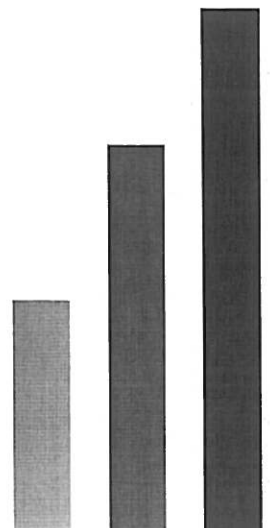


Agenda 2014

Education & Communities Committee

For meeting on:

11	March	2014
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A meeting of the Education & Communities Committee will be held on Tuesday 11 March 2014 at 3pm within the Municipal Buildings, Greenock.

Please note that consideration of the Education items of business will commence at 4.15pm 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 9 to 31 December 2013 and Capital Report 2013/16 - Progress**
Report by Head of Finance and Corporate Director Education, Communities & Organisational Development
3. **Inverclyde Local Housing Strategy Monitoring Report February 2014 and Progress Report on Strategy Implementation**
Report by Head of Safer & Inclusive Communities
4. **Clune Park Regeneration Plan - Progress Report**
Report by Head of Safer & Inclusive Communities
5. **Policy for the Granting of Waivers to Letting Charges for Sports and Community Facilities**
Report by Corporate Director Education, Communities & Organisational Development

NEW BUSINESS

6. **Review of Procedures for Grants to Voluntary Organisations - Delegated Authority for Decision**
Report by Corporate Director Education, Communities & Organisational Development
7. **Loan of a Painting from the McLean Museum and Art Gallery**
Report by Corporate Director Education, Communities & Organisational Development



8. **Clune Park Regeneration Plan Update - Structural Conditions**
** Report by Head of Safer & Inclusive Communities
9. **Inverclyde Leisure - Finance Agreement and 3-Year Business Plan**
** Report by Corporate Director Education, Communities & Organisational Development

EDUCATION

PERFORMANCE MANAGEMENT

10. **Education Scotland and Care Inspectorate Report on Kilmacolm School and Nursery Class**
Report by Corporate Director Education, Communities & Organisational Development
11. **Education 2013/14 Revenue Budget - Period 9 to 31 December 2013**
Report by Head of Finance and Corporate Director Education, Communities & Organisational Development
12. **Education Capital Programme 2013 - 2015/16 - Progress**
Report by Corporate Director Education, Communities & Organisational Development and Head of Finance
13. **Education & Communities Performance Report**
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. **St Patrick's Primary School - Project Options**
Report by Corporate Director Education, Communities & Organisational Development
16. **Increase in Nursery Entitlement to 600 Hours**
Report by Corporate Director Education, Communities & Organisational Development
17. **Transport Policy Review**
Report by Corporate Director Education, Communities & Organisational Development

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

Report To:	Education & Communities Committee	Date:	11 March 2014
Report By:	Head of Finance & Corporate Director Education, Communities & Organisational Development	Report No:	FIN/011/14/JB/IC
Contact Officer:	Iain Cameron	Contact No:	01475 712832
Subject:	Communities 2013/14 Revenue Budget Report- Period 9 to 31 December 2013 & Capital Report 2013/16 - Progress		

1.0 PURPOSE

- 1.1 To advise Committee of the 2013/14 Revenue Budget position at Period 9 to 31 December 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 The total Communities budget for 2013/14 is £8,508,710. A further £3,203,000 brought forward as Earmarked Reserves will also be used to primarily fund Community Facilities various Housing initiatives.
- 2.2 The latest projection, excluding Earmarked Reserves, is an underspend of £68,000. This is a reduction in expenditure of £61,000 since last Committee.
- 2.3 The main variances to highlight are –
 - (a) Projected overspend of £340,000 for Waivers partially offset by a £302,000 over recovery of income for Pitch and Hall Lets.
 - (b) Projected underspend of £65,000 for Employee Costs as a result of delay in filling vacant posts.
 - (c) Projected underspend of £12,000 for Civil Contingency Costs within Safer Communities.
 - (d) Projected underspend of £10,000 for Environmental Health Scientific Services within Safer Communities.
 - (e) Projected over recovery of income of £12,000 for Registration of Private Landlords within Safer Communities.
- 2.4 Earmarked Reserves for 2013/14 total £3,978,000 of which £1,052,000 is projected to be spent in the current financial year. To date expenditure of £248,000 (18%) has been incurred. The spend to date per profiling was expected to be £1,180,000 therefore slippage equates to £932,000 or 79%. The slippage relates to Support For Owners. Although the majority of the work has been committed, it is expected that not all work will be invoiced until 2014/15.

-
- 2.5 The projected spend for the Communities Capital Programme 2013/16 is £11.840m of which £1.501m relates to the current Financial Year. At the end of Period 9 total spend is £0.650m or 43.3% of the projected total spend for 2013/14. Slippage from the original plan is £0.817m (35.2%.) The slippage relates to Scheme of Assistance (SoA.) At the present time, 60% of the slippage has been committed and 100% is expected to be committed by 31 March 2014, although it is anticipated that final invoices will not be paid until 2014/15.

3.0 RECOMMENDATIONS

- 3.1 That the Committee note the current projected underspend of £68,000 for the 2013/14 Revenue Budget as at Period 9 to 31 December 2013.
- 3.2 That the Committee note the progress of the projects forming the Communities Capital Programme 2013/16.
- 3.3 That the Committee approve the virement of £15,000 within Safer Communities as detailed in paragraph 8.1 and Appendix 4.

Jan Buchanan
Head of Finance

Albert Henderson
Corporate Director Education, Communities & OD

4.0 BACKGROUND

- 4.1 This report advises Committee of the current position of the 2013/14 Revenue Budget to Period 9, 31 December 2013 and highlights the main issues for consideration. The report also highlights progress of the Communities Capital Programme 2013/16.

5.0 2013/14 PROJECTION

- 5.1 The main issues to highlight in relation to the 2013/14 Revenue Budget are :-

Sports & Leisure and Community Halls: - Overspend £38,000

Expenditure has increased by £11,000 since the last Committee report as a result of an increase in waivers costs which are now projected to overspend by £340,000. This is partially offset by a projected over recovery of Lets Income of £302,000. As previously reported to Committee, the projected income has been reduced by £30,000 to take account of the potential bad debt write-off for previous years.

Housing : Underspend £22,000

Employee costs were previously projected to underspend by £15,000 due to the over achievement of turnover savings. The projected underspend has now increased to £22,000 due to a further delay in filling a vacant Housing Policy Officer post.

Safer Communities : Underspend £83,000

Employee costs are now projected to underspend by £41,000. Delays in filling vacancies have resulted in an underspend of £30,000 and an underspend of £11,000 has resulted from a reduction in travel & subsistence expenditure.

A payment of £68,000 has been made to Renfrewshire Council for a contribution to the Civil Contingency Service for 2013/14. This results in a projected underspend of £12,000 for the Emergency Planning budget.

Glasgow City Council provide Analytical and Scientific Services for Environmental Health. The current budget for these services is £91,580 and the latest projection is an underspend of £10,000 based on the expected level of sampling to be carried out in 2013/14.

6.0 2013/16 CAPITAL POSITION

- 6.1 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 £11.840m of which £1.501m relates to the current Financial Year as detailed in Appendix 5. There is slippage of £0.817m (35.2%) from the original plan. Although 60% of this work is currently committed and 100% is expected to be committed by year end, the final invoices are not expected to be paid until 2014/15. Expenditure to date at the end of Period 9 to 31 December 2013 is currently £0.650m or 43.3% of the 2013/14 projected spend
- 6.2 Appendix 6 provides a detailed overall summary for the total Scheme of Assistance (SOA) expenditure by project category.

7.0 EARMARKED RESERVES

7.1 Appendix 3 gives a detailed breakdown of the current earmarked reserves position. Total funding for Earmarked Reserves is £3,978,000 of which £1,052,000 is projected to be spent in 2013/14. The remaining balance of £2,926,000 will be carried forward to 2014/15 and beyond. As at Period 9 the expenditure was £248,000 or 18% of the 2013/14 projected spend.

The spend to date per profiling was expected to be £1,180,000, therefore slippage equates to £932,000 or 79%. The slippage relates to Support For Owners. Although the majority of the work has been fully committed, it is expected work will not be fully completed and invoiced until 2014/15. All completed work which has not been invoiced by River Clyde Homes will be accrued at the 2013/14 year end.

8.0 VIREMENTS

8.1 Committee are asked to approve a budget virement of £15,000 as detailed in Appendix 4. This virement will allow Youth Justice / Anti-Social Behaviour budget to be used to increase the Data Analyst post working within Greenock Police Station from 0.5fte to 1.0fte.

9.0 IMPLICATIONS

9.1 Finance

All financial implications are discussed in detail within the report above.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

Annually Recurring Costs / (Savings)

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
N/A					

9.2 Legal

There are no specific legal implications arising from this report.

9.3 Human Resources

There are no specific human resources implications arising from this report.

9.4 Equalities

There are no equalities issues within this report.

9.5 Repopulation

There are no repopulation issues within this report.

10.0 CONSULTATION

10.1 The report has been jointly prepared by the Corporate Director Education, Communities & Organisational Development and the Head of Finance.

11.0 BACKGROUND PAPERS

11.1 There are no background papers for this report.

COMMUNITIES**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 9 : 1st April 2013 - 31st December 2013**

<u>Out Turn</u> <u>2012/13</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Budget</u> <u>2013/14</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u>	<u>Actual to</u> <u>31-Dec-13</u> <u>£000</u>	<u>Projection</u> <u>2013/14</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Over / (Under)</u>
	Sports & Leisure						
300	Waivers	113	85	190	306	193	101.6%
(287)	Lets Income	(187)	(140)	(186)	(353)	(166)	89.2%
	Libraries & Museum						
	None						
	Safer Communities						
2,891	Employee Costs	3,012	2,162	2,126	2,971	(41)	(1.9%)
75	Civil Contingency	69	69	57	57	(12)	(21.1%)
66	EH - Scientific Services	92	38	23	82	(10)	(43.5%)
(38)	Income - Reg of Private Landlords	(26)	(20)	(34)	(38)	(12)	35.3%
	Housing						
234	Employee Costs	206	148	132	184	(22)	(16.7%)
	Community Halls						
192	Waivers	143	107	247	290	147	59.5%
(235)	Lets Income	(162)	(122)	(225)	(298)	(136)	60.4%
Total Material Variances						(59)	

COMMUNITIES**REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 9 : 1st April 2013 - 31st December 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	4,389	4,324	(65)	(1.5%)
565	Property Costs	534	547	549	2	0.4%
1,992	Supplies & Services	1,812	1,831	1,823	(8)	(0.4%)
65	Transport Costs	53	47	47	0	-
177	Administration Costs	54	62	60	(2)	(3.2%)
3,142	Other Expenditure	2,523	2,404	2,723	319	13.3%
(2,039)	Income	(643)	(699)	(1,013)	(314)	44.9%
8,223	TOTAL NET EXPENDITURE	8,477	8,581	8,513	(68)	(0.8%)
	Earmarked Reserves	0	(72)	(72)	0	
	TOTAL NET EXPENDITURE excluding Earmarked Reserves	8,477	8,509	8,441	(68)	

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	1,534	1,533	(1)	(0.1%)
1,825	Sports & Leisure	1,517	1,519	1,546	27	1.8%
3,326	Safer Communities	3,372	3,482	3,399	(83)	(2.4%)
701	Housing	811	772	750	(22)	(2.8%)
458	Community Halls	890	893	904	11	1.2%
372	Grants to Vol Orgs	381	381	381	0	-
8,223	TOTAL COMMUNITIES	8,477	8,581	8,513	(68)	(0.8%)
	Earmarked Reserves	0	(72)	(72)	0	

Appendix 3

EARMARKED RESERVES POSITION STATEMENT
COMMITTEE: Communities

Project	Lead Officer/ Responsible Manager	c/f Funding 2012/13 £000	New Funding 2013/14 £000	Total Funding 2013/14 £000	Phased Budget To Period 9 2013/14 £000	Actual To Period 9 2013/14 £000	Projected Spend 2013/14 £000	Amount to be Earmarked for 2014/15 & Beyond £000	Lead Officer Update
Support for Owners	John Arthur	806	328	1,134	569	55	250	884	£328k of funding has now been received from Scottish Government. Following further communication from RCH the projected spend for 2013/14 has been reduced from £608k to £250k. In addition to the £250k of expenditure there is a further £284k of work committed which will be invoiced in 2014/15. At this point in time £800k remains uncommitted.
Renewal of Clune Park	John Arthur	1,281	365	1,646	263	36	277	1,369	2013/14 funding of £165k anticipated for Council Tax reduction has not yet been received. The remaining £1,281 of the original £2,000 of funding was approved by P&R Committee 24/09/13. 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 mostly due to staff costs. Process has started to transfer ownership of some properties to Council and work is being progressed to designate the area a Housing Renewal Area (HRA.)
GTYO - Playschemes	John Arthur	9	0	9	9	9	9	0	Fully spent in June 2013 per awards made by Grants Sub Committees 12/06/13.
SG Empty Homes Loan	John Arthur	371	0	371	2	0	0	371	There has been no interest in this scheme and as a result the entire loan will be returned to the Scottish Government in April 2014.
Area Renewal Fund	John Arthur	211	0	211	40	16	137	74	2013/14 spend to date - £5k Clune Park, £6k Lady Clune High Facilities and £5k Clune Community Resource Centre. Planned spend for 2013/14 - £100k for Gilshill Comm Centre, £3k for Task Group creche, £5k Woodhall, further £10k Clune Park and £3k for Central Greenock Action Group. £75k c/w/d is planned expenditure for Clune Park Resource Centre in 2014/15.
Support for Community Facilities	John Arthur	525	52	577	297	132	379	198	2013/14 spend to date - £10k Glenpark Harriers, £8k Wellington Allocations, £41k Quarriers Village, £36k Parklea Branching Out, £25k Westboat Cinema, £4k Wellington Playgroup and £7k Inverkip Primary School Parents. Remainder of Community Grant spend in 2013/14 projected to be £147k and expenditure on Gilshill Community Centre £100k. £198k c/w/d allocated to Wellington Community Centre for spend in 2014/15.
Summer Playschemes	John Arthur	0	30	30	0	0	0	30	This is a new reserve approved by P&R Committee on 24 Sept 2013 and it will be used to fund the expansion of Summer Playschemes. The funding will be carried forward to next financial year to fund schemes in summer of 2014.
Total		3,203	775	3,978	1,180	248	1,052	2,926	

COMMUNITIES COMMITTEE**VIREMENT REQUESTS**

Budget Heading		Increase Budget £	(Decrease) Budget £
Safer Communities - Employee Costs Youth Justice / ASB - Other Expenditure	1	15,000	15,000
		15,000	15,000

Note

1 - Virement of £15,000 from Other Expenditure to Employee Costs - funding for Data Analyst post within Greenock Police Station.

COMMUNITIES CAPITAL REPORT APPENDIX 1

Appendix 5

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 31/12/13	Est.2014/15	Est.2015/16	Future Years	Start Date	Original Completion Date	Current Completion Date	
£000	£000	£000	£000	£000	£000	£000					
Housing											
Supported Borrowing											
	100	0	100	100	0	0	0				Completed
	2,390	0	940	214	0	909	400				Ongoing
	700	340	360	227	0	0	0				
	1299	0	433	222	433	433	0				
	100	0	0	0	100	0	0				
	4,589	340	1,833	549	1,400	1,342	400				
Cultural & Sports											
Supported Borrowing											
	4,000	79	171	72	120	500	3221				Ongoing
	1,801	36	264	16	1,001	500	0				Ongoing
	400	0	0	0	0	400	0				Commences 2014/15
	1,050	0	50	13	100	900	0				
	7,251	115	485	101	1,221	2,300	3,221				
	11,840	455	2,318	650	2,621	3,642	3,621				
Communities Total											

SCHEME OF ASSISTANCE SUMMARY

COMMITTEE: EDUCATION & COMMUNITIES

Appendix 6

	Budget 2013/14	Proportion of Budget	Actual to 31/12/13	Projection 2013/14	(Under)/ Over Budget	Percentage Over / (Under)
	£000	£000	£000	£000	£000	£000
<u>Assistance To Support Independent Living</u>						
Care & Repair (including Small Repair Service)	246	185	123	246	0	0.0%
Grant Assistance - Adaptions	1,139	855	396	779	(360)	(31.6%)
<u>House Conditions Works</u>						
Private Laddord Advice	1	0	0	1	0	0.0%
Implement Scheme of Assistance	2	2	0	2	0	-
Lead Pipe Replacement	4	3	2	4	0	0.0%
BTS Housing	85	64	7	25	(60)	(70.6%)
Central Heating Grants	28	21	19	28	0	0.0%
RSL Owners	35	26	0	10	(25)	(71.4%)
Empty Home Fund	274	206	0	0	(274)	(100.0%)
Regeneration Enabling	19	14	2	12	(7)	(36.8%)
Total Scheme of Assistance	1,833	1,376	549	1,107	(726)	(39.6%)

Report To: Education & Communities Committee **Date:** 11 March 2014

Report By: Head of Safer & Inclusive Communities **Report No:** EDUCOM/23/14/DH

Contact Officer: Drew Hall, Service Manager **Contact No:** 01475 714272

Subject: Inverclyde Local Housing Strategy Monitoring Report Feb 2014 and Progress Report on Strategy Implementation

1.0 PURPOSE

- 1.1 The purpose of this report is to provide Committee with the February 2014 “Monitoring Report to the Inverclyde Local Housing Strategy Steering Group,” and to provide an update on the progress of wider Housing Strategy work.

2.0 SUMMARY

- 2.1 The Inverclyde Local Housing Strategy (the LHS) is a five-year strategy designed to show how Inverclyde Council will provide its housing-related services up to 2016, and how it will co-ordinate the provision of housing and related services by other agencies. The Housing (Scotland) Act 2001, as amended by the Housing (Scotland) Act 2006, places a requirement on Inverclyde Council to prepare this strategy.
- 2.2 The Inverclyde Local Housing Strategy 2011–2016 was adopted by the Council in 2011. The LHS sets out five strategic outcomes, some of which will be achieved by 2016 and others which will take longer. To help deliver these outcomes 76 policies were devised for implementation. These policies are being rolled out in six-month blocks, with Blocks 1–4 currently being implemented. **Min ref: SSCC 25.10.11 Para 698**
- 2.3 Monitoring reports are produced every six months, to provide progress updates on the current policies being implemented. The February 2014 Monitoring Report shows that, overall, implementation of the Inverclyde Local Housing Strategy 2011–2016 is progressing well. The implementation of the LHS is a collaborative effort by many Council services and external agencies, and some results are already being produced to the benefit of Inverclyde residents. The February 2014 Monitoring Report forms the Appendix to this report. **Appendix**

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee :
1. Notes the Monitoring Report to the Inverclyde Local Housing Strategy Steering Group of February 2014 and the progress made on implementing the Inverclyde Local Housing Strategy to date; and
 2. Agrees that further progress reports on the implementation of the Local Housing Strategy are submitted to the Committee annually.

4.0 BACKGROUND

- 4.1 The LHS sets out five broad strategic outcomes that partners will work towards achieving in Inverclyde up to 2016. These are:
1. Inverclyde residents have access to a range of suitable housing options
 2. Inverclyde residents are able to make best use of their housing
 3. Inverclyde residents can enjoy their neighbourhoods
 4. Inverclyde residents receive appropriate support when they experience changes to their housing needs
 5. Inverclyde residents take responsibility for their housing and communities
- 4.2 At the appropriate points under these five outcomes, the Strategy acts as Inverclyde Council's formal plan for: homelessness, housing support (formerly Supporting People), fuel poverty and the improvement of conditions in the private housing sector, together with all of the other housing issues traditionally covered by housing strategies.
- 4.3 The Monitoring Report, which is the subject of this Committee report, provides information on progress to date in implementing the first three blocks of policies (Block 4 is not included as it was only initiated in October 2013). The Monitoring Reports are presented to the Inverclyde LHS Steering Group for scrutiny and approval.
- 4.4 The Steering Group is made up mainly of officers from Inverclyde Council directorates and Inverclyde CHCP together with two representatives of the Scottish Government Housing Supply Division. The Group membership comes from services which have responsibility for various aspects of the LHS. The Group meets every six months to ensure that implementation work is moving forward.

5.0 POLICY IMPLEMENTATION

- 5.1 There are 29 policies being implemented under the first three blocks of the implementation process. Most of these are being led on by Inverclyde Council and Inverclyde CHCP services, but there is a wide network of external partners contributing to this work. Committee will note that the Inverclyde CHCP (the Homelessness Service in particular) and the Safer and Inclusive Communities Service (as the strategic housing service) are leading on the majority of policies to be implemented.

6.0 OUTCOMES AND RESULTS SO FAR

- 6.1 Outcome 1, providing access to a range of suitable housing options, has seen most progress to date. A one-stop-shop (also known as the Housing Advice Hub) for accessing social rented housing from most of the housing associations operating within the Inverclyde Council area has been set up in temporary premises. This has made the process of applying for social rented housing much simpler for applicants and homeless people. The work of the Inverclyde Common Housing Register has been supported by the efforts of the Inverclyde CHCP in their creation of assessment tools and processes for older and disabled people accessing housing.
- 6.2 Under other outcomes, financial services are also being developed and expanded to help people maximise their income and therefore deal with changes to their needs or to increase their confidence in meeting their financial responsibilities for their housing.
- 6.3 There are other positive outcomes being produced as part of the implementation process. However, most of the work is still at a stage where the residents of Inverclyde are not yet seeing direct benefits. When the planning, design and implementation of the

various projects included in the LHS is complete there will be a much greater positive impact for local households and for people seeking to settle within the Inverclyde Council area.

- 6.4 An overview of progress (the Headline Policy Report) is available in the Appendix to this report. The Detailed Policy Report covering all 76 policies is available from the Safer & Inclusive Communities Service on request. **Appendix**

7.0 PROGRESS TRAFFIC LIGHTS

- 7.1 A “traffic light” system of colour coding has been adopted to indicate progress in implementing the various policies. The Monitoring Report in the Appendix to this report provides more detailed explanation. In summary, if there are concerns that a policy may not be successfully implemented on time, or at all, it will be labelled as red. If there are significant issues hindering implementation – but not enough to prevent ultimate success – it will be labelled amber. If implementation is going well, it will be labelled green. This colour coding system provides a clear visual guide to how well the LHS implementation process is going in relation to the first 29 policies to be rolled out. The “traffic light” grading of the first 29 policies is provided in the Appendix.
- 7.2 The great majority of policies being implemented (26 policies) are causing no significant concerns. However, there are two policies classed as “amber” and one classed as “red”. The “amber” policies have been classed as such because one of them (relating to wheelchair accessible/lifetime homes) requires a new plan of action to be devised to allow for successful, practical implementation. The other policy (relating to private landlords and housing association landlords marketing housing together) needs more involvement by private landlords to progress this work.
- 7.3 The “red” policy relates to housing associations giving 50% of their total lets to homeless households referred to them for housing (also known as Section 5 referrals). This target has faced competing priorities for housing association vacancies, including on-going rehousing needs in areas where demolition and redevelopment work are taking place. No indications have been given that the situation will change in the near future however there is regular liaison between the Homelessness Service of Inverclyde CHCP and the housing associations and every effort will be made to achieve the desired outcome.

8.0 FUTURE LHS WORK

- 8.1 **New guidance:** The current LHS was prepared in line with the guidance issued jointly by the Scottish Government and the Convention of Scottish Local Authorities in June 2008. The Scottish Government is in the process of developing new guidance which will be released later in 2014 (date to be announced). This revised and updated guidance will be used to prepare the next Inverclyde LHS covering the period beyond 2016.
- 8.2 **LHS event:** In May 2014 Inverclyde Council will host an event for agencies involved in the implementation of the LHS. The purpose of the event will be to assess overall progress from year one of implementation and to consider the current relevance of the LHS within the present national context, and to look at future issues and how they should be reflected in the LHS and in the strategic outcomes.
- 8.3 **LHS indicators:** These were developed along with the LHS in time for the launch in October 2011. However, it has since been discovered that several of these indicators are not fit for purpose. There will be a full review and revision of the indicators in 2014

and the outcomes of this process will be reported to Committee as part of the next annual report.

8.4 **Upcoming LHS policies:** There are many more policies to be implemented over the period up to 2016. Some prominent policies being implemented in the later years of the Strategy include:

- programmes designed to prepare people to manage their own household
- assisting households into affordable mortgages
- investigating the possibility of beneficial energy rates for residents in Inverclyde
- supporting partnerships between housing associations and private companies
- promoting wider uptake of contents and buildings insurance
- promoting home security and safety

Future annual reports will provide information on progress in implementing the above and the other LHS policies.

9.0 IMPLICATIONS

9.1 Financial Implications - One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
N/A	N/A	N/A	N/A	N/A	-

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	-

There are few financial implications deriving from this report. The implementation of most of the policies referred to within the Monitoring Report is covered within existing service and organisational budgets. However, two policies (the housing options guide and the introduction of private landlord accreditation) have recently been allocated funding by the Inverclyde Alliance Repopulation Outcome Delivery Group. These policies are expected to support the Group's action plan and encourage households to stay in, or move into, Inverclyde.

9.2 Human Resources:

All housing strategy work is undertaken within existing service and organisational personnel arrangements.

9.3 Legal:

By preparing and implementing the Local Housing Strategy, Inverclyde Council is meeting the statutory requirements of section 89 of the Housing (Scotland) Act 2001.

9.4 **Equalities:**

An equalities impact assessment was undertaken during the preparation of the LHS, to ensure that the policies it contains will not unreasonably have a negative impact on minority groups. Policies are now being implemented in line with the results of this assessment.

9.5 **Repopulation:**

Many of the LHS policies being implemented will contribute to the aims of the Repopulation Outcome Delivery Group. Some will do this indirectly, for example by improving the housing products and services available in the area and by making the area more attractive to households who may have otherwise considered leaving or who may be thinking about moving into Inverclyde. Other policies will contribute to the repopulation effort much more directly. For example, the one stop shop (Housing Advice Hub) and the online housing options guide will attempt to create a positive, compelling and effective method of promoting Inverclyde's housing to households outside of Inverclyde, as well as to those currently living in the area.

10.0 **CONSULTATIONS**

10.1 Members of the LHS steering group have been fully consulted on this report.

11.0 **BACKGROUND PAPERS**

- 11.1
- Inverclyde Local Housing Strategy 2011–2016, report to Safe, Sustainable Communities Committee, 25 October 2011.

**Min ref:
SSCC
25.10.11
Para 698**

APPENDIX

MONITORING REPORT TO THE INVERCLYDE LHS STEERING GROUP FEBRUARY 2014

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### 1 PURPOSE

This monitoring report provides an update on the progress of the implementation of the LHS policies in Blocks 1–3.

The work of policy Block 4 began in October this year, and will be reported in June 2014.

### 2 LAYOUT

The report comes in the following parts:

1. Monitoring Report
2. Appendices:
  - a. Policy Headline Report
  - b. Detailed Policy Report (*Available on request from Safer & Inclusive Communities*)

The Policy Headline Report shows – at a glance – whether progress on implementing the policies is causing concern or not. The Detailed Policy Report provides readers with more information about progress on each policy.

Please note: policies 1, 2 and 3 are not tied to any one outcome. It is anticipated that they will support the achievement of all the outcomes.

### 3 BACKGROUND

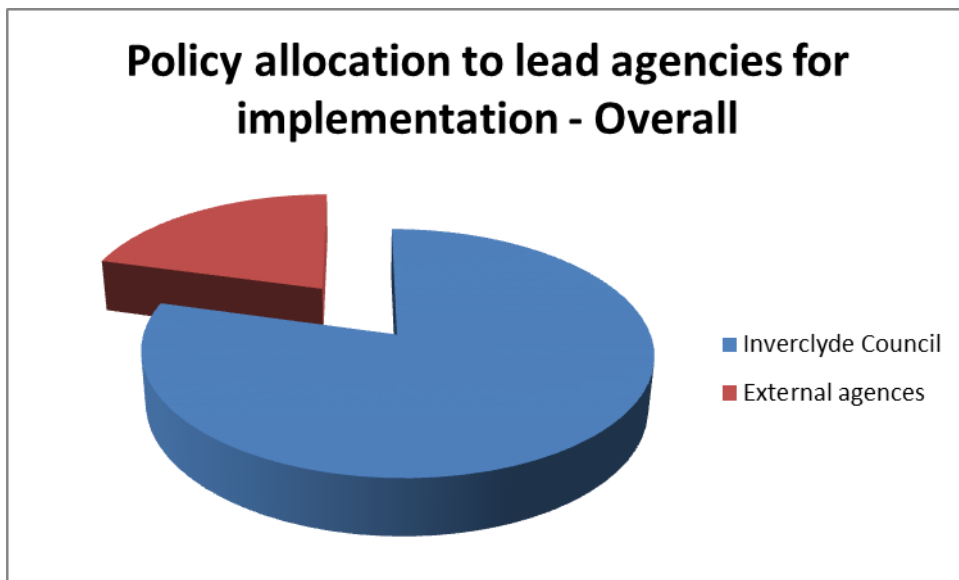
The LHS contains 76 policies/actions to be implemented over the five years of the Strategy. For practical reasons, these were prioritised into seven blocks. Every six months work on a new block of policies begins.

A relevant agency takes the lead on implementing each policy. To do this they bring together implementing partner agencies to agree and undertake the work, in partnership.

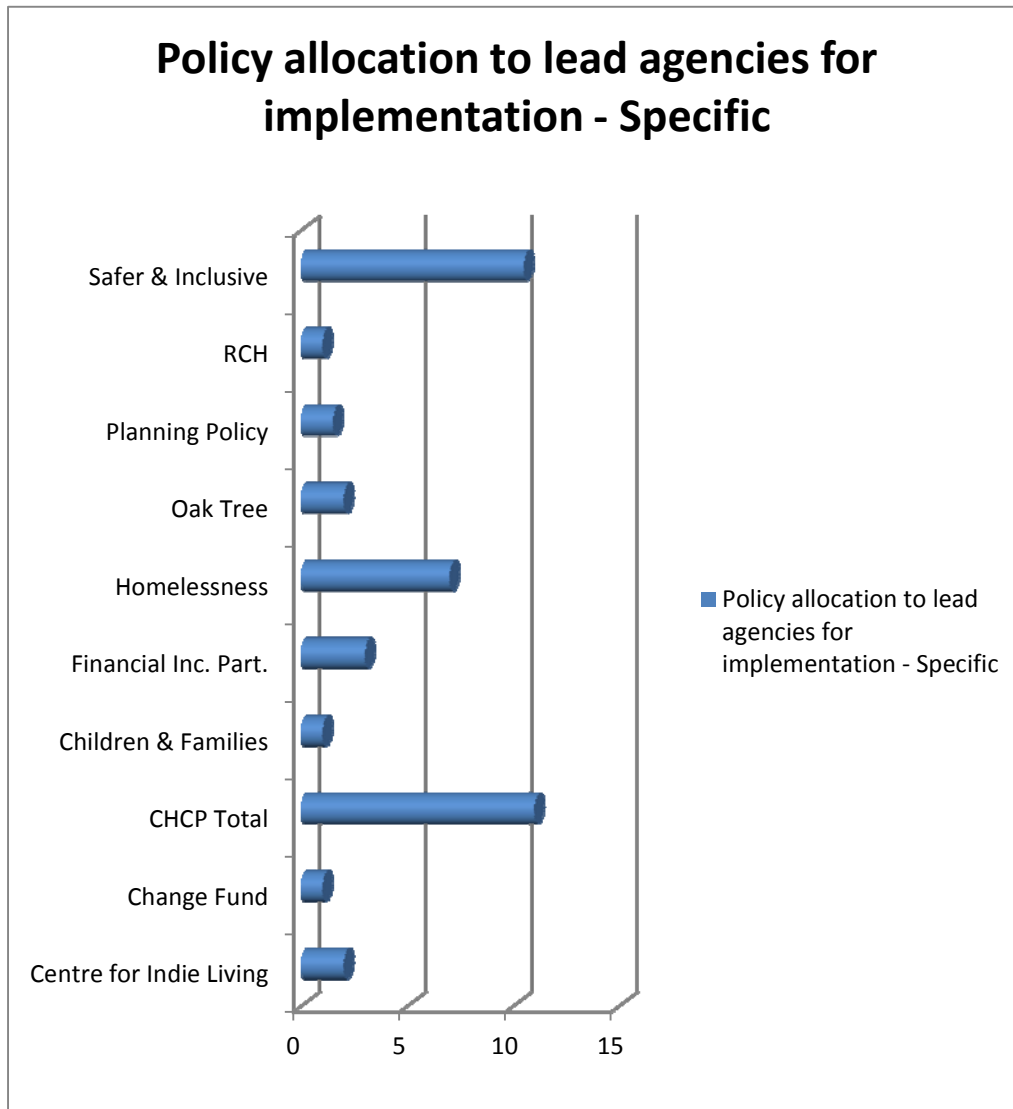
This report is based on policy information provided from all the lead agencies of the first three policy blocks.

### 4 POLICY LEADS

There are 29 policies being implemented in the first three blocks. The leads on these are:



These can be broken down as follows (each column represents the no. of policies):



While the above two tables give the impression that the vast majority of work is being undertaken by Council agencies it should be pointed out that these tables only show lead agencies for each LHS policy. There is a much wider network of agencies supporting the implementation of these policies as *implementing partners* – and many of these are external agencies. Both lead agencies and implementing partners provide valuable contributions to the strategic process. As with the last report, the CHCP has taken leadership on the largest number of policies, possibly demonstrating the people-oriented nature of the Strategy.

## 5 THE FIVE STRATEGIC OUTCOMES

This section describes the extent to which we can say that, in the *real* world, we are beginning to achieve our strategic outcomes – in relation to the policies which are being implemented and monitored by this report. Is our policy implementation work giving the residents of Inverclyde the benefits they are due?

On the whole, it has to be admitted that we have not achieved the outcomes. But this is not due to any flaw in the policies or the strategy: it is because with the vast amount of policies, it is still too early in their implementation for the real world outputs to have been brought about. There is a considerable amount of work going on behind the scenes for each policy – involving research, negotiation, planning, resource-securing and process design – which will ultimately result in the creation of improved or new services to help us achieve the results we want for Inverclyde. And the more energy we put into ensuring the pre-implementation process is carried out thoroughly and effectively, the better it will be for the longer term success of the policies when they are put into action.

However, the very good news is that already some policies are managing to produce concrete benefits for the area's residents. Details of these are in the sections below.

Please note, where there is mention of "p" then a number, this is a reference to a policy. For example, "p2.1" is "policy 2.1." All policies can be found in the appendices to this report.

### **Outcome 1: Inverclyde residents have access to a range of suitable housing options**

In the area of lettings, Inverclyde's housing associations and Homelessness Service are making considerable headway in streamlining and simplifying the processes that applicants have to go through to get a house. They are also increasing the number of options open to each household looking for housing. Most of the RSLs, along with the Homelessness Service, have opened a "one-stop-shop" where households can go or phone and potentially gain access to the stock of almost all of Inverclyde's social housing providers (p1). To enhance this they have also created a joint website for online access as well. Unfortunately, it has not been possible to bring Inverclyde's largest association into this partnership, but that will remain a longer-term goal.

With regard to housing access for people with particular needs there has been another step towards achieving our outcome, through the creation, by the CHCP, of a housing need assessment tool for older and disabled people (p1.3). There is more to be done to create similar tools for people with learning disabilities or addictions etc. but what we do have now is helping provide stable housing solutions for people these first groups.

### **Outcome 2: Inverclyde residents are able to make best use of their housing**

There are no concrete, real-world outputs to report on at the moment.

### **Outcome 3: Inverclyde residents can enjoy their neighbourhoods**

While the full regeneration of the Clune Park area of Port Glasgow is many years away, there are already practical signs of progress for communities to see (p3.3). Since the start of the process, flats which are below tolerable standard have been removed from the rental market, with 107 properties being subject to closing orders, and 25 being subject to demolition orders. The poor dwelling quality and social problems affecting the area mean that while the Clune Park estate remains, it will be impossible for us to say that Inverclyde's residents can enjoy their neighbourhoods. With these significant steps having been made we are on our way to removing a major barrier to the achievement of this strategic outcome.

### **Outcome 4: Inverclyde residents receive appropriate support when they experience changes to their housing needs**

There are many different ways that people's needs can change, and the intention of this Strategy is to particularly assist where their needs become more severe or more difficult to manage. Two aspects of residential life that the Strategy is already helping provide support in are household finances, and repossessions and evictions. Through policy 4.1, Financial Fitness is providing

welfare and debt advice services to the customers of the Inverclyde Housing Association Forum, while River Clyde Homes are providing their own tenants with intensive finance support. These services will no doubt be helping many households to cope when their financial situations change for the worse. To help with the second issue (repossessions/evictions), the Council's Homelessness case work team are on the one hand, providing private landlords with ongoing advice and guidance to help keep a tenancy going when it runs into difficulties (p4.2) and, on the other hand, they are also offering advice to households that are at risk of losing their homes (p4.7).

### **Outcome 5: Inverclyde residents take responsibility for their housing and communities**

The only policy currently being implemented from Outcome 5 is policy 5.1. Because of the work being undertaken through it, the Financial Inclusion Partnership is delivering a range of advice services which are helping people to maximise their household incomes. In many cases this will be increasing household's abilities to manage their household budgets and meet their responsibilities such as rent or mortgage payments, and home maintenance.

## **6 CAUSES FOR CONCERN**

From the information gathered in during the monitoring process, progress on each policy is judged to be either a low, moderate or high case for concern. For each of these, there is a colour code attached. The definitions for these colours are as below.

### **RED (High cause for concern)**

All evidence currently suggests that the policy will not successfully be implemented on time, or at all.

### **AMBER (Moderate)**

Currently experiencing significant issues and delays that need resolved, but which are not enough to jeopardise eventual successful completion.

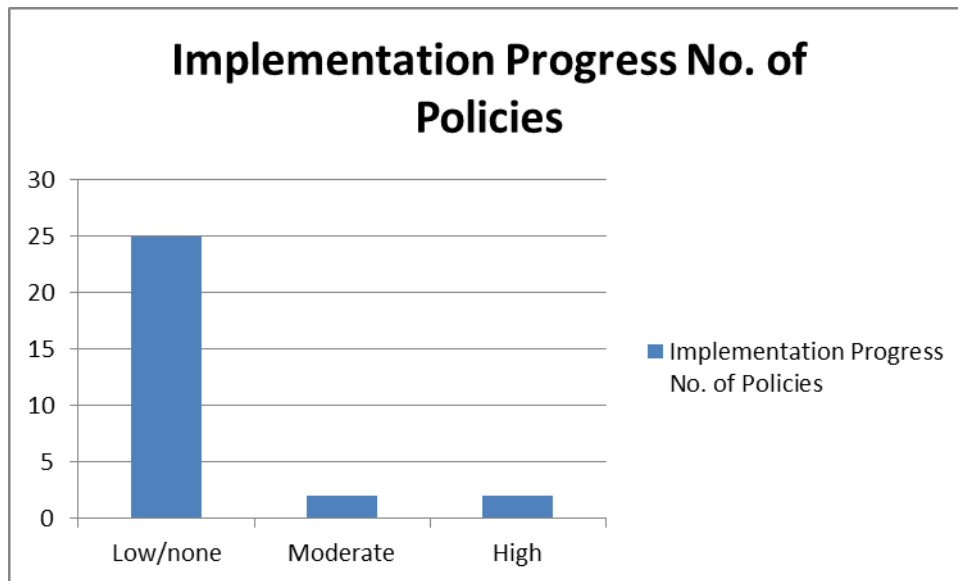
### **GREEN (Low/none)**

Not currently experiencing significant issues or delays. If experiencing them, plans are in place to resolve the issues and these are likely to be successful.

Please note that where there is no "cause for concern" traffic light colour next to a policy on the Policy Headline Report, this is because the policy is not currently being monitored through the LHS monitoring process. It will be phased in later in a new block.



The spread of these across all the policies is as follows (each column represents the no. of policies):



The above table shows that the spread of red, amber and green ‘causes for concern’ alerts. As we would hope, the fewest number of policies being a high cause for concern, and the largest number being a low cause for concern.

### **Red (high cause for concern)**

There is one policy with a high cause for concern. Policy 1.4 seeks to have 50% of all social housing lets in the area given to homeless people through the Section 5 process. When this Strategy started, 21% of lets were given, yet over 2012/13 the figure reduced to 16%. Over these few years the main reason for not reaching the target has been that housing associations have prioritised rehousing their own tenants over rehousing homeless people. What has changed, however, are their motivations for doing this: initially it was support their own regeneration initiatives, but now it is to provide suitable alternative housing for their tenants to help them avoid difficulties which may be caused by recent welfare system reforms.

### **Amber (moderate cause for concern)**

Of the policies giving us a moderate cause for concern, the first is policy 1.1 and the second is policy 2.6. As per the definitions above, these policies are experiencing delays, but we do not believe they will prevent the policy being successfully implemented in the long run. Policy 1.1 – which aims to have the Council, housing associations and private landlords marketing housing together – has benefited greatly from the creation of one-stop-shop. This has seen increased co-operation between the Council (Housing Strategy Team and Homelessness Services) and housing associations, but little input from private landlords. Bringing this latter group into the policy will require further planning and development. Bringing private landlord accreditation into Inverclyde (p1.9) should help this process from another angle.

Policy 2.6 – promoting the development of wheelchair accessible and lifetime homes across all tenures – has also been classed as amber. This is because the original route – via the Local Development Plan – of implementation planned for this policy has proved unsuccessful. An alternative way to tackle the policy will now need devised.

The remainder, and great majority of policies, are moving along smoothly, or are encountering difficulties which are not significant enough to put success at risk. More information can be found in the “Policy Headline Report” appendix.

## **7 COMMITTEE REPORTING**

This is the first time that the Monitoring Report to the Inverclyde LHS Steering Group will also be presented to Inverclyde Council’s Education and Communities Committee for its consideration. There are two Monitoring Reports prepared each year: one for summer, and one for winter. The summer report will only contain policy information, while the winter report contains policy and indicator information. Because the winter report is the more comprehensive of the two, it will be submitted to the Committee each year after it is approved by the Steering Group. The Safer and Inclusive Communities Service will take responsibility for reporting to Committee.

## **8 CONCLUSIONS**

Progress in implementing the Inverclyde Local Housing Strategy 2011–2016 is both providing real-world results and promise for the future, with much development work continuing behind the scenes. A wide variety of agencies from multiple sectors continue to provide support for the Strategy’s implementation and it is now firmly established as a centre of gravity for much of the housing-related work happening in Inverclyde. It is only with the implementation of a few policies that we have any serious concern about their progress. However, considering the scope of the Strategy, it would be unrealistic to expect everything to be going smoothly.

## **9 APPENDICES**

1. LHS Headline Policy Report December 2013
2. LHS Detailed Policy Report December 2013 (Available on request from Safer & Inclusive Communities Service)

## **10 RECOMMENDATIONS**

3. That the Inverclyde Local Housing Strategy Steering Group approves this Monitoring Report and its Appendices as an accurate summary of the progress being made in implementing the Strategy.
4. That the Steering Group approve the submission of this report and its appendices to the March 2014 meeting of Inverclyde Council’s Education and Communities Committee.
5. That the Steering Group approve the circulation of this report and its appendices to all lead agencies and implementing partners in the work of the Strategy, and to any other interested party.

# Appendix 1 - LHS Policy Headline Report

December 2013

Policy Number Policy Name

Policy Status

Cause for Concern

## Outcome 1 - Inverclyde residents have access to a range of suitable housing options

| Policy Number | Policy Name                                                                                                                                                                                                                                             | Policy Status | Cause for Concern |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| 1             | Partners open a central "one stop shop" providing housing access and advice services.                                                                                                                                                                   | In Progress   | Low/none          |
| 2             | Partners encourage housing-related agencies to record equalities information, to analyse it for planning purposes and to share it with other relevant agencies.                                                                                         | In Progress   | Low/none          |
| 3             | Establish and improve links between the Council and private landlords in Inverclyde.                                                                                                                                                                    | In Progress   | Low/none          |
| 1.1           | RSLs, private landlords and Council work together to market available RSL and registered private lets effectively in Inverclyde.                                                                                                                        | In Progress   | Moderate          |
| 1.2           | Continue to develop a housing options guide (HOG) for the area as proposed by the southwest regional Housing Options Hub in partnership with Inverclyde Council, RSLs, private landlords, estate agents, etc. Promote the guide and measure popularity. | In Progress   | Low/none          |
| 1.3           | Partners jointly review and agree processes for households with particular needs accessing stable and appropriate housing.                                                                                                                              | In Progress   | Low/none          |
| 1.4           | Inverclyde Council will work with RSLs to secure 50% of their total annual lets for section 5 referrals.                                                                                                                                                | In Progress   | High.....         |
| 1.5           | The Council will expand its Rent Deposit Guarantee Scheme.                                                                                                                                                                                              | In Progress   | Low/none          |
| 1.6           | The Council will investigate the possibility of guaranteeing the deposits of household mortgages.                                                                                                                                                       | In Progress   |                   |
| 1.7           | Partners work together to develop schemes which assist more households in accessing affordable mortgages.                                                                                                                                               | Not Started   |                   |
| 1.8           | Partners make better use of the private rented sector in developing solutions to homelessness.                                                                                                                                                          | In Progress   | Low/none          |
| 1.9           | Use an accreditation scheme and other initiatives to promote Inverclyde's private rented sector as tenure of choice.                                                                                                                                    | In Progress   | Low/none          |
| 1.10          | Develop a protocol for young people leaving care to avoid having to go down the homelessness route.                                                                                                                                                     | In Progress   | Low/none          |
| 1.11          | Support the work of the multi-agency, interdisciplinary Housing & Accommodation Sub Group to ensure that, as far as possible, housing and support/care providers can respond to changing needs and demand.                                              | In Progress   |                   |

**Outcome 1 - Inverclyde residents have access to a range of suitable housing options**

| Policy Number | Policy Name                                                                                                                                                                                                                                                     | Policy Status | Cause for Concern |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| 1.12          | The Council and its partners will develop an approach to identifying and rehabilitating empty homes and properties, to increase the housing supply in Inverclyde, including buying back houses to address shortfalls in particular areas and in sizes and . . . | In Progress   |                   |
| 1.13          | Continue to support initiatives aimed at addressing imbalances in the housing stock such as ROTS (Rental off the Shelf) and buy backs of houses to secure an expansion of choice and widening of housing options.                                               | In Progress   |                   |
| 1.14          | The Council will work with RSLs to investigate alternative methods of funding affordable housing development in Inverclyde.                                                                                                                                     | In Progress   | Low/none          |
| 1.15          | Hold a publicity event to promote Inverclyde's housing development opportunities and sites to developers from across Scotland.                                                                                                                                  | In Progress   | Low/none          |
| 1.16          | Create and promote a self-build information pack.                                                                                                                                                                                                               | Not Started   |                   |
| 1.17          | Investigate methods for establishing and improving links between the Council and private developers.                                                                                                                                                            | In Progress   |                   |
| 1.18          | All agencies in Inverclyde will review how their portfolio of land can be used to increase housing development.                                                                                                                                                 | In Progress   |                   |
| 1.19          | Support private developers and RSLs to form development partnerships.                                                                                                                                                                                           | In Progress   |                   |
| 1.20          | Prepare an affordable housing policy in conjunction with the Local Development Plan.                                                                                                                                                                            | In Progress   | Low/none          |
| 1.21          | Support the improvement of liaison and co-operation between infrastructure agencies and developers.                                                                                                                                                             | In Progress   |                   |
| 1.22          | Explore options for the expansion of affordable housing across all tenures.                                                                                                                                                                                     | In Progress   | Low/none          |
| 1.23          | Continue research into the suitability of current housing and the varieties of housing which will be required to satisfy need and demand in Inverclyde.                                                                                                         | In Progress   |                   |

| Policy Number                                                                      | Policy Name                                                                                                                                                                                      | Policy Status | Cause for Concern |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| <b>Outcome 2 - Inverclyde residents are able to make best use of their housing</b> |                                                                                                                                                                                                  |               |                   |
| 2.1                                                                                | Assess the problems that residents face in coming-and-going from their neighbourhoods and dwellings, and develop co-ordinated responses to these problems.                                       | In Progress   | Low/none          |
| 2.2                                                                                | Partners create central database of adapted properties to be used by housing providers and referral agencies working to house people with particular needs.                                      | In Progress   | Low/none          |
| 2.3                                                                                | Continue use of multi-agency store where used equipment is kept until a new household can benefit from it.                                                                                       | In Progress   |                   |
| 2.4                                                                                | Partners review the approach they take to defining a practical and accessible dwelling for residents with particular needs.                                                                      | Not Started   |                   |
| 2.5                                                                                | Partners carry out a cross-sector review of funding of equipment and adaptations in Inverclyde, and investigate ways of increasing this and using it more effectively.                           | In Progress   |                   |
| 2.6                                                                                | Promote the development of wheelchair accessible and lifetime homes across all tenures in Inverclyde.                                                                                            | In Progress   | Moderate          |
| 2.7                                                                                | Continue to provide the Care and Repair service for older and disabled residents in the private sectors of Inverclyde.                                                                           | In Progress   |                   |
| 2.8                                                                                | Increase the number of residents who benefit from home security and safety checks.                                                                                                               | Not Started   |                   |
| 2.9                                                                                | Landlords will develop a securing standard for their properties.                                                                                                                                 | Not Started   |                   |
| 2.10                                                                               | Encourage private and housing association landlords to arrange fire service home visits as part of new tenancy/settling in arrangements.                                                         | Not Started   |                   |
| 2.11                                                                               | Establish an on-going training system to ensure housing agency staff can confidently respond to suspected or actual cases of domestic, vulnerable person or child abuse in the homes they visit. | In Progress   |                   |
| 2.12                                                                               | Promote the wider uptake of contents and buildings insurance by households in all sectors.                                                                                                       | In Progress   |                   |

| Policy Number                                                                      | Policy Name                                                                                                                                              | Policy Status | Cause for Concern |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| <b>Outcome 2 - Inverclyde residents are able to make best use of their housing</b> |                                                                                                                                                          |               |                   |
| 2.13                                                                               | Review access to household communications across Inverclyde and develop solutions to improve access where needed.                                        | Not Started   |                   |
| 2.14                                                                               | Investigate with suppliers the potential to supply gas to currently all-electric dwellings in Inverclyde.                                                | Not Started   |                   |
| 2.15                                                                               | Develop an area based, cross-tenure scheme for delivery of all relevant domestic energy efficiency, carbon reduction and fuel poverty activity.          | In Progress   | Low/none          |
| 2.16                                                                               | Explore with energy suppliers the potential for beneficial rates for residents in Inverclyde.                                                            | Not Started   |                   |
| 2.17                                                                               | Improve existing RSL energy and heating advice provision.                                                                                                | In Progress   | Low/none          |
| 2.18                                                                               | Investigate alternative ways to support and complement the work of informal carers.                                                                      | In Progress   |                   |
| 2.19                                                                               | Inverclyde Council will continue to expand the private landlord register and investigate ways of making use of it to benefit the sector and its tenants. | In Progress   |                   |

| Policy Number                                                          | Policy Name                                                                                                                                                                                                                                       | Policy Status | Cause for Concern |
|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| <b>Outcome 3 - Inverclyde residents can enjoy their neighbourhoods</b> |                                                                                                                                                                                                                                                   |               |                   |
| 3.1                                                                    | Review local response to neighbourhood vandalism and graffiti and investigate potential to improve this.                                                                                                                                          | Not Started   |                   |
| 3.2                                                                    | Continue the programme of demolishing low demand and below standard housing association dwellings, where they cannot be brought up to standard at reasonable cost.                                                                                | In Progress   |                   |
| 3.3                                                                    | Regenerate Clune Park, Port Glasgow.                                                                                                                                                                                                              | In Progress   | Low/none          |
| 3.4                                                                    | Assess the potential for HRAs in Inverclyde. Review criteria for deciding areas where these would be suitable.                                                                                                                                    | Not Started   |                   |
| 3.5                                                                    | Investigate options for converting more households to greener energy use.                                                                                                                                                                         | In Progress   |                   |
| 3.6                                                                    | Improve the arrangements by which housing and other agencies provide a co-ordinated response to neighbourhood crime and antisocial behaviour.                                                                                                     | In Progress   |                   |
| 3.7                                                                    | Continue to target the use of mobile CCTV in hot spots.                                                                                                                                                                                           | In Progress   |                   |
| 3.8                                                                    | Housing agencies will provide Fire and Rescue with comprehensive and regular updates on planned demolitions and construction work, enabling them to plan their service around the increased fire risks associated with empty sites and buildings. | In Progress   |                   |

| Policy Number                                                                                                           | Policy Name                                                                                                                                                              | Policy Status | Cause for Concern |
|-------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| <b>Outcome 4 - Inverclyde residents receive appropriate support when they experience changes to their housing needs</b> |                                                                                                                                                                          |               |                   |
| 4.1                                                                                                                     | Review housing finance advice and training provision in Inverclyde and investigate the potential for increased co-ordination of service provision.                       | In Progress   | Low/none          |
| 4.2                                                                                                                     | Partners provide landlords with training and advice for when their tenants' homes are at risk.                                                                           | In Progress   | Low/none          |
| 4.3                                                                                                                     | Investigate ways of ensuring tenants can sustain their tenancy during hospital stays, rehabilitation and re-ablement.                                                    | Not Started   |                   |
| 4.4                                                                                                                     | Expand and improve existing services that allow people to stay in their homes when they develop care needs or their needs change.                                        | In Progress   |                   |
| 4.5                                                                                                                     | Investigate the requirement for an increased uptake of mortgage-to-rent cases in Inverclyde.                                                                             | Not Started   |                   |
| 4.6                                                                                                                     | Review and improve the methods the Homelessness Service and its partners use to respond to homeless presentations, including introducing the 'housing options' approach. | In Progress   | Low/none          |
| 4.7                                                                                                                     | Review the Homelessness Services ability to respond to the earliest indications of repossession procedures.                                                              | In Progress   | Low/none          |
| 4.8                                                                                                                     | Investigate the potential for increasing the number of emergency homes available to the households presenting to the Homelessness Service.                               | In Progress   | Low/none          |
| 4.9                                                                                                                     | All homeless households and those at risk of homelessness are provided with a welfare rights/household finance assessment where this would be helpful.                   | In Progress   | Low/none          |
| 4.10                                                                                                                    | Develop and adopt improved methods of reviewing residents' housing support needs.                                                                                        | Not Started   |                   |
| 4.11                                                                                                                    | Review and improve interagency housing support assessment processes in Inverclyde.                                                                                       | In Progress   | Low/none          |
| 4.12                                                                                                                    | Develop support programmes for preparing people to manage their own households.                                                                                          | In Progress   |                   |
| 4.13                                                                                                                    | Develop ways in which landlords can play a greater role in identifying potential support needs of their applicants or tenants and in responding to those.                | Not Started   |                   |



| Policy Number                                                                                 | Policy Name                                                                                                                              | Policy Status | Cause for Concern |
|-----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------------|
| <b>Outcome 5 - Inverclyde residents take responsibility for their housing and communities</b> |                                                                                                                                          |               |                   |
| 5.1                                                                                           | Promote income maximisation, savings schemes and rightful uptake of benefits in Inverclyde.                                              | In Progress   | Low/none          |
| 5.2                                                                                           | Continue to provide opportunities for local people to be employed and trained in the housing sector.                                     | In Progress   |                   |
| 5.3                                                                                           | Partners develop ways of monitoring and improving the maintenance of dwellings across all dwellings in Inverclyde.                       | In Progress   |                   |
| 5.4                                                                                           | Review the criteria used by the Council for deciding which households receive assistance when improving their property conditions.       | Not Started   |                   |
| 5.5                                                                                           | Investigate ways of improving the Council's advice provision to private households in regards to their property conditions.              | Not Started   |                   |
| 5.6                                                                                           | Support RSL work towards the achievement of the SHQS.                                                                                    | In Progress   |                   |
| 5.7                                                                                           | Inverclyde Council continue to support RSLs in remedying communal area disrepair in mixed tenure blocks.                                 | In Progress   |                   |
| 5.8                                                                                           | Partners continue to investigate alternative methods of providing housing support which can replace or complement traditional practices. | Not Started   |                   |
| 5.9                                                                                           | Investigate ways of making efficiency savings in Council-funded housing support services                                                 | Not Started   |                   |
| 5.10                                                                                          | Develop ways of measuring the benefits and savings that housing support services provide.                                                | Not Started   |                   |

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**Report To:** Education & Communities Committee

**Date:** 11 March 2014

**Report By:** Head of Safer & Inclusive Communities

**Report No:**  
EDUCOM/31/14/DH

**Contact Officer:** Drew Hall

**Contact No:** 01475 714272

**Subject:** Clune Park Regeneration Plan Progress Report

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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) is supportive of the approach taken by the Council but is unable to provide additional funding to the plan other than general housing investment to provide housing re-provisioning off site.
- 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 amended SLP includes developments at Lower Mary Street and at Woodhall, Port Glasgow to provide re-provisioning of 46 and 15 housing units respectively for the Clune Park residents.
- 2.4 A structural survey has found that the concrete roof beams are in a serious state of disrepair in a significant number of properties. The Structural Engineer's report on this fault covering 28 tenements has been considered by officers and the implications are detailed in a separate report. 132 of the 430 properties are now the subject of Closing/Demolition Orders.

## 3.0 RECOMMENDATION

- 3.1 That the Committee:
- a) Note current progress and agree that further progress updates are submitted to future meetings of the Committee

**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 Personal Housing Plans (PHP) visits that have been completed to date. The revised plan was submitted to Scottish Government officials in November 2011, 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.

## **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. Discussions have been held between Inverclyde Council, HSD officials and Registered Social Landlords to determine which projects in the SHIP programme are to be undertaken. This has informed the 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 amended SLP approved at the last Committee includes developments at Lower Mary Street and at Woodhall, Port Glasgow to provide reprovisioning of 46 and 15 housing units respectively for the Clune Park residents.
- 5.2 Environmental Health staff have completed a Tolerable Standard assessment in terms of the Housing (Scotland) Act 1987 of all 430 flats which has resulted in 132 flats being currently found to be Below the Tolerable Standard (BTS) and which are now subject to Closing or Demolition Orders. This number will increase as other flats become BTS over time. The Regeneration Plan sets out the strategy for consolidating these “closed” flats with acquired Above Tolerable Standard flats (ATS) into whole blocks and these blocks will ultimately be demolished using the same legislation.
- 5.3 The Council has been successful in defending appeals against Demolition Orders for 2 tenement blocks. A third appeal has been withdrawn by the appellant who has agreed to transfer ownership of their 4 flats in the tenement to the Council.
- 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.
- 5.5 The District Valuer (DV) valuations’ report on ATS flats in Clune Park Street revealed valuations of property were significantly higher than his original desk top assessment and significantly more than the values that have come through the Council’s own assessment of market value/sales studies. Property Services have developed a clear valuation methodology, visited owner occupied properties and have completed valuations. However, these valuations are now subject to review following the receipt of the Structural Engineer’s report.
- 5.6 An external condition survey was completed in June 2013 to enable officers to consider options to assist in clearing the site where the Council has difficulties with absent or un-cooperative flat owners. This survey found structural cracking which was at a level not previously seen and affects 28 of the 45 tenements in the area. A structural engineer was instructed to assess this structural problem. He initially reported that the cracking is caused by the deterioration of a fundamental element in the construction of the flat roofs

of all blocks within the area. The steel in the reinforced concrete roof beams is corroding causing the beams to expand which in turn is placing stresses on the wall heads causing structural cracking. This is a progressive fault which will ultimately result in structural failure.

- 5.7 Letters advising all the owners and residents of the information from the structural engineer's report on the condition of their properties has been issued (Appendix 1).
- 5.8 A number of owners have approached the Council to transfer ownership of their properties which are subject to Closing or Demolition Orders at nil value and remove their liability for the demolition costs. The Committee has agreed to delegated power to the Corporate Director Education, Communities & OD to acquire properties that are BTS at nil value. Demolition costs have been included in the overall budget for BTS flats in conjunction with the costs of acquiring ATS flats. This provides the most affordable way for the Council to clear this site for regeneration in the longer term

## 6.0 FURTHER ACTION REQUIRED

- 6.1 The final Structural Engineer's report outlined in 5.6 has recently been received. Its content and the implications for the area and the regeneration plan have been considered by officers.
- 6.2 The Structural Engineer's report indicated that all properties in the Clune Park area are of similar construction and the roofing fault is likely to affect all the tenements in the area. The Structural Engineer was therefore requested to survey the remaining 17 tenements.
- 6.3 The implications for the regeneration plan resulting from the Structural Engineer's surveys are contained within a separate report.

## 7.0 IMPLICATIONS

### 7.1 Strategic

The progression of the regeneration of Clune Park, through the Strategic Housing Investment Plan 2013-2018 and the 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 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. | Clune Park Regeneration | 2012/15     | £2,646,000     |               |                |
| TOTAL             |                         |             | £2,646,000     |               |                |

## 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.

### Legal

#### 7.4

Legal and Democratic Services are continuing 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.

#### 7.4 Equalities

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

#### 7.5 Repopulation

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

## 8.0 CONSULTIONS

8.1 Officers from Legal, Property and Finance Services are regularly consulted on this regeneration plan.

## 9.0 LIST OF BACKGROUND PAPERS

- 9.1
- 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/Plan/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
- Clune Park Regeneration: Progress Report – E&CC, September 2013.  
EDUCOM/61/13/DH
- Clune Park Regeneration: Review Report – E&CC, November 2013.  
EDUCOM/78/13/DH
- Clune Park Regeneration: Progress Report – E&CC, January 2014.  
EDUCOM/10/14/DH

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|                         |                                                                                                  |                    |                        |
|-------------------------|--------------------------------------------------------------------------------------------------|--------------------|------------------------|
| <b>Report To:</b>       | <b>Education and Communities Committee</b>                                                       | <b>Date:</b>       | <b>11 March 2014</b>   |
| <b>Report By:</b>       | <b>Corporate Director Education Communities and Organisational Development</b>                   | <b>Report No:</b>  | <b>EDUCOM/25/14/JA</b> |
| <b>Contact Officer:</b> | <b>John Arthur</b>                                                                               | <b>Contact No:</b> | <b>01475 714263</b>    |
| <b>Subject:</b>         | <b>Policy for the granting of waivers to letting charges for sports and community facilities</b> |                    |                        |

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## **1.0 PURPOSE**

- 1.1 To propose a new framework for agreeing, and funding, waivers to the standard letting charges for sports and leisure facilities managed by, or on behalf of, Inverclyde Council.

## **2.0 SUMMARY**

- 2.1 The current policy for granting waivers to letting charges has developed over a number of years with the last revision to elements of the policy being March 2010.
- 2.2 In parallel with the overall waivers policy, a number of other initiatives, including free use of sports facilities for team sports for under 16 year olds, transfer of the booking service and community facilities to Inverclyde Leisure, and the significant expansion and improvement of outdoor sports facilities have all added to the complexities of administering waivers to the point where the current position is unsustainable.
- 2.3 In addition to the above, officers have been asked to examine ways of extending the free use of sports facilities for team use to under 19 year olds. A further consideration is the expansion of self managed community facilities in Inverclyde. These facilities are not covered by the current waivers policy but are, increasingly, in competition with facilities which are. This has the potential to distort the market for self managed facilities, which in turn makes them more dependent on public subsidy to maintain their business plans.
- 2.4 This report attempts to address the various, often conflicting, issues with the current systems for granting waivers to letting charges and proposes a new simplified and equitable policy for agreeing reduced letting charges.
- 2.5 The current system of waivers benefits many groups but is not designed to influence user behaviour to help meet council objectives, one of the key recommendations of the October 2013 Audit Scotland Report "Charging for Services: are you getting it right? It is intended that the revised scheme will allow this.

## **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that members:-

1. Approve the categories of Waivers to Let contained in appendix 2 to this report.
2. Approve the terms and conditions of access and registration process for both community and sports organisations benefiting from discounted access to council facilities as detailed in appendix 4.

3. Approve the selection of option 3 of Appendix 3 and hence approve the terms and conditions of access for free under 19 sports club use detailed in appendices 5 and 6.
4. Approve the closure of the current Leisure Pass Scheme and its replacement with a scheme to be developed by Inverclyde Leisure.
5. Receive an update in due course on any substantive changes recommended to the proposed terms and conditions arising from consultation with affected organisations.
6. Receive an update in due course on any detailed proposals for other sports as detailed in 5.5.
7. Receive an update in due course on proposals for a discounted rate for adult teams making responsible, debt free, use of facilities and for clubs participating in Community Sports Hubs.



## 4.0 BACKGROUND

- 4.1 Inverclyde Council agreed to provide free use of pitches to under 16 sports teams as part of its budget announcements for 2008. At the time of the announcement it is worth noting that the 2G and 3G pitch estate was extremely limited compared to now therefore the vast majority of such use was on grass or blaes with obvious limitations on the former.
- 4.2 The Regeneration Committee agreed amendments to the letting policy (which dated from 2008) on 14<sup>th</sup> January 2010. These changes, primarily, affected the access to community facilities by council services for service provision, extended the provision for subsidised use by under 16 teams by providing a 50% discount for use of indoor facilities, and provided the same discount for uniformed organisations.
- 4.3 A further report to the same committee on 11<sup>th</sup> March 2010 proposed the provision of new funding of £105,000 to support access to sports facilities, broken down as follows:-
  - £9,000 for free pitch hire for under 16 teams at Battery Park Synthetic Pitch
  - £36,000 to reduce the cost of synthetic pitch hire
  - £20,000 to subsidise indoor lets for uniformed organisations
  - £20,000 to subsidise indoor lets for under 16 sports teams
  - £20,000 to subsidise lets for Community Learning and Development activities

This was agreed and, with the addition of £18,000 top sliced from the Grants to Voluntary Organisations budget, was the agreed budget available to fund waivers to letting charges across both sports and communities facilities (the introduction of free under 16 use of outdoor sports facilities was treated as a reduction in expected income of £45,000, based on the estimated income from youth teams at that time (2007), rather than as an expenditure). The current range of available waivers is summarised at appendix 1.

- 4.4 The transfer of the booking office to Inverclyde Leisure shortly after the amendment of the letting policy and provision of additional funds was agreed has complicated the monitoring of the waivers policy. The booking system currently in use provides limited management information it is however in the process of replacement.
- 4.5 The treatment of waivers expenditure within the Council's budget has also complicated the picture. Each waiver granted is rightly recorded as expenditure. This is balanced within the overall budget by crediting the letting income budget with the same amount. As there is no link between income for lets and the expenditure incurred by both Environmental and Commercial Services and Property Services in facilitating those lets, this method balances the accounts.
- 4.6 In 2012/13 pitch income was credited at £287K however £241K of this was a journal entry to balance waivers granted. Actual income amounted to £45K however waivers to let are available for Lady Octavia and Battery Park 3G pitches following committee decisions in May 2009 and March 2010 respectively. In 2012/13 £58K was spent providing these waivers therefore actual expenditure on pitch waivers exceeded income by £13K. It should be borne in mind that Battery Park was out of operation for a substantial part of 2012/13 so the position for 2013/14 is likely to be worse.
- 4.7 Should, as is proposed, the management of outdoor sports facilities transfer to IL, the waivers will become a real charge to the council at those pitches to be transferred, i.e. Parklea, Gourock Park, Battery Park grass pitches and Broomhill.
- 4.8 Whilst the provision of the budgets detailed in 4.2 above was welcome, there is no pragmatic means of limiting the use of the lets these are intended to support, particularly free under 16 access for team sports, within the current booking system and policy. The current system has neither a cash ceiling nor any rules or criteria which clubs must meet in order to qualify.
- 4.9 At the time of the implementation of the existing waivers to let policy the majority of

community facilities were managed by Inverclyde Leisure on behalf of the Council. This situation has changed and continues to do so due to the proposed new build self managed facilities planned for the next 1-2 years.

- 4.10 The design and implementation of the current booking system makes it even more difficult to unpick the detail of the waivers granted in halls than that granted for sports clubs. Some high level waivers can be costed, for example in 2012/13 £18K of free waivers were granted to uniformed organisations. In the summer of 2013/14 £47K of free use was granted to playschemes in primary schools (comparable figures for 2012/13 are not available). On the whole however many waivers seem to have been granted on the basis of custom and practice rather than by adhering to a transparent and fair set of rules.
- 4.11 Total waivers in halls amounted to £191K in 2012/13 of which £48K was paid to IL for waivers in facilities managed by them. Unlike sports pitches however income in halls exceeded expenditure on waivers by £43K. It is impossible to accurately quantify the financial effect of implementing new waiver rules on hall income however at a conservative estimate a 15% reduction might be realistic yielding additional income of just short of £30K.
- 4.12 It is clear that due to the incremental nature of changes in the waivers policy and changes in the management of facilities the current process is no longer fit for purpose. There is anecdotal evidence of widespread abuse of the free under 16 sports access and growing evidence of a wide range of exceptional waivers agreed for particular organisations or groups using community facilities, which are not consistent with any agreed policy.
- 4.13 An additional difficulty of the current system is that there is no benefit to adult sporting clubs which use facilities in an efficient and responsible manner and which remain free of historic debt. Initial discussions with Inverclyde Leisure indicate a willingness to introduce a discounted rate for such clubs. Any reduction in income arising from such a scheme would be borne by IL in the case of facilities managed by them and by Inverclyde Council in the School Estate.

## **5.0 PROPOSALS**

- 5.1 In order to simplify the waivers process, and address the many inconsistencies in the current application of policy, an amended waivers policy is proposed which is detailed in appendix 2. Consideration was given to a number of other options in developing this proposal as detailed in appendix 3 however the option detailed in appendix 2 was found to be the most practical and fairest in continuing the Council's support for sport and voluntary organisations.
- 5.2 In relation to the provision of free access for team sports to pitches and indoor facilities, it is proposed that, rather than simply not being charged for their bookings, football clubs, which are by far the biggest users of the scheme, will be allocated facilities on the basis of a formula approximating the number of under 19 teams within each club and facilitated by providing a grant to qualifying clubs to offset the cost of pitch hire. This grant will be paid to clubs monthly in arrears. The formulas for calculating the grant are detailed in appendix 4 together with ancillary conditions. The principles of these have been discussed and approved by partners including the Inverclyde Sports Framework Group, Sportscotland, the SFA and Inverclyde Leisure.
- 5.3 The current level of subsidy to clubs ranges from approximately £100 per registered player per annum in free use to, in the most extreme case, £538. The new waiver rules will narrow the band to £160 to £225, benefiting clubs which currently make effective use of pitches at the expense of the more profligate. In addition to increasing fairness the new rules will reduce the costs of the waiver scheme for youth football from a projected total of £203K in 2013/14 to £165K in 2014/15.
- 5.4 In all cases, clubs will pay for all bookings, using the grant to subsidise their total pitch/ facility hire costs across the club, as opposed to booking facilities on a team by team basis. Clubs which are in debt to the Council will not qualify for subsidy. Similarly any clubs which fail to

follow letting rules, particularly those relating to player and coach behaviour, in the course of the year may be suspended from the scheme. New clubs will not automatically be eligible for waivers but will first have to meet agreed criteria before applying for membership of the scheme in the next financial year. This will enable more effective financial control of the scheme.

- 5.5 It is proposed that equivalent rules be developed for other sports clubs, for example athletics, hockey and rugby based upon the same general principles as those for football. As these other sports combined amount to less than 12% of the total sports waivers budget however it is proposed that the level of support for these clubs should be pegged at 2013/14 levels for 2014/15 to allow more work to be done in developing an equitable support scheme for these other sports. This would involve looking also at the support offered to other sports not currently benefiting from the waivers scheme including how any such support could be funded in future.
- 5.6 In all cases, groups wishing to make block or regular bookings, or who wish to claim a waiver of let, of Council facilities (including those facilities managed by Inverclyde Leisure on behalf of the Council) will require to register with the Council on an annual basis, using the registration form attached at appendix 5. No block or regular bookings will be accepted, nor waiver granted, without registration.
- 5.7 There are currently no discounts or benefits available for adult sports clubs which use facilities efficiently and responsibly. Initial discussions with Inverclyde Leisure indicate a willingness to introduce a discounted rate for such clubs. This would meet the purposes of encouraging responsible use, incentivise clubs to keep up to date with payments and support sports development by ensuring that there is a healthy club structure for junior players to graduate to. This would not be a waiver funded by the Council only but would be a discount offered jointly by the Council and Inverclyde Leisure. Initial discussions have suggested a level of 20%. It is proposed that further discussions take place on this option, and on options for incentivising clubs to take part in Community Sports Hubs and that an update is brought to committee in due course.
- 5.8 Registered charities who tender for the provision of services to the Council, CHCP and who seek waivers in support of this are not eligible. The cost of lets must be contained within the full tender submission or quote for provision of services.
- 5.9 It is not intended that waivers be available in any premises or facilities in which they are not currently available. Consideration will however be given to whether there are any options to support minority sports not currently benefiting from the waivers to let system and a further report will be brought to committee as required.
- 5.10 A further historical anomaly in concessionary access to sports facilities in Inverclyde is the sale of Leisure Passes. These are sold by Inverclyde Council and give concessionary access to a number of facilities. The majority of use of these passes is in facilities managed by Inverclyde Leisure although some use is made of the passes at Whinhill Golf Course. Income from leisure passes has fallen in recent years from over £10K to a low of £2.9K in 2012/13. It is proposed that the current scheme should be replaced by a new scheme under the control of Inverclyde Leisure from 2013/14 onwards.

## **6.0 IMPLICATIONS**

### **6.1 Financial Implications**

Annually Recurring Costs/ (Savings)

| Cost Centre | Budget Heading | With Effect from | Annual Net Impact £K | Virement From (if Applicable) | Other Comments                                                                                                                            |
|-------------|----------------|------------------|----------------------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 00474       | Waivers        | 2014             | (38)                 |                               | Assuming similar pattern of lets to 2013/14                                                                                               |
| 00498/0206X | Waivers/Income | 2014             | (30)                 |                               | Assuming a 15% reduction in the cost of waivers scheme in halls. This would be a combination of increased income and reduced expenditure. |

Although the new waivers scheme is projecting a saving of £38K over the status quo, the picture is complicated by the transfer of the outdoor leisure estate to IL. The transfer of this estate is estimated to cost the equivalent of £79K in additional waiver payments to IL over the £33K in 2012/13 or an additional £69K over the projected £43K in 2013/14 if the waiver scheme is unreformed. Even under the reformed scheme an additional £46K will effectively be transferred to IL. These aspects will be addressed under the pitch transfer however rather than the waivers scheme although the reform of waivers obviously reduces the potential impact. Unfortunately the true costs of the waivers scheme cannot be shown here as the costs in terms of staffing, utilities and wear and tear of the free use are reported to the Regeneration Committee. It should be noted that the above indicative savings are not cashable as this forms only a part of the overall financial picture around pitch transfer.

## 6.2 Legal Implications

None

## 6.3 Human Resources Implications

None

## 6.4 Equalities Implications

The new scheme in having clearly defined rules and eligibility criteria will allow greater access to the scheme by a wider cross section of society.

## 6.5 Repopulation Implications

None

## 7.0 CONSULTATIONS

### 7.1 The following have been consulted in the preparation of this report:

Inverclyde Sports Framework Group  
 Scottish Football Association  
 Inverclyde CHCP  
 Inverclyde Leisure

In addition it is intended that consultation events for youth football clubs and other sports will be held following approval of this report to identify any club specific issues arising from the proposals.

## 8.0 LIST OF BACKGROUND PAPERS

- 8.1
- U/16s Free Use of Sports Pitches – Regeneration Committee May 2009  
RC/09/05/12/SJ/WW
  - Community Services Letting Policy – Regeneration Committee January 2010  
RC/09/12/02/SJ/WW

- Support for Access to Leisure and Community Facilities – Regeneration Committee  
March 2010  
RC/10/03/SJ/WW
- Charging for services: are you getting it right? – Audit Scotland October 2013

## Appendix 1 – Current Categories of Waiver

|                                             |                              |                     |
|---------------------------------------------|------------------------------|---------------------|
| Councillors on Council Business             |                              | 100%                |
| Community Councils                          |                              | 100%                |
| Community Associations/Neighbourhood Groups |                              | 100%                |
| Bona Fide Trade Union Activities            |                              | 100%                |
| Council Services                            | During Working Hours         | 75%                 |
|                                             | Outwith Normal Working Hours | 25%                 |
|                                             | CLD Services                 | 100%                |
| Under 16 Sports Teams                       |                              | 100%                |
| Uniformed Organisations                     |                              | 100%                |
| School/School Board/PTA                     | Within own school            | 100%                |
|                                             | Outwith                      | 25%                 |
| Senior Citizen Groups                       |                              | 75%                 |
| Disabled Groups                             |                              | 75%                 |
| Unemployed Groups                           |                              | 75%                 |
| Charitable Organisations                    |                              | 25%                 |
| Voluntary Organisations                     |                              | 25%                 |
| Not for Profit Organisations                |                              | 25%                 |
| Youth Organisations                         |                              | 25%                 |
| Lets for a private purpose                  |                              | No Waiver           |
| MPs/MSPs                                    |                              | No Waiver           |
| Commercial Lets                             |                              | 2X full hourly rate |

## Appendix 2 – Proposed Categories of Waiver

|                                                                                 |                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>100% Reduction</b>                                                           |                                                                                                                                                                                                                                                                                         |
|                                                                                 |                                                                                                                                                                                                                                                                                         |
| Councillors on Council Business                                                 |                                                                                                                                                                                                                                                                                         |
| Community Councils                                                              | <i>For Normal Meetings/Events</i>                                                                                                                                                                                                                                                       |
| Tenant and Resident Associations/Neighbourhood Groups                           | <i>Subject to annual registration with the Council</i>                                                                                                                                                                                                                                  |
| Trades Unions                                                                   | <i>For the purposes of full meetings</i>                                                                                                                                                                                                                                                |
| Council Services                                                                | <i>For Service delivery purposes only</i>                                                                                                                                                                                                                                               |
| Under 19 Sports Teams                                                           | <i>Subject to annual registration with the Council</i>                                                                                                                                                                                                                                  |
| Uniformed Organisations (Guides, Scouts, Boys & Girls Brigades and Cadet Corps) | <i>Subject to annual registration with the Council</i>                                                                                                                                                                                                                                  |
| School/School Board/PTA                                                         | <i>Within own school</i>                                                                                                                                                                                                                                                                |
|                                                                                 |                                                                                                                                                                                                                                                                                         |
| <b>75% Reduction</b>                                                            |                                                                                                                                                                                                                                                                                         |
|                                                                                 |                                                                                                                                                                                                                                                                                         |
| Senior Citizen Groups (65+)                                                     | <i>Subject to annual registration with the Council. Groups claiming senior citizen waiver must be constituted for the express benefit of senior citizens.</i>                                                                                                                           |
| Disabled Groups                                                                 | <i>Subject to annual registration with the Council</i>                                                                                                                                                                                                                                  |
|                                                                                 |                                                                                                                                                                                                                                                                                         |
| <b>25% Reduction</b>                                                            |                                                                                                                                                                                                                                                                                         |
|                                                                                 |                                                                                                                                                                                                                                                                                         |
| Registered Charities                                                            | <i>Subject to annual registration with the Council. Waiver applies only to charities which provide services to the people of Inverclyde. This waiver will not be available to any charity in pursuit of/undertaking contracts with the Council or other public sector organisation.</i> |
| Voluntary Organisations                                                         | <i>Subject to annual registration with the Council</i>                                                                                                                                                                                                                                  |
|                                                                                 |                                                                                                                                                                                                                                                                                         |
| <b>Full Charge</b>                                                              |                                                                                                                                                                                                                                                                                         |
|                                                                                 |                                                                                                                                                                                                                                                                                         |
| Lets for a private purpose                                                      |                                                                                                                                                                                                                                                                                         |
| MPs/MSPs                                                                        |                                                                                                                                                                                                                                                                                         |
|                                                                                 |                                                                                                                                                                                                                                                                                         |
| <b>2X Normal Rate</b>                                                           |                                                                                                                                                                                                                                                                                         |
|                                                                                 |                                                                                                                                                                                                                                                                                         |
| Commercial Lets                                                                 |                                                                                                                                                                                                                                                                                         |

All waivers are only available to the group directly applying for the waiver. They cannot be granted to be used by any proxy organisation.

### **Appendix 3 - Potential Options Considered for Sports Waivers**

The options below are based around the need to address the heaviest users of the sports waivers scheme, youth football. Equivalent rules would be developed for other sports. The options below were consulted with the Inverclyde Sports Framework Group, The SFA and SportScotland. The universal preference was for option 3 or a variant thereof.

#### **Option 1 – Majority of Waivers Transferred to School Estate**

The vast majority of free use of pitches is transferred to the School Estate. Some allowance might be made for certain clubs which have a long standing link, in some cases including their own facilities with certain pitches. It is likely that for financial reasons this use would have to be less than is currently the case. In order to treat all clubs the same clubs would be given an allowance of hours for training and matchplay based upon the number of registered players they have from the Inverclyde area. All clubs would be required to work with Inverclyde Council & the SFA on club development as part of the agreement. For other sports an equivalent development route would be required with Inverclyde Council & the relevant governing body to qualify.

##### **Pros:**

All teams would be treated equally. The disparity in the levels of subsidy between clubs would be reduced.

It would encourage clubs to act as clubs rather than a loose affiliation of teams.

Some clubs might have to merge to be sustainable.

Free use could be extended to under 19s.

The costs of the free use scheme could be limited.

Inverclyde Leisure would be freed up to maximise income opportunities in the transferred pitches.

##### **Cons:**

All clubs would have to squeeze in to a smaller estate.

Some clubs might have to merge to be sustainable.

The prospect of Parklea, Broomhill, Lady Octavia, Battery Park and George Road becoming inaccessible for general free use would be extremely unpopular. Port Glasgow teams would all have to transfer to the joint campus.

#### **Option 2 – No Waivers Granted Outside School Estate**

As per option 1 but all free use would be transferred to the school estate. The conditions under which teams were eligible for free use would be the same as option 1 but the allowances of free hours might have to be tighter. Pros and cons as per option 1 but additionally:



**Pros:**

Far greater freedom for IL to market the transferred pitches plus Lady Octavia and Battery Park.

Actual cost savings for the Council which could be diverted to a sinking fund to fund the re-carpeting and maintenance of the schools pitches.

**Cons:**

Would result in the transfer of a number of teams from the pitches they currently use to the School Estate which in some cases may be less convenient.

Pressure on school pitches would be very complicated to resolve fairly.

**Option 3 – Clubs given an allowance of hours based upon player/team nos**

Rather than giving clubs free use at the point of booking, as in option 1 clubs would be given an allowance of pitch time based on numbers of registered players in the case of 12 -18s and teams in the case of Under 12s. This would be paid as a grant once the numbers were available from the relevant governing body. Requirements to register with the Council and engage in club development would be the same as in option 1.

**Pros:**

All teams would be treated equally. The disparity in the levels of subsidy between clubs would be reduced.

It would encourage clubs to act as clubs rather than a loose affiliation of teams.

Free use could be extended to under 19s.

The costs of the free use scheme could be limited.

Inverclyde Leisure would be freed up to maximise income opportunities in the transferred pitches.

The scheme would allow the development of competitive league hubs for 4 and 7 a side football. The relevant league (likely to be PJ & D YFL) would book and pay for pitches on Saturday mornings. Inverclyde clubs would effectively have their use rebated in the grant. This would potentially reduce travel for a number of clubs.

All pitches would be available to clubs.

Costs to the Council would be capped and more predictable.

**Cons:**

It appears to do away with free use. In effect however clubs would still get a fair allocation.

Some clubs might have to merge to be sustainable.

Fairer to bigger clubs which can use pitch time best (e.g. use 3 7-a-side pitches simultaneously for different age groups).

More work would be required to reflect the different needs of minority sports yet to treat these in the same way.

## **Appendix 4**

### **Letting of Sports Facilities- Terms and Conditions**

#### **1. Registration**

All teams/clubs/organisations wishing to make block bookings of Inverclyde Council's outdoor sports pitch facilities must be registered under the Council's Registration Scheme, which is free of charge.

Under no circumstances will block bookings of outdoor sports pitches be granted to teams/clubs/organisations who have failed to complete the aforementioned registration process.

Teams/clubs/organisations are also required to submit a copy of their Club Constitution and if U19's a copy of their Child Protection Policy with their application for registration.

All youth teams (i.e. under 19's) must be registered with the Scottish Youth Football Association (SYFA), or the equivalent national governing body for that sport or organisation (where applicable). Failure to register with the appropriate body will result in the team/ organisation being denied use of facilities until such times as the team has registered with SYFA or equivalent.

During the registration process you will be asked to quote your unique SYFA ID/ governing body ID.

The Council reserves the right to refuse any application for the hiring of a facility without being required to give any reason for such refusal.

Only the named person(s) on the registration documentation can make enquiries and/or additional bookings/cancellations on behalf of their team/club/organisation.

Named person(s) are limited to three per organisation (i.e. club contact, team contact and one other).

#### **2. Grass Pitches**

The team/club/organisation must only use the pitch allocated to them by Inverclyde Council and which has been declared ON. Under no circumstances should any team/club/organisation make use of a pitch which has been declared OFF.

Access to the allocated pitch will not be given before the stated start time of the let and teams/clubs/organisations must be clear of the same by the stated finish time.

No team/club/organisation may transfer their let to any other individual, group or organisation.

The Council's decision as to whether a pitch is ON or OFF is final.

To protect the playing surfaces, the maximum number of games to be played on a pitch in any week will be limited to four but this will also be dependant on weather and other conditions.

Occasional extensions may be allowed at the discretion of Inverclyde Council's Grounds Services, subject to the club/organisation providing at least three working days notice prior to the date of the fixture.

Please note, extensions will only be permitted in exceptional cases – for example, where the team/club/organisation is involved in a cup tie where rules require extra time in the event of a drawn game.

### **3. Synthetic Pitches**

These pitches are available throughout the year to all registered teams.

The cut off time for booking a synthetic pitch is 12 noon on the day prior to the booking date.

The team/club/organisation must only use the pitch allocated to them by Inverclyde Council.

Access to the allocated synthetic pitch will not be given before the stated start time of the let and teams/clubs/organisations must be clear of the same by the stated finish time.

No team/club/organisation may transfer their let to any other individual, group or organisation

All games will be cancelled if there is snow or ice on the playing surface.

**It is the team/club/organisations responsibility to check if week-day pitches are on during times of inclement weather.**

#### **4A. Weekend Bookings**

All grass and synthetic pitches can be booked up to four weeks in advance by teams who have been granted a block booking.

Teams who have a block booking, with Inverclyde Council, can book weekend fixtures up until the close of business on Tuesday. From Wednesday morning (8am) any registered team can book pitches.

The cut off time for weekend booking is 12 noon on Friday. Where there is a public holiday Friday, the cut off for weekend bookings is 12 noon on Thursday.

The relevant booking confirmation e-mail/permit should be printed off and made available for inspection at the request of the pavilion attendant on duty. Alternatively, a booking reference number should be quoted. Failure to produce this

paperwork/quote this reference will result in the relevant team being unable to access council facilities.

#### **4B. Block Bookings**

To clarify, a block booking is where a team/club/organisation has a series of ten or more consecutive permits (i.e. no more than fourteen days apart).

Requests for block bookings can only be made during once the registration process is complete.

On receipt of your block booking request the Booking Office will allocate pitches to your team/club/organisation. The Booking Office will e-mail you a confirmation permit once processed.

**The confirmation permit must be printed off and made available for inspection at the request of the pavilion attendant on duty. Failure to produce this paperwork may result in the relevant team being denied use of the council facilities.**

Where a team/club/organisation are allocated a series of lets they must contact their appropriate league, advising them of the dates they have been allocated and requesting home fixtures on these allocated dates.

Payments for block bookings are made via direct debit. Payments are made a minimum of twenty-one days in arrears and will include any additional one off booking or cancellations.

Payment for block bookings is collected on or immediately after the (date) of each month.

Monthly statements are sent to each team contact and club contact (if applicable) by (date) of each month.

If a direct debit is returned unpaid an e-mail notification will be sent to the team contact and club contact (if applicable). The team/club/organisation will then be given five working days to make payment otherwise their future lets will be suspended until such times as the outstanding debt has been cleared.

Inverclyde Council reserves the right to cancel any block booking if any team/club/organisation should have their direct debit returned unpaid on three or more occasions. Here, the team/club/organisation will only be permitted to make one off bookings, where payment is taken in advance of the date of let (refer to section 5 for information).

Each season, local registered teams (i.e. within Inverclyde) will be given priority for block bookings. Unfortunately, no guarantees can be given if availability for pitches still occurs after they have been offered to local teams as these slots will then be offered to interested teams out with Inverclyde.

## **5. One off or additional bookings/cancellations**

All one off or additional bookings/cancellations are made via ? Services the Booking Office. Here, you must quote your unique member ID which is allocated to your team after the registration process is complete.

If you are a registered club but do not have a block booking agreement with Inverclyde Council you will have to pay for your booking, in advance, by debit card when phoning to make the booking or alternatively in cash at one of our collection halls ?

**Cheques will not be accepted as payment for one off bookings.**

When contacting the Booking Office for one off/additional bookings you will be issued with a booking reference number.

**The booking reference number should be quoted to the pitch attendant on duty on requested date. Failure to quote this reference may result in the relevant team being denied use of the council facilities.**

## **6. Cancellation of Booking(s) - BY THE TEAM/CLUB/ORGANISATION**

Any team/club/organisations not requiring an allocated let must advise Inverclyde Council at least two clear working days prior to the date of the let otherwise the full cost of the booking is due. **THIS APPLIES EVEN IN CASES WHERE THE LET IS SUBJECT TO A WAIVER.**

A review of lets allocated to a team/club/organisation may be undertaken by Inverclyde Council if the said team constantly leave cancelling lets until last minute, thus denying other teams/clubs/organisations use of facilities.

## **7B. Cancellation of Booking(s) - BY INVERCLYDE COUNCIL**

### **Weekend fixtures**

The decision as to whether a pitch is ON or OFF rests solely with Inverclyde Council.

Pitch inspections are undertaken throughout the playing season on (time & day) before each weekend.

It is the responsibility of each team/club/organisation to contact Inverclyde Council after \*\*:\*\*am on a Saturday morning to ascertain whether pitches are ON or OFF.

Where the booking is cancelled by the Council (e.g. the pitch is declared OFF), the club will not be charged for the let.

## **Midweek fixtures**

It is the responsibility of each club/organisation to contact Inverclyde Council on 01475 \*\*\*\*\* after 3pm on the day of the fixture to ascertain if games are ON or OFF.

## **9. Fees and Charges for use of Inverclyde Council's outdoor sports pitch facilities 20\*\*/\*\***

The cost of an outdoor sports pitch facility and/or running track (including toilet and changing accommodation) is detailed below.

## **10. Changing Facilities**

Changing facilities will be allocated by the groundsperson on duty and the Council accepts no responsibility for any clothing, equipment or other articles left by the club/organisation in the facility. All football boots must be removed before entering the changing facility and under no circumstances should boots be cleaned in sinks or toilet / shower areas.

## **11. Behaviour of teams/clubs/organisations/officials**

The team/club/organisation which holds the let is responsible for the behaviour of its members and that of the opposition. The cost of repairing any damage to Council facilities or equipment which occurs during the period of the let is payable by and will be charged to the let holder.

## **12. Breach of conditions of let**

The breach of any of these conditions may result in the cancellation of all further lets allocated to the team/club/organisation and, where appropriate, to financial penalties being imposed.

## Appendix 5

### Specific Conditions for Eligibility for Free Access

To be eligible for the Councils free pitch use, including the use of indoor halls for sporting purposes for under 19s clubs must comply with all aspects of the General Pitch Letting Policy. The additional conditions apply to clubs seeking access to the scheme:

#### 1. Co-operation with football development/sports development

All clubs seeking access to the free pitch use scheme must be registered with the relevant governing body and be working with Inverclyde Council and the governing body in progressing in any applicable club development programme. In the case of football this would be the SFA Quality Mark Scheme. Clubs are expected to begin this process in the first year of the scheme coming into operation and thereafter to either show progress in advancing through the scheme or, where applicable, to maintain their status.

#### 2. New clubs seeking to join the Scheme

Any club or organisation seeking to join the scheme after the new scheme commences in season 2014-15 will be ineligible to join in the course of the year. Applications from new clubs will be considered at the beginning of each season following submission of all relevant documentation including an assessment of the clubs potential to progress towards any relevant club accreditation scheme.

#### 3. Suspension from the Scheme

Any club failing to comply with all relevant conditions in the course of the year may either be suspended from the scheme immediately, in the case of major non-compliance, or may have its eligibility reviewed at the end of the season in the case of continuing non-compliance.

#### 4. Club Debt

No club with outstanding historic debt for pitch or hall hire will be eligible for the scheme.

#### 5. Payment

All pitch and hall hire will be payable in advance by participating clubs. Payment of the grant to cover pitch hire will be made one month in arrears. Payment will be made in 10 monthly payments up to the maximum level the club is eligible for based upon the agreed formula. To reflect the fact that club bookings are not constant through the season and to assist clubs in cash flow, payment in any one month may vary up to 150% of the average payment value. Payment will not exceed in any month the value of bookings made and, once the club has reached the maximum value allowable in the season no further payment will be made. For football clubs the season is taken to be August – May, for other sports an equitable equivalent split will be made on the basis of the structure of the sporting season. Clubs may obviously book facilities beyond their allowance but no payments will be made under the scheme beyond that allowance.



## 6. Club Membership

The free access to pitches scheme is for the benefit of the young people and sporting community of Inverclyde. As such any club seeking access to the scheme must have a minimum of 70% of its membership residing in Inverclyde. Clubs will be required to provide detailed membership records on demand to allow for this condition to be checked.

It is recognised that any scheme basing an allowance of free use on numbers of players is potentially open to manipulation. Any club found to be knowingly falsely registering players will be suspended from the scheme forthwith and will not be eligible to reapply that season.

## 7. Uniformed Organisations

The rules applying to sports clubs for free pitch use are designed for clubs taking part in formal leagues under the auspices of external governing bodies. Leagues internal to certain uniformed groups, for example Boys Brigade Football Leagues, will not meet the criteria for this scheme. Such groups will however remain eligible for free use under the waiver applying to uniformed groups subject to them following all relevant pitch letting conditions. Free use for such organisations will, however, only be available at pitches or halls under Inverclyde Council's direct control, not in facilities managed by Inverclyde Leisure.

## Appendix 6 – Free Pitch Allowances (Football)

The tables below detail the allowances for free pitch hours and their financial equivalent at 2013/14 juvenile prices. Teams over 16 but under 19 in clubs participating in the scheme will be able to book at juvenile prices, teams not participating in the scheme will require to pay the relevant adult charge. The allowance is based upon 3G pitch hire but can equally be paid against hall hire where relevant.

### Allowances for Players/Teams Aged 12-18 (Under 13-Under 19)

|                                           |     |       |         |         |         |         |         |
|-------------------------------------------|-----|-------|---------|---------|---------|---------|---------|
| Number of Registered Players Aged 12 - 18 | <15 | 15-29 | 30-44   | 45-59   | 60-74   | 75-89   | 90-104  |
| (Equivalent no of 11 a side teams)        | <1  | 1     | 2       | 3       | 4       | 5       | 6       |
| Hours Free Pitch Use per week*            | 0   | 2     | 4       | 6       | 8       | 10      | 12      |
| Value Per Week**                          | 0   | 72    | £144.00 | £216.00 | £288.00 | £360.00 | £432.00 |
| Value over 40 Week Season                 | 0   | 2880  | 5760    | 8640    | 11520   | 14400   | 17280   |

\*Free Pitch use is full pitch equivalent so 2 hours per week averaged over a season would give a team 2 hours full pitch hire every 2 weeks for matchplay and 1/3 of a pitch for 3 hours per week training.

[2/2 + 3/3 = 2 hours full pitch equivalent per season]

### Allowances for Players/Teams Aged Under 12

|                                       |        |         |         |         |         |         |
|---------------------------------------|--------|---------|---------|---------|---------|---------|
| Number of registered Teams 12 & below | 1      | 2       | 3       | 4       | 5       | 6       |
| Hours Free Pitch Use per week*        | 1hr 15 | 2hrs 30 | 3hrs 45 | 5hrs    | 6hr 15  | 7hrs 30 |
| Value Per Week**                      | 45     | £90.00  | £135.00 | £180.00 | £225.00 | £270.00 |
| Value over 40 Week Season             | 1800   | 3600    | 5400    | 7200    | 9000    | 10800   |

\* Free Pitch use is full pitch equivalent so 1hr 15 per week averaged over a season would give a team 1.5 hours 7 a side pitch hire every 2 weeks for matchplay and 1/3 of a pitch for 3 hours per week training.

[ $1.5/2/3 + 3/3 = 1.25$  hours full pitch equivalent]

Under 12s are taken to be registered 7 a side and 4 a side teams. As the pool of players varies far more for teams at this level than for 11 a side allowances are based upon registered teams rather than registered players.

### **Allowances for Community Coaching**

Where teams run community coaching/participation schemes open to non-registered players and this is justified by their club development plan, an additional 2 hours equivalent 11 a side pitch per week will be allowable.

**Report To:** Education & Communities Committee      **Date:** 11 March 2014

**Report By:** Corporate Director: Education, Communities and Organisational Development      **Report No:** EDUCOM/29/14/MP

**Contact Officer:** Maggie Paterson      **Contact No:** 01475 715450

**Subject:** Review of Procedures for Grants to Voluntary Organisations – Delegated Authority for Decision

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## **1.0 PURPOSE**

- 1.1 The purpose of this report is to advise the Committee that the report on the Review of Procedures for Grants to Voluntary Organisations has been approved.

## **2.0 SUMMARY**

- 2.1 At their meeting on 21 January 2014, the Committee considered proposals for changes to current procedures regarding Grants to Voluntary Organisations. Following discussion, it was agreed that delegated authority be granted to the Convener, Vice-Convener (Communities) and a representative of the Minority Groups to decide on the matter following receipt of a report providing further clarity on the registration process, the budget position and any organisations which receive more than one source of funding.
- 2.2 This information was provided to the satisfaction of those members (Councillor Brooks for the Minority Groups) and approval was given to the proposals.

## **3.0 RECOMMENDATIONS**

- 3.1 It is recommended that the Committee note the approval of the report on the Review of Procedures for Grants to Voluntary Organisations.

Albert Henderson  
Corporate Director Education, Communities and Organisational Development

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|                         |                                                                                 |                    |                        |
|-------------------------|---------------------------------------------------------------------------------|--------------------|------------------------|
| <b>Report To:</b>       | <b>Education and Communities Committee</b>                                      | <b>Date:</b>       | <b>11 March 2014</b>   |
| <b>Report By:</b>       | <b>Corporate Director Education, Communities and Organisational Development</b> | <b>Report No:</b>  | <b>EDUCOM/32/14/AW</b> |
| <b>Contact Officer:</b> | <b>Alana Ward, Libraries Museums And Archives Manager</b>                       | <b>Contact No:</b> | <b>01475 712330</b>    |
| <b>Subject:</b>         | <b>Loan of a painting from the McLean Museum and Art Gallery</b>                |                    |                        |

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to inform the Committee that there has been a request for the loan of a painting from the McLean Museum and Art Gallery (the James Watt Trust).

## 2.0 SUMMARY

- 2.1 The request comes from Kirkcudbright 2000 Ltd. who are mounting an exhibition of works entitled 'The Glasgow Girls 1920-1960' at Kirkcudbright Town Hall from 28 June to 25 August 2014.

- 2.2 Kirkcudbright 2000 Ltd. wishes to borrow two paintings by Margaret Wright for this exhibition. They are:

*'The Strutted Close'* – oil on board, 91.3 x 71.7 cm  
*'Families on the Pier'* – oil on panel, 57 x 67 cm

- 2.3 Kirkcudbright 2000 Ltd. will be responsible for the collection and return of the work and will arrange all transport, insurance and handling. A facilities report of the venue has been provided giving details of the security arrangements and the climatic controls for the venue and these appear to be satisfactory.

## 3.0 RECOMMENDATION

- 3.1 That the Committee considers the request outlined above for the loan of two paintings to Kirkcudbright 2000 Ltd. 16 June to August 2014, subject to matters of transport, security and insurance being arranged to the satisfaction of the Libraries, Museums and Archives Manager.

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

## 4.0 BACKGROUND

- 4.1 Kirikcudbright 2000 Ltd. has mounted a series of exhibitions over the last fourteen years including The Homecoming, The Fleming Collection, The Glasgow Tradition, Intimate Friends, Monet; Five Centuries of Scottish Painting, Consider the Lilies, The Face of Scotland, Home Again, The Glasgow Girls, The Glasgow Boys in Kirikcudbright and , in 2012, Gifted. The exhibitions are professionally curated by Dumfries and Galloway Council museums service, specifically by the staff of The Stewartry Museum in Kirikcudbright. The proposed exhibition would place the work of Gourock based artist Margaret Wright alongside that of her contemporaries and in the context of women artists working in the west of Scotland in the 1920 to 1960 period.
- 4.2 The McLean Museum regularly lends works of art from its collection to exhibitions organised by suitable bodies. The high quality of the collection has resulted in the McLean loaning works internationally to Japan, Canada and France as well as contributing significant pieces to major shows in Dublin and London. The Museum has also recently lent several works to the National Galleries of Scotland for important exhibitions on the Scottish Colourists. These shows increase the profile of the institution and Inverclyde Council as lenders and thereby increase the reputation of the Museum's holdings. Lending works from the Museum's collection encourages reciprocity when the McLean applies to borrow items from the collections of other organisations for special displays.

## 5.0 PROPOSALS

- 5.1 It is proposed to lend two paintings by Margaret Wright from the McLean Museum and Art Gallery to Kirikcudbright 2000 Ltd from 16 June to August 2014, subject to matters of transport, security and insurance being arranged to the satisfaction of the Libraries, Museums and Archives Manager.

## 6.0 IMPLICATIONS

- 6.1 Financial Implications – One off Costs

| Cost Centre | Budget Heading | Budget Year | Proposed Spend this Report | Virement From | Other Comments |
|-------------|----------------|-------------|----------------------------|---------------|----------------|
|             |                |             |                            |               |                |

Financial Implications – Annually Recurring Costs / (Savings)

| Cost Centre | Budget Heading | With Effect from | Annual Net Impact | Virement From (if applicable) | Other Comments |
|-------------|----------------|------------------|-------------------|-------------------------------|----------------|
|             |                |                  |                   |                               |                |

- 6.2 Legal: All of the works to be loaned are the property of the McLean Museum and Art Gallery and can be loaned without restriction.
- 6.3 Human Resources: The preparation for the loan of the work will be carried out by the staff of

the McLean Museum.

6.4 Equalities: There are no Equalities implications.

6.5 Repopulation: There are no Repopulation implications.

## 7.0 CONSULTATIONS

7.1 n/a

## 8.0 LIST OF BACKGROUND PAPERS

8.1 n/a

### ***The Paintings***



*'The Strutted Close'* by Margaret Wright – oil on board, 91.3 x 71.7 cm

Margaret Isobel Wright was born at Ayr and was the sister of James Wright the painter (1885-1947). She studied at Glasgow School of Art from 1902 until 1908 and continued her studies in France. In 1921 she married Dugald Stewart, later chief steward of the P.S. Caledonia, and lived at Gourrock. She painted many views of Gourrock and other parts of Inverclyde. The painting above shows a wartime air raid scene inside a tenement close functioning as an air raid shelter in Port Glasgow during the blitz of 1941. The painting was exhibited at the Royal Glasgow Institute of the Fine Arts in 1945 and at the Royal Scottish Academy in 1946.



*'Families on the Pier'* by Margaret Wright – oil on panel, 57 x 67 cm



**Report To:** Education & Communities Committee  
**Date:** 11 March 2014

**Report By:** Corporate Director Education, Communities and Organisational Development  
**Report No:** EDUCOM/26/14/AH

**Contact Officer:** Albert Henderson  
**Contact No:** 01475 712761

**Subject:** Education Scotland and Care Inspectorate Report on Kilmacolm Primary School & Nursery Class

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to inform the Education & Communities Committee of an Education Scotland and Care Inspectorate external evaluation of Kilmacolm Primary School and Nursery Class.

## 2.0 SUMMARY

- 2.1 Kilmacolm Primary School and Nursery Class has received a good report from Education Scotland and the Care Inspectorate. Members should note that in the indicators of quality five aspects of the school and nursery were judged to be 'very good', two aspects as 'good', three aspects as 'satisfactory', one aspect as 'adequate' and one aspect as 'weak'. The report was produced on 14 January 2014.

## 3.0 RECOMMENDATION

- 3.1 It is recommended that the Education & Communities Committee approve the report on Kilmacolm Primary School and Nursery Class.

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

## 4.0 BACKGROUND

4.1 Kilmacolm Primary School and Nursery Class was inspected by Education Scotland and the Care Inspectorate in November 2013. The inspection covered key aspects of the work of the school and nursery at all stages, identified key strengths and main points for action using the following six-point scale:

- |   |   |                                                            |
|---|---|------------------------------------------------------------|
| 6 | - | Excellent – outstanding, sector leading                    |
| 5 | - | Very Good – major strengths                                |
| 4 | - | Good – important strengths with some areas for improvement |
| 3 | - | Satisfactory – strengths just outweigh weaknesses          |
| 2 | - | Weak – important weaknesses                                |
| 1 | - | Unsatisfactory – major weaknesses                          |

4.2 Education Scotland and the Care Inspectorate assessed and reported on the views of parents, pupils and staff, the quality of learning and teaching, how well the school was raising achievement for all pupils, achievement in national examinations, the school's processes for self-evaluation and innovation, the school's capacity for improvement.

4.3 The report was published on 14 January 2014. It has been issued to staff, parents, local elected members and the Convener and Vice-Conveners for Education & Communities.

4.4 Kilmacolm Primary School and Nursery Class is inspected under the evaluation frameworks "How Good Is Our School?" and "Child at the Centre".

4.5 In assessing the indicators of quality, Education Scotland and the Care Inspectorate found five aspects of the school and nursery to be 'very good', two aspects as 'good', three aspects as 'satisfactory', one aspect as 'adequate' and one aspect as 'weak'.

4.6 The report lists four particular strengths of the school:

- The strong strategic leadership of the headteacher which is successfully driving continuous improvement
- Articulate, highly-motivated children who are learning very well and contributing to the life of their school and nursery
- The school's strong community links including the contribution made by volunteers
- Strong teamwork and sharing of best practice which is helping to ensure high quality experiences for children across primary classes.

4.7 The reports lists two areas for improvement:

- Continue to develop curriculum as planned
- Ensure activities in the nursery provide appropriate levels of challenge to meet the needs of all children and help them make progress

14 January 2014

Dear Parent/Carer

**Kilmacolm Primary School and Nursery Class  
Inverclyde Council**

Recently, as you may know, my colleagues and I inspected your child's school. During our visit, we talked to parents and children and worked closely with the headteacher and staff. We wanted to find out how well children are learning and achieving and how well the school supports children to do their best. The headteacher shared with us the school's successes and priorities for improvement. We looked at some particular aspects of the school's recent work, including the school's work to promote equality, diversity and inclusion, the school's progress with the implementation of Getting it Right for Every Child (*GIRFEC*) and the school's approaches to outdoor learning. As a result, we were able to find out how good the school is at improving children's education.

**How well do children learn and achieve?**

Children's learning and achievement in Kilmacolm Primary School are of a high quality. Children are proud of their school and enthusiastic about their learning. In the primary stages, they have regular opportunities to develop their skills for learning, life and work through, for example, visits to local businesses and country parks. Visiting specialists are contributing very well to children's rich learning experiences by providing tuition in a wide range of areas including street dance, boxercise, rugby and music. Children's learning is enhanced through strong community links and a wide range of outdoor activities and experiences beyond the classroom. Children successfully participate in a range of artistic, cultural and sporting events and competitions. They have a sound understanding of their role as global citizens. They participate responsibly in the life of their community, for example, by visiting the local war memorial around Remembrance Day. Children enjoy being in nursery. They play well together both indoors and outside in the very attractive garden, learning to share and take turns. Most children talk to adults and each other with increasing confidence. This should be encouraged further so that children learn to talk more about what they are learning and are helped to make decisions about what they learn next. Most children in the nursery are making satisfactory progress in developing early literacy and numeracy skills. They now need help to develop these skills more thoroughly through different activities. We have asked staff to provide children in the nursery with richer and more challenging contexts in which they can explore, investigate and develop their problem-solving skills through play.

The school has established a vibrant and purposeful learning environment and most children are making very good progress in their learning. Children make very effective use of information and communications technology across all stages and all areas of the curriculum. They speak knowledgeably about keeping safe when using the Internet. At the early stages, children are quickly developing their phonic skills and are confidently using them to read unfamiliar words and phrases. They proactively use interactive whiteboards to deepen their learning of language and increase their vocabulary. At the upper stages, children speak persuasively during discussions. They can express and justify their opinions very well and are highly aware of the difference between fact and opinion. Most children read widely for pleasure and have sound knowledge about authors' different styles and how the use of language can influence the reader. Children are aware of the importance of Scots language and are able to use some frequently-used words and expressions. Children in P7 have written well-researched poems about The Blitz as part of their study of the Second World War. Children enjoy their work in mathematics and numeracy and apply their mathematical skills very appropriately in a wide range of real-life situations. For example, children in P5 are able to use fractions to write recipes to help them prepare healthy snacks. Children in P7 are confident in carrying out calculations using percentages and in applying a range of strategies to solve mathematical problems. Staff in the nursery are kind and caring. They interact positively with children during their play. Key workers take account of children's interests when planning learning. Children enjoy a wide range of activities but, for some children, activities do not provide enough challenge. Staff need to make better use of the information they gather from observing children at play to plan activities which inspire children and sustain their interest.

### **How well does the school support children to develop and learn?**

The school has a very welcoming and inclusive ethos and it promotes equality and diversity very successfully. Children are polite and helpful and willingly support each other's learning. Staff support children in a way that is sensitive to their individual learning and pastoral needs. In most lessons, tasks activities and resources are very well matched to children's needs. Teachers are skilled at presenting challenging tasks to higher-achieving children to help them to broaden and deepen their learning. Teachers provide appropriate targeted support to children with identified additional support needs. Children are supported very well to develop their understanding of wellbeing through carefully-planned work on feeling safe and becoming resilient.

The school has managed curriculum change and innovation very well at the primary stages. It has developed its curriculum in line with its vision and aims, and takes good account of Curriculum for Excellence guidance. There is an appropriate focus on literacy, numeracy and health and wellbeing, and staff are increasingly planning activities which help children to link their learning across different curriculum areas. Staff work very well together to share good practice and they are building their expertise in assessing children's progress across the curriculum. They are skilled at setting appropriate learning targets for children. High-quality events are helping the school to raise children's awareness of important issues. For example, children learn about gender equality during *World of Work Week*, and *Diversity Week* helps children deepen their understanding of racial inequalities and sectarianism. Staff work very well with Port Glasgow High School to plan relevant and enjoyable experiences in modern languages, physical education and science which are helping to ensure

children can build on their learning when they move on to secondary school. The school should continue to develop its approaches to tracking children's progress. This will ensure they achieve as highly as possible. We have asked staff in the nursery to identify a broader range of opportunities for children to apply their literacy and numeracy skills.

### **How well does the school improve the quality of its work?**

The headteacher leads the school very well. Her clear vision for the school is helping to drive forward important improvements. She supports staff very well and provides highly appropriate professional challenge. The school has well-established and very effective arrangements for monitoring the quality of its work which focus clearly on improving children's learning and achievements. School improvement planning has been successful in securing improvements in children's progress through very effective use of performance data as well as taking account of the views of children and parents. Almost all teachers reflect carefully on their work to identify what is working well and aspects for improvement. Professional learning opportunities for teachers are very well-matched to the school's improvement priorities and are helping to improve approaches to learning and teaching. The school recognises the need to ensure that quality assurance of the nursery class leads to improvements for children.

This inspection found the following key strengths.

- The strong strategic leadership of the headteacher which is successfully driving continuous improvement.
- Articulate, highly-motivated children who are learning very well and contributing to the life of their school and nursery.
- The school's strong community links including the contribution made by volunteers.
- Strong teamwork and sharing of best practice which is helping to ensure high-quality experiences for children across primary classes.

We discussed with staff and Inverclyde Council how they might continue to improve the school and nursery class. This is what we agreed with them.

- Continue to develop the curriculum as planned.
- Ensure activities in the nursery provide appropriate levels of challenge to meet the needs of all children and help them make progress.

### **What happens at the end of the inspection?**

We are satisfied with the overall quality of provision. We are confident that the school's self-evaluation processes are leading to improvements. As a result, we will make no further visits in connection with this inspection. As part of its arrangements for reporting to parents on the quality of education, Inverclyde Council will inform parents about the school's progress.

Clare Lamont  
HM Inspector

Additional inspection evidence, such as details of the quality indicator evaluations and national care standards gradings, for your school can be found on the Education Scotland website at

<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/KilmacolmPrimarySchoolInverclyde.asp>

If you would like to receive this letter in a different format, for example, in a translation please contact the administration team on the above telephone number.

If you want to give us feedback or make a complaint about our work, please contact us by telephone on 0141 282 5000, or e-mail: [complaints@educationscotland.gsi.gov.uk](mailto:complaints@educationscotland.gsi.gov.uk) or write to us addressing your letter to the Complaints Manager, Denholm House, Almondvale Business Park, Livingston EH54 6GA.

Quality indicators help schools, education authorities and inspectors to judge what is good and what needs to be improved in the work of the school. You can find these quality indicators in the publication *How good is our school?*<sup>1</sup>. Quality indicators for the nursery class can be found in the publication *Child at the Centre*<sup>2</sup>. Following the inspection of each school, the Scottish Government gathers evaluations of three important quality indicators to keep track of how well all Scottish schools are doing.

The Care Inspectorate publishes quality grades to inform people and the Scottish Government about the quality of care services. Awarding grades at inspections is aimed at encouraging providers to identify and address areas for improvement. The Care Inspectorate also uses the grades to ensure its inspection activity is targeted and proportionate. The grades at inspection are awarded against four quality themes, details of which can be found on the Care Inspectorate website.

Here are Education Scotland's evaluations for Kilmacolm Primary School.

|                                    |                  |
|------------------------------------|------------------|
| <b>Improvements in performance</b> | <b>very good</b> |
| <b>Learners' experiences</b>       | <b>very good</b> |
| <b>Meeting learning needs</b>      | <b>very good</b> |

Nursery class

|                                    |                     |
|------------------------------------|---------------------|
| <b>Improvements in performance</b> | <b>satisfactory</b> |
| <b>Children's experiences</b>      | <b>satisfactory</b> |
| <b>Meeting learning needs</b>      | <b>satisfactory</b> |

We also evaluated the following aspects of the work of the school and nursery class.

|                                            |                  |
|--------------------------------------------|------------------|
| <b>The curriculum</b>                      | <b>good</b>      |
| <b>Improvement through self-evaluation</b> | <b>very good</b> |

Here are the Care Inspectorate's gradings.

|                                             |                  |
|---------------------------------------------|------------------|
| <b>Quality of care and support</b>          | <b>weak</b>      |
| <b>Quality of environment</b>               | <b>very good</b> |
| <b>Quality of staffing</b>                  | <b>good</b>      |
| <b>Quality of management and leadership</b> | <b>adequate</b>  |

At the last inspection that was conducted by the Care Inspectorate, there were no recommendations and no requirements.

<sup>1</sup> *How good is our school? The Journey to Excellence: part 3*, HM Inspectorate of Education, 2007, [http://www.educationscotland.gov.uk/Images/HowgoodisourschoolJtEpart3\\_tcm4-684258.pdf](http://www.educationscotland.gov.uk/Images/HowgoodisourschoolJtEpart3_tcm4-684258.pdf)

<sup>2</sup> *The Child at the Centre (2), Self-Evaluation in the early years*, HM Inspectorate of Education, 2007, [http://www.educationscotland.gov.uk/inspectionandreview/Images/catcseey\\_tcm4-712692.pdf](http://www.educationscotland.gov.uk/inspectionandreview/Images/catcseey_tcm4-712692.pdf).

Please note that the term "adequate" in these documents has been replaced with "satisfactory".



## Requirement

1. The service should ensure there is clear policy and guidelines on the use, storage and administration of medication. The service must ensure that written consent is given by parents and carers for the use of medication provided by them. This is in order to comply with The Social Care and Social Work Improvement (Requirements for Care Services) Regulations 2011 (SSI 2011/210), regulation 5 (1)(2). Timescale: *immediately*.

## Recommendations

1. The service provider should strengthen its system for consulting parents and children on all aspects of nursery life. National Care Standards Early Education and Childcare up to the age of 16: Standard 7 - A Caring Environment.
2. The service should continue to develop children's learning stories to ensure that they clearly demonstrate children's progression in learning. National Care Standards Early Education and Childcare up to the age of 16: Standard 4.4 Engaging with Children.
3. The service should ensure all required information is available in the complaints procedure. National Care Standards Early Education and Childcare up to the age of 16: Standard 14.2 - A Well Managed Service.
4. The service must ensure accidents and incidents are appropriately recorded in a way that maintains confidentiality for parents and children. They must ensure all accidents and incidents are signed by parents. There should be a clear process for recording incidents and actions taken to address issues. National Care Standards Early Education and Childcare up to the age of 16: Standard 2 A Safe Environment.
5. Consideration should be given to areas for improvement identified throughout this report when planning training. National Care Standards 12.2 Confidence in staff Early Education and Childcare up to the age of 16.
6. The service provider should introduce a more effective programme for quality assurance within the service, which involves children, parents, staff and stakeholders and takes account of relevant legislation and best practice guidance. National Care Standards early education and childcare up to the age of 16 - Standard 13: Improving the service

A notification from the Care Inspectorate will be sent to the Provider to complete and action a plan to address the Requirements and Recommendations made as a result of this inspection.

A copy of the full letter is available on the Education Scotland and Care Inspectorate websites at

<http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/KilmacolmPrimarySchoolInverclyde.asp> and

[http://www.scswis.com/index.php?option=com\\_content&view=article&id=7644&Itemid=489](http://www.scswis.com/index.php?option=com_content&view=article&id=7644&Itemid=489)



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|                         |                                                                                                         |                    |                         |
|-------------------------|---------------------------------------------------------------------------------------------------------|--------------------|-------------------------|
| <b>Report To:</b>       | <b>Education &amp; Communities Committee</b>                                                            | <b>Date:</b>       | <b>11 March 2014</b>    |
| <b>Report By:</b>       | <b>Head of Finance &amp; Corporate Director Education, Communities &amp; Organisational Development</b> | <b>Report No:</b>  | <b>FIN/012/14/JB/IC</b> |
| <b>Contact Officer:</b> | <b>Iain Cameron</b>                                                                                     | <b>Contact No:</b> | <b>01475 712832</b>     |
| <b>Subject:</b>         | <b>Education 2013/14 Revenue Budget-Period 9 to 31 December 2013</b>                                    |                    |                         |

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## 1.0 PURPOSE

- 1.1 To advise the Committee of the 2013/14 Revenue Budget position as at Period 9 to 31 December 2013.

## 2.0 SUMMARY

- 2.1 The total Education budget for 2013/14 is £71,980,540. The School Estates Management Plan accounts for £14,218,000 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.
- 2.2 The latest projection, excluding Earmarked Reserves, is an underspend of £82,000. This is a reduction in expenditure of £47,000 since last Committee. The main reasons for the overall reduction in expenditure are summarised in paragraph 2.3 below.
- 2.3 The main reasons for this underspend are –
- (a) Projected underspend of £71,000 for Employee Costs mainly due to savings in the teachers budget and over achievement of turnover savings.
  - (b) Projected underspend of £52,000 for Non Domestic Rates. This is in addition to savings of £369,000 from Rateable Value appeals which will be recorded against a Corporate saving reported to the Policy & Resources Committee instead of this Committee.
  - (c) Projected underspend of £51,000 for Heating Oil following closure of St Columba's Inverkip Road.
  - (d) Projected underspend of £29,000 for Biomass fuel at Port Glasgow Community Campus.
  - (e) Projected overspend for Utilities of £24,000.
  - (f) Projected underspend of £39,000 for School Bus Contracts.
  - (g) Projected overspend of £36,000 for ASN Transport.
  - (h) Projected overspend of £12,000 for ASN Placements.
  - (i) Projected underspend of £20,000 for Early Years Partner Providers.

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(j) Projected underspend of £30,000 for Hospital Tuition.

(k) Projected overspend of £10,000 for Clothing Grants.

(l) Projected under recovery of £53,000 for Income from Other Local Authorities within Special Schools.

2.4 Earmarked Reserves for 2013/14 total £17,545,000 of which £14,692,000 is projected to be spent in the current financial year. To date expenditure of £7,564,000 (51%) has been incurred . However, a further £3,589,000 relating to loan charges will be paid at the year end increasing the overall percentage spend to 76%.  
The spend to date per profiling was expected to be £8,158,000 therefore slippage is £594,000 or 7.3% which is not significant.

### **3.0 RECOMMENDATION**

3.1 That the Committee note the projected underspend of £82,000 for the Education Revenue budget as at Period 9 to 31 December 2013.

Jan Buchanan  
Head of Finance

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 Revenue Budget and to highlight the main issues arising.

## **5.0 2013/14 PROJECTION**

- 5.1 The main issues to highlight in relation to the 2013/14 projected underspend of £82,000 are:

### Employee Costs:

The total budget for employee costs is £50,296,000 and the latest projection is an underspend of £71,000 (early achievement of budget savings within Early Years and the over achievement of turnover savings.) Projected expenditure has reduced by £49,000 since the last Committee and the movement is mainly due to turnover savings and further budget savings being implemented earlier than planned.

### Non Domestic Rates:

Latest projection for Non Domestic Rates is an underspend of £52,000. The majority of this saving relates to empty buildings relief. The £52,000 saving is in addition to savings of £369,000 from Rateable Value appeals which will be recorded against a Corporate saving reported to the Policy & Resources Committee rather than this Committee.

### Heating Oil:

An underspend of £51,000 for Heating Oil was reported to the last Committee. The latest projection remains the same.

### Utilities :

Latest projection for utilities is an overspend of £24,000 – overspend of £30,000 for electricity, underspend of £26,000 for gas and an overspend of £20,000 for water. Projected expenditure has reduced by £13,000 since last Committee and this is mainly due to a reduction in the projected overspend for water.

### Biomass Fuel:

An underspend of £24,000 for Biomass fuel at Port Glasgow Community campus was reported to the last Committee. The latest projection is an underspend of £29,000. As previously reported to Committee the underspend relates to the building only being occupied for part of the year. The full budget will be required for 2014/15.

### Education IT Charges :

A projected overspend of £32,000 was reported to the last Committee for Education IT Charges. The latest projection remains the same.

### SPT School Buses:

An underspend of £29,000 was reported to the last Committee for the SPT School Buses contract. The latest projection is an underspend of £39,000 due to a reduction in contract costs for the Port Glasgow Community Campus.

### ASN Transport :

An overspend of £36,000 was reported to the last Committee. The latest projection remains the same.

### Hospital Tuition :

The latest projection for Hospital Tuition costs is an underspend of £30,000. This is the same as previously reported to Committee.

### Clothing Grants :

The budget for Clothing Grants is £167,000. The latest projection is an overspend of £10,000 which is in line with the 2012/13 out turn. It should be noted that for 2014/15 an additional £45,000 has been added to this budget as a result of the grant increasing from the current £63.50 to £80.

### ASN Placements :

An underspend of £8,000 for ASN Placements was reported to the last Committee. As a result of a placement continuing for longer than planned, the latest projection is an overspend of £12,000.

### School Meal Income :

An under recovery of £16,000 was reported to the last Committee as a result of the year to date uptake of school meals being approximately 5% less than in the previous year. Since the last Committee there has been a slight improvement in uptake rates and as a result the projected income shortfall has reduced to £9,000.

### Special Schools – Income from Other Local Authorities :

Various Councils place children from their areas in Craigmarloch and Garvel and pay Inverclyde Council for providing this service. The 2013/14 income budget for this is £246,000. The latest projection is a shortfall of £53,000 which is £46,000 less than received for 2012/13. In common with Inverclyde Council, other local authorities also have policies in place to reduce the number of children in external placements. This has resulted in a decline in the number of external placements in Inverclyde schools.

### Early Years Wraparound Income :

Income is generated by charging for nursery provision which is in addition to the statutory free hours. The budget for this service is £211,000 and the latest projection is a shortfall in income of £17,000. The level of uptake has decreased compared to previous years.

## **6.0 EARMARKED RESERVES**

- 6.1 There is a planned contribution to Earmarked Reserves of £2,853,000 at the end of the current Financial Year as detailed in Appendix 3. Spend to date is 51% 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 76%.  
The spend to date per profiling was expected to be £8,158,000 therefore slippage is £594,000 or 7.3% which is not significant. The delay to the opening of the Port Glasgow Community Campus is the main reason for the slippage.

## **7.0 VIREMENTS**

- 7.1 There are no virements this Committee cycle

## 8.0 IMPLICATIONS

### 8.1 Finance

All financial implications are discussed in detail within the report above.

One off Costs

| Cost Centre | Budget Heading | Budget Years | Proposed Spend This Report £000 | Virement From | Other Comments |
|-------------|----------------|--------------|---------------------------------|---------------|----------------|
| N/A         |                |              |                                 |               |                |

Annually Recurring Costs / (Savings)

| Cost Centre | Budget Heading | Budget Years | Proposed Spend This Report £000 | Virement From | Other Comments |
|-------------|----------------|--------------|---------------------------------|---------------|----------------|
| N/A         |                |              |                                 |               |                |

### 8.2 Legal

There are no specific legal implications arising from this report.

### 8.3 Human Resources

There are no specific human resources implications arising from this report.

### 8.4 Equalities

There are no equalities issues with this report.

### 8.5 Repopulation

There are no repopulation issues with this report.

## 9.0 CONSULTATION

9.1 The paper has been jointly prepared by the Corporate Director Education, Communities & Organisational Development and the Head of Finance.

## 10.0 BACKGROUND PAPERS

10.1 There are no background papers for this report.

**EDUCATION****REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 9 : 1st April 2013 - 31st December 2013**

| <u>Out Turn</u><br>2012/13<br>£000 | <u>Budget</u><br><u>Heading</u> | <u>Budget</u><br>2013/14<br>£000 | <u>Proportion</u><br><u>of Budget</u> | <u>Actual to</u><br>31-Dec-13<br>£000 | <u>Projection</u><br>2013/14<br>£000 | <u>(Under)/Over</u><br><u>Budget</u><br>£000 | <u>Percentage</u><br><u>Over / (Under)</u> |
|------------------------------------|---------------------------------|----------------------------------|---------------------------------------|---------------------------------------|--------------------------------------|----------------------------------------------|--------------------------------------------|
| 36,851                             | Employee Costs - Teachers       | 36,368                           | 27,281                                | 27,035                                | 36,292                               | (76)                                         | (0.2%)                                     |
| 13,853                             | Employee Costs - Non Teachers   | 13,928                           | 9,093                                 | 9,076                                 | 13,933                               | 5                                            | 0.0%                                       |
| 2,583                              | Non Domestic Rates              | 2,792                            | 2,792                                 | 2,399                                 | 2,371                                | (421)                                        | (15.1%)                                    |
| 262                                | Heating Oil                     | 98                               | 98                                    | 47                                    | 47                                   | (51)                                         | (52.0%)                                    |
| 0                                  | Biomass - PG Comm Campus        | 57                               | 36                                    | 5                                     | 28                                   | (29)                                         | (50.9%)                                    |
| 626                                | Electricity                     | 641                              | 427                                   | 426                                   | 671                                  | 30                                           | 4.7%                                       |
| 691                                | Gas                             | 772                              | 515                                   | 333                                   | 746                                  | (26)                                         | (3.4%)                                     |
| 302                                | Water                           | 264                              | 264                                   | 268                                   | 284                                  | 20                                           | 7.6%                                       |
| 221                                | Education IT Charges            | 191                              | 111                                   | 151                                   | 223                                  | 32                                           | 16.8%                                      |
| 1,233                              | SPT School Buses                | 1,203                            | 902                                   | 909                                   | 1,164                                | (39)                                         | (3.2%)                                     |
| 671                                | ASN Transport                   | 568                              | 426                                   | 300                                   | 604                                  | 36                                           | 6.3%                                       |
| 678                                | ASN Placements                  | 534                              | 401                                   | 257                                   | 546                                  | 12                                           | 2.2%                                       |
| 277                                | Early Years Partner Providers   | 213                              | 163                                   | 120                                   | 193                                  | (20)                                         | (9.4%)                                     |
| 22                                 | Hospital Tuition                | 40                               | 23                                    | 0                                     | 10                                   | (30)                                         | (75.0%)                                    |
| 178                                | Clothing Grants                 | 167                              | 167                                   | 175                                   | 177                                  | 10                                           | 6.0%                                       |
| (239)                              | Special Schools Income OLA      | (246)                            | 0                                     | 0                                     | (193)                                | 53                                           | (21.5%)                                    |
| (188)                              | Wrapround Income                | (211)                            | (158)                                 | (249)                                 | (194)                                | 17                                           | (8.1%)                                     |
| <b>Total Material Variances</b>    |                                 |                                  |                                       |                                       |                                      | <b>(477)</b>                                 |                                            |

\* NDR Underspend reported as Corporate Saving not to Education Committee

**EDUCATION****REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 9 : 1st April 2013 - 31st December 2013**

| 2012/13<br>Actual<br>£000 | Subjective Heading                                    | Approved<br>Budget<br>2013/14<br>£000 | Revised<br>Budget<br>2013/14<br>£000 | Projected<br>Out-turn<br>2013/14<br>£000 | Projected<br>Over/(Under)<br>Spend<br>£000 | Percentage<br>Over/(Under) |
|---------------------------|-------------------------------------------------------|---------------------------------------|--------------------------------------|------------------------------------------|--------------------------------------------|----------------------------|
| 36,851                    | Employee Costs - Teachers                             | 35,988                                | 36,368                               | 36,292                                   | (76)                                       | (0.2%)                     |
| 13,853                    | Employee Costs - Non Teachers                         | 13,281                                | 13,928                               | 13,933                                   | 5                                          | 0.0%                       |
| 14,735                    | Property Costs                                        | 7,167                                 | 7,294                                | 7,191                                    | (103)                                      | (1.4%)                     |
| 3,651                     | Supplies & Services                                   | 3,660                                 | 3,680                                | 3,721                                    | 41                                         | 1.1%                       |
| 2,585                     | Transport Costs                                       | 2,283                                 | 2,542                                | 2,542                                    | 0                                          | -                          |
| 418                       | Administration Costs                                  | 427                                   | 448                                  | 450                                      | 2                                          | 0.4%                       |
| 3,854                     | Other Expenditure                                     | 17,831                                | 17,581                               | 17,553                                   | (28)                                       | (0.2%)                     |
| (3,331)                   | Income                                                | (2,708)                               | (3,248)                              | (3,171)                                  | 77                                         | (2.4%)                     |
| 72,616                    | TOTAL NET EXPENDITURE                                 | 77,929                                | 78,593                               | 78,511                                   | (82)                                       | (0.1%)                     |
|                           | Earmarked Reserves                                    | 0                                     | (2,621)                              | (2,621)                                  | 0                                          |                            |
|                           | Loan Charges / DMR                                    | 0                                     | (3,929)                              | (3,929)                                  | 0                                          |                            |
|                           | TOTAL NET EXPENDITURE excluding<br>Earmarked Reserves | 77,929                                | 72,043                               | 71,961                                   | (82)                                       |                            |

| 2012/13<br>Actual<br>£000 | Objective Heading                | Approved<br>Budget<br>2013/14<br>£000 | Revised<br>Budget<br>2013/14<br>£000 | Projected<br>Out-turn<br>2013/14<br>£000 | Projected<br>Over/(Under)<br>Spend<br>£000 | Percentage<br>Over/(Under) |
|---------------------------|----------------------------------|---------------------------------------|--------------------------------------|------------------------------------------|--------------------------------------------|----------------------------|
| 140                       | Corporate Director               | 134                                   | 135                                  | 148                                      | 13                                         | 9.6%                       |
| 52,819                    | Education                        | 52,179                                | 52,505                               | 52,327                                   | (178)                                      | (0.3%)                     |
| 8,347                     | School Estate Management Plan    | 14,168                                | 14,218                               | 14,218                                   | 0                                          | -                          |
| 61,166                    | TOTAL EDUCATION SERVICES         | 66,347                                | 66,723                               | 66,545                                   | (178)                                      | (0.3%)                     |
| 7,662                     | ASN                              | 7,416                                 | 7,785                                | 7,867                                    | 82                                         | 1.1%                       |
| 2,111                     | Other Inclusive Education        | 2,079                                 | 2,114                                | 2,115                                    | 1                                          | 0.0%                       |
| 9,773                     | TOTAL INCLUSIVE EDUCATION        | 9,495                                 | 9,899                                | 9,982                                    | 83                                         | 0.8%                       |
| 1,219                     | Community Learning & Development | 1,616                                 | 1,522                                | 1,522                                    | 0                                          | -                          |
| 318                       | Other Safer & Inclusive          | 337                                   | 314                                  | 314                                      | 0                                          | -                          |
| 1,537                     | TOTAL SAFER & INCLUSIVE          | 1,953                                 | 1,836                                | 1,836                                    | 0                                          | -                          |
| 72,616                    | TOTAL EDUCATION COMMITTEE        | 77,929                                | 78,593                               | 78,511                                   | (82)                                       | (0.1%)                     |
|                           | Earmarked Reserves               | 0                                     | (2,621)                              | (2,621)                                  | 0                                          |                            |

## EARMARKED RESERVES POSITION STATEMENT

## COMMITTEE: Education &amp; Lifelong Learning

| <u>Project</u>                  | <u>Lead Officer/<br/>Responsible Manager</u> | <u>c/f<br/>Funding<br/>2012/13</u><br>£000 | <u>New<br/>Funding<br/>2013/14</u><br>£000 | <u>Total<br/>Funding<br/>2013/14</u><br>£000 | <u>Phased Budget<br/>To Period 9<br/>2013/14</u><br>£000 | <u>Actual<br/>To Period 9<br/>2013/14</u><br>£000 | <u>Projected<br/>Spend<br/>2013/14</u><br>£000 | <u>Amount to be<br/>Earmarked for<br/>2014/15 &amp; Beyond</u><br>£000 | <u>Lead Officer: Update</u>                                                                                                                                                                                                                                                                                           |
|---------------------------------|----------------------------------------------|--------------------------------------------|--------------------------------------------|----------------------------------------------|----------------------------------------------------------|---------------------------------------------------|------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| School Estate M P               | Eddie Montgomery                             | 3,086                                      | 14,098                                     | 17,184                                       | 8,089                                                    | 7,501                                             | 14,619                                         | 2,565                                                                  | New funding and projected spend updated per the latest version of SEMP funding model approved by Education & Communities Committee 05/1/13 and subsequent amendment for the Finance Strategy. Some expenditure delayed due to late opening of PG Community Campus but still expected to be spent this Financial Year. |
| Beacon Arts Centre              | Angela Edwards                               | 11                                         | 25                                         | 36                                           | 19                                                       | 13                                                | 23                                             | 13                                                                     | This is funding for Arts Development Officer post. £13k of YTD expenditure paid to Beacon for the period Jan 13 to Sept 13 when no person was in post. The post was filled in January 2014.                                                                                                                           |
| Creative Scotland Match Funding | Angela Edwards                               | 0                                          | 250                                        | 250                                          | 50                                                       | 50                                                | 50                                             | 200                                                                    | First instalment of £50k has been paid to the Beacon as per P&R Committee 26/03/13. Remaining £200k is agreed funding up until 2015/16.                                                                                                                                                                               |
| Port Glasgow I Youth Zone       | John Arthur                                  | 0                                          | 75                                         | 75                                           | 0                                                        | 0                                                 | 0                                              | 75                                                                     | This new reserve was approved at Policy & Resources Committee on 24 Sept 2013 and is a contribution to support a bid to the BLF for funding to expand youth work provision in Port Glasgow. The budget will be phased once detail has been agreed.                                                                    |
| <b>Total</b>                    |                                              | <b>3,097</b>                               | <b>14,448</b>                              | <b>17,545</b>                                | <b>8,158</b>                                             | <b>7,564</b>                                      | <b>14,692</b>                                  | <b>2,853</b>                                                           |                                                                                                                                                                                                                                                                                                                       |



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|                         |                                                                                                       |                    |                        |
|-------------------------|-------------------------------------------------------------------------------------------------------|--------------------|------------------------|
| <b>Report To:</b>       | <b>Education &amp; Communities Committee</b>                                                          | <b>Date:</b>       | <b>11 March 2014</b>   |
| <b>Report By:</b>       | <b>Corporate Director Education, Communities &amp; Organisational Development and Head of Finance</b> | <b>Report</b>      | <b>EDUCOM/14/14/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 November 2013 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.
- 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.

Albert Henderson  
Corporate Director Education,  
Communities &  
Organisational Development  
14<sup>th</sup> February 2014

Jan Buchanan  
Head of Finance  
14<sup>th</sup> February 2014

#### **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 of 5<sup>th</sup> November 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 ARDGOWAN PRIMARY SCHOOL REFURBISHMENT**

- 5.1 The January 2013 Committee approved a revised project budget and scope of works for the Ardgowan Primary School Refurbishment project. The modular accommodation relocated from the temporary Port Glasgow Shared Campus in December is now fully operational and was occupied on 27<sup>th</sup> January 2014. The main refurbishment project tenders have been returned and initial arithmetical checking and evaluation is complete. Tenders were returned in excess of the approved budget. A value engineering exercise has been undertaken and revised pricing is currently being sought from tenderers with return by 3<sup>rd</sup> March. It is anticipated that following this return a final recommendation for acceptance will be progressed. An update paper will be circulated at the Committee meeting requesting approval to proceed and will confirm the proposed funding allocation to address the anticipated over expenditure. Thereafter a legal acceptance will be progressed following the mandatory standstill period as required by the European Procurement regulations governing the project. It is anticipated that the main construction contract will commence early April to complete early April 2015 with transfer of the school to the refurbished facility aligning with the Easter 2015 holiday period to minimise disruption to the school.

#### **6.0 ST JOHN'S PRIMARY SCHOOL REFURBISHMENT**

- 6.1 The outline brief for the St John's Primary School Refurbishment project was issued in May 2013. The School Estate Team have met periodically with the Design Team and stakeholders to discuss and refine the brief. Progress has been made on the design and as reported to/approved by the last Committee, the brief/scope was revised to include a nursery class extension. Funding has been confirmed in connection with this work as outlined in the Increase in Nursery Entitlement to 600 Hours paper being reported to this Committee and a proportion of the £413K capital 2014/15 allocation will be set against the project. The January Committee also approved the use of the former St Stephen's High School for decant as an alternative to the former Highlanders Academy building and the scoping and clarification of the minor works required to prepare the building for use is on-going. The stage 2 (concept design) report is scheduled for issue late February / early March. Following issue of this report a detailed programme for the project will be prepared in conjunction with Technical Services including arrangements for decant which will be taken to the stakeholders for discussion.

## 7.0 FUTURE PROJECTS – ST PATRICK’S/KILMACOLM PRIMARY SCHOOLS

7.1 The 2015/16 Primary School projects above are both at the briefing stage. Some initial work has been undertaken on both in terms of the proposed scope of works and initial feasibility studies. A separate report on the options for progressing St Patrick’s Primary School is being reported to this Committee. The School Estate Team will be preparing more detailed briefing packages for both projects in consultation with stakeholders over the next few months.

## 8.0 IMPLICATIONS

### Finance

8.1 The approved budget for 2013/14 is £21.117M. The expenditure at 31<sup>st</sup> January 2014 is £20.685M from a budget of £21.117M. This is expenditure of 97.95% of the budget after 83.33% of the year. No slippage is being reported.

8.2 The current budget position, as amended to reflect the October 2013 review of the School Estate Funding model and the Policy & Resources Committee decision of 4<sup>th</sup> February 2014 to return £500K of unallocated contingency to the overall programme, is £88.847M, made up of £54.315M SEMP Supported Borrowing, £830k Non-SEMP Supported Borrowing and £33.702M Prudential Borrowing. The Current Projection is £88.434M.

| 8.3 | Education & Communities | Approved Budget<br>£000 | Current Position<br>£000 | Overspend /<br>(Underspend)<br>£000 |
|-----|-------------------------|-------------------------|--------------------------|-------------------------------------|
|     | Total School Estate     | 88,017                  | 88,017                   | -                                   |
|     | Total Non School Estate | 830                     | 830                      | -                                   |
|     | <b>Total</b>            | <b>88,847</b>           | <b>88,847</b>            | -                                   |

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

### Legal

8.5 There are no legal issues.

### Human Resources

8.6 There are no human resources issues.

### Equalities

8.8 There are no equalities issues.

### Repopulation

8.8 There are no repopulation issues.

## 9.0 CONSULTATION

9.1 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.

9.2 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.

## **10.0 LIST OF BACKGROUND PAPERS**

10.1 Education Capital Programme Technical Progress Reports February 2014. (A technical progress report is a project specific report which details the financial and progress position for current projects which have a legal commitment).

## CAPITAL REPORT APPENDIX 1

## COMMITTEE: EDUCATION &amp; COMMUNITIES

| Project Name                                        | 1              | 2                 | 3                       | 4                    | 5                  | 6            | 7            | 8             | 9          | 10                       | 11                      |
|-----------------------------------------------------|----------------|-------------------|-------------------------|----------------------|--------------------|--------------|--------------|---------------|------------|--------------------------|-------------------------|
|                                                     | Est Total Cost | Actual to 31/3/13 | Approved Budget 2013/14 | Revised Est. 2013/14 | Actual to 31/01/14 | Est 2014/15  | Est 2015/16  | Future Years  | Start Date | Original Completion Date | Current Completion Date |
|                                                     | £000           | £000              | £000                    | £000                 | £000               | £000         | £000         | £000          |            |                          |                         |
| <b>SEMP - Capital Programme Projects</b>            |                |                   |                         |                      |                    |              |              |               |            |                          |                         |
| Sacred Heart PS - Decant School Upgrade             | 500            | 120               | 264                     | 370                  | 370                | 10           | 0            | 0             | Sep-12     | -                        | Oct-13                  |
| St Columba's HS - Refurbishment of Gourrock HS      | 14,667         | 9,048             | 4,367                   | 5,602                | 5,602              | 17           | 0            | 0             | Jan-12     | Jun-13                   | Aug-13                  |
| Port Glasgow Community Campus - Craigmarrow         | 10,628         | 6,743             | 3,734                   | 3,734                | 3,734              | 151          | 0            | 0             | Oct-11     | Jul-13                   | Dec-13                  |
| Demolish Greenock Academy                           | 164            | 71                | 0                       | 0                    | 0                  | 0            | 91           | 2             | Sep-15     | -                        | Nov-15                  |
| Demolish St Stephens HS                             | 558            | 0                 | 150                     | 3                    | 3                  | 0            | 147          | 408           | Dec-15     | -                        | Jun-16                  |
| Demolish Lilybank                                   | 124            | 0                 | 77                      | 10                   | 0                  | 114          | 0            | 0             | Dec-13     | -                        | Mar-14                  |
| Primary Schools - Accelerated Programme (Various)   | 1,035          | 407               | 628                     | 628                  | 448                | 0            | 0            | 0             | Apr-12     | -                        | Mar-14                  |
| Ardgowan PS - Refurbishment                         | 5,091          | 97                | 1,657                   | 328                  | 328                | 2,949        | 1,717        | 0             | Jul-13     | -                        | Feb/Apr-15              |
| 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                   | 7                  | 0            | 0            | 0             | Feb-14     | -                        | Feb-14                  |
| St John's PS - Refurbishment                        | 2,215          | 0                 | 56                      | 56                   | 8                  | 1,041        | 1,064        | 54            | Aug-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                  | 262                | 0            | 0            | 0             | Jul-13     | Oct-13                   | Nov-13                  |
| Early Years (C&YPB - 600Hrs)                        | 413            | 0                 | 0                       | 0                    | 0                  | 413          | 0            | 0             |            |                          |                         |
| 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                                    | 729            | 0                 | 226                     | 561                  | 530                | 168          | 0            | 0             |            |                          |                         |
| <b>Non Prudentially Funded SEMP</b>                 | <b>54,315</b>  | <b>16,486</b>     | <b>11,964</b>           | <b>11,594</b>        | <b>11,292</b>      | <b>5,829</b> | <b>8,383</b> | <b>12,023</b> |            |                          |                         |
| <b>SEMP-Prudentially Funded Projects</b>            |                |                   |                         |                      |                    |              |              |               |            |                          |                         |
| Port Glasgow Community Campus - Secondary Schools   | 29,954         | 19,708            | 8,565                   | 8,772                | 8,772              | 1,474        | 0            | 0             | Oct-11     | Jul-13                   | Dec-13                  |
| Prudential Funding - Capital Project Contributions  | 1,140          | 0                 | 0                       | 0                    | 0                  | 640          | 500          | 0             |            |                          |                         |
| Lomond View Academy                                 | 2,503          | 1,790             | 483                     | 643                  | 618                | 70           | 0            | 0             | Jul-12     | Apr-13                   | Jul-13                  |
| Complete on site                                    | 105            | 0                 | 105                     | 105                  | 0                  | 0            | 0            | 0             |            |                          |                         |
|                                                     | 33,702         | 21,498            | 9,153                   | 9,520                | 9,390              | 2,184        | 500          | 0             |            |                          |                         |
| <b>TOTAL SEMP CAPITAL</b>                           | <b>88,017</b>  | <b>37,984</b>     | <b>21,117</b>           | <b>21,114</b>        | <b>20,682</b>      | <b>8,013</b> | <b>8,883</b> | <b>12,023</b> |            |                          |                         |
| <b>Non-SEMP Capital Programme Projects</b>          |                |                   |                         |                      |                    |              |              |               |            |                          |                         |
| Whinhill/Kilmacolm/St. Ninians PS - Pitch Upgrading | 830            | 0                 | 0                       | 3                    | 3                  | 827          | 0            | 0             | Apr-14     | -                        | Mar-15                  |
|                                                     | 830            | 0                 | 0                       | 3                    | 3                  | 827          | 0            | 0             |            |                          |                         |
| <b>TOTAL non-SEMP CAPITAL</b>                       | <b>830</b>     | <b>0</b>          | <b>0</b>                | <b>3</b>             | <b>3</b>           | <b>827</b>   | <b>0</b>     | <b>0</b>      |            |                          |                         |
| <b>TOTAL ALL CAPITAL PROJECTS</b>                   | <b>88,847</b>  | <b>37,984</b>     | <b>21,117</b>           | <b>21,117</b>        | <b>20,685</b>      | <b>8,840</b> | <b>8,883</b> | <b>12,023</b> |            |                          |                         |

**Report To:** Education & Communities Committee **Date:** 11 March 2014

**Report By:** Corporate Director Education, Communities & Organisational Development **Report No:** EDUCOM/21/14/KM

**Contact Officer:** Karen McCready,  
Corporate Policy Officer **Contact No:** 712146

**Subject:** Education & Communities Performance Report

## 1.0 PURPOSE

- 1.1 The purpose of this report is to provide Committee with an update on progress towards the achievement of key objectives as set out in the Education, Communities & Organisational Development Corporate Directorate Improvement Plan (CDIP).
- 1.2 This report focuses on the improvement actions that sit within the Education, Inclusive Education & Culture and Safer Communities Services. The remaining improvement actions that sit within Corporate Policy and Organisational, Development, HR & Communications will be reported separately to the next meeting of the Policy & Resources Committee in a Corporate Services Performance Report.

## 2.0 SUMMARY

- 2.1 Directorate Plans are a key component of the Council's Strategic Planning and Performance Management Framework. They are the principal vehicle for managing and delivering the strategic outcomes identified in the Inverclyde Alliance Single Outcome Agreement and Inverclyde Council's Corporate Statement.
- 2.2 The Council's new Corporate Directorate Improvement Plans were approved in May 2013 and cover the period 2013-2016. This is the second report detailing the progress that has been made in delivering the improvement actions within the Education, Communities & Organisational Development CDIP. Full details are provided in appendix 1. Further progress reports will be submitted to every second meeting of this Committee.
- 2.3 An update on the key performance indicators contained within the CDIP is also provided where new performance information is available (appendix 2).
- 2.4 Since May 2013 good progress has made in implementing the vast majority of the projects and improvement actions contained within the Education, Communities & Organisational Development CDIP 2013/16, including:
  - The review of anti-social behaviour is complete.
  - Ravenscraig Community Sports Hub is fully operational.
  - McLean Museum and Art Gallery achieved accreditation in November 2013.

2.5 There has been slight slippage in the delivery of the following improvement actions :

- Data Protection
- Health and Safety
- Environmental Health and Trading Standards
- Pupils Support
- New Cultural Hub
- Sports Framework
- Teenage Pregnancy
- Housing Repairs Enforcement
- Engagement with Young People

The reasons for this slippage are detailed in Appendix 1

2.6 Each improvement action has been designated with a 'BRAG' status, i.e. Blue means that the action is complete; Red means that the action has significant slippage; Amber means that the action has slight slippage; Green means that the action is on track. A commentary of performance is also provided where appropriate.

### **3.0 RECOMMENDATIONS**

3.1 It is recommended that the Committee:

- a. Note that this report reflects the progress made by Education, Inclusive Education & Culture and Safer Communities Services in delivering the key objectives and performance targets as detailed in the Education, Communities and Organisational Development Corporate Directorate Improvement Plan.
- b. That progress in delivering the remaining CDIP improvement actions that sit within Corporate Policy, Organisational Development, HR and Communications will be reported to the next meeting of the Policy and Resources Committee in a Corporate Services Performance Report.
- c. That further progress reports will be submitted to every second meeting of this Committee.

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

## **4.0 BACKGROUND**

- 4.1 The Corporate Directorate Improvement Plan is a Directorate's key improvement planning document which sets out the projects and improvement actions that will be implemented to help the Council deliver the strategic wellbeing outcomes identified within the Single Outcome Agreement and Corporate Statement. These wellbeing outcomes are Safe, Healthy, Achieving, Nurtured, Active, Respected & Responsible and Included (SHANARRI).
- 4.2 The Council's Corporate Directorate Improvement Plans were approved in May 2013 and cover the period 2013-2016. Each CDIP contains a number of improvement actions to be delivered over the next three years.
- 4.3 The CDIP also contains a number of key performance indicators, consisting of a mixture of statutory performance indicators (SPIs) and local service or operations indicators. These indicators provide an important measure of how each service's individual performance contributes to the Council's overall strategic aims. A number of key performance indicators within the CDIP are gathered on an annual basis, whilst other are compiled on a more frequent basis.
- 4.4 This report focuses on the improvement actions that sit within the Education, Inclusive Education & Culture and Safer Communities Services. The remaining improvement actions that sit within Corporate Policy and Organisational, Development, HR & Communications will be reported separately to the next meeting of the Policy & Resources Committee in a Corporate Services Performance Report.

## **5.0 PROGRESS**

- 5.1 Since May 2013 good progress has been made in implementing the vast majority of the projects and improvement actions contained within the Education, Communities & Organisational Development CDIP 2013/16, including:
- The review of anti-social behaviour is complete.
  - Ravenscraig Community Sports Hub is fully operational.
  - McLean Museum and Art Gallery achieved accreditation in November 2013.
- 5.2 There has been slight slippage in the delivery of the following improvement actions. The reasons for this slippage are detailed in Appendix 1:
- Data Protection
  - Health and Safety
  - Environmental Health and Trading Standards
  - Pupils' Support
  - New Cultural Hub
  - Sports Framework
  - Teenage Pregnancy
  - Housing Repairs Enforcement
  - Engagement with Young People
- 5.3 Full details of the progress that has been made as at February 2014 are provided in Appendix 1.



- 5.4 Each improvement action has been designated with a 'BRAG' status, i.e Blue means that the action is complete; Red means that the action has significant slippage; Amber means that the action has slight slippage; Green means that the action is on track. A commentary of performance is also provided where appropriate.
- 5.5 Performance has been recorded and can also be viewed on the Council's electronic performance management system, Inverclyde Performs.
- 5.6 An update on the key performance indicators contained within the CDIP is also provided where new performance information is available (Appendix 2).

## **6.0 IMPLICATIONS**

6.1 Finance  
None

Legal

Human Resources  
None

Equality & Diversity  
None

Repopulation  
None

## **7.0 CONSULTATION**

7.1 Information on the progress that has been made in delivering the ECOD CDIP has been provided by the lead officers of each improvement action.

## **8.0 BACKGROUND PAPERS**

8.1 Education, Communities and Organisational Development Corporate Directorate Improvement Plan 2013-16.

**Safe**

| Where Do We Want To Be?                                                                                                                                                                                                                                                                                                                                                  | How Will We Get There? (Improvement Action)                                                                                                                                                  | BRAG Status (Blue, Red, Amber Green)                  | Comment                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Data Protection</u></p> <p>All CCTV installations and deployments controlled by the Council should operate to the same standards, be appropriately specified and maintained and should have a consistent approach and regard for privacy and data protection</p> <p>Develop an overall corporate approach to image retention, maintenance, procurement and use</p> | <p>An overall review of all the Council's installations and deployments of cameras will be carried out in 2013/14 and a set of common standards agreed and implemented by April 2015.</p>    | <p>● Slight Slippage</p>                              | <p>Discussions have commenced and awaiting feedback from data governance group. In the meantime service is consulting with ICT on the long term strategy for the provision of public space CCTV.</p>                                                   |
| <p><u>Tackling Violence &amp; Knife Culture</u></p> <p>Further reduction in the incidences of violence, knife crime and bullying - MVP embedded in all secondary schools</p>                                                                                                                                                                                             | <p>Roll out MVP to other secondary schools</p> <p>Violence Prevention Programmes including No Knives Better Lives developed and sustained.</p> <p>Anti bullying policy fully implemented</p> | <p>● On Track</p> <p>● On Track</p> <p>● On Track</p> | <p>See comment below on Violence Prevention</p> <p>A new steering group has been formed to begin the roll out of this programme to other schools. Margaret Nash leading in close consultation with VRU. Draft policy distributed for consultation.</p> |
| <p><u>Health Protection / Food Safety</u></p> <p>All businesses where there is a risk to food safety arising from cross contamination will have processes and procedures in place to eliminate or adequately control the risk in line with the guidance.</p>                                                                                                             | <p>Fully implement the FSAs Cross Contamination Guidance across businesses in line with programme detailed in the Official Feed and Food Services Plan by March 2015</p>                     | <p>● On Track</p>                                     | <p>On track for completion mid 2014/15</p>                                                                                                                                                                                                             |

● Blue – Complete    ● Green – On Track    ● Amber – Slight Slippage    ● Red – Significant Slippage

## Appendix 1

| Where Do We Want To Be?                                                                                                                                                                                                                                                                                                                                                                             | How Will We Get There?<br>(Improvement Action)                                                                                                                                                                                                                                                | BRAG Status<br>(Blue, Red,<br>Amber Green) | Comment                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Health &amp; Safety</u></p> <p>The enforcement priorities of Inverclyde Council should be clear and understandable to local employers and those likely to be affected by their actions, both employees and others</p> <p>Enforcement will be consistent with national policies but at the same time will give maximum protection to the community and maximum support to local businesses</p> | <p>Develop a new Health and Safety Strategy and Enforcement Policy for Inverclyde. Annual review to ensure it remains consistent with national policy</p>                                                                                                                                     | <p>● Slight Slippage</p>                   | <p>Information required has now been forthcoming from government &amp; HSE. Currently consulting with business bodies.</p>                                                                                   |
| <p><u>Anti-social behaviour</u></p> <p>Anti-social behaviour and community safety services are aligned with current needs and are able to quickly react to changing circumstances</p> <p>Match resources to community needs</p>                                                                                                                                                                     | <p>Carry out a full review of anti-social behaviour which will cover strategy and partnership working; a reassessment of priorities and any reconfiguration of services required.</p> <p>Review to be carried out by April 2014 with recommendations implemented over 2014/15 if approved</p> | <p>● On Track</p>                          | <p>The Anti-Social Behaviour Strategy identified several key issues which the Community Safety Partnership are progressing in 2014/15. Reconfiguration of services is currently underway within Service.</p> |

● Blue – Complete     
 ● Green – On Track     
 ● Amber – Slight Slippage     
 ● Red – Significant Slippage

Healthy

| Where Do We Want To Be?                                                                                                                                                                             | How Will We Get There?<br>(Improvement Action)                                                                                                                                                                                                                           | BRAG Status<br>(Blue, Red,<br>Amber Green)            | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>SHAHRP</u></p> <p>Increase understanding of the impact of alcohol misuse across S2/3</p> <p>Fewer pupils involved in alcohol misuse</p>                                                       | <p>Implement a teacher and training pack with young people through guidance and PSE teachers with S2 cohort. First part of the research to be completed by 2014.</p>                                                                                                     | <p>● On Track</p>                                     | <p>Research is continuing in three establishments and is in year 2. The three secondaries that are part of the research are continuing to run PSE activities using the SHAHRP materials.</p>                                                                                                                                                                                                                                                                                                                                                      |
| <p><u>Housing Investment</u></p> <p>Adequate funding is available to meet affordable housing needs</p>                                                                                              | <p>SLP project completion by 31 March 2015 to be achieved in partnership with Registered Social Landlords</p> <p>Contributions in kind (IC) and new innovative funding proposals (RSLs) will be developed</p> <p>Regular project team meetings and monitoring by HSD</p> | <p>● On Track</p> <p>● On Track</p> <p>● On Track</p> | <p>SLP projects due for completion by March 2015 are currently on track in funding terms. Practical completion is being closely monitored due to potential delays on site</p> <p>Further land disposals to assist the development of affordable housing and innovating funding proposals are being investigated as part of the LHS action plans ( on going)</p> <p>Further project team meetings have been arranged for late February with further meetings with HSD and RSLs due in March 2014 to discuss forward planning and new business.</p> |
| <p><u>Health &amp; Wellbeing of Young People</u></p> <p>Develop a similar facility to IYouthzone for the young people in Port Glasgow</p> <p>Improved outcomes for young people of Port Glasgow</p> | <p>Identify suitable premises</p> <p>Develop funding package for refurbishment and running costs</p> <p>Establish new facility with range of programmes to meet the needs of young people of Port Glasgow</p>                                                            | <p>● On Track</p> <p>● On Track</p> <p>● On Track</p> | <p>Potential premises have been identified.</p> <p>Range of funding options being explored.</p> <p>Earliest start date May 2014.</p>                                                                                                                                                                                                                                                                                                                                                                                                              |

● Blue – Complete    ● Green – On Track    ● Amber – Slight Slippage    ● Red – Significant Slippage

**Achieving**

| Where Do We Want To Be?                                                                                                                                                                        | How Will We Get There? (Improvement Action)                                                                                                                                         | BRAG Status (Blue, Red, Amber Green) | Comment                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>External Funding Group</u></p> <p>Establish development sessions for managers to support funding applications.</p> <p>Work in closer partnership with community and voluntary sector</p> | <p>Development group and funding officer to be more proactive in setting up training sessions / events</p>                                                                          | <p>● Complete</p>                    | <p>New External Funding Officer in place. Responsibilities for action have transferred to post holder.</p>                                                                                                                                                                                                                                     |
| <p><u>Literacy</u></p> <p>Literacy Action Plan is in place and able to evidence improved practice and outcomes for literacy across all establishments and sectors</p>                          | <p>Use of evidence based approaches which lead to key improvements in literacy skills for all</p>                                                                                   | <p>● On Track</p>                    | <p>Figures to end of December – 409 adults receiving literacies support – 223 living in the top 15% SIMD. Of the 409, 196 received SQA accreditation. Continuing to work in partnership with local agencies to develop and deliver customised literacies support. For example, Trust Employability, Working Links and Action for Children.</p> |
| <p><u>Learning Communities</u></p> <p>Improve joint planning with partners including schools to create a network of learning communities with increased community use in schools</p>           | <p>Pilot learning community in one identified area.</p> <p>Set process in place in line with Education Scotland (HMle) advice and guidance</p>                                      | <p>● On Track</p>                    | <p>Guidance note has been sent out and shared with partners and school based staff regarding learning community inspections.</p>                                                                                                                                                                                                               |
| <p><u>Employability</u></p> <p>Youth Employment Action Plan implemented and able to evidence improved practice and outcomes for employability across partner providers and partnerships</p>    | <p>Implementation and robust evaluation of Inverclyde Youth Employment Action Plan</p> <p>Implementation and robust evaluation of Employability component of Adult Learning and</p> | <p>● On Track</p> <p>● On Track</p>  | <p>Action Plan has been revised and submitted to the Alliance Board.</p> <p>A further 103 learners have accessed the work club provision. The Trust Employability number has increased to</p>                                                                                                                                                  |

● Blue – Complete    ● Green – On Track    ● Amber – Slight Slippage    ● Red – Significant Slippage

## Appendix 1

| Where Do We Want To Be?                                                                                                                                                                                                                                                                                                                                                                        | How Will We Get There? (Improvement Action)                                                                                                                                                                                                                     | BRAG Status (Blue, Red, Amber Green)           | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employment component of Adult Learning and Literacy Action Plan integrated within Working for Growth: Refreshed Employability Framework                                                                                                                                                                                                                                                        | Literacy Action Plan integrated within Working for Growth refreshed employability framework.                                                                                                                                                                    |                                                | 135 clients receiving literacies support with 64 receiving SQA accreditation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <u>Continuous Improvement Team</u><br><br>Embed core functions of continuous improvement work: professional dialogue, development and pastoral support<br><br>Ensure a more collective approach to continuous improvement and to improving outcomes for all learners further<br><br>Consistent approach to self evaluation<br><br>A shared vision of what excellent self evaluation looks like | Fully implement Continuous Improvement Team guidelines<br><br>Implement plans to further develop and share an understanding of excellent practice across establishments and learning communities<br><br>Better partnership working in regard to self evaluation | ● Complete<br><br>● On Track<br><br>● On Track | A full evaluation of the guidelines has been carried out and changes made as a result.<br><br>While there has been a slippage in the setting up of learning communities, we have established the sharing of good practice as a standing item on the agenda of all Heads of Establishment meetings.<br><br>A programme of School Reviews involving members of the Continuous Improvement Team is underway which is designed to validate the outcome of a school's self-evaluation process. In addition, self-evaluation is a standing item on the agenda for all Heads of Establishment meetings. |
| <u>Curriculum for Excellence</u><br><br>Curriculum for Excellence is being fully and effectively embedded across all educational establishments by confident staff who are delivering all pupil entitlements. providing high quality learning experiences, developing children and young people as Successful Learners, Confident Individuals, Effective Contributors                          | Work in partnership with Education Scotland to support and develop the confidence of staff to effectively deliver the Curriculum for Excellence across all sectors and establishments<br><br>Work in partnership with SQA to                                    | ● On Track<br><br>● On Track                   | Ongoing partnership working with Education Scotland to support teachers with the implementation of Curriculum for Excellence, in particular the implementation of the new National Qualifications.<br><br>Verifiers for the new National                                                                                                                                                                                                                                                                                                                                                         |

● Blue – Complete    
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 ● Amber – Slight Slippage    
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## Appendix 1

| Where Do We Want To Be? | How Will We Get There?<br>(Improvement Action)                                                                                                       | BRAG Status<br>(Blue, Red,<br>Amber Green)           | Comment                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         | <p>support secondary teachers with delivery of the new National Qualifications</p>                                                                   |                                                      | <p>Qualifications have been identified from across our secondary schools and covering a range of subject areas. SQA have delivered training to the verifiers and some have already started to undertake verification duties outwith Inverclyde. SQA continue to update schools with advice and guidance regarding NQ courses.</p>                                                                   |
|                         | <p>Fully embed the principles from the national 'Building the Curriculum' documents to deliver better outcomes for all children and young people</p> | <p><span style="color: green;">●</span> On Track</p> | <p>The implementation of Curriculum for Excellence is work in progress. Staff in educational establishments and authority staff are working with a range of partners in an effort to ensure the implementation of the advice and principles from the Building the Curriculum documents is smooth and is focussed on improving outcomes for all children and young people.</p>                       |
|                         | <p>Review our interim Senior Phase model involving extensive consultation with all stakeholders</p>                                                  | <p><span style="color: green;">●</span> On Track</p> | <p>A revised Senior Phase Model in terms of the number of courses pupils will undertake in S4 has been agreed by the Education and Communities Committee commencing in August 2015. Other aspects of the wider Senior Phase model are currently being discussed and planned by the Senior Phase Working Group chaired by the Director of Education, Communities and Organisational Development.</p> |

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 ● Green – On Track     
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## Appendix 1

| Where Do We Want To Be?                                                                                                                                                                                  | How Will We Get There?<br>(Improvement Action)                                                                                                                                                               | BRAG Status<br>(Blue, Red, Amber Green) | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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|                                                                                                                                                                                                          | Providing training and advice to primary and secondary teachers to enable them to support pupils with the production of P7 and S3 profiles                                                                   | ● On Track                              | Advice and training on P7 and S3 profiles has been provided to all schools. However, support is ongoing via QIM/QIO.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <u>Developing Leadership in Teachers</u><br><br>Schools and Early Years establishments are supported with the implementation of the recommendations from 'Teaching Scotland's Future' (Donaldson Report) | Take steps to improve leadership capacity across all establishments, including:<br><br>- Develop a new partnership with University where there is a shared responsibility for key areas of teacher education | ● On Track<br><br>● On Track            | This action is ongoing. A range of approaches are being implemented across the Service to promote leadership development. For example, offering DHTs in primary schools the opportunity to undertake an acting Head Teacher role until the post is advertised and filled on a permanent basis; giving aspiring Head Teachers the opportunity to serve on authority working groups. The work that is currently being undertaken on Professional Update and a revision of our PRD Policy will also promote leadership development.<br><br>There are 2 pilot projects in Inverclyde with Strathclyde University working with the Clydeview Academy and Port Glasgow High School clusters to develop partnership working. The projects are focussing on new models of support for student teachers which will provide increased opportunities for teachers to be involved in the assessment of student teachers. Inverclyde is also working with 8 other |

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## Appendix 1

| Where Do We Want To Be?                                                                                                                                                                                                                       | How Will We Get There?<br>(Improvement Action)                                                                                                                                                        | BRAG Status<br>(Blue, Red, Amber Green)        | Comment                                                                                                                                                                                                                                                                                                                                                                         |
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|                                                                                                                                                                                                                                               | - Review our PRD process to ensure that it needs the needs of all staff and will focus on professional needs                                                                                          | On Track                                       | local authorities with both Glasgow and Strathclyde Universities to develop engagement in lifelong teacher education from Initial Teacher Education to Masters Education.<br><br>A review of the authority's PRD Policy is now underway as part of our work on Professional Update which will come into effect for all GTCS registered teachers in Inverclyde from August 2014. |
| <u>Teacher Employment</u><br><br>Implement recommendations and advice from national reviews relating to teachers' terms and conditions of service                                                                                             | Working closely with HR and teacher Trade Unions to ensure a smooth implementation of recommendations based on advice received from SNCT<br>Ensure planned changes are focus of work of informal LNCT | ● On Track<br><br>● On Track                   | This area of work is ongoing. The main vehicle for this liaison with HR and TUs is through the Informal LNCT meetings which take place every 8 weeks.<br><br>This is ongoing. The agenda items for the informal LNCT meetings are jointly agreed between the TUs and the Head of Education.                                                                                     |
| <u>Virtual School</u><br><br>Establish a 'virtual school' for pupils who have proved more challenging to track in terms of progress and outcomes<br><br>These pupils will be regularly tracked and monitored through the ASN monitoring forum | Create a 'virtual school' which will be managed by a 'virtual team' at the centre<br><br>Identify pupils in out of authority placements<br><br>Improved tracking and transition planning              | ● On Track<br><br>● On Track<br><br>● On Track | Developing a more effective database for supporting this work                                                                                                                                                                                                                                                                                                                   |



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## Appendix 1

| Where Do We Want To Be?                                                                                                                                                                             | How Will We Get There?<br>(Improvement Action)                                                                                              | BRAG Status<br>(Blue, Red,<br>Amber Green) | Comment                                                                                                                                                                                                                                                                                                    |
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|                                                                                                                                                                                                     | Better support provided for pupils identified                                                                                               | On Track                                   | Linking more effectively with the Virtual School                                                                                                                                                                                                                                                           |
| <u>New Libraries</u><br><br>Improved library facilities in Central Greenock and Inverkip                                                                                                            | Full refurbishment of ground floor of Wallace Plan to house Greenock Central Library by end 2014                                            | ● On Track                                 | Greenock Central building works ongoing.                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                     | Inclusion of library space within new community centre planned for Inverkip by end 2014                                                     | ● On Track                                 | Inverkip Community Centre at planning application stage.                                                                                                                                                                                                                                                   |
| <u>Adult Learning Service (libraries)</u><br><br>A modern and innovative digital participation hub utilising new technology and wi-fi to get people online with a particular focus on employability | Innovative adult learning delivery and extension of partnerships with organisations such as Job Centre Plus and Skills Development Scotland | ● On Track                                 | Ipad and laptop classes delivered. Established links with JCP (making links to our classes and Job clubs drop-ins; welfare reform training for staff) and SDS. Training in New Technologies: staff training in using eReaders, iPads, tablets, MP3 players to provide library services ran Oct 13- Jan 14. |
|                                                                                                                                                                                                     | Development of outreach techniques<br><br>March 2014                                                                                        | ● On Track                                 | 29 learners at CLD-run Jobs Club drop-in since January 2013. 29 learners at CLD-run basic IT Jobs Club drop-in started at Central Sep 2013. 47 learners of working age in library's own basic IT classes from March 2013 – January 2014.                                                                   |
| <u>Library Services for Young Adults</u>                                                                                                                                                            | Development of collection                                                                                                                   | ● On Track                                 | Collection of teenage e-books has been extended and developed. This                                                                                                                                                                                                                                        |

● Blue – Complete    
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 ● Red – Significant Slippage

## Appendix 1

| Where Do We Want To Be?                                | How Will We Get There?<br>(Improvement Action)                                      | BRAG Status<br>(Blue, Red,<br>Amber Green) | Comment                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Improved library services for the 12-16 year age group | Increased collaboration with school libraries                                       | ● On Track                                 | collection will be promoted through the forthcoming Library Skills course due to be delivered to Lady Alice P7 pupils in April/ May with a view to them soon becoming teenage library members. Steering group meetings scheduled for public/ school library collaboration                                                                                               |
|                                                        | Establishment of a teen book club                                                   | ● On Track                                 | Book of the Film teenage group planned to begin May 2014.                                                                                                                                                                                                                                                                                                               |
|                                                        | Use of new media to further engage with teens                                       | ● On Track                                 | Huge increase in Libraries Facebook page activity, including usage linked to author visits.                                                                                                                                                                                                                                                                             |
|                                                        | A programme of author visits                                                        | ● On Track                                 | Successful author visit with 60 pupils from St Stephen's and Port Glasgow High School took place in November 2013 to celebrate Book Week Scotland. Author visit scheduled for Central Library with Clydevew Academy visiting to celebrate World Book Day (6 March 2014). Storyteller due to visit young people at Kylemore Children's Home to celebrate World Book Day. |
|                                                        | Involvement of teens in stock selection and planning of activities within libraries | ● On Track                                 | Alphabet Soup competition open to 12-16 year olds and discussions ongoing with Port Glasgow High School about library funding a chef demonstration session within the school. Young people from Notre Dame High School due to visit South                                                                                                                               |

● Blue – Complete     
 ● Green – On Track     
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 ● Red – Significant Slippage

## Appendix 1

| Where Do We Want To Be?                                                                                                                                                                                                                                                                                             | How Will We Get There?<br>(Improvement Action)                                                                                                                                                                                | BRAG Status<br>(Blue, Red,<br>Amber Green) | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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|                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                               |                                            | West Library at end February to participate in My Inverclyde intergenerational activity.                                                                                                                                                                                                                                                                                                                                                                                           |
| <p><u>Env Health / Trading Standards</u></p> <p>We are able to benchmark the services against those provided by both neighbouring and more comparable Scottish authorities to ensure that the services are performing as well as they can within the financial and structural circumstances they operate under.</p> | <p>Work with APSE and other Scottish Environmental Health and Trading Standards to develop a more meaningful basket of KPIs for these services to allow meaningful benchmarking. Initial KPIs to be agreed by March 2014.</p> | <p>● Slight Slippage</p>                   | <p>Initial working group meetings have proposed an initial set of KPIs for Environmental Health. These will have to be widely consulted on before adoption. More significant delay in Trading Standards as this is being co-ordinated by Trading Standards Scotland so we do not have an agreed timescale at present.</p>                                                                                                                                                          |
| <p><u>Adult Learning</u></p> <p>All adult learning provision is mapped. Processes are in place to ensure no learner completes a programme without being encouraged to continue their learning</p>                                                                                                                   | <p>Map all of adult learning provision, process developed and agreed with providers receiving public funding to support continued engagement</p>                                                                              | <p>● On Track</p>                          | <p>Provision pathways discussions have begun through the Adult Learning and Literacies Sub Group. The Community Learning and Development Prospectus has been opened up to partner organisations and details of their provision have been added. Further mapping activity will take place in November 2013. Links have been made with Essential Skills Department of West of Scotland College. Learner induction pack is currently being developed to show progression options.</p> |

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 ● Amber – Slight Slippage    
 ● Red – Significant Slippage

**Nurtured**

| Where Do We Want To Be?                                                                                                                                                                                                   | How Will We Get There? (improvement action)                                                                                                                                                                                                              | BRAG Status (Blue, Red, Amber Green) | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <p><u>Pupil Support</u></p> <p>Complete a reconfiguration of support staff infrastructure, making a more efficient use of resources and teaching so that pupils needs are more effectively met</p>                        | <p>This will be taken forward by the Review Reference group and sub-groups and will include:</p> <p>a. A full audit including a survey and consultation with all stakeholders</p> <p>b. Development of model options based on the proposed direction</p> | <p>● Slight Slippage</p>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><u>Volunteering</u></p> <p>Opportunities for volunteering are co-ordinated and quality assured.</p> <p>Number of opportunities increased.</p> <p>Numbers gaining accreditation for volunteering increased.</p>         | <p>Co-ordinate planning for volunteering across establishments, CLD, Youth Employment Action Plan and voluntary sector and identify opportunities for accreditation.</p>                                                                                 | <p>● On Track</p>                    | <p>We have 22 active volunteers in the literacies provision at the moment, 11 across adult learning, Wider Opportunities for Older People project, 6 active volunteers in ESOL sessions. We have a further 36 volunteers across 18 co-producing community groups who are delivering services for older people. We have 21 new volunteer tutors undertaking the new PDA SALL literacies volunteering qualification at the moment. We are also working towards achieving 'volunteer friendly' status through the volunteer centre at the moment.</p> |
| <p><u>Strategic Guidance for CLD</u></p> <p>Implementation Plan in place.</p> <p>Progress made in realising outcomes of CLD strategic guidance specifically:</p> <p>(1) improved life chances for people of all ages,</p> | <p>Develop implementation plan using process agreed at Education Committee with emphasis on SOA Delivery Groups</p> <p>Establish priorities and baseline</p>                                                                                             | <p>● On Track</p>                    | <p>The CLD Implementation Strategy was agreed by the Alliance Board in December 2013 and by Education &amp; Communities Committee in January 2014.</p>                                                                                                                                                                                                                                                                                                                                                                                             |

● Blue – Complete    ● Green – On Track    ● Amber – Slight Slippage    ● Red – Significant Slippage

## Appendix 1

| Where Do We Want To Be?                                                                                                                                                                                                                                                                                                                                                              | How Will We Get There?<br>(improvement action)                                                                                                                                                                      | BRAG Status<br>(Blue, Red,<br>Amber Green)          | Comment                                                                                                                                                                                                                                                                                               |
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| including young people in particular, through learning, personal development and active citizenship<br>(2) Stronger, more resilient, supportive, influential and inclusive communities                                                                                                                                                                                               | for measuring progress towards achievement of outcomes                                                                                                                                                              |                                                     |                                                                                                                                                                                                                                                                                                       |
| <u>Children and Young Person's Bill</u><br><br>Fully implement GIRFEC model and use of wellbeing outcomes through GIRFEC Champions approach<br><br>Business processes across the Education, CHCP and partners to support the implementation of the Act<br><br>A training strategy, both single and multi agency in place<br><br>Fully implement by 2016 additional extra years hours | Implementation of GIRFEC<br><br>Consultative approaches adopted<br><br>Training Strategy delivered                                                                                                                  | ● On Track<br><br>● On Track<br><br>Not yet started | Partnership group are progressing with each area, with officers being close to completion of a draft 'one plan'. GIRFEC champions continue to take work forward in educational establishments.<br><br>As above<br><br>This will follow having completed the above actions.                            |
| <u>Early Years / Nurturing Collaborative</u><br><br>We are delivering tangible improvements in outcomes and reducing inequalities in vulnerable children in Inverclyde                                                                                                                                                                                                               | Establishment of the Nurturing Collaborative<br><br>Engagement in the Early Years Collaborative learning sessions run by the Scottish Government<br><br>Development of an action plan focused on early intervention | ● Complete<br><br>● On Track<br><br>● On Track      | A cross-agency Nurturing Collaborative Group has been established and meets regularly.<br><br>SG Learning Session 4 took place on 28/29 January and was attended by a number of officers from across Education Services & CHCP<br><br>A programme manager has been appointed and commenced post on 27 |

● Blue – Complete    
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 ● Amber – Slight Slippage    
 ● Red – Significant Slippage

## Appendix 1

| Where Do We Want To Be?                                                                                                                          | How Will We Get There?<br>(improvement action)                                                                                                                                | BRAG Status<br>(Blue, Red,<br>Amber Green)     | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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|                                                                                                                                                  | and prevention in relation to the EYC 'stretch aims'                                                                                                                          |                                                | January. A key task of the post is to develop an implementation plan which will include how the 5 workstreams will be taken forward locally.                                                                                                                                                                                                                                                                                                                                                                 |
| <u>Museum Accreditation</u><br><br>Maintain McLean Museum accredited status under the ACE/ MGS scheme                                            | Fulfil the requirements of the ACE/ MGS Scheme in the areas of organisational health; collections; users and their experiences                                                | ● Complete                                     | Accreditation achieved November 2013.                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <u>New Cultural Hub</u><br><br>A new Cultural Hub for Inverclyde. This requires successful Round 1 HLF bid plus development funding for Round 2. | Complete round 1 bid and submit by March 2013. Round 2 bid submitted September 2014                                                                                           | ● Slight Slippage                              | Round 1 bid submitted 30 Nov 2013. Outcome should be known by May 2014.                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <u>Archives</u><br><br>Improved storage and preservation of, and access to, the Watt Library archives                                            | Development of a better storage facility to protect the archives<br><br>Use of preservation materials to prolong its life<br><br>Cataloguing of materials for improved access | ● On Track<br><br>● On track<br><br>● On Track | Installation of new shelves unavailable due to dry rot. Inventoried records have been boxed, had storage locations significantly updated improving access.<br><br>Preservation and conservation work carried out as necessary through purchase of PD5454 compliant materials.<br><br>8880 records catalogued; online finding aids available for historic local government and Parish Council collections. Inventoried records have been boxed, had storage locations significantly updated improving access. |

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 ● Green – On Track     
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 ● Red – Significant Slippage




## Appendix 1

| Where Do We Want To Be?                                                                                                                                                       | How Will We Get There?<br>(improvement action)                                                                                                      | BRAG Status<br>(Blue, Red,<br>Amber Green) | Comment                                                                                                         |
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| <p><u>Community Councils</u></p> <p>All community representatives are skilled and confident in meeting the challenges of their changing role</p>                              | <p>Enhanced programme of training and support for community representatives, including embedding of training in ongoing activities and meetings</p> | <p>● On Track</p>                          | <p>Series of events arranged for March 2014 to progress this.</p>                                               |
| <p><u>Young Scot Cards</u></p> <p>Young Scot Card system extended to include Kidz cards for all children aged between 4 and 11 resident or attending school in Inverclyde</p> | <p>Negotiate with Young Scot to introduce Kidzcards in Inverclyde.</p> <p>Establish systems and quality assurance procedures</p>                    | <p>● On Track</p> <p>● On Track</p>        | <p>Discussions with Improvement Service ongoing. Plan for pilot within one primary school from August 2014.</p> |

● Blue – Complete     
 ● Green – On Track     
 ● Amber – Slight Slippage     
 ● Red – Significant Slippage







Active

| Improvement Action                                                                                                                     | Performance Measure                               | BRAG Status<br>(Blue, Red,<br>Amber Green)                                                          | Comment                                                                                                                                                                                                                                                                                                                                   |
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| <p><u>Community Sports Hub</u></p> <p>A minimum of 3 Community Sports Hubs will be established and fully operational in Inverclyde</p> | <p>First hub fully operational by August 2013</p> | <p> Complete</p> | <p>First CSH identified as Parklea CSH. All existing club users identified and invited to initial information meeting at St Stephen's High School. Interested clubs opted to engage in Parklea CSH. Executive management committee &amp; constitution established. Several events and Coach Education days hosted by the Parklea CSH.</p> |
|                                                                                                                                        | <p>Second hub fully operational by April 2014</p> | <p> Complete</p> | <p>Ravenscraig Community Sports Hub fully operational.</p>                                                                                                                                                                                                                                                                                |
|                                                                                                                                        | <p>Third hub fully operational by April 2015</p>  | <p> On Track</p> |                                                                                                                                                                                                                                                                                                                                           |

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  Amber – Slight Slippage     
  Red – Significant Slippage

## Appendix 1

| Improvement Action                                                                                                                       | Performance Measure                                                                                                                                                              | BRAG Status<br>(Blue, Red,<br>Amber Green)                                                          | Comment                                                                                                                                                                                                           |
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| <u>PE Provision</u><br><br>100% of primary schools achieving two periods per week of quality PE                                          | PE co-ordinator recruited by May 2013                                                                                                                                            |  Complete        | PE co-ordinator appointed, start date to be confirmed.                                                                                                                                                            |
|                                                                                                                                          | PE Plan implemented                                                                                                                                                              |  On Track        | Confirmation of national funding extension until June 2016. Local funding level confirmation to follow meeting at end of February. PEPAS officer appointed start date TBC likely to commence planning April 2014. |
|                                                                                                                                          | Number of schools providing minimum 2 hours PE to be increased by June 2014                                                                                                      |  OnTrack         | Confirmation of national funding extension until June 2016. Local funding level confirmation to follow meeting at end of February. PEPAS officer appointed start date TBC likely to commence planning April 2014  |
| <u>Sports Framework</u><br><br>Sports Framework will be drafted, consulted on and finalised. Group established to monitor implementation | Draft for consultation prepared by April 2013 with final Plan reported to Committee and launched in August / September 2013<br><br>Annual review of implementation from May 2014 |  Slight Slippage | Working groups completed. Final draft to be consulted with internally by Sports Framework Group shortly before launch.                                                                                            |

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  Green – On Track    
  Amber – Slight Slippage    
  Red – Significant Slippage

Respected & Responsible

| Where Do We Want To Be?                                                                                                                                                                                                                                                                                             | How Will We Get There? (improvement action)                                                                                                                                                                                | BRAG Status (Blue, Red, Amber Green)       | Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <p><u>Teenage Pregnancy</u></p> <p>Teenage pregnancy is below national average in target areas</p> <p>Supports in place to continue education if pregnant</p> <p>Effective and meaningful self assessment which informs planning / delivery to successfully support young people</p>                                | <p>Health and Wellbeing Programme universally available</p>                                                                                                                                                                | <p>● Slight Slippage</p>                   | <p>More work requires to be done with secondary schools to embed the SHRE programme.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><u>Housing Repairs Enforcement</u></p> <p>Homeowners take on their responsibilities with the appropriate information and guidance available to them for common properties etc. which assists in leading to reduced levels of disrepair.</p> <p>Minimum formal enforcement role for the Council in the future</p> | <p>Review Housing Enforcement Policy</p> <p>Provide a range of information and signposting via various formats to householders to inform, advise and guide them in attending to matters of disrepair to their property</p> | <p>● Slight Slippage</p> <p>● On Track</p> | <p>Review continues. Report to Committee is planned for the May cycle of committee meetings.</p> <p>Discussion has been held with the Scottish Housing Best Value Network (SHBVN) regarding a proposal to develop a national, online advice &amp; information resource. The availability of contributory funding of £2k from Inverclyde Council has been confirmed to the SHBVN. Other LAs are understood to have confirmed their contributory funding, although not all 32 LAs have, however there difficulties in finding a 'host' body to manage the funding as it has been confirmed that SHBVN are unable to offer this facility.</p> |







● Blue – Complete      ● Green – On Track      ● Amber – Slight Slippage      ● Red – Significant Slippage

## Appendix 1

| Where Do We Want To Be?                                                                                                                                         | How Will We Get There?<br>(improvement action)                                                                                                                                                     | BRAG Status<br>(Blue, Red,<br>Amber Green)                       | Comment                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Home Energy Efficiency (private)</u><br><br>Better take up of grants by private owners<br>More use of new available measures for 'difficult to treat' houses | Promote grant availability and improved energy efficiency to owners<br><br><br><br><br><br><br><br><br><br><br>Continue to target 'difficult to treat' houses for investment<br><br><br>March 2016 | ● On Track<br><br><br><br><br><br><br><br><br><br><br>● On Track | New delivery partner (the Wise Group) appointed and Heeps programme is now underway. New Funding will be available for 2014/15. i Heat project ( advocacy, information and advice) due to begin in late February 2014<br><br><br><br><br><br><br><br><br><br><br>An area in Greenock has been identified and a promotional campaign has begun to encourage owner participation over this calendar year. |
| <u>Parking Management &amp; Enforcement</u><br><br>Parking is decriminalised and enforcement transferred to Safer and Inclusive Communities                     | Transfer of enforcement following decriminalisation with fully trained team in place likely to commence in August 2014                                                                             | ● On Track                                                       | The Reporter is expected to announce his findings in May 2014. If nothing adverse full implementation will be on time. Back off tender invites will be issued shortly.                                                                                                                                                                                                                                  |

● Blue – Complete     
 ● Green – On Track     
 ● Amber – Slight Slippage     
 ● Red – Significant Slippage

Included

| Where Do We Want To Be?                                                                                                                                                                                                                         | How Will We Get There? (Improvement Action)                                                                                                                                                                                                                                                                                                                  | BRAG Status (Blue, Red, Amber Green)                                                                                                                                                                                                                                                                        | Comment                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Equalities</u></p> <p>Requirements of the General Duty and Specific Duties are embedded in service delivery across all Directorates</p> <p>Service delivery better meets the needs of people with protected characteristics</p>           | <p>Continue to provide appropriate guidance and support to Directorates</p> <p>Appoint an equalities officer to progress the Council's commitment to Equalities consistently across all services to ensure better outcomes</p> <p>Increase representation on Corporate Equalities Group to include a wide range of people with protected characteristics</p> | <p> On Track</p> <p> Complete</p> <p> On Track</p> | <p>Advice and guidance is available to all services</p> <p>Officer is now in post.</p> <p>An Equalities Forum has been scoped and planning for an initial meeting underway</p>                                                                                                                                                                                                                            |
| <p><u>Welfare Reform Bill</u></p> <p>All educational establishments to have full understanding and be prepared for the potential impact of the Bill.</p> <p>Range of community based learning programmes available to meet needs identified</p> | <p>Continue implementation of Financial Learning component of Financial Inclusion Strategy</p> <p>Liaise with RSLs regarding the impact of Welfare Reform</p>                                                                                                                                                                                                | <p> On Track</p> <p> On Track</p>                                                                                                   | <p>An input has been provided to head teachers about the impact of Welfare Reform. Actions have emerged from this which will be followed up.</p> <p>RSLs represented on Financial Inclusion Partnership, Support and Connect Bid being submitted by RCH to provide one stop shop for financial advice, RSLs have funded Financial Fitness to work specifically with their clients who are struggling.</p> |
| <p><u>Engagement with Young People</u></p> <p>Young people across Inverclyde have a range of co-ordinated opportunities to be involved in</p>                                                                                                   | <p>Incorporate Young Citizens' Panel within the Youth Participation Strategy identified in SOA 6</p>                                                                                                                                                                                                                                                         | <p> Slight Slippage</p>                                                                                                                                                                                                | <p>A Youth Participation Strategy Development Group has been formed and is chaired by the Children's Rights Officer. The group has met 3 times since</p>                                                                                                                                                                                                                                                  |

 Blue – Complete     Green – On Track     Amber – Slight Slippage     Red – Significant Slippage

## Appendix 1

| Where Do We Want To Be?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | How Will We Get There?<br>(Improvement Action)                                                                                                                                  | BRAG Status<br>(Blue, Red,<br>Amber Green) | Comment                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>decision making affecting their schools, services for young people and communities</p> <p>Young people's voices are heard and their issues taken into consideration in service development and delivery</p>                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                 |                                            | <p>November 2013. Development of the Young Citizens' Panel is uncertain due to a lack of financial resources and other less resources intensive options are being investigated.</p>                                                           |
| <p><u>Communication Friendly Schools</u></p> <p>Signage in and around Port Glasgow Shared Campus will accommodate the communication needs of all learners</p> <p>Learners and adults in the new campus will have access to good quality information relating to the diversity of need across the campus</p> <p>All children and young people will be appropriately prepared for transition to the new campus. Cross campus events will be a regular occurrence and these also involve the local community</p> | <p>An Action Plan will be formulated by the Communication Friendly Working Group based on a needs analysis of the developments required to take forward the aims identified</p> | <p>● Complete</p>                          | <p>The Action Plan is complete. The next step is the implementation of the actions.</p>                                                                                                                                                       |
| <p><u>LAAC</u></p> <p>Reduce the number of LAAC exclusion</p> <p>Improved attainment for LAAC</p>                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Roll out Positive Relationships and Positive Behaviour Policy</p>                                                                                                            | <p>● On Track</p>                          | <p>Policy has been rolled out. Exclusions have been reduced.</p>                                                                                                                                                                              |
| <p><u>Museum Services for Young People (16-24)</u></p> <p>Work in partnership with the National Museum of Scotland on a project for this age group entitled 'Scotland Creates' with theme 'A Sense of Place'</p>                                                                                                                                                                                                                                                                                              | <p>Liaise with NMS Project Manager and Steering Group to create exhibitions / event programmes in Greenock by Aug/Sept 2013 and Edinburgh July/December 2014</p>                | <p>● Complete</p>                          | <p>Museum has completed the exhibition phase of the project. Three work experience students worked on it, five volunteers who created all aspects of the show from researching texts to supplying graphics and photographs for the panels</p> |

● Blue – Complete    
 ● Green – On Track    
 ● Amber – Slight Slippage    
 ● Red – Significant Slippage

## Appendix 1

| Where Do We Want To Be?                                                                                                                     | How Will We Get There?<br>(Improvement Action)                       | BRAG Status<br>(Blue, Red,<br>Amber Green) | Comment                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                             |                                                                      |                                            | and a further two who assisted with some works. Around 25 young people attended presentations about the Clyde Pottery, the subject of the show. Further creative work with Scottish Ballet for around 20 young people is being planned as part of this project and there is further collaboration with National Museums Scotland to come in the second year of the project. |
| <p><u>Outreach activities for ethnic minorities</u></p> <p>Barriers to participation in ESOL and adult learning programmes are overcome</p> | Enhanced programme of outreach and engagement developed and in place | ● On Track                                 | Have increased the number of ESOL groups in Inverclyde. Also introduced specialist ESOL support, for example, Citizenship Groups and workplace ESOL within IBM. Working in partnership with the local college and neighbouring local authorities to strengthen referral and progression pathways.                                                                           |

● Blue – Complete     
 ● Green – On Track     
 ● Amber – Slight Slippage     
 ● Red – Significant Slippage

## Appendix 2

The Education, Communities & Organisational Development Directorate has a core set of key performance indicators that help to demonstrate its performance in terms of its strategic and operational objectives. These indicators include Statutory Performance Indicators and Local Performance Indicators. The majority of these indicators are gathered on an annual basis and performance for the year will be reported to Committee following the end of this financial year. Other indicators are gathered on a more frequent basis and the most recent performance information is provided here. The School Leaver Destination Results were published in November 2013 and are included here.

| Key Performance Measure                                                                                                 | Current Performance                    | Target 2013/14 | Frequency of monitoring                  | Trend (up or down on previous year)       | Analysis of performance                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Community Wardens</b><br>High priority calls - % responded to within 30 minutes                                      | 97.6%<br>(financial quarter 3 2013/14) | 95%            | Quarterly                                | 97.7% (financial quarter 3 2013/14)       | Performance is consistently high.                                                                             |
| <b>Community Wardens</b><br>Medium priority call - % responded to within 60minutes                                      | 100%<br>(financial quarter 3 2013/14)  | 95%            | Quarterly                                | 100% (financial quarter 3 2012/13)        | Performance is consistently high                                                                              |
| <b>School Leaver Destination Results (SLDR)</b> positive destinations (extended to include non-mainstream young people) | 94.9% (academic year 2012/13)          | 90%            | Annual<br>(published November each year) | Improving – 94.8% (academic year 2011/12) | Inverclyde is amongst the top performing authorities in this area. The national performance figure was 91.4%. |



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|                         |                                                                                         |                                             |
|-------------------------|-----------------------------------------------------------------------------------------|---------------------------------------------|
| <b>Report To:</b>       | <b>Education &amp; Communities</b>                                                      | <b>Date:</b> 11 March 2014                  |
| <b>Report By:</b>       | <b>Corporate Director Education,<br/>Communities and Organisational<br/>Development</b> | <b>Report No:</b><br><b>EDUCOM/27/14/WB</b> |
| <b>Contact Officer:</b> | <b>Wilma Bain (Head of Education)</b>                                                   | <b>Contact No:</b> 01475 712824             |
| <b>Subject:</b>         | <b>Update on Progress with the Implementation of Curriculum for<br/>Excellence</b>      |                                             |

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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 RECOMMENDATIONS**

- 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.

## 4.0 BACKGROUND

- 4.1 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.

*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 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.

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

## 5.0 PROPOSALS

- 5.1 None

## 6.0 CURRICULUM FOR EXCELLENCE UPDATE

### 6.1 Senior Phase

The Senior Phase Working Group continue to meet to discuss the current implementation of the new National Qualifications and plan the necessary arrangements around the Higher Grade courses for session 2014/15. Discussions are currently underway about the arrangements for S4 pupils during the forthcoming SQA exam diet.

### 6.2 Modern Languages in Primary Schools - 1 + 2 Approach

Primary Schools in Inverclyde will deliver French and Spanish as part of the Scottish Government's Modern Languages in Primary Schools 1+2 Approach initiative. Appendix 1 outlines the key areas of work to be undertaken over the next 7 school sessions to support Inverclyde primary schools to fully implement this national initiative by 2020.

### 6.3 Example of Good Practice - Reciprocal Reading Project - Update

St Patrick's Primary School and Notre Dame High School have been involved in an inter-authority Reciprocal Reading Project involving West Dunbartonshire and Renfrewshire Councils which is funded by the Scottish Government.

Reciprocal Teaching aims to develop learning and teaching of higher order literacy skills. The key objectives are to improve pupil comprehension and reading confidence through the teaching of specific strategies, improve staff knowledge and understanding of teaching reading, open professional dialogue to encourage the sharing of good practice,

and collegiate working. A key outcome was also to provide increased coherence of teaching across the transition into secondary school.

403 pupils from P3 to P7 across the 3 local authorities undertook a pre- and post-comprehension assessment 6 months apart. The results showed that there were increases in the comprehension score from P3-P7 with the greatest difference being in P3. There were increases in each of the higher order skills with the greatest difference in pupil analysis and evaluation of text. Overall, the results reflect substantial improvement in pupil comprehension, reading accuracy and rate considering the time frame for training staff and implementing the approach.

The impact of this reciprocal teaching approach is very positive and the methodology used sits very comfortably with Co-operative Learning approaches. It is our intention to roll out the reciprocal reading approach across all clusters using the expertise of St Patrick's Primary School, Notre Dame High School, and colleagues from Psychological Services who have assisted with the monitoring and tracking of progress.

#### 6.4 **Ensuring Effective Learning and Teaching – Some Examples**

Curriculum for Excellence is as much about *how* we teach as it is *what* we teach. The quality of our teaching profession is the most important factor in giving our children and young people the skills, knowledge and confidence necessary for life in the 21<sup>st</sup> century.

From August 2014, teachers will be required to participate in Professional Update which is set in legislation – Public Sector Reform (GTC Order) 2011. The focus of Professional Update is on quality learning and teaching and from August 2014 teachers will be required to undertake professional learning, self-reflect against the new GTCS (General Teaching Council Scotland) Professional Standards, participate in a Professional Review and Development (PRD) programme with their line manager, and record and confirm their professional learning with the GTCS every 5 years in order to maintain a licence to teach.

Work has started at authority level to identify what our local requirements are in order to support teachers to complete the Professional Update process. This includes the need to revise our current PRD Policy, and provide guidance and training for teachers and managers on all aspects of Professional Update. Inverclyde is currently part of Phase 2 of the national pilot scheme of Professional Update and the arrangements we will put in place to support teachers to complete the Professional Update process will be validated by the GTCS in May 2014.

Working closely with HR colleagues, procedures are now in place for dealing with any supply teacher whose conduct or performance is giving cause for concern. This includes the submission of a report from the Head Teacher to HR outlining any concerns that have arisen followed by an informal meeting involving the supply teacher concerned, the Head of Education and an HR adviser.

A CPD (or professional learning) session on the new GTCS Professional Standards and Professional Update was offered to all registered supply teachers on the recent February in-service day. A further session on approaches to Restorative Practice will be organised for supply teachers on the next in-service day in June 2014. An ongoing CPD programme for supply teachers will be on offer during future in-service days and during the Summer break. Attendance at these events is voluntary and on an unpaid basis.

## 6.5 **Skills for Life, Learning and Work**

### The Recruit Programme – 2014

The 8<sup>th</sup> Recruit Programme gets underway with recruitment talks planned with all secondary schools. The programme has benefited over 220 pupils to date with 57 young people earning job opportunities paying salaries up to £14,000. Business support for the 2014 programme is once again very strong with new employers coming on board with the possibility of new job opportunities. The programme will also aim to build on the charity element which has already gifted approximately £70k to Ardgowan Hospice and other charities.

### Enterprise Showcase 19 – 20 March 2014

Work is underway with the planning for the 2014 schools showcase event at Greenock Town Hall. This year's theme is 'Curriculum for Excellence in Action' with a focus on Skills for Learning, Life and Work (Employability), Giftec, Inter-disciplinary Learning, and Modern Languages 1 + 2. It is anticipated that all schools will participate in this annual event. In addition, to the school stands there will be support stands, for example Fairtrade, Malawi, Foodbank, Young Engineers, Children's Rights, as well as primary school Pupil challenges around skills and the Commonwealth Games.

### CfE Inter-Disciplinary Learning Working Group (IDL)

A Short Life Working Group has been established to look at the development of IDL across the Broad General Education and Senior Phase. It is anticipated that an advice paper will be available for distribution to all schools and early years' establishments before the end of this session.

## 6.6 **Health and Wellbeing Update**

The Health and Wellbeing Steering Group continue to promote developments in Health and Wellbeing across education establishments. Group membership consists of representatives from Education, Health Improvement, CLD, School Health, Catering, Community Nutrition, Community Safety, MCMC, Psychological Service, Child Protection, Active Schools, Alcohol and Drugs Partnership. There is also a representative from Early Years, Primary, ASN and Secondary school sectors.

A Physical Activity, PE and Sports Co-ordinator has been appointed to support the Primary sector in the delivery of PE in line with Scottish Government targets.

Information and support has been provided to Guidance staff in secondary schools by the Financial Inclusion Partnership relating to Welfare Reform and the role schools have in signposting families affected by the measures.

Inverclyde libraries are leading the Alphabet Soup project which links literacy to health and well-being. Young people in schools are having community chef cooking lessons and are compiling a book of healthy recipes that they like which will be shared across Inverclyde.

In February 2014, 3 one day courses in aspects of Sexual Health and Relationships Education were delivered to staff who support young people who have additional support needs.

## **7.0 IMPLICATIONS**

### **7.1 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.

### **7.2 Legal**

There are no legal implications

### **7.3 Personnel**

There are no personnel implications

### **7.4 Equalities**

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

### **7.5 Repopulation**

N/A

## **8.0 CONSULTATIONS**

8.1 Local decisions relating the operational aspects of implementing Curriculum for Excellence are discussed and agreed with Heads of Establishment either through working group arrangements or through Heads of establishment meetings.

8.2 Implementation of Curriculum for Excellence is discussed and agreed at establishment level through staff meetings and in-service day activities.

8.3 Parents /carers have been consulted on aspects of Curriculum for Excellence, such as the Senior Phase Model.

## **9.0 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.

## **10.0 BACKGROUND PAPERS**

### **10.1 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.educationscotland.gov.uk](http://www.educationscotland.gov.uk))

**Language Learning in Scotland**  
**A 1+2 Approach - Action Plan - Inverclyde**

**2013 – 2014**

- Audit of teachers trained to deliver MLPS ( Modern Languages in Primary Schools) and presently delivering modern languages complete.
- Consultation across schools about choice of second language
- All schools deliver language/culture in French or Spanish to P6 and P7
- Decision in agreement with all Head Teachers and Head of Education that second language should be Spanish
- Consideration of resources to support delivery 1+2 Language Learning Approach
- Resource selected after consultation with Head Teachers
- Resource purchased from 1+2 Government Grant £59000.00
- Pilot in a number of our schools

**2014 – 2015**

- Appoint 1+2 Approach Development Officer
- Roll out training in use of software to primary teachers
- One Modern Language delivered to P1/P2/P3/P4/P5
- Continue to deliver languages training to P6 and P7

**2015 – 2016**

- Continue to roll out training in use of software to primary teachers
- Arrange training in French /Spanish both French and Spanish
- Draw up programme of study in
- Begin to engage with Secondary colleagues to start process on articulation between Primary and Language Department in Secondary Schools

**2019 – 2020**

- P5 to begin learning second language
- Continue to offer CPD in French and Spanish
- Continue to engage with Secondary colleagues on articulation between Primary and Language Department in Secondary Schools

**2016 – 2017**

- Continue to roll out training in use of software to Primary Teachers
- Arrange training in French /Spanish
- Continue to engage with Secondary colleagues on articulation between Primary and Language Department in Secondary Schools

**2017 – 2018**

- Continue to offer CPD in French and Spanish
- Continue to engage with Secondary colleagues on articulation between Primary and Language Department in Secondary Schools

**2018 - 2019**

- P5 to begin learning second language
- Continue to offer CPD in French and Spanish
- Continue to engage with Secondary colleagues on articulation between Primary and Language Department in Secondary Schools

**Report To:** Education & Communities Committee **Date:** 11 March 2014

**Report By:** Corporate Director Education,  
Communities & Organisational  
Development **Report No:**  
EDUCOM/30/14/EM

**Contact Officer:** Eddie Montgomery **Contact No:** 01475 712456

**Subject:** St. Patrick's Primary School – Project Options

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## 1.0 PURPOSE

- 1.1 The purpose of the report is to update the Committee in respect of options for the progression of the St Patrick's Primary School project which has funding support from the latest round of the Scottish Government Schools for the Future programme.

## 2.0 SUMMARY

- 2.1 The St Patrick's Primary School project is included in the current School Estate Funding Model for progression in 2015/16. A report was submitted to the Corporate Management Team in February 2013 outlining options for the project. A further update report was submitted to the Corporate Management Team In February 2014 providing more detail on the options available for the project and the relative risks of achieving or meeting the minimum qualifying criteria stipulated by the Scottish Government in terms of the grant funding support for each option.

## 3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee note the options for the project as outlined in this report and approve the progression of the new build option.
- 3.2 The Committee is also asked to note and approve the proposed procurement route via hub West Scotland Ltd.

Albert Henderson  
Corporate Director Education,  
Communities &  
Organisational Development  
14<sup>th</sup> February 2014



## **4.0 BACKGROUND**

- 4.1 The existing School Estate Management Plan includes an allowance for the St Patrick's Primary School project based on a comprehensive refurbishment and extension to the existing 1968 building. The outline scope of works made allowance for provision of a new gym/assembly hall and additional infill extension forming new administration/office area addressing issues with the existing general arrangement plan.
- 4.2 A report was submitted to the Corporate Management Team in April 2012 outlining possible projects that could be put forward in respect of an application for funding from the third phase of the Scottish Government's Scotland's Schools for the Future programme. The recommendation of that report was that the St Patrick's Primary School project be put forward. An application was submitted in July 2012 and in September 2012 a letter was received from the Scottish Government confirming that the project had been accepted in principle for funding support. Within the application for funding support the possibility of a new build solution was discussed with the Scottish Futures Trust representatives and the forms noted that this was an option also being considered.
- 4.3 A further report was submitted to the Corporate Management Team in February 2013 outlining options for progression of the project essentially comparing a new build against a comprehensive refurbishment. Within this report it was noted that the current roll projection indicated that the accommodation required for the school would be less than originally anticipated. At this meeting it was requested that the scope of the refurbishment option be investigated in more detail to ascertain whether or not there was any opportunity to reduce the capital allocation within the School Estate Management Plan funding model.

## **5.0 PROJECT OPTIONS – FEASIBILITY STUDIES/SCOPING**

- 5.1 As part of the scoping of any project the capacity and roll projection information is checked and updated. The existing working capacity of St Patrick's Primary School is 437 and the current census roll is 287. The original cost plan was based on the assumption that the future school roll would require accommodation with a planning capacity of circa 363-396. The current roll projections indicate that the projected roll for the school is stabilising at 230/240. Taking account of the possible effect of planned new housing this could rise to above the 260 mark. The class structure associated with this roll level equates to 11 classrooms with a calculated working capacity of 341.
- 5.2 As requested by CMT in February 2013 the scope of the potential comprehensive refurbishment has been examined and a feasibility study procured via hub West Scotland Ltd. As part of this exercise the accommodation schedule has been refined and an exercise in accommodation planning undertaken to establish the best fit within the existing structure minimising the requirement for any new extension. A more detailed feasibility report is available for review but essentially it has been established that the original area of extension assumed would not be required and that via a combination of partial demolition and minor infill extension the accommodation can be provided in a smaller footprint than originally anticipated (due to the reduced roll to be accommodated). It should be noted however that it has also been assumed that the level of refurbishment will be similar to that carried out in recent projects and will address the requirements to improve the building thermal efficiency, environmental performance and suitability broadly comparable with that able to be achieved via new build and to meet the funding support criteria from Scottish Government.
- 5.3 The comparative cost of a new build has also been investigated and calculated via hub West Scotland Ltd based on comparator projects that meet the requirements of the SFT funding metrics, the main comparator being the Lairdsland Primary School reference project in East Dunbartonshire which is currently in construction. A detailed

accommodation schedule and feasibility study have not been progressed but given that any new build would have to meet the area and cost metrics to qualify for funding support then this should be achievable for St Patrick's Primary School. The cost of this option includes an allowance for demolition of the existing building and associated asbestos removal to allow construction of the new facility.

5.4 A summary of the relative advantages and disadvantages of each option is provided in section 6.0 below. Cost comparison and budget/funding model implications have been summarised in section 8.0.

## 6.0 PROJECT OPTIONS – CONSIDERATIONS

6.1 The Scottish Government funding support is conditional subject to projects meeting a minimum criterion as set out below:

- The investment must improve (or deliver) Condition and / or Suitability ratings to Category A, or, where relevant, deal with acute accommodation pressures (which cannot be funded from developers contributions).
- The Government funding should augment, not replace, local authority funding in their educational capital programmes.
- Confirmation that the investment will support the delivery of key national and local policies – the school estate strategy, Climate Change Act, value for money.
- Commitment to working towards the programme metrics, in terms of area per pupil and cost per square metre.
- Commitment to joint working with other partners to achieve a greater commonality of approach where practical.

**The Council's application for funding included a commitment to working within the above minimum criteria.**

6.2 The minimum criterion for funding support, and the ability to meet that criterion, has been considered for both refurbishment and new build options together with the relative advantages and disadvantages of both options and as outlined in the tables below:

6.3 Option Appraisal – Advantages/Disadvantages & Funding Criteria Compliance Risk

| <b><i>The investment must improve (or deliver) Condition and / or Suitability ratings to Category A, or, where relevant, deal with acute accommodation pressures (which cannot be funded from developers contributions)</i></b> |                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New Build                                                                                                                                                                                                                       | Comprehensive Refurbishment                                                                                                                                                                                                                                                                                                                                       |
| Condition – category A would be achieved.                                                                                                                                                                                       | Condition – category A would be achieved.                                                                                                                                                                                                                                                                                                                         |
| Suitability – category A would be achieved.                                                                                                                                                                                     | Suitability – category A should be achieved. However it should be noted that there will be some compromise in terms of adjacencies due to working largely within the confines of an existing building footprint. Current feasibility study also notes restriction in floor to ceiling height of assembly/gym hall (4-4.5m) which could be improved at extra cost. |
| Sufficiency - No accommodation pressures due to falling roll.                                                                                                                                                                   | Sufficiency - No accommodation pressures due to falling roll.                                                                                                                                                                                                                                                                                                     |
| Low Risk                                                                                                                                                                                                                        | Medium Risk                                                                                                                                                                                                                                                                                                                                                       |

| <b><i>The Government funding should augment, not replace, local authority funding in their educational capital programmes</i></b> |                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| New Build                                                                                                                         | Comprehensive Refurbishment                          |
| SEMP Funding Model includes project - condition met.                                                                              | SEMP Funding Model includes project - condition met. |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Low Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Low Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Confirmation that the investment will support the delivery of key national and local policies – the school estate strategy, Climate Change Act, value for money</b>                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| New Build                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Comprehensive Refurbishment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| School Estate Strategy - project meets national and local policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | School Estate Strategy - project meets national and local policies.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Climate Change Act - new build likely to achieve better outcome in respect of SFT sustainability targets. Target of BREEAM Excellent more achievable via new build (established BRE tool for new build); Target of EPC rating of B+ (before renewables) achievable via new build (has been achieved in PPP new build primary schools to date); Enhanced daylight factor, insulation standards and air tightness more achievable via new build where specification can be controlled and building location/orientation optimised within site constraints. | Climate Change Act - refurbishment less likely to meet SFT sustainability targets. Target of BREEAM Excellent unlikely to be achieved with existing building constraints (BRE refurbishment tool also still in early stages of development); Target of EPC rating B+ (before renewables) difficult to achieve when retaining existing structure although is achievable with the correct level of expenditure/scope of works; Enhanced daylight factor, insulation standards and air tightness all achievable although unlikely to match/equal those achievable via new build (air tightness not mandatory requirement via Building Standards for refurbishment). |
| Value for Money - improved with new build asset and longer overall asset life. The running costs of a new building could be lower given that it will be constructed with modern materials and to higher building standards. The new building can be placed in the best position to assist with passive design principles and will be more economic in terms of envelope and footprint.                                                                                                                                                                   | Value for Money - improved in respect of re-used structure however overall asset life is unlikely to match/equal new build. Buildings constructed in the 60's and 70's such as the St Patrick's PS building generally tended to be not energy efficient and were constructed from cheaper materials. Although the running costs of a comprehensively refurbished building will be significantly improved they are unlikely to match a new build due to lack of opportunity to address any existing issues with building orientation and a less efficient/economic envelope and basic footprint.                                                                  |
| Low Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Medium Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                                                                                                                                                                                                       |                                                                                                                                                                                                                                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Commitment to working towards the programme metrics, in terms of area per pupil and cost per square metre.</b>                                                                                     |                                                                                                                                                                                                                                                  |
| New Build                                                                                                                                                                                             | Comprehensive Refurbishment                                                                                                                                                                                                                      |
| Area per pupil metric - project design and accommodation schedule can be tightly controlled to ensure that programme metric in terms of area per pupil is achieved based on reference project design. | Area per pupil metric - area per pupil will not be achieved due to constraints of existing structure and building general arrangement plan. SFT model primary school design promotes efficiencies of footprint that are not generally achievable |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | in refurbishment. Current feasibility plan area sits at 2,719m <sup>2</sup> (161m <sup>2</sup> or 6.28% over metric).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Cost per square metre metric - Project specification/design can be tightly controlled to ensure that programme metric in terms of cost per square metre is achieved. SFT funding support for this project scope would be based on the current metric of £2,350/m <sup>2</sup> funding up to 50% of the project which equates to circa £3M. It should also be noted that risk transfer and out-turn construction cost certainty is greater via new build and design & build contracts. | Cost per square metre metric – SFT metric does not apply to refurbishment. Discussion with SFT indicates that dependent upon the level of refurbishment the SFT will fund up to 50% of the project however they will base this upon 2/3 of the new build metric (approx. £1,566/m <sup>2</sup> ). They have further clarified that the grant support would not exceed 70% of the estimated grant support amount linked to a new build solution which equates to circa £2.1M. It should also be noted that risk transfer potential is less and the risk of out-turn construction cost increasing higher via traditionally procured refurbishment contracts. |
| Low Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | High Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

| <b><i>Commitment to joint working with other partners to achieve a greater commonality of approach where practical.</i></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>New Build</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Comprehensive Refurbishment</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |
| The SFT objectives in this regard include giving consideration to buildability, offsite manufacture, whole life cost approach, ease of maintenance and working with others to develop a common approach to school design. In new build all of the above can be achieved. The School Estate Team have attended all SFT forums and have contacted other Authorities who have assisted with provision of information on recently completed projects that have met and and bettered the SFT metrics. This information and the information provided via West Area Hub in terms of the Lairdsland Primary School reference project in East Dunbartonshire has been used to test the feasibility of a new build solution for St Patrick's PS. | The objectives noted for new build can all, to a degree, be realised in refurbishment although the constraints of existing structure may limit what can be achieved. It should be noted that the Inverclyde project is one of only two proposed refurbishment projects within the 12 projects accepted in principle for SSFF Ph.3 funding. It has been confirmed that this will affect the level of funding support available to the project as outlined above. |
| Low Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Medium Risk                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## 7.0 PROCUREMENT

- 7.1 It is proposed that the project is procured via the west Hub Scotland framework. The Council signed up as participants to West Hub Scotland (wHS) in March 2013. West Hub Scotland will provide project management services in conjunction with the School Estate Team and design services and a contractor will be procured by mini competition from their panels. wHS have organised the initial feasibility studies and liaison with the Scottish Futures Trust. The Council do not have in house resources to take this project forward as Property Services will be designing the refurbishment of Kilmacolm Primary

School to the same timescale.

## 8.0 IMPLICATIONS

### Finance

- 8.1 The School Estate Management Plan Funding Model includes an allowance of £5.342 million for the St. Patrick's PS project and currently assumes £1.604 million funding support from Scottish Government (SSFF Ph.3) subject to final clarification and grant award.
- 8.2 The tables below outline the estimated cost implications and anticipated grant recovery (subject to SFT confirmation) of both options based on the affordability caps prepared in conjunction with hub West Scotland Ltd.:

#### Current SEMP Allowance - Refurbishment

| Cost Centre | Budget Heading     | Budget Year             | Proposed Spend this Report                      | Virement From | Other Comments                                                        |
|-------------|--------------------|-------------------------|-------------------------------------------------|---------------|-----------------------------------------------------------------------|
| Revenue     | SEMP One-Off Costs | 2015/16 and 2016/17     | n/a                                             | n/a           | No movement. Decant and related costs not affected (currently £511K). |
| Capital     | SEMP Model         | From 2014/15 to 2017/18 | +£5,342,000<br>-£1,604,000<br><hr/> +£3,738,000 | n/a           | Current SEMP model allowances                                         |

#### New Build Feasibility Check

| Cost Centre | Budget Heading     | Budget Year             | Proposed Spend this Report                      | Virement From | Other Comments                                                                                           |
|-------------|--------------------|-------------------------|-------------------------------------------------|---------------|----------------------------------------------------------------------------------------------------------|
| Revenue     | SEMP One-Off Costs | 2015/16 and 2016/17     | n/a                                             | n/a           | No movement. Decant and related costs not affected (currently £511K).                                    |
| Capital     | SEMP Model         | From 2014/15 to 2017/18 | +£6,638,566<br>-£3,000,000<br><hr/> +£3,638,566 | n/a           | Hub West Scotland Ltd. Affordability Cap<br><br>Net saving of £100K compared to current model allowances |

#### Comprehensive Refurbishment Feasibility Check

| Cost Centre | Budget Heading     | Budget Year         | Proposed Spend this Report | Virement From | Other Comments                                                        |
|-------------|--------------------|---------------------|----------------------------|---------------|-----------------------------------------------------------------------|
| Revenue     | SEMP One-Off Costs | 2015/16 and 2016/17 | n/a                        | n/a           | No movement. Decant and related costs not affected (currently £511K). |
| Capital     | SEMP Model         | From 2014/15        | +£5,912,825                | n/a           | Hub West Scotland Ltd. Affordability                                  |

|  |  |               |                    |  |                                                                  |
|--|--|---------------|--------------------|--|------------------------------------------------------------------|
|  |  | to<br>2017/18 | -£2,100,000        |  | Cap                                                              |
|  |  |               | <u>+£3,812,825</u> |  | Net shortfall of £75K<br>compared to current<br>model allowances |

8.3 As can be seen from the tables above there is no significant difference between the new build and comprehensive refurbishment options accounting for the differing levels of funding support potentially available. The following points should be noted in relation to the figures provided above:

- Revenue costs associated with the project included in the earmarked reserves to facilitate the overall delivery of the project i.e. decant costs associated with transport and relocation would remain the same regardless of which option is taken forward.
- No allowance has been made for a multi-use games area within either option. It has been assumed that the school will retain the right to access the adjacent 3G pitch post transfer to Inverclyde Leisure.
- Refurbishment funding support amount assumed above is based on the best case scenario for refurbishment and is subject to final confirmation with SFT.
- New build funding support, area and overall project cost is based on the working capacity of 341 applied to the SFT metrics. This is also subject to final written confirmation from SFT.
- Funding support amounts are calculated based on the current SFT metric which has a base date of 2<sup>nd</sup> Quarter 2012.

It should be noted that a meeting has been held with SFT representatives and the funding support amounts clarified in principle. This will be subject to final written confirmation and offer of grant award.

8.4 In terms of the remit to investigate a potential saving via a comprehensive refurbishment the feasibility study completed indicates that this is not likely and it should be noted that there is a risk that the current SEMP model project allowance is inadequate should the level of funding support from the Scottish Government be lower than estimated. The main reason for the relatively small difference between comprehensive refurbishment and new build is in connection with retaining the existing structure. The current feasibility scheme involves partial demolition of the existing administration block with the remaining building essentially two blocks connected via a wide corridor. Any refurbishment solution is not likely to achieve the economy of footprint and external envelope offered by a new build solution and results in greater cost to deal with the upgrading of this area/envelope accordingly. It should be noted that it would be possible to review the refurbishment cost as there are risk and contingency allowances within the feasibility costs, appropriate for this stage, which could be reduced through further detailed investigation as the project proceeded through the design stages. There is also scope to reduce the specification and scope of refurbishment although this would involve compromise in terms of the end product and may affect the level of funding support offered by the Scottish Government if this affected the minimum qualifying criteria outlined above.

8.5 The existing running costs for the St Patrick's PS building are £135K per annum. The majority of the costs sit within the Non-Domestic Rates and the Soft FM services provision (janitorial and cleaning). It is not possible at this stage to place figures on the likely costs in connection with a new building however it is anticipated that there could be lower costs in connection with utilities and cleaning with a building that is 8-10% smaller and more efficient. It is not possible to calculate the impact on Non-Domestic Rates as the rateable value increase in connection with a new property may offset any saving in floor area. The overall impact on running costs in connection with both options is therefore likely to be marginal.

## **Legal**

8.6 There are no legal issues.

## **Human Resources**

8.7 There are no human resources issues.

## **Equalities**

8.8 There are no equalities issues.

## **Repopulation**

8.9 There are no repopulation issues.

## **9.0 CONSULTATION**

9.1 The Head of Finance has been consulted.

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

9.3 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.

## **10.0 LIST OF BACKGROUND PAPERS**

- 10.1
- Local Authority Status Evaluation Form – St Patrick's PS (July 2012)
  - St Patrick's PS Draft Accommodation Schedule (Revised Feb 2013)
  - St Patrick's PS Refurbishment Feasibility Study (January 2014)
  - Hub West Scotland Ltd Affordability Caps (February 2014)

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|                         |                                                                                   |                    |                        |
|-------------------------|-----------------------------------------------------------------------------------|--------------------|------------------------|
| <b>Report To:</b>       | <b>Education and Communities Committee</b>                                        | <b>Date:</b>       | <b>11 March 2014</b>   |
| <b>Report By:</b>       | <b>Corporate Director Education, Communities &amp; Organisational Development</b> | <b>Report No:</b>  | <b>EDUCOM/28/14/LW</b> |
| <b>Contact Officer:</b> | <b>Linda Wilkie</b>                                                               | <b>Contact No:</b> | <b>01475 712812</b>    |
| <b>Subject:</b>         | <b>Increase in Nursery Entitlement to 600 hours</b>                               |                    |                        |

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to
- provide details of the implementation of the increase in the entitlement of nursery provision from 475 hours to 600 hours for children from August 2014.
  - provide information on the resource requirements and financial implications of the increase in entitlement.
  - alert Members to the increase in entitlement for 2 year olds from workless households.

## 2.0 SUMMARY

- 2.1 The report details Scottish Government's proposal to increase the current entitlement of nursery provision for 3 and 4 years and vulnerable 2 year olds.
- 2.3 It provides details of the consultation processes with parents / carers and with staff from Early Years establishments
- 2.4 It provides details of Inverclyde's implementation plan for the entitlement.
- 2.5 It provides initial information on the challenges in implementing the recently announced increase in entitlement for 2 year olds from workless households.

## 3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee:-
- Approve the model for delivery of 600 hours of provision as of August 2014.
  - Agree that further flexibility will be developed in future years ensuring equality of provision across Inverclyde.
  - Agree the financial commitments as detailed in the report.
  - Note the implications of the increase in entitlement for 2 year olds from workless households.
  - Note that a detailed report on 2 year olds from workless households will be submitted to the Education and Communities Committee in May 2014.

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



## 4.0 BACKGROUND

- 4.1 The Children and Young People Bill states Scottish Government's intention to improve access to high quality, flexible and integrated early learning and childcare.
- 4.2 The Scottish Government's intention is to:-
- Increase the funded annual provision from 475 hour to a minimum annual provision of 600 hours for 3 and 4 year olds.
  - Provide provision from the school term after a child's 3<sup>rd</sup> birthday.
  - Establish a funded annual provision for looked after 2 year olds of 600 hours.
  - Make early learning and childcare more flexible and seamless for the child, and better suited to family needs.

## 5.0 PROPOSALS

- 5.1 Scottish Government have made it clear that they wish parents to have flexibility in accessing the additional hours and it will not be solely based on a straightforward extension of nursery hours over 38 weeks.
- 5.2 Scottish Government has stated that Local Authorities can work towards flexible provision but must deliver the 600 hours from August 2014.
- 5.3 Scottish Government has stated that Local Authorities should consult with parents on delivery options every 2 years. A previous report to CMT and Education and Communities Committee proposed that consultation would take place in Inverclyde when further information was available on funding.

## 6.0 CONSULTATION

- 6.1 Funding for 600 hours was confirmed to the Chief Executive in November 2013. This enabled the final consultation with Heads of Establishment and the parent / carer consultation to go ahead.
- 6.2 The consultation exercise was carried out with parents and carers from 29<sup>th</sup> October 2013 to 6<sup>th</sup> December 2013. The purpose of the consultation was to identify parental preference for the use of the additional hours.

The exercise consisted of questionnaires circulated to parents of children aged 0 – 4 years and an online survey monkey, 272 responses were received.

The findings of the survey are:

| Question                                | Number of Responses | Percentage |
|-----------------------------------------|---------------------|------------|
| Requests for Extended Part-time Session | 178                 | 65%        |
| Requests for Flexible Service           | 87                  | 32%        |
| No preference stated                    | 7                   | 3%         |

- 6.3 Consultation was carried out with all Heads of Establishment. This consisted of 2 group meetings, a 1:1 meeting and a written consultation exercise. Findings of this process are:
- Recognition that the increase in hours is legislation and thus must happen.
  - The importance of ensuring that the service is appropriately resourced.
  - The importance of ensuring that the service meets the needs of children and families.

- The importance of maintaining quality by protecting time for curriculum planning, evaluation, assessment and professional dialogue.

6.4 A proposal for Inverclyde has been developed taking into consideration the consultation findings. This model ensures that Inverclyde Council :

- meets the Governments target of 600 hours for every child.
- provides both extended part-time sessions and flexible placements as per parental demand.
- maintains the quality of provision.

6.5 The proposal is detailed below:

| Establishment               | Kilmacolm / Port Glasgow                       |                                           |                                           |                                         |
|-----------------------------|------------------------------------------------|-------------------------------------------|-------------------------------------------|-----------------------------------------|
|                             | 5 x 3 hour 10 min sessions x 38 weeks per year | Limited flexibility – eg extended session | Flexible provision eg 2 / 3 / 4 full days | Comment                                 |
| Kilmacolm Nursery Class     | ✓                                              |                                           |                                           | Priority development area for 2015 / 16 |
| Newark Nursery School       | ✓                                              | ✓                                         | ✓                                         |                                         |
| Rainbow Family Centre       | ✓                                              | ✓                                         | ✓                                         |                                         |
| Establishment               | Greenock East                                  |                                           |                                           |                                         |
|                             | 5 x 3 hour 10 min sessions x 38 weeks per year | Limited flexibility – eg extended session | Flexible provision eg 2 / 3 / 4 full days | Comment                                 |
| Blairmore Nursery School    | ✓                                              | ✓                                         | ✓                                         |                                         |
| Gibshill Children's Centre  | ✓                                              | ✓                                         | ✓                                         |                                         |
| Glenbrae Children's Centre  | ✓                                              | ✓                                         | ✓                                         |                                         |
| Hillend Children's Centre   | ✓                                              | ✓                                         | ✓                                         |                                         |
| King's Oak Nursery Class    | ✓                                              |                                           |                                           |                                         |
| Enchanted Forest (Greenock) | ✓                                              | ✓                                         | ✓                                         | Partner Provider                        |
| Establishment               | Greenock Central                               |                                           |                                           |                                         |
|                             | 5 x 3 hour 10 min sessions x 38 weeks per year | Limited flexibility – eg extended session | Flexible provision eg 2 / 3 / 4 full days | Comment                                 |
| Wellpark Children's Centre  | ✓                                              | ✓                                         | ✓                                         |                                         |
| Whinhill Nursery Classes    | ✓                                              |                                           |                                           | incl. Gaelic Provision                  |
| Wellington Pre 5 Centre     | ✓                                              | ✓                                         | ✓                                         | Partner Provider                        |
| Establishment               | Greenock West                                  |                                           |                                           |                                         |
|                             | 5 x 3 hour 10 min sessions x 38 weeks per year | Limited flexibility – eg extended session | Flexible provision eg 2 / 3 / 4 full days | Comment                                 |
| Kelly St. Children's        |                                                |                                           |                                           |                                         |

|                                      |                                                       |                                                  |                                                  |                                         |
|--------------------------------------|-------------------------------------------------------|--------------------------------------------------|--------------------------------------------------|-----------------------------------------|
| Centre                               | ✓                                                     | ✓                                                | ✓                                                |                                         |
| Madeira Nursery                      | ✓                                                     | ✓                                                | ✓                                                | Partner Provider                        |
| West College Scotland                | ✓                                                     | ✓                                                | ✓                                                | Partner Provider                        |
| <b>Greenock South West</b>           |                                                       |                                                  |                                                  |                                         |
| <b>Establishment</b>                 | <b>5 x 3 hour 10 min sessions x 38 weeks per year</b> | <b>Limited flexibility – eg extended session</b> | <b>Flexible provision eg 2 / 3 / 4 full days</b> | <b>Comment</b>                          |
| Aileymill Nursery Class              | ✓                                                     | ✓                                                |                                                  |                                         |
| Bluebird Family Centre               | ✓                                                     | ✓                                                | ✓                                                |                                         |
| Lady Alice Nursery Class             | ✓                                                     |                                                  |                                                  |                                         |
| Larkfield Children's Centre          | ✓                                                     | ✓                                                | ✓                                                |                                         |
| <b>Gourock, Inverkip, Wemyss Bay</b> |                                                       |                                                  |                                                  |                                         |
| <b>Establishment</b>                 | <b>5 x 3 hour 10 min sessions x 38 weeks per year</b> | <b>Limited flexibility – eg extended session</b> | <b>Flexible provision eg 2 / 3 / 4 full days</b> | <b>Comment</b>                          |
| Binnie St. Children's Centre         | ✓                                                     | ✓                                                | ✓                                                |                                         |
| Enchanted Forest (Inverkip)          | ✓                                                     | ✓                                                | ✓                                                | Partner Provider                        |
| Inverkip Nursery Class               | ✓                                                     |                                                  |                                                  |                                         |
| Moorfoot Nursery Class               | ✓                                                     |                                                  |                                                  |                                         |
| Wemyss Bay Nursery Class             | ✓                                                     |                                                  |                                                  | Priority development area for 2015 / 16 |

6.6 As a minimum, services will now be delivering 6 hours 20 minutes of provision per day which is an increase of 1 hour and 20 minutes per day. To deliver this model, whilst retaining quality, a range of supports is required:

- Additional Early Years Education and Childcare Officers (EYECO) to support reduced ratios as per Care Inspectorate legislation.
- Additional support staff to support increased hours of delivery, extended provision and lunchtime duties.
- Voluntary uplift to EYECO / Senior Years Education and Childcare Officers (SEYECO) posts from 35 to 37 hours.
- Additional escort post to remove transport duties from EYECOs.
- Increase in clerical hours to support additional workload in relation to admissions.
- An uplift in payment to Partner Providers.
- An uplift in Per Capita to reflect increased hours of provision.

6.7 Future developments to ensure full flexibility will include:

- Extended provision in Kilmacolm and Wemyss Bay.
- Development of extended year entitlement.
- Increased flexibility in all establishments.

6.8 The increase in entitlement will impact on 'wraparound' income. This has been taken into consideration in the financial implications of the development.

6.9 Children in Inverclyde are currently provided with a nursery placement in the month after their 3<sup>rd</sup>

birthday. The Children and Young People Bill states that children should be allocated a place in the school term after their 3<sup>rd</sup> birthday. Two changes to this are proposed to address concerns raised by parents / carers:

1. the April admission date for children with January / February birthdays is brought forward to March.
2. the January admission date for children with August and September birthdays is brought forward to October.

Admissions dates are detailed below:

| <b>Child's 3<sup>rd</sup> birthday</b> | <b>Admission Date</b> |
|----------------------------------------|-----------------------|
| 1st March – 31st July                  | August                |
| 1st August – 30th September            | October               |
| 1st October – 31st December            | January               |
| 1st January – 28th (29th) February     | March                 |

## **7.0 ENTITLEMENT FOR LOOKED AFTER 2 YEAR OLDS**

- 7.1 The allocation of funding for the provision of early learning and childcare for all Looked After 2 year olds was announced by Scottish Government in April 2012.
- 7.2 The key aim is that every looked after 2 year old benefits from high quality early learning and childcare; and that where possible work with parents embeds the benefits of formal early learning and childcare in the home.

## **8.0 PROVISION FOR LOOKED AFTER 2 YEAR OLDS IN INVERCLYDE**

- 8.1 Within Inverclyde there is a range of services that provide placements for Looked After 2 year olds:

| <b>Area</b>      | <b>Provision</b>            | <b>Sector</b>   | <b>Other information</b>                                           |
|------------------|-----------------------------|-----------------|--------------------------------------------------------------------|
| Port Glasgow     | Rainbow Family Centre       | Local Authority | Provide services to children from Kilmacolm                        |
| East Greenock    | Glenbrae Children's Centre  | Local Authority |                                                                    |
| Central Greenock | Wellpark Children's Centre  | Local Authority |                                                                    |
| West Greenock    | Larkfield Children's Centre | Local Authority | Provide services to children from Gourock, Wemyss Bay and Inverkip |
|                  | Bluebird Family Centre      | Local Authority |                                                                    |

- 8.2 There is capacity within these services to provide placements for all looked after children; however some children cannot be allocated their 1<sup>st</sup> choice of provision. There is a particular pressure in Glenbrae Children's Centre.
- 8.3 Allowance for this increase in provision has been included in the additional support being provided to Children / Family Centres detailed in 6.6

## **9.0 600 HOURS FOR 2 YEAR OLDS FROM WORKLESS HOUSEHOLDS**

- 9.1 Scottish Government announced on 07.01.14 its intention to offer two year old children in workless households 600 hours of early learning and childcare from August 2014. From August 2015 this will be extended to all two year old children from families eligible for free school meals.
- 9.2 The national figure for additional places for August 2014 is estimated by Scottish Government to be

15% of all 2 year olds which is approximately 8,400 children across Scotland. Based on this assumption, this means approximately 120 additional places would be required in Inverclyde.

The national figure for additional places for August 2015 is estimated by Scottish Government to be 27% of all 2 year olds which is approximately 15,400 children across Scotland. Based on this assumption this means approximately 216 additional places would be required in Inverclyde.

It is likely that the figures in Inverclyde will be higher than the national average. The national figure for children eligible for free school meals is 27% whereas 29.3% of the current Primary 1 cohort in Inverclyde access free school meals.

- 9.3 There is an extremely high number of complex issues in delivering this intention.
- Scottish Government has not yet agreed eligibility criteria which causes difficulties in calculating exact numbers and cost.
  - Scottish Government has not yet confirmed the level of funding that Inverclyde Council will receive. The national figure has been announced; however an initial estimate identifies an annual shortfall of £150,000.
  - There is **not** capacity in the Early Years sector for this expansion to be delivered by August 2014.
  - There is no commitment to capital funding.
- 9.4 This is an extremely challenging agenda given the short timescale. A full report will be submitted to Committee in June 2014.

## 10.0 PARTNER PROVIDERS

- 10.1 There are currently 5 Partner Providers.
- 10.2 In line with guidance in the Children and Young People Bill it is proposed to increase the annual payment rate from £1550 to £2056 per child.
- 10.3 The part year cost of the increase will be £49,770. The full year cost will be £66,260.

## 11.0 FINANCIAL IMPLICATIONS

### 11.1 Revenue Funding

Inverclyde Council will receive £709,000 for revenue spend in 2014/15. Scottish Government has indicated that there will be increased funding until 2020. Funding for future years is not yet confirmed but estimates are as follows:

| 2015 - 16  | 2016 - 17  | 2017 - 18  | 2018 - 19  | 2019 - 20  |
|------------|------------|------------|------------|------------|
| £1,063,350 | £1,170,900 | £1,288,350 | £1,442,850 | £1,442,850 |

- 11.2 The delivery plan as outlined in section 6 of this report requires significant resourcing as detailed below:

| Proposed Spend                   | Detail                                    | Cost (part year) | Cost (full year) |
|----------------------------------|-------------------------------------------|------------------|------------------|
| Reduce ratio to 1:8              | 13 x EYECO Posts                          | £206,960         | £310,440         |
| Uplift EYECO hours from 35 - 37  | 9 posts (offer only)                      | £11,160          | £16,740          |
| Uplift SEYECO hours from 35 - 37 | 10 Posts in schools /classes (offer only) | £12,660          | £18,990          |
| Clerical Hours Increase          | Uplift to 7 posts                         | £11,790          | £17,690          |
|                                  | Uplift to nursery classes                 | £2,670           | £4,000           |
| Support Staff                    | 34.5 x 20 hour Posts                      | £204,700         | £307,050         |

|                   |                                                                       |                 |                 |
|-------------------|-----------------------------------------------------------------------|-----------------|-----------------|
| Escort            | 1 x 20 hour post                                                      | £3,600          | £5,400          |
| Partner Providers | Increase to reflect 600 hours                                         | £49,770         | £66,260         |
| Wraparound income | Estimated 20% reduction in 'wraparound' income                        | £27,930         | £41,900         |
| Per Capita Uplift | 26.3% increase in DMR materials to reflect 26.3% increase in delivery | £20,080         | £30,120         |
|                   |                                                                       | <b>£551,320</b> | <b>£818,590</b> |

Summary:

| Cost Centre | Budget Heading | Budget 2014 /15 | Proposed Spend 2014/15 (Part-year) | Virement | Other Comments |
|-------------|----------------|-----------------|------------------------------------|----------|----------------|
|             | Early Years    | £709,000        | £551,320                           | N/A      |                |

11.3 Costs for the St. John's Nursery Class development are £59,743 part year and £89,245 full-year. This funding is not required until August 2015.

11.4 The balance of funding in future years will be used to develop full flexibility of provision as detailed in the Children and Young People Bill. This will ensure equality of provision across the Authority.

#### 11.5 Capital Funding

Inverclyde Council will receive £413,000 for capital spend in 2014/15. Scottish Government has indicated that there will be similar funding for 2015/16 and 2016 /17 although this not yet confirmed.

11.6 It is proposed that this funding is used for the following projects:

| Establishment               | Development                                                                               | Justification                                                                                                                               |
|-----------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| St. John's Primary School   | New 24 full-time equivalent nursery class provision.                                      | To address the shortfall in places in Port Glasgow and the lack of provision in lower Port Glasgow.                                         |
| Moorfoot Nursery Class      | Refurbish and relocate the nursery provision to enable direct access to toilet provision. | To address issues identified by Care Inspectorate to enable the allocation of extended sessions.                                            |
| King's Oak Nursery Class    | Increase provision from 20 to 24 full-time equivalent                                     | To enable the allocation of extended sessions and to ensure relevant legislation is adhered to with regard to floorspace.                   |
| Lady Alice Nursery Class    | Increase provision from 20 to 24 full-time equivalent                                     | To enable the allocation of extended sessions and ensure relevant legislation is adhered to with regard to floorspace and toilet provision. |
| Larkfield Children's Centre | Remodel and refurbish toilet and office provision.                                        | To improve the quality of provision and meet Care Inspectorate legislation.                                                                 |

11.7 The school estates team is currently developing a programme of work for these projects.

11.8 There is also potential developments in the following establishments:

- Refurbishment of Glenbrae Children's Centre
- Refurbishment of Hillend Children's Centre
- Refurbishment of Kelly St. Children's Centre
- Reconfiguration of Bluebird Family Centre

This is dependent on the cost of the developments detailed in 11.6 above and future funding from Scottish Government.

## **12.0 LEGAL IMPLICATIONS**

12.1 Implementation of the proposals contained in this report will ensure Inverclyde Council meets the legislative requirements of the Children and Young People Bill with regard to the implementation of 600 hours.

## **13.0 PERSONNEL IMPLICATIONS**

13.1 Additional staffing will be required to deliver the increase in entitlement.

13.2 The additional posts / uplifts in hours will be offered on fixed term basis of 4 years.

## **14.0 EQUALITIES IMPLICATIONS**

14.1 There are no known equalities implications.

## **15.0 RECOMMENDATION**

15.1 It is recommended that Committee note the content of this report and

- Approve the model for delivery of 600 hours of provision as of August 2014.
- Agree that further flexibility will be developed in future years
- Agree the financial commitments as detailed in the report
- Agree that the report is submitted to the Education and Communities Committee in March 2014.
- Note that a detailed report on 2 year olds from workless households will be submitted to the Education and Communities Committee in May 2014.

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|                         |                                                                                   |                    |                        |
|-------------------------|-----------------------------------------------------------------------------------|--------------------|------------------------|
| <b>Report To:</b>       | <b>Education &amp; Communities Committee</b>                                      | <b>Date:</b>       | <b>11 March 2014</b>   |
| <b>Report By:</b>       | <b>Corporate Director Education, Communities &amp; Organisational Development</b> | <b>Report No:</b>  | <b>EDUCOM/24/14/AE</b> |
| <b>Contact Officer:</b> | <b>Angela Edwards<br/>Head of Service</b>                                         | <b>Contact No:</b> | <b>01475 712828</b>    |
| <b>Subject:</b>         | <b>Transport Policy Review</b>                                                    |                    |                        |

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval to continue the interim transport arrangements for St Columba's High School with a view to reviewing mileage limits and/ or introducing charging by August 2015.

## 2.0 SUMMARY

- 2.1 Inverclyde Council operates a very generous transport policy, whereby secondary aged children who live more than 2 miles from their local school receive free transport and primary aged children who live more than 1 mile away from their local school receive free transport. This is more generous than most local authorities and lies well within statutory requirements of 3 and 2 miles respectively.
- 2.2 Concerns were highlighted about the transport arrangements for St Columba's High School. During the School's recent decant, all pupils received free transport, in line with authority decant guidelines. Prior to the decant, a number of routes had been declared unsafe for historical reasons.
- 2.3 Following the decant and on completion of the School's rebuild to a new location, Safer Communities officers re-assessed walking routes. They assessed that a number of these historically unsafe routes were safe.
- 2.4 Parents and members (cross-party) were concerned that some of the newly assessed and designated safe walking routes were not safe and also that the re-application of the transport policy could result in increased placing requests from associated primaries to other secondary schools.
- 2.5 The key issues identified by parents centred round a range of safety and transport concerns. This included:
- Excessive flooding on a specific route
  - Young people walking close to a reservoir
  - A very busy junction with no crossing patrollers at certain times
  - No direct bus routes: Pupils would have to go to the centre of Greenock to get public bus to school
  - School roll viability
- 2.6 As an interim response, the decision was taken to maintain free transport for the routes causing concern. The interim arrangements were agreed by the Policy & Resources Executive Sub Committee on 12 June 2013 and are currently due for review.
- 2.7 Officers have looked extensively at a range of different options. These options have



included: terminating arrangements, introducing charging for all school transport below the statutory limits, revising mileage limits and amending policy.

- 2.8 Officers have explored all options at length and, taking into account the medium term affordability, recommend a strategic review of the current transport policy should take place which would include options for charging. It would be proposed that officers develop proposals for consideration by February 2015 and implementation from August 2015.
- 2.9 During 2014/15 a cross-service steering group and parental consultation group will be formed to consider mileage limits and charging policies.
- 2.10 In light of this recommendation, Committee are asked to retain the current interim arrangements until the consultation can be carried out and the policy reviewed. The annual recurring cost is outlined in the financial implications in 6.1.

### **3.0 RECOMMENDATION**

- 3.1 Officers are seeking Committee approval to continue the current arrangements until mileage limits and/or appropriate charging proposals can be considered by February 2015.

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

## **4.0 BACKGROUND**

### **4.1 Issues**

Inverclyde Council operates a very generous transport policy, whereby secondary aged children who live more than 2 miles from their local school receive free transport and primary aged children who live more than 1 mile away from their local school receive free transport. This is more generous than most local authorities and lies well within statutory requirements of 3 and 2 miles respectively. The generous policy takes account of topography and adverse weather circumstances pertaining to this particular geographical location. Any transport policy is based on parental responsibility for ensuring a child arrives at school safely. Free transport does not negate this responsibility.

4.2 The background to this issue centres on St Columba's High School and the relocation of the School to the former site of Gourrock High School. Prior to completion of the rebuild project, St Columba's High School had been decanted to the former site of Greenock High School on Inverkip Road. During any decant situation all pupils receive free transport. St Columba's High School had been decanted for 4 years, with all pupils receiving transport during this time.

4.3 Prior to decant, decisions had been made by officers in the late 1990s to deviate from policy and grant free transport to areas they deemed which were situated within the 2 mile walking limits. It has been stated that these routes had been declared unsafe but there is no documented evidence to back up this view.

4.4 On completion of the new St Columba's High School current officers requested that colleagues in Safer Communities undertake a new assessment of safe walking routes. This is routine procedure when a school has been relocated. A number of the routes previously declared unsafe were now deemed to be safe e.g. a path running parallel to Clydeview Academy has now been paved and lit, and an area described as being excessively prone to flooding has been assessed as safe.

4.5 Officers communicated with parents to tell them about the application of policy and entitlements to free transport. This was met with multiple concerns being raised by parents and members around route safety, historical decisions, volume of traffic, appropriate public transport and the risk of increased placing requests to schools located at a closer distance to some families from certain associated primaries.

4.6 In response to these concerns officers met with parents and made site visits on numerous occasions. Officers also arranged a multi-agency assessment of the routes causing concern. This multi-agency assessment included the police. The routes were declared safe by this forum but parental and member concerns remained high.

4.7 In response to a range of concerns the interim decision was taken to maintain free transport for the routes causing particular concerns.

4.8 As an interim response, the decision was taken to maintain free transport for the routes causing concern. The interim arrangements were agreed by the Policy & Resources Executive Sub Committee on 12 June 2013 and are currently due for review.

## **5.0 PROPOSALS**

5.1 Officers have looked extensively at a range of different options. These options have included: terminating arrangements, introducing charging for all school transport, revising mileage limits and amending policy.

5.2 Officers have explored all options at length and, taking into account the medium term affordability, recommend a strategic review of the current transport policy should take place which would include options for charging. It is recommended that this matter be reported back no later than February 2015 and implemented from August 2015.

- 5.3 During 2014/15 a cross-service steering group and parental consultation group will be formed to consider mileage limits and charging policies.
- 5.4 In light of this recommendation, Committee are asked to retain the current interim arrangements until the consultation can be carried out and the policy reviewed. The annual recurring cost is outlined in the financial implications in 6.1.

## 6.0 IMPLICATIONS

### 6.1 Financial

#### Financial Implications

| Cost Centre         | Budget Heading   | With Effect from | Annual Net Impact | Virement From (if applicable) | Other Comments                                                                         |
|---------------------|------------------|------------------|-------------------|-------------------------------|----------------------------------------------------------------------------------------|
| Inclusive Education | School Transport | August 2014      | £155,000          |                               | £65,000 funded by SEMP one-off cost budget and £90,000 funded by Education Core Budget |

### 6.2 Legal

The policy is currently set well with within a legislative context related to transport for pupils in Scotland. The current deviation from the policy may be challengeable and could have the effect of creating anomalies. However, it is likely that any such challenge could be successfully defeated in the light of the proposal to carry out a full strategic review.

### 6.3 Human Resources

None.

### 6.4 Equalities

N/A.

### 6.5 Repopulation

No implications.

## 7.0 CONCLUSION

- 7.1 Committee are advised to continue with the interim transport arrangements for a period of 12 months. During this time a cross-service steering group and parental consultation group will be formed to consider mileage limits and charging policies. Officers will return to Committee with revised recommendations by February 2015.

## 8.0 SUPPORTING PAPERS

- 8.1 N/A.

**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 McIlwee                                                     | 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                |
| Acting Corporate Director Environment, Regeneration & Resources        | 1                |
| Head of Legal & Democratic Services                                    | 1                |
| Legal Services Manager (Fraser Jarvie)                                 | 1                |
| G Murphy, Principal Solicitor                                          | 1                |
| S Lang, Legal & Democratic Services                                    | 1                |
| Head of Property Assets & Facilities Management                        | 1                |
| Chief Internal Auditor                                                 | 1                |
| File Copy                                                              | 1                |
| <b>TOTAL</b>                                                           | <b><u>45</u></b> |

**AGENDA AND ALL NON-CONFIDENTIAL PAPERS TO:**

|                    |                  |
|--------------------|------------------|
| Community Councils | 10               |
| <b>TOTAL</b>       | <b><u>10</u></b> |