Council

## 8.0 **LIST OF BACKGROUND PAPERS**

8.1 Inverclyde Local Housing strategy 2011 – 2016; report to Safe, Sustainable Communities Committee, 25 October 2011.

Support for Owners Update; report to Education & Communities Committee, 12 March 2013.

SSC  
25.10.11  
P698

ECC  
12.03.13  
P191

Head of Safer and Inclusive Communities  
40 West Stewart Street  
Greenock  
PA15 1YA

14 August 2013

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<b>Report To:</b>	<b>Education &amp; Communities Committee</b>	<b>Date: 10 September 2013</b>
<b>Report By:</b>	<b>John Arthur, Head of Safer &amp; Inclusive Communities</b>	<b>Report No: EDUC/60/13/DH</b>
<b>Contact Officer:</b>	<b>Drew Hall, Service Manager, Community Safety &amp; Wellbeing</b>	<b>Contact No: 01475 714272</b>
<b>Subject:</b>	<b>Strategic Housing Investment Plan 2013-2018</b>	

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## 1.0 PURPOSE

- 1.1 To advise Committee of the submission of a new Strategic Housing Investment Plan (SHIP) covering the period from 2013 to 2018 and an update to the Strategic Local Programme 2012-2015 (SLP) arising out of additional awards of funding for the Inverclyde Council area from the Scottish Government's Affordable Housing Supply Programme (AHSP).

## 2.0 SUMMARY

- 2.1 The Scottish Government (SG) requested all local authorities to submit a new SHIP for the period 2013-2018 following the announcement of additional funding in March 2013 reflecting the SG budget commitment to support new house building. The Resource Planning Assumptions (RPAs) for the period from 2015-2018 were also announced at that time and this has allowed local authorities and their RSL partners to plan future developments on the basis of guaranteed minimum RPAs over the five year period to March 2018.
- 2.2 The deadline for submission of the new SHIP 2013-2018 to the SG Housing Supply Division (HSD) was 28 June 2013 and it was not possible to seek Committee approval prior to submission due to the summer recess. Retrospective approval is therefore now being sought from Committee for the submission of the SHIP 2013-2018 and the associated SLP given the necessity to respond by the due date.
- 2.3 Meetings were held with the HSD Area Office in Paisley and RSL partners to identify projects suitable for inclusion in the new SHIP and in the updated SLP, which are detailed in the Appendix to this report. HSD approved the updated SLP 2012-2015 in May 2013 however there may be some further updates required due to recent changes in the funding regime for RSLs and a slight increase in the Inverclyde Council RPAs.

Appendix

## 3.0 RECOMMENDATIONS

- 3.1 That the Committee:
- note the contents of the new Strategic Housing Investment Plan for the five-year period from 2013 – 2018;
  - note the contents of the updated Strategic Local Programme 2012-2015 as detailed in the Appendix to this report; and
  - approve the Strategic Housing Investment Plan 2013-2018 and the updated Strategic Local Programme 2012-2015 submitted by Inverclyde Council to the Scottish Government on 28 June 2013.

**John Arthur, Head of Safer & Inclusive Communities**



## 4.0 BACKGROUND

- 4.1 In April 2013 SG issued *Guidance on the Preparation of Strategic Housing Investment Plans and Strategic Local Programmes* (SG Edinburgh, HSGN 2013/02) setting out a new combined SHIP and SLP programme to be submitted by local authorities. A new five-year SHIP was requested by HSD to coincide with the announcement of RPAs covering the period up to March 2018 and a new SLP covering the period from 2015-2018 was also requested as part of the new guidance regime. There had previously been no clear picture of AHSP funding beyond 31 March 2015 and the guaranteed minimum RPAs were welcomed by local authorities and their RSL partners as they allowed for works to be programmed in the knowledge that AHSP funding would be available over the longer term. The SLP 2012-2015 has already been approved by HSD, subject to detailed contract negotiations with individual RSLs, and the new SLP 2015-2018 allows Inverclyde Council to put forward its affordable housing priorities as discussed and agreed with RSL partners.
- 4.2 Meetings have been held with HSD Area Office staff and with RSL partners to identify suitable SLP projects and these are as noted in the Appendix to this report. As in previous years, HSD has requested that local authorities submit a Main Programme reflecting local priorities together with a Shadow Programme made up of projects that can be brought 'off the shelf' at short notice in the event of any difficulties arising with Main Programme projects, or to take advantage of additional AHSP funding, if it became available.
- 4.3 HSD requested that the new combined SHIP and SLP be submitted to the Paisley Area Office by 28 June 2013 and it was therefore submitted subject to formal approval by Committee at its present meeting. Committee approval is now being sought in terms of the recommendation at paragraph 3.1 c) of this report.

## 5.0 COMBINED SHIP AND SLP

- 5.1 The SHIP sets out Inverclyde Council's priorities for affordable housing development and presents the overview of what might be achieved during the five-year period from 2013 to 2018. The SLP is the implementation phase of the SHIP where prioritised projects are actually delivered on the ground. The Clune Park area remains the highest priority for investment and the development of affordable housing at Lower Mary Street, Port Glasgow, is the main project in the SLP 2012-2015. Phase 2 of the development at Earnhill Road, Greenock, to be undertaken by Oak Tree HA in partnership with a local builder, is also in the SLP 2012-2015 as is the development of Woodhall Phase 2 in Port Glasgow by River Clyde Homes (RCH) and the first phase of a new development at Garvald Street in the East End of Greenock by Cloch HA.
- 5.2 The SLP 2015-2018 includes the second phase of works at Garvald Street, a new development by RCH at Broomhill, Greenock, and new developments on the sites of the former Ravenscraig and St Gabriel's schools by Link HA / Larkfield HA. Towards the end of the programme, RCH intend to review the development of the Peat Road area in Greenock, subject to suitable interest from the private sector in building private housing for sale.
- 5.3 The main projects in the combined SHIP / SLP are set out in the Appendix to this report and this includes the Main Programme and the Shadow Programme (formerly known as the "slippage list"), which would be called upon if it proves impossible to deliver any of the Main Programme projects on budget and on time.

Appendix

## 6.0 IMPLICATIONS

### 6.1 Strategic

The Inverclyde Local Housing Strategy 2011 – 2016 and previous SHIPs have clearly identified the regeneration of the Clune Park area as Inverclyde Council's top priority for investment. This is reflected in the SLP 2012-2015 and a project providing rehousing options, both social renting and ownership, for residents of the Clune Park area has therefore been selected as the main project in the SLP. A fail safe position has also been included in the Shadow Programme so that other work can be brought forward quickly to ensure that all

funding allocated to Inverclyde through the RPAs remains within the Inverclyde Council area.

## 6.2 Financial

The RPAs for the period up to 2017/18 have been notified to Inverclyde Council, as detailed below:

- 2012-15: £7.275m
- 2015-16: £2.985m
- 2016-17: £1.986m
- 2017-18: £1.156m
- TOTAL: £13.402m

The minimum RPAs for the period 2015 to 2018 have allowed the Council and developing RSLs to bring forward new projects over the longer term with confidence. HSD has indicated that further adjustments to the RPAs are likely over the five-year period up to March 2018 and they have stressed that the above figures are minimum assumptions for forward planning purposes. The announcement in July 2013 of further AHSP funding of £0.842m (included in the above figures) for the Inverclyde Council area together with an increase in benchmark subsidy levels from £42k to £58k per unit will result in further consequential changes to the SLP and these will be reported to future meetings of Committee.

## 6.3 Legal

There are no legal implications for Inverclyde Council arising from this report.

## 6.4 Human Resources

There are no Personnel implications arising from this report.

## 6.5 Equalities

When delivering services to our customers, full cognisance is taken of equality and diversity processes and procedures.

## 6.6 Repopulation

The provision of new affordable housing is intended to support and complement the work of the SOA Outcome Delivery Group on Repopulation, which is seeking to stabilise the existing population and to attract new people to the Inverclyde Council area by expanding the housing choices and options available.

## 7.0 **CONSULTATIONS**

7.1 This report has been prepared in consultation with the following:

- Developing RSLs operating within the Inverclyde Council area;
- All other RSLs operating within the Inverclyde Council area;
- Scottish Government Housing Supply Division, Paisley Area Office; and
- Chief Financial Officer, Inverclyde Council

## 8.0 **LIST OF BACKGROUND PAPERS**

8.1 Inverclyde Local Housing strategy 2011 – 2016; report to Safe, Sustainable Communities Committee, 25 October 2011.

SSC  
25.10.11  
P698

Strategic Housing Investment Plan 2012 – 2015; report to Policy & Resources Committee, 27 March 2012.

PRC  
27.03.12  
P239

Affordable Housing Supply Programme: Strategic Local Programmes 2012 – 2015; Scottish Government Housing Supply Division Guidance Note (HSGN 2012/06), Edinburgh, May 2012.

Affordable Housing Supply Programme (AHSP): Notification Letter from Scottish Government Housing, Regeneration and Welfare Directorate, Housing Supply Division, 5 March 2013.

Head of Safer and Inclusive Communities  
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14 August 2013

**INVERCLYDE COUNCIL  
STRATEGIC HOUSING INVESTMENT PLAN  
(SHIP)  
2013 – 2018**

**STRATEGIC LOCAL PROGRAMME  
(SLP)  
2015 - 2018**

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June 2013

Education, Communities and Organisational Development Directorate  
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## 1.0 INTRODUCTION

### Purpose

- 1.1 The core purpose of the Strategic Housing Investment Plan (the SHIP) is to set out investment priorities for affordable housing over the five-year period from 2013-2018 to achieve the five key strategic outcomes detailed in the Inverclyde Local Housing Strategy 2011-2016 (the LHS). The focus of the SHIP is the delivery of affordable housing however this is set within the context of wider regeneration activity across the Inverclyde Council area.
- 1.2 The SHIP:
- Sets out key investment priorities for affordable housing;
  - Demonstrates how these priorities will be delivered;
  - Identifies the resources required to deliver these priorities; and
  - Enables the involvement of key partners.
- 1.3 The Strategic Local Programme (SLP) provides Inverclyde Council with three-year Resource Planning Assumptions (RPAs), in this case covering the period from 2015-2018. The SLP allows Inverclyde Council and its key RSL partners to plan ahead for future development of affordable housing for rent and for sale (for example through shared equity schemes). The SLP 2012-2015 is already in place and there is some overlap between the two programmes as some larger developments have been broken down into phases in order to fit with available Affordable Housing Supply Programme (AHSP) funding. There is therefore a brief recap of the SLP 2012-2015 in Section 2 of this document to place these ongoing projects in context and to identify entirely new projects as prioritised by Inverclyde Council.

### Background Information

- 1.4 This is the sixth SHIP to be produced by Inverclyde Council and it is the first to be prepared using the new Scottish Government Guidance on the combined SHIP / SLP process (Scottish Government, Housing Supply Division Guidance Note, HSGN 2013/02, published April 2013). The Housing Need and Demand Assessment (HNDA) undertaken by Inverclyde Council together with the other seven local authorities within the Glasgow and the Clyde Valley Strategic Development Planning Authority (GCV SDPA) area provide the starting point for the SHIP. The HNDA clearly shows a shortfall of affordable housing within the Inverclyde Council area and the SHIP and the SLP are designed to partly address this shortfall. The LHS and HNDA outcomes are the principal basis for prioritising development programmes and for directing housing investment through the SHIP 2013-2018 and the Area Renewal Strategy.
- 1.5 Inverclyde Council is the strategic housing authority for the Inverclyde area and is working with key partners to ensure that the five key strategic outcomes set out in the LHS 2011-2016 are met (see paragraph 3.1 below). As Inverclyde Council is a stock transfer authority, all social housing is now owned and developed by RSLs who are the Council's key partners in developing new build housing to take the projects in the SHIP and the associated SLP forward.

## **Project Update**

1.6 A number of SHIP / SLP projects commenced in previous financial years and details of recently completed projects are as follows:

- RCH Lot 3, Cumberland Road / Larkfield, Greenock: work on 126 new homes commenced on site in October 2011 and will be completed in 2013; this is the last project to be funded by the Scottish Government under the previous Affordable Housing Investment Programme (AHIP) regime;
- Cloch HA (CHA) completed the Reprovisioning Programme at Maukinhill in 2012 and all new homes are now fully occupied;
- Oak Tree HA (OTHA), working in partnership with a local developer, provided 14 social rented houses at Earnhill Road in Larkfield, Greenock, in 2012; a second phase comprising 14 new houses for social rent is included in the SLP 2012-2015;
- Finally, OTHA completed the refurbishment of 16 flats at Sir Michael Court, Greenock, in 2012, the only successful Innovation and Investment Fund bid in the Inverclyde Council area in 2011/12.

1.7 Area renewal has been the focus of housing-led regeneration in Inverclyde for several decades, but given increased urgency over the last ten years with the approval of Area Renewal Plans by Inverclyde Council and its key partners in 2003, and the designation of 'New Neighbourhoods' in the 2005 Local Plan. Stock transfer in late 2007 provided another boost to the programme. There has been significant progress with the regeneration of large areas in Greenock and Post Glasgow however there are a number of areas that still require significant investment to improve the quality of the environment and the housing on offer. RCH Lot 3 is likely to be the last large scale Reprovisioning Programme project to contribute to the Area Renewal Strategy. Plans for the remaining "New Neighbourhoods", in terms of promoting mixed tenure communities, have either been considerably scaled down, or are in the process of being significantly revised due to the economic downturn, continued difficulties in accessing private finance, and reduced housing subsidies available for the development of affordable housing.

## **Development of the SHIP**

1.8 The SHIP 2013-2018 was prepared by the Safer & Inclusive Communities Service in liaison with the Regeneration & Planning Service, and in partnership with a wide range of organisations with an interest in housing. The following key partners contributed to the preparation of the SHIP and supplied information for inclusion in the Plan:

- Registered Social Landlords (RSLs) – locally-based and national;
- Scottish Government Housing Supply Division (HSD);
- Inverclyde Community Health and Care Partnership (CHCP) –
  - Health & Community Care Services;
  - Mental Health, Addiction, and Homeless Services; and
  - Planning, Health Improvement and Commissioning.
- Inverclyde Council –
  - Regeneration & Planning Service
  - Corporate Planning Service
  - Safer & Inclusive Communities Service

## **Involvement of Key Partners**

- 1.9 The SHIP process was initiated in spring 2013 when preliminary discussions were held with RSLs and other partners, including the Planning Policy Team, on sites with potential for housing development. In May 2013, following receipt of the revised SHIP Guidance issued by the Scottish Government, liaison meetings were held with local / national RSLs to discuss potential projects that might be funded on the basis of the three-year RPAs. The SHIP / SLP will be monitored and reviewed in the light of changes in resource availability and programme alterations will be made, as necessary, to reflect changing financial circumstances.
- 1.10 The SHIP and the associated SLP will be submitted to the Education & Communities Committee of Inverclyde Council at its meeting on 10 September 2013 for formal approval. Copies of the SHIP and the SLP will be circulated to all key partners and to a wide range of interested parties for reference. We will continue to consult with and actively involve as wide a range of stakeholders as possible in the development of future SHIPs / SLPs.

## **2.0 STRATEGIC LOCAL PROGRAMME 2012-2015: PROGRESS**

- 2.1 The SLP 2012-2015 is ongoing and this section provides a brief progress report on the approved Main Programme and Shadow Programme projects that must be completed by 31 March 2015. This is to provide context for the SHIP 2013-2018 and for the forthcoming SLP 2015-2018.

### **Main Programme**

- 2.2 The Main Programme of the SLP 2012-2015 comprises the following projects:
- Lower Mary Street, Port Glasgow: 84 units of affordable housing for rent (60) and for sale through NSSE (24), intended to provide for the rehousing of long-term residents in the Clune Park area of Port Glasgow, and to address the overall shortfall of affordable housing identified in the HNDA.
  - Earnhill Road, Greenock, Phase 2: 14 affordable social rented semi-detached and terraced cottage type houses to address the shortfall of larger, family sized houses in the Upper Larkfield area of Greenock (general needs and addressing requirements for special needs through HFVN standards).
  - Garvald Street, Greenock, Phase 1: 22 units comprising semi-detached and terraced cottage type houses (general needs), and cottage flats (amenity housing) to address the overall shortfall of affordable housing identified in the HNDA.
  - Woodhall Phase 2, Port Glasgow: 20 units comprising 18 units for affordable social rent and 2 NSSE units to accommodate owners displaced by the demolition programme; to include 4 amenity houses to address the needs of older / disabled tenants; this is the final but much reduced phase of the Reprovisioning Programme at Woodhall where 15 remaining households (13 existing RCH tenants and 2 owner-occupiers) are to be rehoused by 2015.



- 2.3 All of the projects in the Main Programme are currently at an advanced planning stage and liaison with Inverclyde Council Strategic Housing Team and with Planning Services is ongoing. None of the projects has started on site and it is likely that work will commence in autumn 2013, subject to land transfers to developing RSLs being approved by Inverclyde Council and approval of detailed planning applications.

### **Shadow Programme**

- 2.4 The Shadow Programme of the SLP 2012-2015 comprises the following projects:
- Broomhill, Greenock: 19 units comprising cottage flats and terraces, possibly including some units for Mid Market Rent (to be confirmed);
  - Luss Avenue, Greenock: 31 units for affordable social rent to address general shortfall of affordable housing as identified in the HNDA; and
  - Garvald Street, Greenock, Phase 2: 23 units comprising semi-detached and terraced cottage type houses (general needs), and cottage flats (amenity housing) to address the overall shortfall of affordable housing identified in the HNDA.
- 2.5 It has not been necessary to bring forward any of the projects listed in the Shadow Programme to date.

## **3.0 LHS PRIORITIES**

### **Agreed Outcomes and Targets**

- 3.1 The outcomes and targets for the LHS 2011-2106 as approved by Inverclyde Council in October 2011 are as follows:

*Outcome One: Inverclyde residents have access to a range of suitable housing options.*

*Outcome Two: Inverclyde residents are able to make best use of their housing.*

*Outcome Three: Inverclyde residents can enjoy their neighbourhoods.*

*Outcome Four: Inverclyde residents receive appropriate support when they experience changes to their housing needs.*

*Outcome Five: Inverclyde residents take responsibility for their housing and communities.*

- 3.2 The development projects that partner RSLs have submitted for the SHIP 2013-2018 have been assessed against the above strategic outcomes. The ability of a project to meet the strategic outcomes of the LHS is the fundamental determining factor in the Council's decision on whether a project should be classed as an investment priority.

### **Achievement of Outcomes**

- 3.3 The main routes for achieving the LHS outcomes are as follows:

- The roll out of the approved SLP 2012-2015 and the follow on SLP 2015-2018, subject to future AHSP funding availability;
- The continuation of projects by Cloch HA and Oak Tree HA to deliver new affordable housing and to return empty homes to productive use utilising Scottish Government funding;
- The provision of affordable home ownership options through Regeneration and Open Market New Supply Shared Equity (NSSE) houses in new RSL developments;
- New build social rented housing being provided to housing for varying needs standards, which will address the particular needs of a significant number of Inverclyde citizens;
- RSLs continuing to provide Stage 3 Adaptations for their tenants to meet their particular needs and to allow them to remain in their own homes and communities; and
- RCH and other RSLs continuing with their Standard Delivery Plans to achieve the SHQS by 2015 thereby addressing fuel poverty and energy efficiency issues identified in the LHS 2011-2016, which includes the strategy for tackling fuel poverty.

### **Inverclyde Council Priorities for the SHIP**

- 3.4 Inverclyde Council has set out its priorities for housing in the LHS 2011-2016. The scoring matrix used to assess the priority of SHIP / SLP projects takes account of the agreed strategic outcomes in the LHS. The matrix also reflects the deliverability of projects given the time and funding pressures included in the SLP process. Inverclyde Council must try to ensure that the key outcomes of the LHS are met by RSL partners within the confines of the AHSP funding and benchmark subsidy levels available. Meetings have been held with developing RSLs, locally-based and national, operating within the Inverclyde area and contributing to the SHIP programme to discuss their projects and to agree timescales. All of the agreed projects are included in the SHIP 2013-2018.

### **Clune Park Area, Port Glasgow**

- 3.5 Inverclyde Council has identified the Clune Park area of Port Glasgow as its highest priority for housing investment due to the poor physical condition of the housing stock combined with a range of socio-economic issues affecting the area. Inverclyde Council has made clear its willingness to tackle the issues in the Clune Park Area through comprehensive regeneration by providing political and financial support for a Regeneration Plan, which was approved by Council in May 2011. In recognition of this priority, the Local Development Plan: Proposed Plan (approved by Inverclyde Council, May 2013), includes Clune Park within the wider designation of an 'Area of Potential Change', identifying a number of linked initiatives to further stimulate interest from developers in the renewal of this area.
- 3.6 The implementation of the Regeneration Plan is now under way with closure of flats that are below the Tolerable Standard, followed by the service of Demolition Orders where entire closes have been closed and acquired, as necessary. Partner RSLs are assisting in the rehousing of the remaining occupants in existing and new build houses and one of these projects, at Lower Mary Street, Port Glasgow, is included in the current SLP (2012-2015).

## Linkages to the LHS and other Strategic Plans

- 3.7 The developments included in the SHIP and the associated SLPs are in line with the recently approved (May 2013) Inverclyde Local Development Plan: Proposed Plan (the LDP) and the LHS 2011-2016. The projects in the SHIP also contribute to delivering the local outcomes in the Inverclyde Alliance Single Outcome Agreement (the SOA) by strengthening communities and improving the quality of community life through new house building linked to wider social and economic regeneration. Health will also be improved through the delivery of new safe, secure, comfortable, and energy efficient houses built to housing for varying needs standards. It is hoped that SHIP projects will also contribute to the SOA outcome of making Inverclyde a place where people want to live now whilst safeguarding the environment for future generations.
- 3.8 Inverclyde is at a crossroads in terms of housing-led regeneration, as indicated in paragraph 1.7 above. The majority of the original priorities for Area Renewal are now complete and the ability of developers to provide large scale housing developments to support wider social and economic regeneration has reduced considerably. Beyond the period covered by the present SHIP (2013-2018), some current priorities will continue to be delivered whilst emerging strategic priorities will have to be addressed by Inverclyde Council and its RSL partners, together with private sector developers.
- 3.9 Looking to the future, there are continuing and emerging strategic priorities that will influence future affordable housing development and regeneration, in particular, in the latter years of the SHIP and beyond:
- New housing development, housing-led regeneration and place making continues to be a priority in the Inverclyde LDP: Proposed Plan. The LDP highlights areas that were part of the original Area Renewal Strategy and it also includes other opportunities for development and regeneration - Major Areas of Change (MAC) and Areas of Potential Change (APC), most carried forward as 'legacy sites' from the 2005 Inverclyde Local Plan. Adoption of the LDP is expected in mid-late summer 2014.
  - Repopulating Inverclyde is a strategic priority and the Inverclyde Alliance SOA has at its core the objective of stabilising the population to assist economic regeneration and to improve the quality of the living environment. A wide range of quality housing is seen to be paramount to achieving a stabilised population and to assist with economic regeneration – the supply of new affordable housing is identified as a key component of achieving this objective.
  - The availability of surplus school sites has augmented the supply of land suitable for housing development in the Council's portfolio. These sites are identified in the LDP: Proposed Plan as new opportunities to create affordable, mixed tenure housing developments to assist the council in achieving its repopulation and regeneration objectives. The reduced subsidy levels for RSLs has placed greater focus on local authorities to assist with the development of affordable housing by providing land at below market value to increase the viability of new development.

- 3.10 Outcomes and targets will continue to be reviewed as the LHS Action Plan is implemented and as the Local Development Plan moves forward to adoption in mid-2014, in order to reflect changes taking place in the wider housing system. A critically important element of the LDP: Proposed Plan is the introduction of an Affordable Housing Policy (RES4) and Supplementary Guidance, which will give prospective developers advice on what is expected of them in submitting proposals for housing development in Inverclyde following the anticipated adoption of the LDP in 2014. This will include a requirement to provide a proportion (minimum 25%) of affordable housing on all developments of 20 units or more and will be subject to negotiation with developers on a site by site basis. Having specific requirements for the provision of affordable housing should help to address the overall shortfall noted in the HNDA and should also address the widening of housing choice and expansion of housing options set out in the LHS.
- 3.11 Tables 1-3 provide a breakdown of tenure / house type information down to Sub Area level for the entire SHIP programme.

#### 4.0 PRIORITISING SHIP PROJECTS

- 4.1 All of the projects in Tables 1-3 have been assigned a priority grading using the assessment criteria as detailed in Appendix 1. The emphasis is on projects that contribute to the delivery of the five strategic outcomes set out in the LHS 2011-2016 (see paragraph 3.1 above) within the five-year period covered by the SHIP. The assessment criteria used in the scoring matrix have been modified to take account of the five strategic outcomes of the LHS, the outcomes of the HNDA, the agreed Area Renewal Strategy, and deliverability within the constraints of reduced budgets, benchmarks, and timescales. Projects that meet the key strategic objectives of Inverclyde Council, as set out in the Inverclyde Alliance SOA and the Community Plan, have been ranked more highly than other projects.

##### Summary of SHIP submissions and Prioritisation

- 4.2 The locally-based and national RSLs that form the SHIP Liaison Group have submitted projects that they consider could feasibly be developed over the five-year period of the SHIP, providing that the necessary AHSP funding is made available. Projects anticipated to start beyond 2017/18, or that could be brought 'off the shelf' are included in Appendix 2. Table 1 below summarises the projects that have been agreed with RSL partners in terms of overall priority and on a year-by-year basis from 2013/14 to 2017/18.

**Table 1: SHIP 2013-2018 - Prioritisation by Overall Points Awarded**

##### SLP Year 1 & 2: 2013/14 & 2014/15

Project	Sub Area	RSL	Tenure Breakdown	AHIP Required (million)	Total Score	Comment
Lower Mary Street	Port Glasgow	Link Group	60SR 24NSSE	£3.969	260	Priority site to support the regeneration of Clune Park. Built by Persimmon purchased by Link. Land is in multiple ownership - IC is the majority land owner. Site capacity may be reduced. Score not updated from last year.
Woodhall Phase 2	Port Glasgow	RCH	18SR 2LCHO	£0.840	245	Standalone development at bottom of site near train station. No further plans to develop out Masterplan site. RCH in discussions with IC about remainder of site.

<b>Earnhill Road Phase 2</b>	Greenock South West	Oak Tree HA	14SR	£0.644	<b>200</b>	Phase 1 is complete. Oak Tree and IC in negotiation about transfer of land for Phase 2.
<b>Garvald Street Phase 1</b>	Greenock Central East	Oak Tree HA	22SR	£1.100	<b>195</b>	Western area part of Maukinhill stock transfer agreement. Eastern part also in council ownership. Oak Tree in negotiation with IC about the transfer of land. Project split due to funding allocation.

### SLP Year 3: 2015/16

Project	Sub Area	RSL	Tenure Breakdown	AHIP Required (million)	Total Score	Comment
<b>Broomhill</b>	Greenock Central East	RCH	19 SR	£0.798	<b>205</b>	Site at Nile Street/Trafalgar Street/Drumfrochar Road. At present 19 SR. This may change after the demand for MMR has been assessed.
<b>Garvald Street Phase 2</b>	Greenock Central East	Oak Tree	23SR	£1.150	<b>195</b>	Western area part of the Maukinhill stock transfer agreement. Eastern part also in council ownership. Oak Tree in negotiation about the transfer of land. Project split due to funding allocation.
<b>Ravensraig Primary Site</b>	Greenock South West	Link/Larkfield	20 SR	£0.840	<b>TBD</b>	Owned by IC. 100% affordable. Housing mix to be finalised. IC estimates at present.
<b>Former St Gabriel's</b>	Greenock South West	Link/Larkfield	20 SR	£0.840	<b>TBD</b>	Owned by IC. 100% affordable. Housing mix to be finalised. IC estimates at present. Cleared site.

### SLP Year 4 & 5: 2016/17 & 2017/18

Project	Sub Area	RSL	Tenure Breakdown	AHIP Required (million)	Total Score	Comment
<b>Peat Road Phase 1</b>	Greenock South West	RCH	33SR 10NSSE	£2.197	<b>335</b>	Total site capacity 160: 100SR, 30NSSE and 30PR. Capacity has increased to include more cottage flats. Housing mix to be finalised. Project split into phases and will go beyond 2018.
<b>James Watt Dock</b>	Greenock Central East	RCH	60SR 26NSSE	£3.560	<b>230</b>	RCH own site. Linked to redevelopment of former sugar warehouse. Potential MMR on site.
<b>Luss Avenue</b>	Greenock Central East	Link Group	21SR 10NSSE	£1.460	<b>210</b>	Score not updated from last year. Close to Kings Glen site, this may become a higher priority. Site in private ownership.
<b>Kempock House</b>	Gourock	Oak Tree	10 SR	£0.420	<b>TBD</b>	Owned by IC. Mixed tenure site. Site capacity 40. Oak Tree has expressed interest. Project details to be developed over next year. Cleared site.
<b>Former Kings Glen School</b>	Greenock Central East	TBD	15 SR	£0.630	<b>TBD</b>	Owned by IC. Mixed tenure site. Site capacity 60. Requires private sector partner. Project details to be developed over the next year. Cleared site.
<b>Former Highlander's Academy</b>	Greenock Central East	TBD	10 SR	£0.420	<b>TBD</b>	Owned by IC. Mixed tenure site. Site capacity 40. Requires private sector partner. Project details to be developed over next year.
<b>Former Wellington School</b>	Greenock Central East	TBD	15 SR	£0.420	<b>TBD</b>	Owned by IC. Mixed tenure site. Site capacity 60. Requires private sector partner. Project details to be developed over next year.

\* Note: TBD = to be determined, developer to be confirmed at a later date.

### Resource Planning Assumptions

4.3 The RPAs for the three-year period 2015-2018 were notified to Inverclyde Council in March 2013 and HSD has advised that these are minimum assumptions that may be relied upon for the purposes of forward planning. Details of the SLP RPAs notified to Inverclyde Council are as follows:

- SLP Years 1 & 2, 2013/14-2014/15: £ 6.433m
- SLP Year 3, 2015/16: £ 2.985m
- SLP Years 4 & 5, 2016/17-2017/18: £ 3.142m
- TOTAL: £12.560m

These RPAs have allowed Inverclyde Council and partner RSLs to agree a forward programme of affordable housing investment beyond the end of the first SLP in March 2015.

### **Deliverability**

- 4.4 The deliverability of projects is a key factor in the SHIP and this is reflected in the agreed scoring matrix. Therefore, projects with the most realistic prospect of actually being delivered on time and in line with available budgets rate more highly in the SHIP 2013-2018.
- 4.5 Appendix 1 provides a full explanation of the criteria that Inverclyde Council has used to assess whether a project should be an investment priority in the SHIP together with a table illustrating the various points scores awarded.

### **Projects of Special Local Priority**

- 4.6 The Clune Park area of Port Glasgow is an investment priority for Inverclyde Council and it therefore features prominently in the SHIP programme. The demolition of the existing stock is likely to take quite some time and the amount of funding required is still to be determined. Clune Park is the Council's number one investment priority for the period from 2013-2018 and it has therefore been included in the SHIP as a Project of Special Local Priority (see Appendix 1). The Link HA / Persimmon Partnerships Scotland Ltd project at Lower Mary Street, Port Glasgow, is directly related to the rehousing aspects of the Clune Park Regeneration Plan and has therefore attracted high priority in the SHIP 2013-2018 programme.

## **5.0 OVERCOMING CONSTRAINTS**

### **Land Supply Issues**

- 5.1 It is Inverclyde Council's view that there is an adequate land supply to meet the new build programmes that may be undertaken by local and national RSLs. This was confirmed in the Land Supply Audit completed by the Regeneration & Planning Service in 2012. The housing land supply will continue to be reviewed annually as part of the long-established audit process and new, potential development opportunities for open market and affordable housing, including on land held in Inverclyde Council ownership, have been included in the LDP: Proposed Plan (May 2013). Consultation on the LDP: Proposed Plan is currently under way and it is anticipated that the final LDP will be adopted in mid-2014.
- 5.2 As indicated above, the LDP: Proposed Plan includes an Affordable Housing Policy (AHP) which contains a range of new policy levers to make provision for affordable housing. The first would require developers to provide a benchmark of 25% affordable housing on prescribed sites, of 20 or more dwelling capacity, to contribute to the provision of affordable housing. The LDP: Proposed Plan identifies these 'quota sites' to expand the number of development opportunities to assist in addressing the overall shortfall of affordable housing identified in the HNDA. However, unlike sites in the ownership of RSLs, these 'quota sites' require private developers to take the AHP element forward. Potential sites brought forward through the LDP:

Proposed Plan included in the SHIP that could be affected by the AHP, include the site of the former Kempock House in Gourrock and the site of the former King's Glen Primary School in Greenock.

- 5.3 The second main part of the policy includes the allocation of a number of council-owned and RSL-owned sites in the land supply that are categorised as 'affordable housing sites'. These sites are either new additions (surplus Council properties) or the relatively large existing 'New Neighbourhood' sites that have been earmarked for mixed tenure development. Two of these sites were formerly part of the Area Renewal Strategy however the previously identified issues have led to uncertainty over their viability. It is expected that these sites will be taken forward on a phased basis in partnership with a private developer. Woodhall Phase 2 and Peat Road fall into this category in the SHIP together with the council-owned sites at the former King's Glen Primary School in Greenock and, beyond 2018, the site of the former St Stephen's High School in Port Glasgow. Some of these projects are likely to go beyond 2018 due to their size and the need for manageable phasing to accommodate available funding. Consultation on the LDP: Proposed Plan is currently under way and it is anticipated that the finalised LDP, including the associated AHP and supporting Supplementary Guidance, will be a material consideration in the assessment and determination of planning applications, when adopted in mid-2014.

#### **Financial Constraints**

- 5.4 The SG has advised local authorities of their RPAs for the period up to March 2018 and these are minimum assumptions, subject to alteration depending upon the outcome of the SG spending review. The prioritisation of SHIP projects reflects the indicative levels of AHSP funding available and the continuing emphasis on providing new housing within benchmark subsidy levels and demonstrating value for money in delivering projects. A number of RSLs have identified general financial constraints as an issue that will affect the timing and programming of their proposed developments. However RSLs have welcomed the announcement of the RPAs as they allow for forward planning to a time when current lending constraints may have eased.

#### **Summary**

- 5.5 The results of the GCV HNDA (2011) and the Housing Supply Targets for all tenures included in the LHS 2011-2016 indicate a need for new affordable housing. Inverclyde Council will therefore continue to work closely with RSL and HSD partners to overcome identified constraints, where possible, and to pursue alternative projects where constraints prove to be insurmountable in terms of the resources and development capacity available.

### **6.0 LOCAL AUTHORITY CONTRIBUTIONS TO THE SHIP**

#### **Financial Contributions**

- 6.1 Inverclyde Council's principal financial contribution to the SHIP will continue to be funding from Council Tax receipts for second homes, which amounted to c. £200k in the financial years 2011/12 – 2012/13. Inverclyde Council agreed in November 2011 to reduce the level of Council Tax discount on empty homes with a view to increasing revenue to fund investment in affordable housing

and these increased revenues become available from the financial year 2013/14. These receipts will be used by Inverclyde Council to support the SHIP programme. The use of these earmarked funds will be decided on an annual basis in consultation with key partners.

### **Contributions in Kind**

- 6.2 Local authorities are required to consider the future use of land within their ownership as part of the LDP process. As indicated above, this land is being made available for development through the LDP: Proposed Plan to assist RSLs to provide affordable housing for rent and for sale, for example, through NSSE schemes. These contributions in kind are a central part of the new AHP and are an important addition by Inverclyde Council to the SHIP programme, forming part of the projects at Lower Mary Street, Port Glasgow, Earnhill Road (Phase 2), and Garvald Street (Phases 1 and 2) in Greenock. The inclusion of land identified as being suitable for affordable housing development in the LDP: Proposed Plan has enabled developing RSLs to consider their future plans and to consider new build later in the SHIP programme in the hope that financial constraints will eventually ease off. Several of these projects in the latter part of the SHIP programme, such as those involving former school sites and the site of the former Kempock House in Gourrock, will also depend upon land being made available for affordable housing development as contributions in kind from the local authority.

### **Financial Assistance to Owners**

- 6.3 Grant assistance is provided through Inverclyde Council's Scheme of Assistance to owners where common works are required to meet the SHQS or to address disrepair. This type of investment is delivered on a strategic basis and in partnership with the local RSLs, the Inverclyde Care & Repair Service and other Council Services. Through the SHIP, work has been undertaken with the local RSLs to ensure that complementary investment can be provided by Inverclyde Council to assist owners to take part in common works, including the achievement of the SHQS. A special funding arrangement has been established for owners involved in common works with RCH and this Support for Owners Fund will continue to be administered by Inverclyde Council in collaboration with RCH and the HSD.

### **Revenue Funding and Support Costs**

- 6.4 Inverclyde Council also provides ongoing revenue funding for the care and support of tenants and residents through the Inverclyde Community Health and Care Partnership (CHCP) together with capital funding for equipment and adaptations to meet particular needs. These CHCP contributions must also be taken into account in the provision of affordable housing through the SHIP programme as tenants and residents will continue to need care and support regardless of where they are ultimately housed.

### **Other Funding Sources**

- 6.5 Other potential sources of contributions, in cash or in kind, will be identified as part of Inverclyde Council's wider partnership arrangements with other public agencies. The use of commuted sums as a possible source of future income has been included in the LDP: Proposed Plan AHP, with further information in the Supplementary Guidance on Affordable Housing Provision, specifying the



amount of affordable housing to be provided on development sites of 20 or more units, or an equivalent commuted sum. Other sources of funding will be regularly reviewed to ensure that all avenues are fully explored and accessed, where possible.

## **7.0 PLANNING AND HOUSING GEOGRAPHIES**

### **SHIP Sub Areas**

7.1 The Sub Areas identified by Inverclyde Council, in liaison with the SHIP Liaison Group, are used as a framework for prioritisation in the SHIP / SLP. They are also used in the:

- LHS 2011-2016;
- HNDA (the principal evidence base for future 'planning for housing');
- Strategic Development Plan (covering the entire GCVSDPA area); and
- Local Development Plan (covering the whole of the Inverclyde Council area).

Details of the geographies contained within the Sub Area boundaries are provided in Map 1 in the Appendices.

## **8.0 EQUALITIES**

8.1 Inverclyde Council, as lead partner in the SHIP, is committed to the principles of equality of opportunity and social justice. It is Inverclyde Council policy to affirm the rights of all citizens to live free from discrimination and prejudice. In applying these principles the Council, together with its key partners, aim to ensure that all services are accessible to, and meet the needs of, the whole community, irrespective of:

- Age;
- Disability;
- Gender;
- Race;
- Religion/Belief; or
- Sexual orientation.

8.2 An Equality Impact Assessment (as part of the Policy Impact Assessment) of the Local Housing Strategy was undertaken to minimise the negative impacts of its policies on equalities groups, and to maximise the positive impacts. The affordable housing priorities in this plan have been determined by the LHS, and the SHIP benefits directly from the considerations given to equalities issues in the development of its parent strategy.

### **Black and Minority Ethnic (BME) Population**

8.3 No specific needs have been identified in terms of the Black and Minority Ethnic (BME) population of Inverclyde. However, all RSLs are now gathering information on the ethnic origin of applicants to establish changes in the make up of the population over time. Available information suggests that the BME population of Inverclyde remains relatively small in comparison to the

Glasgow city region and other parts of Scotland. If a need for housing specifically for BME groups is identified, an appropriate response will be provided through the LHS and the associated SHIP / SLP programme.

### **Gypsy/Traveller Population**

- 8.4 The seasonal movement of the Gypsy/Traveller population through the Inverclyde area has led to some difficulties with unauthorised encampments and proposals to develop facilities for Gypsy/Traveller households for temporary, seasonal use are under consideration by Inverclyde Council. The chosen site will be provided with water supplies, toilets and washing facilities and hard standing for temporary use only. There are no plans to provide a permanent site due to the transient nature of demand. Opportunities for co-operation across local government administrative boundaries have been discussed with Glasgow City, Renfrewshire, and East Renfrewshire Councils, none of which have facilities for Gypsy/Travellers at present. The proposed development of facilities within the boundaries of Inverclyde has arisen out of the review of the Gypsy/Travellers protocol involving Inverclyde Council and our key partners. It has been established that there is no requirement to provide facilities or accommodation for Travelling Show People visiting Inverclyde.

### **Housing Needs of Specific Household Groups**

- 8.5 The LHS and the SHIP will continue to identify the requirement for housing for particular needs, including:
- Physical disabilities;
  - Learning disabilities;
  - Mental illness; and
  - Dependency issues (i.e. drugs and alcohol)

The specific needs of residents will be assessed through joint working with appropriate CHCP and Health Services. Some of the above needs will be addressed through ongoing RSL development programmes providing new build housing for varying needs. Further development opportunities will continue to be identified over the three-year period of the SHIP. However, they will only be included in the SHIP where SG funding is available together with revenue and housing support costs. It is recognised that difficulties in securing revenue and support costs are likely to continue due to the budget constraints facing CHCP services. Where projects can be included in the SHIP without creating any new budget demands, we will continue to attach a high priority to these works.

### **Adaptations**

- 8.6 Table 7 (see Section 9 Tables & Appendices) provides information on the funding available through Inverclyde Council's Scheme of Assistance for adaptations to meet special needs within the private sector (privately owned and private rented houses). The demand for adaptation works continues to be high and often outstrips the supply of funding available through the Scheme of Assistance however there is no waiting list for works of this type and the council continues to manage to provide assistance by a judicious mix of larger and smaller scale works in each financial year. Inverclyde Council does not

have any housing stock of its own due to the stock transfer to RSLs over five years ago and there is therefore no information in Table 7 on 'council houses'.

### **Assistance to Home Owners**

- 8.7 Assistance to home owners is provided through Inverclyde Council's Scheme of Assistance and can include financial assistance to older and disabled owners who require adaptations to their home. Access to the adaptations element of assistance is via the Council's Centre for Independent Living, and includes assessment by Occupational Therapists who establish the type of assistance required and refer owners to the Inverclyde Care & Repair Service for implementation of works. The Care & Repair Service also submit an application for grant assistance to Inverclyde Council on behalf of the owners.

## **9.0 TABLES AND APPENDICES:**

- **Table 1: Years 1 & 2 – 2013/14-2014/15**
- **Table 2: Year 3 – 2015/16**
- **Table 3: Years 4 & 5 – 2016/17-2017/18**
- **Table 4: Affordable Housing Priorities not Funded through AHSP**
- **Tables 5.1 / 5.2: Council Tax Raised on Empty and Second Homes**
- **Tables 6.1 / 6.2: Affordable Housing Policies (AHPs) Contributions**
- **Table 7: Adaptations**
  
- **Appendix 1: Assessment Criteria and Scoring Matrix**
  
- **Appendix 2: Projects Post-2017/18**
  
- **Map 1: Inverclyde SHIP Sub Areas**
- **Map 2: Regeneration Strategies (by Sub Area)**
  
- **Glossary of Terms**
  
- **Contact Details**

## GLOSSARY OF TERMS

### **Adaptations (Stage 3)**

Modifications to make a house suitable for a disabled person.

### **Barrier-Free Housing (aka Lifetime Homes)**

Houses that have been purpose built or adapted for use by people with special needs.

### **Care and Repair**

A service that helps older and disabled homeowners to repair and maintain their homes.

### **Energy Efficiency**

A house is energy efficient when it retains a high level of the heat produced by its heating system.

### **Housing Association**

A not-for-profit social landlord providing mainstream and / or special needs housing (see RSL).

### **Local Housing Strategy (LHS)**

The main document that sets out the local authority's strategy for providing housing of all tenures to meet identified needs and demand, covering a five-year period.

### **Allocation Policy**

Document that sets out how a local authority or housing association allocates its houses.

### **Below Tolerable Standard (BTS)**

Housing that does not meet the statutory minimum physical quality standard is BTS.

### **Community Care**

The provision of services and support to older people, disabled people, and those with special needs in their own homes.

### **Greenfield**

A planning term used to describe land that has not previously been developed.

### **Housing (Scotland) Act 2001**

The main housing legislation setting out the Scottish Government's policy objectives for all social housing.

### **Local Plan (Local Development Plan)**

A land use plan prepared by the local authority that outlines a framework for development for new housing, business, industrial, and other uses, and safeguards open

### **Area Renewal**

Regeneration initiatives within a defined geographical area, involving action such as demolition and new house building.

### **Brownfield**

A planning term used to describe land that has been previously developed (see Greenfield also).

### **Community Plan**

A long-term strategy that promotes the social, environmental and economic well being of the local community.

### **Homelessness**

A term used to describe people who have no secure, permanent accommodation of their own.

### **Housing (Scotland) Act 2006**

Legislation introducing new housing standards for privately owned and rented houses, including Housing Renewal Areas.

### **Low Cost Home Ownership (LCHO)**

Houses provided specifically for first time buyers on low incomes to enable them to access affordable private housing.

space, countryside and the built heritage. Formerly known as the Local Plan which it will replace in due course.

**Registered Social Landlord (RSL)**

A not-for-profit social landlord, such as a housing association, that is registered with and monitored by the Scottish Housing Regulator.

**Right to Buy (RTB)**

Legislation that enables tenants of local authority and RSL houses to buy their own homes.

**Scheme of Assistance (formerly Private Sector Housing Grant PSHG)**

Scottish Government funding used by local authorities to assist owners to carry out repairs and improvements to their homes.

**Scottish Housing Quality Standard (SHQS)**

A common standard covering the physical quality of houses and the areas around them that should be met by all owners and landlords.

**Social Rented Sector**

Housing owned and managed by local authorities and RSLs and built using public money.

**Stock Transfer**

The transfer of the ownership and management of houses from one landlord, such as a local authority, to another landlord, such as a housing association or other RSL.

**Strategic Development Plan (SDP)**

The 'upper tier' of the Development Plan prepared for city regions, made up of several local authorities and charged with identifying the broad scale of housing and other development land requirements for a 15 – 20 year time period, while safeguarding the natural and built heritage. Formerly known as the Structure Plan, or Joint Structure Plan, which it replaced with the approval of the Glasgow and the Clyde Valley SDP in May 2012.

**Sustainability**

Meeting the needs of the present generation without compromising the ability of future generations to meet their own needs.

**Tenure**

A description of the basis of occupation of a house, e.g. an owner-occupier, a tenant of a social landlord, or a tenant of a private landlord.

**Abbreviations**

<b>AHSP</b>	Affordable Housing Supply Programme – Scottish Government	<b>LCHO</b>	Low Cost Home Ownership
<b>BME</b>	Black and Minority Ethnic (Groups / Population)	<b>LHS</b>	Local Housing Strategy

<b>BTS</b>	Below Tolerable Standard	<b>(NS)SE</b>	(New Scheme) Shared Equity
<b>HA</b>	Housing Association (also an RSL – see opposite)	<b>PSHG</b>	Private Sector Housing Grant
<b>HMA</b>	Housing Market Area HMSA – market sub area	<b>RPA</b>	Resource Planning Assumption
<b>HMP</b>	Housing Market Partnership	<b>RSL</b>	Registered Social Landlord
<b>HRA</b>	Housing Renewal Area	<b>SHIP</b>	Strategic Housing Investment Plan
<b>HSD</b>	Housing Supply Division – Scottish Government	<b>SHQS</b>	Scottish Housing Quality Standard
<b>HST</b>	Housing Supply Targets	<b>SLP</b>	Strategic Local Programme

### CONTACT DETAILS

If you would like more information about the SHIP, the SLP, the LHS, or any other aspect of strategic planning for housing, please contact us (as below) and we will be glad to help.

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## **Appendix 1: Inverclyde Council Strategic Housing Investment Plan Project Prioritisation Scoring System**

### **A. Summary of Approach**

For the Inverclyde Strategic Housing Investment Plan (SHIP) 2009 and 2010, the Council used criteria to prioritise a project to assist with directing affordable housing investment. The ability of a project to assist in delivering the Inverclyde Local Housing Strategy (LHS) 2004-2009 objectives and deliverability were the principal drivers behind the assessment. The SHIP 2012 included a revised scoring system which took account of the LHS 2011-16 and new information on directing affordable housing investment which became available from the Glasgow and the Clyde Valley Housing Need and Demand Assessment (GCV HNDA) 2011.

There has been no change in strategic direction or update on the housing need and demand assessment therefore the fundamental principle of the assessment remains the same for the SHIP 2013 i.e. the project's ability deliver the council's strategic housing priorities. There have been some minor amendments to the scoring system to include updated information on the Area Renewal Strategy, from the Proposed Local Development Plan and to provide further clarification on the system. The Project Submission Form has been amended to reflect the new numerical requirements from the updated Scottish Government SHIP Guidance 2013.

This section (A) sets out the approach for assessing housing priorities and section B contains the project scoring template.

#### **1.0 Project of Special Local Priority**

- 1.1 A project of special local priority which contributes to an identified Council wide strategic project and automatically receives principal priority status above all other projects. If a number of projects have been given special priority status, then the points they have scored in the remainder of the system will determine the ranking of the projects that have special local priority.

#### **2.0 Inverclyde LHS 2011-2016 Outcomes**

- 2.1 The primary function of the SHIP is to assist the Council and partners to achieve the LHS 2011 – 2016 Outcomes through strategically planning investment for the development for affordable housing. As with previous assessments, the ability of the project to assist with achieving the LHS Outcomes has been given the highest weighting in the revised assessment criteria. Not all of the actions or policy commitments under each LHS Outcome are applicable for assisting in directing the investment for affordable housing therefore only the relevant factors have been included in the assessment. The action, indicator or commitment has been noted next to the assessment in the scoring table.
- 2.2 The maximum score for each factor is 10 points; if the project meets the criteria then it scores 10 points, if it doesn't then it receives 0 points.
- 2.3 As the primary function of the SHIP is to assist the Council and partners to achieve the LHS 2011 -2016 Outcomes, then a project must satisfy a minimum number of LHS criteria to be included in the Council's investment plan. If a project does not meet one quarter (65 points) of the LHS criteria then it will not be considered for further scoring and the project will not be included in the SHIP.

### 3. Affordable Housing Requirement

3.1 The GCV HNDA 2011 and further analysis of the results (LHS 2011 -2016 Appendix 1 Affordable Housing Requirement) indicated that the sub areas in Inverclyde have different housing need and demand characteristics. The requirement for affordable housing is greater in some areas than other areas and the type of household requiring assistance varies across the authority. In order to ensure housing investment is prioritised to meet the variations in housing need, the overall results have been scored and included in the prioritisation system. Feedback from stakeholders on the original scoring system indicated that a geographical factor would assist with the prioritisation.

#### *Sub area priority*

3.2 The results of the GCV HNDA for the Inverclyde HNDA sub areas<sup>1</sup> for migration scenario C2 and affordable assumption<sup>2</sup> are shown in Table 1:

**Table 1: GCV HNDA Affordable Housing Requirement for Inverclyde (Scenario/assumption C2 25) 2008-2016**

Component	Inverclyde	Inverclyde East	Inverclyde West	Kilmacolm
Annual affordable housing requirement (households/dwellings required)	379	245	123	19
% of total requirement	100%	65%	32%	5%

3.3 Nearly two thirds of the affordable housing requirement for Inverclyde up to 2016 is in the HNDA sub area of Inverclyde East (Port Glasgow, Greenock Central East and Greenock South West). Just under a third of the requirement is in the Inverclyde West (Greenock West, Gourock and Inverkip & Wemyss Bay); and Kilmacolm & Quarriers Village take up 5% of the affordable housing requirement. As the majority of the affordable housing requirement is in Inverclyde East then any project in Port Glasgow, Greenock Central East and Greenock South West will score a maximum of 20 points; projects in Greenock West, Gourock and Inverkip & Wemyss Bay will score 10 points and Kilmacolm & Quarriers Village projects will score 2 points. This is summarised in Table 2 below:

**Table 2: Project Score by LHS Sub Area**

Project Sub Area	Score
Port Glasgow	20 points
Greenock Central East	20 points
Greenock South West	20 points
Greenock West	10 points
Gourock	10 points
Inverkip & Wemyss Bay	10 points
Kilmacolm and Quarriers Village	2 point

<sup>1</sup> This was a strategic assessment of housing need and demand across the Glasgow and the Clyde Valley Region and the seven Inverclyde LHS sub areas were deemed to be too small to be used for a regional assessment of affordable housing. For Inverclyde, three HNDA sub areas were used and are called Inverclyde East, Inverclyde West and Kilmacolm and Quarriers Village. Inverclyde East comprises of Port Glasgow, Greenock Central East and Greenock South West and Inverclyde West comprises of West Greenock, Gourock and Inverkip & Wemyss Bay.

<sup>2</sup> Inverclyde LHS 2011 – 2016 Appendix 1 Affordable Housing Requirement outlines the results for Inverclyde for all of the migration scenarios and affordability assumptions for 2008 -2016, 2016 -2020 and 2020 – 2025. Up to 2016, proportionally the affordable housing requirement is approximately the same.



### *House/flat priority by sub area*

- 3.4 Inverclyde local authority area has a high proportion of flatted accommodation within the housing stock 52% of all dwellings which rises to around 71% of all dwellings in the social rented sector<sup>3</sup>. Although flatted accommodation for some age groups and households types is a suitable housing option, a disproportionate amount of flatted accommodation can create a number of problems, especially when the housing stock is old (i.e. tenemental properties form the majority of the dwelling type in the social rented sector). To achieve a stable, well functioning housing system, a balance of dwellings types and sizes is required.
- 3.5 A project that contains the development of houses, as opposed to flats, in the affordable housing sector, including social renting and the intermediate sector, will score ten points. The social rented sector in the Inverclyde East sub areas have high proportions of low demand, flatted accommodation and thus one of the regeneration aims of the area, especially in terms of re-provisioning of the social rented sector, is to increase the proportion of house dwellings in this sector. In order to achieve a more balanced dwelling type mix in these areas then projects which contain the development of houses will score more highly than projects concerning the development of flatted accommodation.
- 3.6 Although the Inverclyde West sub areas of Greenock West, Gourock and Inverkip & Wemyss Bay still have a significant proportion of flatted accommodation (but in some cases have a strong predominance of houses) there is still not the same regeneration strategies in place for reduction of flatted accommodation thus there will be no preference shown for houses or flats shown in the project scores in these areas. The same formula will be applied to projects in Kilmacolm & Quarriers Village. A summary of the application of project scores is in Table 3.

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<sup>3</sup> Inverclyde LHS 2011-2016 Appendix 3 Dwelling Profile

**Table 3: Project scores for dwelling type by sub area**

Project Sub Area	Flat	House
Port Glasgow	0 points	20 points
Greenock Central East	0 points	20 points
Greenock South West	0 points	20 points
Greenock West	10 points	10 points
Gourock	10 points	10 points
Inverkip & Wemyss Bay	10 points	10 points
Kilmacolm and Quarriers Village	10 points	10 points

- 3.7 Further analysis of the affordable housing requirement shows there are variations in the household type that requires affordable housing in Inverclyde across the urban areas in Inverclyde<sup>4</sup>. The Council needs to further consider the results of the analysis in order to assess which household types should be given priority for investment.

### Area Renewal and Regeneration Priorities

- 4.1 For over two decades 'Area Renewal' has been the focus of the council and its partners efforts to regenerate Inverclyde. The first wave of regeneration occurred in the 1990s and subsequently Area Renewal Plans were developed which focused on areas in Port Glasgow, East Greenock and Greenock South West<sup>[1]</sup> and included designated 'New Neighbourhoods' in the 2005 Local Plan. These areas were identified as the primary focus for housing regeneration to either upgrade the existing housing stock or introduce new housing at reduced densities. Since the approval of the plans ten years ago, there has been significant progress with regenerating these areas and the development of 'New Neighbourhoods'; many areas in Greenock and Port Glasgow have been radically altered. However, there are a number of areas which remain that still require significant investment to improve the quality of the environment and the housing offer.
- 4.2 Table 4 shows the areas that were originally included in Area Renewal Strategy and planned New Neighbourhoods that still require investment and development. The Proposed Local Development Plan<sup>[2]</sup> has continued to highlight these areas for regeneration to widen the range and choice of housing available and to improve the quality of the environment.

<sup>4</sup> Inverclyde LHS 2011–2016 Appendix 1 Affordable Housing Requirement

<sup>[1]</sup> South/West Greenock SIP Area Renewal Plan 2000 -2010, Halcrow Fox (January 2001),

Greenock East End Area Renewal Plan:2001 -2011, HCH Scotland, (March 2001);

Area Renewal Plan 2001-2011 Port Glasgow, Llewellyn Davies (2001);

Inverclyde: Housing Market, Local Economy and Depopulation, Llewellyn-Davies in association with Wardle McLean (July 2000); and

A New Inverclyde: The First Steps, Inverclyde Regeneration Partnership (October 2002)

<sup>[2]</sup> The Proposed Local Development Plan was approved by the Environment and Regeneration Committee on May 2<sup>nd</sup> 2013 and will be issued for consultation in June 2013.

**Table 4: Inverclyde Renewal Areas and Remaining Designated New Neighbourhoods**

Area	Regeneration Area	Status at June 2013
Greenock Central East	Broomhill	Plans for the area have been significantly revised and now only include a small site for new build (RCH)
Greenock South West	Peat Road/Hole Farm (New Neighbourhood)	Remaining housing to be demolished but plans for new build on site are unclear. Likely to be medium - long term development.
Port Glasgow	Woodhall (New Neighbourhood)	Phase 1 is complete. 20 units planned as part of Phase 2 (RCH), while development of the majority balance of the site remains to be concluded.
	Clune Park	The potential use of the Clune Park site is under consideration.

4.3 The regeneration areas outlined in Table 4 continue to be prioritised for affordable housing investment in order to achieve the Council's wider regeneration objectives. Plans for these priorities have either been scaled down or are in the process of being significantly revised because of the economic downturn, restrictions on private finance and the reduced housing subsidy available for the development of affordable housing.

4.4 Inverclyde is in many ways at a crossroads in terms of what should be the focus of housing-led regeneration. Most of the original Area Renewal priorities are complete and the ability of developers to deliver large scale housing developments to support regeneration has diminished. Looking forward, there are continuing and emerging priorities in addition to the areas outlined in Table 4 that will influence future housing development and regeneration in Inverclyde:

- New housing development, housing-led regeneration and place making continues to be a priority in the Proposed Local Development Plan. It highlights areas that were part of the original Area Renewal Strategy (Table 4) and it also includes other opportunities for development and regeneration - Major Areas of Change (MAC) and Areas of Potential Change (APC), most carried forward as 'legacy sites' from the 2005 Local Plan. Adoption of the Local Development Plan is expected in mid-late summer 2014.
- Repopulating the area is a strategic priority and the Inverclyde Alliance Single Outcome Agreement (SOA) has at its core the objective of stabilising the population to assist economic regeneration and improve the quality of the living environment. A wide range of quality housing is seen to be paramount to achieving a stabilised population and to assist with economic regeneration.
- The closure of surplus school sites has augmented the supply of housing land in the Council's portfolio. These are identified in the Proposed Plan as new opportunities to create affordable, private and mixed tenure housing developments which will assist the council with achieving its repopulation and regeneration objectives. The reduced subsidy levels for RSLs has placed greater onus on local authorities to assist more with the development of affordable housing and providing land at below market value can assist with the viability of new development.

## 5.0 Consultation, Planning and Constraints

5.1 A project must be deliverable if it is to be in the SHIP and receive affordable housing subsidy. In order to be deliverable, any potential constraints must be overcome and there must be pre-development discussion with the relevant bodies to ensure those affected by the development are aware of it and are satisfied with the proposals.

- 5.2 A project that has been subject to public, tenant consultation will receive the maximum score of 10 points. 5 points will be awarded if the consultation is underway or about to start.
- 5.3 Land supply - A maximum score of 10 points can be awarded here. If the land is designated for housing in the Proposed Local Development Plan it will be awarded 10 points.
- 5.4 Land ownership – A maximum score will be awarded of 10 points if the land is in full ownership of the developing RSL; 5 points will be awarded if the land is owned by a partner developer or by the Council. No points will be awarded if all or part of the site is in third party ownership and there are significant constraints in obtaining the land for the development of affordable housing.
- 5.7 Land constraints – A maximum of 10 points will be awarded where constraints such as ground contamination, subsidence or other adverse ground conditions, or other issues affecting development have been identified and will be overcome by the RSL or developer at the time of development. Alternatively, where there are no such constraints on a project, then the maximum of 10 points will be awarded as there are no obstacles to the completion of the project.
- 5.8 Infrastructure constraints – A maximum of 10 points will be awarded if all of the necessary infrastructure bodies are satisfied with the project. If one or all of these factors are not applicable for a project, the maximum points are awarded so that the project is not placed at a disadvantage against other projects.
- 5.9 Discussion with Development Management – A maximum of 10 points will be awarded if the project has been subject to discussions with Development Management and there are no foreseeable issues. 5 points will be awarded if there have been discussions but there are still a number of issues to be resolved. 0 points will be awarded if there have been no pre-application discussions with Development Management.
- 5.10 Fire and Rescue – A policy in the Inverclyde LHS 2011 – 2016 is for housing agencies to inform Fire and Rescue with updates on planned demolitions and construction to allow Fire and Rescue to plan service delivery. A project will be awarded 10 points if Fire and Rescue have been informed of the development.
- 5.11 Engagement with the Housing Team prior to the submission of the project details is very important. This is to ensure that the Housing Team is aware the project and so that the RSL understands the Council's affordable housing requirements. The completion of the SHIP Project Submission Form should encourage RSLs to discuss details of the project with the Housing Team prior to submission. The Housing Team consider engagement with RSLs to be an important factor therefore it has been given a score of 25 points.
- 5.12 Support of Community Health Care Partnership (CHCP) – If a project requires revenue funding then it must have the support of the relevant service in the CHCP. If the CHCP does not have a requirement for the project or can not support it then the project will not be considered for affordable housing investment until such support is in place and the project will be given an automatic lower priority, irrespective of score.

## B. Project Prioritisation Scoring System

### 1. Summary of Criteria Weighting

Scoring Criteria	Weighting	Proportion
<b>1. Project of Special Local Priority</b>	<b>Priority project</b>	
2. Inverclyde LHS 2011-2016 Outcomes	260	61%
3. Affordable Housing Requirement	40	9%
4. Regeneration and Area Renewal Priorities	30	7%
5. Consultation, Planning and Constraints	95	22%
<b>Total Scores</b>	<b>425</b>	<b>100%</b>

### 2. Project Scoring Criteria Template

<b>1. Project of Special Local Priority</b>			
<i>Project contributes to an identified Council wide strategic project and automatically receives principal priority status</i>			
<b>2. Inverclyde LHS 2011-2016 Outcomes</b>	<b>Project Score</b>	<b>Max Score</b>	<b>Comments</b>
<i>How does the project help the Council and partners achieve the LHS Outcomes?</i>			
<b>Outcome 1: Inverclyde residents have access to a range of suitable housing options</b>			
a. Project brings empty homes back into use ( <i>LHS Action 1.12</i> )		10	
b. Project supports buy backs from the private sector ( <i>LHS Action 1.13</i> )		10	
c. Project is funded by an innovative/alternative funding method ( <i>LHS Action 1.14</i> )		10	
d. Project assists first time buyers with accessing mortgages ( <i>LHS Action 1.7 &amp; para 7.14</i> )		10	
e. Project supports private developers and RSLs to form development partnerships ( <i>LHS Action 1.19</i> )		10	
f. Project increases the number of low cost home ownership dwellings ( <i>LHS Action 1.22, para 7.15 &amp; HSTs</i> )		10	
g. Projects increases the number of social rented dwellings ( <i>LHS Action 1.22, para 7.17 &amp; HSTs</i> )		10	
h. Project increases the number of mid market rent dwellings ( <i>LHS Action 1.22, para 7.17 &amp; HSTs</i> )		10	
i. Project increases the number of owner occupied dwellings ( <i>LHS HSTs</i> )		10	
j. Project provides specially designed housing for households with specific housing requirements ( <i>LHS Para 7.8</i> )		10	
k. Project provides housing suitable for older people ( <i>LHS Para 7.5</i> )		10	
<b>Outcome 2: Inverclyde residents are able to make best use of their housing</b>			
l. Project will help tackle access problems, to neighbourhoods and/or dwellings ( <i>LHS Action 2.1</i> )		10	
m. Project will help improve household communications in Inverclyde ( <i>LHS Action 2.13</i> )		10	
n. Project will convert all-eclectic areas to gas energy supply ( <i>LHS Action 2.14</i> )		10	
o. Project will increase the number of private properties meeting the SHQS energy efficiency standard ( <i>LHS Indicator 2.8</i> )		10	
p. Project provides more wheelchair accessible and lifetime homes ( <i>LHS Action 2.6</i> )		10	
<b>Outcome 3: Inverclyde residents can enjoy their neighbourhoods</b>			
q. Project will involve the removal of low demand/poor quality housing( <i>LHS Action 3.2</i> )		10	

r. Project will promote greener household energy ( <i>LHS Action 3.5</i> )		10	
s. Project will reduce the private sector's total carbon emissions ( <i>LHS Indicator 3.4</i> )		10	
t. Project will reduce the private sector's average household carbon emission ( <i>LHS Indicator 3.5</i> )		10	
<b>Outcome 4: Inverclyde residents receive appropriate support when they experience changes to their housing needs</b>			
u. Project will increase the number of emergency homes available for use by the Homelessness Service ( <i>LHS Action 4.8</i> )		10	
v. Project provides accommodation to assist with long term rehousing of the homeless ( <i>LHS Para 7.32</i> )		10	
<b>Outcome 5: Inverclyde residents take responsibility for their housing and communities</b>			
w. Project contributes to 100% SHQS attainment in the social rented sector ( <i>LHS action 5.6 and para 7.37</i> )		10	
x. Project will involve the employment or training of local people ( <i>LHS Action 5.2</i> )		10	
y. Project will increase the percentage of private sector properties that meet the SHQS ( <i>LHS Indicator 5.7</i> )		10	
z. Project will increase the percentage of private sector properties that meet the tolerable standard ( <i>LHS Indicator 5.8</i> )		10	
<b>Local Housing Strategy Outcome Score</b>		<b>Max 260</b>	
<b>LHS Outcome Score Pass Threshold</b>		<b>Pass / Fail</b>	
<i>If the project does not achieve the LHS Outcome score threshold of 65 points (25% of LHS criteria) then the project is rejected from the prioritisation process.</i>			
<b>3. Affordable Housing Requirement</b>	<b>Project Score</b>	<b>Max Score</b>	
a. Affordable housing sub area priority		20	
b. Affordable housing dwelling type priority (house/flat)		20	
<b>Affordable Housing Requirement</b>		<b>Max 40</b>	
<b>4. Regeneration and Area Renewal</b>	<b>Project Score</b>	<b>Max Score</b>	
a. Project provides housing in 'New Neighbourhoods' or in areas identified by the Area Renewal Strategy		30	
<b>Regeneration and Area Renewal Scores</b>		<b>Max 30</b>	
<b>5. Consultation, Constraints and Planning</b>	<b>Project Score</b>	<b>Max Score</b>	
a. Wider consultation		10	
b. Proposed Inverclyde Local Development Plan		10	
c. Land ownership		10	
d. Infrastructure constraint (Roads, Scottish Water/SEPA, Utilities, SNH)		10	
e. Land constraint (Contamination, subsidence, other)		10	
f. Discussion and agreement with Development Management		10	
g. Fire and Recue		10	
i. Pre submission engagement with the Housing Team		25	
h. Support of CHCP (only if applicable to the project)		(Yes/No)	
<b>Consultation, Constraints and Planning Score</b>		<b>Max 95</b>	
<b>Total Project Score</b>		<b>Max 425</b>	

**APPENDIX 2: POST-2018 AFFORDABLE HOUSING PROJECTS AND POTENTIAL AFFORDABLE HOUSING OPPORTUNITIES 2015-2018\***

**TABLE 1: POST-2018 AFFORDABLE HOUSING PROJECTS**

Site	Ownership	Total Capacity	Affordable No.	Tenure	Potential Time Frame	Additional Information
<b>PORT GLASGOW</b>						
1. St Stephen's School	IC	120	30	Private/ affordable	2018 plus	Potential quota site through Affordable Housing Policy. Dependent on private sector interest. Buildings still standing and are in use. Site 4 in the Proposed LDP.
2. Arran Avenue	Private	125	40	Private/ affordable	2018 plus	Dependent on Miller Homes taking the site forward. Site 2 in the Proposed LDP.
<b>GREENOCK CENTRAL EAST</b>						
3. Whinhill	Private	127	70	Private/affordable	2018 plus	In the SHIP 2012. Greenfield site. Site 23 in the Proposed LDP.
4. Strone	RCH	100	75	Affordable	2018 plus	Project was in SHIP 2007 and 2008 for 53 dwellings. Originally part of the Re provisioning Programme but RCH has no plans to develop the site. Site 22 is in the Proposed LDP.
<b>GREENOCK SOUTH WEST</b>						
5. Valley Park	Private	120	35	Private/ affordable	2018 plus	Highcross. Planning application due Summer 2014. Dependent on private sector involvement. Site 45 in Proposed LDP.
6. Peat Road Phase 2 and 3	RCH	160 (total site)	130 (total for site)	Private/ affordable	2018 plus	Phase 1 in the SHIP and could be completed by 2017/18 with phase 2 completed in 2018/19 and phase 3 completed in 2019/20. Capacity is higher than the Proposed LDP due to smaller dwelling sizes. Numbers, housing mix and timing still to be finalised.

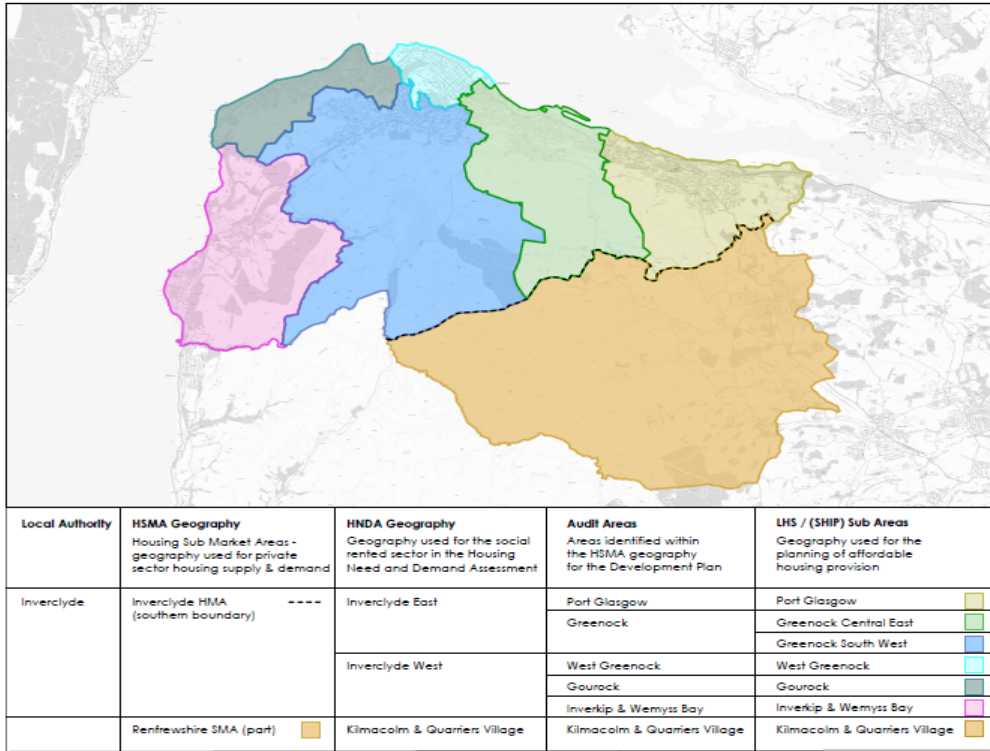
**TABLE 2: OTHER POTENTIAL OPPORTUNITIES FOR AFFORDABLE HOUSING 2015-2018**

Site	Ownership	Total Capacity	Affordable No.	Tenure	Potential Time Frame	Additional Information
<b>PORT GLASGOW</b>						
1. Woodhall Phase 3 +	RCH	200 (total site)	60 (total site)	Private/affordable	2015-2018 (and plus)	Phase 1 complete. Phase 2 consists of 20 affordable dwellings. Development of the remainder of the site still to be resolved. Site 3 in the Proposed LDP.
2. Barmoss Nursery	IC	10	10	Affordable	2015-2018	Potentially suitable for specialist housing provider. Health amenities nearby. Site 5 in the Proposed LDP.
<b>GREENOCK CENTRAL EAST</b>						
3. Carwood Street	Private	31	31	Affordable	2015-2018	Flatted development. Project was in SHIP 2009 and 2010. Previously in the SHIP to complete the redevelopment of the local area. Site 31 in Proposed LDP
4. Kilmacolm Road	Private/ IC	15	15	Affordable	2015-2018	Community centre on the corner still in use. Near Maukinhill. Site 21 in Proposed LDP.
<b>INVERKIP AND WEMYSS BAY</b>						
5. The Glebe	Private	25	10	Private/affordable	2015-2018	Potential quota site through Affordable Housing Policy. Dependent on private sector interest in site. Site 54 in the Proposed LDP.
<b>KILMACOLM &amp; QUARRIER'S VILLAGE</b>						
6. Leperstone Avenue	IC	15	15	Affordable	2015-2018	Subject to Masterplan study. Query over site capacity. Issues with gas pipeline running through site. Site 59 in the Proposed LDP.
7. Smithy Brae (including Green Belt adjustment)	Private	42	30	Private/affordable	2015-2018	Dependent on private developer interest. Proposal is for 1 & 2 bed cottage type housing with affordable housing element. Possible development in partnership with developing RSL. Site 60 in the Proposed LDP.

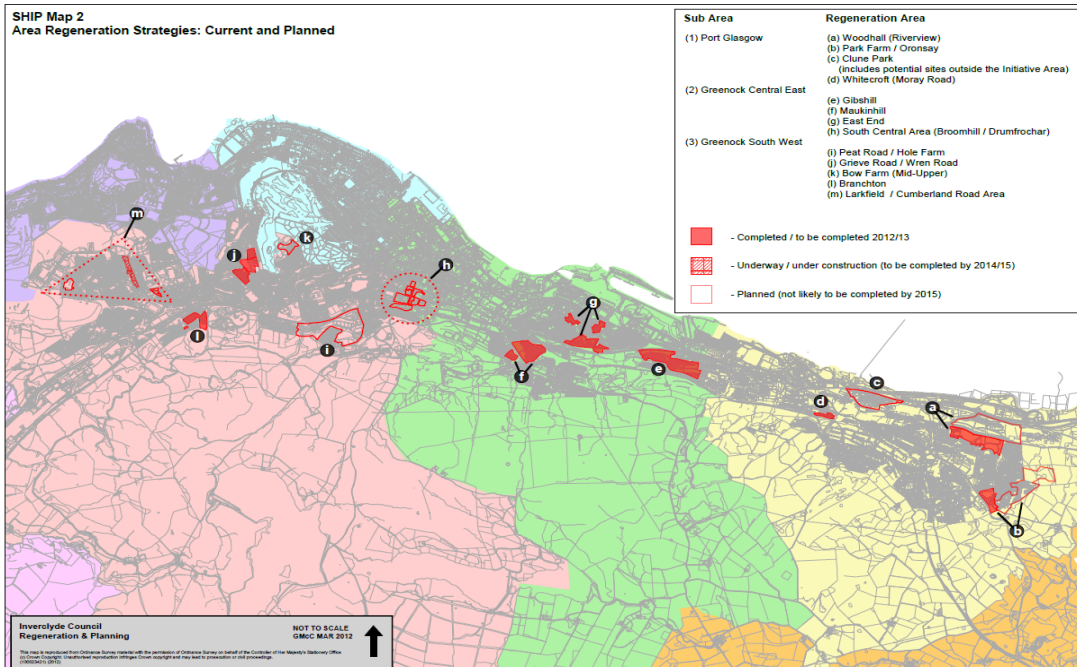
\*Please see Schedule 6.1 in the Proposed Inverclyde Local Development Plan for a full list of sites allocated for housing.



## SHIP MAP 1: Housing and Planning Geographies



## SHIP MAP 2: Area Regeneration Strategies Current and Planned



STRATEGIC HOUSING INVESTMENT PLAN 2013/14 - 2017/18

AFFORDABLE HOUSING SUPPLY PROGRAMME - DRAFT FIVE YEAR STRATEGIC LOCAL PROGRAMME - 2013-2018

Table 1 - Years 1 & 2 2013/14 - 2014/15

Resource Planning Assumption

£11.737

New money for Local Programmes

£6.433

Project Address	Sub-Area	Priority Low / Medium / High	Developer	Units by Tenure					Units By Built Form				Units by Type			Greener Standards Y/N	Est. or Act. Approval Date - Fin. Year	Unit Site Starts			Unit Completions		Geographic Benchmark Code	Geographic Benchmark 3P Equivalent	Grant per Unit (3p equivalent excl. Council) Project	TOTAL SG Grant					
				Social Rent	Mid Market Rent	LCHO - Shared Equity	LCHO - Shared Ownership	LCHO - Improve ment for Sale	Total Units	Rehab	Off the Shelf	NB	Total Units	GN	PN*			Type of Particular Need Unit	Total Units by Type	PRE- 2013/14	2013/14	2014/15					2013/14	2014/15			
Lower Mary Street - Social Rent	Port Glasgow	High	Link Group	60					60											60				60			6	0.042	£0.042	£2.520	
Lower Mary Street - NSSE (Standard)	Port Glasgow	High	Link Group			12			12					12							12				12					£0.042	£0.504
Lower Mary Street - NSSE (Regeneration)	Port Glasgow	High	Link Group			12			12					12							12				12					£0.079	£0.945
Woodhall Phase 2 - Social Rent	Port Glasgow	High	River Clyde Homes	18					18				18	15	3	amenity	18	N	Est. 2013/14		18			18			6	0.042	£0.042	£0.756	
Woodhall Phase 2 - NSSE (Regeneration NSSE)	Port Glasgow	High	River Clyde Homes			2			2			2	2	1	1	amenity	2	N	Est. 2013/14		2			2					£0.072	£0.144	
Earnhill Road Phase 2 - Social Rent	Greenock South West	Medium	Oak Tree HA	14					14				14				N	Est. 2013/14		14			14			6	0.042	£0.046	£0.646		
Ganvald Street Phase 1 - Social Rent	Greenock Central East	Medium	Oak Tree HA	22					22				22				N	Est. 2013/14		22			22			6	0.042	£0.050	£1.100		
<b>Total</b>				114	0	26	0	0	140	0	0	140	140	136	4					140	0	0	140								£6.615

Greener Standards

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Numerical	Geograp	Benchma rk E'm
1	West Highland/Island Authorities/Remote/Rural Arg	RSL - SR - Greener 0.056
2	West Highland/Island Authorities/Remote/Rural Arg	RSL - SR - Other 0.052
3	Other Rural	RSL - SR - Greener 0.047
4	Other Rural	RSL - SR - Other 0.043
5	City and Urban	RSL - SR - Greener 0.046
6	City and Urban	RSL - SR - Other 0.042
7	All	RSL Intermediate Rent - Greener 0.034
8	All	RSL Intermediate Rent - Other 0.030
9	All	Council -SR - Greener 0.034
10	All	Council -SR - Other 0.030

STRATEGIC HOUSING INVESTMENT PLAN 2013/14 - 2017/18

AFFORDABLE HOUSING SUPPLY PROGRAMME - DRAFT FIVE YEAR STRATEGIC LOCAL PROGRAMME - 2013-2018

Table 2 - Year 3 2015/16

Resource Planning Assumption

£2.985

Project Address	Sub-Area	Priority Low / Medium / High	Developer	Units by Tenure					Units By Built Form					Units by Type			Greener Standards YN	Est. or Act. Approval Date - Fin. Year	Unit Starts				Unit Completions			Geogra Bench mark Code	Geographic Benchmark 3P Equivalent	Grant per Unit (3p equivalent excl. Council) Project	TOTAL SG Grant		
				Social Rent	Mid Market Rent	LCHO - Shared Equity	LCHO - Shared Ownership	LCHO - Improve ment for Sale	Total Units	Rehab	Off the Shelf	NB	Total Units	GN	PN*	Type of Particular Need Unit			Total Units by Type	PRE- 2015/16	2015/16	2016/17	2017/18	2015/1 6	2016/17					2017/18	
Garnald Street Phase 2 - Social Rent	Greenock Central East	Medium	Oak Tree HA	23					23			23	23					23	N	Est. 2014/15		23			23			6	0.042	£0.047	£1.081
Broomhill - Social Rent	Greenock Central East	Medium	River Clyde Homes	19					19			19	19					19	N	Est. 2014/15		19			19			6	0.042	£0.042	£0.798
Former St. Gabriels School - Social Rent	Greenock South West	Medium	Link Group	20					20			20	20					20	N	Est. 2014/15		20			20			6	0.042	£0.042	£0.840
Former Ravensraig School - Social Rent	Greenock South West	Medium	Link Group	20					20			20	20					20	N	Est. 2014/15		20			20			6	0.042	£0.042	£0.840
<b>Total</b>				82	0	0	0	0	82	0	0	82	82	82	0			82				82	0	0	82	0	0				£3.559

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Numerical Value	Geographic Code	Benchmark £/m
1	West Highland/Island Authorities/Remote	RSL - SR - Greener 0.056
2	West Highland/Island Authorities/Remote	RSL - SR - Other 0.052
3	Other Rural	RSL - SR - Greener 0.047
4	Other Rural	RSL - SR - Other 0.043
5	City and Urban	RSL - SR - Greener 0.046
6	City and Urban	RSL - SR - Other 0.042
7	All	RSL Intermediate Rate 0.034
8	All	RSL Intermediate Rate 0.030
9	All	Council - SR - Greener 0.034
10	All	Council - SR - Other 0.030

STRATEGIC HOUSING INVESTMENT PLAN 2013/14 - 2017/18

AFFORDABLE HOUSING SUPPLY PROGRAMME - DRAFT FIVE YEAR STRATEGIC LOCAL PROGRAMME - 2013-2018

Table 3 - Years 4 & 5 2016/17 & 2017/18

Resource Planning Assumption

£3.142

Project Address	Sub-Area	Priority	Developer	Units by Tenure					Units By Built Form					Units by Type			Greener Standards V/N	Est. or Act. Approval Date - Fin. Year	Unit Starts		Unit Completions		Geographic Benchmark Code	Geographic Benchmark 3P Equivalent	Grant per Unit (p equivalent excl. Council) Project	TOTAL SG Grant
				Social Rent	Mid Market Rent	LCHO - Shared Equity	LCHO - Shared Ownership	LCHO - Improvement for Sale	Total Units	Rehab	Off the Shelf	NB	Total Units	GN	PN*	Type of Particular Need Unit			Total Units by Type	PRE- 2016/17	2016/17	2017/18				
Peat Road Phase 1 - Social Rent	Greenock South West	High	River Clyde Homes	33					33			31	2	wheel chair	33	N	Est 2015/16			33		33	6	0.042	£0.049	£1.617
Peat Road Phase 1 - NSSE	Greenock South West	High	River Clyde Homes			10			10			10			10	N	Est 2015/16			10		10			£0.058	£0.580
James Watt Dock - Social Rent	Greenock Central East	Medium	River Clyde Homes	60					60			39	21	4 wheelchair & 17 amenity	60	N	Est 2015/16		60		60	6	0.042	£0.042	£2.520	
James Watt Dock - NSSE	Greenock Central East	Medium	River Clyde Homes			26			26			26			26	N	Est 2015/16		26		26			£0.040	£1.040	
Kempock House - Social Rent	Gourock	Medium	Oak Tree	15					15			15			15	N	Est 2015/16			15		15	6	0.042	£0.042	£0.630
Former Kings Glen School - Social Rent	Greenock Central East	Medium	TBD	15					15			15			15	N	Est 2015/16			15		15	6	0.042	£0.042	£0.630
Luss Avenue - Social Rent	Greenock Central East	Medium	Link Group	20					20			20			20	N	Est 2015/16		20		20	6	0.042	£0.040	£0.800	
Luss Avenue - NSSE	Greenock Central East	Medium	Link Group			11			11			11			11	N	Est 2015/16		11		11			£0.060	£0.660	
Former Wellington School - Social Rent	Greenock Central East	Medium	TBD	15					15			15			15	N	Est 2015/16			15		15	6	0.042	£0.042	£0.630
Former Highlander's Academy - Social Ren	Greenock Central East	Medium	TBD	10					10			10			10	N	Est 2015/16			10		10	6	0.042	£0.042	£0.420
<b>Total</b>				168	0	47	0	0	215	0	0	215	23		215				117	98	31	184				£9.527

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Numerica	Geograp	Benchmark £'m
1	West Highland/Island Authorities/Remote/Rural	RSL - SR - Greener 0.056
2	West Highland/Island Authorities/Remote/Rural	RSL - SR - Other 0.056
3	Other Rural	RSL - SR - Greener 0.047
4	Other Rural	RSL - SR - Other 0.043
5	City and Urban	RSL - SR - Greener 0.046
6	City and Urban	RSL - SR - Other 0.042
7	All	RSL Intermediate Rent - Greener 0.034
8	All	RSL Intermediate Rent - Other 0.030
9	All	Council -SR - Greener 0.034
10	All	Council -SR - Other 0.030

STRATEGIC HOUSING INVESTMENT PLAN 2013/14 - 2017/18

LOCAL AUTHORITY: INVERCLYDE

TABLE 4 - AFFORDABLE HOUSING PRIORITIES - NOT FUNDED THROUGH THE AFFORDABLE HOUSING SUPPLY PROGRAMME

Project Address	Sub-Area	Priority	Developer	Programme	Est. or Act. Approval Date - Fin. Year	Unit Site Starts					Total Unit Starts	Unit Completions					Total Units Complete	Total SG Funding Required (if applicable)	
						PRE-2013/14	2013/14	2014/15	2015/16	2016/17		2017/18	2013/14	2014/15	2015/16	2016/17			2017/18
											0						0		
											0						0		
											0						0		
											0						0		
											0						0		
											0						0		
											0						0		
											0						0		
											0						0		
											0						0		
<b>Total</b>							0	0	0	0	0	0	0	0	0	0	0	0	£0.000

**STRATEGIC HOUSING INVESTMENT PLAN**

**LOCAL AUTHORITY: INVERCLYDE**

**TABLE 5.1: COUNCIL TAX ON SECOND AND EMPTY HOMES**

COUNCIL TAX ON SECOND AND EMPTY HOMES	TAX RAISED	TAX USED TO ASSIST HOUSING	UNITS ASSISTED	TAX CARRIED FORWARD TO SUBSEQUENT YEARS
2011/12	£0.153	£0.153		£0.153
2012/13	£0.246	£0.246		£0.246

**TABLE 5.2: PROJECTS ASSISTED BY COUNCIL TAX ON SECOND AND EMPTY HOMES**

PROJECT	2011/12		2012/13	
	TAX USED	UNITS ASSISTED	TAX USED	UNITS ASSISTED
Regeneration of Clune Park, Port Glasgow - demolition and acquisition	£0.153		£0.246	
<b>TOTAL</b>	£0.153	0	£0.246	0

**STRATEGIC HOUSING INVESTMENT PLAN**

**LOCAL AUTHORITY: INVERCLYDE**

**TABLE 6.1: DEVELOPER CONTRIBUTIONS**

DEVELOPER CONTRIBUTIONS	SUM RAISED	SUM USED TO ASSIST HOUSING	UNITS ASSISTED	SUM CARRIED FORWARD TO 2012/13
2011/12				£0.000
2012/13				£0.000
	£0.000	£0.000	£0.000	£0.000

**TABLE 6.2: PROJECTS ASSISTED BY DEVELOPER CONTRIBUTIONS**

PROJECT (1)	2011/12		2012/13		CONTRIBUTION TYPE
	SUM USED	UNITS ASSISTED (2)	SUM USED	UNITS ASSISTED	
<b>TOTAL</b>		£0.000	0	£0.000	0

**Notes**

1. Project can be either direct provision of affordable housing or other assistance to affordable housing.
2. If tax is used to contribute to housing provision enter the total number of units in the project, not the proportion assisted by tax.

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Section 75
Other

**STRATEGIC HOUSING INVESTMENT PLAN****LOCAL AUTHORITY: INVERCLYDE****TABLE 7: ADAPTATIONS**

Financial Year	Council Housing Stock		Private Housing Stock		Total	
	Number of Adaptations	Funding Requirement	Number of Adaptations	Funding Requirement	Number of Adaptations	Funding Requirement
2013/14			167	£0.700	167	0.700
2014/15			176	£0.773	176	0.773
2015/16			186	£0.856	186	0.856
2016/17			196	£0.945	196	0.945
2017/18			207	£1.046	207	1.046
	0	£0.000	932	£4.319	932	£4.319



**AHSP - UNITS STARTS AND COMPLETIONS SUMMARY**

**UNIT STARTS**

YEAR(S)	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
1 & 2	140	0				140
3			82	0	0	82
4 & 5				117	98	215
<b>TOTAL</b>	<b>140</b>	<b>0</b>	<b>82</b>	<b>117</b>	<b>98</b>	<b>437</b>

**UNIT COMPLETIONS**

YEAR(S)	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL
1 & 2	0	140				140
3			82	0	0	82
4 & 5				31	184	215
<b>TOTAL</b>	<b>0</b>	<b>140</b>	<b>82</b>	<b>31</b>	<b>184</b>	<b>437</b>

<b>Report To:</b>	<b>Education &amp; Communities Committee</b>	<b>Date:</b>	<b>10 September 2013</b>
<b>Report By:</b>	<b>Corporate Director Education, Communities &amp; OD</b>	<b>Report No:</b>	<b>EDUCOM/69/13/MM</b>
<b>Contact Officer:</b>	<b>Martin McNab</b>	<b>Contact No:</b>	<b>714246</b>
<b>Subject:</b>	<b>Official Food and Feed Controls Service Plan 2013-14</b>		

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## **1.0 PURPOSE**

- 1.1 The purpose of this report is to advise the Committee of the Official Feed and Food Service Plan for 2013/14 and to report on the achievements of the service in 2012/13.

## **2.0 SUMMARY**

- 2.1 Councils are required under the Framework Agreement on Official Feed and Food Controls by Local Authorities to publish an annual Service Plan documenting how they will deliver the service.
- 2.1 Authorities were formerly required to seek committee approval for the plan but in recent years there has been flexibility in this requirement as reports were often for noting rather than requiring any actual committee decision.
- 2.2 As 2012-13 was the first year of the Service's implementation of the FSA's cross contamination guidance resulting in a significant change in the inspection programme, there was an undertaking to update committee on progress.

## **3.0 RECOMMENDATIONS**

It is recommended that the Committee

1. Approves the Official Food and Feed Service Plan for 2013/14
2. Notes the delivery against the 2012/13 Plan

**Albert Henderson**  
**Corporate Director Education, Communities & Organisational Development**

## **4.0 BACKGROUND INFORMATION**

- 4.1 The Official Feed and Food Controls Service Plan is a requirement of the Framework Agreement on Official Feed and Food Controls by Local Authorities. The Framework Agreement sets out what the Food Standards Agency expects from local authorities in their delivery of official controls on feed and food law. In addition to covering service planning the Framework Agreement also sets out delivery requirements and the monitoring and audit arrangements.
- 4.2 The Food Standards Agency is the UK's Central Competent Authority for Feed and Food Controls; however the bulk of delivery of controls is carried out by local authorities. The Framework Agreement therefore provides a basis for monitoring and audit of local authorities' delivery of these controls by the FSA.
- 4.3 The Service Plan addresses various aspects of service delivery under a number of headings specified by the Food Standards Agency.
- 4.4 Key aspects of the plan include
- \* Service Aims and Objectives
  - \* Background
  - \* Service Delivery
  - \* Resources
  - \* Quality Assessment
  - \* Review
- 4.5 This report details some of these key aspects together with a review of performance against the 2012/13 plan.

## **5.0 THE 2013/14 SERVICE PLAN**

- 5.1 The 2013/14 Service Plan projects a total of 433 food hygiene inspections to be completed under the programme to introduce the cross-contamination guidance. This estimate is based upon experience from the first year of implementation 2012/13. As in 2012/13 the programme of inspections for food standards is largely suspended but we will continue to react to issues of national and local importance as was the case with the horsemeat incident in early 2013.
- 5.2 The service plan remains, for the time being, a combined food and feed service plan. It is hoped however to develop a more meaningful plan for animal feed in the course of the year.

## **6.0 Performance Against The 2012/13 Service Plan**

- 6.1 The 2012/13 Service Plan projected a total of 359 food hygiene inspections. In the event a total of 375 visits were carried out. There was however significant variance between the original inspection profile and that delivered. The main reasons for this were:
- The initial programme assumed a start date of the cross contamination visits in early June. In the event due to some issues about the interpretation of parts of the FSA guidance the programme did not commence until well into July 2012.

- How well food businesses would engage with the guidance was unknown at the outset. The initial programme assumed a clear process of engagement – revisit – enforcement. In the event officers found that for the bulk of premises a more educative approach was helpful in securing compliance. Most businesses made significant progress and continuing with this approach was more helpful than progressing to service of notices at an early stage. That having been said, officers are now more confident that a consistent approach has been found and a number of remedial action notices are now being served where progress is not being made.

6.2 The performance of the food service is measured by two KPIs which are reported to the FSA. The first of these is the percentage of premises “Broadly Compliant” with food law. In Inverclyde this was 87% in 2012/13, broadly comparable with 86.4% in 2011/12. It would not have been unexpected should this have dropped as a result of the implementation of the cross contamination guidance so the fact that it has been maintained at this level is very welcome.

6.3 The second KPI is the percentage of food hygiene interventions due at 1 April achieved. Guidance was sought from the Food Standards Agency as to how this should be reported for 2012-13. Two approaches were open to us, firstly to report against the original risk based programme; this would result in a significant drop from previous years as the implementation of the cross contamination programme resulted in a significant number of inspections being suspended with the agreement of FSA. The percentage of inspections achieved under this measure was 72%. The second option was to report the more meaningful figure of the percentage of inspections achieved taking account of the revised programme. This would have given us a figure of 99.8%. Guidance from the FSA was to report the former although internally the latter figure is a more useful measure of the achievement of the Service against the Service Plan in 2012-13.

## **7.0 IMPLICATIONS**

### 7.1 Finance

There are no financial implications arising from this report.

### 7.2 Personnel

There are no personnel implications arising from this report.

### 7.3 Legal

There are no legal implications arising from this report.

### 7.4 Equalities

none

## **8.0 Background Papers**

### 8.1 1. Official Food and Feed Controls Service Plan – Inverclyde 2013/14

## Inverclyde Council Official Feed and Food Controls Service Plan 2012/13

### 1. Service Aims and Objectives

<p>1.1 Aims and Objectives</p>	<p>The aims of the Inverclyde Council's Safer &amp; Inclusive Communities Service in relation to Food and Feed Control are</p> <ul style="list-style-type: none"><li>• To carry out a risk based inspection programme for higher risk premises and to continue the roll out of the FSA's cross contamination guidance to all affected food businesses commenced in 2012/13.</li><li>• To work with local businesses in as open and transparent a manner as possible in order to help them where necessary, improve the safety of food and level of compliance with relevant legislation.</li><li>• To respond efficiently to complaints about food quality, food premises, food labelling or food composition, originating from premises or purchases made within Inverclyde.</li><li>• To play a full role in the West of Scotland Food Liaison Group and to co-operate in full with the Scottish Food Enforcement Liaison Committee, the Food Standards Agency Scotland and The Royal Environmental Health Institute of Scotland to improve consistency and best practice in the role of food enforcement among Scottish local authorities.</li><li>• To continue to provide advice and guidance on all food safety matters to the businesses of Inverclyde.</li><li>• To ensure the safety and compliance of feeding stuffs in Inverclyde in line with the Code of Practice to reduce the risk arising to animal and human health.</li></ul>
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<p>1.2 Links to corporate objectives and plans</p>	<p>In carrying out the above effectively the service will contribute to the following wellbeing outcomes for Inverclyde's Citizens from the Inverclyde Alliance's Single Outcome Agreement 2012-17</p> <p><b>Safe</b>            Protected from abuse, neglect or harm and supported when at risk. Enabled to understand and take responsibility for actions and choices. Having access to a safe environment to live and learn in.</p> <p><b>Healthy</b>        Achieve high standards of physical and mental health and equality of access to suitable health care and protection, while being supported and encouraged to make healthy and safe choices.</p>
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## 2. Background

<p>2.1 Profile of the Local Authority</p>	<p>Inverclyde covers an area of 61 square miles stretching along the south bank of the estuary of the River Clyde. Inverclyde is one of the smaller local authorities in Scotland. The main towns of Greenock, Port Glasgow and Gourock sit on the Firth of Clyde. The towns provide a marked contrast to the coastal settlements of Inverkip and Wemyss Bay, which lie to the south west of the area, and the villages of Kilmacolm and Quarrier's Village which are located further inland.</p> <p>Demographic trends have shown a marked decrease in population in recent years with the majority of those leaving being young. Overall this is likely to result in a far higher proportion of over 60s in the population in the future. Inverclyde also has substantial areas of deprivation.</p> <p>In the 2012 Scottish Index of Multiple Deprivation 14 (12.7%) of Inverclyde's 110 datazones were in the 5% most deprived datazones in Scotland.</p>
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<p>2.2 Organisational Structure</p>	<p>The food &amp; feed service is part of the Food &amp; Health Team with responsibilities as follows:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Corporate Director Education &amp; Communities – Albert Henderson</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Head of Safer &amp; Inclusive Communities – John Arthur (Head of Food Service)</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Health Protection Manager – Martin McNab (Lead Officer Food Safety &amp; Standards)</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Food &amp; Health Team Leader – Michael Lapsley</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Roisin Dillon Senior TSO (Lead Officer Feed)</div> <p>As can be seen from the above Safer &amp; Inclusive Communities is part of the Education &amp; Communities Directorate reporting to the Education &amp; Communities Committee.</p>
<p>2.3 Scope of the Feed and Food Service</p>	<p>The Food and Health Team within Safer Communities is responsible for delivering all aspects of Food Safety and Standards enforcement within Inverclyde. The team also has responsibility for Trading Standards (including Animal Feed), Port Health, Infectious Disease Control, Animal Health and Private Water Supplies.</p> <p>The Food &amp; Health Team consists of a Team Leader, two Environmental Health Officers (both also working with the Environment &amp; Safety Team), a Food Safety Officer, a Senior Trading Standards Officer and a Trading Standards Officer.</p> <p>With the exception of the Trading Standards staff all are involved in Food Safety and Standards enforcement. The TSOs are involved in feed enforcement. Two further EHOs from other teams in the service contribute to food enforcement.</p>

<p>2.4 Demands on the Feed and Food Service</p>	<p>Within Inverclyde at 1st April 2013 there were 678 food premises of various types and sizes over which it has enforcement responsibility.</p> <p>This includes 2 premises approved under product specific legislation giving each of these businesses a unique Approval Number. Both are involved in meat products production with one producing meat preparations.</p> <p>Of the 678 premises by classification on 1 April 2013 there are 3 primary producers, 16 manufacturers/packers, 9 distributors, 166 retailers, 168 restaurants &amp; caterers, 99 caring establishments, 13 hotels/guest-houses, 24 mobile food units, 82 pubs/clubs, 64 take-aways and 33 schools/colleges.</p> <p>The food service is delivered from 40 West Stewart Street in Greenock and operates during normal working hours Monday to Friday. In the event of a food related emergency senior members of Safer Communities' staff are contactable out of hours. Contact numbers are available to both the FSAS and Greater Glasgow &amp; Clyde Health Board.</p> <p>There are no significant additional external factors impacting on the service. The percentage of business owners whose first language is not English is no greater than average. The number of manufacturers is small and, although Greenock has a busy port, at present no food or feed is imported.</p> <p>Possibly the most significant factor which could affect the authority's ability to deliver its food and feed control programme is the relatively small size of the service. This means that a large outbreak or event could have a disproportionate effect on the service. There is an agreement between the authorities constituting the Strathclyde Emergency Co-ordinating Group (SECG) to provide mutual aid however which should mitigate the effects of any such event.</p>
<p>2.5 Regulation Policy</p>	<p>The Food Service currently operates in line with a Food Safety Enforcement Policy to ensure that compliance with food law is achieved in a proportionate, transparent and consistent manner. The Enforcement Policy was revised in 2012 to take into account the new enforcement powers available to the service (Remedial Action Notices) and the impact of the agreement between the Scottish Food Enforcement Liaison Committee (SFELC) and the Food Standards Agency Scotland (FSAS) on cross contamination.</p>



### 3. Service Delivery

<p>3.1 Interventions at Food and Feeding stuffs establishments</p>	<p>The programme of food hygiene inspections for 2013-15 is attached below. The plan should be read in conjunction with Section 6.1 Review Against the Service plan which gives context by detailing performance in 2012-13. The full reasons for the programme and which premises will be exempt from inspection for this period are detailed in Appendix 1 to the Council's Food Law Enforcement Policy.</p> <p>As was the case in 2012-13 the figures below are very provisional and it is expected that there will be significant variance. The projection of the programme into 2014-15 is done to indicate that, at current rate of progress, we should complete in the course of 2014-15 and be able to resume a modified risk based programme fully in 2015-16.</p> <p>Food Standards</p> <p>For the period covered by the revised inspection plan it is assumed that food hygiene inspections will be very much focussed on cross contamination issues, with the exception of inspections of category A and B food premises where the guidance does not apply. In Inverclyde food standards inspections are frequently carried out in concert with food hygiene inspections. In order to remain consistent in respect of risk, any Category A and B food standards inspections will be carried out. Category C food standards inspections will not be carried out for the duration of this policy. Complaints and investigations will be carried out as normal however and any food standards issues which come to light which have particular importance in relation to risk to consumers, e.g. unlabelled allergens likely to provoke a serious adverse reaction, will be dealt with appropriately.</p>
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**Proposed Inspection Programme 2013-15**

	<i>2013-14</i>	<i>2014-15</i>
<i>Programmed A&amp; B &amp; Vulnerable C</i>	<i>132</i>	<i>132</i>
<i>Projected secondary visits</i>	<i>30</i>	<i>10</i>
<i>Projected Enforcement Visits</i>	<i>10</i>	
<i>High Risk C Visits</i>	<i>12</i>	
<i>Projected Secondary</i>	<i>20</i>	
<i>Projected Enforcement Visits</i>	<i>5</i>	
<i>Medium Risk C</i>	<i>39</i>	
<i>Projected Secondary)</i>	<i>30</i>	
<i>Projected Enforcement Visits</i>	<i>5</i>	
<i>Low Risk C</i>	<i>25</i>	<i>62</i>
<i>Projected Secondary</i>	<i>10</i>	<i>40</i>
<i>Projected Enforcement</i>	<i>N/A</i>	<i>15</i>
<i>Inspections of Unrated/New</i>	<i>30</i>	<i>30</i>
<i>Revisits</i>	<i>25</i>	<i>25</i>
<i>Other visits (advice, surveillance)</i>	<i>60</i>	<i>60</i>
<i>Total Inspections</i>	<i>433</i>	<i>374</i>
<i>Total Officer Visits)</i>	<i>568</i>	<i>464</i>

<p>3.2 Feed and Food Complaints</p>	<p>The food service deals with a varying number and type of food complaints from both members of the public about locally purchased food and from other enforcement authorities regarding locally produced food.</p> <p>All complaints are handled in line with our documented policy and are thoroughly investigated. The majority of complaints do not result in formal action; however they maybe referred to the procurator fiscal in accordance with the Enforcement Policy.</p> <p>Last year the service dealt with 41 complaints of which 24 related to the hygiene of food premises.</p>
<p>3.3 Home Authority Principle and Primary Authority Scheme</p>	<p>At present Inverclyde Council has formal Home Authority agreements with two businesses based in the area. Informal arrangements however exist with a number of other businesses and we would always seek to respond to all enforcing authority questions on food produced and labelled within Inverclyde in accordance with our enforcement policy.</p>
<p>3.4 Advice to Business</p>	<p>The food service is proactive in advising businesses in the course of normal contacts. It is also happy to visit sites of proposed businesses on request to advise on layout and structural finishes. The service operates an open door policy and is happy to advise on any food related matters including labelling.</p> <p>Initial focussed inspections for cross contamination will be largely based on advice to businesses with formal enforcement only introduced where this has not been taken on board.</p>
<p>3.5 Feed and Food Sampling</p>	<p>Inverclyde participates in sampling programmes instituted by a number of bodies, such as the West of Scotland Food Liaison Group.</p> <p>All of the analysis is carried out by Glasgow Scientific Services which is a NAMAS accredited laboratory.</p> <p>Inverclyde has a documented policy for sampling. An annual sampling programme is produced as part of the policy.</p> <p>The chemical samples included food samples, food complaints and radiation samples. Sampling is carried out to monitor food poisoning incidents, complaints, manufacturing processes and general hygiene trends. It is strongly based on locally produced foods.</p>

	<p>Although Inverclyde has a major port in the Greenock Ocean Terminal, at the time of writing there is no food imported to the UK through the port. Were this to change a significant amount of our sampling effort would be redirected to address this.</p> <p>In 2012/13 approx 34 food samples were taken for bacteriological quality and 116 for composition.</p> <p>Annual sampling for feed is carried out in accordance with a planned programme devised jointly by the authorities in the West of Scotland.</p>
<p><b>3.6 Control and Investigation of Outbreaks and Food Related Infectious Disease</b></p>	<p>The Food Section liaises with Greater Glasgow &amp; Clyde Health Board through the Consultant in Public Health Medicine in the investigation of food poisoning incidents within Inverclyde. A protocol is in place dealing with the investigation of isolates. In case of a major outbreak an outbreak control plan is in place.</p> <p>A major outbreak of food poisoning would inevitably have a long term impact on the day to day work of the section given the relatively low staff numbers. Mutual aid agreements with other authorities in SECG should mitigate the effects of this.</p>
<p><b>3.7 Feed/Food Safety Incidents</b></p>	<p>Inverclyde is part of an electronic alert system operated by Food Standards Agency Scotland. Contact can be made with the Head of Service or Service Managers on a 24 hour basis. The Food Section is committed to fully implement the Code of Practice with regard to food safety incidents. Incoming Food Alerts are automatically cascaded to all members of the team.</p>

<p>3.8 Liaison with Other Organisations</p>	<p>To ensure that enforcement action taken by Inverclyde's Food Section is consistent with those of neighbouring authorities, the Food Section is involved with the following organisations; the West of Scotland Food Liaison Group which represents 14 of Scotland's 32 authorities and includes representatives from Glasgow Scientific Services; through the liaison group with the Scottish Food Enforcement Liaison Committee (SFELC) and the Food Standards Agency. Direct liaison between the section and the FSA takes place as required.</p> <p>The Trading Standards section liaises with other authorities through participation in SCOTSS (Society of Chief Officers of Trading Standards in Scotland) and its appropriate sub-groups.</p> <p>There is close Liaison with Greater Glasgow &amp; Clyde Health Board and the other authorities in its area at the Public Health (Health Protection) Liaison Working Group. This group include representatives from Animal Health, SEPA, Scottish water and Health Protection Scotland.</p>
<p>3.9 Feed and Food Safety and Standards promotional work, and other non-official controls interventions</p>	<p>The ongoing implementation of the FSA cross contamination guidance in 2013/14 means that there will be very little resource available for additional promotional work or non-official interventions. Obviously should there be a perceived need it will be considered on its merits within these constraints.</p>

#### 4. Resources

<p>4.1 Financial Allocation</p>	<p>Staffing Costs for 2013/14 - £130,000 (including approx £7,000 for admin support)</p> <p>Travel &amp; Subsistence - £800 (estimated)</p> <p>IT – There was substantial investment in a new back office system in 2008/09 (approx £80,000 of which the food safety element would have been approx £25,000) subsequently Food &amp; Feed enforcement's share of annual licence fees is estimated at £2,000 per annum.</p> <p>Sampling – Overall the Service spent approx £78,000 on sampling in 2012/13 of which approximately 56% or £44,000 was spent on food &amp; feed sampling. Spend in 2013/14 is projected to be similar.</p> <p>Other costs including property costs, printing etc. estimated at £10,000.</p>
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	No growth is expected in 2013/14 beyond any incremental increase in salary costs so the estimated cost of the service in 2013/14 is approximately £186,000.
4.2 Staffing Allocation	<p>At the time of writing there are a total of 2.6 qualified FTEs working in the Food &amp; Feed. These are made up of a proportion of the working time of 8 staff in total. Of those 8, 4 are authorised at the highest level (to serve EPN/HEPN, RAN etc) and 3 at a medium level (service of IN/HIN etc). One is fully authorised as the lead officer for feed.</p> <p>A further 0.2 FTEs contribute to the service as support staff.</p>
4.3 Staff Development Plan	All staff members attend external events for CPD as far as availability allows. Being a relatively small service, staff CPD in food & feed enforcement can largely be gained through a combination of FSA low cost training events and internal staff development e.g. consistency exercises. Full records are kept of staff training and these are reviewed regularly to ensure that staff with a need to attend particular courses (e.g. FSA HACCP auditing etc.) are identified and given preference when places become available.

## 5. Quality Assessment

5.1 Quality assessment and internal monitoring	<p>The Food Section currently has a system for monitoring the quality of food hygiene inspection. These are reviewed on a regular basis to take account of any changes in external factors, e.g. Code of Practice requirements.</p> <p>As a small authority, the use of a formal quality system is considered to require a disproportionate amount of officer time and expense to achieve any benefit.</p>
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## 6. Review

<p>6.1 Review against the Service Plan</p>	<p>Details of performance against this plan will be included in the plan for 2014-15. Performance against the 2012-13 plan is detailed below.</p> <p>Performance against the programme 2012/13:</p> <p>The agreement between SFELC and FSAS allows local authorities in Scotland to change their enforcement priorities and programmes for a period of three years to allow the FSA's Cross Contamination Guidance to be introduced. The first year of this programme in Inverclyde was 2012-13. An initial 3 year inspection programme was included in the 2012-13 Service Plan. This programme was based on officers' knowledge of the premises in Inverclyde and contained a number of assumptions around likely revisit rates and estimates of the number of premises likely to significantly change risk rating following the implementation of the programme. The original 2012-13 programme is shown below together with the actual inspections carried out. The original programme contained a number of assumptions which were reflected in the estimates of visits to be made in the year, in the event there were significant variances in how the inspection programme was structured and carried out but relatively little variance in overall burden of visits. The main reasons for the variances were:</p> <ul style="list-style-type: none"><li>• The initial programme assumed a start date of the cross contamination visits in early June. In the event due to some issues about the interpretation of parts of the FSA guidance the programme did not commence until well in to July 2012</li><li>• How well food businesses would engage with the guidance was unknown at the outset. The initial programme assumed a clear process of engagement – revisit – enforcement. In the event officers found that for the bulk of premises a more educative approach was helpful in securing compliance, most businesses made significant progress and continuing with this approach was more helpful than progressing to service of notices at an early stage. That having been said officers are now more confident that a consistent approach has been found and a number of remedial action notices are now being served.</li></ul>
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	<i>June 2012 – Mar 2013 Programme</i> *All figures are estimates	<i>Actual Inspections April – July 2012 (pre Programme)</i>	<i>Actual July – March 2012-13</i>
<i>1. Programmed A&amp; B Inspections</i>	130	26	55
<i>2. Secondary visits</i>	91	N/A	44
<i>3. Enforcement Visits</i>	46	N/A	N/A
<i>4. High Risk C Visits</i>	50		95
<i>5. Secondary</i>	30		87
<i>6. Enforcement Visits</i>	12		N/A
<i>7. Programmed Inspections C</i>		1	5
<i>8. Inspections of Unrated/New businesses</i>		16	31
<i>Revisits</i>		16	10
<i>Other visits (e.g. advice, surveillance etc. )</i>		18	48
<i>Total Inspections</i>	359	77	375
<i>Total Officer Visits (Secondary &amp; Enforcement requiring 2)</i>	538	77	500 (approx)

As detailed in the food standards programme for 2012-13 the focus in the year was very much on cross contamination visits. Food standards visits in the year were largely carried out in response to national



	issues and intelligence rather than as a result of the risk based inspection programme. Obviously the most notable such incident in 2012-13 was the horse meat contamination of meat products. A number of visits were made resulting from this but there were no issues found in Inverclyde.
6.2 Identification of any Variation from the Service Plan	The Team Leader Food and Health will identify any variance from the plan and identify the reasons e.g. large food poisoning outbreak or national food crisis.
6.3 Areas of Improvement	Where a review of the service plan highlights an area for improvement this will be incorporated in the plan for the following year.

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<b>Report To:</b>	<b>Education &amp; Communities Committee</b>	<b>Date: 10 September 2013</b>
<b>Report By:</b>	<b>John Arthur, Head of Safer &amp; Inclusive Communities</b>	<b>Report No: EDUC/59/13/DH</b>
<b>Contact Officer:</b>	<b>Drew Hall, Service Manager, Community Safety &amp; Wellbeing</b>	<b>Contact No: 01475 714272</b>
<b>Subject:</b>	<b>Scheme of Assistance Proposed Amendment</b>	

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## **1.0 PURPOSE**

- 1.1 To seek Committee approval to amend the Inverclyde Council Scheme of Assistance (the Section 72 Statement) to expand the housing options available to individuals and households who have particular needs.

## **2.0 SUMMARY**

- 2.1 All local authorities in Scotland have to publish a Scheme of Assistance (SOA) for home owners in terms of Section 72 of the Housing (Scotland) Act 2006. The SOA sets out the advice, information, practical assistance, and financial assistance available from Inverclyde Council and the SOA requires updating and amendment from time to time to ensure that it remains fit for purpose. The financial assistance aspect of the SOA was formerly delivered through Private Sector Housing Grants and is now an integral part of the SOA.
- 2.2 An increasing number of requests for complex and costly adaptations are being received by the Safer & Inclusive Communities Service through referrals from the Occupational Therapists working in conjunction with Inverclyde Care & Repair. Given the limited budget available for works of this type under the SOA, it is considered appropriate to review the options open to home owners and to Inverclyde Council in order to address these complex needs and challenging circumstances.
- 2.3 Meetings have been held with the Inverclyde Centre for Independent Living (ICIL) and Inverclyde Care & Repair (IC&R) with a view to finding an equitable arrangement for owners who require SOA grant funding but whose needs cannot be met by conventional means. The options available under these circumstances are set out in paragraphs 5.1 – 5.3 of this report.

## **3.0 RECOMMENDATIONS**

- 3.1 That the Committee:
- note the current position in respect of requests for grants under the Inverclyde Council Scheme of Assistance (Section 72 Statement);
  - note the options available to home owners and to Inverclyde Council as set out in paragraphs 5.1 – 5.3 of this report; and
  - approve the proposed amendments to the administration of the Inverclyde Council Scheme of Assistance and remit the approved changes to the Head of Safer & Inclusive Communities for implementation.

**John Arthur, Head of Safer & Inclusive Communities**

## **4.0 BACKGROUND**

- 4.1 Inverclyde Council fully supports the objective of assisting individuals and households with particular needs to remain in their own homes and their own communities by making grants available for suitable equipment and adaptations. Mandatory grants of between 80% and 100% are available to home owners where works are needed to allow them to make best use of their present homes and these grants are provided under the SOA. However, it is also possible under the Housing (Scotland) Act 2006 for local authorities to offer practical assistance to allow owners to find an alternative home that would better suit their needs. This could be through financial assistance to help with the purchase of another home, or by covering removal costs and other expenses involved in a move of house.
- 4.2 The Safer & Inclusive Communities Service is an associate member of the Inverclyde Common Housing Register and the service together with Inverclyde CHCP enjoys a well-established and beneficial working relationship with the housing associations (RSLs) operating in Inverclyde. There are nominations arrangements in place with RSLs and referrals from Inverclyde Council / Inverclyde CHCP are always given full consideration. In some circumstances, a move to an RSL property that already meets the needs of an individual or household, or that can be readily adapted to meet their needs would be an appropriate means of practical assistance under the SOA.
- 4.3 Meetings have been held with ICIL and IC&R to identify suitable means of expanding the options available to home owners with complex needs where it is impractical or inordinately costly to adapt their present homes, or to provide appropriate equipment. An equitable system of distributing the limited SOA grant funding available is needed and the options for doing so are set out in paragraphs 5.1 – 5.3 below.

## **5.0 PROPOSED AMENDMENTS TO THE INVERCLYDE COUNCIL SOA**

- 5.1 All requests for grants of £10,000 or more under the SOA are automatically referred to the Service Manager, Community Safety & Wellbeing for review in terms of best value, value for money, and for budget monitoring purposes. An increasing number of people with complex needs are seeking grant assistance to have adaptations, or to have equipment installed to allow them to remain in their present homes. Unfortunately, in many of these cases the topography of the Inverclyde area makes it extremely difficult and very costly (typically in excess of £20,000 or more) to provide a safe and effective solution. A typical example would be to provide level access for a wheelchair user where their home is on a hillside and a ramp would not be feasible due to the steepness of the slope(s) involved. Under these circumstances it would be appropriate to consider a move to another house that currently is, or that could be made, suitable for their needs.
- 5.2 Practical assistance can include partially funding the purchase of an alternative house that meets the needs of the individual or household in the private sector, or by nomination or referral to an RSL with suitable housing stock. The Housing (Scotland) Act 2006 permits local authorities to make SOA funding available to assist with sourcing alternative housing where this is considered the most appropriate solution in all the circumstances. Referral or nomination to partner RSLs is standard practice across Scotland and this option should be available to all those seeking to address their housing needs together with financial assistance to help with moving house.
- 5.3 The purpose of the SOA grant funding is to allow people to make the best use of their present homes wherever possible. The topography of the Inverclyde area combined with the incidence of exposure to severe weather makes it impractical to provide expensive engineering and mechanical solutions to commonly occurring access problems that can lead to regular and costly repair and maintenance issues. It is therefore proposed that all applications with complex needs should be considered for alternative housing as part of the assessment process and that financial assistance should be offered to allow them to take up this option. A ceiling of £20,000 is proposed in order to allow for an equitable distribution of larger and smaller works and to accommodate the wide range of needs met by SOA grant funding.

## 6.0 IMPLICATIONS

### 6.1 Strategic

Support for people with particular needs to find suitable homes is a key element of the Inverclyde Local Housing Strategy 2011-2016 and Inverclyde Council wishes to ensure that as many people as possible receive assistance under the SOA. It is therefore of vital importance that we continue to support owners within the limited SOA budget available.

### 6.2 Financial

The financial situation is as noted above. Committee approval is therefore being sought to make the best use of the limited funding available to allow as many owners as possible to benefit from the range of assistance available under the SOA.

### 6.3 Legal

There are no legal implications for Inverclyde Council arising from this report.

### 6.4 Human Resources

There are no Personnel implications arising from this report.

### 6.5 Equalities

When delivering services to our customers, full cognisance is taken of equality and diversity processes and procedures.

### 6.6 Repopulation

The widening of housing options and choices is intended to support and complement the work of the SOA Outcome Delivery Group on Repopulation, which is seeking to stabilise the existing population and to attract new people to the Inverclyde Council area by ensuring that the housing available within Inverclyde meets particular needs.

## 7.0 CONSULTATIONS

7.1 This report has been prepared in consultation with the following:

- Inverclyde Centre for Independent Living (Inverclyde CHCP);
- Inverclyde Care & Repair Service; and
- Chief Financial Officer, Inverclyde Council

## 8.0 LIST OF BACKGROUND PAPERS

8.1 Inverclyde Local Housing Strategy 2011 – 2016; report to Safe, Sustainable Communities Committee, 25 October 2011.

SSC  
25.10.11  
P698

Scheme of Assistance Budget 2013/14; report to Education & Communities Committee, 12 March 2013.

ECC  
12.03.13  
P190

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<b>Report To:</b>	<b>Education &amp; Communities Committee</b>	<b>Date:</b> 10 September 2013
<b>Report By:</b>	<b>Head of Safer &amp; Inclusive Communities</b>	<b>Report No:</b> EDUCOM/70/13/DH
<b>Contact Officer:</b>	<b>Drew Hall</b>	<b>Contact No:</b> 01475 714272
<b>Subject:</b>	<b>Registration of Private Landlords – Fit and Proper Person Test Procedure Review</b>	

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to seek the Committee's approval for the reviewed criteria and the procedure applying to the fit and proper person test on Private Landlords.

## 2.0 SUMMARY

- 2.1 The Antisocial Behaviour etc. (Scotland) Act 2004 introduced the Private Landlord Registration Scheme to Scotland. The scheme has operated since 2006. The scheme placed a legal responsibility on all private residential landlords to register with Local Authorities where they have housing for rent.
- 2.2 Over 1970 landlords have applied to the Council for registration of 3466 properties. Only 3 landlords have had their registration refused or removed as a result of clear breaches of the legislation.
- 2.3 The legislation requires a Landlord or an agent to be a fit and proper person. As part of the registration process, applicants must disclose relevant criminal convictions. Information sharing protocols between the Council and Strathclyde Police now permit Landlords to be checked for relevant convictions.
- 2.4 The legislation lists considerations that the Local Authority must have regard to when deciding if the Landlord/Agent is a fit and proper person. The criteria for determining whether an individual is to be regarded as a fit and proper person were approved by the Committee in September 2012
- 2.5 Any Landlord/Agent aggrieved by the refusal or removal of their registration can appeal to the Sheriff.

## 3.0 RECOMMENDATIONS

- 3.1 That the Committee:
- Note current progress with Private Landlord Registration in Inverclyde; and
  - Agree the reviewed criteria and procedure for the execution of the Fit and Proper Person test outlined in section 5 of this report

**John Arthur**  
**Head of Safer & Inclusive Communities**

## **4.0 BACKGROUND**

- 4.1 Part 8 of the Antisocial Behaviour etc (Scotland) Act 2004 provides that all landlords who are not a local authority or registered social landlord must register with the local authority. Failure to register is a criminal offence.
- 4.2 The legislation provides that the local authority shall register a landlord where it is satisfied that the relevant person (either the landlord or his agent) is a “fit and proper person” to act as a landlord. When considering whether someone is a fit and proper person the Act provides that the local authority shall have regard to materials (among other things):-
- showing that the person has committed any offence involving fraud or other dishonesty; violence; drugs ; sexual or firearms offences;
  - showing that the person has practised unlawful discrimination in connection with the carrying on of any business;
  - showing that the person has contravened any provision of the law relating to housing or landlord and tenant law;
  - relating to any action or failure to act in relation to antisocial behaviour affecting a house which the person lets or manages; or
  - relevant to the question of whether the person is a fit and proper person.
- 4.3 Over 1970 landlords have applied to the Council for registration of 3466 properties. Only 3 landlords have had their registration refused or removed as a result of clear breaches of the legislation. Any Landlord/Agent aggrieved by the refusal or removal of their registration can appeal to the Sheriff. In the 3 case mentioned, appeals were never lodged.
- 4.4 The legislation requires a Landlord or an agent to be a fit and proper person. As part of the registration process, applicants must disclose relevant criminal convictions. Landlords who have fully disclosed relevant convictions have been interviewed and an assessment was made in relation to the interview, nature of convictions and the age of the convictions before deciding to approve or refuse an application for registration.
- 4.5 Strathclyde Police have agreed to be more proactive in sharing information of Landlords' criminal activities. This is welcomed by the service. Previously, investigation of an applicant was undertaken by the service and Strathclyde Police utilising the information sharing protocols that were in place.
- 4.6 The legislation lists considerations that the Local Authority must have regard to when deciding if the Landlord/Agent is a fit and proper person. The process and criteria were approved at the September 2012 meeting of the Committee. The process has been operating for a year and it is now an opportune time for the Council to review its “Fit & Proper Person” criteria together with the procedures for assessing and determining Landlord/Agent registrations.

## **5.0 PROPOSALS**

- 5.1 Having regard to the legislation, guidance from the Scottish Government and in consideration of experience gained in administering the registration scheme particularly this year, it is proposed that the categories of information which will be considered when assessing whether someone is “a fit and proper person” shall be as follows:-

- i. Information from the Police or other relevant source about relevant criminal convictions or activities, particularly in relation to fraud or other dishonesty; violence; drugs; sexual or firearms offences;
- ii. Information from the Social Protection Team of Safer & Inclusive Communities Service about failure to address reports about antisocial behaviour by tenants in the private sector;
- iii. Relevant information about housing benefit fraud;
- iv. Information from the Public Health and Housing Team of Safer & Inclusive Communities concerning a view that a landlord has failed to comply with his duties as landlord;
- v. Information provided by the Private Rented Housing Panel to the council and which information will cover the following areas:-
  - a) the making or variation of a Repairing Standard Enforcement Order; [an Order requiring a landlord to carry out such work as is necessary to bring the property up to the standard set out in the Housing (Scotland) Act 2006];
  - b) revocation of a Repairing Standard Enforcement Order; or
  - c) consent to the landlord entering into a tenancy or occupancy arrangement or the grant of a certificate under Section 60 that work required under a Repairing Standard Enforcement Order has been completed and the landlord to whom the notice relates is a person registered by the local authority.
- vi. Information about breaches of any Letting Code issued by the Scottish government.
- vii. Information from other Council services about the continued non payment of accounts relating to rental homes belonging to the Landlord.

5.2 It is further proposed that the Head of Safer & Inclusive Communities shall determine an applicant's status as a Fit and Proper person. Such determinations will have regard to the criteria listed in paragraph 5.1 together with consultations with other relevant Council Services, the Police and where relevant other Local Authorities.

5.3 All Landlords/Agents who have fully disclosed their convictions and were previously registered will continue to be registered unless there has been a material change to their circumstances. Any material change will result in a review of their Fit and Proper Person status.

5.4 Where appropriate, consideration will be given to some Landlords who fail the Fit and Proper Person test being permitted to transfer the full management of their rental properties to an accredited property agent. The Council will need to be satisfied that the Landlord in this case has no direct or active involvement with operation of the rental business.

## **6.0 IMPLICATIONS**

### **6.1 Financial**

There are no significant financial considerations

### **6.2 Legal**

Legal and Democratic Services have been involved in the review

### **6.3 Human Resources**

There are no significant human resource consideration

### **6.4 Equalities**

When delivering services to our customers, full cognisance is taken of equality and diversity processes and procedures.

### **6.5 Repopulation**

Having a good quality private rented housing sector will enhance the area.

## **7.0 LIST OF BACKGROUND PAPERS**

- 7.1
- Antisocial Behaviour etc.(Scotland) Act 2004
  - Registration of Private Landlords – Guidance Note for Local Authorities (April 2009)
  - Registration of Private Landlords – Fit and Proper Person Test Procedure report to the Education & Communities Committee ( September 2012)



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<b>Report To:</b>	<b>Education and Communities Committee</b>	<b>Date:</b>	<b>10 September 2013</b>
<b>Report By:</b>	<b>Corporate Director Education, Communities and Organisational Development</b>	<b>Report No:</b>	<b>EDUCOM/63/13/AW</b>
<b>Contact Officer:</b>	<b>Alana Ward, Libraries Museum and Archives Manager</b>	<b>Contact No:</b>	<b>01475 712347</b>
<b>Subject:</b>	<b>Proposed Management Rules: Museum</b>		

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## 1.0 PURPOSE

1.1 The purpose of this report is:

- to seek approval of the revised draft museum management rules prior to statutory public consultation thereon;
- to seek authority to proceed with the statutory public consultation;
- to advise that there will be a further report to Committee
  - advising of the outcome of the consultation and allowing their consideration of any representations received;
  - seeking approval of any amendments to the rules considered appropriate in light of the same; and
  - seeking authority to report to the Inverclyde Council recommending they formally approve the rules in the terms agreed on following the consultation; and
- to advise that thereafter there will be a report to the Inverclyde Council recommending such approval.

## 2.0 SUMMARY

2.1 As local authority, the Inverclyde Council (the Council) has power to make management rules regulating the use of and conduct of persons while on or in any land or premises owned, occupied, managed or controlled by the Council to which the public have access, in terms Section 112 of the Civic Government (Scotland) Act 1982 (the Act).

2.2 Prior to making management rules, the Council must conduct a statutory public consultation, in terms of which it is required to:

- advertise that it intends to make such rules;
- make copies of the proposed rules available for public inspection throughout that period;
- allow a period of at least one month from the date of the first advertisement for objections; and
- before the management rules are made, take into account any objection received and give any objector the opportunity to be heard by the Council.

2.3 Management rules come into force when they are approved and formally executed by the Council, and unless revoked continue in force for a period of 10 years.

2.4 In terms of the Act:

- an authorised officer of the Council may expel or exclude an individual from the land or premises where they have reasonable grounds for believing that individual has, is or is likely to contravene a management rule affecting that land premises in question;
- it is a criminal offence for an individual on being so expelled to fail to leave the said Land or Premises;
- it is a criminal offence for an individual on being so expelled or excluded to enter or attempt to enter the said Land or Premises;
- the Council may make an Exclusion Order for a period not exceeding one year against an individual who persistently contravenes or attempts to contravene management rules and is, in the opinion of the Council, likely to contravene them again; and it is a criminal offence for an individual who is subject to such an Exclusion Order to enter or attempt to enter the Land or Premises that to which the Exclusion Order relates.

### **3.0 RECOMMENDATIONS**

3.1 That the Committee approves the draft museum management rules for the purposes of statutory public consultation.

3.2 That the Libraries, Museum and Archives Manager be authorised to implement the statutory public consultation procedure in connection with the proposed management rules.

3.3 That it be remitted to the Libraries, Museum and Archives Manager to report back to Committee the outcome of the public consultation exercise to allow the Committee to consider any objections received, and any consequent amendments considered appropriate.

3.4 That the Committee notes that the results of the public consultation exercise and the recommendations of this Committee will in due course be reported to the Council and that approval will be sought from the Council for authority to make the management rules.

Corporate Director  
Education, Communities & Organisational Development

## 4.0 BACKGROUND

- 4.1 Under Section 112 of the Civic Government (Scotland) Act 1982 a Local Authority may make management rules in order to regulate:
- (a) the use of, and
  - (b) the conduct of persons while on or in
- any land or premises owned, occupied or managed by the Authority and to which the public have access.
- 4.2 Prior to making such management rules the Council is required under the section above to conduct a statutory consultation process. In terms of this process, the Council must:
- (a) give notice, by advertisement in a newspaper or newspapers circulating in the Council's area, of
    - (i) the Council's intention to make the management rules;
    - (ii) the general purpose of the rules;
    - (iii) the place where the proposed rules may be inspected; and
    - (iv) the fact that objections may be made, when they must be made by and the address where they must be sent;
  - (b) allow a period for objections of at least one month from the date of the first advertisement under (a) above: and
  - (c) before making the management rules, take into account any objections received within the time period set and give any objector an opportunity to be heard by them.
- 4.3 Following on the consultation process a further report will be made to the Committee:
- (a) advising of the outcome of the process;
  - (b) allowing consideration of any objections received and any amendments considered appropriate in light of those objections; and
  - (c) inviting the Committee to recommend such rules for approval by the Council.
- 4.4 Any management rules which are made require to be displayed at the entrance to the premises to which they relate along with a notice indicating where copies of the rules – which are to be available on application without payment – may be obtained.
- 4.5 Breach of the management rules does not in itself create any criminal offence which can be subject of prosecution, but the principal sanction available is to allow an authorised Officer of the Council who believes that the rules have been or are about to be breached to either expel or exclude the person(s) concerned from the premises.
- 4.6 If the authorised Officer requires the person concerned to leave the premises and he fails to do so, or alternatively, if the person is excluded from the premises and attempts to re-enter then that action itself is a criminal offence and the individual concerned may be liable, on summary conviction, to a fine not exceeding level 1 on the standard scale, currently £200.00.
- 4.7 In addition to the procedure for enforcing management rules by way of expelling or excluding individuals, the Council is entitled to determine that if a particular person persistently contravenes or attempts to contravene the management rules and that person is, in the opinion of the Authority, likely to contravene the rules again, then he may be made subject to an Exclusion Order.
- 4.8 There is a separate procedure which again allows the individual concerned to make direct representations to the Authority before the Order takes effect. The Order is to apply for such period as the Authority may determine, but this is not to exceed one year. A separate offence is created if an individual who is subject to an Exclusion Order enters or attempts to enter the premises to which the Order relates.
- 4.9 Management rules come into force when they are executed by a Proper Officer on behalf of and with the authority of the Council and unless revoked continue in force for a period of 10

years.

## **5.0 IMPLICATIONS**

5.1 Financial Implications: No implications

5.2 Human Resources: No implications.

5.3 Legal: Legal Services have been fully consulted in this matter.

5.4 Equalities: Full cognisance has been taken of equality and diversity processes and procedures during the drafting of the management rules.

5.5 Repopulation: No implications.

# **APPENDIX 1**

**The Inverclyde Council**

**Management Rules for Art Galleries and Museums**

**Draft document for Public Consultation**

**[ ] 2013**

# **McLean**

**MUSEUM & ART GALLERY**

## **Management Rules for Art Galleries and Museums**

**2013**

*VERSION 2013.1*

**Inverclyde**  
council

## INVERCLYDE COUNCIL

### MANAGEMENT RULES FOR ART GALLERIES AND MUSEUMS

The Inverclyde Council as the museum and art gallery authority for Inverclyde in terms of Schedule 13, Section 5 of the Local Government etc. (Scotland) Act, 1994 hereby make the following Management Rules in exercise of the powers conferred on them by Section 112 of the Civic Government (Scotland) Act 1982, to regulate the use of and conduct of persons while using Museum Premises in Inverclyde.

#### Definitions and Interpretation

In these Management Rules

“Acceptable Usage Policy” means such policy or policies as the Council has in force from time to time regulating the use by the members of the public of publically accessible computers and other public ICT resources in public libraries.

“Act” means the Civic Government (Scotland) Act 1982.

“Committee” means the committee to which the Council has referred the function of the management of art galleries and museums within Inverclyde.

“Council” means the Inverclyde Council constituted under the Local Government etc (Scotland) Act 1994.

“Director” means the Corporate Director (Education, Communities and Organisational Development) of the Council, or such other Director as may from time to time be responsible for enforcement of these Rules,

“Museum” and “Museum Premises” shall be taken to mean:

- (a) the premises consisting of McLean Museum and Art Gallery, 15 Kelly Street, Greenock, PA16 8JX and the Watt Library, Greenock, 9 Union Street, Greenock. PA16 8JH;
- (b) such other premises as may be used from time to time by the Council for the provision of Museums Services; and
- (c) shall for the purposes of these Management Rules, include all doorways, footpaths, roads, grounds and car parks in the ownership of the Council and used in connection with or forming part of the curtilage of such premises, or other office or reception area within Council buildings as is used in connection with any such premises.

“Museum Grounds” shall be taken to mean such unbuilt on land forming part of Museum Premises.

“Museum User” means any person permitted under these rules, to the use of Museums within Inverclyde.

“Officer in charge of the museum service” means the Museum Curator or such other Officer as may be from time to time appointed by and/or authorised by the Council with responsibility for the overall management of the Museum Premises.

“Staff Member” means any person employed by the Council wholly or partly in connection with the provision of museum services in Inverclyde, be that at the Museum Premises or elsewhere in pursuance of their duties

The provisions of the Interpretation Act 1978 shall apply to the interpretation of these Management Rules as they apply to an Act of Parliament.

## **1. Access to Museums**

- a. The Museum shall be open to the public on such days and during such hours as the Council or the Committee may from time to time determine and the Council, the Committee, the Director or the Officer in charge of the museum service may close the Museum wholly or partially during such times as they may think fit.
- b. No person shall enter or remain in any part of the Museum which is prohibited to the public, or remain in the Museum outwith the times which it is open to the public.
- c. No person shall remain in the Museum after an emergency situation has been made known to them.
- d. No member of the public shall enter or remain in any part of the Museum identified for staff or private use unless authorised by the Officer in charge of the museum service.
- e. Any member of the public may view the displays held in the Museum but no materials may be removed from the Museum unless duly authorised by the Officer in charge of the museum service.
- f. The Officer in charge of the museum service shall have discretion as to the conditions under which members of the public may consult rare, valuable or fragile museum artefacts which are deemed by the Officer in charge of the museum service unsuitable or too delicate for general display.

## **2. Conduct in the Museum**

- a. All persons shall behave at all times in the Museum Premises in a manner which consistent with standards of good conduct in public museums, which standards will for the avoidance of doubt include not causing undue noise or disturbance. It shall be a matter in the discretion of individual Staff Members (acting reasonably) as to what shall constitute such standards of good conduct in public museums. Staff Members shall be entitled to refuse admission to or to expel from the Museum Premises any persons who, in the reasonable opinion of those Staff Members, are not conducting themselves in accordance with these standards.
- b. Any person causing offence through personal hygiene or under the influence of alcohol or drugs will be removed and excluded from the Museum Premises in terms of Rule 2. Disorderly, violent or insulting behaviour including the use of indecent or offensive language towards other Museum Users or Staff Members by any person will result in that person being removed and excluded from the Museum Premises in terms of Rule 2.
- c. Any person found, or in the reasonable opinion of a Member of Staff believed, to have been taking, selling or distributing drugs in the Museum will be expelled or excluded in terms of Rule 2, except in a case requiring first aid treatment where the administering of drugs is necessary and performed by an appropriately qualified medical practitioner or where the drugs are taken as part of a prescribed course of medication.
- d. Except with the consent of the Officer in charge of the museum service, no person shall cause or allow any dog (other than a working dog accompanying a disabled person) or other animal belonging to them or under their control to enter or remain in the Museum. No person will be permitted to bring in any wheeled vehicle or conveyance other than wheelchairs, mobility scooters, pushchairs or prams.
- e. Disorderly, violent or insulting behaviour including the use of indecent or offensive language towards other museum users or a Member of Staff by any person will result in that person being removed and excluded from the Museum.

- f. Parents and carers are responsible for the supervision and behaviour of their children at all times within the Museum premises. Children aged eight years and under must be accompanied by a parent or carer when visiting the Museum. Children between the ages of eight and twelve must not be left unaccompanied by a parent or carer for any period exceeding one hour unless part of an activity organised by a Staff Member. Parents and carers must undertake to ensure that if their children are left in the care of Staff Members for such an organised activity such children behave in a manner considered reasonable and appropriate by Staff Members.
- g. Parents and carers must undertake to ensure that if their children are left in the care of Staff Members for such an organised activity such children behave in a manner considered reasonable and appropriate by Staff Members. A Staff Member will be entitled to remove any child not behaving in such an appropriate manner from such an activity.
- h. Museum users must comply with all directions given to them Staff Members in the course of their duties.
- i. At the discretion of the Officer in charge of the museum service, appropriate areas of Museum premises may be used for community, cultural, educational or social purposes. Such uses shall be controlled by means of a written agreement between the user and the Council.
- j. Food or drink must not be taken into or consumed in the Museum premises unless one or more of the following exception applies:  
(firstly) if it food or drink provided at an event authorised by the Officer in charge of the museum service, such provision is explicitly permitted in and made in accordance with that authority, and it is consumed within the part or parts of the Museum Premises provided for in that authority; or  
(secondly) if it is food or drink sold from and consumed within a cafeteria or similar facility in the Museum Premises operated by or with the authority of the Council.
- k. The consumption of alcohol is not permitted in Museum premises except as may be specifically permitted in terms of Rule 2(j).
- l. Photography, video or sound recording in Museum premises may be undertaken only with the prior permission of the Officer in charge of the museum service. However the use of digital cameras for informal social shots is permitted. All professional photography, video or sound recording intended for broadcasting or use on the internet must be approved of in writing by the Officer in charge of the museum service.
- m. Mobile telephones must only be operated in the foyer areas of Museum premises and are not permitted to be used in galleries within the Museum.
- n. Use of equipment such as personal stereos or mobile telephones which in the reasonable opinion of a Staff Member is likely to cause inconvenience or disturbance to others is not permitted within the Museum premises.
- o. Bills, notices or leaflets may be displayed or distributed in any part of the Museum premises only with the consent of the Officer in charge of the museum service.
- p. The Officer in charge of the museum service may from time to time regulate the use of accommodation, resources and equipment in great demand in order to ensure equal opportunity of use.
- q. In the event of the structure of, furniture within, or fittings or other contents of the Museum Premises being damaged or destroyed, the person responsible shall be liable for the cost of making good the damage or for replacing the articles destroyed.
- r. The Council shall have no liability in respect of the loss or theft of any item belonging to a Museum User.
- s. No trading or sale of goods shall take place in any part of any Museum Premises except with the consent of the Officer in charge of the museum service.



t. Goods must not be removed from the shop in the Museum Premises prior to payment.

u. Smoking is strictly forbidden in all parts of the Museum Premises.

### **3. Public Access Computers**

a. Any person may use public access computers within the Museum Premises, provided however that:

- if they are aged 8 or under, they must be accompanied by a parent or other responsible adult;
- if they are aged from 9 to 11, they must have written parental consent, as contained within the membership form; and
- they must provide personal identification acceptable to Members of Staff, acting reasonably, before they can use the public access computers; and
- they must only do so in accordance with the Acceptable Usage Policy.

The Acceptable Usage Policy is available from all the Museum Premises and on all public access computers.

b. Where information is made available by the Council via digital sources any member of the public accessing such information will be liable to meet such fees as are payable from time to time for such access, and must abide by the terms of use prevailing at the time.

### **4. Use of Venue**

a. Part of parts of the Museum Premises may be available for hire, at the discretion of the Officer in charge of the museum service, by appropriate organisations throughout the year subject to the nature of the hire not impeding the provision of public service or the safety and security of the museum and exhibits. The Watt Hall is also licenced for wedding ceremonies for hire, at the discretion of the Officer in charge of the museum service subject to availability and the hire not impeding the provision of public service or the safety and security of the museum and exhibits.

b. All hires are entirely at the discretion of the Officer in charge of the museum service and all hirers will be required to enter a written hire agreement in terms satisfactory to the Officer in charge of the museum service.

c. The hire charge in force at the time shall be made to hirers. The right to refuse any applicant the use of premises or part thereof without giving any reason is reserved to the Officer in charge of the museum service. Any parts of the Museum premises so hired shall not be sub-hired or sub-let.

d. The above are not normally available for hire during the hours of public opening of the Museum Premises.

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### **5. Museum Grounds**

a. No person shall throw down, deposit or leave any rubbish, refuse, litter or paper of whatever description in the Museum Grounds, other than that in a receptacle/location provided for that purpose.

b. No person shall wilfully, carelessly or negligently damage, injure, displace or remove any part of a wall, fence, barrier, railing or any other fixture situated in or on or adjacent and ancillary to the Museum Premises, or deface or destroy the same by cutting, writing or otherwise. Any person so doing will be held responsible for the cost of any replacement or repair.

c. Except with the express consent of the Officer in charge of the museum service, no person shall remove any plant in the Museum Grounds.

- d. No person shall enter or stand, sit or walk in or upon any flower bed, border or shrubbery within any park or in or upon any part of the Museum Grounds where prohibitive notices are displayed.
- e. No vehicle, whether mechanically propelled or otherwise, shall be permitted on or allowed to enter on the Museum Grounds without the prior written consent of the Officer in charge of the museum service. This prohibition shall not apply to the use in the Museum grounds of:
- (firstly) any pram, buggy, wheelchair or similar vehicle drawn or propelled by hand for the use by or with a child, invalid or disabled person;
  - (Secondly) any mechanically propelled invalid carriage or wheelchair being used by a disabled person or invalid; or
  - (Thirdly) any ambulance, fire engine, police vehicle and attendant vehicles as may be permitted by the Officer in charge of the museum service.
- f. No person shall cause or permit a dog or any other animal belonging to them or otherwise under their control to enter or remain in the Museum Grounds unless such a dog or other animal is under the full control of that person and effectively restrained from causing annoyance to any person, or from worrying or disturbing any wild birds or animals or from damaging any flower, plant, tree or shrub in the grounds.
- g. No person shall cause or permit any dog or other animal belonging to them or otherwise under their control to foul in the Museum Grounds or any part thereof.
- h. No person shall light a fire, burn or do any action which might cause to be set on fire or burned in the Museum Grounds any paper, rubbish, refuse, fuel or other substance.
- i. No person shall, without prior written consent of the Officer in charge of the museum service, erect, occupy or use any tent or other structure in the Museum Grounds.

## **6. Library Function**

For such period or periods as Council operates a lending library service from the Watt Library within the museum premises, then any loan of books as part of that service will operate under the terms of the Management Rules that are at that time in force in respect of Public Libraries in Inverclyde, Without prejudice to the generality of the foregoing, it will therefore be a requirement that any person wishing to borrow books available through that lending library service has a valid membership under that scheme.

## **7 Contraventions of Management Rules**

A Staff Member may under Section 116 of the Act:

- (i) if he or she has reasonable grounds for believing that a person has contravened, is contravening or is about to contravene any of the foregoing Management Rules, exclude that person from the Museum Premises; or
- (ii) if he or she has reasonable grounds for believing that person is about to contravene any of the foregoing Management Rules, exclude that person from the Museum Premises.

A person who persistently contravenes or attempts to contravene the foregoing Management Rules and is, in the opinion of the Council, likely to contravene them again shall be liable to be made the subject of an Exclusion Order by the Council for a period not exceeding one year, in terms of Section 117 of the Act.

Any person who

- (i) on being required to leave the Museum Premises by an authorised officer of the Council having reasonable grounds for believing that the person has contravened, is contravening or is about to contravene any Management Rules, fails to leave;

(ii) on being informed by an authorised officer of the Council that there are reasonable grounds for believing that the person is about to contravene any Management Rule, that he or she is excluded from the Museum premises, enters or attempts to enter the Museum Premises;

(iii) being a person subject to an Exclusion Order under section 117 of the Act enters or attempts to enter the Museum premises to which the Exclusion Order relates

Shall be guilty of an offence and liable on summary conviction to a fine not exceeding Level 1 on the Standard Scale of Fines or such other amount as may from time to time be fixed by statute in terms of section 118 of the Act.

The foregoing Management Rules shall come into force on (xxxx).

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<b>Report To:</b>	<b>Education and Communities Committee</b>	<b>Date:</b>	<b>10 September 2013</b>
<b>Report By:</b>	<b>Corporate Director Education, Communities and Organisational Development</b>	<b>Report No:</b>	<b>EDUCOM/62/13/AW</b>
<b>Contact Officer:</b>	<b>Alana Ward, Libraries Museum And Archives Manager</b>	<b>Contact No:</b>	<b>01475 712347</b>
<b>Subject:</b>	<b>Proposed Management Rules: Libraries</b>		

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## 1.0 PURPOSE

1.1 The purpose of this report is:

- to seek approval of the revised draft libraries management rules prior to statutory public consultation thereon;
- to seek authority to proceed with the statutory public consultation;
- to advise that there will be a further report to the Committee
  - advising of the outcome of the consultation and allowing their consideration of any representations received
  - seeking approval of any amendments to the rules considered appropriate in light of the same; and
  - seeking authority to report to the Inverclyde Council recommending they formally approve the rules in the terms agreed on following the consultation; and
- to advise that thereafter there will be a report to the Inverclyde Council recommending such approval.

## 2.0 SUMMARY

2.1 As local authority, the Inverclyde Council (the Council) has power to make management rules regulating the use of and conduct of persons while on or in any land or premises owned, occupied, managed or controlled by the Council to which the public have access, in terms Section 112 of the Civic Government (Scotland) Act 1982 (the Act).

2.2 Prior to making management rules, the Council must conduct a statutory public consultation, in terms of which it is required to:

- advertise that it intends to make such rules;
- make copies of the proposed rules available for public inspection throughout that period;
- allow a period of at least one month from the date of the first advertisement for objections; and
- before the management rules are made, take into account any objection received and give any objector the opportunity to be heard by the Council.

2.3 Management rules come into force when they are approved and formally executed by the Council, and unless revoked continue in force for a period of 10 years.

2.4 In terms of the Act:

- an authorised officer of the Council may expel or exclude an individual from the land or premises where they have reasonable grounds for believing that individual has, is or is likely to contravene a management rule affecting that land premises in question;
- it is a criminal offence for an individual on being so expelled to fail to leave the said Land or Premises;
- it is a criminal offence for an individual on being so expelled or excluded to enter or attempt to enter the said Land or Premises;
- the Council may make an Exclusion Order for a period not exceeding one year against an individual who persistently contravenes or attempts to contravene management rules and is, in the opinion of the Council, likely to contravene them again; and it is a criminal offence for an individual who is subject to such an Exclusion Order to enter or attempt to enter the Land or Premises that to which the Exclusion Order relates.

### **3.0 RECOMMENDATIONS**

3.1 That the Committee approves the draft libraries management rules for the purposes of statutory public consultation.

3.2 That the Libraries, Museum and Archives Manager be authorised to implement the statutory public consultation procedure in connection with the proposed management rules.

3.3 That it be remitted to the Libraries, Museum and Archives Manager to report back to Committee the outcome of the public consultation exercise to allow the Committee to consider any objections received, and any consequent amendments considered appropriate.

3.4 That the Committee notes that the results of the public consultation exercise and the recommendations of this Committee will in due course be reported to the Council and that approval will be sought from the Council for authority to make the management rules.

Corporate Director  
Education, Communities and Organisational Development

## 4.0 BACKGROUND

- 4.1 Under Section 112 of the Civic Government (Scotland) Act 1982 a Local Authority may make management rules in order to regulate:
- (a) the use of, and
  - (b) the conduct of persons while on or in
- any land or premises owned, occupied or managed by the Authority and to which the public have access.
- 4.2 Prior to making such management rules the Council is required under the section above to conduct a statutory consultation process. In terms of this process, the Council must:
- (a) give notice, by advertisement in a newspaper or newspapers circulating in the Council's area, of
    - (i) the Council's intention to make the management rules;
    - (ii) the general purpose of the rules;
    - (iii) the place where the proposed rules may be inspected; and
    - (iv) the fact that objections may be made, when they must be made by and the address where they must be sent;
  - (b) allow a period for objections of at least one month from the date of the first advertisement under (a) above: and
  - (c) before making the management rules, take into account any objections received within the time period set and give any objector an opportunity to be heard by them.
- 4.3 Following on the consultation process a further report will be made to the Committee:
- (a) advising of the outcome of the process;
  - (b) allowing consideration of any objections received and any amendments considered appropriate in light of those objections; and
  - (c) inviting the Committee to recommend such rules for approval by the Council.
- 4.4 Any management rules which are made require to be displayed at the entrance to the premises to which they relate along with a notice indicating where copies of the rules – which are to be available on application without payment – may be obtained.
- 4.5 Breach of the management rules does not in itself create any criminal offence which can be subject of prosecution, but the principal sanction available is to allow an authorised Officer of the Council who believes that the rules have been or are about to be breached to either expel or exclude the person(s) concerned from the premises.
- 4.6 If the authorised Officer requires the person concerned to leave the premises and he fails to do so, or alternatively if the person is excluded from the premises and attempts to re-enter then that action itself is a criminal offence and the individual concerned may be liable, on summary conviction, to a fine not exceeding level 1 on the standard scale, currently £200.00.
- 4.7 In addition to the procedure for enforcing management rules by way of expelling or excluding individuals, the Council is entitled to determine that if a particular person persistently contravenes or attempts to contravene the management rules and that person is, in the opinion of the Authority, likely to contravene the rules again, then he may be made subject to an Exclusion Order.
- 4.8 There is a separate procedure which again allows the individual concerned to make direct representations to the Authority before the Order takes effect. The Order is to apply for such period as the Authority may determine, but this is not to exceed one year. A separate offence is created if an individual who is subject to an Exclusion Order enters or attempts to enter the premises to which the Order relates.
- 4.9 Management rules come into force when they are executed by a Proper Officer on behalf of and with the authority of the Council and unless revoked continue in force for a period of 10 years.

## **5.0 IMPLICATIONS**

5.1 Financial Implications: No implications

5.2 Human Resources: No implications.

5.3 Legal: Legal Services have been fully consulted in this matter.

5.4 Equalities: Full cognisance has been taken of equality and diversity processes and procedures during the drafting of the management rules.

5.5 Repopulation: No implications.

# **APPENDIX 1**

**The Inverclyde Council**

**Management Rules for Libraries**

**Draft document for Public Consultation**

**[ ] 2013**



## Library Management Rules

THE INVERCLYDE COUNCIL

### MANAGEMENT RULES FOR PUBLIC LIBRARIES

The Inverclyde Council as the library authority for Inverclyde in terms of Schedule 13, Section 5 of the Local Government etc. (Scotland) Act, 1994 hereby make the following Management Rules in exercise of the powers conferred on them by Section 112 of the Civic Government (Scotland) Act 1982, to regulate the use of, and the conduct of persons using, any of Inverclyde Council's Library Premises.

#### DEFINITIONS

In these Management Rules:

"Acceptable Usage Policy" means such policy or policies as the Council has in force from time to time regulating the use by the members of the public of publically accessible computers and other public ICT resources in public libraries.

"Borrower" means any person who has a current registration as a borrower in terms of Clause 1 of these Management Rules.

"Council" means the Inverclyde Council, and shall when used with in these Management Rules in reference to any decision or determination include such Committee, Sub-Committee or Officers of the Inverclyde Council as are authorised by them to make such a determination.

"Committee" means the committee to which the Council has referred the function of the management of public libraries within Inverclyde.

"Inverclyde" shall mean the administrative area for which the Council is responsible in terms of the Local Government etc. (Scotland) Act 1994.

"Library Material" means printed material and other media or articles.

"Library Premises" means

- (a) the various premises listed in the Schedule to these Rules, declaring that should the Council cease to use once or more of the individual premises for the provision of Library Services, then the premises in respect of which such use has ceased shall cease to be Library Premises for the purposes of these Rules then, and
- (b) such other such premises as may be used from time to time by the Council for the provision of Library Services, and shall for the purposes of these Management



Rules, include all doorways, footpaths, roads, grounds and car parks in the ownership of the Council and used in connection with or forming part of the curtilage of such premises, or other office or reception area within Council buildings as is used in connection with any such premises.

“Library Services” means the public lending library and reference library services provided by, the Inverclyde Council through the Libraries, Museum and Archive section of the Education, Communities and Organisational Development directorate, and for the purposes of these Management Rules includes such services ancillary thereto as are provided from time to time.

“Library User” means any person using Library Premises.

“Officer in charge of Library Services” means the Libraries, Museums and Archives Manager or such other Officer as may be from time to time appointed by and/or authorised by the Council with responsibility for the overall management of library services throughout Inverclyde.

“Staff Member” means any person employed by the Council wholly or partly in connection with the provision of library services in Inverclyde, be that at the Library premises or elsewhere in pursuance of their duties.

“the Act” means the Civic Government (Scotland) Act 1982.

## **1. Borrowers**

### **1.1 Membership**

Any person who is resident in, employed in, at school in, or visiting Inverclyde, may apply to register as a Borrower through the Library Services at any of the Library Premises. All persons wishing to become Borrowers must complete an application form and provide two forms of current identification (one of which must show the applicant's home address). Persons unable to provide two forms of current identification shall be entitled to interim membership, until such time as two forms of current identification can be provided. The acceptability or otherwise of the identification shown is at the discretion of the Officer in Charge of Library Services. Once accepted as a Borrower, such a person will be required, on the request of a Staff Member, to confirm the details provided with their application by producing further current identification, which requests shall no be more often than is reasonably required for conducting the Library Services.

### **1.2 Children's Membership**

Children aged 11 years and under may become Borrowers on completion of a registration form signed by a parent or other adult with parental responsibility (as guarantor for the child) and on providing acceptable proof of identity. Proof of age may also be requested. Borrowers aged 11 years and under are eligible to borrow books from the Children's section of the library. Borrowers aged from 12 to 15 years are registered as 'Young Adult' borrowers and they will be eligible to borrow books from both the Junior and Adult sections of the library. Any certificated video or multi-media materials will only be issued in accordance with age categories marked on the materials.

### **1.3 Lapsed Membership**

Registration as a Borrower in all categories will lapse after a period of two years from last use of the service. Thereafter, re-registration will be required in accordance with this Rule 1.

### **1.4 Membership Cards**

Cards issued for borrowing items from the libraries shall not be transferable. Borrowers are personally responsible for the safekeeping of cards and for items borrowed on their card. Borrowers shall immediately notify any change of address or the loss of a card. A charge will be made for the replacement of lost cards, to be determined from time to time by the Council.

## **2. Borrowing**

### **2.1 Loan Period**

The maximum permitted loan periods for Library Materials will be as determined by the Council from time to time and displayed at all Library Premises. On receipt by the Library service of a request from a Borrower in person, by post or telephone, or online, the loan period may be extended for any item on loan to that Borrower, other than when the item concerned has been requested by another Borrower. No loan shall be extended more than four times. The Officer in charge of Library Services may, at his/her discretion, reduce the maximum loan period for any item if it is in heavy demand, or for any other appropriate reason.

### **2.2 Number of items**

The maximum number of items which can be borrowed by a Borrower will be as determined by the Council from time to time and displayed all Library Premises.

### **2.3 Charges for certain materials**

Borrowers may borrow audio, video, multi-media and other materials or suggest items for stock according to borrowing entitlements as referred to above and on payment of any charges determined by the Council from time to time and as published at all Library Premises.

### **2.4 Overdue Items**

Borrowers aged 16-59 years of age who retain Library Materials beyond the maximum permitted loan period will be charged for such items at such a rate or rates as shall be determined from time to time by the Council. Borrowers will be notified of any Library Materials retained beyond the maximum permitted loan period, but failure to give such notification shall not relieve the Borrower of the charges.

### **2.5 Payment for Loss or Damage**

Borrowers or guarantors of Borrowers shall be responsible for loss of or damage to Library Materials, and a sum not greater than the total of a) the retail cost of the lost or damaged item and b) such administrative charge or charges in respect of dealing with such loss or damage as may from time to time be determined by the Council as appropriate in such circumstances, will be charged. Damage or defect to an item which is discovered before borrowing should be brought to the attention of a Staff Member.

## **3. Conduct**

All persons shall behave at all times in the Library Premises in a manner which is consistent with standards of good conduct in public libraries, which standards will for the avoidance of doubt include not causing undue noise or disturbance. It shall be a matter in the discretion of individual Staff Members (acting reasonably) as to what shall constitute such standards of good conduct in public libraries. Staff Members shall be entitled to refuse admission to or to expel from the Library Premises any persons who, in the reasonable opinion of those Staff Members, are not conducting themselves in accordance with these standards.

### **3.1 Dogs, other Animals and Wheeled Conveyances Prohibited**

Except with the consent of a Staff Member, no person shall cause or allow any dog (other than a working dog accompanying a disabled person) or other animal belonging to him/her or under his/her control to enter or remain in the library, or bring in any wheeled conveyance other than wheelchairs, mobility scooters, pushchairs, or prams.

### 3.2 Behaviour in the Library

3.2.1 Any member of the public may refer to materials held in the library, whether lending or reference stock, but no materials may be removed from the library unless duly authorised.

3.2.2 Library users must comply with all directions given to them by Staff Members in the course of their duties.

3.2.3 Smoking or consumption of alcohol is not permitted in Library Premises.

3.2.4 Food or drink not purchased in the Library Premises must not be consumed upon Library Premises.

3.2.5 Mobile telephones must be switched to silent and their use must not disturb other library users.

3.2.6 Any person causing offence through personal hygiene or under the influence of alcohol or drugs will be removed and excluded from the Library Premises. Disorderly, violent or insulting behaviour including the use of indecent or offensive language towards other Library Users or Staff Members by any person will result in that person being removed and excluded from the Library Premises.

3.2.7 No member of the public shall enter or remain in any part of Library Premises identified for staff or private use.

3.2.8 Parents and carers are responsible for the supervision and behaviour of their children at all times within the Library Premises. Children aged eight years and under must be accompanied by a parent or adult with parental responsibility when visiting the Library Premises. Children between the ages of eight and twelve must not be left unaccompanied by a parent or carer for any period exceeding one hour unless part of an activity organised a Staff Member. Parents and adults with parental responsibility must undertake to ensure that if their children are left in the care of Staff Members for an organised activity such children behave in a manner considered reasonable and appropriate by Staff Members.. A Staff Member will be entitled to remove any child not behaving in such an appropriate manner from an organised activity.

3.2.9 Photography, video or sound recording in Library Premises may be undertaken only with the prior permission of the Officer in charge of Library Services.

3.2.10 The use of portable audio players (such as MP3 players, iPods etc) within Library Premises is permitted only with the use of headphones, and should not disturb other Library Users.

3.2.11 No trading or sale of goods is permitted in any of the Library Premises, without the consent of the Officer in charge of Library Services.

3.2.12 In the event of the structure, furniture, fittings or other contents of the any of the Library Premises being damaged or destroyed, the person responsible shall be liable for the cost of making good the damage or for replacing the articles destroyed.

3.2.13 The designated opening hours for the Library Premises will be displayed at the premises and no person, other than Staff Members carrying out their duties, shall remain in the Library Premises outwith these hours.

#### **4. Use of Public Access Computers**

Any person may use public access computers within the Library Premises, provided however that:

- if they are aged 8 or under, they must be accompanied by a parent or other adult with parental responsibility;
- if they are aged from 9 to 11, they must have written parental consent, as contained within the membership form; and
- if they are not Borrower in terms of Clause 1 of these rules, they must provide acceptable personal identification before he/she can use the public access computers; and
- they must only do so in accordance with the Acceptable Usage Policy.

The Acceptable Usage Policy is available from all the Library Premises and on all public access computers.

#### **5. General Rules**

5.1 Bills, notices or leaflets may be displayed or distributed in any part of the Library Premises only with the consent of the Officer in charge of Library Services.

5.2 The Council shall have no liability in respect of the loss or theft of any item belonging to a Library User.

5.3 At the discretion of the Officer in charge of Library Services, appropriate areas of the Library Premises may be used for community, cultural, educational or social purposes. Such uses shall be controlled by means of a written agreement between the user and the Council.

5.4 Library Users are reminded that the provisions of the general law apply at all times. Any action which would contravene the Copyright, Designs and Patents Act 1988 is strictly prohibited on Library Premises.

5.5 Any person who contravenes these Management Rules may be subject to suspension of their registration as a Borrower and the use of Library Services, at the discretion of the Officer in charge of Library Services.

5.6 A Staff Member may, under Section 116 of the Act:

- i. where he or she has reasonable grounds for believing a person has contravened or is contravening a management rule, expel that person from the Library Premises; and
- ii. where he or she has reasonable grounds for believing that a person is about to contravene a management rule, exclude that person from the Library Premises.

5.7 A person who persistently contravenes or attempts to contravene these management rules and is, in the opinion of the Council, likely to contravene them again, may be subject to an Exclusion Order by the Council under Section 117 of the Act for a period not exceeding one year.

5.8 Any person who:

- i. on being required to leave any Library Premises by an authorised officer of the Council who has reasonable grounds for believing that the person has contravened, is contravening or is about to contravene any of these Management Rules applying to the Library Premises, fails to leave;
- ii. on being informed by an authorised officer who has reasonable grounds for believing that the person is about to contravene any management rule applying to Library Premises that he or she is excluded from the land or premises, enters or attempts to enter the land or premises; or
- iii. being a person subject to an exclusion order under section 117 of the Act, enters or attempts to enter the land or premises to which the exclusion order relates shall be guilty of an offence and liable, on summary conviction, to a fine not exceeding level 1 on the standard scale

## **Schedule**

### **Premises**

- 1. Greenock Central Library**, 75-81 Cathcart Street, Greenock, PA15 1DE.
- 2. Gourock Library**, Kempock Place, Gourock, PA19 1QU.
- 3. Inverkip and Wemyss Bay Library**, Wemyss Bay Primary School, Ardgowan Road, Wemyss Bay, PA18 6AT.
- 4. Kilmacolm Library**, Lochwinnoch Road, Kilmacolm, PA13 4LE.
- 5. Port Glasgow Library**, Fore Street, Port Glasgow, PA14 5EQ.
- 6. Greenock South West Library**, Barr's Cottage, Greenock, PA16 9HG.
- 7. The Watt Library**, 9 Union Street, Greenock, PA16 8JH

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**Report To:** Education & Communities Committee      **Date:** 10 September 2013

**Report By:** Chief Financial Officer & Corporate Director Education, Communities & Organisational Development      **Report No:** FIN/63/13/AP/IC

**Contact Officer:** Iain Cameron      **Contact No:** 01475 712832

**Subject:** Education 2013/14 Revenue Budget-Period 3 to 30 June 2013

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## 1.0 PURPOSE

- 1.1 To advise Committee of the 2012/13 final out-turn and the 2013/14 Revenue Budget position at Period 3 to 30 June 2013.

## 2.0 SUMMARY

- 2.1 In 2012/13, excluding the carry forward of Earmarked Reserves of £3,097,000, primarily for the School Estates Management Plan, there was an underspend of £116,000 against a budget figure of £72,731,570. This equates to 0.16% of the total budget and was £95,000 more expenditure than reported to Committee in May 2013.
- 2.2 The total Education budget for 2013/14 is £71,391,540. The School Estates Management Plan accounts for £14,258,000 of the total Education budget. A further £3,097,000 brought forward as Earmarked Reserves will also be used primarily to fund the School Estates Management Plan. The latest projection is an overspend of £118,000 for the 2013/14 Revenue Budget.
- 2.3 The projected overspend is a result of a projected shortfall in turnover savings partially offset by net projected underspends elsewhere in the budget.

## 3.0 RECOMMENDATIONS

- 3.1 That the Committee note the final out-turn for 2012/13 and the current projected out-turn of £118,000 overspend for 2013/14 as at 30 June 2013.
- 3.2 That the Committee approve the virement of £40,000 as detailed in paragraph 8.1 and Appendix 4.

Alan Puckrin  
Chief Financial Officer

Albert Henderson  
Corporate Director Education, Communities & OD



#### 4.0 BACKGROUND

4.1 The purpose of this report is to advise Committee of the current position of the 2013/14 budget as well as the 2012/13 final out-turn and to highlight the main issues contributing to the £116,000 underspend in 2012/13 and the projected overspend of £118,000 for 2013/14.

#### 5.0 2012/13 OUT-TURN

5.1 The underspend for 2012/13 after adjustments for Reserves was £116,000. The main factors contributing to the underspend were:

	Revised Budget 2012/13	Out Turn 2012/13	Variance to Budget	P11 Projected Variance	Movement Since P11 Projection
Corporate Director	135	140	5	4	1
Education Services	61,297	61,166	(131)	(124)	(7)
Inclusive Education	9,745	9,773	28	(85)	113
Safer Inclusive Communities	1,555	1,537	(18)	(6)	(12)
<b>TOTAL NET EXPENDITURE</b>	<b>72,732</b>	<b>72,616</b>	<b>(116)</b>	<b>(211)</b>	<b>95</b>

#### Employee Costs:

Total underspend for Employee Costs was £9,000. (0.02%)

The Teachers budget overspent by £127,000. This was mainly due to additional Supply Teacher costs funded by Education HQ as a result of long term sickness and phased returns to work.

The Non Teachers budget underspend by £136,000. This was mainly due to vacancies within Early Years Education.

The underspend for Employee costs was £56,000 less than reported to the May Committee.

#### Property Costs:

Total underspend for Property Costs was £83,000. (0.5%)

Non Domestic Rates (NDR) underspent by £17,000 due to empty relief for the former St Laurence's Primary School building during the construction period for the new Lomond View Academy.

Water overspent by £25,000 due to higher consumption in schools including a potential burst pipe or meter problem at Moorfoot Primary School.

Electricity & Gas underspent by £11,000 due to consumption being slightly less than budget for school buildings.

Heating Oil underspent by £27,000 due to lower consumption at St Columba's High School.

Contract Janitors underspent by £41,000 due to a reduction in charges for overtime compared to previous year.

The underspend for Property Costs was £15,000 more than previously reported to Committee.

### Transport Costs:

Total overspend for Transport Costs was £26,000. (1.02%)

SPT School Bus contract underspent by £43,000. This was offset by an overspend of £61,000 for ASN and Pupil Vocational Transport. £28,000 of the ASN transport overspend related to the transportation of pupils to placements outwith Inverclyde.

Internal Transport Charges overspent by £13,000. This was a combination of higher fuel costs and charges for additional drivers.

The overspend for Transport Costs was £48,000 more than reported to May Committee.

### Other Expenditure:

Total underspend for Other Expenditure was £75,000. (1.07%)

ASN Placements underspent by £70,000. As a result of Education Services policy to educate children within Inverclyde where possible there has been a reduction in the number of children placed externally. A reduction in ASN placement expenditure forms part of the ASN Preventative Spend saving being implemented in 2013/14.

Hospital Tuition underspent by £18,000 due to fewer children being in hospital.

Clothing Grants overspent by £11,000 as a result of more families qualifying for assistance.

The underspend for Other Expenditure was £22,000 more than reported to May Committee.

### Income:

Total under recovery of Income was £36,000. (1.07%)

School Meal Income over recovered by £22,000 due to increased uptake of meals.

Income for ASN Placements within Inverclyde Special Schools under recovered by £41,000 due to fewer children being placed by other Local Authorities.

Income for Active Schools was £30,000 less than budget. The income has been carried forward for use in 2013/14.

The under recovery in Income was £68,000 more than reported to the May Committee.

## **6.0 2013/14 PROJECTION**

6.1 The main issues to highlight in relation to the 2013/14 projected overspend of £118,000 are:

### Employee Costs:

Total budget for Employee costs is £49,542,000 including £241,250 of expected turnover savings. The latest projection is an overspend of £131,000, the majority of which relates to a shortfall in the turnover savings. The early implementation of the budget saving replacing Early Years Teachers with Early Years Childcare Officers (EYECOs) will result in projected savings of £38,000 for 2013/14. However, a seven month delay in implementing the Quality Improvement Officer (QIO) budget saving will result in additional costs of £25,000.

### Heating Oil:

The cost of heating oil for 2013/14 is projected to be £49,000 resulting in an underspend of £51,000. This is due to lower than expected consumption at St Columba's Inverkip Road. Following the closure of this building in June 2013 there will be no further oil consumption within Education. However, gas expenditure will increase when St Columba's opens in Gourock.

### Contract Janitors:

Total budget for Janitor Costs is £1,090,020 and the latest projection is an overspend of £10,000.

### IT Charges:

Total budget for IT Charges is £190,670 and the latest projection is an overspend of £31,000. The majority of the charges relate to MAVPN data lines providing internet connections to schools.

### SPT School Buses:

The current budget for SPT School Buses is £1,239,940 and the latest projection based on information supplied by SPT is an underspend of £59,000.

### ASN Transport:

The current budget for ASN Transport is £568,250 and based on the latest information provided by SPT there is a projected overspend of £89,000. However, the budget was reduced in 2013/14 due to the implementation of the ASN Preventative Spend programme whereby the number of external placements contracts would be reduced. The projected out-turn for 2013/14 is in line with the final out-turn for 2012/13. Education Services are currently carrying out a review of all ASN contracts and an update will be provided to the next Committee.

### Hospital Tuition:

A budget of £40,000 exists to provide tuition for children in hospital. Based on the level of useage for 2012/13, the latest projection is an underspend of £15,000.

### ASN Placements:

Following the virement of £40,000 from ASN Placements to Income from Other Local Authorities requested in paragraph 8.1, the 2013/14 budget for ASN Placements is £534,220 and the latest projection is an underspend of £27,000. In addition to the reduction in the number of placements due to the opening of Lomond View Academy, there will be a further reduction in places when Craigmarnloch opens.

### Income from Other Local Authorities:

In common with Inverclyde, other Local Authorities have policies to place their children within their own areas where possible. This has resulted in fewer children being placed in Inverclyde Special Schools in recent years and a reduction in income. The virement from ASN Placements will reduce this budget to £245,920. The latest projection is now on budget.

## **7.0 CONCLUSIONS**

7.1 The Committee is currently reporting a projected overspend of £118,000 for the 2013/14 revenue budget.

## **8.0 VIREMENTS**

8.1 Committee are asked to approve the virement of £40,000 as detailed in Appendix 4. The virement is transferring £40,000 from the ASN Placements budget to reduce the Income from Other Local Authorities budget due to a fall in children placed in Inverclyde Special Schools.

## 9.0 IMPLICATIONS

9.1 The current projected out-turn per Service is:

2012/13 Actual £000	Service	Approved Budget 2013/14 £000	Revised Budget 2013/14 £000	Projected Out-turn 2013/14 £000	Projected over/(under) spend £000
140	Corporate Director	134	134	139	5
61,166	Education Services	66,347	66,445	66,445	0
9,773	Inclusive Education	9,495	9,568	9,670	102
1,537	Safer Inclusive	1,953	1,814	1,825	11
	Earmarked Reserves		(2,780)	(2,780)	
	Loan Charges / DMR		(3,789)	(3,789)	
72,616	Total Education Service excluding Earmarked Reserves	77,929	71,392	71,510	118

See Appendix 2 for additional detail.

## 10.0 EARMARKED RESERVES

10.1 There is a planned contribution to Earmarked Reserves of £2,780,000 at the end of the current Financial Year as detailed in Appendix 3. Spend to date is 16.2% of the projected spend for 2013/14. However, a further £3,589,000 relating to loan charges will be paid at the year end increasing the overall percentage spend to 41%.

## 11.0 EQUALITIES

11.1 There are no Equalities issues.

## 12.0 REPOPULATION

12.1 There are no Repopulation issues.

## 13.0 CONSULTATION

13.1 The report is jointly prepared by the Corporate Director Education, Communities and Organisational Development and the Chief Financial Officer.

EDUCATIONREVENUE BUDGET MONITORING REPORTMATERIAL VARIANCESPERIOD 3 : 1st April 2013 - 30 June 2013

<u>Out Turn 2012/13 £000</u>	<u>Budget Heading</u>	<u>Budget 2013/14 £000</u>	<u>Proportion of Budget</u>	<u>Actual to 30-Jun-13 £000</u>	<u>Projection 2013/14 £000</u>	<u>(Under)/Over Budget £000</u>	<u>Percentage Over / (Under)</u>
36,851	Employee Costs - Teachers	35,992	9,117	9,073	36,007	15	0.0%
13,853	Employee Costs - Non Teachers	13,550	3,543	3,492	13,666	116	0.9%
1,007	Contract Janitors	1,090	251	160	1,100	10	0.9%
262	Heating Oil	98	98	47	47	(51)	(52.0%)
221	Education IT Charges	191	48	46	222	31	16.2%
1,233	SPT School Buses	1,240	310	304	1,181	(59)	(4.8%)
671	ASN Transport	568	142	0	657	89	15.7%
22	Hospital Tuition	40	10	0	25	(15)	(37.5%)
678	ASN Placements	534	89	83	507	(27)	(5.1%)
<b>Total Material Variances</b>						<b>109</b>	

**EDUCATION****REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 3 : 1st April 2013 - 30th June 2013**

2012/13 Actual £000	Subjective Heading	Approved Budget 2013/14 £000	Revised Budget 2013/14 £000	Projected Out-turn 2013/14 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
36,851	Employee Costs - Teachers	36,075	35,992	36,007	15	0.0%
13,853	Employee Costs - Non Teachers	13,143	13,550	13,666	116	0.9%
14,735	Property Costs	7,166	7,180	7,139	(41)	(0.6%)
3,651	Supplies & Services	3,661	3,659	3,693	34	0.9%
2,585	Transport Costs	2,283	2,378	2,408	30	1.3%
418	Administration Costs	426	457	460	3	0.7%
3,854	Other Expenditure	17,844	17,702	17,663	(39)	(0.2%)
(3,331)	Income	(2,669)	(2,957)	(2,957)	0	-
72,616	TOTAL NET EXPENDITURE	77,929	77,961	78,079	118	0.2%
	Earmarked Reserves	0	(2,780)	(2,780)	0	
	Loan Charges / DMR	0	(3,789)	(3,789)	0	
	TOTAL NET EXPENDITURE excluding Earmarked Reserves	77,929	71,392	71,510	118	

2012/13 Actual £000	Objective Heading	Approved Budget 2013/14 £000	Revised Budget 2013/14 £000	Projected Out-turn 2013/14 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
140	Corporate Director	134	134	139	5	3.7%
52,819	Education	52,179	52,187	52,187	0	-
8,347	School Estate Management Plan	14,168	14,258	14,258	0	-
61,166	TOTAL EDUCATION SERVICES	66,347	66,445	66,445	0	-
7,662	ASN	7,416	7,486	7,569	83	1.1%
2,111	Other Inclusive Education	2,079	2,101	2,120	19	0.9%
9,773	TOTAL INCLUSIVE EDUCATION	9,495	9,587	9,689	102	1.1%
1,219	Community Learning & Development	1,616	1,500	1,511	11	0.7%
318	Other Safer & Inclusive	337	295	295	0	-
1,537	TOTAL SAFER & INCLUSIVE	1,953	1,795	1,806	11	0.6%
72,616	TOTAL EDUCATION COMMITTEE	77,929	77,961	78,079	118	0.2%
	Earmarked Reserves	0	(2,780)	(2,780)	0	

**EARMARKED RESERVES POSITION STATEMENT**  
**COMMITTEE: Education & Lifelong Learning**

<u>Project</u>	<u>Lead Officer/ Responsible Manager</u>	<u>clif Funding 2012/13</u> £000	<u>New Funding 2013/14</u> £000	<u>Total Funding 2013/14</u> £000	<u>Phased Budget To Period 3 2013/14</u> £000	<u>Actual To Period 3 2013/14</u> £000	<u>Projected Spend 2013/14</u> £000	<u>Amount to be Earmarked for 2014/15 &amp; Beyond</u> £000	<u>Lead Officer Update</u>
School Estate M P	Eddie Montgomery	3,086	14,168	17,254	2,339	2,348	14,485	2,769	Majority of spend YTD is for Unitary Charge Payments for April to June. Major items of expenditure are planned for later in the Financial Year.
Beacon Arts Centre	Angela Edwards	11	25	36	6	0	25	11	Arts Development Officer Post being interviewed at end of August 2013.
<b>Total</b>		<b>3,097</b>	<b>14,193</b>	<b>17,290</b>	<b>2,345</b>	<b>2,348</b>	<b>14,510</b>	<b>2,780</b>	



**EDUCATION COMMITTEE****VIREMENT REQUESTS**

Budget Heading	Increase Budget		(Decrease) Budget
		£	£
ASN Placements	1		(40,000)
Income From Other Local Authorities		40,000	
		40,000	(40,000)

**Note**

1 - Underspend in ASN Placements budget vired to Special Schools Income from Other Local Authorities to correct shortfall due to falling number of children.



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<b>Report To:</b>	<b>Education &amp; Communities Committee</b>	<b>Date:</b>	<b>10 September 2013</b>
<b>Report By:</b>	<b>Corporate Director Education, Communities &amp; Organisational Development and Chief Financial Officer</b>	<b>Report</b>	<b>EDUCOM/71/13/EM</b>
<b>Contact Officer:</b>	<b>Eddie Montgomery</b>	<b>Contact No:</b>	<b>01475 712472</b>
<b>Subject:</b>	<b>Education Capital Programme 2013 – 2015/16 Progress</b>		

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## **1.0 PURPOSE**

- 1.1 The purpose of the report is to update the Committee in respect of the status of the projects forming the Education Capital Programme and to highlight the overall financial position.

## **2.0 SUMMARY**

- 2.1 This report advises Committee in respect of the progress and financial status of the projects within the overall Education Capital Programme.
- 2.2 The Capital Programme reflects the School Estate Funding Model as reported to the October 2012 Committee and covers the period 2013-2015/16.
- 2.3 Overall the Committee is projecting to contain the costs of the 2013-15/16 Capital Programme within available budgets. It should be noted however that there is a reduction in both the 2013/14 general contingency and the Port Glasgow Community Campus project contingency to address the over expenditure on the 3 projects detailed within the report.
- 2.4 Appendix 1 contains details of the projected spend and cashflow for the Capital Programme over the 3 years of the current programme.

## **3.0 RECOMMENDATIONS**

- 3.1 That the Committee note the progress on the specific projects detailed in Appendix 1.
- 3.2 That the Committee approve the temporary allocation of £36K from the School Estate Management Plan (SEMP) funding model to address the roads and footways improvement works as detailed in section 5.3 with the SEMP funding model receiving the return allocation from the Roads Asset Management Plan (RAMP) funding model in financial year 2014/15.

3.3 That the Committee note and approve the additional expenditure on the following projects:

- St Columba's High School project as detailed in section 6.0 and Appendix 2.
- Lomond View Academy project as detailed in section 7.0 and Appendix 3.
- Whinhill Primary School project as detailed in section 8.0 and Appendix 4.

3.4 That the Committee approve the utilisation of the overall SEMP programme contingency allowance and reduction in Port Glasgow Community Campus contingency to address the over expenditure noted in 3.3 above all as detailed in section 11.5.

Albert Henderson  
Corporate Director Education,  
Communities &  
Organisational Development  
16<sup>th</sup> August 2013

Alan Puckrin  
Chief Financial Officer  
16<sup>th</sup> August 2013

## **4.0 BACKGROUND**

- 4.1 This report shows the current position of the approved Education Capital Programme reflecting the allocation of resources approved by the Committee at the meeting on 30<sup>th</sup> October 2012 (and subsequent decisions on acceleration of the Primary School programme following the Council's budget setting process and the special budget meeting of Thursday 14<sup>th</sup> February 2013). This allocation forms the basis of the School Estate Programme to completion.
- 4.2 The School Estate Strategy approved by the Committee will deliver a comprehensive programme of new and refurbished schools which will address the modernisation of the Council's entire school stock. The programme runs for more than 15 years. The Education Capital Programme detailed in this report shows details of projects which will incur expenditure up to March 2016.

## **5.0 PORT GLASGOW COMMUNITY CAMPUS**

- 5.1 Works commenced on site on the 3<sup>rd</sup> October 2011 with original completion scheduled for mid-July 2013. The Contractor is progressing on site. The Contractor has split the building into sections for construction and a brief summary of each is included below:
- Sports Block – The internal fit-out is nearing completion with acoustic panelling fitted and sports flooring being installed. The changing rooms and corridors are fully decorated with final finishes and reception desk fitted. The final rain-screen cladding is completed with louvres and solar panels installed. The substation has been fitted with final power on. External metal doors are fitted. Main boilers and air handling equipment have been installed. Under-floor heating installed throughout with tiling, ceilings and final fixtures also completed. Final fix lighting, sports equipment, mirrors and ancillary furniture being fitted at present to allow completion.
  - Teaching Block – External envelope completed and full wind and water-tightness achieved. Aluminium cladding nearing completion with all windows in place. Oratory and reflection pods now completed and watertight with finishing works on-going. Roof-lights to all areas complete with minor flashings to finish. Finishes to the balustrades to the Agora and all stairwells are now proceeding including Larch cladding and screen work. Fitted furniture nearing completion throughout with ceiling, floor and wall finishes also at an advanced stage. Internal Granite finishes to schools social spaces also nearing completion with under-floor heating and other fixed services on-going.
  - Craigmarloch Wing – Fit-out work is progressing well to all areas with final fix items following on. Superstructure facade treatments are complete to brickwork, rain-screen granite cladding, aluminium cladding and roofing. Hydrotherapy pool nearing completion with commissioning to take place shortly. Services installation continuing to all areas with fixed furniture and other finishes. Under-floor heating complete to all areas with floor wall and ceiling finishes well advanced. Bespoke furniture and glazing elements to the interior fit-out are also well advanced.
  - Externals – Works to the external features is progressing well with the sports pitch construction completed and retaining walls / footpath work complete to Kilmacolm Road. Fencing works to external perimeter complete with segregation fences on site also in place. Water, gas and telecommunication infrastructure works completed and live into the building. Installation of external structures and final surfaces are on-going to completion including hard landscaping, play equipment and soft landscaping.

- 5.2 As previously reported to Committee the Contractor is reporting progress behind on the original programme and is working to a detailed recovery programme that targets completion by 4<sup>th</sup> October 2013 to allow transfer of the schools during the October holiday period. The project is within budget.
- 5.3 As part of the Council's Roads Asset Management Plan (RAMP) re-surfacing works are on-going in various areas including roads and footways in the vicinity of the new Port Glasgow Community Campus. Additional roads and footways in the immediate vicinity of the new campus (Campsie Road and Grampian Road) have been highlighted as requiring work however the 2013/14 RAMP funding is fully committed at this time. The Committee is requested to approve the utilisation of £36K of SEMP funding within financial year 2013/14 to allow these works to progress and align with completion of the new campus. The funding will be returned to the SEMP model from the RAMP model in financial year 2014/15.

## **6.0 ST COLUMBA'S HIGH SCHOOL (REFURBISHMENT OF FORMER GOUROCK HIGH SCHOOL)**

- 6.1 Works commenced on site on the 16<sup>th</sup> January 2012 to complete June 2013. The Contractor achieved practical completion on Monday 12<sup>th</sup> August 2013. Furniture and resources were transferred week commencing Monday 12<sup>th</sup> August 2013 with the first full day of operation on Monday 19<sup>th</sup> August 2013. The Contractor will address any snagging and minor works utilising out of hours working and holiday periods.
- 6.2 The project is currently reporting an over expenditure of £540K or 3.68%. As previously noted to Committee the Contractor experienced delay due to exceptionally adverse weather and also with unforeseen condition related issues within the existing building and site. The most significant of these were defective floor screeds throughout the majority of the existing building which impacted not only on the cost in terms of rectification but also on the programme as drying out times for new screed restricted the Contractor's access to complete the remainder of the works in the affected areas. A summary of the issues and costs is contained in Appendix 2. It should be noted that final account negotiations are still on-going with the Contractor. It should also be noted that the original project budget estimate was £15.298M which was revised and approved by Committee in line with the pre-tender estimate to £15.701M prior to tenders being returned substantially below that figure.

## **7.0 LOMOND VIEW ACADEMY (REFURBISHMENT OF FORMER ST. LAURENCE'S PRIMARY SCHOOL)**

- 7.1 Works commenced on site on the 16<sup>th</sup> July 2012 to complete April 2013. The Contractor achieved practical completion on Friday 19<sup>th</sup> July 2013. Furniture and resources were transferred with occupation by staff on Monday 22<sup>nd</sup> July 2013 in readiness for the new school year and first full day of operation on Thursday 15<sup>th</sup> August 2013.
- 7.2 The project is currently reporting an over expenditure of £160K or 6.83%. As previously noted to Committee the Contractor experienced delay due to Scottish Water in relation to the mains supply for the building and the final foul drainage connection for the site. These issues included a significant amount of additional work in renewal of all pipework within the site with barrier pipework and mole excavation for the final sewer connection to minimise disruption to traffic and negate the need for a road closure. A summary of the issues and costs are contained in Appendix 3. It should be noted that final account negotiations are still on-going with the Contractor.

## **8.0 WHINHILL PRIMARY SCHOOL (REFURBISHMENT & EXTENSION OF FORMER OVERTON PRIMARY SCHOOL)**

8.1 The Refurbishment and Extension of Whinhill Primary School were completed in August 2012. The project previously reported an over expenditure of approximately 4% (approved by the March 2012 Committee) as a result of various issues previously highlighted in connection with project specific risks and the additional works required. It was also previously reported that the negotiations on the final account were on-going. The January 2013 Committee gave approval to exceed the current approved budget to enable the Council to comply with its contractual obligations on interim payments certified due to the Contractor. Expenditure within the cost limits of the available 2012/13 capital programme contingency was approved with a further update report to be provided when the final account was been agreed. This report outlines the final position with the account now agreed with the Contractor.

8.2 The project is reporting a final over expenditure of a further £569K or 11.18%. A summary of the issues and costs is contained in Appendix 4.

## **9.0 PRIMARY SCHOOLS - ACCELERATED PROGRAMME**

9.1 The March 2012 Committee approved an accelerated programme of works to Primary Schools. A summary of progress on the 2013/14 projects is included below:

### **9.2 Capital Programme**

Moorfoot Primary School

- Grass Pitch Upgrade – completed summer 2013.
- Toilet Refurbishment – completed summer 2013.

Lady Alice Primary School

- Toilet Refurbishment – completed summer 2013.
- External Door Replacement - tenders returned, acceptance imminent.

St Ninian's Primary School

- Toilet Refurbishment – completed summer 2013.
- External Door Replacement - tenders returned, acceptance imminent.

St Mary's Primary School

- Electrical rewire – progressing on site to complete October 2013.
- External Door Replacement - tenders returned, acceptance imminent.

### **9.3 Revenue Programme**

An allocation of £250K has been made available for works in 2013/14. The School Estate Team prepared a prioritised list of works in consultation with the various schools and the programme of works is underway. Further works will be undertaken utilising holiday periods and out of hours working with term time works where schools have the capacity to accommodate this. A brief summary of works carried out to date is noted below:

#### Kilmacolm Primary School

- Upgrade of pupil toilets – completed summer 2013.
- Re-decoration and minor repairs to selected areas – completed summer 2013.

#### Moorfoot Primary School

- Floor covering replacement to selected areas – completed summer 2013.
- Minor electrical upgrading to selected areas – completed easter 2013

#### Lady Alice Primary School

- Floor covering replacement to selected areas – on-going.

#### St Ninian's Primary School

- Minor upgrading external play areas & storage – autumn 2013.

#### St Mary's Primary School

- Floor covering replacement to selected areas – summer and October 2013.
- Re-decoration to selected areas – on-going.
- Minor internal alterations – completed summer 2013.

### **10.0 ARDGOWAN PRIMARY SCHOOL REFURBISHMENT**

- 10.1 The January 2013 Committee approved a revised project budget and scope of works for the Ardgowan Primary School Refurbishment project.
- 10.2 The works to the decant facility at the former Sacred Heart Primary School building commenced in late September 2012 and were completed in time to allow the decant of Ardgowan Primary School in early June 2013. Additional works were carried out over the summer holiday period including external re-decoration and formation of a bus drop-off area which was completed in time for the schools return in August. Enabling works for the relocation of temporary modular accommodation from the temporary shared campus in Port Glasgow were completed during the summer holiday period including extension of the existing tarmac playground. All foundations and utility connections are ready for the relocation of the modular accommodation in October 2013. Two classrooms within St Andrew's PS are being utilised by Ardgowan PS for senior classes until that accommodation is available.
- 10.3 The main refurbishment project is currently at detail design stage with formal Building Standards approval sought and Planning application lodged. Tender issue is anticipated in September with a formal site start towards the end of the year. The existing building has been cleared of all loose furniture and resources with all pre-construction surveys completed. Enabling works contracts including asbestos removal and demolition of the existing modular accommodation are in place and progressing. There has been some delay experienced in the design stage in connection with the formal Planning approval process and the detail design of the extension to meet the requirements of the Planning Service given that the building is located within the Greenock West End Conservation Area. In addition to this there was a lack of resource within the Property Assets and Facilities Management Technical Service but this has been addressed by the appointment of agency staff. As a result of these delays it is anticipated that the main construction contract will now complete in December 2014 and not October 2014 as previously reported. A further meeting with stakeholders (Parent Council and School Staff) will be arranged to update on progress.

## 11.0 FINANCIAL IMPLICATIONS

11.1 The approved budget for 2013/14 is £21.117M. The expenditure at 31<sup>st</sup> July 2013 is £8.650M from a budget of £21.117M. This is expenditure of 40.96% of the budget after 33.33% of the year.

11.2 The current budget position as amended to reflect the decisions taken at the special budget meeting of the Council on Thursday 14<sup>th</sup> February 2012 is £89.934M, made up of £54.732M Supported Borrowing and £35.202M Prudential Borrowing. The Current Projection is £89.934M.

11.3	Education & Communities	Approved Budget £000	Current Position £000	Overspend / (Underspend) £000
	Total School Estate	89,104	89,104	-
	Total Non School Estate	830	830	-
	<b>Total</b>	<b>89,934</b>	<b>89,934</b>	-

11.4 Please refer to the status reports for each project contained in Appendix 1.

11.5 The Committee is asked to approve the utilisation of the overall SEMP contingency and reduction in the Port Glasgow Community Campus contingency to address the over expenditure on the 3 projects listed above in sections 6.0-8.0. The proposals are outlined in the summary below:

Project/Budget Line	Cost Movement	Notes
St Columba's High School	+£540K	Over expenditure
Lomond View Academy	+£160K	Over expenditure
Whinhill Primary School	+£517K	Over expenditure (£52K of the £569K already included in Complete On Site allocation)
Allocation from 2013/14 contingency	-£429K	Unallocated contingency
Port Glasgow Community Campus	-£800K	Release of part unallocated project contingency.
Overall SEMP Position	Neutral	£12K returned to balance of 2013/14 contingency

11.6 The Committee is asked to note that the annual review of the School Estate Funding Model will be submitted to the November 2013 Committee.

## 12.0 CONSULTATION

12.1 There are no direct staffing implications in respect of the report and as such the Head of Organisational Development, HR and Communications has not been consulted.

12.2 There are no legal issues arising from the content of this report and as such the Head of Legal and Democratic Services has not been consulted.

### **13.0 EQUALITIES**

13.1 There are no equalities issues.

### **14.0 REPOPULATION**

14.1 There are no repopulation issues.

### **15.0 LIST OF BACKGROUND PAPERS**

15.1 Education Capital Programme Technical Progress Reports August 2013. (A technical progress report is a project specific report which details the financial and progress position for current projects which have a legal commitment).



## COMMITTEE: EDUCATION &amp; COMMUNITIES

Project Name	1 Est Total Cost £000	2 Actual to 31/3/13 £000	3 Approved Budget 2013/14 £000	4 Revised Est 2013/14 £000	5 Actual to 31/07/13 £000	6 Est 2014/15 £000	7 Est 2015/16 £000	8 Future Years £000	9 Start Date	10 Original Completion Date	11 Current Completion Date
<b>SEMP - Capital Programme Projects</b>											
Sacred Heart PS - Decant School Upgrade	500	120	264	264	71	116	0	0	Sep-12	-	Oct-13
St Columba's HS - Refurbishment of Gourock HS	15,207	9,048	4,367	4,907	3,095	1,252	0	0	Jan-12	Jun-13	Aug-13
Port Glasgow Community Campus - Craigmarloch	10,628	6,743	3,734	3,734	0	151	0	0	Oct-11	Jul-13	Oct-13
Demolish Greenock Academy	164	71	0	0	0	0	91	2	Sep-15	-	Nov-15
Demolish St Stephens HS	558	0	150	150	0	408	0	0	Dec-13	-	Feb-14
Demolish Lilybank	124	0	77	77	0	47	0	0	Dec-13	-	Jan-14
Primary Schools - Accelerated Programme (Various)	1,035	407	628	628	67	0	0	0	Apr-12	-	Mar-14
Ardgowan PS - Refurbishment	5,591	97	1,657	1,657	62	3,718	119	0	Jul-13	-	Dec-14
St Patrick's PS - Refurbishment	5,342	0	0	0	0	215	2,417	2,710	Jul-15	-	Oct-16
Kings Oak PS Janitors House Demolition	20	0	20	20	2	0	0	0	Sep-13	-	Oct-13
St John's PS - Refurbishment	2,215	0	56	56	0	1,307	791	61	Jul-14	-	Aug-15
Kilmacolm PS - Refurbishment	3,655	0	0	0	0	145	1,869	1,641	Jul-15	-	Oct-16
St Mary's PS - Rewire	270	0	296	270	17	0	0	0	Jul-13	-	Oct-13
Balance of Lifecycle Fund	2,005	0	0	0	0	487	601	917			
Balance of Contingency	312	0	489	12	0	100	100	100			
Future Projects	6,587	0	0	0	0	19	377	6,191			
Complete on site	829	0	226	829	410	0	0	0			
<b>Non Prudentially Funded SEMP</b>	<b>55,042</b>	<b>16,486</b>	<b>11,964</b>	<b>12,604</b>	<b>3,724</b>	<b>7,965</b>	<b>6,365</b>	<b>11,622</b>			
<b>SEMP-Prudentially Funded Projects</b>											
Port Glasgow Community Campus - Secondary Schools	30,454	19,708	8,565	7,765	4,410	2,981	0	0	Oct-11	Jul-13	Oct-13
Lomond View Academy	2,503	1,790	483	643	516	70	0	0	Jul-12	Apr-13	Jun-13
Prudential Funding Balance of Contingency	1,000	0	0	0	0	1,000	0	0			
Complete on site	105	0	105	105	0	0	0	0			
	34,062	21,498	9,153	8,513	4,926	4,051	0	0			
<b>TOTAL SEMP CAPITAL</b>	<b>89,104</b>	<b>37,984</b>	<b>21,117</b>	<b>21,117</b>	<b>8,650</b>	<b>12,016</b>	<b>6,365</b>	<b>11,622</b>			
<b>Non-SEMP Capital Programme Projects</b>											
Whinhill/Kilmacolm/St. Ninians PS - Pitch Upgrading	830	0	0	0	0	830	0	0	Apr-14	-	Mar-15
	830	0	0	0	0	830	0	0			
<b>TOTAL non-SEMP CAPITAL</b>	<b>830</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>830</b>	<b>0</b>	<b>0</b>			
<b>TOTAL ALL CAPITAL PROJECTS</b>	<b>89,934</b>	<b>37,984</b>	<b>21,117</b>	<b>21,117</b>	<b>8,650</b>	<b>12,846</b>	<b>6,365</b>	<b>11,622</b>			

## TECHNICAL PROGRESS REPORT: AUGUST 2013

**ITEMS REQUIRING SPECIFIC APPROVAL IN TERMS OF THE COUNCIL'S FINANCIAL REGULATIONS****VARIATIONS IN THE CONTRACT RESULTING IN THE APPROVED COST BEING EXCEEDED**

<u>1. Miscellaneous existing building/structure related issues</u>	£	95,084
A number of issues were encountered during the comprehensive refurbishment of the building which have been summarised as follows: Additional slabs and walls to be demolished (not structurally sound) and made good; demolition of redundant structures; blocking up windows and penetrations; additional underpinning; remove defective plaster; work to existing underground ducts; dubbing out to existing walls; additional floor gullies; ceiling patresses & fire stopping;		
<u>2 Additional work to existing Games Hall Floor</u>	£	6,129
The existing floor was retained and required protection (temporary heating etc.)		
<u>3. Alteration/variations to original construction drawings / design development</u>	£	168,302
There were a number of items in connection with variations to contract works to suit existing conditions which have been summarised as follows: alterations to new extension structure; uPVC pipework in lieu of clay; fire escape stair alterations; revised electrical drawings; MUGA make-up; revised site levels affecting steps and ramps; revised pitch fence specification; additional rainwater pipes; revised internal glazed screens; BMS ducts; blockwork and finishes to gym; revised ironmongery; partition head detail revised; introduction of roof walkway; omit acoustic panelling to library; alter coloured asphalt specification; revised lintel specification; alter door design; additional reinforcement;		
<u>4. Alteration/variations to original construction drawings / design development - M&amp;E</u>	£	64,145
There were a number of items in connection with variations to contract works in connection with the mechanical and electrical installations to suit existing conditions which have been summarised as follows: alter gas control panel; change AHU specification; upgrade lighting cables; revised sub-main size and quantity; additional radiators; services to mezzanine; gas infrastructure revisions;		
<u>5. Site Related Issue - External Works</u>	£	216,099
A number of issues were encountered during the project related to the external ground conditions e.g. unexpected high lying rock at new sports pitch which have been summarised as follows: additional removal of spoil off site (limited scope for retention on site); reduced capping layer to roads; additional drainage (at pitch/MUGA etc); boundary wall repairs; retaining wall adjustment at west wing;		
<u>6. Sports pitch</u>	£	115,000
The dimensions of the new 3G sports pitch were incorrect and required altered post contract. Consultants had not met requirements of client brief.		
<u>7. Defective floor screeds within existing building</u>	£	318,200
Defective floor screeds were discovered throughout the majority of the existing building when existing floor coverings were removed. New floor screeds and damp proof membranes were required including temporary heating to aid drying times.		
<u>8. Items omitted in error from tender by design team/consultants</u>	£	263,418
A number of items were not included in the tender in error which required to be corrected post contract: kitchen servery counter; street/boundary lighting; incorrect formwork item; tanking to foundations; radiant panels & air handling unit numbers;		
<u>9. Utilities connections</u>	£	6,935
Actual costs of connections exceeded provisional sum allowances.		
<u>10. Prolongation costs</u>	£	87,000
Items 7 above resulted in a delay to the contract and an extension of time granted to the Contractor with associated Contractors loss and expense/overun costs.		
<b>SUB-TOTAL</b>	<b>£</b>	<b>1,340,312</b>
Omit project contingency	-£	900,000
Professional Fees & Direct Costs	£	99,734
<b>TOTAL INCREASE IN PROJECT WORKS</b>	<b>£</b>	<b>540,046</b>

TECHNICAL PROGRESS REPORT: AUGUST 2013

**ITEMS REQUIRING SPECIFIC APPROVAL IN TERMS OF THE COUNCIL'S FINANCIAL  
REGULATIONS**

**VARIATIONS IN THE CONTRACT RESULTING IN THE APPROVED COST BEING  
EXCEEDED**

1. Additional drainage and Sewer Connection £ 45,000

Miminal drainage was allowed in tender after results of drainage surveys. After drainage work commenced it was discovered that the existing drainage was connected to a culvert and not into the main sewer. The existing drainage lines were also located at a level too low to connect into the main sewer necessitating the renewal of all perimeter drainage and connection into the sewer in Ingleston Street.

2. Soft and hard landscaping; external works to access roads and footpaths £ 21,200

The original scope for landscaping increased from the repairs allowance .

3. Barrier pipework £ 43,000

The original water supply to the building did not require renewal at time of tender. At handover Scottish Water arrived on site to install a new water meter and would not connect to the existing supply. Scottish Water then insisted on soil investigation reports which were carried out and the existing soil was discovered to require the use of barrier pipework necessitating the replacement of all underground water pipework within the site.

4. Prolongation costs £ 36,000

Items 1 and 3 above resulted in a delay to the contract and an extension of time granted to the Contractor. The extension of time granted for each incident was three weeks resulting in six weeks overall delay and the Contractors additional loss and expense/overrun costs.

SUB-TOTAL 

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 £ 145,200

Professional Fees £ 14,520

**TOTAL INCREASE IN PROJECT WORKS 

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 £ 159,720 

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## TECHNICAL PROGRESS REPORT: AUGUST 2013

ITEMS REQUIRING SPECIFIC APPROVAL IN TERMS OF THE COUNCIL'S FINANCIAL REGULATIONSVARIATIONS IN THE CONTRACT RESULTING IN THE APPROVED COST BEING EXCEEDED

<u>1. Ground Conditions</u>	£	504,000
After initial excavations were carried out at the slope on the north west corner of the site large ash deposits were discovered. After investigation it was decided to remove the soil and stabilise the remaining slope with a soil retention system and additional landscaping. When the site was cleared of thick vegetation and trees it was apparent that further works would be required. It was originally decided that excavations from this site would be deposited on an adjacent site. This site proved impractical to retain the soil as ground conditions were unsuitable for heavy vehicles and plant and abortive costs were incurred. This ash/soil material had to be disposed of on a licensed landfill site with special trucks. Once excavations were underway the soil conditions resulted in more excavations than first assumed. It was discovered that the slope was a natural waterway. The finished slope also required to be graded to a gentler incline resulting in increased soil removal. soil retention system, retaining wall, landscaping and drainage.		
<u>2 Additional Surveys</u>	£	9,000
Additional Geotechnical survey of slope stability and contamination.		
<u>3. Omit previously reported Ground Conditions</u>	-£	255,000
Initial additional costs were reported for poor ground conditions in February 2012.		
<u>4. Increase in internal/external drainage</u>	£	82,000
Original design on drainage made use of existing drainage as survey showed that a most of the existing of pipes were in acceptable condition and could still be incorporated within the new design. When drainage runs were exposed it was discovered the pipes were in good condition but there was no pipe bedding in most of these areas for pipe protection and as a result some of the pipes had fallen resulting in of back falls As a result most drainage pipe runs both internal and external required to be renewed along with associated work.		
<u>5. Renewal of internal downpipes</u>	£	14,000
Original design made use of existing internal downpipes. Testing and inspection was not possible until pipes were exposed and then found to be in poor condition and replaced.		
<u>6. Void detection to corridor ceilings</u>	£	16,500
The voids in the ceilings were increased to corridors due to the M & E contractor not being able to pass his services through the existing beams as originally intended. As a result mechanical and electrical services had to be suspended below the existing structure thereby increasing the size of the void. This increase in void size required the sprinkler installation had to be expanded in order to comply with Building Control requirements.		
<u>7. Additional supports for M &amp; E services in corridor (existing building)</u>	£	16,000
Mechanical and electrical services within corridors were originally to be supported off underside of existing roof. After existing structure was exposed and tested it was decided to support the services from existing walls/structure using a unistrut support system.		
<u>8. Additional Emergency Lighting</u>	£	7,000
Prior to handover a site visit took place by the local Building Control officer in June/July 2012 and instructed additional emergency lighting.		
<u>9. Work to new sewer at entrance</u>	£	43,500
Original indications were that sewer was in reasonable condition. This was found not to be the case and sewer had to be replaced.		
<u>10. Additional Water hydrants</u>	£	26,080
Additional hydrants added as requested by the Fire Officer.		
<u>11. Additional work to extension roof</u>	£	43,000
Unforeseen work due to reorientation of the extension. Roof required redesign on site.		
SUB-TOTAL	£	506,080
Professional Fees	£	63,260
<b>TOTAL INCREASE IN PROJECT WORKS</b>	<b>£</b>	<b>569,340</b>

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**Report To:** Education & Communities Committee **Date:** 10 September 2013

**Report By:** Corporate Director of Education,  
Communities and Organisational  
Development **Report No:** EDUCOM/65/13/WB

**Contact Officer:** Wilma Bain (Head of Education) **Contact No:** 01475 712891

**Subject:** Update on Progress with the Implementation of Curriculum for  
Excellence

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## **1.0 PURPOSE**

- 1.1 The purpose of this report is to provide Committee members with information about the progress being made with the implementation of Curriculum for Excellence.
- 1.2 A regular progress report on Curriculum for Excellence was requested by members of the Education and Lifelong Learning Committee at their meeting which was held on 11 May 2010.

## **2.0 SUMMARY**

- 2.1 Curriculum for Excellence aims to transform the Scottish education system to achieve better outcomes for all children and young people aged 3 to 18, and prepare them for life in the 21<sup>st</sup> century.
- 2.2 This report provides an update of the work currently being undertaken at authority level to support Inverclyde schools and early years establishments with the implementation of Curriculum for Excellence.

## **3.0 RECOMMENDATION**

- 3.1 The Education and Communities Committee is asked to note the ongoing progress being made with the implementation of Curriculum for Excellence in Inverclyde.

Albert Henderson  
Corporate Director of Education, Communities and Organisational Development

## 4.0 BACKGROUND

Curriculum for Excellence aims to achieve a transformation in education in Scotland by providing a coherent, more flexible and enriched curriculum from 3 to 18.

The curriculum includes the **totality of experiences** which are planned for children and young people through their education, wherever they are being educated.

The purpose of Curriculum for Excellence is encapsulated in **the 4 capacities** – to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.

## 5.0 PROPOSALS

5.1 None

## 6.0 IMPLICATIONS

### 6.1 Finance

The Scottish Government provided grant funding of £58,000 to Inverclyde for 2011/12 and 2012/13 as part of a funding allocation to local authorities to support quality assurance and moderation of assessment as part of the implementation of Curriculum for Excellence. The allocated sum is based on local authority teacher numbers. The Scottish Government has continued this funding for 2013/14.

### 6.2 Legal

There are no legal implications

### 6.3 Personnel

There are no personnel implications

### 6.4 Equalities

Curriculum for Excellence aims to improve outcomes for **all** children and young people aged 3-18.

## 7.0 CONCLUSION

This progress report on Curriculum for Excellence outlines the current progress that is being made across Inverclyde schools and early years' establishments with the implementation of Curriculum for Excellence.

## 8.0 BACKGROUND PAPERS

8.1 None

## **APPENDIX 1**

### **Education and Communities Committee Meeting – 10 September 2013**

#### **SCHOOL SESSION 2013/14**

#### **CURRICULUM FOR EXCELLENCE UPDATE**

*Curriculum for Excellence* aims to transform the Scottish education system to achieve better outcomes for all children and young people aged 3 to 18, and prepare them for life in the 21<sup>st</sup> century through the development of skills for learning, skills for life and skills for work.

The implementation of Curriculum for Excellence is a key priority in the 2013/14 Improvement Plan of each early years establishment, and primary, special and secondary school in Inverclyde.

#### **Duke of Edinburgh Awards (June 2013)**

In June 2013, 36 young people from Inverclyde received a gold Duke of Edinburgh Award at a ceremony in Holyrood Palace in Edinburgh.

#### **Senior Phase**

Secondary Head Teachers have been meeting with Education Services' Senior Management Team to consider a future model for the senior phase. This has involved considering the timing of option choices for pupils and the number of courses to be studied in S4 and S5/6. A consultation exercise involving staff, parents and pupils will take place from August to October 2013. It is anticipated that following this exercise, a briefing paper and associated presentation will be organised for members of the Education and Communities Committee in November 2013.

#### **S3 Profiles**

An evaluation of the authority template for S3 profiles that was used during session 2012/13 will be undertaken early in the new session.

#### **Green Charter Update**

Trips and outdoor activities have been successfully embedded into the curriculum as part of the awareness of the Country Code and to highlight biodiversity issues. A new Scottish Natural Heritage project 'Teaching in Nature' took place in 5 of our primary schools (Kilmacolm, Aileymill, St John's, St Andrew's and All Saints), and a display of the work undertaken by each of the 5 schools was showcased in the McLean Museum during the Summer break.

#### **The Recruit 2013**

At time of writing this report, The Recruit programme is coming to a conclusion with just 2 challenges to go. Once again the programme (and ultimately our young people) have benefited from more new companies joining the programme this year. The programme has seen a challenge, event or activity during all but 2 days of the whole Summer break. The young people have demonstrated total commitment and have given approximately 500 hours to the programme. The

programme will conclude on Friday 16<sup>th</sup> August 2013 with the Finale Dinner and should see a minimum of 7 young people gain job opportunities, maybe more. The young Recruits have certainly impressed host employers at every challenge or event. This year's programme is on target to raise £7,000 plus for chosen charity – Ardgowan Hospice.

### **CPD for Supply Teachers**

During the school Summer break 2 CPD sessions were organised for Inverclyde's registered supply teachers with a particular focus on those teachers who have been away from the classroom for a period of time. Topics covered during the professional development sessions were Assessment is for Learning; Curriculum for Excellence, Child Protection and introduction to the use of the interactive whiteboards.

### **School Leaver Destinations**

Inverclyde Council has been short-listed for an APSE award (Association for Public Service Excellence) for our School Leaver Destination programme under the category of 'Best Public Partnership Working' initiative. The awards will be announced at a charity dinner in Liverpool on 5 September 2013.

### **Co-operative Learning Academy**

A Co-operative Learning Academy will take place for teachers across all sectors from 16-18 September 2013 to support their professional development in the area of effective learning and teaching.

### **Texas Instruments Support**

In 2011, Texas Instruments awarded a 3 year grant to Education Services to develop learning and teaching skills, and subject knowledge, for teachers of maths and science in our secondary schools. The first year of the programme concentrated on developing the learning and teaching skills of the maths and science teachers with a particular focus on Co-operative Learning strategies. The second year focused on developing the subject knowledge of staff by working in partnership with other organisations such as Scottish Schools Education Research Centre (SSERC). This session has seen the distribution of scientific calculators, related wireless equipment and software to all of our maths and science departments. In addition, subject networks will be developed to allow maths and science teachers to meet in order to share good practice which will include opportunities for peer observation.

### **Examples of Good Practice**

Blairmore Nursery, Glenbrae Children's Centre, Aileymill Nursery, Wemyss Bay Nursery Class and Kilmacolm Nursery Class will be piloting an early level planning and tracking system in the coming session. There will be opportunities for reflection and evaluation of the pilot tracking system including contributions from Primary 1 teachers as this system will provide a means of planning for, assessing and tracking children's progress across and through the early level.

In June 2013, a group of S2 pupils from Notre Dame High School won the Environment category in the national TeenTech awards 2013 with their 'Chargicle' invention which is an innovative bike attachment which charges electronic devices, such as ipads or tablets through pedal power. Notre Dame High School was the only Scottish school to be represented at the Awards Final which took place in London.



## **Science Curriculum – Early Years**

Inverclyde schools and early years' establishments have the opportunity to work with The Edina Trust which is a charity which focuses on funding activities which enhance the teaching and learning of Science in primary schools and early years' establishments. The Edina Trust was founded by Sir Ed Southern following the success of his work on DNA. The scheme will run in Inverclyde for 3 years. Primary schools and early years' establishments can bid for £550 a year for the next three years to provide funding for a variety of activities such as Science Weeks, Science Visits, Science Equipment, Gardening Clubs or Science Subscriptions. Schools will be supported by a science specialist. The Trust has worked previously with a number of education authorities in Scotland.

## **Fair Trade**

Several of our schools have been working towards achieving Fair Trade status and we anticipate that we will have 17 schools with Fair Trade status by the end of the year.

## **Commonwealth Games CPD**

In partnership with the Co-operative Education Trust (CETS), 30 staff from primary and secondary schools attended a twilight CPD session relating to CfE lesson plans linked to the 2014 Commonwealth Games as well as other online resources developed by CETS to support CfE delivery.

## **Social Enterprise Awards**

In June 2013 All Saints Primary School, Glenburn School and Clydeview Academy were awarded a Social Enterprise Award in Edinburgh for their projects which provided benefits to the local community.

## **Scottish Learning Festival – 25/26 September 2013**

A small group of our schools will represent Education Services at this year's Scottish Learning Festival in September 2013 where they will showcase work on the theme of 'Nurturing Inverclyde'.

## **Inverclyde School of Football**

Significant progress has been made with the Inverclyde School of Football which is a fully funded project in partnership with the Scottish Football Association (SFA). The School of Football is a project aimed at developing the social and academic skills of young people during their first and second year in secondary school. The project works on the basis that many skills developed while working in a football environment are transferable to school, work and social situations such as team work and communication skills. The Port Glasgow Community Campus has been identified as the School of Football in Inverclyde and the project will start once the pupils in Port Glasgow High School and St Stephen's High School move into the new Community Campus in October 2013.

## **Authority CfE Papers To Date**

Listed below are the authority papers that have been produced to date and issued to all Heads of establishment. They are all available via the Inverclyde 'Curriculum for Excellence' site ('share resources' section):

The main items issued fall into three groups:

**Framework Documents:** These are major pieces of work, and are available for:

- Maths (including the Maths planners)
- Numeracy
- Health and Wellbeing

**Advice Papers:** These were produced by the five advisory groups. They cover:

- Assessment and Moderation
- Parental Involvement
- CPD
- Communication and Glow
- Tracking, Reporting and Recognising Achievement
- Self-evaluation

**Guidance Papers:** These are shorter and tend to focus on one issue:

- Pace and progression
- Skills for learning, life and work
- New Flexible Work Experience Model

## **National Publications**

All national publications and associated papers relating to Curriculum for Excellence, along with exemplars and examples of good practice are available from the national Curriculum for Excellence website ([www.ltscotland.org.uk/curriculumforexcellence](http://www.ltscotland.org.uk/curriculumforexcellence)).

<b>Report To:</b>	<b>Education &amp; Communities Committee</b>	<b>Date: 10 September 2013</b>
<b>Report By:</b>	<b>Corporate Director Education, Communities &amp; OD</b>	<b>Report No: EDUCOM/64/13/AG</b>
<b>Contact Officer:</b>	<b>Andrew Gerrard</b>	<b>Contact No: 01475 712456</b>
<b>Subject:</b>	<b>School Estate Management Plan 2013 and Core Facts Submission</b>	

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## **1.0 PURPOSE**

- 1.1 The purpose of this report is to provide an update on the School Estate Management Plan and the Core Facts return for 2013.

## **2.0 SUMMARY**

- 2.1 The Council is required to submit its School Estate Management Plan (SEMP) to the Scottish Government every three years. The SEMP summarises the decisions taken by the Council over the preceding three years and the progress made in implementing the SEMP. The SEMP was submitted to the Scottish Government in May 2013 in line with the requested submission date.
- 2.2 The Council is required to submit a return on the School Estate Core Facts annually. This details the condition, suitability and sufficiency ratings for the School Estate as well as details about expenditure and energy consumption. The return was submitted to the Scottish Government in May 2013 in line with the requested submission date

## **3.0 RECOMMENDATION**

- 3.1 Members are asked to note the contents of this report.

**Albert Henderson**  
**Corporate Director Education, Communities & Organisational Development**

## 4.0 BACKGROUND

- 4.1 The Council submitted its original School Estate Management Plan in 2004. This set out the Council's plans for the future development of the School Estate. At that time no major projects had been carried out although plans were in place to close 5 Primary Schools and begin a programme of major refurbishments of Primary Schools.

By the time of the 2007 revision, 4 major Primary School Refurbishments had been carried out, Inverclyde Academy and Newark Primary School were on site and the PPP was at the Competitive Dialogue Stage.

By the time of the 2010 revision Inverclyde Academy and Newark Primary School were open, as were the two PPP Primary Schools and the refurbished and extended Wemyss Bay Primary School while the two PPP Secondary Schools were on site. The refurbishment of Earnhill PS for Sacred Heart and St Gabriel's Primary School were on site with the refurbishment of Overton PS for Overton PS and Highlanders Academy about to start.

At the current time Clydeview Academy, Notre Dame High School, the refurbished St Columba's High School, the refurbished St Andrew's Primary School, the refurbished Whinhill Primary School and the refurbished Lomond View Academy are all open. The Port Glasgow Community Campus is due for completion in October. Additionally, £1.5M has been spent upgrading the remaining Primary schools over the past 2 years.

- 4.2 An annual Core Facts return on the state of the School Estate is submitted annually to the Scottish Government; this return was submitted in May 2013. Condition is based on the full Condition Survey carried out by Drivers Jonas in 2009, updated by the School Estate Team. Suitability is based on suitability surveys carried out by the School Estate Team in conjunction with Head Teachers. Suitability was included for the first time in 2010 and is based on new guidance issued by the Scottish Government in 2008. Details of current Condition and Suitability are given in the following tables.

Since the 2012 return there has been little change in condition of the Council's Schools; this is due to only one Primary School refurbishment, Whinhill Primary School having been included in the latest figures. Moorfoot Primary School also improved from C condition to B condition due to major repairs work carried out. Significant amounts of work will have been completed in the period prior to the next core facts return in May 2014 however and this will see St Columba's, St Stephens/Port Glasgow High Schools, and Glenburn/Lilybank ASN Schools and the Mearns Centre all replaced with buildings rated A for Condition and Suitability. All the buildings are currently rated C for condition and suitability except St Stephen's/Port Glasgow High which is rated B for condition

### Condition of Schools as Core Facts Return June 2013

Special Schools	Condition	Suitability
Glenburn School	C	C
Lilybank School	C	C
Mearns Centre	C	C

Secondary Schools	Condition	Suitability
Clydeview Academy	A	A
Inverclyde Academy	A	A
Notre Dame High School	A	A
St Columba's High School	C	C
St Stephen's High School/Port Glasgow HS	B	C

Primary Schools	Condition	Suitability
Aileymill Primary School	A	A
All Saints' Primary School	A	A
Ardgowan Primary School	C	C
Gourock Primary School	A	B
Inverkip Primary School	B	B
Kilmacolm Primary School	B	B
King's Oak Primary School	A	A
Lady Alice Primary School	B	B
Moorfoot Primary School	B	B
Newark Primary School	A	A
St Andrew's Primary School	A	A
St Francis' Primary School	B	B
St John's Primary School	B	C
St Joseph's Primary School	B	B
St Mary's Primary School	B	B
St Michael's Primary School	A	A
St Ninian's Primary School	B	B
St Patrick's Primary School	C	B
Wemyss Bay Primary School	A	A
Whinhill Primary School	A	A

Definition of Condition and suitability ratings from Scottish Government guidance

### Condition

Rating	Description	Definition	Score
A	Good	Performing well and operating efficiently	> 85%
B	Satisfactory	Performing adequately but showing minor deterioration	61 – 85%
C	Poor	Showing major defects and/or not operating adequately	40-60%
D	Bad	Life expired and/or serious risk of imminent failure	< 40%

### Suitability

Rating	Description	Definition
A	Good	Performing well and operating efficiently (the school buildings and grounds support the delivery of services to children and communities)
B	Satisfactory	Performing adequately but with minor problems (the school buildings and grounds generally support the delivery of services to children and communities)
C	Poor	Showing major problems and/or not operating optimally (the school buildings and grounds impede the delivery of activities that are needed for children and communities in the school)
D	Bad	(the school buildings and grounds seriously impede the delivery of activities that are needed for children and communities in the school)

### Objectives

One of the prime objectives of the School Estates Strategy at National level is to have all schools as Category A or B for Condition. Inverclyde currently has 3 special schools, 1 Secondary School and 2 Primary Schools in condition C. All of the Secondary and Special Schools (with exception of Garvel which has relocated within Moorfoot PS) will be in or be replaced by Schools in Condition A by the end of 2013. The remaining two Primary Schools are Ardgowan PS which will commence refurbishment later this year and St Patrick's which will be refurbished in 2015/16. The focus will then be on refurbishing the remaining schools which are already in satisfactory condition but which have yet to have a major refurbishment.

### 4.3 Comparison with previous submissions

The continuing programme of refurbishments and new builds has seen a significant improvement in the condition of the school estate as seen in the table below

Condition	2004	2007	2010	2013	Overall change
Secondary A	0	0	1	3	+3
Secondary B	1	1	2	2	+1
Secondary C	7	7	4	1	-6
Secondary D	0	0	0	0	-
	<b>8</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>-2</b>
Primary A	1	3	7	9	+8
Primary B	5	3	7	9	+4
Primary C	21	20	8	2	-19
Primary D	0	0	0	0	-
	<b>27</b>	<b>26</b>	<b>22</b>	<b>20</b>	<b>-7</b>
Special A	0	0	0	0	-
Special B	1	1	1	1	-
Special C	3	2	3	3	-
Special D	0	1	0	0	-
	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>-</b>

Suitability	2010	2013	Change
Secondary A	1	3	+2
Secondary B	0	0	-
Secondary C	6	3	-3
Secondary D	0	0	-
	<b>7</b>	<b>6</b>	<b>-1</b>
Primary A	6	8	+2
Primary B	10	10	-
Primary C	6	2	-4
Primary D	0	0	-
	<b>22</b>	<b>20</b>	<b>-2</b>
Special A	0	0	-
Special B	0	1	+1
Special C	4	3	-1
Special D	0	0	-
	<b>4</b>	<b>4</b>	<b>-</b>

- 4.4 It can be seen that significant progress has been made since 2004, particularly in reducing the number of Condition C/D rated schools from 7 Secondary Schools to 1 Secondary Schools and from 21 Primary Schools to 2 Primary Schools. Progress has also been made in the Special (ASN) sector although this is not reflected in the Core Facts submissions to date. In terms of suitability there has also been significant progress made although the majority of improvements are not captured above as this core fact has only been collected since 2010. By that time the Council had already carried out a significant number of projects which had improved the suitability of a number of schools across the estate. The completion of current committed projects will see all Secondary Schools in Condition & Suitability rating A, and the number of Special Schools reduced to 3 (2 of which will be Condition & Suitability rating A and 1 Condition & Suitability rating B) all by the end of 2013.

## **5.0 LOOK AHEAD 2013/14**

5.1 Between April 2013 and September 2014 significant further progress will have been made in the School Estate:

- The refurbished former Gourock High School will have opened as St Columba's High School
- The refurbished former St Laurence's Primary School will have opened as Lomond View Academy, replacing the Mearns Centre.
- The Port Glasgow Community Campus will have opened, replacing St Stephen's High School, Port Glasgow High School, Glenburn School and Lilybank School.
- The refurbishment of Ardgowan Primary School will be progressing on site.
- Work will have commenced on site on the refurbishment of St John's Primary School.
- Design work will be underway for the refurbishment of St Patrick's Primary School, to commence on site in Summer 2015.
- Design work will be underway for the refurbishment of Kilmacolm Primary School, to commence on site in Summer 2015.

## **6.0 CONSULTATION**

### **6.1 Financial**

There are no financial implications in this report and therefore the Chief Financial Officer has not been consulted.

### **6.2 Legal**

There are no Legal Implications in this report and therefore the Head of Legal & Democratic Services has not been consulted.

### **6.3 Human Resources**

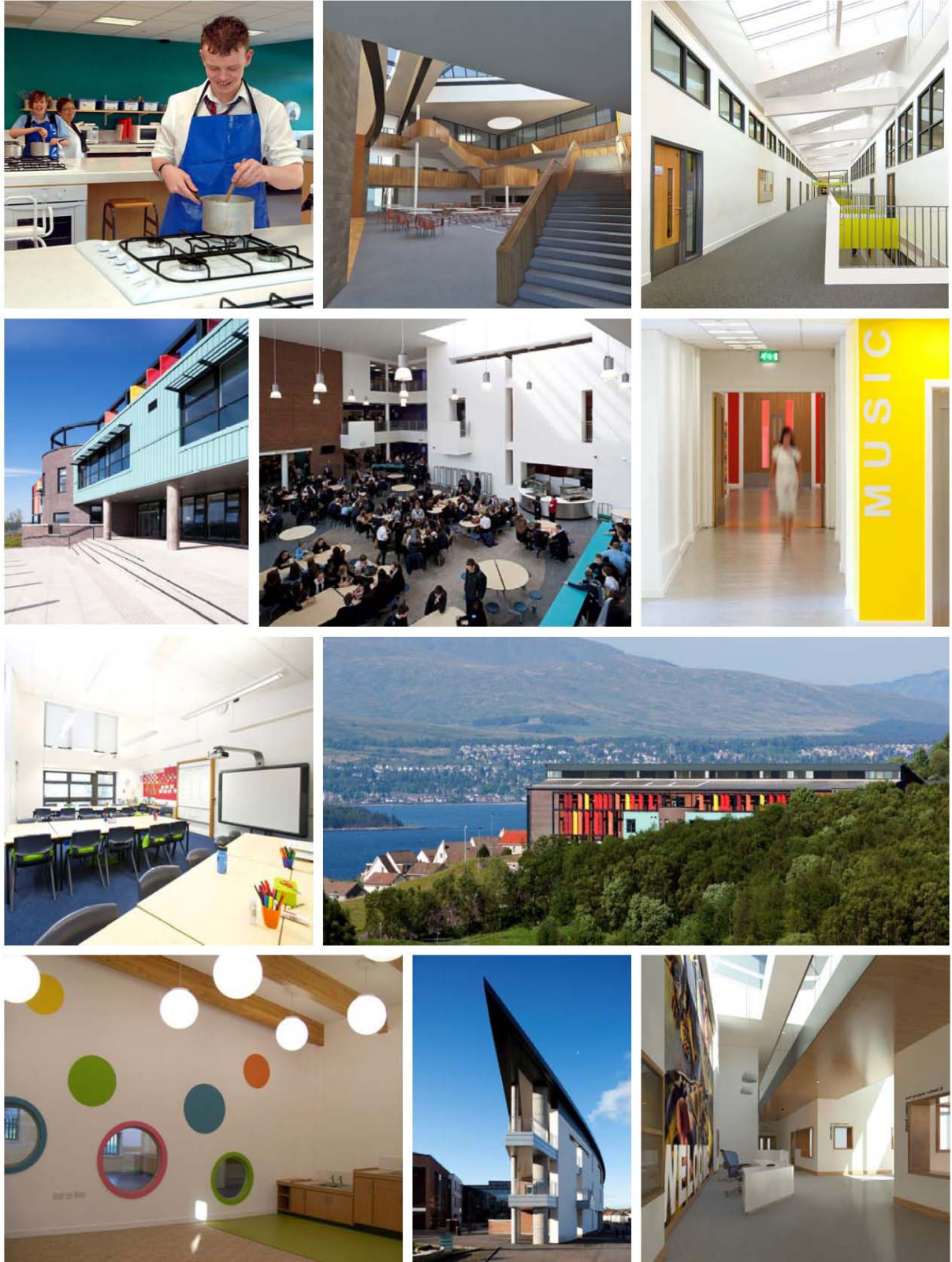
There are no Human Resources implications in this report and therefore the Head of Organisational Development, Human Resources and Performance has not been consulted.

### **6.4 Equalities**

There are no equality issues.

## **7.0 LIST OF BACKGROUND PAPERS**

- 7.1
- Inverclyde Council School Estate Management Plan 2013
  - Inverclyde council Core Facts Return 2013
  - Condition Survey Reports
  - Suitability Survey Reports
  - Condition Core Fact Guidance – Scottish Government 2007
  - Suitability Core Fact Guidance – Scottish Government 2008





**CONTENTS:**

- 1 Introduction and Context**
- 2 Strategic Issues**
- 3 Delivering Better Public Services  
Through the School Estate**
- 4 Current Position**
- 5 Core Facts**
- 6 Summary of Need**
- 7 Review**
- 8 Implementation**

**APPENDICES**

- 1 Portfolio**
- 2 Expenditure**
- 3 Summary**

## **Introduction and Context**

### **1.1 Statement by the Leader of the Council**

This School Estate Management Plan sets out the proposals of Inverclyde Council for meeting the educational needs of our children, young people and the wider community.

This is the fourth edition of the Council's School Estate Management Plan. The first, published in 2004, set the Council's vision for renewal of the school estate, prior to any work having commenced. The second, published in 2007, restated the position at a time, when some school refurbishments had taken place and the first new schools were under construction. The third edition, published in 2010, showed significant progress: Inverclyde Academy and Newark Primary School had opened as had two new primary schools built under the PPP project, with two secondary schools under construction. Since the last edition was published the two PPP secondary schools have opened and two primary schools have been fully refurbished. This year will bring significant change with the new Port Glasgow Community Campus opening as well as fully refurbished buildings for St Columba's High School and Lomond View Academy (formerly the Mearns Centre). This means that within a 10 year period all of our secondary schools, ASN schools and the majority of our primary schools have been renewed or fully refurbished, a considerable achievement. We do not however intend to rest on our laurels and have brought forward expenditure to improve the remaining Primary schools which await refurbishment with £1.5million being spent on six Primary Schools over the previous and current financial years.

The regeneration of Inverclyde is now well advanced and the redevelopment of the school estate is central to this. The Council is also working with its partners in the Inverclyde Alliance to regenerate the area. River Clyde Homes have over the past 3 years constructed nearly 350 social housing units and plan to spend £14m in the next year refurbishing their existing stock. Riverside Inverclyde is realising the potential of our waterfront through projects like the recently completed Clydeview Business Park Phase 2 and the new Beacon Arts Centre, which opened in February this year. They are also working on the redevelopment of Port Glasgow Town Centre and the Gourrock Pierhead area.

The Council's vision for the community is one that calls for the development of a knowledge-based culture founded on key industries with a strong infrastructure of transport, communications and public services. The vision also calls for the development of stable, sustainable communities in which people choose to live and work.

Education is at the heart of the Council's vision for the future. The Council seeks to provide education services of the highest quality to meet the needs of the community. Schools and school accommodation also have a wider role in providing resources not only for pupils but also to the broader community to support lifelong learning, leisure and community services.

## **SCHOOL ESTATE MANAGEMENT PLANS BUILDING OUR FUTURE: SCOTLAND'S SCHOOL ESTATE**

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When we started on this programme the condition and age of many of our school properties in the area, and the changing demands on school buildings due to changing curricular requirements, meant that the school estate in Inverclyde no longer met the needs of the Education Service. In the nine years since the original strategy was published substantial progress has been made and by the time of the next SEMP in 2016 a further four primary schools will have been fully refurbished.

Our commitment to modernising our schools cannot be financed simply through the traditional ways of financing school buildings. It is not something the Council can do on its own, which is why we entered into a Public Private Partnership (PPP) agreement to procure new school builds. Two new primary schools and two new secondary schools have been built and are now operational. We have also included traditional funding extended by the use of prudential funding arrangements to fund a major part of the projects set out in our plan.

The Council has developed a School Estate Management Plan that reflects the Government's long term strategy for school buildings, considers the impact on the school environment of future learning and teaching needs and meets the criteria set out for Scottish Government support. The plans that have been developed will result in the biggest investment in educational provision in Inverclyde in the past 100 years.



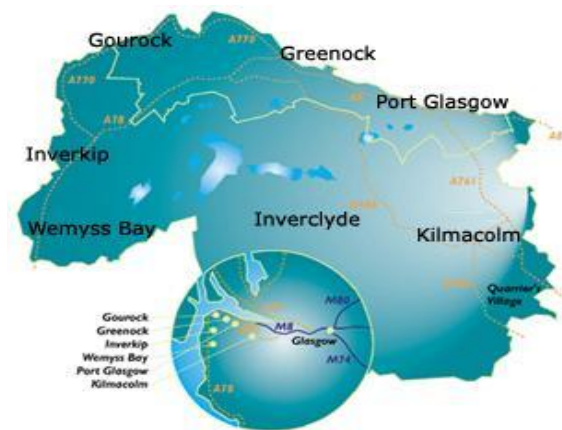
**Councillor Stephen McCabe  
Leader of the Council**

## 1.2 The Council

### The Inverclyde Area

Inverclyde is located in West Central Scotland and is one of the most attractive places in Scotland to live and work. The population of Inverclyde is 81,000 people. With 61 square miles stretching along the south bank of the River Clyde, the area offers spectacular views and scenery, a wide range of sporting and leisure opportunities, a vibrant housing market and well developed transport links to Glasgow and the rest of Scotland.

The main towns of Greenock, Port Glasgow and Gourock sit on the Firth of the Clyde. The towns provide a contrast to the coastal settlements of Inverkip and Wemyss Bay which lie to the South West of the area and the picturesque villages of Kilmacolm and Quarriers Village which are located further inland, and offer a further dimension to the area's diversity, particularly in social, economic and physical terms.



The population of Inverclyde has been falling for a number of years. At the time of the 1991 Census the population was 90,103, however by the 2001 Census the population had fallen to 84,203, representing a depopulation rate of 6.55% over the 10 year period. While the population for the area has dropped further since the last census in 2001, the 2011 census figures indicate that the rate of decline has halved with the current population estimated at 81,000. The population decline is predicted to continue with GRO estimates placing the population at 77,658 by 2015. By 2035 the population of Inverclyde is projected to be 66,488, a decrease of 16.7% compared to the population in 2010 (GRO 2011 based population projections - <http://www.gro-scotland.gov.uk/files2/stats/council-area-data-sheets/inverclyde-factsheet.pdf> ).

Projections over the 25 year period 2010 – 2035 indicate that the age group that is projected to increase the most in size in Inverclyde is the 75+ age group which is the same for Scotland as a whole. A definite growing elderly population will impact on the provision of specific public sector services, particularly health and social care. The population aged under 16 in Inverclyde is projected to decline by 27% over the 25 year period. The decline in the area's working age population undermines the ability of existing firms to source labour locally and has the potential to undermine the area's attractiveness to potential inward investors with obvious implications for the local economy.

### Strategic Objectives

Other important Corporate Policy Documents are Inspiring Inverclyde – The Inverclyde Alliance Community Plan 2008-2018 and the Inverclyde Together - Inverclyde Alliance Single Outcome Agreement 2012-17.

## **Corporate Structure**

The Council underwent a major reorganisation as of 1<sup>st</sup> April 2010. This resulted in a new Corporate Structure with four directorates, one of which, Community Health and Care Partnership is a joint directorate with the Health Board. Education Services now come under Education and Communities. The other two Directorates are Regeneration & Environment and Organisational Improvement and Resources.

As part of the restructure, the School Estate Team moved from Education Services to Property Assets and Facilities Management, part of the Regeneration and Environment Directorate. The objective of this was to place all Property related functions within the one Service. The School Estate Team has always been a link between Education and Property and the close working relationships remain in place. School Estate issues continue to be reported to the Education and Communities Committee.

A further restructure will take place in April 2014 when Property Assets and Facilities Management will merge with Legal and Democratic Services to become Legal and Property Services. At this point, given that the bulk of the School Estate programme will have been completed the School Estate Team will become the Client Services Team and will, in addition to responsibility for the School Estate, fulfill a client liaison role for all significant projects.

### **1.3 Corporate Planning**

Corporate planning in Inverclyde is conducted under a framework of key documents, Inverclyde Council's Corporate Statement 2013-17, Inspiring Inverclyde – The Inverclyde Alliance Community Plan 2008-2018, the Inverclyde Together - Inverclyde Alliance Single Outcome Agreement 2012-17 and Inverclyde's Local Plan 2006.

The full Inverclyde Corporate Statement and other policy documents may be downloaded from the Council Website [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk) (follow links Council and Government then Strategies, Policies and Plans).

The Community Plan for Inverclyde, Inspiring Inverclyde – The Inverclyde Alliance Community Plan 2008-18, has been produced by the Council and its Community Planning Partners (known as the Inverclyde Alliance) and sets out a vision for the area.

Inverclyde Council, in partnership with the Inverclyde Alliance, has taken The Scottish Government's *Getting it right for Every Child* framework a step further and has made a commitment to get it right for every child, citizen and community. Our focus is on making Inverclyde a place which nurtures all its citizens, ensuring that everyone has the opportunity to have a good quality of life and good mental and physical wellbeing. Nurture is about growth and development both emotionally and economically.

**SCHOOL ESTATE MANAGEMENT PLANS  
BUILDING OUR FUTURE: SCOTLAND'S SCHOOL ESTATE**

The Council has identified a number of key wellbeing indicators that it wishes to 'get right' for the citizens of Inverclyde:

- Safe** You are protected from abuse, neglect or harm and supported when at risk. You are enabled to understand and take responsibility for your actions and choices and have access to a safe environment in which to live and learn.
- Healthy** You are assisted in achieving high standards of physical and mental health and have equality of access to suitable health care and protection, while being supported and encouraged to make healthy and safe choices.
- Achieving** You are supported and guided in lifelong learning and have opportunities for the development of skills and knowledge to gain the highest standards of achievement in educational establishments, work, leisure or the community.
- Nurtured** You have a nurturing place to live and learn, and the opportunity to build positive relationships within a supporting and supported community.
- Active** You have opportunities to take part in activities and experiences in educational establishments and the community, which contribute to a healthy life, growth and development.
- Respected & Responsible** You feel respected and share responsibilities, with the opportunity to be involved in decision making and play an active role in improving your community.
- Included** You are supported in overcoming any social, educational, health, employment and economic inequalities and feel valued as part of the community. You will have opportunities to participate and be included within a competitive and thriving local economy, which is a vibrant part of a strong city region, with sustainable communities.

The development of the school estate will contribute to all of these.

Our Partnership vision for Inverclyde is:





## **SCHOOL ESTATE MANAGEMENT PLANS**

### **BUILDING OUR FUTURE: SCOTLAND'S SCHOOL ESTATE**

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This means that the Alliance will work in partnership to create a confident, inclusive Inverclyde with safe and sustainable, healthy, nurtured communities, and a thriving, prosperous economy, with active citizens who are achieving, resilient, respected, responsible and included, and able to make a positive contribution to the area.

To deliver this vision, the Inverclyde Alliance, has agreed, with its communities, a number of strategic local outcomes:

1. Inverclyde's population is stable with a good balance of socio-economic groups.
2. Communities are stronger, responsible and more able to identify, articulate and take action on their needs and aspirations to bring about an improvement in the quality of community life.
3. The area's economic regeneration is secured, economic activity in Inverclyde is increased, and skills development enables both those in work and those furthest from the labour market to realise their full potential.
4. The health of local people is improved, combating health inequality and promoting healthy lifestyles.
5. A positive culture change will have taken place in Inverclyde in attitudes to alcohol, resulting in fewer associated health problems, social problems and reduced crime rates.
6. A nurturing Inverclyde gives all our children and young people the best possible start in life.
7. Inverclyde is a place where people want to live now whilst at the same time safeguarding the environment for future generations.
8. Our public services are high quality, continually improving, efficient and responsive to local people's needs.

The Single Outcome Agreement (SOA) sets out the context in which these local outcomes have been developed, identifying the priorities and issues which affect the lives of the people of Inverclyde. The outcomes, when achieved, will improve the quality of life and the wellbeing of the people who live here, whilst tackling the inequalities which exist across the area.

The SOA is an agreement between the Inverclyde Alliance and the Scottish Government, with all signatories to the agreement formally committed to working towards the delivery of the wellbeing and local outcomes. They will also have regard for the outcomes in the planning of their services and use of their resources.

The SOA has been designed to deliver and achieve particular results as set out in the vision, removing barriers and accelerating progress in narrowing the opportunity gap and building a stronger Inverclyde by achieving a number of strategic outcomes.

## **SCHOOL ESTATE MANAGEMENT PLANS**

### **BUILDING OUR FUTURE: SCOTLAND'S SCHOOL ESTATE**

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Our focus is on addressing the major challenges facing Inverclyde, both currently and for the foreseeable future:

- A reducing population
- Economic downturn in local, national and global economies
- Areas with significant levels of deprivation
- Limited economic opportunities
- A growing elderly population
- Reduction in public funding

Inverclyde's Local Plan sets out a long-term planning and development strategy for the authority and provides detailed planning policy framework for the social, economic and environmental well-being of the Inverclyde area for the short and medium term.

Together, these documents form the basis of all the Council's Corporate Directorate Improvement Plans, including the Education, Communities and Organisational Development Plan 2013-2016, as well as individual service plans and strategies. The actions contained within every Council Plan or Strategy must contribute to the Council's overarching aim of the economic and social regeneration of Inverclyde, as well as contributing to the vision for Inverclyde as set out in the Community Plan.

#### **1.4 Asset Management**

The Council has implemented Asset Management Planning and published its first Corporate Asset Management Strategy in March 2009 which is regularly reviewed. This sets out the Council's Strategy for managing and modernising its Property Assets. The Strategy covers all Property Assets with the exception of Education properties which are dealt with in this School Estate Management Plan.

The Council's Property Assets Team was established to take forward Asset Management Planning. The Council has also purchased and put in place a computerised management system for all property information - the Property Asset Management Information System (PAMIS) which is based on the Technology Forge system and tailored to meet the Council's needs. The system became operational in 2009 but is still undergoing development to suit changing needs. The Council is also working with other public bodies on joint asset management planning via the Scottish Futures Trust Asset management Team and is a participant in West Hub Scotland.



## **SCHOOL ESTATE MANAGEMENT PLANS**

### **BUILDING OUR FUTURE: SCOTLAND'S SCHOOL ESTATE**

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#### **1.5 School Estate Team**

The Council set up a School Estate Team in 2005 to manage the School Estate. As previously stated the Team moved from Education Services to Property Assets and Facilities Management in April 2010.

The School Estate Team reports to the Head of Property Assets and Facilities Management.

Property Assets and Facilities Management is responsible for the following Service Areas

Technical Services – Architectural, Engineering and Quantity Surveying Services  
Property Services – Statutory duties and Administration  
Facilities Management – Janitorial, Cleaning and Catering  
Construction Services – Property Maintenance and Minor Construction  
School Estate – All aspects of the management of the School Estate  
Property Assets – Management of all Property Assets other than Schools

The School Estate Team has the following remit.

- To develop the Council's School Estate Strategy
- To develop an investment plan for each school
- To manage the Council's Schools PPP project
- To progress the Council's proposals for major Secondary schools projects
- To progress the refurbishment of all remaining Primary, Nursery and Special schools
- To manage the maintenance programme for all schools

The School Estate Team comprises

- School Estate Manager
- Quality Improvement Officer – School Estate
- Architect – School Estate
- Maintenance Officer – School Estate

#### **1.6 Oversight of the School Estate Management Plan**

In order to provide a Corporate oversight of the SEMP the Council has formed a SEMP Management Committee. This has the following membership

- Corporate Director Education and Communities (Chair)
- Corporate Director Regeneration and Environment
- Chief Financial Officer
- Head of Education
- Head of Property Assets and Facilities Management
- Head of Legal and Democratic Services
- School Estate Manager
- Representative of Teaching Trades Unions
- Representative of Non Teaching Trades Unions

## **SCHOOL ESTATE MANAGEMENT PLANS**

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All Policy decisions and approvals for individual projects are taken by the Education and Communities Committee which also receives a report on progress of the Capital Programme at each meeting, an annual report on the School Estate Management Plan and the annual review of the funding model.

#### **1.7 Best Value**

The Local Government in Scotland Act 2003 (“the Act”) introduced a statutory duty of Best Value in local government service provision. Prior to the Act, the Best Value framework was based on Section 122A of the Local Government (Scotland) Act 2003 which imposed a duty on local authorities to deliver economy, efficiency and effectiveness in the utilisation of its assets.

Inverclyde Council embraces the Best Value regime and delivers Best Value through its:

- (i) Service Review Schedule
- (ii) Corporate Statement
- (iii) Community Plan
- (iv) Equal Opportunities Policies and Procedures
- (v) Consultation Processes
- (vi) Corporate Governance Framework
- (vii) Solace Public Performance indicators
- (viii) Public Sector Improvement Framework
- (ix) Sound Management of Resources.

Our Best Value arrangements will continue to be refined to meet the requirements outlined in the recent guidance issued under Sec 2(1)(a) of the Act.

#### **1.8 Implementation of Strategic Objectives**

The Council's Strategic Objectives are as set out in the Corporate Plan and the Community Plan as set out in section 1.3. These are implemented by means of Corporate Directorate Improvement Plans and individual Service Plans which set out how each Directorate/Service area contributes to the Corporate objectives and the Outcomes listed in the Single Outcome Agreement. For the School Estate the relevant Service Plan is this School Estate Management Plan and it is important therefore to state how the SEMP contributes to these.

##### **Single Outcome Agreement**

##### **SOA 1 Inverclyde's population is stable with a good balance of socio-economic groups**

A modern School Estate, with buildings which are not only in good condition and are suitable for purpose but which are exciting and special places to learn, is vital in both retaining people within the area and in encouraging people to migrate into the area.

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#### **SOA 2 Communities are stronger, responsible and more able to identify, articulate and take action on their needs and aspirations to bring about an improvement in the quality of community life.**

Inverclyde sees its schools as being at the heart of the community and encourages their use as community facilities. The modernisation of school pitches from grass to synthetic grass and other multi-use surfaces means that the School Estate plays its part in the development of the Council's Leisure Strategy. Community involvement in the design process is encouraged, with both parents and the wider community being consulted on the design of new and refurbished schools.

#### **SOA 3 The area's economic regeneration is secured, economic activity in Inverclyde is increased and skills development enables both those in work and those furthest from the labour market to realise their full potential**

The Schools Programme will spend in excess of £200 million in a ten year period. This level of investment makes a substantial contribution to the construction sector in the local area. Inverclyde was a pilot area for the Scottish Government's Community Benefits in Public Procurement initiative. Inverclyde Council has played a lead role in establishing the local Construction Plus Partnership, to secure employment and training opportunities for the community arising from large scale construction projects. The Schools Public Private Partnership (PPP) project included a Targeted Recruitment and Training (TR&T) agreement with Miller Construction which required them and their subcontractors to employ a number of trainees and apprentices, equal to 7.5% of the labour required for the project. They also had to advertise job opportunities locally and offer work experience opportunities. Following the success of previous projects the Council is now taking forward a formal policy to deliver further community benefits by embedding the agreements in all appropriate contracts being issued by the Council.

#### **SOA 4 The health of local people is improved, combating health inequality and promoting healthy lifestyles**

The improved environmental conditions in schools will improve the health of pupils (and staff). Schools projects are designed in compliance with the Council's Guide to Inclusive School Design which builds upon DDA legislation and BS 8300 to ensure that schools go beyond the requirement for DDA compliance in the spirit of the Equality Act 2010. Development of Hygiene rooms in all schools improves conditions for children with ASN while the development of Nurture rooms aids in promoting healthy lifestyles for socially disadvantaged children. The provision of modern, exciting dining and social spaces encourages pupils to remain in school at lunchtime to eat a healthy freshly prepared meal.

#### **SOA 5 A positive culture change will have taken place in Inverclyde in attitudes to alcohol, resulting in fewer associated health problems, social problems and reduced crime rate**

The School Estate Strategy does not play a significant role in this outcome.

**SOA 6 A nurturing Inverclyde gives all our children and young people the best possible start in life**

The provision of a modern School Estate, conducive to a good learning environment is vital in ensuring that all young people have the best start in life. By including all schools in the programme all children are included in this aim. While it will take a number of years for the Primary Estate to be modernised, by the end of 2013 all pupils in the Secondary and the majority of pupils in the Special (ASN) sectors will be educated in a new or fully refurbished schools.

**SOA 7 Inverclyde is a place where people will want to live now, whilst at the same time safeguarding the environment for future generations**

As per SOA1, the provision of good modern schools is vital in making Inverclyde a place where people want to live and as per SOA2 the community facilities within schools contribute to the council's leisure strategy, another vital component in encouraging people to remain in or move to the area.

**SOA 8 Our public services are high quality, continually improving, efficient and responsive to local people's needs.**

The modernisation of the School Estates reflects this aspiration, the quality of schools buildings is considerably improved, and the reduction in surplus capacity and reduction in the number of schools makes the estate much more efficient. The improvement in the School Estate meets the needs and aspirations of local people for their children to be educated in a modern, comfortable and secure environment.

**1.9 Impact of Wider Environment**

Inverclyde's rate of depopulation is more severe than other parts of the UK and is amongst the highest in Scotland. The rate of Inverclyde's depopulation was proportionately larger than any other local authority in the UK between 1981 and 2009. During this period Inverclyde's population decreased by almost 21% (21,000 people). Over the period 2001- 2011 Inverclyde had the second highest drop in population of all Scottish Councils.

Depopulation has occurred mainly in Greenock and Port Glasgow and to a much lesser extent in Gourock and Kilmacolm. Conversely, the villages of Inverkip and Wemyss Bay have escaped depopulation and have grown in recent years. This shift in population towards the periphery of Inverclyde has resulted in fears of a 'doughnut effect' being created, i.e. the bulk of the population moving westwards (Inverkip and Wemyss Bay) and eastwards (Kilmacolm), thereby creating a hole in the centre in the towns of Greenock and Port Glasgow.

Population forecasts suggest that the population could fall to around 66,488 by 2035, a further decrease of 17% compared to the estimated population in 2010 (updated figures using the Census 2011 data are not yet available). This is the greatest projected decrease in population of any other Council in Scotland and is due to net migration (in-migration minus out-migration) and natural change (births minus deaths).

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Population decline has been selective and has had a greater impact on young people, young families and working age people. A review of the age profile shows that between 2001 and 2011 the number of young people fell sharply in Inverclyde. The number of young people aged under 15 years fell by 16% over this 10 year period. In addition, whilst most Council areas saw an increase in the number of pre-school children over the same period, Inverclyde's pre-school population has fallen by 6%. Falling birth rates have an obvious impact on future school rolls. This has led to a significant reduction in the number of schools since 2004 a process which will continue until Autumn 2013. From this time the Estate should be able to serve Inverclyde for the foreseeable future.

The continued loss of population, compounded by an increase in the numbers of elderly will also lead to serious labour market difficulties and present major challenges in supporting the local economy. The economic base in Inverclyde was heavily dependent on the electronics industry with the result that the local economy is particularly susceptible to down-turns in the industry and consequently large-scale redundancies. Recent developments have seen an increase in service related industry and an increase in the development of new housing stock and this is reflected in the growing optimism to be found within the Council.

## **2 Strategic issues**

### **2.1 Strategic Asset Objectives**

The main objectives that this strategy addresses are:

- All establishments must be fit for purpose
- The educational provision should be appropriate to the needs of the discrete areas within Inverclyde
- Education provision supports the Social and Economic Regeneration in Inverclyde

Every Inverclyde pupil has the right to learn in modern school buildings. A well maintained and attractive learning environment enhances the delivery of the curriculum and assists in raising standards. In addition, school buildings and surroundings need to be flexible to adapt to changing curriculum demands and demographic trends.

Many schools in Inverclyde occupied buildings that were beyond their original design life and were expensive to maintain and operate, as well as being unsuitable to meet the educational and community demands on them. The school estate is being modernised so that schools have high quality, flexible and sustainable designs; attractive and well equipped working environments; fully accessible and secure accommodation, catering for a wide range of users including parents, adult learners, early years provision and support services; and state of the art facilities supporting learning through ICT.

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Access for all pupils with disabilities is being improved; the physical environment of schools and pre-school provision is being improved to increase the extent to which pupils with disabilities can participate in the full life of the school. The Council has developed a Guide to Inclusive School Design which drives forward improvements to enable children with disabilities to be able to attend, wherever possible, the school of their choice and to be able to access all the areas and activities of the school. All Inverclyde pupils with disabilities will have access to as full and broad a curriculum to that followed by their non-disabled peers, adapted to their individual needs.

Within the life of the strategy Inverclyde Council will refurbish, modernise and rebuild its school stock. It is our intention to provide not only well-equipped schools for our pupils during the day but also to provide out-of-hours facilities to give young people constructive and positive things to do with their time. During the school week our pupils will learn in modern schools, either new build or refurbished to the highest specification, and in the evenings and at weekends these same schools will become centres of local community life. Links will be forged with voluntary and local sports clubs to generate new community activities and young people will be given opportunities to flourish in sport, music, drama and the arts. The wider community will be able to use education and its resources to provide fuller participation and, hopefully, this will lead to the local school becoming a focus for community activities and involvement.

This approach is addressing the historic under investment in our schools and has required substantial capital funding to modernise our school buildings. The high level of investment required demands the need for capital planning decisions by Inverclyde Council to be underpinned by rigorous appraisal. This helps to identify best value projects that make the most effective contribution towards raising educational standards, support inclusion and provide a better working environment for pupils and staff. Effective appraisal is helping us move away from a piecemeal policy towards larger, more joined up modernisation projects that deliver best value facilities. This move inevitably means that some schools will have to wait longer than others for investment.

It is therefore important that we prioritise effectively to maximise the use of the resources to achieve best value.

Our best value approach will seek to ensure that resources are used to maximise effectiveness and value for money through joining up funding streams and focusing on lowest lifetime costs rather than lowest costs.

## **2.2 Performance measures**

The development of a vision for education included consideration of a range of aspects relating to the performance of our school estate.

- Raising standards of educational achievement and promoting social inclusion
- Efficient space relating to curriculum needs
- Facilities capable of delivering a modern curriculum through the use of ICT

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- Provision of a secure environment for learning
- Achieving equal opportunities
- Flexibility and adaptability to changing needs

These strategic performances measures have been incorporated into the development of the specifications for both the traditionally procured and PPP elements of the Estate Strategy. Performance measures have been developed under the three objectives in 2.1. Specific aspects arising from this include: performance specifications for Catering, Cleaning and Janitorial services; school accommodation including class sizes, pupil social areas, staff support areas and community use.

### 2.3 Resource Context

There are a number of financial mechanisms which are available to the Council in support of the Education Asset Management Strategy, mainly:-

- Indicative Capital Consent
- Prudential Borrowing through Revenue Savings
- Public Private Partnership – Revenue Support Grant
- Capital Receipts

The challenge the Council faces is to look to maximise the financial mechanisms available in such a manner as to ensure value for money and affordability whilst maximizing new funding resources to the Inverclyde area, within a maximum timescale of 10-15 years.

The Financial Resources necessary to deliver the plan are managed by means of the School Estate Strategy Funding Model. This was first produced in 2008 and was programmed to last until 2022. The funding model is reviewed annually and reported to the September Education and Communities Committee. The first review in 2009, as well as addressing alterations to the proposals for new schools, had to address the impact of the significant changes to underlying economic conditions. The substantial impact was in two areas, firstly the reduction in the anticipated cost of future projects due to reduced tender price inflation allowances and secondly the reduction in the value of anticipated capital receipts. To a large degree these balanced out and the programme remains affordable. The reviews since the last SEMP have been even more challenging, with capital funding being reduced, which combined with an anticipated further drop in capital receipts and the pressure on revenue budgets restricting the scope for prudential borrowing has led to a continuing squeeze on available funding. On the positive side, the continuation of highly competitive market conditions has held down tender prices, beyond what was anticipated. As most major projects have been completed, or are close to completion the financial risk is much less. It is anticipated that the 2013 review will not show any significant changes from the current (2012) model.



## **2.4 Consultations with Stakeholders**

Consultation with stakeholders has been an important element in developing the proposals for the rationalisation of the School Estate and the specifications for new and refurbished schools.

A range of approaches have been adopted to gather stakeholders' views on the future configuration and structure of new and refurbished schools and issues arising as a result of proposed changes in the present provision. This has involved:

- Consultation on the design of individual projects
- Formal consultation on changes to school provision

### **2.4.1 School Design**

Prior to the commencement of the programme in 2003 detailed consultation was undertaken with Primary Head Teachers and their staff regarding the design of school buildings to meet 21<sup>st</sup> Century needs. Visits were undertaken to schools in other Education Authorities and seminars were arranged to follow through on these visits and prepare general specifications for Inverclyde school buildings. Heads of Pre-five establishments were also consulted on the requirements for early years services in stand alone schools, centres and in nursery wings and classes.

Similar work was carried out with secondary schools. A general school specification was drafted in consultation with Head Teachers and this was discussed with school staff, and pupils. In addition, detailed specifications for each subject area were prepared in consultation with subject Principal Teachers and these were used in conjunction with the general specifications to produce a school specification that could be used as the basis for future briefing documents for school refurbishment and extension/remodelling.

As each individual project was developed a specific output specification was developed for each. As the design was progressed, workshops were held with focus groups of Pupils, Staff and Parents at three key stages throughout the process. Once prior to design work commencing, to obtain stakeholders initial views; another at outline design stage to obtain feedback; and finally at detail design stage to obtain final feedback. Views and opinions were fed back into the design process and while not all suggestions could be incorporated into the design, all were listened to and considered.

As the programme has proceeded, consultation processes have been refined and the two largest projects, the Port Glasgow Community Campus and the Refurbishment of the former Gourock High School building for St Columba's High School now have Working Groups which meet regularly for updates on all aspects of the project, not just design. These groups include representatives of parents, pupils, staff and churches as well as elected members. The Council has also developed a consultation process with workshops for staff, pupils and parents, at stages during the design process to keep major stakeholders engaged and involved as the design evolves. Consultation is also held with community groups, the Police and Inverclyde Council on Disability (ICoD) as appropriate.



#### **2.4.2 Formal Consultation**

All major consultations have taken place and have been reported in the 2007 and 2010 editions of the SEMP. No further consultation has been required with the focus over the last three years being on implementing the agreed school rationalisation proposals.

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### 3 Delivering better public services through the School Estate

#### 3.1 Council and other relevant services

Inverclyde Council recognises that schools lie at the heart of the community and represent a significant investment. The SEMP will take into account related strategies of the Council such as the:

- Community Plan
- Inverclyde's Children's Service Plan – Early Years education, childcare plan
- Hungry for Success
- Sport Strategy
- Community Learning Strategy and Plans
- Curriculum for Excellence

. Through the design process, it has been possible to build in aspects which:

- Promote greater parental and community involvement
- Provide for dedicated teaching space in areas such as science, technology and modern languages
- Ensure appropriate accommodation is available for partner agencies
- Enable good communication links between and across all sectors within a Community School
- Allows community and agency access to I.C.T. facilities
- Enables effective multi-agency working in tackling social inclusion, health and other deprivation issues
- Supports the implementation of the Action Plan on working together for Scotland's Children
- More closely matches school leavers' skills to Labour Market requirements

The continued development of services to meet the aims of the Childcare Strategy will be considered for each area of Inverclyde taking account of:

- (i) The early years provision already established both in schools and separate buildings to meet demand for pre-school education for 3-5's and related flexible childcare for 0-16 year olds
- (ii) Opportunities to provide additional early years services in growth areas
- (iii) The scope for using local authority premises for Out of School Care to help parents remain in or access work or training as recommended in the Scottish Government's Schools Out Framework

It is important that in the planning of new and refurbished schools factors that influence out of school care and out of school learning are considered in a co-ordinated way.

The adaptation and improvement of sports facilities within schools is a key factor in creating a community focused school, which can fulfil the needs of the local community in an educational and extra curricular way.

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By working closely with the Community Learning and Development Service and the Leisure Trust we have assisted the Council in the development of a Sports Strategy, which embraces the needs of the residents of Inverclyde.

The facilities will provide opportunities for casual use as well as encouraging and developing a pathway of opportunity through a progressive structure of sports development.

In addition to the development of sport, we have included facilities, which will aim to address the overall health performance of the community. Facilities such as fitness suites, dance studios, games halls and synthetic surface outdoor pitches all target the community as a whole and offer the opportunity to participate in fun physical activity within their local community.

In creating this facilities model we took into account the guidelines produced by sportscotland in their document "Provision of physical education, sports development and community recreation". These guidelines advise on the type, size and number of facilities which should be included in a community school facility.

The following documents also formed an integral part of the planning process for these facilities;

- "Sport 21 – Nothing Left To Chance", (sportscotland 1998) Scotland's national strategy for sport.
- "Opening the Door to a Better Scotland", (sportscotland 2000) Report on social inclusion
- "The Contribution of Sport to Health", (sportscotland 1999)

The Health agenda is also supported locally through the Active Schools/Sports Development Team (jointly funded by the Council and sportscotland) which functions as part of Education Services with a specific remit for promoting physical activity and sport to all young people in local schools and all Inverclyde residents in the wider community. A key to the success of the team is partnership working with local schools to support Head Teachers and their staff, whilst working closely with pupils and their parents.

Schools are not only located within communities but are also expected to be responsive to the needs of those communities. In addition, communities also offer a rich resource to the school in terms of facilities, expertise and support.

Inverclyde Council's strategy for community learning is based on a wide ranging integrated approach. The strategy seeks to offer opportunities for learning across communities, using Council Services, the voluntary sector and further and higher education sector. The aim is to develop a holistic approach which utilises the different skills and resources which schools, colleges, libraries, council and community education can offer.

The Community Learning Strategy and the Community Learning Plans identify many key issues to be addressed within the Community. This will require a network of facilities in order to accommodate these needs.

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The Community Learning Strategy also identifies how the partners involved should tackle many policy objectives through community learning and many new practices are being devised through the development of the two ongoing Community Learning Plans.

The Community Learning Strategy describes how the strategy will tackle important policy issues through promoting personal development, building community capacity, and investing in lifelong learning.

The strategic approach to the rationalisation of schools is central to the achievement of this aim and will ensure that issues relating to the over-provision and/or under-provision of community facilities are addressed in an integrated and co-ordinated way.

## **4 The School Estate – Past, Present and Future**

### **4.1 Overview**

The School Estate Strategy was first produced in 2004 and has therefore been progressing for nine years. In terms of completion of the refurbishment of the Primary School estate the programme will continue for a further 14 years, however by the end of 2013 the rationalisation of the estate will be complete including renewal of the Secondary and Special (ASN) school sectors. The table below summarises the significant progress made through the various editions of the Inverclyde School Estate Management Plan:

#### **Number of Schools**

<b>Sector</b>	<b>&lt; 2004</b>	<b>2007</b>	<b>2010</b>	<b>2013</b>
Primary	32	26	22	20
Secondary	8	8	7	6
Special	4	4	4	4

It can be seen that there has been a substantial reduction in the Primary Estate in the past nine years, with a net 12 closures.(2 further closures since the 2010 SEMP) There has also been one further secondary school closure in the period with the merger of Greenock Academy and Gourrock High School forming Clydeview Academy in 2011 which followed the merger of Wellington Academy and Greenock High School forming Inverclyde Academy in 2008 outlined in the 2010 SEMP. Port Glasgow High School and St Stephen's High School came together in a temporary shared campus on the St Stephen's High School site in 2011 and will relocate to the new build Port Glasgow Community Campus in Autumn 2013. This has resulted in one less building although the number of schools has remained the same. Similarly in the Special School sector Garvel Deaf Centre has relocated within Moorfoot Primary School resulting in one less building with the number of schools remaining the same.

### **4.2 Statement of Portfolio:**

The Council currently has:

- six secondary schools (including 2 co-located in a temporary shared campus);
- twenty primary schools (excluding 2 currently mothballed for future use as decant facilities);
- three stand alone special schools;
- six special units/bases integrated within primary/secondary schools;
- seven stand alone nursery schools/children's centres; and
- thirteen children's centres/nursery schools/classes occupying areas within primary schools.

See Appendix 1 for a detailed summary/statement on each school/facility.

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The Rationalisation of the Estate has led to an improvement in occupancy rates, however continuing falling rolls has meant that there remains some under occupancy. 90% of Primary Schools now have an occupancy in excess of 60% compared with 44% in 2004 and over 85% of secondary schools have an occupancy in excess of 60% compared with 63% in 2004. The secondary school position will be further improved by the end of 2013 when the last two remaining major projects will be complete.

Occupancy	2004	2007	2010	2013
Primary Schools < 40%	3.1	2	4.5	0
Primary Schools 41-60%	53.1	15.4	18.2	10
Primary Schools 61-80%	9.4	53.8	63.6	65
Primary Schools over 81-100%	34.4	23.1	13.6	25
Primary Schools Over 100%	0	0	0	0
	100	100	100	100
Secondary Schools < 40%	0	0	0	0
Secondary Schools 41-60%	37.5	62.5	14.3	16.6
Secondary Schools 61-80%	25	0	28.6	0
Secondary Schools 81-100%	0	12.5	28.6	66.6
Secondary Schools Over 100%	37.5	25	28.6	16.6
	100	100	100	100

**4.3 Outline of work completed since 2010**

Since the previous edition of the SEMP in 2010 substantial progress has been made in the renewal of the School Estate.

- In May 2011 New Build PPP Secondary School Clydeview Academy opened, replacing Greenock Academy and Gourock High School.
- In May 2011 New Build PPP Secondary School Notre Dame High School opened replacing the former Wellington Academy building (used as decant for Notre Dame HS whilst the new school was constructed on the old site).
- In October 2011 St Andrew's Primary School opened which was a comprehensive refurbishment and partial extension of the former Earnhill Primary School building, replacing St Gabriel's Primary School and Sacred Heart Primary School (Sacred Heart building has been retained for use as a decant and Pre-5 facility).
- In 2011 and 2012 Inverkip Primary School was partially refurbished including all pupil toilets, 1970's classroom block and expansion of the Nursery from 20/20 to 30/30 with the Nursery works complete for the new intake in August 2012.
- In August 2012 Whinhill Primary School opened which was a comprehensive refurbishment and extension of the former Overton Primary School building, replacing Highlanders Academy and the former Kings Glen Primary School (used for decant of Overton Primary School during the construction works).

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- In August 2012 Binnie Street Children's Centre opened which brought together three early years services – Gourock Pre-5 Centre, Gamble Children's Centre and Gourock Park Pre-School. The Centre provides a range of services including nursery provision and out-of-school care.

#### 4.4 Current Projects

A number of projects are at various stages of completion as follows:

##### **Port Glasgow Community Campus**

This major project will bring together the existing Port Glasgow High School and St Stephen's High School in a single building. It will also include a new all through ASN school formed by the amalgamation of Lilybank School and Glenburn School, with the inclusion of the complex needs unit from Hillend Children's Centre. The Campus will also include the Enterprise Centre, a community learning facility currently located within the temporary Port Glasgow Shared Campus (Former St Stephen's High School). The new campus is being constructed on the site of the former Port Glasgow High School and former Slaemuir Primary School.

In order to free up the site for the new community campus a temporary shared campus was formed at St Stephen's High School following alteration/adaptation works and provision of additional temporary modular accommodation. Port Glasgow High School transferred to the temporary shared campus in August 2011.

Construction of the new campus commenced in October 2011 and was originally scheduled for completion in July 2013. The construction phase has experienced some delay however and the current projected completion date is October 2013 with transfer to the new campus programmed to take place immediately following the school October holiday period.

##### **St Columba's High School – Refurbishment and extension of former Gourock High School**

St Columba's High School currently occupies the former Greenock High School building on a temporary basis and it is planned to relocate the school to the former Gourock High School building. This building was vacated following the amalgamation of Gourock High School and Greenock Academy in the new Clydeview Academy which opened in May 2011 as part of the Council's PPP School programme. The building is currently being comprehensively refurbished and extended prior to the relocation of St Columba's.

Construction commenced in January 2012 and was originally scheduled for completion in June 2013. The construction phase has experienced some delay however and the current projected completion date is August 2013 with transfer to the new school programmed to take place immediately following the school summer holiday period.

**Lomond View Academy (Mearns Centre) – Refurbishment and partial demolition of former St Laurence's Primary School**

The Mearns Centre (now officially renamed Lomond View Academy) is the Council's School for Children with emotional and behavioural difficulties. Its current building is not suitable and the former St Laurence's Primary School building is currently being comprehensively refurbished and reduced in size to accommodate it. The new facility will expand capacity from 18 places to 24 places and will reduce reliance on out of area placements.

Construction commenced in August 2012 and was originally scheduled for completion in April 2013. The construction phase has experienced some delay however and the current projected completion date is June 2013 with transfer to the new school programmed to take place at the end of June 2013.

**4.5 Primary School Accelerated Programme**

The Council, as part of its budget setting process in 2012, agreed that resources be made available to address the acceleration of aspects of the Primary School Refurbishment Programme. As the programme spans for some further 14 years there are a number of schools that would not receive their significant investment in the short/medium term. It was therefore proposed to accelerate aspects of the Primary School Refurbishment Programme to allow those schools to benefit from partial upgrading / refurbishment works in the short/medium term i.e. over the financial years 2012/13 and 2013/14. A range of work has been taken forward and is currently in progress as follows:

- Toilet Refurbishment at 5 schools.
- External doors replacement at 3 schools.
- Playground improvements at 2 schools.
- Grass pitch improvement at 1 school.
- Roofing works at 2 schools.
- Window and curtain walling replacement at 1 school.
- Electrical power and lighting rewire at 1 school.
- Floor covering replacement and redecoration at 7 schools.

**4.6 Future Projects**

On completion of the Current Projects detailed above the majority of the Council's School Estate Management Plan will be complete. All new Schools and all amalgamations will be complete and the balance of works required will be those to refurbish the remaining Primary Schools and Early Years Establishments.



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An analysis of the condition, suitability and sufficiency of the Primary schools yet to be refurbished was carried out to establish an order for the refurbishment of the schools. This formed the basis of a report to the March 2012 Education and Lifelong Learning Committee at which the order of the next two comprehensive primary school refurbishments was agreed. Subsequently, the Council agreed to bring forward the refurbishment of two further schools, St John's Primary School, original planned for 2019 now to commence on site in 2014 and Kilmacolm Primary School, originally planned for 2022 now to commence on site in 2015. The agreed projects are:

- Ardgowan Primary School – Refurbishment October 2013 - October 2014 (Current Condition Rating C & Suitability Rating C).
- St John's Primary School – Refurbishment July 2014 – July 2015 (Current Condition Rating B & Suitability Rating C).
- St Patrick's Primary School – Refurbishment July 2015 - Oct 2016 (Current Condition Rating C & Suitability Rating B (but with lowest % suitability score of those remaining properties in C condition)
- Kilmacolm Primary School - Refurbishment July 2015 – July 2016 (Current Condition Rating B & Suitability Rating B).

As previously noted, a full update of the condition surveys is scheduled for early 2014 and a review of condition and suitability will be carried out mid 2015 which will form the basis of a future report to Committee on the prioritisation of the refurbishment of the remainder of the Primary School Estate.

This leaves only five Primary Schools to receive a full refurbishment as listed below:

- Gourock Primary School
- Lady Alice Primary School
- Moorfoot Primary School
- St Mary's Primary School
- St Ninian's Primary School

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## 5 Core Facts

### 5.1 Submission of Core Facts

As per the guidelines issued by the Scottish Government, the Core Facts were submitted separately, in May 2013.

### 5.2 Comparison with previous submissions

The continuing programme of refurbishments and new builds has seen a significant improvement in the condition of the school estate as seen in the table below

Condition	2004	2007	2010	2013	Overall change
Secondary A	0	0	1	3	+3
Secondary B	1	1	2	2	+1
Secondary C	7	7	4	1	-6
Secondary D	0	0	0	0	-
	<b>8</b>	<b>8</b>	<b>7</b>	<b>6</b>	<b>-2</b>
Primary A	1	3	7	9	+8
Primary B	5	3	7	9	+4
Primary C	21	20	8	2	-19
Primary D	0	0	0	0	-
	<b>27</b>	<b>26</b>	<b>22</b>	<b>20</b>	<b>-7</b>
Special A	0	0	0	0	-
Special B	1	1	1	1	-
Special C	3	2	3	3	-
Special D	0	1	0	0	-
	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>-</b>

It can be seen that significant progress has been made since 2004, particularly in reducing the number of C/D rated schools from 7 Secondary schools to 1 Secondary school and from 21 Primary schools to 2 Primary schools. Progress has also been made in the Special (ASN) sector although this is not reflected in the Core Facts submissions to date. The completion of current committed projects as outlined in 4.4 above will see all Secondary schools in Condition A and the number of Special schools reduced to 3 (2 of which will be Condition A), all by Autumn 2013.

### 5.3 Suitability

Inverclyde Council developed a questionnaire to assess suitability in line with the Guidance issued by the School Estate Branch in 2008. Suitability surveys were carried out for Primary Schools late 2009 with all Secondary and Special Schools assessed in the first half of 2010. The table below summarises the current position and shows progress against the 2010 position.

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<b>Suitability</b>	<b>2010</b>	<b>2013</b>	<b>Change</b>
Secondary A	1	3	+2
Secondary B	0	0	-
Secondary C	6	3	-3
Secondary D	0	0	-
	<b>7</b>	<b>6</b>	<b>-1</b>
Primary A	6	8	+2
Primary B	10	10	-
Primary C	6	2	-4
Primary D	0	0	-
	<b>22</b>	<b>20</b>	<b>-2</b>
Special A	0	0	-
Special B	0	1	+1
Special C	4	3	-1
Special D	0	0	-
	<b>4</b>	<b>4</b>	<b>-</b>

It can be seen that significant progress has also been made in terms of suitability although the majority of improvements are not captured above as this core fact has only been collected since 2010. By that time the Council had already carried out a significant number of projects which had improved the suitability of a number of schools across the estate.

## **6 Summary of Need**

### **6.1 Overview**

The mission of Inverclyde Education Services is to prepare all children and young people for the future by providing a challenging education which builds academic competence, develops responsible citizenship, encourages creativity, promotes lifelong learning, advances critical thinking skills, instils commitment to personal wellbeing and fosters respect for self and others.

Schools in Inverclyde should ensure that all our children and young people:

- Are confident, well motivated and fully rounded
- Are literate and numerate
- Fully understand and are able to play their part as citizens of a modern democratic society
- Seize opportunities open to them regardless of their background
- Have the skills and aptitudes to work flexibly and to embrace change
- Are responsive to change throughout their future lives

To achieve this we cannot educate our children in poorly equipped and maintained schools. As a Council we must also ensure the maximum value for money and efficient management of new and existing capital assets throughout the area.

Our school accommodation should be of a standard which promotes the following:

- Raising standards of educational achievement and promoting social inclusion
- Efficient space relating to curriculum needs
- Facilities capable of delivering a modern curriculum including integrated use of ICT
- Provision of a secure environment for learning, yet is still welcoming
- Achieving equal opportunities
- Flexibility and adaptability to evolving needs

Therefore, we must ensure that Inverclyde is served with modern schools able to provide the highest quality of education.

The SEMP is to a large extent delivering on this priority, with an ambitious rationalisation programme which has reduced overcapacity and taken a number of poor quality schools out of the estate through a significant programme of investment which has to date delivered 3 new secondary schools, 3 new Primary schools, and 8 comprehensively refurbished Primary schools.

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The focus of the investment programme is not just on numbers but also on quality and it is important that high standards of design and construction are strived for and achieved and that sustainability is a key consideration. To date Inverclyde's new schools have been very well received both locally and nationally. This has been recognised through nominations for design awards e.g. Newark Primary School - nominated for the Scottish Design Awards 2008 as best public building; Inverclyde Academy - Green Apple Awards (National Gold Winner Scotland 2009 and Scotland National Green Champion 2009); and Notre Dame High School - Regional Finalist for the 2012 Civic Trust Awards.

Sustainability is also key and the involvement of the Carbon Trust has been instrumental in ensuring high standards of sustainability and environmental design. The School Estate Team strive for continuous improvement, making each building an improvement on previous ones.

The condition of school buildings has a direct impact on education standards. Children are likely to work better in safe, warm and dry conditions that provide a stimulating and attractive environment. Morale will be higher when staff can focus on pupil needs rather than on building problems. The ability to attract and retain quality staff will be enhanced by good quality buildings. Parents can make better judgements about a school's effectiveness when not distracted by its appearance.

The Authority is aware of research into the positive impact of good environmental conditions on pupil attainment and, in the designs for new schools a strong emphasis has been placed on good natural ventilation, high levels of natural daylighting, and appropriate control of temperature as well as energy and carbon reduction.

Within the secondary sector, schools should be able to offer a full range of subjects, as well as sustaining a wider range of levels within subjects and provide additional minority subjects. Primary schools should be of a size so that pupils are not disadvantaged by lack of resources. The criteria for determining viability in numbers in the primary school sector are, however, less clear cut than those in the secondary sector.

The continued regeneration of Inverclyde is heavily dependent on having a future workforce well equipped with the necessary skills for the information age. The contribution of education to this is crucial.

Technology offers the unique opportunity for teachers to restructure learning and teaching and support the transformation of education in ways otherwise not possible. The application of technology to learning will be important in the coming years because continual learning is the foundation of every aspect of social and economic activity.

#### **6.2 Assessment of the condition of existing schools**

The Council has regularly undertaken assessments of the condition of existing schools.

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Condition is continuously monitored by the School Estate Team and Condition Surveys are updated every year prior to submission of the Core Facts. A full Condition Survey is undertaken every five years by external consultants, the most recent being carried out in 2009 by Drivers Jonas. The next full Condition Survey is scheduled for 2014.

The Council also has a Statutory Duties Team within Property Assets and Facilities Management who are responsible for Asbestos Registers, Fixed Electrical Testing, Water Quality Risk Assessments, Fire Risk Assessments and Portable Appliance Testing. These checks and assessments are carried out to set timescales and remedial works undertaken as required.

Maintenance term contracts are in place for services such as lifts, fire and intruder alarms, heating plant etc which include annual servicing and maintenance.

Insurance inspections are also carried out on plant items and remedial works carried out as recommended by the insurance surveyors.

All of the above helps to ensure that the Estate is maintained in good condition. When putting in place the Funding Model for the SEMP the council was aware that Day to Day maintenance was underfunded and that it tended to be reactive rather than planned. In order to maintain the Estate in good condition, as part of the funding model, the Council has allocated additional funding to the Central Repairs Account in order to ensure that new and refurbished schools are maintained in good condition and that Planned Maintenance is properly funded.

### **6.3 Overall Assessment of Condition**

In 2004 the majority of the Council's Primary and Secondary Schools were rated as being in poor condition and dated mainly from the 1960s and '70s.

The only schools constructed after 1979 were Wemyss Bay Primary School (constructed in 1979) and Gourock Primary School (constructed in 1999). Since 2004 three new Primary Schools and three new Secondary Schools have opened, with the Port Glasgow Community Campus (comprising two Secondary Schools and one ASN School) at an advanced stage of construction. Additionally, eight Primary Schools have been fully refurbished, with one more due to commence on site this summer and a major Secondary School Refurbishment at an advanced stage of construction.

This programme of works, combined with the closure of a significant number of poor quality buildings has resulted in a significant improvement in the condition of the School Estate. The majority of the Secondary Estate and 90% of the Primary Estate are rated condition A/B and this will improve further over the next three years.

### **6.4 School requirements and roll projections.**

School level roll projections for both Primary and Secondary sectors are carried out annually once the census rolls have been confirmed in September. The roll projection period is one of ten years – any longer and the statistics become too unpredictable at individual school level. The information presented is based on the 2012 census based model.

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**Primary Projections Summary**

Primary School Projections	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
CENSUS	380	365	353	354	344	343	333	327	325	324	324	323
Ardgowan Primary School	324	330	340	346	347	343	343	344	342	341	341	341
Lady Alice Primary School	239	245	241	243	237	241	237	238	236	235	236	236
Aileymill Primary School	316	341	365	370	385	404	413	399	397	396	396	396
Whinhill Primary School	284	277	263	253	240	228	226	227	227	226	227	225
Gourock Primary School	233	239	232	235	240	243	243	240	239	239	239	239
Moorfoot Primary School	285	279	292	290	283	274	283	281	279	278	278	278
St Andrews Primary School	248	248	244	232	221	211	212	211	210	209	209	208
St Joseph's Primary School	154	142	135	129	126	114	115	116	115	114	114	114
All Saints Primary School	344	361	371	373	381	364	368	368	366	365	364	364
St Mary's Primary School	287	312	324	334	339	349	344	339	336	332	331	330
St Patrick's Primary School	287	282	270	256	233	231	229	225	223	222	223	223
St Niran's Primary School	323	326	311	310	317	311	322	320	319	318	319	319
Inverkip Primary School	240	244	235	236	226	220	218	218	219	220	220	220
Kilmacolm Primary School	221	215	205	197	195	193	189	183	184	185	185	185
St John's Primary School	190	192	196	205	207	194	198	201	200	200	200	200
St Michael's Primary School	244	251	261	252	250	250	242	246	244	243	244	244
St Francis Primary School	233	232	232	234	222	209	205	211	210	209	209	208
Newark Primary School	452	484	492	501	507	509	506	503	500	497	497	498
Wemyss Bay Primary School	151	147	149	140	138	136	136	136	138	139	143	146
<b>Total</b>	<b>5435</b>	<b>5512</b>	<b>5511</b>	<b>5490</b>	<b>5438</b>	<b>5367</b>	<b>5362</b>	<b>5333</b>	<b>5309</b>	<b>5292</b>	<b>5299</b>	<b>5297</b>

Generally the overall rolls show a continued decline but level out around the 5,300 mark. The indication is that some stability is likely after years of substantial decline in the school population.

**Secondary Projections Summary**

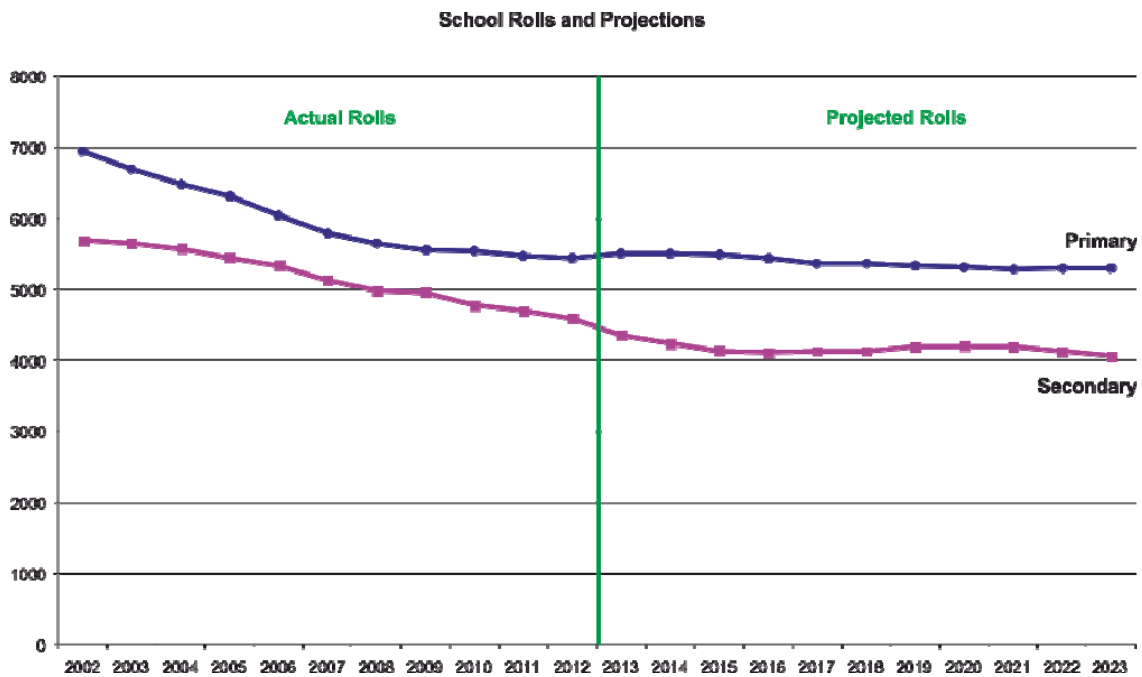
	CA	IA	NDHS	St Col	PGHS	St St	Total
<b>2012</b>	1132	1053	789	582	484	557	4597
<b>2013</b>	1061	1034	765	539	441	518	4358
<b>2014</b>	1035	998	765	525	431	483	4237
<b>2015</b>	991	951	762	535	421	472	4132
<b>2016</b>	982	934	758	537	420	477	4108
<b>2017</b>	987	901	765	561	422	494	4130
<b>2018</b>	980	907	762	531	444	506	4130
<b>2019</b>	978	939	769	536	467	501	4190
<b>2020</b>	972	954	769	525	472	509	4201
<b>2021</b>	965	963	770	509	476	504	4187
<b>2022</b>	950	953	770	491	477	486	4127
<b>2023</b>	938	950	770	463	473	470	4064

The overall secondary rolls continue to decline as expected as it follows on from the recent decline in primary school population. In the period beyond the ten year projection period numbers level out at around the 4,000 mark, following the stabilisation of the primary population indicated in the projection figures above.

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**Trends**

The graph below shows the roll projection trends compared to the previous ten year rolls.



**School Capacities and Occupancy**

**Primary**

The capacity of a Primary School is calculated using the formula in the Standard Circular 3.1: “The Capacity of Primary Schools”. This is used in conjunction with the school rolls and projected rolls to project the occupancy rates. It is recognised that due to class size restrictions and class structure normally primary schools run effectively and efficiently at around 70% and above occupancy. The working capacity is calculated annually to take account of class structure.



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Primary School Projections	2012	2018	2023	2012	Occupancy		
	Roll	Roll	Roll	Capacity	2012	2018	2023
Ardgowan Primary School	380	333	323	501	76%	66%	64%
King's Oak Primary School	324	343	341	426	76%	81%	80%
Lady Alice Primary School	239	237	236	328	73%	72%	72%
Ailemill Primary School	316	413	396	383	83%	108%	103%
Whinhill Primary School	284	226	225	404	70%	56%	56%
Gourock Primary School	233	243	239	275	85%	88%	87%
Moorfoot Primary School	285	283	278	399	71%	71%	70%
St Andrews Primary School	248	212	208	352	70%	60%	59%
St Joseph's Primary School	154	115	114	250	62%	46%	46%
All Saints Primary School	344	368	364	459	75%	80%	79%
St Mary's Primary School	287	344	330	334	86%	103%	99%
St Patrick's Primary School	287	229	223	437	66%	52%	51%
St Ninian's Primary School	323	322	319	401	81%	80%	80%
Inverkip Primary School	240	218	220	334	72%	65%	66%
Kilmacolm Primary School	221	189	185	308	72%	61%	60%
St John's Primary School	190	198	200	265	72%	75%	75%
St Michael's Primary School	244	242	244	404	60%	60%	60%
St Francis Primary School	233	205	208	371	63%	55%	56%
Newark Primary School	452	506	498	544	83%	93%	92%
Wemyss Bay Primary School	151	136	146	283	53%	48%	52%
<b>Total</b>	<b>5435</b>	<b>5362</b>	<b>5297</b>	<b>7458</b>	<b>73%</b>	<b>72%</b>	<b>71%</b>

The occupancy for 2018 and 2023 is indicative and would be adjusted to take account of class structure and thus be reduced to be within the 100% level. Schools yet to be refurbished will have their capacity revised to take account of roll projections to increase occupancy.

**Secondary**

The capacity of a Secondary School is calculated using the formula in Standard Circular 3.2: "The Capacity of Secondary Schools". This is used in conjunction with the school rolls and projected rolls to project the occupancy rates. It is recognised that due to timetabling and class size restrictions, normally, secondary schools run effectively and efficiently at high percentage levels of occupancy. The target is to reach 80% to 90% occupancy in all secondary schools.

Occupancy	CA	IA	NDHS	St Col	PGHS	St St	Total
2012	114%	94%	86%	55%	76%	87%	86%
2013	107%	92%	84%	51%	69%	81%	81%
2014	105%	89%	84%	84%	79%	88%	89%
2015	100%	85%	83%	86%	77%	86%	87%
2016	99%	83%	83%	86%	77%	87%	87%
2017	100%	81%	84%	90%	77%	90%	87%
2018	99%	81%	83%	85%	81%	92%	87%
2019	99%	84%	84%	86%	85%	91%	88%
2020	98%	85%	84%	84%	86%	93%	89%
2021	97%	86%	84%	81%	87%	92%	88%
2022	96%	85%	84%	79%	87%	89%	87%
2023	95%	85%	84%	74%	86%	86%	86%

Overall the target levels are projected to be achieved.

## **7 Review**

### **7.1 Needs and Priorities**

The Council has, by its review of the entire school estate in preparation for its original PPP proposal and the subsequent reappraisal of those proposals, assessed the school estate against needs and objectives. This has a strategic element and an operational element.

- The strategic element was the assessment of how the existing estate matched the need for schools in terms of capacities, rolls and location. This led to the proposals for rationalisation of the estate by means of closures, amalgamations and new schools which is now almost complete and will be complete by Autumn 2013.

### **7.2 Priorities**

The Council's priorities for 2013/14 for the progression of the School Estate Strategy are as follows:

- To progress the construction stage of the Port Glasgow Community Campus to completion.
- To progress the construction stage of the Refurbishment of Gourock High School for St Columba's High School to completion.
- To progress the construction stage of the Refurbishment of St Laurence's PS for the Mearns Centre (Lomond View Academy) to completion.
- To manage the decant programme required for new and refurbished schools.
- To manage the operational schools within the PPP.
- To complete the design and tender process for Ardgowan Primary School and commence the project on site
- To prepare and issue the brief for St John's Primary School and commence the design and consultation process.

## **8 Implementation: Resource Context**

When the Council carried out a major review and revision of the School Estate Management Plan in 2008 it put in place an overall funding plan which brought together the various funding and expenditure streams in a single model. The model comprises four elements:-

- Capital Programme Model
- Revenue Cost Model
- Savings Model
- Earmarked Reserves Model

The Capital Programme Model details the expenditure on all projects on a year by year basis over the life of the programme. Against this expenditure is set, for each year the income which comprises capital funding, prudential funding, capital receipts received and any specific grant funding received. As well as the cost of individual projects there is an allowance for life cycle maintenance to ensure that, as the programme progresses, major maintenance is carried out on previous projects to maintain the condition of the Estate. The balance or deficit is carried forward to the next year.

The Revenue Cost Model details the one off costs of the programme, mainly decant costs and the cost of pupil transport where pupils are decanted during refurbishment work.

The Savings Model details the savings generated from closures over the life of the programme.

The Earmarked Reserves Model brings together funding streams and expenditure for each year and calculates an earmarked reserves balance which is carried forward to the next year. While capital expenditure can have a negative balance, the Earmarked Reserves must always maintain a positive balance.

The Earmarked Reserves has the following income streams for each year

- Amount of savings generated
- Additional funding from Council Resources
- PPP Revenue Support Grant

The Earmarked Reserves has the following expenditure lines for each year

- Prudential Borrowing Loans Charges
- PPP Unitary Charge Payment
- One off Revenue Costs
- Additional Revenue Repairs Budget
- Cash Flow Deficit funding (borrowing costs for years where the capital programme is in deficit)

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The Challenge the Council faces is to maintain the integrity of the Funding Model over the life of the programme in the light of changing economic conditions. The model is reviewed annually and reported to the Education and Communities Committee circa September each year.

The annual review looks at the following factors and reviews the model as necessary

- Any specific changes to the Programme.
- The capital cost of projects and reviews them in the light of actual tenders received, updated cost plans and changing tender price inflation assumptions.
- The anticipated value of Capital Receipts and reviews them in the light of changing market conditions.
- The anticipated value of savings and reviews them in the light of actual savings achieved.
- Financial factors such as interest rates.

The 2009 review required some radical changes to the model due to the significantly changed economic conditions. Assumptions on Tender Price inflation could be significantly reduced but this was balanced by a significant fall in the anticipated value of capital receipts. Following the review the model remained affordable.

The 2010 review did not introduce any significant change, construction inflation reduced however this was balanced by a reduction in the anticipated government funding for the ASN school pressure on the available capital funding meant that continuing would run the model at a deficit for a considerable period.

The 2011 review showed construction inflation to remain stable however anticipated capital receipts fell further. The Port Glasgow Shared Campus returned from Tender £4m under budget. This allowed the model to returned to a balance and allow a modest reduction in financing costs to relieve pressure on the budget in other areas.

The 2012 review brought significant change, funding for St Patrick's Primary School was made available by the Scottish Government and lower borrowing costs produced savings in financing costs and it was possible to release £1m from the contingency allowance for the Port Glasgow shared Campus, reducing the cost pressures on the model. This provided the opportunity to bring forward two refurbishment projects, St John's Primary School and Kilmacolm Primary School. As bringing the projects forward reduced inflation allowances it was possible to do this without significant cost to the model.

The 2013 review has still to commence however it is not anticipated that there will be any significant changes from the 2012 model.

**APPENDIX 1**  
**PORTFOLIO**

## Appendix 1

### Statement of Current Portfolio

#### Overview

The Council currently has six secondary schools (including 2 co-located in a temporary shared campus pending completion of the Port Glasgow Community Campus project), twenty primary schools (excluding two currently mothballed for future use as decant facilities), three stand alone special schools, six special units/bases integrated within primary/secondary schools, seven stand alone nursery schools/children's centres, and thirteen children's centres / nursery schools/classes occupying areas within primary schools.

The roll projections stated are based on the 2012 census.

#### 3.1 Secondary Schools:

School	Clydeview Academy		Year Built	2010	
Capacity	990	Roll Sept 2012	1,132	Projected Roll 2022	950
Gross Internal Floor Area	12,734 m2		Overall Condition Rating	A	
EPC Rating	B		Overall Suitability Rating	A	
Description: Concrete and steel framed structure with mix of rendered block cavity, facing brick cavity and curtain walling/cladding systems. Single ply membrane flat and standing seam pitched roofs. Aluminium framed double glazed windows.					

School	Inverclyde Academy		Year Built	2008	
Capacity	1,119	Roll Sept 2012	1,053	Projected Roll 2022	953
Gross Internal Floor Area	13,624 m2		Overall Condition Rating	A	
EPC Rating	A		Overall Suitability Rating	A	
Description: Steel framed with mix of rendered block cavity and curtain walling. Single ply membrane flat and standing seam pitched roofs. Aluminium framed double glazed windows.					

School	Gourock High School *		Year Built	1960	
Capacity	n/a - closed	Roll Sept 2012	n/a - closed	Projected Roll 2022	n/a - closed
Gross Internal Floor Area	n/a		Overall Condition Rating	C - at closure	
EPC Rating	F - at closure		Overall Suitability Rating	C - at closure	
Description: Concrete framed structure with brick infill and bitumen felt flat roof. Games Hall constructed in 1997 with block walls and pitched metal clad roof. * Building currently undergoing major refurbishment and extension to complete summer 2013. St. Columba's High School will relocate to the completed building.					

School	Notre Dame High School		Year Built	2010	
Capacity	914	Roll Sept 2012	789	Projected Roll 2022	770
Gross Internal Floor Area	13,475 m2		Overall Condition Rating	A	
EPC Rating	B		Overall Suitability Rating	A	
Description: Concrete and steel framed structure with mix of rendered block cavity, facing brick cavity and curtain walling/cladding systems. Single ply membrane flat and standing seam pitched roofs. Aluminium framed double glazed windows.					

School	St Columba's High School (Former Greenock High School) *		Year Built	1971	
Capacity	1,058	Roll Sept 2012	582	Projected Roll 2022	491
Gross Internal Floor Area	12,676 m2		Overall Condition Rating	C	
EPC Rating	F+		Overall Suitability Rating	C	
Description: Traditional 3 storey school building with 2 detached gymnasium/sports & technical blocks. Concrete framed structure with rendered brick cavity walling and flat felt covered roofs. * Currently being used as decant for St Columba's HS planned until summer 2013.					

School	Port Glasgow Temporary Shared Campus (Former St Stephen's High School now incorporating Port Glasgow High School) *		Year Built	1958	
Capacity	1286	Roll Sept 2012	484 – PGHS 557 – St. St	Projected Roll 2022	477 – PGHS 486 – St. St
Gross Internal Floor Area	13,415 m2		Overall Condition Rating	B	
EPC Rating	D+		Overall Suitability Rating	C	
Description: Traditional 3 storey school building with 2 detached gymnasium/sports blocks. Main buildings and extensions are concrete framed with mix of facing brick cavity and painted concrete render walling. Single ply and felt flat roofs with composite metal roof to assembly hall. * Planned relocation to new build Port Glasgow Community Campus currently under construction to complete Autumn 2013.					

### 3.2 Primary Schools:

School	Aileymill Primary School		Year Built	2010	
Capacity	383	Roll Sept 2012	316	Projected Roll 2022	396
Gross Internal Floor Area	4,146 m <sup>2</sup>		Overall Condition Rating	A	
EPC Rating	B+		Overall Suitability Rating	A	
Description: Steel framed with mix of rendered block, facing brick cavity walling and zinc cladding. Singly ply membrane and sedum flat roofs with standing seam pitched roofs. Aluminium framed double glazed windows. New school opened Feb 2010 - amalgamation of former St Laurence's PS and St Kenneth's PS.					

School	All Saints Primary School		Year Built	2010	
Capacity	459	Roll Sept 2012	344	Projected Roll 2022	364
Gross Internal Floor Area	4,935 m <sup>2</sup>		Overall Condition Rating	A	
EPC Rating	B+		Overall Suitability Rating	A	
Description: Steel framed with mix of rendered block, facing brick cavity walling and zinc cladding. Singly ply membrane and sedum flat roofs with standing seam pitched roofs. Aluminium framed double glazed windows. New school opened Feb 2010 - amalgamation of former Earnhill PS and Ravenscraig PS.					

School	Ardgowan Primary School		Year Built	1898	
Capacity	501	Roll Sept 2012	380	Projected Roll 2022	324
Gross Internal Floor Area	3,300 m <sup>2</sup>		Overall Condition Rating	C	
EPC Rating	E+		Overall Suitability Rating	C	
Description: Sandstone building, with pitched slate roof and UPVC windows. Comprehensive refurbishment and extension planned commencing summer 2013.					

School	Gourock Primary School		Year Built	1999	
Capacity	275	Roll Sept 2012	233	Projected Roll 2022	239
Gross Internal Floor Area	1,413 m <sup>2</sup>		Overall Condition Rating	A	
EPC Rating	C+		Overall Suitability Rating	B	
Description: Brick and steel clad round building.					

School	Highlanders Academy *		Year Built	1872	
Capacity	n/a - closed	Roll Sept 2012	n/a - closed	Projected Roll 2022	n/a - closed
Gross Internal Floor Area	2,315 m <sup>2</sup>		Overall Condition Rating	C – at closure	
EPC Rating	E+ - at closure		Overall Suitability Rating	C – at closure	
Description: Sandstone building with slated roof. * Building retained (mothballed) for use as potential decant facility for St. John's Primary School.					



School	Inverkip Primary School		Year Built	1900	
Capacity	334	Roll Sept 2012	240	Projected Roll 2022	220
Gross Internal Floor Area	1,915 m <sup>2</sup>		Overall Condition Rating	B	
EPC Rating	C		Overall Suitability Rating	B	
Description: Original stone built, slate roofed building with 3 recent brick built, tiled roof extensions. Further phase of roofing, windows and repainting completed 2009.					

School	Kilmacolm Primary School		Year Built	1970	
Capacity	308	Roll Sept 2012	221	Projected Roll 2022	185
Gross Internal Floor Area	2,452 m <sup>2</sup>		Overall Condition Rating	B	
EPC Rating	E+		Overall Suitability Rating	B	
Description: Concrete clad building with flat roof. Window replacement completed 2009.					

School	Kings Oak Primary School		Year Built	1974	
Capacity	426	Roll Sept 2012	324	Projected Roll 2022	341
Gross Internal Floor Area	2,888 m <sup>2</sup>		Overall Condition Rating	A	
EPC Rating	D+		Overall Suitability Rating	A	
Description: Fairfaced elevations, concrete framed. Refurbishment and extension completed 2006.					

School	Lady Alice Primary School		Year Built	1938	
Capacity	328	Roll Sept 2012	239	Projected Roll 2022	236
Gross Internal Floor Area	2,476 m <sup>2</sup>		Overall Condition Rating	B	
EPC Rating	D		Overall Suitability Rating	B	
Description: Brick built with rendered walls. Roofs flat single ply and pitched slate. Timber double glazed windows. Roofing and fire risk assessment works completed 2009.					

School	Moorfoot Primary School		Year Built	1961	
Capacity	399	Roll Sept 2012	285	Projected Roll 2022	278
Gross Internal Floor Area	2,633 m <sup>2</sup>		Overall Condition Rating	B	
EPC Rating	D+		Overall Suitability Rating	B	
Description: Felt roofs, render on brick, cladding panels below windows. Aluminum single glazed windows. Boiler replacement completed 2009.					

School	Newark Primary School		Year Built	2008	
Capacity	544	Roll Sept 2012	452	Projected Roll 2022	497
Gross Internal Floor Area	4,692 m <sup>2</sup>		Overall Condition Rating	A	
EPC Rating	B+		Overall Suitability Rating	A	
Description: Steel framed with mix of rendered block cavity and curtain walling. Single ply membrane flat and standing seam pitched roofs. Aluminium framed double glazed windows.					

School	Sacred Heart Primary School *		Year Built	1959	
Capacity	n/a - closed	Roll Sept 2012	n/a - closed	Projected Roll 2022	n/a - closed
Gross Internal Floor Area	2,626 m <sup>2</sup>		Overall Condition Rating	C – at closure	
EPC Rating	E – at closure		Overall Suitability Rating	C – at closure	
Description: Combination of original asphalt roofs overlaid with fibreglass membrane/felt. Walls mainly facing brick with areas of render. Combination of metal and upvc single glazed windows. * Building retained for use as decant facility. Also partly occupied by Larkfield Children's Centre.					

School	St Andrew's Primary School *		Year Built	1966	
Capacity	352	Roll Sept 2012	248	Projected Roll 2022	209
Gross Internal Floor Area	2,875 m <sup>2</sup>		Overall Condition Rating	A	
EPC Rating	C+		Overall Suitability Rating	A	
Description: Rendered building with felt flat roof. * Building was formerly Larkfield Primary School and then Earnhill Primary School. Building underwent comprehensive refurbishment and extension opening October 2011 and was renamed following the amalgamation of former Sacred Heart & St Gabriel's Primary Schools.					

School	St. Francis Primary School		Year Built	1970	
Capacity	371	Roll Sept 2012	233	Projected Roll 2022	209
Gross Internal Floor Area	2,398 m <sup>2</sup>		Overall Condition Rating	B	
EPC Rating	D		Overall Suitability Rating	B	
Description: Concrete framed structure with solid brick walls and flat felt roof. Refurbished 2004.					

School	St. Johns Primary School		Year Built	1931	
Capacity	265	Roll Sept 2012	190	Projected Roll 2022	200
Gross Internal Floor Area	1,474 m <sup>2</sup>		Overall Condition Rating	B	
EPC Rating	E+		Overall Suitability Rating	C	
Description: Roughcast finished walls with pitched slated roof. Boiler replacement completed 2009.					

School	St. Josephs Primary School		Year Built	1958	
Capacity	250	Roll Sept 2012	154	Projected Roll 2022	114
Gross Internal Floor Area	2,859 m2		Overall Condition Rating	B	
EPC Rating	E+		Overall Suitability Rating	B	
Description: Block built with solid concrete floors. Pitched Roofs. Refurbishment and extension completed 2006.					

School	St. Laurence's Primary School *		Year Built	1974	
Capacity	n/a - closed	Roll Sept 2012	n/a - closed	Projected Roll 2022	n/a - closed
Gross Internal Floor Area	tbc – partial demolition (reduced)		Overall Condition Rating	C – at closure	
EPC Rating	tbc		Overall Suitability Rating	C – at closure	
Description: Concrete framed structure with brick walling and flat felt covered roof. * Building undergoing comprehensive refurbishment & partial demolition programmed for completion Spring 2013. Means Centre (special school) will relocate to the completed building.					

School	St. Mary's Primary School		Year Built	1909	
Capacity	334	Roll Sept 2012	287	Projected Roll 2022	331
Gross Internal Floor Area	2,745 m2		Overall Condition Rating	B	
EPC Rating	D+		Overall Suitability Rating	B	
Description: Sandstone building with pitched slated roof. Roofing and window replacement works completed 2009.					

School	St. Michaels Primary School		Year Built	1960	
Capacity	404	Roll Sept 2012	244	Projected Roll 2022	244
Gross Internal Floor Area	2,983 m2		Overall Condition Rating	A	
EPC Rating	C		Overall Suitability Rating	A	
Description: Brick built building with felt roofs. Refurbishment completed 2006.					

School	St. Ninian's Primary School		Year Built	1967	
Capacity	401	Roll Sept 2012	323	Projected Roll 2022	319
Gross Internal Floor Area	2,530 m2		Overall Condition Rating	B	
EPC Rating	E+		Overall Suitability Rating	B	
Description: Brick built mixture of facing brick and rendered finish. Flat asphalt covered roofs throughout. Window replacement contract due for completion August 2007. DDA/access improvement works completed 2009.					

School	St. Patrick's Primary School		Year Built	1967	
Capacity	437	Roll Sept 2012	287	Projected Roll 2022	223
Gross Internal Floor Area	2,777 m <sup>2</sup>		Overall Condition Rating	C	
EPC Rating	D		Overall Suitability Rating	B	
Description: Concrete framed structure, brick built cavity walling with pebbledash finish. Flat felt covered roofs. Boiler replacement completed 2009.					

School	Wemyss Bay Primary School		Year Built	1980	
Capacity	316	Roll Sept 2012	151	Projected Roll 2022	143
Gross Internal Floor Area	2,232 m <sup>2</sup>		Overall Condition Rating	A	
EPC Rating	C+		Overall Suitability Rating	A	
Description: Part steel, part timber pitched tiled roofs. Part brick, part block mix of rendered and facing brick cavity walls. Aluminium framed double glazed windows. Extension and refurbishment completed 2008.					

School	Whinhill Primary School *		Year Built	1973	
Capacity	404	Roll Sept 2012	284	Projected Roll 2022	227
Gross Internal Floor Area	3,150 m <sup>2</sup>		Overall Condition Rating	A	
EPC Rating	C+		Overall Suitability Rating	A	
Description: Part steel, part timber pitched tiled roofs. Part brick, part block mix of rendered and facing brick cavity walls. Aluminium framed double glazed windows. * Building was formerly Overton Primary School. Building underwent comprehensive refurbishment and extension opening August 2012 and was renamed following the amalgamation of former Highlanders Academy & Overton Primary School.					

### 3.3.1 Stand Alone Special Schools:

School	Glenburn School *		Year Built	1960	
Capacity	90	Roll Sept 2012	92	Projected Roll 2022	No projection
Gross Internal Floor Area	2,219 m <sup>2</sup>		Overall Condition Rating	C	
EPC Rating	E		Overall Suitability Rating	C	
Description: Brick built with flat roof. * Planned relocation to new build Port Glasgow Community Campus currently under construction programmed for completion Autumn 2013.					

School	Lilybank School *		Year Built	1973	
Capacity	54	Roll Sept 2012	49	Projected Roll 2022	No projection
Gross Internal Floor Area	1,519 m <sup>2</sup>		Overall Condition Rating	C	
EPC Rating	F+		Overall Suitability Rating	C	
Description: Brick built, roof replaced in 1998. Partial internal re-modelling and upgrading completed 2009. * Planned relocation to new build Port Glasgow Community Campus currently under construction programmed for completion Autumn 2013.					

School	Mearns Centre *		Year Built	1880	
Capacity	18	Roll Sept 2012	10	Projected Roll 2022	No projection
Gross Internal Floor Area	1,059 m <sup>2</sup>		Overall Condition Rating	C	
EPC Rating	E+		Overall Suitability Rating	C	
Description: Sandstone building with slated roof. Partial internal re-modelling and upgrading completed 2010. * Planned relocation to former St Laurence's PS building spring 2013.					

### 3.3.2 Co-located Special Units/Bases:

School/Establishment	Deaf Unit	Year Built	2011	
Gross Internal Floor Area	95 m <sup>2</sup>	Overall Condition Rating	A	
Description: Within Clydeview Academy.				

School/Establishment	Secondary Communication & Language Base	Year Built	2011	
Gross Internal Floor Area	540 m <sup>2</sup>	Overall Condition Rating	A	
Description: Within Notre Dame High School.				

School/Establishment	Primary Communication & Language Base	Year Built	2010	
Gross Internal Floor Area	128 m <sup>2</sup>	Overall Condition Rating	A	
Description: Within All Saints Primary School.				

School/Establishment	<a href="#">Early Years Language Centre</a>	Year Built	2010
Gross Internal Floor Area	128 m2	Overall Condition Rating	A
Description: Within All Saints Primary School.			

School/Establishment	<a href="#">School Age Language Unit</a>	Year Built	1973
Gross Internal Floor Area	79 m2	Overall Condition Rating	A
Description: Within Whinhill Primary School.			

School/Establishment	<a href="#">Garvel Deaf Centre</a>	Year Built	1961
Gross Internal Floor Area	88 m2	Overall Condition Rating	B
Description: Within Moorfoot Primary School.			

### 3.4.1 Stand Alone Nursery Schools/Children's Centres

School/Establishment	<a href="#">Binnie Street Children's Centre</a>	Year Built	1876
Gross Internal Floor Area	824 m2	Overall Condition Rating	A
Description: Traditional stone built with pitched slated roofs. John Honeyman Category C Listed.			

School/Establishment	<a href="#">Gibshill Family Centre</a>	Year Built	1960
Gross Internal Floor Area	382 m2	Overall Condition Rating	B
Description: Brick built pebbledash finish, pitched "Decra" type roof sheeting.			

School/Establishment	<a href="#">Glenbrae Children's Centre</a>	Year Built	1970
Gross Internal Floor Area	548 m2	Overall Condition Rating	C
Description: Brick built with render finish, combination of pitched and flat felt roofs.			

School/Centre	<a href="#">Hillend Children's Centre</a>	Year Built	1958
Gross Internal Floor Area	490 m2	Overall Condition Rating	B
Description: Brick built with pebbledash finish, flat roofs mainly asphalt.			

School/Centre	<a href="#">Kelly Street Children's Centre</a>	Year Built	1930
Gross Internal Floor Area	291 m2	Overall Condition Rating	B
Description: Brick built with clay tiled roof with a number of dormers.			

Centre	<a href="#">Rainbow Family Centre</a>	Year Built	2008
Gross Internal Floor Area	741 m2	Overall Condition Rating	A
Description: Facing brick and rendered brick cavity walls with standing seam pitched roof.			

School/Centre	<a href="#">Wellpark Nursery</a>	Year Built	2001
Gross Internal Floor Area	279 m2	Overall Condition Rating	A
Description: Steel framed with blockwork finish. Concrete pitched tiled roof.			

### 3.4.2 Nursery Wings/Classes:

School/Establishment	<a href="#">Aileymill Nursery Class</a>	Year Built	2010
Gross Internal Floor Area	408 m2	Overall Condition Rating	A
Description: Within Aileymill Primary School. * <a href="#">Former Aileymill and Sacred Heart Nurseries.</a>			

School/Establishment	<a href="#">Blairmore Nursery</a>	Year Built	2010
Gross Internal Floor Area	348 m2	Overall Condition Rating	A
Description: Within All Saints Primary School.			

Centre	<a href="#">Bluebird Family Centre</a>	Year Built	1960
Gross Internal Floor Area	572 m2	Overall Condition Rating	B
Description: Block built, flat roofs throughout. UPVC double glazed. Partially refurbished as part of St Josephs PS refurbishment 2006.			

School	<a href="#">Inverkip Nursery Class</a>	Year Built	1900
Gross Internal Floor Area	102 m2	Overall Condition Rating	A
Description: Part of Inverkip Primary School (expanded – works completed 2012).			

School	<a href="#">Kilmacolm Nursery Class *</a>	Year Built	1963
Gross Internal Floor Area	175 m2	Overall Condition Rating	A
Description: Within Kilmacolm Primary School (works completed 2006). * <a href="#">Formerly Carsemeadow Nursery School</a> .			

School	<a href="#">Kings Oak Nursery Class *</a>	Year Built	1974 (2006)
Gross Internal Floor Area	111 m2	Overall Condition Rating	A
Description: Within Kings Oak Primary School (Formerly Oakfield PS – Refurbished 2006. * <a href="#">Formerly Oakfield Nursery Class and Sinclair Nursery - St. Mungo's</a> .			

School	<a href="#">Lady Alice Nursery Class *</a>	Year Built	1938
Gross Internal Floor Area	94 m2	Overall Condition Rating	A
Description: Within Lady Alice Primary School. * <a href="#">Formerly Holy Cross Nursery Class</a> .			

School	<a href="#">Larkfield Children's Centre</a>	Year Built	1959
Gross Internal Floor Area	452 m2	Overall Condition Rating	C
Description: Within Former Sacred Heart Primary School (Council decant facility).			

School	<a href="#">Moorfoot Nursery Class</a>	Year Built	1961
Gross Internal Floor Area	104 m2	Overall Condition Rating	B
Description: Within Moorfoot Primary School.			

School	<a href="#">Newark Nursery *</a>	Year Built	2008
Gross Internal Floor Area	346 m2	Overall Condition Rating	A
Description: Within Newark Primary School. * <a href="#">Amalgamation of former Barmoss, Highholm and Slaemuir Nurseries</a> .			

School	<a href="#">Wemyss Bay Nursery Class</a>	Year Built	1980
Gross Internal Floor Area	138 m2	Overall Condition Rating	A
Description: Within Wemyss Bay Primary School.			

School	<a href="#">Whinhill Nursery Class</a>	Year Built	1973
Gross Internal Floor Area	170 m2	Overall Condition Rating	A
Description: Within Whinhill Primary School.			



School	Whinhill (Gaelic Nursery Unit)	Year Built	1973
Gross Internal Floor Area	80 m2	Overall Condition Rating	A
Description: Within Whinhill Primary School.			

**APPENDIX 2**  
**EXPENDITURE**

## EDUCATION CAPITAL PROGRAMME 1996-2014

Project	Project Total	Total for year
<b>1996/97 Programme</b>		
Gourock High School PE Block	£755,000	
Port Glasgow High School Phase 2 Science block	£360,000	
Inverkip Primary School Extension	£418,000	
Highlanders Academy Toilet Upgrade	£95,000	
Bluebird Family Centre	£76,000	
Ardgowan Primary School boiler replacement	£27,500	
Total value of year's programme		£1,731,500
<b>1997/98 Programme</b>		
Inverkip Primary School Phase 2	£454,000	
Gourock High School Window replacement Phase 1	£68,000	
Port Glasgow High School Phase 3	£570,000	
Port Glasgow High School Phase 4a	£539,000	
Port Glasgow High School Phase 4b	£217,000	
School Security	£232,000	
St Joseph's PS Alterations and Extension	£613,000	
St Joseph's PS Main Switchgear replacement	£6,000	
Rainbow Family Centre Relocation	£42,000	
Port Glasgow HS Swimming Pool Ventilation etc	£112,000	
St Columba's HS Window Replacement Phase 3	£184,000	
Gourock HS Window Replacement Phase 2	£56,000	
Education Offices Dalrymple Street - Heating Upgrade	£88,000	
Overton Primary School Window Replacement	£47,000	
Gourock Primary School Boiler Plant Replacement	£25,000	
St Columba's High School - Boiler Replacement	£20,000	
St Patrick's PS Re roof	£234,000	
St Columba's HS Re roof (Gym Block)	£68,000	
Total value of year's programme		£3,575,000

Project	Project Total	Total for year
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### 1998/99 Programme

Port Glasgow High School Phase 4c	£184,000	
Port Glasgow High School Phase 5a - Security Fencing	£35,000	
Port Glasgow High School Phase 5	£1,331,000	
St Columba's High School - Reduce Accommodation	£128,000	
St Stephen's High School - Reduce Accommodation	£164,000	
Gourock Primary School Replacement	£2,335,000	
Clune Park Primary School - Boiler Replacement	£53,000	
St Ninian's Primary School - Extension	£215,000	
School Security 98/99	£195,000	
School Security- Builderswork Highholm PS/St John's PS	£16,000	
Springfield PS - Demolition of Infant Wing	£42,000	
Inverkip Primary School Completion Contract	£236,000	
Larkfield/Sacred Heart Primary Schools - Window Replacement	£198,000	
Larkfield Primary School - Reroof Phase 1	£107,000	
St Stephen's High School Window Replacement Phase 1	£92,000	
Gourock HS/St Columba's HS Entrance Screens	£29,000	
St Michael's Primary School Concrete Repairs	£32,000	
Kelly Street Hall - Conversion to Nursery	£161,000	
St Columba's High School - Window Replacement Ph 4	£130,000	
Lilybank School - Re roof	£88,000	
Glenburn School - Reroof Phase 1	£136,000	
St John's PS - Demolition of Dining Block	£26,000	
Total value of year's programme		£5,933,000

### 1999/2000 Programme

Larkfield Primary School Boiler Replacement	£64,000	
Wellington Academy Games Hall Roof	£163,000	
School Security 1999/2000	£193,000	
Ravenscraig Primary School Rewindow	£82,000	
Larkfield Primary School - Re window Phase 2	£55,000	
St Mary's Primary School Window Replacement Phase 1	£49,000	
St Stephen's HS Block B Reroof	£36,000	
St Mary's Primary School Structural Works	£95,000	
St Gabriel's Primary School Re roof	£86,000	
Ardgowan Primary School Modular Buildings	£130,000	
Moorfoot Primary School - Staffroom Extension	£37,000	
St Columba's High School - Ceilings and Lighting	£31,000	
Schools Painterwork	£56,000	
Rainbow Family Centre Alterations	£21,000	
Bluebird Family Centre Alterations	£67,000	
St Columba's High School Business Studies Block Reroof	£34,000	
Oakfield Primary School Concrete Repairs	£9,000	
St John's Primary School Concrete Repairs	£14,000	
Total value of year's programme		£1,222,000



Project	Project Total	Total for year
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### 2002/03 Programme

St Stephen's Learning Centre	£320,000	
Secondary Schools Ceiling Replacement (NGFL)	£138,000	
Kelly Street Nursery - Extension	£35,000	
St Columba's HS Reroofing Music Block	£60,000	
St Stephen's High School Block D Windows	£81,000	
Gourock High School Rewiring Phase 1	£150,000	
Port Glasgow High School Replace thin wall copper tube	£80,000	
St Patrick's PS Asbestos Removal	£41,000	
Greenock Academy Replace Fan Convector Phase 1	£31,000	
Sacred Heart Primary School Replacement Boiler	£12,000	
Highholm Primary School Replacement Boiler	£14,000	
Ardgowan Primary School Roof Repairs	£22,000	
St Francis Primary School Retaining Wall	£22,000	
Port Glasgow High School Pool filter & pump replacement	£36,000	
Springfield Primary School Retaining Wall Repairs	£19,000	
St Laurences Primary School Gas Meter Housing	£18,000	
Greenock Academy Roof Repairs	£14,000	
Highlanders Academy Water Damage Reinstatement	£22,000	
Port Glasgow High School - New Water Supply	£44,000	
Gibshill Children's Centre - Environmental Improvements	£18,000	
Schools - Drinking water supply	£60,000	
Total value of year's programme		£1,237,000

### 2003/04 Programme

Glenburn School/ Greenock high School Access Bridge Replacement	£428,000	
St Stephens HS New Windows and Concrete Repairs	£105,000	
Gourock High School Rewire Phase 2	£145,000	
Port Glasgow High School Replacement water pipes phase 2	£61,000	
St Ninians PS Assembly Hall Roof Replacement	£64,000	
asbestos surveys and Removal	£120,000	
Water Quality Testing and Repairs	£59,000	
Glenburn School Ceiling Replacements	£30,000	
St Stephens HS Structural Surveys	£18,000	
Ailemill Nursery Window Replacement	£15,000	
Greenock HS Structural Survey	£10,000	
St Patrick's Ceilings and Lighting Replacement Phase 2	£41,000	
Port Glasgow HS Roof Repairs	£81,000	
Lilybank Schools Tarmac Repairs	£9,000	
St Ninians PS Sheds Demolition	£3,000	
Minor Works Various schools	£25,000	
Total value of year's programme		£1,214,000

<b>Total value of Programme April 1996 - March 2004</b>		<b>£18,150,500</b>
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Project	Project Total	Total for year
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**2004/05 Programme**

Temporary Modular Accommodation for Refurbishments – Various	£145,000	
St Francis PS Refurbishment	£851,000	
St Josephs PS Refurbishment Phase 1A	£49,000	
St Josephs PS Refurbishment Phase 1B	£77,000	
St Lawrences PS Alterations (Language & Comms Unit)	£64,000	
Lady Alice PS Alterations to Form Nursery Class	£120,000	
Greenock HS Concrete & Render Repairs	£38,000	
Oakfield PS Nursery Class Alterations	£17,000	
Asbestos Removal – Various Schools	£77,000	
St Columbas HS Dining Area Refurbishment	£56,000	
Springfield PS Demolition	£160,000	
St Mungos PS Demolition	£117,000	
Boglestone PS Demolition	£134,000	
Holy Cross PS Demolition	£96,000	
St Michaels PS Boarding Up	£33,000	
St Patricks PS Disabled Access to Toilets	£25,000	
		£2,059,000
Total value of year's programme		£2,059,000

**2005/06 Programme**

St Michaels PS Refurbishment	£2,963,000	
St Josephs PS Refurbishment & Extension Phase 2	£1,941,000	
Oakfield (Kings Oak) PS Refurbishment & Extension	£2,512,000	
Water System Cat 1 Repairs Phase 2 – Various Schools	£94,000	
Lady Alice PS External Render & Decoration	£74,000	
Lady Alice PS Replacement Windows	£277,000	
Kings Glen PS Boarding Up	£65,000	
St Stephens HS Concrete & Render Repairs	£629,000	
		£8,555,000
Total value of year's programme		£8,555,000







Project	Project Total	Total for year
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**2009/10 Programme**

Port Glasgow HS – General Refurbishment	£60,000	
Lilybank School – Alterations	£68,000	
Ardgowan PS – Refurbishment Ph.1	£343,000	
Kilmacolm PS – Refurbishment Ph.1	£230,000	
Lady Alice PS – Refurbishment Ph.1	£250,000	
Moorfoot PS – Refurbishment Ph.1	£290,000	
St. Marys PS – Refurbishment Ph.1	£269,000	
St. Johns PS – Refurbishment Ph.1	£276,000	
St. Nininans PS – Disabled Access Improvements	£108,000	
Kings Glen Decant School – Upgrading	£50,000	
Wemyss Bay PS – Pitch Upgrade	£317,000	
PPP Primary Schools – Roads Improvement Works	£20,000	
PPP Primary Schools – Interactive Whiteboards	£130,000	
St. Patricks PS – Boiler Upgrade	£144,000	
Inverclyde Academy – 3G Pitch	£460,000	
Mearns Centre – Interim Refurbishment	£200,000	
Ravenscraig PS – Demolition	£49,000	

Project	Project Total	Total for year
<b>2010/11 Programme</b>		
Earnhill PS – Refurbishment & Extension (St Gabriels/Sacred Heart)	£4,314,000	
Overton PS – Refurbishment & Extension (Overton/Highlanders)	£5,519,000	
St. Michaels' PS – Link Footpath	£11,000	
Ardgowan PS – Toilet Refurbishment	£30,000	
Total value of year's programme		£9,874,000
<b>2011/12 Programme</b>		
Glenbrae Nursery School - Window Replacement	£40,000	
Lady Alice PS – Rewire	£224,000	
St Michaels PS – Drainage	£27,000	
Glenbrae Nursery – WC Refurbishment	£52,000	
Gourock HS – Refurbishment for St Columba's HS	£14,667,000	
Inverkip PS – Refurbishment (Inc. Nursery Expansion)	£595,000	
PPP Secondary Schools – Roads Improvements	£276,000	
PPP Secondary Schools – Interactive Whiteboards	£363,000	
St Patrick's PS – Reception Alterations	£9,000	
Lady Alice PS – Playground Improvements	£15,000	
St Gabriel's PS - Demolition	£71,000	
Port Glasgow Shared Campus (incl ASN School)	£41,882,000	
Binnie Street Children's Centre	£1,390,000	
Total value of year's programme		£59,611,000
<b>2012/13 Programme</b>		
Sacred Heart PS - Decant School Upgrade	£500,000	
Kilmacolm PS – Re-Roofing	£258,000	
Kings Glen PS - Demolition	£99,000	
Moorfoot PS – Windows & Curtain Walling	£397,000	
St Laurence's PS – Refurbishment for Mearns Centre	£2,343,000	
Lady Alice PS – Playground Improvements	£20,000	
Moorfoot PS – Toilet Refurbishment & Garvel Relocation	£133,000	
St John's PS – Roof Overhaul	£99,000	
St Mary's PS – Toilet Refurbishment	£133,000	
St Patrick's PS – Playground Improvements	£36,000	
Total value of year's programme		£4,018,000
<b>Total value of Programme April 2010 - March 2013</b>		<b>£73,503,000</b>

Project	Project Total	Total for year
<b>2013/14 Programme</b>		
St Stephen's HS – Demolition	£558,000	
Lilybank School – Demolition	£124,000	
Moorfoot PS – Grass Pitch Upgrade	£75,000	
St Ninian's PS / St Mary's PS / Lady Alice PS – External Doors	£65,000	
Lady Alice PS – Toilet Refurbishment	£125,000	
Moorfoot PS – Toilet Refurbishment	£80,000	
St Ninian's PS – Toilet Refurbishment	£210,000	
Kings Oak PS – Janitors House Demolition	£20,000	
Ardgowan PS – Refurbishment & Extension	£5,591,000	
	Total value of year's programme	£6,848,000

<b>Total value of Programme April 1996 - March 2014</b>	<b>£165,839,500</b>
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**Notes:**

Projects listed for all years up to March 2004 (initial SEMP) have been placed in the year they appeared in the capital programme for the first time.

Projects listed for all years from April 2004 to March 2013 (updated SEMP) have been placed in the year they started on site. Costs provided are total project costs despite expenditure spanning more than one financial year for large projects.

Projects listed from April 2013 to March 2014 are those planned to start on site within the financial year. Costs provided are total project costs despite expenditure spanning more than one financial year for large projects.

All project costs are inclusive of professional fees.

School Estate Management Plan - Summary of Progress and Future Plans (Based on Core Facts Returns to date and projected)

Property Name	Dec-03	S	Dec-04	S	Apr-07	S	Apr-08	S	Apr-09	S	Jul-10	S	Apr-11	S	Apr-12	S	May-13	S	Apr-14	S	Apr-15	S	Apr-16	S	Apr-17	C	S	Notes									
<b>Secondary</b>																																					
Clydeview Academy																														New build completed May 2011 - amalgamation of Greenock Academy & Gairloch HS.							
Greenock High School (incl. Refurbishment & Extension for St. Columba's HS)	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	Closed	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A	Building undergoing refurbishment & extension for St. Columba's HS completing Aug 2013. Currently leased to Glasgow City Council. Currently vacant.							
Greenock High School (incl. Temporary Inverclyde Academy & Decant for St. Columba's)	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	Closed	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A	Temporary Inverclyde Academy. Currently leased to Glasgow City Council. Currently vacant.							
Inverclyde Academy																														Inverclyde Academy utilised Jan 2008 to Dec 2008. Site currently vacant. Currently leased to Glasgow City Council. Currently vacant.							
Norrie Dame High School (Old and New)	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A	New build completed Dec 2006 - amalgamation of Greenock HS & Wellington Academy.							
Port Glasgow High School (Old + Temp Shared Campus)	1	B	n/a	1	B	n/a	1	B	n/a	1	B	n/a	1	B	n/a	1	B	n/a	1	B	n/a	1	B	n/a	1	B	n/a	1	A	Closed June 2009 and decanted to former Wellington Academy. New build completed May 2011.							
Port Glasgow High School (New Community Campus)																														Closed June 2011 - Pupils amalgamated in temp shared campus with St. Stephen's Aug 2011. Transfer to new build Community Campus Oct 2013.							
St. Columba's High School (New Community Campus)	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A	New build on site completing Oct 2013.							
St. Stephen's High School (New Community Campus)	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A	Building closed June 2008 to allow new build Clydeview to progress on site. School transferred to former Glasgow HS Aug 2011. Transfer to new build Community Campus Oct 2013.							
Wellington Academy (incl. Decant for Norrie Dame)	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A	Dec 2007 - Pupils amalgamated in temporary campus as Inverclyde Academy. Utilised by Norrie Dame Aug 2009 - Jun 2011.							
<b>Property Nos. / Condition (C) / Suitability (S)</b>																																					
A	0																																				
B	1																																				
C	7																																				
D	0																																				
<b>Totals</b>	<b>8</b>																																				
<b>Primary</b>																																					
Allymore Primary School																																					
All Saints Primary School																																					
Argoview Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Boghall Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Clune Park Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Greenock Primary School	1	B	n/a	1	B	n/a	1	B	n/a	1	B	n/a	1	B	n/a	1	B	n/a	1	B	n/a	1	B	n/a	1	B	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Academy	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	C	n/a	1	A								
Highland Primary School	1	C	n/a	1	C	n/a	1																														



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<b>Report To:</b>	<b>Education &amp; Communities Committee</b>	<b>Date:</b>	<b>10 September 2013</b>
<b>Report By:</b>	<b>Corporate Director Education, Communities &amp; Organisational Development</b>	<b>Report No:</b>	<b>EDUCOM/44/12/AE</b>
<b>Contact Officer:</b>	<b>Angela Edwards</b>	<b>Contact No:</b>	<b>01475 712824</b>
<b>Subject:</b>	<b>Talented Endowment Fund</b>		

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### **1.0 PURPOSE**

- 1.1 The purpose of this report is to give Committee an update on the use of the endowment for talented children and young people in Inverclyde.

### **2.0 SUMMARY**

- 2.1 Inverclyde Council has established an educational endowment for the benefit of exceptionally talented children and young people in the fields of the arts, culture and sport.
- 2.2 The trust fund was initially established under a Deed of Trust with an endowment of £150,000 by Inverclyde Council. The trust provides for financial assistance and support that includes using the funds for educational purposes.
- 2.3 A significant grant was made in the first year to the Inverclyde Schools Choir. Grants and awards in subsequent years have been made to individuals to assist with various activities including musical instruments, athletics, weightlifting, American football, boxing and sailing. Current policy is to approve grants up to 50% of eligible costs, up to a maximum of £1,000 in any 12 month period.
- 2.4 The three Trustees of the Bequest are Chief Officers of the Council - the Corporate Director Education, Communities and OD, the Corporate Director Environment, Regeneration & Resources and the Chief Financial Officer.
- 2.5 The balance on the endowment as at 31.3.13 is £64,460; the latest accounts are attached as Appendix 1.
- 2.6 Any person wishing to make an application for an endowment can do so by contacting Education HQ, Endowment for Talented Children and Young People, Municipal Buildings, Greenock, PA15 1LY.

### **3.0 RECOMMENDATIONS**

- 3.1 That the Committee note the contents of this paper and the continued support provided to talented young people of Inverclyde.
- 3.2 That the Committee note the Annual Accounts for the Talented Children and Young Persons Fund for the year ending 31.3.13.

**Albert Henderson**  
**Corporate Director**  
**Education Communities & Organisational Development**

## **4.0 BACKGROUND**

- 4.1 Inverclyde Council has established an educational endowment for the benefit of exceptionally talented children and young people in the fields of the arts, culture and sport for the purposes of the enhancement of talent and learning. This exercises their powers under Section 85 of the Local Government (Scotland) Act 1973 and under all other enabling powers in that behalf, pursuant to the Education (Scotland) Act 1980.
- 4.2 Funds have been used to make awards to assist and nurture young people in our area who are already demonstrating exceptional talent in the fields of the arts, culture and sport. Awards can be up to 50% of eligible expenditure, up to a maximum of £1,000 in any 12 month period. The awards are considered by the three trustees.
- 4.3 The net movement in the fund amounted to £1,569. Awards totalling £1,965 were made in 2012/13 for a range of talents related to music and sports.
- 4.4 It is hoped that the young people concerned will further develop their talents and skills in the future. This will benefit the young people personally, their families and the communities to which they belong.
- 4.5 The Endowment for Talented Children and Young People will continue to provide for the benefit of exceptionally talented children and young people in the area of Inverclyde through financial awards and assistance.

## **5.0 PROPOSALS**

- 5.1 Elected members note the use of the endowment fund to date and continue to support its use for the talented young people of Inverclyde.

## **6.0 IMPLICATIONS**

- 6.1 Financial  
Annual accounts for the endowment have been prepared by Finance Services and have been subject to Audit. The accounts are attached at Appendix 1.
- 6.2 Legal  
No implications.
- 6.3 Human Resources  
No implications.
- 6.4 Equalities  
Impact assessments will be completed by October 2013
- 6.5 Repopulation  
No implications.

## **7.0 CONCLUSION**

- 7.1 The Trust has been successful in supporting talented young people across Inverclyde. It will continue to promote its purpose and ensure that a broader range of clubs/organisations/individuals are aware of the support available. The Corporate Director of Education, Communities and ODHR will shortly be meeting with the Corporate Communications Manager to discuss an advertising programme for the Trust to ensure a broad range of individuals, clubs and organisations are aware of the support available.



## **8.0 LIST OF BACKGROUND PAPERS**

8.1 None

# Endowment for Talented Children and Young People

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## Report and Financial Statements 2012-2013

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Year ended 31 March 2013

**Inverclyde**  
council

## Endowment for Talented Children and Young People Contents

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Inverclyde Council resolved to establish an educational endowment for the benefit of exceptionally talented children and young people in the fields of the arts, culture and sport for the purposes of the advancement of education, in exercise of their powers under Section 85 of the Local Government (Scotland) Act 1973 and under all other enabling powers in that behalf, pursuant to the Education (Scotland) Act 1980.

The trust fund was established under a Deed of Trust dated 11 May 2011 with an endowment of £150,000 by Inverclyde Council.

The trust provides for financial and other assistance and support that includes using the funds for educational purposes.

The Trust has proved to have been extremely successful in the promotion of talented young people with an example being the Inverclyde Schools Concert Band's gold award in Birmingham in the first year of the Trust. Grants and awards have also been made to assist with the World Junior Choir championships in Austria and various activities including musical instruments, athletics, weightlifting and yacht sailing.

The three Trustees of the Bequest are Chief Officers of the Council - the Corporate Director of Education and Communities, the Corporate Director of Regeneration and Environment and the Chief Financial Officer.

If you wish to apply for financial assistance, or you are aware of a person who may wish to apply for financial assistance, then application forms can be obtained by contacting: Angela Edwards, Head of Educational Planning, Culture and Corporate Policy, Endowment for Talented Children and Young People, Municipal Buildings, Greenock, PA15 1LY. Tel: 01475 712828, e-mail [angela.edwards@inverclyde.gov.uk](mailto:angela.edwards@inverclyde.gov.uk).



# Endowment for Talented Children and Young People

## Trustees' Annual Report: Other Sections

### **Structure, Governance and Management**

#### Structure

The name of the trust is the Endowment for Talented Children and Young People. The trust is an unincorporated trust governed on the basis its constitution in the deed of trust of 11 May 2010.

#### Appointment of Trustees

The Trustees are assumed on their appointment to one of the designated chief officer posts of Inverclyde Council - Corporate Director of Education, Communities & Organisational Development, Corporate Director Environment, Regeneration & Resources and the Chief Finance Officer.

#### Organisational Structure

The Trustees meet to consider applications for support and that sufficient funding is available. At a special annual meeting, Trustees consider the income and expenditure levels during the financial year and that suitable arrangements are in place to manage the funds of the trust.

The Trustees, in order to discharge their responsibilities, rely on the advice and expertise of the officers of Inverclyde Council. The Council provides all administrative support to the trust including financial, legal and secretarial support. The Council also administers the payments from the trust. The Council makes no charge for these services. There are no other costs in connection with governance

#### Related Parties

All Trustees hold this position because they are senior employees of Inverclyde Council. Inverclyde Council provides support services to the Trust.

#### Risk Management

The Trustees have assessed the major risks to which the charity is exposed, in particular those related to its operation and finances, and is satisfied that the

systems are in place to mitigate the exposure to the major risk.

#### Management of Funds and Investment Policy

The Trustees rely upon the expertise of officers of Inverclyde Council to manage the investments to ensure the maximum return at least risk to the trust. In this way, the income stream for the future benefit of the charity is protected while allowing income for the current year's expenditure.

The funds of the trust are deposited with Inverclyde Council and receive interest at the average market rate for the short-term borrowing. The interest received from Inverclyde Council is shown in the Comprehensive Income and Expenditure Statement.

### **Objectives and Activities**

#### Objectives

Its purpose is to advance the education of children and young people who show exceptional talent in the fields of the Arts, Culture and Sport by the provision of financial and other assistance and support which includes using the funds for educational purposes.

#### Activities

The Trust makes educational grants in accordance with its purposes to individuals and organisations and invests its funds with the Council.

### **Achievements and Performance**

In line with policy adopted by the Council and the terms of the trust, the Endowment for Talented Children and Young People made awards to eight people in the area of Inverclyde in support of artistic, cultural and sporting activities. Two of the awards were unused after six months and the cheques cancelled. An award made in the previous year was unused after six months and the money refunded to the Endowment.

The awards were made in the year to individuals for the following purposes.

Sport: Contribution towards costs of

- Attendance at American football training camp in USA (1 person)
- Boxing (1 person)
- Athletics (1 person)
- Weightlifting training for Commonwealth Games (1 person)

Music: Contribution towards costs of

- West of Scotland Schools Concert Band (2 people, one award unused)
- Attendance at Castle Toward residential course (1 person, award unused)
- National Boys' Choir residential course (1 person)

### **Financial Review**

#### Income and Expenditure for the Year ended 31 March 2013

The Comprehensive Income and Expenditure Statement on page 9 provides an analysis for the trust of the income and expenditure for the twelve months from 1 April 2012 to 31 March 2013.

The trust made awards totalling £1,965. Income of £336 was received from interest on short-term deposits with Inverclyde Council and a donation of £60 was received from the Provost's Benevolent Fund.

The shortfall of £1,569 was taken from the reserves of £66,029 brought forward.

#### Assets and Liabilities at 31 March 2013

The Balance Sheet on page 10 provides an analysis for the trust of the assets and liabilities as at 31 March 2013.

The reserves of the trust are £64,460 and are all deposited with Inverclyde Council.

### Reserves Policy

The trust has been in existence since 2011 and the Trustees consider that its reserves are sufficient.

The Trust has always maintained a healthy balance of Revenue Reserves and as such there had been to-date no requirement to adopt an official reserves policy. The unrestricted reserves at the year-end were £64,460.

### **Future Plans**

The Endowment for Talented Children and Young People will continue to provide for the benefit of exceptionally talented children and young people in the area of Inverclyde through financial awards and other assistance.

### **Conclusion**

We have been able to use the funds at our disposal to make significant awards in the current year during harsh economic conditions while protecting our reserves to safeguard funding for the future.

The awards made exceeded incoming resources during the reporting period and the shortfall of £1,569 has been taken from the reserves brought forward.

The trust has a healthy balance of £64,460 of Revenue Reserves for the future benefit of talented children and young people of Inverclyde.

Approved by the Trustees on Twenty Third August, Two Thousand and Thirteen and signed on behalf of all Trustees.

### **Albert Henderson**

Corporate Director Education,  
Communities & Organisational  
Development  
Chair of the Trustees  
Inverclyde Council  
23 August 2013

**Alan Puckrin CPFA**  
Chief Financial Officer  
Trustee  
Inverclyde Council  
23 August 2013

## **Independent Examiner's Report to the Trustees of the Endowment for Talented Children and Young People**

I report on the accounts of the charity for the year ended 31<sup>st</sup> March 2013 which are set out on pages 8 to 12.

### **Respective Responsibilities of Trustees and Examiner**

The trustees are responsible for the preparation of the accounts in accordance with applicable law and International Financial Reporting Standards (IFRSs) as adopted by the European Union, and interpreted and adopted by The Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 (The Code). The Chief Financial Officer of Inverclyde Council in his capacity as the Section 95 Officer is responsible for making arrangements for the proper administration of the Council's financial affairs and, as part of that responsibility, administers the trusts and reports to trustees. My responsibility is to examine the accounts as requested and to state whether particular matters have come to my attention.

### **Basis of Independent Examiner's Statement**

My examination includes a review of the accounting records kept by the trust and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### **Independent Examiner's Statement**

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material aspect the requirements:

- To keep accounting records, and
- To prepare accounts which accord with the accounting records have not been met, or
- To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

David Sullivan BSc ACMA  
Accountant – Internal Audit  
Argyll & Bute Council  
23<sup>rd</sup> August 2013

Signed:



**Endowment for Talented Children and Young People  
Movement in Reserves Statement  
for the Year ended 31 March 2013**

This statement shows the movement in the year on the reserves held by the Endowment that can be applied to fund awards. The Surplus or Deficit on the Provision of Service shows the cost of the operations of the Endowment in accordance with accounting practice, more details of which are shown in the Comprehensive Income and Expenditure Account on the next page.

1 April 2011 to 31 March 2012 Usable Reserves: Revenue		1 April 2012 to 31 March 2013 Usable Reserves: Revenue
£		£
<b>69,301</b>	<b>Balance at 1 April</b>	<b>66,029</b>
	<b>Movement in Reserves during the Year</b>	
(3,272)	Surplus or (Deficit) on Provision of Services	(1,569)
0	Other Comprehensive Expenditure and Income	0
(3,272)	Increase or (Decrease) for the Year	(1,569)
<b>66,029</b>	<b>Balance at 31 March Carried Forward</b>	<b>64,460</b>

## Endowment for Talented Children and Young People Comprehensive Income and Expenditure Statement for the Year ended 31 March 2013

This statement shows the accounting cost in the year of providing services in accordance with International Financial Reporting Standards.

2011-2012		Note	2012-2013
£			£
<b>3,685</b>	<b>Expenditure</b>		<b>1,965</b>
3,685	Awards	4	1,965
0	Governance Costs	5	0
<b>(0)</b>	<b>Income</b>		<b>(60)</b>
<b>3,685</b>	<b>Cost of Services</b>		<b>1,905</b>
<b>(413)</b>	<b>Financing and Investment Income and Expenditure</b>		<b>(336)</b>
0	Interest paid		0
(413)	Interest received	6	(336)
<b>3,272</b>	<b>(Surplus) or Deficit on the Provision of Services</b>		<b>1,569</b>
0	Other Comprehensive Income and Expenditure		0
<b>3,272</b>	<b>Total Comprehensive Income and Expenditure</b>		<b>1,569</b>
<p>The Endowment for Talented Children and Young People has no recognised gains or losses other than the results for the year as set out above. All of the activities of the fund are classed as continuing. The notes on pages 11 to 12 form part of these financial statements.</p>			

## Endowment for Talented Children and Young People Balance Sheet as at 31 March 2013

The Balance Sheet is a snapshot of the value at the reporting date of the assets and liabilities recognised by the Endowment. The net assets of the trust (assets less liabilities) are matched by the reserves held by the Endowment. These usable reserves are available to the trustees to provide awards.

31 March 2012		Notes	31 March 2013		
£			£		
	<b>Cash and Cash Equivalents</b>				
66,029	Short-term Deposits	7	64,460		
<b>66,029</b>	<b>Net Assets</b>		<b>64,460</b>		
	<b>Reserves</b>				
66,029	Usable Reserves: Revenue		64,460		
<b>66,029</b>	<b>Total Reserves</b>		<b>64,460</b>		
<p>The notes on pages 11 to 12 form part of these accounts.</p>  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Albert Henderson</b> Corporate Director of Education Communities &amp; Organisational Development Chair of the Trustees Inverclyde Council 23 August 2013</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Alan Puckrin CPFA</b> Chief Financial Officer Trustee Inverclyde Council 23 August 2013</p> </td> </tr> </table>				<p><b>Albert Henderson</b> Corporate Director of Education Communities &amp; Organisational Development Chair of the Trustees Inverclyde Council 23 August 2013</p>	<p><b>Alan Puckrin CPFA</b> Chief Financial Officer Trustee Inverclyde Council 23 August 2013</p>
<p><b>Albert Henderson</b> Corporate Director of Education Communities &amp; Organisational Development Chair of the Trustees Inverclyde Council 23 August 2013</p>	<p><b>Alan Puckrin CPFA</b> Chief Financial Officer Trustee Inverclyde Council 23 August 2013</p>				

## **Endowment for Talented Children and Young People**

### **Notes to the Accounts**

#### **Note 1 Accounting Policies**

##### Basis of Preparation

The financial statements have been compiled in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 (The Code). The Code is based on International Financial Reporting Standards with interpretation appropriate to the public sector. The principal policies adopted in the preparation of the financial statements are set out below.

##### Incoming Resources

All incoming resources are included in the Comprehensive Income and Expenditure Account when the Endowment is entitled to the income. All incoming resources are applied to usable reserves funds. Interest is included when receivable.

##### Resources Expended

All expenditure is included in the Comprehensive Income and Expenditure Statement on an accruals basis and is recognised when there is a legal or constructive obligation to pay.

##### Cash and Cash Equivalents

Cash is represented by deposits with the Council repayable immediately. The Endowment has no cash equivalents.

##### Reserves

The Endowment has a single reserve fund. The Usable Reserves (Revenue) is a fund available to support services at the discretion of Trustees.

##### Comparative Figures

Figures for 2011-2012 are shown as appropriate for purposes of comparison.

#### **Note 2 Staff Numbers and Costs**

The Endowment for Talented Children and Young People has no staff. All support functions are provided by Inverclyde Council.

#### **Note 3 Payments to Trustees**

No remuneration or expenses were paid during the year to any Trustees or person connected to a Trustee.

#### **Note 4 Awards**

Eight awards were made in the year to individuals for the following purposes. Two of the awards were unused after six months and the cheques cancelled. An award made in the previous year was unused after six months and the money refunded to the Endowment.

Sport: Contribution towards costs of

- Attendance at American football training camp in USA (1 person)
- Boxing (1 person)
- Athletics (1 person)
- Weightlifting training for Commonwealth Games (1 person)

Music: Contribution towards costs of

- West of Scotland Schools Concert Band (2 people, one award unused)
- Attendance at Castle Toward residential course (1 person, award unused)
- National Boys' Choir residential course (1 person)

#### **Note 5 Governance Costs**

Inverclyde Council provides management services to the Endowment at no charge. The independent examination has been conducted on a "no-charge" basis and accordingly no accrual has been made for the examiner's fees.

#### **Note 6 Related Party Disclosures**

The Endowment was established and funded by Inverclyde Council and the Trustees are Chief Officers of Inverclyde Council. Interest of £336 was received from the local authority (2011-2012 £413). As at 31 March 2013, Inverclyde Council owed the Endowment £64,460 (2011 £66,029).

**Note 7 Short-term Deposits**

The Bequest for Talented Children and Young People has temporary loans with Inverclyde Council. The balance is repayable on demand.

2011-2012		2012-2013	
£		£	£
69,301	Balance at 1 April 2012		66,029
	<b>Net Cash (Outflow) from Operating Activities</b>		
(3,685)	Net surplus/(deficit) on the cost of services	(1,905)	
0	Adjustments for non-cash movements	0	(1,905)
	<b>Net Cash Inflow from Investing Activities</b>		
413	Interest Received		336
	<b>Net Cash Inflow from Financing Activities</b>		
0			0
<b>66,029</b>	<b>Balance at 31 March 2013</b>		<b>64,460</b>



Inverclyde  
council

Finance Services, Municipal Buildings, Greenock PA15 1LY  
Tel: 01475 712090 Fax: 01475 712202 [www.inverclyde.gov.uk](http://www.inverclyde.gov.uk)

**Report To:** Education & Communities Committee **Date:** 10 September 2013

**Report By:** Corporate Director Education,  
Communities and Organisational  
Development **Report No:**  
EDUCOM/67/13/WB

**Contact Officer:** Wilma Bain (Head of Education) **Contact No:** 01475 712824

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**Subject:** Foreign Language Learning in Primary Schools A 1+2 Approach

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to provide Committee members with the details of the ambitious and challenging agenda for future language learning and teaching in Scotland's schools as recommended by the Scottish Government Languages Working Group.

## 2.0 SUMMARY

- 2.1 This report brings forward far reaching recommendations with the purpose of establishing a new model for the learning and teaching of languages in Scottish schools for years to come.

It describes a framework for language learning in Scotland based on the mother tongue plus 2 additional languages model recommended by the European Union and adopted by many countries in Europe and beyond.

Introducing two additional languages is an ambitious goal but one which, given the right approach and the right resources, the Working Group believes is achievable. It will require a commitment to the provision of additional resources for local authorities and schools at a time of unprecedented financial constraint.

All pupils will learn two languages in addition to their own mother tongue. This will be rolled out over two Parliaments by 2020. All children will start learning a second language (referred to as L2) in P1 and a third (L3) in P5. Languages should be an entitlement for all pupils up to the end of their broad general education in S3. Implementation will be on a phased basis from 2013/14 and beyond, and aim for full implementation by 2020.

## 3.0 RECOMMENDATION

- 3.1 It is recommended that the Education and Communities Committee note the contents of this report.

**Albert Henderson**  
Corporate Director Education & Communities

## 4.0 BACKGROUND

- 4.1 The working group drew on the Gaelic Excellence Group Report, which highlights the success of Gaelic Language teaching through Gaelic Medium Education (GME) and the work being undertaken through Gaelic Learners in the Primary School (GLPS).

Whilst recognising this good practice, it has to be acknowledged that there has been a significant and worrying decline over the past decade in the number of languages taken forward to SQA certification. In engaging with a globalised world young people in Scotland will increasingly need to be able to communicate in more than one language. It is in Scotland's economic interest to have a workforce equipped with appropriate language skills and the ability to speak the language of our trading partners.

Language learning is life enhancing. It opens doors to possibilities and experiences which are not available to those who are restricted to the knowledge of one language. Learning an additional language also facilitates a deeper understanding of the possibilities of language and of communication, including those relating to the learner's mother tongue.

Curriculum for Excellence (CfE) aims to equip our young people for life and to prepare them for a future Scotland that is open to the world. Within the framework of CfE there is a recognition of the importance of language learning as a communicative skill which will enable our young people to participate fully in a global society and economy.

As with other areas of the curriculum, positive language learning experiences contribute to young people's development as successful learners, confident individuals, effective contributors and responsible citizens. Through learning new languages young people can become successful learners with opportunities relating to working and travelling abroad; confident individuals able to communicate in more than one language; effective contributors to a changing world with an understanding of Scotland's relationship to other countries; and responsible citizens with an awareness of cultures and languages in addition to their own.

An audit of the resources within the system, including the number of teachers trained under previous Modern Languages in the Primary School (MLPS) and GLPS initiatives will be required and consideration will need to be given to teacher professional development and future initial teacher education (ITE).

Inverclyde Council has 6 secondary schools, 20 primary schools and 2 specialist ASN schools. In all of the primary schools, pupils start learning a foreign language no later than primary 6. Some schools begin earlier. In the three associated primary schools for Notre Dame, this language is Spanish. In all other primary schools, pupils study French. Almost all pupils continue with their study of the modern language up to the end of S4. Presently pupils in secondary will also have the option of taking up a second foreign language (French or Spanish) at the start of S3. Pupils in Additional Support Needs Schools study at Access Level.

There is also the Gaelic medium unit for nursery and primary pupils based in Whinhill Primary School. Pupils from the Unit may choose to continue their Gaelic studies at the Glasgow Gaelic Secondary School.

The vast majority of Modern Languages in the Primary School (MLPS) trained teachers in Inverclyde schools have French as their language. Very few are trained in Spanish. Likewise all secondary languages teachers are qualified in French. Some but not all have a Spanish qualification and others are qualified to teach German and Italian, although these two languages are not currently on offer in Inverclyde's secondary schools. To offer Spanish as the main foreign language in primary and secondary would have massive implications re staffing, resources, training and CPD. However it would be more feasible and the obvious choice for most schools as the third language to be offered in the 1+2 programme from P5.



MLPS training ceased in session 2007-8 in Inverclyde when ring-fenced funding from the Scottish Government for modern languages learning was discontinued. The training had lasted 15 years and in each of these years, between ten and fifteen teachers were trained, mainly in French but some in Spanish. However, many of these teachers have since retired, some have been promoted and others are not delivering the programme in their schools. Only a minority of primary teachers are equipped to deliver a modern languages curriculum. Even teachers currently delivering the programme would require further training/ refresher courses in the delivery of the new policy.

In recent years some languages graduates and NQTs who have undergone MLPS training while at university have joined Inverclyde primary schools and are delivering the MLPS programme.

Liaison between secondary school Modern Languages departments and associated primary schools would have to be improved in the future with timetabled visits to primary schools put in place.

An action plan for 1 + 2 languages is in the process of being developed for 2013/14 and will be shared with Committee members at a future meeting of the Education and Communities Committee.

## **5.0 IMPLICATIONS**

### **5.1 Financial**

Inverclyde Council's share of the national funding to deliver the 1 + 2 Languages initiative is £59,606.

### **5.2 Legal**

There are no known legal issues.

### **5.3 Human Resources**

The report Teaching Scotland's Future (Donaldson Review) acknowledged that teachers increasingly require specialist knowledge in a number of areas, including modern languages, in order to teach in the primary school. Teachers involved in the delivery of the policy will need high quality Continuous Professional Development.

### **5.4 Equalities**

Implementation of a 1+2 policy is for all young people wherever they live in Scotland and must be inclusive. The concept of equality and social justice lies at the heart of the model.

## **6.0 CONCLUSION**

6.1 This report outlines key features and implications of the Language Learning in Scotland A 1+ 2 Approach.

## **7.0 LIST OF BACKGROUND PAPERS**

7.1 -

<b>Report To:</b>	<b>Education &amp; Communities Committee</b>	<b>Date:</b> 10 September 2013
<b>Report By:</b>	<b>Corporate Director of Education, Communities and Organisational Development</b>	<b>Report No:</b> EDUCOM/66/13/WB
<b>Contact Officer:</b>	<b>Wilma Bain (Head of Education)</b>	<b>Contact No:</b> 01475 712824
<b>Subject:</b>	<b>School Term Dates – Session 2014 / 2015</b>	

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to seek the approval of the Committee for setting the school term dates for the session 2014/15.

## 2.0 SUMMARY

- 2.1 The intention of this report is to set out the school term dates.
- 2.2 The teachers' working year consists of 195 days. 190 days coincide with the school year for pupils and the remaining 5 days are set for the purpose of teacher inservice days.
- 2.3 The proposed term dates take account of the term dates set (or being planned) by Glasgow & Renfrewshire Councils.
- 2.4 Consultation has taken place with HR and the Trade Unions on the proposed term dates and in-service days with no adverse comments received.

## 3.0 RECOMMENDATION

- 3.1 The Committee is asked to approve the term dates for 2014/15 as set out in appendix 1.

**Albert Henderson**  
**Corporate Director : Education, Communities and Organisational Development**

**SCHOOL TERM DATES AND IN-SERVICE DAYS IN SESSION 2014 - 2015**

		<b>WORKING DAYS FOR TEACHERS</b>
<b>FIRST TERM 2014</b>		
Return Date for Teachers	Wednesday 13 August 2014	
Return Date for Pupils	Friday 15 August 2014	
Schools Close	Friday 5 September 2014	
September Weekend	Monday 8 September 2014	
Schools Close	Friday 10 October 2014	
First Mid - Term	Monday 13 October 2014 to Friday 17 October 2014 (inclusive)	
Return Date for Teachers	Monday 20 October 2014	
Return Date for Pupils	Tuesday 21 October 2014	
Schools Close	Friday 19 December 2014	
Christmas / New Year	Monday 22 December 2014 to Friday 2 January 2015 (inclusive)	87
<b>SECOND TERM 2015</b>		
Return Date for Teachers	Monday 5 January 2015	
Return Date for Pupils	Monday 5 January 2015	
Schools Close	Friday 6 February 2015	
Second Mid - Term	Monday 9 and Tuesday 10 February 2015	
Return Date for Teachers	Wednesday 11 February 2015	
Return Date for Pupils	Thursday 12 February 2015	
Schools Close	Thursday 2 April 2015	
Spring Break	Friday 3 April 2015 to Friday 17 April 2015 (inclusive) Good Friday 3 April 2015 Easter Monday 6 April 2015	(149) 62
<b>THIRD TERM 2015</b>		
Return Date for Teachers	Monday 20 April 2015 *	
Return Date for Pupils	Monday 20 April 2015 *	
Spring Holiday Monday	1 day to be confirmed (Monday 20 April 2015?)	
Schools Close	Friday 1 May 2015	
May Day	Monday 4 May 2015	
Schools Close	Thursday 28 May 2015	
May Weekend	Friday 29 May to Monday 1 June 2015 (inclusive)	
Return Date for Teachers	Tuesday 2 June 2015	
Return Date for Pupils	Wednesday 3 June 2015	
Schools Close	Friday 26 June 2015	(195) 46
<b>IN-SERVICE DAYS</b>		
First term	Wednesday 13 and Thursday 14 August 2014	2
	Monday 20 October 2014	1
Second term	Wednesday 11 February 2015	1
Third term	Tuesday 2 June 2015	1

\*Please note - The return date in the third term may change depending on the Spring Holiday Monday

**INVERCLYDE COUNCIL  
EDUCATION AND COMMUNITIES COMMITTEE**

**AGENDA AND ALL PAPERS TO:**

Councillor Loughran	1
Councillor Brennan	1
Councillor McColgan	1
Councillor McCabe	1
Councillor Clocherty	1
Councillor Jones	1
Councillor Wilson	1
Councillor Shepherd	1
Councillor Brooks	1
Councillor McEleny	1
Councillor Campbell-Sturgess	1
All other Members (for information only)	9
<b>Church Members</b>	
Rev A MacLean	1
Rev F Donaldson	1
Father Michael McMahon	1
<b>Parent Representative:</b>	
Mr Robin Thomson	1
<b>Teacher Representative:</b>	
Mr Tom Tracey	1
<b>Officers:</b>	
Chief Executive	1
Corporate Communications & Public Affairs	1
Corporate Director Community Health & Care Partnership	1
Corporate Director Education, Communities & Organisational Development	1
Head of Education	1
Head of Inclusive Education, Culture & Corporate Policy	1
Schools Estate Manager	1
E Hamilton, Education Services	1
I Cameron, Education Services	1
Head of Safer & Inclusive Communities	1
Chief Financial Officer	2
Corporate Director Environment, Regeneration & Resources	1
Head of Legal & Democratic Services	1
Legal Services Manager (Fraser Jarvie)	1
S Lang, Legal & Democratic Services	1
Head of Property Assets & Facilities Management	1
Chief Internal Auditor	1
File Copy	1

**TOTAL 44**

**AGENDA AND ALL NON-CONFIDENTIAL PAPERS TO:**

Community Councils	10
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**TOTAL 10**