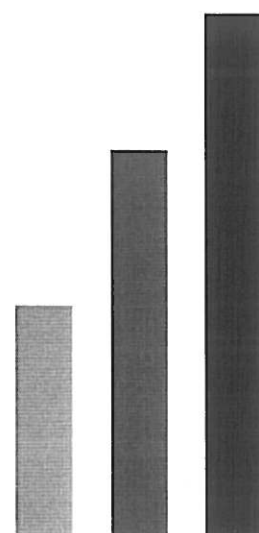


Agenda 2014

Education & Communities Committee

For meeting on:

6	May	2014
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Ref: SL/AI

Date: 24 April 2014

A meeting of the Education & Communities Committee will be held on Tuesday 6 May 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.

GERARD MALONE
Head of Legal and Property Services

BUSINESS

**** Copy to follow**

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

COMMUNITIES

PERFORMANCE MANAGEMENT

- 2. Communities 2013/14 Revenue Budget Report - Period 11 to 28 February 2014 and Capital Report 2013/16 - Progress**
Report by Head of Finance and Corporate Director Education, Communities & Organisational Development
- 3. Pitch and School Lets Outstanding Debts as at 31 January 2014**
Report by Head of Finance and Corporate Director Education, Communities & Organisational Development
- 4. Clune Park Regeneration Plan Progress Report**
Report by Head of Safer & Inclusive Communities

NEW BUSINESS

- 5. Scheme of Assistance - Review**
Report by Head of Safer & Inclusive Communities
- 6. A Framework for Sport in Inverclyde - Update**
Report by Corporate Director Education, Communities & Organisational Development
- 7. Inverclyde Community Sport Hub Update**
Report by Corporate Director Education, Communities & Organisational Development



**Healthy
Working
Lives**



8. **Update on Policy on Waivers to Let - Football**
Report by Corporate Director Education, Communities & Organisational Development
9. **Construction Licensing Executive**
Report by Corporate Director Education, Communities & Organisational Development
10. **Greenock Town Centre Extra Policing - Progress Report**
Report by Acting Corporate Director Environment, Regeneration & Resources
11. **Clune Park Regeneration Plan - Structural Conditions Update**
** Report by Corporate Director Education, Communities & Organisational Development

EDUCATION

PERFORMANCE MANAGEMENT

12. **Education Scotland Inspection Report on Notre Dame High School**
Report by Corporate Director Education, Communities & Organisational Development
13. **Education 2013/14 Revenue Budget - Period 11 to 28 February 2014**
Report by Head of Finance and Corporate Director Education, Communities & Organisational Development
14. **Education Capital Programme 2013-2015/16 - Progress**
Report by Corporate Director Education, Communities & Organisational Development and Head of Finance
15. **Update on Progress with the Implementation of Curriculum for Excellence**
Report by Corporate Director Education, Communities & Organisational Development

NEW BUSINESS

16. **School Estate 2014 Core Facts Submission**
Report by Corporate Director Education, Communities & Organisational Development
17. **General Teaching Council for Scotland - Professional Update**
Report by Corporate Director Education, Communities & Organisational Development
18. **Education Maintenance Allowance (EMA) Academic Year 2014/15**
Report by Corporate Director Education, Communities & Organisational Development
19. **Admissions and Placing Requests for Primary 1 and Secondary 1 Pupils in School Session 2014/15**
Report by Corporate Director Education, Communities & Organisational Development
20. **600 Hours for 2 Year Olds from Workless Households**
** Report by Corporate Director Education, Communities & Organisational Development

The documentation relative to the following items has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information being that set out in the paragraphs of Part 1 of Schedule 7(A) of the Act as are set opposite each item.

COMMUNITIES

NEW BUSINESS

21. **Development of Inverkip Community Facility - Progress** **Paras 6 & 8**
Report by Corporate Director Education, Communities & Organisational Development on the progress regarding the development of Inverkip Community Facility and seeking approval in relation to a number of matters
22. **Proposed Transfer of Site of Craigend Resource Centre** **Paras 2, 6 & 9**
Report by Corporate Director Education, Communities & Organisational Development on proposals for the transfer of the site of Craigend Resource Centre

EDUCATION

NEW BUSINESS

23. **School Transport Contracts (Mainstream) - Results of Tenders for Contracts 2014/15 - 2015/16, 2016/17 and 2017/18** **Paras 6 & 8**
Report by Corporate Director Education, Communities & Organisational Development seeking approval for acceptance of tenders for the above

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

Report To: Education & Communities Committee **Date:** 6 May 2014

Report By: Head of Finance & Corporate Director of Education, Communities & Organisational Development **Report No:** FIN/023/14/JB/IC

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

Subject: Communities 2013/14 Revenue Budget Report- Period 11 to 28 February 2014 & Capital Report 2013/16 - Progress

1.0 PURPOSE

- 1.1 To advise Committee of the 2013/14 Revenue Budget position at Period 11 to 28 February 2014.
- 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 £8,070,280. A further £3,203,000 brought forward as Earmarked Reserves will also be used to primarily fund Community Facilities and various Housing initiatives.
- 2.2 The latest projection, excluding Earmarked Reserves, is an underspend of £108,000. This is a reduction in expenditure of £40,000 since last Committee.
- 2.3 The main variances to highlight are –
 - (a) Projected overspend of £323,000 for Waivers partially offset by a £284,000 over recovery of income for Pitch and Hall Lets.
 - (b) Projected underspend of £96,000 for Employee Costs within Safer Communities and Housing as a result of a delay in filling vacant posts and reduction in Overtime.
 - (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 £23,000 for Registration of Private Landlords within Safer Communities.
- 2.4 Earmarked Reserves for 2013/14 total £3,978,000 of which £624,000 is projected to be spent in the current financial year. To date expenditure of £299,000 (48%) has been incurred. The spend to date per profiling was expected to be £1,498,000 therefore slippage equates to £1,199,000 or 80%. The slippage relates to Support For Owners (£746,000) Renewal of Clune Park (£223,000) and Support for Community Facilities (£230,000)

2.5 The projected spend for the Communities Capital Programme 2013/16 is £11.840m of which £1.199m relates to the current Financial Year. At the end of Period 11 total spend is £0.839m or 70% of the projected total spend for 2013/14. Slippage from the original plan is £1.119m (48%.) The slippage relates to Scheme of Assistance (£0.726m) Watt Complex Refurb (£0.124m) and Community Facilities (£0.269m.)

3.0 RECOMMENDATIONS

- 3.1 That the Committee note the current projected underspend of £108,000 for the 2013/14 Revenue Budget as at Period 11 to 28 February 2014.
- 3.2 That the Committee note the progress of the projects forming the Communities Capital Programme 2013/16.

Jan Buchanan
Head of Finance

Patricia Cassidy
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 11, 28 February 2014 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 £39,000

Expenditure has increased by £1,000 since the last Committee report. Waivers costs are now projected to overspend by £323,000. This is partially offset by a projected over recovery of Lets Income of £284,000.

Housing : Underspend £25,000

Employee costs were previously projected to underspend by £22,000 due to the over achievement of turnover savings. The projected underspend has now increased to £25,000. A vacant Housing Policy Officer post was not filled until last week of March 2014.

Safer Communities : Underspend £117,000

Employee costs are now projected to underspend by £66,000. Planned delays in filling vacant posts resulted in savings of £33,000. An underspend of £11,000 is projected for travel & subsistence and an underspend of £22,000 is projected for overtime.

A projected underspend of £12,000 for contribution to the Civil Contingency Service for 2013/14 was previously reported to Committee. The latest projection remains the same.

A projected underspend of £10,000 for Analytical and Scientific Services for Environmental Health was previously reported to Committee. There has been no change to this projection.

Grants to Voluntary Organisations : On Budget

The current budget for Grants to Voluntary Organisations is £390,430. The number of Funding Rounds in 2013/14 was reduced from three to two and as a result an unallocated balance of £57,000 will remain at year end. A request will be made to carry this balance forward to 2014/15 for distribution to Voluntary Organisations in the early part of the financial year. It should be noted that a budget saving of £50,000 has been applied to this budget in 2014/15.

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 £1.199m relates to the current Financial Year as detailed in Appendix 4. At the end of Period 11 total spend is £0.839m or 70% of the projected total spend for 2013/14. Slippage from the original plan is £1.119m (48%.) The slippage relates to Scheme of Assistance (£0.726m) Watt Complex Refurb (£0.124m) and Community Facilities (£0.269m.) The Scheme of Assistance slippage is due to previously authorised grants not being progressed by members of the public. An internal review has been undertaken and future spend projections will better reflect the final grant expenditure.

6.2 Appendix 5 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 £624,000 is projected to be spent in 2013/14. The remaining balance of £3,354,000 will be carried forward to 2014/15 and beyond. As at Period 11 the expenditure was £299,000 or 48% of the 2013/14 projected spend.

The spend to date per profiling was expected to be £1,498,000 therefore slippage equates to £1,199,000 or 80%. The slippage relates to Support For Owners (£746,000,) Renewal of Clune Park (£223,000,) and Support for Community Facilities (£230,000)

8.0 VIREMENTS

8.1 There are no virements this Committee cycle.

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 11 : 1st April 2013 - 28th February 2014**

<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>28-Feb-14</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	104	226	266	153	67.7%
(287)	Lets Income	(187)	(171)	(223)	(320)	(133)	59.6%
	Libraries & Museum						
	None						
	Safer Communities						
2,891	Employee Costs	3,027	2,632	2,593	2,961	(66)	(2.5%)
75	Civil Contingency	69	69	57	57	(12)	(21.1%)
66	EH - Scientific Services	92	72	51	82	(10)	(19.6%)
(38)	Income - Reg of Private Landlords	(26)	(24)	(39)	(49)	(23)	59.0%
	Housing						
234	Employee Costs	206	179	155	181	(25)	(16.1%)
	Community Halls						
192	Waivers	143	131	275	313	170	61.8%
(235)	Lets Income	(162)	(149)	(253)	(313)	(151)	59.7%
Total Material Variances						(97)	

COMMUNITIES**REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 11 : 1st April 2013 - 28th February 2014**

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	4,404	4,308	(96)	(2.2%)
565	Property Costs	534	501	503	2	0.4%
1,992	Supplies & Services	1,812	1,831	1,826	(5)	(0.3%)
65	Transport Costs	53	47	47	0	-
177	Administration Costs	54	62	61	(1)	(1.6%)
3,142	Other Expenditure	2,523	2,765	2,767	2	0.1%
(2,039)	Income	(643)	(1,111)	(1,121)	(10)	0.9%
8,223	TOTAL NET EXPENDITURE	8,477	8,499	8,391	(108)	(1.3%)
	Earmarked Reserves	0	(429)	(429)	0	
	TOTAL NET EXPENDITURE excluding Earmarked Reserves	8,477	8,070	7,962	(108)	

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	1,488	1,483	(5)	(0.3%)
1,825	Sports & Leisure	1,517	1,484	1,504	20	1.3%
3,326	Safer Communities	3,372	3,481	3,364	(117)	(3.4%)
701	Housing	811	772	747	(25)	(3.2%)
458	Community Halls	890	893	912	19	2.1%
372	Grants to Vol Orgs	381	381	381	0	-
8,223	TOTAL COMMUNITIES	8,477	8,499	8,391	(108)	(1.3%)
	Earmarked Reserves	0	(429)	(429)	0	

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Communities

Project	Lead Officer/ Responsible Manager	c/f Funding 2012/13	New Funding 2013/14	Total Funding 2013/14	Phased Budget To Period 11 2013/14	Actual To Period 11 2013/14	Projected Spend 2013/14	Amount to be Earmarked for 2014/15 & Beyond	Lead Officer Update
		£000	£000	£000	£000	£000	£000	£000	
Support for Owners	John Arthur	806	328	1,134	819	73	250	884	£328k of funding has now been received from Scottish Government. Following communication from RCH, the projected spend for 2013/14 has been further reduced from £606k to £250k. In addition to the £250k of expenditure now projected for 2013/14, there is a further £284k of work committed which will be invoiced in 2014/15. At this point in time £600k remains uncommitted.
Renewal of Clune Park	John Arthur	1,281	365	1,646	271	48	50	1,596	2013/14 funding of £165k anticipated for Council Tax receipts on second homes and long term empty properties. Additional £200k of funding was approved by P&R Committee 24/09/13. Following receipt of report from a Structural Engineer, the Education & Communities Committee of 11/03/14 approved demolition orders for 247 flats in 26 tenements and granted delegated authority to agree compensation to owner occupiers and tenants. A Compulsory Purchase Order report for the whole area (430 flats in 45 tenements) will be submitted in due course.
GTVO - Playschemes	John Arthur	9	0	9	9	9	9	0	Fully spent in June 2013 per awards made by Grants Sub Committee 12/06/13.
SG Empty Homes Loan	John Arthur	371	0	371	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	100	16	36	175	2013/14 spend to date - £5k Clune Park, £6k Lady Octavia Changing Facilities and £5k Craigend Resource Centre. Planned spend for 2013/14 - £100k for Gibshill Comm Centre, £3k for Task Group creche, £5k Woodhall, further £10k Clune Park and £3k for Central Greenock Action Group. Previously advised £75k c/fwd now increased by £100k to £175k due to delay in start of works on Gibshill Community Centre.
Support for Community Facilities	John Arthur	525	52	577	297	153	279	298	2013/14 spend to date - £10k Glenpark Harriers, £9k Wellington Allotments, £41k Quarriers Village, £36k Parklea Branching Out, £25k Westcoast Cinema, £4k Wellington Playgroup, £7k Inverkip Primary School Parents and £17k Reach for Autism. Remainder of spend in 2013/14 projected to be £130k. Planned expenditure of £100k on Gibshill Community Centre has been delayed until 2014/15. Previously advised £198k c/fwd has increased to £298k as a result.
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	1,498	299	624	3,354	

COMMUNITIES CAPITAL REPORT APPENDIX 1

Appendix 4

COMMITTEE: EDUCATION & COMMUNITIES

Project Name	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 18/03/14	Est 2014/15	Est 2015/16	Future Years	Start Date	Original Completion Date	Current Completion Date	
	£000	£000	£000	£000	£000	£000	£000					
Housing												
<u>Supported Borrowing</u>												
Scheme of Assistance - Aids & Adaptions	100	0	100	100	100	0	0	0				Completed
<u>Grant Funded</u>												
Scheme of Assistance - Grant Funded (2012-2015)	2,390	0	940	214	0	867	909	400				Ongoing
<u>CFCR</u>												
Aids & Adaptions EMR	700	340	360	360	360	0	0	0				
Scheme of Assistance Core	1299	0	433	433	287	433	433	0				
SOA September 2013 Allocation	100	0	0	0	0	100	0	0				
Total SOA Capital	4,589	340	1,833	1,107	747	1,400	1,342	400				
Cultural & Sports												
<u>Supported Borrowing</u>												
Contribution to Watt Complex Refurbishment (includes £1000k CFCR)	4,000	79	171	47	47	153	500	3221				Ongoing
Inverkip Community Facility & Library Fit Out (includes £900k CFCR)	1,801	36	264	23	23	1,242	500	0				Ongoing
Community Facilities Investment Woodhall (CFCR)	400	0	0	0	0	0	400	0				Commences 2014/15
New Community Facility Broomhill (includes £750k CFCR)	1,050	0	50	22	22	128	900	0				Ongoing
	7,251	115	485	92	92	1,523	2,300	3,221				
Communities Total	11,840	455	2,318	1,199	839	2,923	3,642	3,621				

SCHEME OF ASSISTANCE SUMMARY

COMMITTEE: EDUCATION & COMMUNITIES

Appendix 5

	<u>Budget</u> <u>2013/14</u>	<u>Proportion of</u> <u>Budget</u>	<u>Actual to</u> <u>18/03/13</u>	<u>Projection</u> <u>2013/14</u>	<u>(Under) /</u> <u>Over Budget</u>	<u>Percentage</u> <u>Over /</u> <u>(Under)</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
<u>Assistance To Support Independent Living</u>						
Care & Repair (including Small Repair Service)	246	226	123	246	0	0.0%
Grant Assistance - Adaptions	1,139	1,045	553	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	78	7	25	(60)	(70.6%)
Central Heating Grants	28	26	26	28	0	0.0%
RSL Owners	35	32	0	10	(25)	(71.4%)
Empty Home Fund	274	251	29	0	(274)	(100.0%)
Regeneration Enabling	19	17	7	12	(7)	(36.8%)
Total Scheme of Assistance	1,833	1,680	747	1,107	(726)	(39.6%)

Report To: Education & Communities Committee
Date: 6 May 2014

Report By: Head of Finance & Corporate Director Education, Communities & Organisational Development
Report No: FIN/024/14/JB/IC

Contact Officer: Iain Cameron
Contact No: 01475 712832

Subject: Pitch and School Lets Outstanding Debts- As at 31 January 2014

1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Committee of the level of outstanding debts for Pitch and School Lets as at Period 10 to 31 January 2014.

2.0 SUMMARY

- 2.1 The booking office responsible for the management of Pitches and School Lets became the responsibility of Inverclyde Leisure from April 2010 as part of the Community Facilities transfer. Prior to the transfer, customers were invoiced directly by Inverclyde Council.
- 2.2 Historical debt for invoices raised by Inverclyde Council prior to the April 2010 transfer to Inverclyde Leisure amounts to £9,145. There is little prospect of collecting this money as the majority of it is prescribed (over 5 years old and can't be pursued) or is owed by organisations that no longer exist. These debts will be written off as appropriate as part of the normal accounting year end procedure for 2013/14 in line with the Council's bad debt policy.
- 2.3 As at 31 January 2014 the level of outstanding debt for invoices raised by Inverclyde Leisure since the April 2010 transfer amounts to £42,490. This balance includes £16,519 for invoices raised in the current year and approximately £30,000 for payments Inverclyde Leisure have made to Inverclyde Council prior to invoices being paid by customers. The £30,000 has been previously reported to Committee as part of the Revenue Budget reports. A detailed aged debt analysis for invoices raised by Inverclyde Leisure since April 2010 is provided in Appendix 1

3.0 RECOMMENDATION

- 3.1 That the Committee note the historical debt of £9,145 for Pitch and School Lets invoices raised prior to April 2010 by Inverclyde Council.
- 3.2 That the Committee note the current outstanding debt of £42,490 for invoices raised by Inverclyde Leisure since April 2010.

Jan Buchanan
Head of Finance

Patricia Cassidy
Corporate Director Education, Communities & OD

4.0 BACKGROUND

- 4.1 The purpose of this report is to advise Committee of the level of outstanding debt for Pitch and School Lets as at 31 January 2014.
- 4.2 A balance of £9,145 remains outstanding for invoices raised by Inverclyde Council prior to April 2010. The majority of this debt is prescribed or owed by organisations that no longer exist and as a result, there is little prospect of recovering any of this money. These debts will be written off as appropriate as part of the normal accounting year end procedure for 2013/14 in line with the Council's bad debt policy.
- 4.3 The booking office responsible for the management of Pitches and School Lets transferred to Inverclyde Leisure in April 2010. The functions of invoicing and collecting income from customers are carried out by Inverclyde Leisure and all sums collected are then remitted to Inverclyde Council.
- 4.4 As at 31 January 2014 the level of outstanding debt for invoices raised by Inverclyde Leisure since April 2010 amounts to £42,490. Included in this balance is £16,519 relating to the current financial year. Approximately £30,000 of the balance relates to payments made to Inverclyde Council in error by Inverclyde Leisure prior to money being received by them from customers. These transactions have previously been reported to the Education & Communities Committee as part of the Revenue Budget reports. Appendix 1 provides a detailed aged debt analysis for this debt.
- 4.5 Procedures have now been put in place by Inverclyde Leisure to ensure that only income collected from customers is remitted to Inverclyde Council. Officers of the Council and Inverclyde Leisure are working closely to manage the outstanding debts. The normal Council policy for bad debt recovery applies to these transactions and this includes the ability to suspend bad debtors from using Council facilities.

5.0 IMPLICATIONS

5.1 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 £	Virement From	Other Comments
Leisure	Bad Debt Provision	2013/14	9,000	N/A	Write off of pre April 2010 debts

Annually Recurring Costs / (Savings)

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

5.2 Legal

There are no specific legal implications arising from this report.

5.3 Human Resources

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

5.4 Equalities

There are no equalities issues within this report.

5.5 Repopulation

There are no repopulation issues within this report.

6.0 CONSULTATION

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

7.0 BACKGROUND PAPERS

7.1 There are no background papers for this report.

Aged Debt Analysis**Appendix****Football**

	Number	2013/14 (debt at 31/01/14)	2012/13	2011/12	2010/11	Total
0-250	6	139.75	241.90	522.96	170.25	1074.86
251-750	10	3125.55	1154.05	553.80	109.20	4942.60
751-1500	3	1100.95	1096.60	419.90	614.25	3231.70
1501-3000	4	3464.15	1426.77	3049.40	655.20	8595.52
3000+	3	5421.42	6261.56	1661.30	330.90	13675.18
Total	<u>26</u>	<u>13251.82</u>	<u>10180.88</u>	<u>6207.36</u>	<u>1879.80</u>	<u>31519.86</u>

Other Sport

	Number	2013/14	2012/13	2011/12	2010/11	Total
0-250	0	0.00	0.00	0.00	0.00	0.00
251-750	1	0.00	0.00	0.00	422.08	422.08
751-1500	0	0.00	0.00	0.00	0.00	0.00
1501-3000	1	1292.88	238.50	0.00	0.00	1531.38
3000+	0	0.00	0.00	0.00	0.00	0.00
Total	<u>2</u>	<u>1292.88</u>	<u>238.50</u>	<u>0.00</u>	<u>422.08</u>	<u>1953.46</u>

Community

	Number	2013/14	2012/13	2011/12	2010/11	Total
0-250	2	0.00	0.00	156.00	132.00	288.00
251-750	1	0.00	0.00	0.00	678.82	678.82
751-1500	3	908.85	0.00	1803.30	884.15	3596.30
1501-3000	0	0.00	0.00	0.00	0.00	0.00
3000+	0	0.00	0.00	0.00	0.00	0.00
Total	<u>6</u>	<u>908.85</u>	<u>0.00</u>	<u>1959.30</u>	<u>1694.97</u>	<u>4563.12</u>

Other Lets

	Number	2013/14	2012/13	2011/12	2010/11	Total
0-250	9	214.50	568.50	510.65	253.47	1547.12
251-750	6	851.10	781.50	753.05	521.10	2906.75
751-1500	0					0.00
1501-3000	0					0.00
3000+	0					0.00
Total	<u>15</u>	<u>1065.60</u>	<u>1350.00</u>	<u>1263.70</u>	<u>774.57</u>	<u>4453.87</u>

Total All Lets

	Number	2013/14	2012/13	2011/12	2010/11	Total
0-250	17	354.25	810.4	1189.61	555.72	2909.98
251-750	18	3976.65	1935.55	1306.85	1731.2	8950.25
751-1500	6	2009.8	1096.6	2223.2	1498.4	6828.00
1501-3000	5	4757.03	1665.27	3049.4	655.2	10126.90
3000+	3	5421.42	6261.56	1661.3	330.9	13675.18
Total	<u>49</u>	<u>16519.15</u>	<u>11769.38</u>	<u>9430.36</u>	<u>4771.42</u>	<u>42490.31</u>

Report To:	Education & Communities Committee	Date: 6 May 2014
Report By:	Head of Safer & Inclusive Communities	Report No: EDUCOM/34/14/DH
Contact Officer:	Drew Hall	Contact No: 01475 714272
Subject:	Clune Park Regeneration Plan Progress Report	

1.0 PURPOSE

- 1.1 The purpose of this report is to provide 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. This Committee at its meeting of 11 March 2014 agreed to make Demolition Orders on a further 26 tenements after consideration of a Structural Engineers report on 28 tenements. These Demolition Orders are being progressed. A further structural survey has now been completed on the remaining 17 tenement blocks in the Clune Park area. The results of this further survey are detailed in a separate report. 132 of the 430 properties within the Clune Park area are currently the subject of Closing /Demolition Orders.

3.0 RECOMMENDATIONS

- 3.1 That the Committee:
- a) Note current progress in respect of the Clune Park Area Regeneration Plan and agrees that further progress updates are submitted to future meetings of this Committee

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 commitments have 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 currently subject to Closing or Demolition Orders. 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 is 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 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 grant delegated powers to the Corporate Director Education, Communities & OD to acquire properties that are BTS at nil value.
- 5.6 An external condition survey was completed in June 2013. 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 reported that the cracking is caused by the deterioration of a fundamental element in the construction of the flat roofs of all blocks within this estate. 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 Engineer's report on the condition of their properties have been issued.

5.8 Following the presentation of a report on the structural condition of 28 tenements to this Committee on 11 March 2014, it was agreed to make Demolition Orders on 26 tenements in the Clune Park Area. Two tenements are already the subject of Demolition Orders. The making and service of the said Demolition Orders are being progressed with assistance Legal and Property Services.

6.0 FURTHER ACTION REQUIRED

6.1 The original Structural Engineers report indicated that all properties within the Clune Park estate are of similar construction and so the roofing fault is likely to affect all the 45 tenements in the estate. The Structural Engineer was therefore requested to survey the remaining 17 tenements, which has now been received by the Council. The results of this most recent survey are considered in a separate report to this Committee.

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.

7.4 Legal

Legal and Property 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. The Regeneration Plan is based upon existing legislation however the Service is reviewing any changes in legislation.

7.5 Equalities

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

7.6 Repopulation

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

8.0 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
- Clune Park Regeneration Plan Update – Structural Conditions Report – E&CC, March 2014. EDUCOM/22/14/DH
- Clune Park Regeneration: Progress Report – E&CC, March 2014. EDUCOM/31/14/DH

Report To:	Education & Communities Committee	Date: 06 May 2014
Report By:	Head of Safer & Inclusive Communities	Report No: EDUCOM//36/14/DH
Contact Officer:	Drew Hall	Contact No: 01475 714272
Subject:	Scheme of Assistance – Review	

1.0 PURPOSE

- 1.1 The purpose of this report is to seek approval of the Council's revised Scheme of Assistance Statement. This Statement is required by section 72 of the Housing (Scotland) Act 2006.

2.0 SUMMARY

- 2.1 The Scheme of Assistance Statement provides information on statutory housing assistance for the improvement and repair of private sector housing in the Inverclyde area. The Scheme of Assistance sets out the Council's approach to the provision of advice, information, practical assistance and financial aid to home owners
- 2.2 The Statement has been reviewed following a number of developments both locally and nationally.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee:
- a) Approves the revised Scheme of Assistance set out in Appendix I.

John Arthur
Head of Safer and Inclusive Communities

4.0 BACKGROUND

- 4.1 The Scheme of Assistance takes cognisance of the principles of the Housing (Scotland) Act 2006 and sets out the Council's position in terms of providing advice and information, practical assistance and financial assistance to home owners. It should be noted that the Scheme of Assistance defines an approach as opposed to simply a set of measures and is intended to match assistance to the barriers that owners may experience in exercising their rights and responsibilities.
- 4.2 The local authority must prepare and make publicly available a statement on the Scheme of Assistance of—
- the criteria by reference to which it determines whether to provide assistance in particular types of case and the form of the assistance,
 - the circumstances in which the approved expense relating to assistance provided by way of a grant or loan may be limited in a manner specified in the statement
 - The rate of interest or the rate or amount of other charges payable on a standard loan or on the repayment element of a subsidised loan.

The statement may make different provision for different cases and may be revised or replaced by the Local Authority.

- 4.3 There have been a number of local and national developments which have resulted in the need for a review of the Scheme of Assistance. These developments relate to the new provisions for home energy provisions and resident homeowners whose houses are likely to be the subject of a Demolition Order.

5.0 PROPOSED AMENDMENTS

- 5.1 The Government scheme for providing assistance to help homeowners improve the energy efficiency of their homes has change to the Home Energy Efficiency Programme for Scotland (HEEPS). The Inverclyde Home Energy Efficiency Advice Team (IHEAT) project has now been established and runs to 2015. The "Tackling Fuel Poverty "section of the Scheme of Assistance has been amended to reflect these changes.
- 5.2 The Scottish Government has developed several schemes to assist low income households with home ownership where affordability is the biggest restriction. As a whole these initiatives are described as low cost home ownership (LCHO). New supply shared equity (NeSSE) is a LCHO initiative which offers owners the opportunity to share the equity in their property with the Scottish Government, providing a low cost route to ownership.

The owner's stake in the property can be funded from traditional funding sources such as a capital receipt/deposit, mortgage or other type of loan product. In certain cases resident owners within regeneration areas can use the capital released from the acquisition of their home to fund their equity stake in a new build property which is linked to the regeneration area.

The Council supports the concept of low LCHO options and recognises that these options are of considerable benefit to housing based regeneration initiatives. It is also recognised that there exist situations where resident home owners in regeneration areas can be excluded from LCHO options as a result of the low or nil value of properties in those areas.

To reduce the likelihood of exclusion and provide equality of opportunity, Inverclyde Council will consider providing a grant of up to £12,500 to resident home owners, where their property in the designated regeneration area is their only residential property and is subject to a Demolition Order. The grant is designed to assist the resident owner with securing LHCO options in developments directly related to the regeneration area. The level of grant offered to resident owners will be at the discretion of the Council and will take account of:-

1. Priority of the regeneration initiative within the Strategic Housing Investment Plan;
2. Residence being within any Council defined eligibility period
3. House condition;
4. Minimum LHCO stake;
5. Current financial housing liabilities of the owner(s); and
6. Available financial resources of the Council.

6.0 IMPLICATIONS

Strategic

6.1 The Scheme of Assistance makes a valuable contribution to several strategic aims and objectives as set out in the:

- Single Outcome Agreement;
- Joint Community Care Strategy;
- Local Housing Strategy

6.2 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
S of A	Scheme of Assistance	2014/15	£1,400,000	nil	
TOTAL			£1,400,000		

Financial Implications - Annually Recurring Costs/ (Savings)

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

6.3 Legal

The Scheme of Assistance Statement is required by Section 72 of the Housing (Scotland) Act 2006. Section 71 of the 2006 Act provides the Council with the power to provide or arrange for the provision of assistance to a person in connection with the acquisition of a house. Such assistance may be in the form of grant and may be provided on such terms as the relevant local authority sees fit.

6.4 Human Resources

Currently being met within existing and temporary staffing.

6.5 Equalities

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

6.6 Repopulation

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

7.0 CONSULTATIONS

7.1 Officers from Legal, Property and Finance Services have been consulted on this report.

8.0 LIST OF BACKGROUND PAPERS

- 8.1
- Scheme of Assistance Budget Report – E&C Committee March 2013
EDUCOM/31/13/DH
 - Scheme of Assistance proposed amendment - E&C Committee September 2013
- EDUCOM/59/13/DH

Attachment

Appendix I: Scheme of Assistance 2014 (v.1.5)



Housing (Scotland) Act 2006

Scheme of Assistance (Section 72 Statement)

May 2014
v: 1.5

Vision

Consultation

Equalities

Background

National Policy
Legislative Framework
Planning Framework
Local Housing Strategy
Strategic Housing Services

Scheme of Assistance

Types of Assistance
Ownership Status
Priorities
Advice & Information
Practical Assistance
Financial Assistance from Inverclyde Council
Equipment and Adaptations Required To Meet The Needs of Disabled People
Below Tolerable Standard Housing and Provision of Standard Amenities
Scottish Housing Quality Standard Works
Thermal Insulation
Central Heating
Lead Pipe Replacement
The Assessment Process
Non-Council Financial Assistance

Enforcement

Housing Renewal Areas, Work Notices and Maintenance Orders
Grant Conditions

Comments, Compliments and Complaints

Monitoring, Evaluating, Reporting and Reviewing

Appendices

- I Process Map
- II Sources of Information and Advice
- III Glossary

INTRODUCTION

The Housing (Scotland) Act 2006 is based upon the key principle that owners have primary responsibility for the maintenance of their property. However, there will still be a continued

role for Inverclyde Council in private sector housing as the Act places an obligation on Local Authorities to provide information, advice and assistance to home owners.

VISION

In response to the Housing (Scotland) Act 2006 Inverclyde Council has developed a Scheme of Assistance which sets out the information, advice and assistance that will be made available to home owners to assist them in maintaining their properties to an appropriate standard. The Scheme of Assistance defines an approach not just a set of specific measures and is intended to match assistance to the barriers that owners may experience in exercising their rights and responsibilities as an owner of property in Inverclyde. This assistance will take the form of information, advice, practical assistance and financial assistance.

It is intended that this approach will allow Inverclyde Council to assist a greater number of home owners in Inverclyde and overall, improve the housing quality in the private housing sector by:

- Raising awareness amongst home owners of their rights and responsibilities;
- Providing a fair and reasonable approach to the provision of advice, information and assistance which will help homeowners repair, improve and adapt their homes;
- Identifying and tackling disrepair in private housing;
- Maximising the impact of the Council's housing budget through PSHG and the owners contributions; and
- Helping older and disabled home owners live independently in their home for as long as they chose to do so.

To deliver this vision, the Scheme of Assistance has three main sequential strands:

1. Advice & Information – We will offer general advice and information on a range of repairs, maintenance, improvements and/or adaptations to all homeowners in Inverclyde.
2. Practical Assistance – We will offer services which provide help with practical issues to assist owners in exercising their repair and maintenance rights and responsibilities and effecting repairs to their property.
3. Financial Assistance – We will make financial assistance available to those qualifying homeowners who require adaptations or who require repairs identified in our priority categories.

CONSULTATION

The original Scheme of Assistance was approved by the Safe, Sustainable Communities Committee in October 2009 for implementation on 1st April 2010 and has been updated annually by Committee approval.

EQUALITIES

When delivering services to our customers, full cognisance is taken of equality and diversity processes and procedures. Equality measures have been incorporated into the proposed Scheme of Assistance, including:

- Providing free and easily accessible advice, information and assistance to any home owner who requires it.
- Ensuring that literature is made available in alternative languages, large print and Braille upon request.
- Ensuring that awareness of the availability of advice, information and assistance is increased through engagement with a range of community groups.
- Regularly reviewing our strategies and policies to ensure that they are non-discriminatory.

BACKGROUND

National Policy

The introduction of the Scottish Government and Local Authority Concordat in 2007 saw Local Authorities commit to delivery of services against fifteen national outcomes which would be set out in the local Authority's Single Outcome Agreement. These national outcomes are that:

- We live longer, healthier lives.
- We have tackled the significant inequalities in Scottish society.
- We live in well-designed, sustainable places where we are able to access the amenities and services we need.
- We have strong, resilient and supportive communities where people take responsibility for their own actions and how they affect others.
- We value and enjoy our built and natural environment and protect it and enhance it for future generations.
- Our public services are high quality, continually improving, efficient and responsive to local people's needs.

Legislative Framework

In March 2003, the Housing Improvement Task Force published its final report '*Stewardship and Responsibility – a policy framework for private housing in Scotland.*' This was followed up in July 2004 by the Scottish Executive's consultation paper '*Maintaining Houses – Preserving Homes,*' which in turn led to the Housing (Scotland) Bill which, upon receiving Royal Assent in January 2006, became the Housing (Scotland) Act 2006.

The Housing (Scotland) Act 2006 has far reaching implications for Local Authorities and homeowners alike and implementation of the Act will see a change in the ethos of assistance to private housing, moving away from a culture of financial assistance and dependency on Local Authorities towards a culture where it is accepted that the owner has primary responsibility for maintaining their home.

Part 2 of the Act replaces the system of improvement and repair grants which were delivered under the 1987 and 2001 Housing (Scotland) Acts. Section 72 of the 2006 Act places a responsibility on Inverclyde Council to publish a Scheme of Assistance which sets out our priorities and approach to improving house conditions in the private sector including the resourcing of these priorities.

The Scheme of Assistance Regulations (November 2008) set out an approach for the introduction of the new duties and powers during the transitional year from 1st April 2009 to 31st March 2010. This transitional year would give Local Authorities the necessary time required to prepare, consult and introduce their Scheme of Assistance. However the

revision of grant assistance for adaptations and the introduction of two new elements to the Tolerable Standard were not considered to be transitional and were introduced on 1st April 2009.

Local Housing Strategy

The '*Inverclyde Local Housing Strategy 2011-2016*' outlines how housing provision and housing-related services are co-ordinated in Inverclyde and sets outcomes, indicators, targets and policy commitments for these provisions and services, setting five strategic outcomes of;

- Ensuring access to a range of suitable housing options
- Making best use of available housing
- Enjoyment of neighbourhoods
- Ensuring support for changing housing needs
- Residents taking responsibility for their housing and communities

The LHS is guided by the Inverclyde Alliance Single Outcome Agreement (SOA) which will support the delivery of the strategic outcomes.

Strategic Housing Services

Preparation, delivery, monitoring and evaluation of the LHS is carried out by the Strategic Housing Team which forms part of the Safer and Inclusive Communities Service under the management of the Community Safety & Wellbeing Service Manager.

Scheme of Assistance

The Inverclyde Council Scheme of Assistance seeks to provide the advice and information, the practical assistance and the financial assistance that owners require to allow them to exercise their rights and responsibilities relative to the maintenance of their property.

Types of Assistance

As previously stated, the Scheme of Assistance has a 3-strand approach to delivery, namely;

- Advice & Information
- Practical Assistance
- Financial Assistance

The approach that is relevant to each homeowner will be dependant upon the their ownership status, the repair or improvement that is required to the property and the budgets available to the Council.

Ownership Status

For the purposes of assessment there are considered to be 5 main groups of ownership that may seek advice, information, practical assistance and/or financial assistance from Inverclyde Council and these are;

- Owner-Occupiers

- Private Landlords
- Developers
- Owners/Leasees of commercial properties in residential blocks
- Tenants of Private Landlords

Owner-Occupiers will be able to access advice & information, practical assistance and financial assistance subject to the repairs or improvements that are required to their property. Owner-Occupiers can be further sub-divided into 2 distinct groups, namely those in former Council or RSL properties that continue to be factored or included in estate management and those in the traditional private sector. This distinction will influence the level of advice, information and assistance that owners can access. Further details on this are included in the section on Scottish Housing Quality Standard works.

Private landlords will be able to access advice & information and particular elements of practical assistance. Practical assistance for private landlords will be provided subject to availability, with owner-occupiers taking priority. Owners or leasees of commercial properties within predominantly residential buildings will be given the same access to assistance as private landlords. Private Rented Sector tenants will be able to access advice and information, the thermal insulation element of practical assistance and adaptation improvements in partnership with their landlord.

Priorities

To ensure that the Council meets its obligations and delivers on the objectives of the LHS the following categories of repair or improvement will be given priority.

- Work to meet the needs of a disabled person
- Houses failing the Tolerable Standard
- Tackling fuel poverty
 - Improving thermal insulation
 - Improving energy management
 - Maximising household income
- Replacing lead pipe supplying drinking water
- Communal Scottish Housing Quality Standard works

Advice & Information

All home owners in Inverclyde will be able to access free advice and information. This will take the form of online advice and information and access to a range of printed information as well as front line contact with relevant Council staff and key partners, such as the Care & Repair organisation.

The range of advice and information will be developed throughout 2013/14 and will involve input from partner services and agencies.

Advice on tackling disrepair is delivered by Care & Repair and is aimed at providing owners with an opportunity to identify issues of disrepair in and around their property and take the most appropriate course of action.

Practical Assistance

The Small Repairs Service, operated through Care & Repair, will assist elderly home owners with a range of small repairs that are required around the home and will continue to build on the success of the existing service.

Financial Assistance From Inverclyde Council

To ensure that the Council achieves maximum output for the budgets available for private sector housing in Inverclyde financial assistance will be available for the previously noted priority works as set out below.

Equipment and Adaptations Required To Meet The Needs of Disabled People

Delivery of equipment and adaptations is on a needs-led basis with assessment and identification of priority carried out by the Occupational Therapist prior to any application for financial assistance. After the needs-led assessment has been completed a technical and financial assessment is carried out by the Inverclyde Care & Repair Service to ensure that the works comply with the relevant planning and building regulations.

Works that are eligible for financial assistance are noted below. This is not an exhaustive list, simply a guide to the most common type of works that are eligible for mandatory financial assistance.

- Level access shower
- Overbath shower
- Clos-o-mat
- Doorway widening
- Through-floor lift
- Stairlift (to access Standard Amenities)
- External stairlift/Access Ramp
- Construction of an extension to provide accessible standard amenities such as a bathroom or walk-in shower
- Conversion of an existing room or building to provide accessible standard amenities such as a bathroom or walk-in shower

All eligible works will receive a minimum grant of 80%. Where financial assessment suggests that the application of a means test would lead to a higher level of financial assistance this will be applied at the discretion of Inverclyde Council. In every adaptation case the most efficient and cost effective solution will be implemented taking account of all known circumstances.

Works for the provision of additional living accommodation are not eligible works for mandatory financial assistance.

There may be circumstances when adaptations will not be suitable to be carried out to your home, under these circumstances alternative solutions may be considered. Applications with complex needs should be considered for alternative housing as part of the assessment process and financial assistance can be offered to allow this option. Each case has a financial ceiling of £20,000 to allow for an equitable distribution of larger and smaller works and to accommodate the wide range of needs met by grant funding.

Adaptations in Private Sector Tenancies

Since December 2006 tenants of private landlords have had the right to adapt their home with the prior approval of their landlord. Their landlord cannot unreasonably refuse consent to appropriate adaptations being made for the benefit of the tenant but may attach conditions to the approval, such as reinstatement of the property to its original condition. The removal of previously approved adaptations is considered as discretionary eligible works and it is hoped that funding the removal of these adaptations when they are no longer required will encourage landlords to give their consent to the original installation. Financial assistance for the removal of adaptations in the private rented sector will be provided at the same level as the assessed grant level at the time of installation or at the minimum 80% level if the assessed grant level was lower than 80% and assessed prior to 1st April 2009. Where possible the landlord will be encouraged to retain any adaptation for the use of another tenant with similar needs. Consideration will also be given to the adaptation being reused at the applicant's new address if this is required and if this proves to be a cost effective option.

Houses failing the Tolerable Standard (BTS)

A house meets the Tolerable Standard if it:

- Is structurally stable
- Is substantially free from rising or penetrating damp
- Has satisfactory provision for natural and artificial lighting, for ventilation and for heating
- Has satisfactory thermal insulation
- Has an adequate supply of piped wholesome water available within the house
- Has a suitably located toilet available for the sole use of the occupants
- Has a fixed bath or shower and a wash-hand basin each with an adequate supply of hot and cold water
- Has an effective system for the drainage and disposal of foul and surface water
- Has a supply of electricity which is adequate and safe to use
- Has satisfactory facilities for the cooking of food within the house
- Has satisfactory access to all external doors and outbuildings.

The status of each of these elements will require to be assessed and confirmed by the relevant Council Officers

Where an assessment of a property confirms it as being BTS financial assistance may be provided to incentivise the owner to carry out works and bring the property up to at least the Tolerable Standard. This financial assistance will be at a 50% flat rate of the cost of the works required to meet the Tolerable Standard up to a maximum grant of £10,000. Where additional priority works are being carried out e.g. lead pipe replacement, thermal insulation, etc. additional financial assistance will be made available in line with the current policy. Prioritisation of funding will be directed by the 'significance' of the element which has led to failure and the findings of the 2011 Private Sector House Condition Survey. Applications where it could be considered that the BTS status is as a result of negligence or criminal activity will be assessed on an individual basis and may warrant further investigation. Where financial assistance is provided it will be at the Councils discretion as to whether or not a maintenance plan should be put in place and monitored to prevent future disrepair. Where a privately rented flat is found to be BTS, consideration will be given to a Closing Order until the property is brought up to the private rented repairing standard. Outwith the current BTS policy there will be no additional funding available for landlords to meet the private rented repairing standard.

Scottish Housing Quality Standard Works

All Registered Social Landlords (RSLs) in Scotland are obliged to bring the properties they let up to the Scottish Housing Quality Standard (SHQS) by 2015. This means that a range of communal works will be required, to which home owners within common blocks factored by RSLs may have to contribute financially.

Within Inverclyde a distinction is made between the owners within properties factored by River Clyde Homes and owners within properties factored by Cloch Housing Association, Larkfield Housing Association, Link Housing Association and Oak Tree Housing Association. The reason for this distinction is that River Clyde Homes, having inherited a significant proportion of the former Council stock have considerable investment to make to achieve the SHQS and, as such, a separate funding stream is available for owners. The remaining RSLs have a large proportion of stock which already meets the SHQS and as such, lower levels of investment are required which, in turn means a lower financial impact on the owners in these communal properties compared to those in communal properties factored by River Clyde Homes.

Owners within a communal property where SHQS works are being carried out by River Clyde Homes will be eligible for financial assistance from the Support For Owners fund which is expected to be available until 2015/16. River Clyde Homes will contact owners to assist in applying for financial assistance from Inverclyde Council. The financial assistance that is available to homeowners in this situation is a 50% minimum grant with a means tested top-up where it is considered that this would benefit the owner and facilitate participation. The owner is required to sign a mandate confirming their participation and agreement that any grant that is payable will be made directly to River Clyde Homes on the owners behalf and the owner will be responsible for making arrangements directly with River Clyde Homes to pay any remaining balance. Financial assistance for landlords will be on the basis of a 50% minimum grant with no means tested application, however, resident owners will be given priority should budget pressures arise.

Owners within a communal property where SHQS works are being carried out by an RSL other than River Clyde Homes will be eligible for financial assistance directly from Inverclyde Council. The financial assistance that is available to homeowners in this situation is a 50% minimum grant, up to a maximum grant of £10,000. The owner is required to sign a mandate confirming their participation and agreement that any grant that is payable will be made directly to the relevant RSL on the owners behalf and the owner will be responsible for making arrangements directly with the RSL to pay any remaining balance. Financial assistance for landlords in these circumstances will be at the discretion of Inverclyde Council and subject to the availability of funding.

Tackling Fuel Poverty

The Scottish Governments Home Energy Efficiency Programme for Scotland (HEEPS), is designed to tackle fuel poverty, reduce household energy needs and cut energy bills. Advice is available to all home owners and to tenants of private landlords and there will be many different schemes available to improve home energy efficiency and save money.

Inverclyde Council currently work with Home Energy Scotland (HES) that have a network of local advice centres operating across Scotland giving free, impartial energy advice to householders, community groups, businesses and the public sector. Home Energy Scotland is funded by the Scottish Government and managed by the Energy Saving Trust.

Advisors can also help to access funding and other energy efficiency offers, call HES hotline number free on 0808 808 2282 to speak to a specialist advisor, HES will refer to Inverclyde Home Energy Advice Team when necessary.

Inverclyde Home Energy Advice Team (i.HEAT), is funded by the Big Lottery Fund Scotland and is a free and impartial home visit service. i.HEAT can advise on all aspects of home energy use, including how to reduce energy bills and help resolve complex problems with energy suppliers, including fuel debt,

Thermal Insulation

HES can advise on discounted and free insulation available through a range of offers funded by the Scottish Government or through energy companies.

To find out more about free or discounted insulation that might be available, call the HES hotline number 0808 808 2282.

Central Heating

In addition to improving domestic thermal insulation levels as one of our approaches to tackling Fuel Poverty, Inverclyde Council will also provide home owners with financial assistance for the installation of central heating systems. This approach will complement the HEEPS, which can include the installation of a new heating system or new boiler to eligible applicants.

If the applicant is not entitled to the enhanced measures package through HEEPS but is in fuel poverty and has a partial, broken beyond economical repair, ineffective or no heating system then they will be offered means tested financial assistance via Inverclyde Care & Repair to install either a replacement system or replacement boiler of an appropriate specification. The replacement system must contribute to lowering fuel consumption for heating to fit with the fuel poverty reduction aim of this budget. Where households have no operational heating system consideration will be given to fuel cost projections to obtain an accurate estimate of the households status in terms of fuel poverty.

A Central Heating Grant from Inverclyde Council is only available for those homeowners who meet the 3 criteria of;

- a) not qualifying for highest stage of HEEPS (irrespective of age), **and**
- b) having a partial, broken or inefficient system or no system at all, **and**
- c) being in Fuel Poverty (i.e. spending 10% or more of their income on heating their home)

ALL 3 CRITERIA MUST BE MET

Applicants must install a condensing boiler in their new, grant assisted, central heating system to assist with lower fuel bills and moving out of fuel poverty.

Any enquirers who appear to qualify under the 3 criteria will be directed to Care & Repair who deliver the central heating grants. All applicants, irrespective of qualifying for either the HEEPS or central heating grant will be offered the freephone number for HES 0808 808 2282 to ensure that they have access to thermal insulation improvement measures which can also reduce heating costs.

Lead Pipe Replacement

Inverclyde Council provides prioritised financial assistance to households wishing to replace lead piping which supplies drinking water where the property is the main residence of;

- children aged 16 and under
- a pregnant woman
- occupiers aged 60 years of age or over

Financial assistance will be provided at a flat rate of 50% for all eligible homeowners with an affected supply. Financial assistance may be provided to individual's outwith these priority groups in situations where the provision of financial assistance will benefit the priority group.

The Assessment Process

Assessment for eligibility and access to levels of assistance and priority works will be carried out by Council Officers and staff of Inverclyde Care & Repair as necessary in line with the criteria and policy as previously noted, except for the insulation measures provided through advice offered by HES.

A summary flowchart has been included at appendix I to assist applicants in identifying the level of assistance that will be available to them and the most appropriate route to accessing services. Similarly, applicants may find the 'sources of information' appendix to be of use in identifying the parts of the Scheme of Assistance that is most relevant to their circumstances.

Low Cost Home Ownership

The Scottish Government have developed several schemes to assist low income households with home ownership where affordability is the biggest restriction. As a whole these initiatives are described as low cost home ownership (LCHO). New supply shared equity (NeSSE) is a low cost home ownership initiative which offers owners the opportunity to share the equity in their property with the Scottish Government, providing a low cost route to ownership.

The owner's stake in the property can be funded from traditional funding sources such as a capital receipt/deposit, mortgage or other type of loan product. In certain cases resident owners within regeneration areas can use the capital released from the acquisition of their home to fund their equity stake in a new build property which is linked to the regeneration area.

Inverclyde Council supports the concept of low cost home ownership options and recognises that these options are of considerable benefit to housing based regeneration initiatives. It is also recognised that there exist situations where resident home owners in regeneration areas can be excluded from low cost home ownership options as a result of the low value of properties in those areas.

To reduce the likelihood of exclusion and provide equality of opportunity, Inverclyde Council will consider providing a grant of up to £12,500 to resident home owners, where their property in the designated regeneration area is their only residential property and is subject to a Demolition Order. The grant is designed to assist the resident owner with securing low cost home ownership options in developments directly related to the regeneration area. The level of grant offered to resident owners will be at the discretion of the Council and will take account of:-

1. Priority of the regeneration initiative within the Strategic Housing Investment Plan;
2. Residency being within any Council defined eligibility period
3. House condition;

4. Minimum LCHO stake;
5. Current financial housing liabilities of the owner(s); and
6. Available financial resources of the Council.

Non-Council Financial Assistance

Outwith the previously noted situations where financial assistance is available from Inverclyde Council, owners have a further 3 sources of finance for house condition works. These are commonly, the owners own financial resources, such as savings and/or investments; loans, which are normally secured against the property; and assistance from within the wider family unit.

In terms of assistance from within the wider family unit, it is often the case that owners view their home as their main asset which will provide for other family members in terms of accommodation or financial security for the future. With this in mind it is not unusual to find situations where other family members, who are perhaps not resident in the property, are willing to make a financial investment in the property to ensure that the lifespan and the value of the property is extended beyond its current terms.

A range of loans may be available to owners to help finance works to their houses, these are normally as follows;

Commercial loan products – In many circumstances these may provide a satisfactory solution for owners seeking financial assistance to maintain their home. An owners existing lender will often be prepared to make a further loan against home improvements or repairs, particularly where these improvements or repairs safeguard or increase the value of the property which is security for the original loan.

Credit Unions – Credit Unions may be able to provide access to low cost loans. However, this is normally only available to existing customers and owners may have to satisfy specific criteria, such as local residence, existing customer status or have savings of a specific level with the Credit Union.

The National Lending Unit - The Scottish Government intend to establish a National Lending Unit (NLU) which will provide a range of loan and/or equity release based products to assist owners who are unable to access affordable commercial loans. Access to the NLU is likely to be on a referral basis for specific priority group applicants. Further information on this will be made available when work on establishing the NLU is progressed by the Scottish Government.

Support For Owners – The limitations of the Support For Owners fund have been recognised in terms of projected reductions in Right-To-Buy sales as a result of the current economic climate. Inverclyde Council, in partnership with RCH, will seek to develop alternative funding packages which may, ultimately, benefit the wider range of home owners in Inverclyde.

Enforcement

The Scheme of Assistance is based on the ethos that owners, who have primary responsibility for their property, may require assistance from the Local Authority to exercise the rights and responsibilities that come with ownership. However, it is recognised that there are owners who are unwilling to maintain their property as opposed to unable. In these cases Inverclyde Council has a range of existing and new powers that can be utilised to ensure owners take on their responsibilities.

Housing Renewal Areas, Work Notices and Maintenance Orders

The Housing (Scotland) Act 2006 introduces new powers for Local Authorities to make owners maintain their property to an appropriate standard.

The first of these new powers is the creation of Housing Renewal Areas where there are a significant number of sub-standard houses and/or a house, or where housing is adversely affecting the amenity of an area. The improvements under a Housing Renewal Area are enforced by the issuing of work notices or demolition notices which state the extent of the works that the owner must undertake and the timescale in which they must do so. Failure to comply with the terms of the Notice may result in the Council undertaking works and recovering all costs and fees from the owner.

Work Notices can be served on sub-standard housing outwith a Housing Renewal Area on the same basis that they will state the extent of the works that the owner must undertake and the timescale in which they must do so.

Maintenance Orders can also be served on the owners of property and these require the owner to prepare a maintenance plan for the property covering a period of up to 5 years. These can be used where the owner has failed to maintain their property to an appropriate standard or where it is considered that the owner is unlikely to maintain the property to an appropriate standard. Maintenance Orders can also be used to ensure that the raised standard of housing as a result of the serving of a Works Notice is maintained.

Access to assistance as a result of the serving of a Works Notice or Maintenance Order will be on the same basis as access to all other forms of assistance as previously noted except in circumstances where a Works Notice or Maintenance Order is required due to a lack of maintenance since previous public sector investment. In these cases financial assistance will be decided at the discretion of the Local Authority.

The Council will also make use of existing legislation in the form of the undernoted Acts as and when appropriate, all within the aim of improving house conditions in Inverclyde.

- Environmental Protection Act 1990, Section 80
- Building (Scotland) Act 2003, Section 28
- Civic Government (Scotland), Act 1982 Section 87

Grant Conditions

To ensure that the maximum benefit is derived from the public monies that fund the financial assistance element of the Scheme of Assistance, the following grant conditions will apply for a period of 10 years from grant payment being made:

- A. The house must be used as a private dwelling, although part of it can be used for other purposes.
- B. The house must be the main residence either of the owner or a member of their family.
- C. The owner must seek to ensure that the premises or land is kept in a good state of repair.
- D. The grant will be repayable in reducing tranches of 10% per year if the owner sells the property within 10 years of the grant being paid.*
- E. The grant will be repayable if the owner sells the property within 10 years of the grant being paid.**

F. The local authority can require the owner to certify that the above conditions are being met.

* excluding adaptations and sales being completed by an executor on behalf of the deceased owner.

** applies only to grants for home extensions/conversions for the provision of standard amenities.

Comments, Compliments and Complaints

If you would like to make a comment about a Council service, if you have a suggestion for improvement or if you would like to compliment one of our services, please contact Corporate Communications and Public Affairs via the following methods.

Write to:

InForm
Corporate Communications and Public Affairs,
Inverclyde Council,
Municipal Buildings,
Greenock
PA15 1LY

E-mail - inform@inverclyde.gov.uk

Complaints

If you are unhappy about the service you have received from the Safer & Inclusive Communities service you should in the first instance try to resolve this with the Safer & Inclusive Communities service.

Your complaint can be submitted in writing, by e-mail, by telephone or in person at the reception desk in the Safer & Inclusive Communities office at:
40 West Stewart Street,
Greenock
PA15 1YA.

If you are not satisfied with the response you receive or find it difficult to complain directly to those involved there are two other ways to make your complaint:

Write to:

InForm
Communications and Public Affairs,
Inverclyde Council,
Municipal Buildings,
Greenock
PA15 1LY

E-mail - inform@inverclyde.gov.uk

Your letter or e-mail will then be sent to the relevant service for investigation. If you are unable to submit your complaint in writing or by e-mail you can present yourself in person at the Customer Service Centre, Municipal Buildings, Clyde Square, Greenock PA15 1LY, or to any public reception of a Council building. You can also contact us by telephone where a member of staff will be able to take a note of your complaint. When you complain, your complaint will go through a four-stage process, starting at Stage 1, as explained below.

Stage 1

Your complaint will be acknowledged in writing within 3 working days by the relevant service. An investigation to establish the facts will be undertaken and a response will be sent to you within 10 working days. If, for any reason, your complaint cannot be resolved within 10 working days you will be contacted within this time to explain the reason for the delay and an expected timescale for a response.

If you remain unhappy with the response you receive at the end of this process you will be given the option of writing to the appropriate Head of Service to have the complaint investigated further.

Stage 2

Your complaint will be acknowledged in writing within 3 working days by the relevant Head of Service. An investigation to establish the facts will be undertaken and a response will be sent to you within 10 working days. If, for any reason, your complaint cannot be resolved within 10 working days you will be contacted within this time to explain the reason for the delay and an expected timescale for a response.

If you remain unhappy with the response you receive at the end of this process you will be given the option of writing to the Head of Corporate Communications and Public Affairs to

have the complaint investigated further on behalf of the Chief Executive and Corporate Directors of Inverclyde Council.

Stage 3

Your complaint will be acknowledged in writing within 3 working days by the Head of Corporate Communications and Public Affairs. An investigation to establish the facts will be undertaken and a response will be sent to you within 10 working days. If, for any reason, your complaint cannot be resolved within 10 working days you will be contacted within this time to explain the reason for the delay and an expected timescale for a response.

If you remain unhappy with the response you receive at the end of this process you will be given the option of writing to the Scottish Public Services Ombudsman who will take a decision as to whether an independent investigation can be carried out.

Stage 4

Independent investigation by the Scottish Public Services Ombudsman.

Monitoring, Evaluating, Reporting and Reviewing

It is important for Inverclyde Council to have in place robust and reliable monitoring, evaluation, reporting and review arrangements to ensure that the Scheme of Assistance is able to deliver in line with the strategic aims of the Local Housing Strategy.

Over and above the output and outturn information of no. of service users by type of assistance and expenditure by type of assistance we intend to monitor and evaluate outcome based information such as the type of practical assistance sought, common problems and defects within the private sector housing stock, demand for assistance and barriers to carrying out home repair/improvement works.

We will also obtain information from other Council Services and our partners, such as the Occupational Therapists and Care & Repair to enable us to develop an overview of the impact of the Scheme of Assistance.

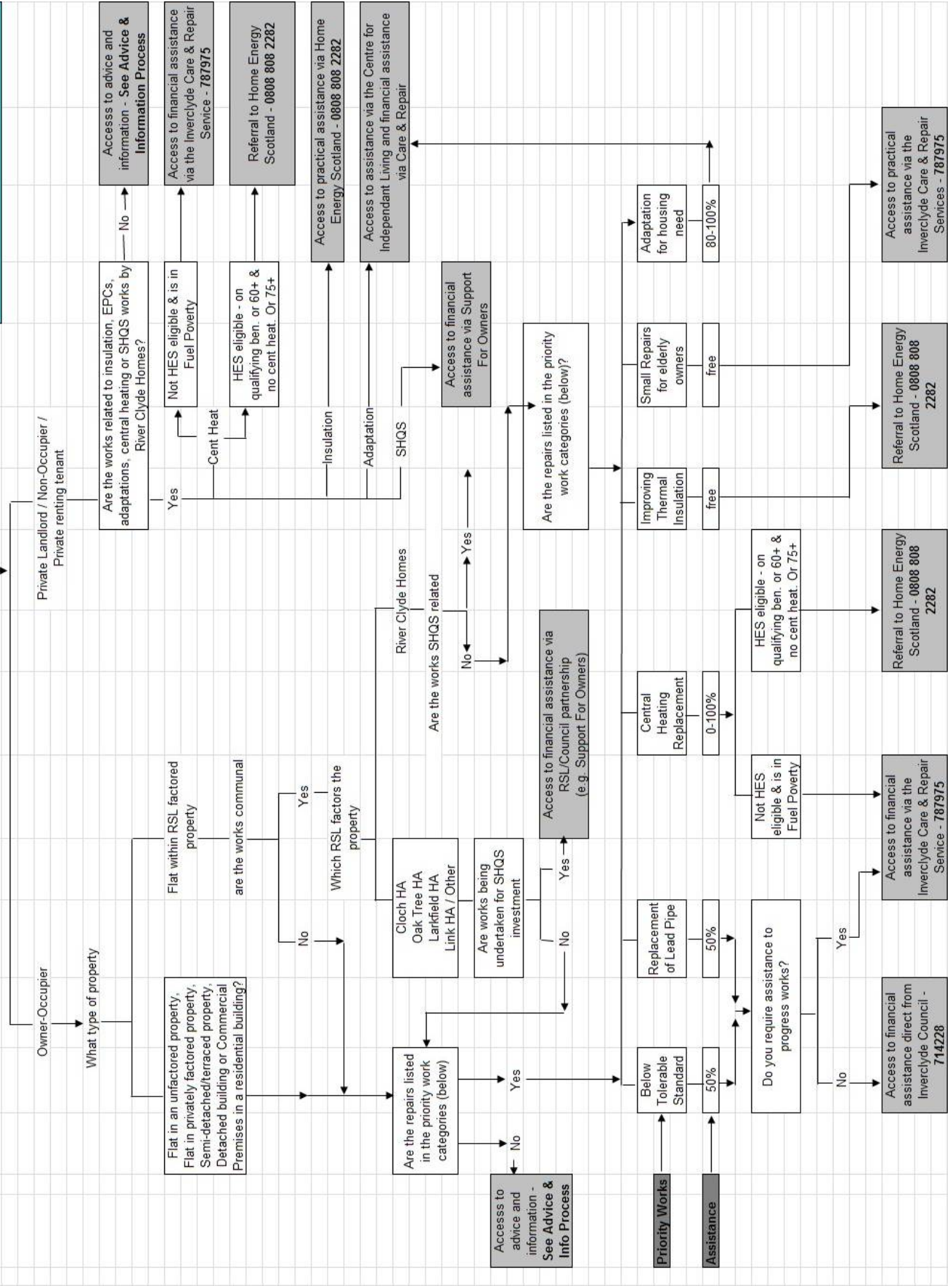
The outputs, outturns and outcomes of the Scheme of Assistance will be reported to the Education & Communities Committee on at least an annual basis in line with current reporting procedures for Private Sector Housing Grant.

The Scheme of Assistance will be updated annually via the annual review of the Local Housing Strategy. We will identify the progress made to date and set out further

developments of the Scheme of Assistance and prepare appropriate Committee reports for the future.

Inverclyde Council
Scheme of Assistance
April 2014

Appendix I



Sources of Information and Advice

This section of the Scheme of Assistance provides contact details of various services and partners of Inverclyde Council that you may find to be of use.

General information on the Scheme of Assistance can be found on our website at www.inverclyde.gov.uk or by contacting the Strategic Housing Team at:

Safer & Inclusive Communities
Strategic Housing Team
Inverclyde Council
40 West Stewart Street
GREENOCK
Inverclyde
PA15 1YA

Tel: 01475 714223

Advice, Information and Practical Assistance

The Inverclyde Care & Repair can provide advice, information and practical assistance on property maintenance. Care & Repair can be contacted by telephone at:

Tel: **01475 787975**

Financial Assistance

Owners who qualify for financial assistance should contact the Strategic Housing team at the above address, or by telephone at:

Tel: **01475 714223** or **714228**

Owners who require assistance in organising eligible works should contact the Inverclyde Care & Repair Service at:

Inverclyde Care & Repair
6 Regent Street
Greenock
PA15 4PL

Tel: 01475 787975

Equipment & Adaptations

Elderly and disabled home owners and private tenants who require their home to be adapted to suit their needs should, in the first instance, contact the Centre for Independent Living to arrange a suitable appointment for assessment by an Occupational Therapist. The Centre for Independent Living can be contacted at:

Tel: **01475 714350**

Energy Efficiency

Home owners and private tenants can access free, independent expert energy efficiency and billing advice via the Home Energy Scotland (HES) Helpline at the freephone number below. A free home energy report is also available through HES and home owners can also arrange for the, sometimes free, installation of insulation measures such as loft insulation and cavity wall insulation. The HES Helpline freephone number is:

Tel: 0808 808 2282

Legal Advice

The Inverclyde Housing Rights Project can advise and assist private tenants in exercising their rights in terms of their tenancy and repair rights and responsibilities. The project, delivered by the Legal Services Agency, can be contacted on: **Tel: 01475 725665** or by e-mail at greenock@lsa.org.uk

Easy Reference Guide

The undernoted guide will help home owners identify the most relevant service or agency from which to seek advice, information, practical assistance and/or financial assistance.

Scheme of Assistance: Easy Reference Contact Guide		
Private Tenant	Adaptations	Centre For Independent Living: 714350
	Repair issues	Strategic Housing Team: 714223 & 714228
	Legal Advice	Legal Services Agency: 725665
Private Landlord & Commercial Enterprise	Adaptation (for tenants)	Centre For Independent Living: 714350
	Energy Efficiency/EPCs	HES Helpline: 0808 808 2282
Owner-Occupiers	Advice, Info and Practical Assistance	Strategic Housing Team: 714223 & 714228
	Priority Repairs (without assistance)	Strategic Housing Team: 714223 & 714228
	Priority Repairs (inc. elderly assistance)	Inverclyde Care & Repair: 787975
	Small Repairs (elderly owners)	Inverclyde Care & Repair: 787975
	SHQS works by an RSL	Strategic Housing Team: 714223 & 714228
	Thermal Insulation/ Energy Efficiency	HES Helpline: 0808 808 2282
	Legal Advice	Legal Services Agency: 725665

Glossary

Term	Descriptor
BTS	Below Tolerable Standard: Housing that does not meet the statutory minimum physical quality standard.
Care & Repair	A service that helps older and disabled homeowners to repair and maintain their homes.
Energy Efficiency	A house is energy efficient when it retains a high level of the heat produced by its heating system.
Factoring	A property management system whereby a nominated party organises the repairs of common parts and manages the financial aspects of this. Properties can be self factored or employ a private company to carry out factoring services.
Fuel Poverty	Where a household has to spend 10% or more of its income on heating its home.
HES	Home Energy Scotland (HES) Offers free impartial energy advice on to householders.
Housing Association	A not-for-profit social landlord providing mainstream and/or particular needs housing.
HNDA	Housing Needs and Demands Assessment: An assessment of the current and future housing needs, demands and market activity in a specific area. These are to be carried out by local authorities, usually in partnership within the city regions of Scotland.
HRA	Housing Renewal Areas: A designation that can be given to a particular area of a locality which has high concentrations of substandard housing. Councils should prepare action plans for improving these areas.
Housing (Scotland) Act 2006	Legislation introducing new housing standards and mechanisms for privately owned and rented houses, including housing renewal areas.
LHS	Local Housing Strategy: A local authority area's strategy for providing housing of all tenures to meet identified housing need and demand, covering a five-year period.
NLU	National Lending Unit. A lending unit which is being proposed by the Government to provide access to loan products for repairs/improvements for owners who are unable to access commercial loan products
Owner-Occupier	Where the resident of a dwelling is also the owner, either outright or by having a mortgage.
Private Renting	Where a resident is not the owner but rents the dwelling from an individual or business which is not a social landlord. These individuals and businesses are known as private landlords.
Private Sector Housing	Where a resident is not the owner but rents the dwelling from an individual or business which is not a social landlord. These individuals and businesses are known as private landlords.
Private Tenant	Someone who rents a property from a private landlord.
RSL	Registered Social Landlord: Housing owned and

	managed by housing associations and housing co-operatives, and built using public money.
RTB	Right-to-Buy: The right, as stated in law, which allows tenants of social landlords to buy their homes under certain conditions.
Scheme of Assistance	The information and services that a local authority must provide owner occupiers and private landlords to help them improve the quality of housing in the private sector. The local authority decides in which circumstances it will provide assistance.
SHQS	Scottish Housing Quality Standard: A common standard covering the physical quality of houses and the areas around them that should be met by all social landlords by 2015/16.
Stock Transfer	The transfer of the ownership and management of houses from one landlord, such as a local authority, to another landlord, such as a housing association. Stock transfer can be either in full or in part (sometimes referred to as partial transfer).
Tenure	A description of the basis of occupation of a house, e.g. an owner-occupier, a tenant of a social landlord, or a tenant of a private landlord.

Safer & Inclusive Communities
Strategic Housing Team
40 West Stewart Street
Greenock
PA15 1YA

Scheme of Assistance

10th April 2014

Report To:	Education & Communities Committee	Date:	06 May 2014
Report By:	Corporate Director Education, Communities & Organisational Development	Report No:	EDUCOM/45/14/MM
Contact Officer:	Martin McNab	Contact No:	(01475) 714246
Subject:	A Framework for Sport in Inverclyde - Update		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval for the final draft of the Inverclyde Sports Framework and the establishment of a steering group to oversee implementation of the framework.

2.0 SUMMARY

- 2.1 The Education and Communities Committee gave approval for the establishment of a Sports Framework Development Group in September 2012 as recommended by report number EDUCOM/27/12/MM, "A Framework for Sport in Inverclyde". The group comprised officers and members of the Council together with representatives from SportsScotland, Inverclyde Leisure and Sport Inverclyde. The latter represented the Inverclyde sporting community on the group.
- 2.2 The group has met on a number of occasions to agree a vision, outcomes and priorities for sport in Inverclyde. The final draft of the Sports Framework is attached as Appendix 1 for Committee approval. It should be noted however that this document is very much a partnership between the agencies and organisations represented on the group.
- 2.3 It is now intended that the Sports Framework Group should continue, albeit in a slightly altered form, to oversee the implementation of the Framework and to ensure that the priorities and outcomes proposed in the Framework are reflected in the development of sport in Inverclyde.

3.0 RECOMMENDATIONS

- 3.1 That the Committee approves the final draft of the Sports Framework.
- 3.2 That the Committee approves that Council policy in relation to sport in Inverclyde is guided by the priorities and outcomes of the Framework.
- 3.3 That the Committee agrees to the continuation of the Sports Framework Development Group as a steering group to oversee implementation of the Framework in Inverclyde.

4.0 BACKGROUND

- 4.1 The Sports Framework Development Group was set up in late 2012 to create a Sports Framework which could link the substantial capital investment in sports facilities in Inverclyde with the establishment of priorities and outcomes for the development of sport in Inverclyde. To that end the group had representation from the Council, Inverclyde Leisure, SportsScotland and Sport Inverclyde, the latter representing the Inverclyde sporting community. SportsScotland contributed invaluable expertise and insight into similar processes elsewhere.
- 4.2 The document is in the form of a Framework as this aligns most closely with the national picture and it allowed the group to focus more directly on priorities and outcomes. The framework will influence operational plans, for example the Active Schools Plan, Community Sports Hub Plan etc., which will be expected to reflect the outcomes and priorities but it is not intended to replace them.
- 4.3 It should be noted that although the completed framework obviously contributes to the aims of the Active Living Strategy it is purely concerned with sport rather than with the broader issues of active recreation and leisure. It was considered at the outset that this was an important principle in order to ensure that the Framework retained a tight focus.
- 4.4 The Framework groups outcomes and priorities into six key areas:
- Facilities
 - School Sport
 - People
 - Partnership and Planning
 - Club Sport
 - Communications and Profile
- 4.5 Now that the Framework is completed it is proposed that the Framework Development Group should continue as a Framework Steering Group to ensure that plans and policy for sport in Inverclyde map to the Framework's outcomes and priorities. The main changes from the current group will ideally include an increase in representation from the general sporting community and a decrease in Council representation. It is likely that SportsScotland will also not attend all meetings in future.

5.0 PROPOSALS

- 5.1 That the Committee approves the Inverclyde Sports Framework and the continuance of the Development Group to oversee implementation.

6.0 IMPLICATIONS

6.1 Financial Implications

There are no financial implications arising from this report.

6.2 Legal Implications

There are no legal implications arising from this report.

6.3 Human Resources Implications

There are no HR implications arising from this report.

6.4 Equalities Implications

The Sports Framework does not in itself have any equalities implications but the

implementation of its priorities and outcomes will promote better inclusion and gender balance in sport in Inverclyde.

6.5 Repopulation Implications

The promotion of a sporting way of life for all in Inverclyde should only have positive implications for repopulation.

7.0 CONSULTATIONS

7.1 The Sports Framework Development Group has been, as far as possible, representative of the wider sporting community in Inverclyde.

7.2 Sport Inverclyde as representative of the local sports clubs has been involved in the process and consulted.

7.3 A public consultation on the priorities and outcomes was held using survey monkey in 2013, the outcome of which was considered by the group.

8.0 LIST OF BACKGROUND PAPERS

8.1 A Framework for Sport in Inverclyde – Education and Communities Committee September 2012
EDUCOM/27/12/MM

Inverclyde's Sport Framework 2014-2018

Welcome to Inverclyde's Sport Framework

Foreword

2014 is the year where sport will take centre stage in Scotland. Never before has there been so many opportunities for sport to impact in such far reaching ways, across our economy, culture and our international reputation. World class sporting events of the 2014 Commonwealth Games and the Ryder Cup will give us a higher profile and accelerate our ambitions for sport.

This national focus on sport gives us a platform in Inverclyde to reaffirm our commitment to sport and shape how we will drive this forward locally. Inverclyde Council has established our commitment to sport with our investment of £XX over the past XX years into the sporting estate providing a first class range of facilities across the region.

The Sport Framework sets out our vision for sport and the ways in which we hope to improve the lives of the people of Inverclyde by inspiring a sporting way of life for all.

Councillor Stephen McCabe
Leader of Inverclyde Council
Requires to be verified

Words required from Kieran Vango Inverclyde Leisure

Words required from George Byng Sport Inverclyde

Words required from Stuart Harris sportscotland

Overview of Inverclyde:

Map of Inverclyde

Inverclyde is one of Scotland's smallest local authority areas, with 61 square miles stretching along the south bank of the River Clyde estuary. We are located 25 minutes from Glasgow Airport and share a boarder with Renfrewshire and North Ayrshire.

The main towns are Greenock, Port Glasgow and Gourock, in addition are the picturesque villages of Inverkip, Wemyss Bay, Kilmacolm and Quarriers totaling a population of 81,000.

The area offers spectacular views and scenery, a wide range of sporting and leisure opportunities, a vibrant housing market and well developed transport links to Glasgow and the rest of Scotland.

Inverclyde has an ambitious schools estates programme, which has delivered, and will continue to deliver, new and refurbished schools which are amongst the best built schools in the country. There has been a £XX investment in the programme which has provided our teachers and pupils with access to sector leading sports facilities.

Strategic Context for Sports Framework

Inspiring Inverclyde – Inverclyde Alliance Community Plan 2008-2018

Inspiring Inverclyde is our Community Plan 2008-2018 developed through our Community Planning Partnership Inverclyde Alliance, with the aim of bringing public, private and voluntary sectors and the community together to make a difference in an area. Resources can be brought together to get better results as a team than one agency or community could do on its own.

Inspiring Inverclyde Vision:

Working together in partnership we will develop a confident, inclusive Inverclyde, with safe, sustainable, healthy, caring communities and a thriving economy, where everyone is encouraged to achieve their potential and can make a positive contribution to the area.

The outcomes developed centre around things that are preventing Inverclyde from thriving and require concerted effort to change.

Outcome 1: The health, including mental health and wellbeing, of people in Inverclyde is improved, combating health inequality and promoting healthy lifestyles.

Outcome 2: A positive culture change will have taken place in Inverclyde in attitudes to alcohol, resulting in fewer associated health problems, improved safety and reduced crime rates.

Outcome 3: Everyone who is able to work can access job opportunities, developing skills to progress while in work, and support is available for those furthest from the labour market. Inverclyde has a thriving business community, with better support, and a good small to medium enterprise start up and sustainability rate.

Outcome 4: Communities of geography and interest are more able to identify, articulate and take action on their needs and aspirations but are also able to take responsibility for their communities and their well-being, accessing the opportunities available to them and bringing about an improvement in the quality of community life in Inverclyde

Outcome 5: Inverclyde's environment is protected and enhanced for future generations, with one of the lowest carbon footprints, per capita, of any local authority area in Scotland.

Inverclyde Together - Inverclyde Alliance Single Outcome Agreement 2013-2017

Inverclyde Together is a three year improvement plan which is negotiated between Inverclyde Alliance and the Scottish Government, which identifies intermediate outcomes to develop a better quality of life in Inverclyde. It is a delivery plan for Inspiring Inverclyde, the Community Plan.

Four Strategic Outcomes

Outcome 1: The health of local people is improved, combating health inequality and promoting healthy lifestyles.

Outcome 2: All our young people have the best start in life.

Outcome 3: Inverclyde is a place where people want to live now whilst at the same time safeguarding the environment for future generations.

Outcome 4: The area's economic regeneration is secured and economic activity in Inverclyde is increased and skills development enables both those in work and those furthest from the labour market to realize their full potential.

Strategic Context for Framework:

Diagram to illustrate context

National Agency for Sport, sportscotland Corporate Plan 2011-2015

Inspiring Inverclyde 2008-2018

Nurturing Inverclyde - Inverclyde Council Corporate Statement 2013-2017

Getting People Active – Inverclyde Leisure Business Plan 2014-2017

Sport Framework Vision:

Inspiring a sporting way of life for all in Inverclyde

Sports Framework Mission:

We will work in partnership to inspire a sporting way of life for the citizens of Inverclyde. We passionately believe in the benefits of sport and its unique contribution to nurturing talent and developing excellence in our coaches and clubs. We will bring together local resources and maximize their use in providing a healthy, active, achieving Inverclyde.

Priorities and Outcomes

Facilities
<p>Priorities</p> <ul style="list-style-type: none">• Develop a facilities strategy for Inverclyde which incorporates letting policy, new developments, access to school and community estate and the outdoors• Ensure improved access, smarter programming, better use and sharing of expertise across sporting facilities in Inverclyde• Ensure maximum use of all facilities including the school estate and natural resources• Retain and maintain existing sports facilities• Identify and address developments to enhance access to sport in Inverclyde
<p>Outcomes</p> <ul style="list-style-type: none">• Inverclyde will have a network of facilities with the right quality and capacity to meet the needs of local sport.• Access to Inverclyde sports facilities will be straight forward, fair and equitable.

School Sport
<p>Priorities</p> <ul style="list-style-type: none">• Provide more and higher quality opportunities to participate and compete in sport within schools• Ensure these opportunities are well connected to local partners• Work towards the 2 hours / 2 periods of PE target in every school in Inverclyde by 2014• Develop closer links between sports professionals and educational deliverers in line with the developments of Curriculum for Excellence
<p>Outcomes</p> <ul style="list-style-type: none">• Pupils in Inverclyde will have the best experience possible of sport in school• More young people will choose a sporting way of life

People
<p>Priorities</p> <ul style="list-style-type: none"> • Recruit, retain and develop volunteers, coaches, officials and leaders in school and community sport • Agree a rewards package for schools, volunteers, officials and players to celebrate fair play, sporting success and to recognise the value of contributions to Sport in Inverclyde, linking this to national frameworks for recognition • Support Inverclyde’s young people to develop through participation and leadership in sport
<p>Outcomes</p> <ul style="list-style-type: none"> • Inverclyde sports community will have the capability and quality of leadership to meet and encourage the demand inspiring a sporting way of life

Partnership and Planning
<p>Priorities</p> <ul style="list-style-type: none"> • Ensure that the Inverclyde Sport Strategy becomes the overall strategic mechanism for planning and the development of sporting organisations and partnerships in Inverclyde • Ensure that local and national organisations work together effectively, sharing resources and minimising duplication, to develop sport in Inverclyde
<p>Outcomes</p> <ul style="list-style-type: none"> • All partners will work together to improve the development and experience of sport to inspire a sporting way of life

Club Sport
<p>Priorities</p> <ul style="list-style-type: none"> • Support local clubs to be sustainable • Support club development, working with partners to grow membership, ensure inclusion, talent capacity, and to improve the quality of sporting experiences within clubs • Support the development of Sports Council to ensure that its visible to and representative of all local sports clubs
<p>Outcomes</p> <ul style="list-style-type: none"> • Local clubs will have the capacity and capability to play a full part in promoting and supporting a sporting way of life

Communications and Profile

Priorities

- Raise the profile of Sport in Inverclyde
- Improve communication and marketing of sports and local facilities, making use of all available methodologies / technologies
- Recognise and promote the benefits of participating in sport for all Inverclyde residents
- Regularly update and consult against sports framework

Outcomes

- **Inverclyde citizens will have access to all the information they require to then choose a sporting way of life**

Report To:	Education & Communities Committee	Date:	6 May 2014
Report By:	Corporate Director Education, Communities & Organisational Development	Report No:	EDUCOM/43/14/GB
Contact Officer:	Gillian Bond	Contact No:	(01475) 714731
Subject:	Inverclyde Community Sport Hub Update		

1.0 PURPOSE

- 1.1 The purpose of this report is to seek Committee approval for the site of the third Community Sports Hub in Inverclyde.

2.0 SUMMARY

- 2.1 The Scottish Government's 2014 Legacy Plan was published on 1st September 2009. It sets out the key legacy aims and ambitions and highlights a wide range of initiatives which will be taken forward with key partners over the next 10 years, one of these being the development of the Community Sport Hubs programme.
- 2.2 The development of Community Sports Hubs will aim to increase the number of people of all ages participating in sport and physical activity in local communities across Scotland. Two hubs are already established in Inverclyde, a football hub based at Parklea and a multi-sport hub based at Ravenscraig. The latter hub includes the facilities of Ravenscraig Stadium, Inverclyde Academy and, currently, Ravenscraig Sports Barn.
- 2.3 It is proposed that the third hub should be established around the facilities of St Columba's High School and Gourrock Park.

3.0 RECOMMENDATION

- 3.1 That the Committee approves the siting of the third Community Sports Hub in Gourrock.

Patricia Cassidy
Corporate Director
Education, Communities & Organisational Development

4.0 BACKGROUND

- 4.1 The Community Sports Hubs programme is a national 2014 legacy programme. The programme is funded by the Scottish Government via Sportscotland.
- 4.2 Community Sports Hubs are based in local facilities such as sports centres, community centres, the natural environment and schools, and bring local people together and provide a home for local clubs and sports organisations. They also provide information, support and advice on a wide range of sports and physical activities to make it easier for local people to get involved and engage in a more active and healthier lifestyle.
- 4.3 Inverclyde is committed to the 2014 Commonwealth Games Legacy Plan by developing a minimum of three Community Sport Hubs within the local area. Community Sport Hubs aim to:
- Increase the number of local people participating in sport within the Community Sport Hubs.
 - Increase the number of local people volunteering in local sports clubs within the Community Sport Hubs.
 - Increase the number and quality of deliverers in local sports clubs within the Community Sport Hubs.
 - Develop the local sporting infrastructure, bringing together local partners in sport.
 - Provide opportunities that meet the needs of local people
- 4.4 Sportscotland have initially planned for 167 Community Sport Hubs across all 32 local authorities, with 59% of these aimed to be based within or to incorporate schools. The schools target aims to increase access by the community to schools as well as improving links between the school and local sports clubs.
- 4.5 At present the, Community Sport Hubs within Inverclyde are:
- Parklea CSH – A facility based, single sport (football) hub
 - Ravenscraig CSH – A facilities and School based, multi-sport hub
- 4.6 Following consultation with the Inverclyde Sports Framework Group and Inverclyde Leisure it is proposed that the third Community Sports Hub should be based around a combination of St Columba's High School and Gourrock Park. The inclusion of the former will give the hub access to high quality new facilities which do not have a long history of established users together with links to an engaged PE department. Inclusion of Gourrock Park will give the hub access to a diverse group of sporting facilities and should bring a number of successful clubs into the fold of the hub.

5.0 PROPOSALS

- 5.1 It is proposed that Inverclyde's third Community Sports Hub be based within the town of and for the clubs of Gourrock.
- 5.2 The third Community Sport Hub will use the newly refurbished St Columba's High School and will incorporate clubs utilising the facilities there. It will also incorporate clubs training and playing at Gourrock Park.

6.0 IMPLICATIONS

6.1 Financial Implications

The Community Sports Hub Programme is funded by the Scottish Government via Sportscotland and is delivered by the Active Schools & Sports Development Team.

6.2 Legal Implications

There are no legal implications arising from this report.

6.3 Human Resources Implications

There are no human resources implications arising from this report.

6.4 Equalities Implications

The Community Sports Hub Programme is focused on delivering equality of access and participation.

6.5 Repopulation Implications

Community Sports Hubs contribute to a flourishing sporting culture in Inverclyde and therefore should improve the attractiveness of the area as a place to live.

7.0 CONSULTATIONS

7.1 As part of this process consultation has taken place with the Inverclyde Sports Framework Development Group which incorporates Inverclyde Council officers and members, Sportscotland, Inverclyde Leisure and Sport Inverclyde. The board of Inverclyde Leisure has also been consulted.

8.0 LIST OF BACKGROUND PAPERS

8.1 'A Games Legacy For Scotland' - Scottish Government 2009

Report To:	Education and Communities Committee	Date:	06 May 2014
Report By:	Corporate Director Education Communities and Organisational Development	Report No:	EDUCOM/42/14/MM
Contact Officer:	Martin McNab	Contact No:	01475 714246
Subject:	Update on Policy on Waivers to Let - Football		

1.0 PURPOSE

- 1.1 To update Committee on proposed changes to the formulae for free use of pitches for under 19 teams.

2.0 SUMMARY

- 2.1 Members will recall the proposals brought to Committee on 11 March 2014 significantly amending the Waivers to Let regime including the extension of free lets of pitches to under 19 teams. The report recommended that members received an update on any substantive changes to the regime proposed following consultation with affected organisations.
- 2.2 There have been a number of developments in the use of pitches by football teams, particularly at 4, 5 and 7 a side levels since the March report and there has been a successful club consultation on slight changes to the original allocations to reflect this.
- 2.3 The new, more detailed proposals are attached at Appendix 1. The changes involve fairer matchplay allocations for 11 a-side; more detailed proposals for training allocations for 4, 5 and 7 a-side and; changes to the matchplay allocations to reflect the new 4, 5 and 7 a-side League Central Venues (hubs) in Inverclyde. All of the changes have been developed in consultation with the Scottish Football Association, the Scottish Youth Football Association and have been presented to representatives of local clubs and the league.

3.0 RECOMMENDATION

- 3.1 It is recommended that members:-

Approve the allocation rules detailed in Appendix 1.

4.0 BACKGROUND

4.1 New rules and formulae for calculating club allowances were approved by the Education and Communities Committee on 11 March 2014. Since that meeting there has been an opportunity to reflect on the first two months of the new League Central Venues for 7 a-side at the Port Glasgow Community Campus and for 4 and 5 a-side at Parklea. Feedback from these and a number of other changes resulting from further consultation with the SFA were presented to the local youth football clubs and league at a meeting on 3 April.

4.2 The main changes are as follows:

- A change in the 11 a-side matchplay allowance to reflect actual games played in the course of the season

This will be fairer to successful clubs which have extended cup runs as well as covering only home draws. Away draws against teams from outwith Inverclyde can still potentially take place in Inverclyde but must be paid for.

- A change in matchplay allowances for 4, 5 and 7 a-side teams to reflect the operation of the new League Central Venues.

The operation of these is inherently more cost effective thus the allowance is changed to cover the actual cost of participation. Clubs will now be required to participate in such arrangements where they are available.

- Changes in training allowances for age groups playing 4, 5 and 7 a-side.

These will more accurately reflect the pitch areas and the training hours required for training such younger players thus removing some potential anomalies in the original formulae.

4.3 Overall the changes recommended in Appendix 1 will provide clubs with a fair and reasonable pitch allocation whilst reducing the costs of the scheme to Inverclyde Council.

5.0 IMPLICATIONS

5.1 Financial Implications

The new formulae do not change the overall financial implications from the March 2014 report.

5.2 Legal Implications

None

5.3 Human Resources Implications

None

5.4 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.

5.5 Repopulation Implications

None

6.0 LIST OF BACKGROUND PAPERS

- 6.1 Policy for the granting of waivers to letting charges for sports and community facilities
– Education & Communities Committee 11 March 2014

Appendix 1 - Proposed Club Allocations

11 a side

Training – 1/3 of a pitch for three hours per week for 40 weeks

Number of Registered Players aged 12-18	<15	15-29	30-44	45-59	60-74	75-98	90-104
Equivalent Number of 11 a side Teams	<1	1	2	3	4	5	6
Hours 1/3 Pitch per week	0	3	6	9	12	15	18
Hours free pitch use per week* (Training)	0	1	2	3	4	5	6

Matchplay

Each team will receive all of their home league fixtures plus home drawn cup matches and 2 pre-season friendlies. League game allowances will obviously vary depending on league size.

No allowance will be made for matches originally drawn away but played in Inverclyde for reasons of pitch availability. These will be the responsibility of the away team from outside Inverclyde.

7 a side

Training – 1/3 of a pitch for three hours per week for 40 weeks

Number of Registered Players	<9	9-27	28-54	55--81	82-108	109-135	136--162
Expected Number of 7a side Teams Registered	<1	1-3	4-6	7-9	10-12	13-15	16-18
Hours 1/3 Pitch per week	0	3	6	9	12	15	18
Equivalent Hours Full Pitch	0	1	2	3	4	5	6

Matchplay

Teams will play in League Central Venues in Inverclyde where available for their age group. These teams will receive an allowance to cover their element of the pitch hire of the venue.

Teams for which a Central Venue is not available will receive an allowance to cover their home games. As with 11-a side allowances this will vary depending on the number of teams in their league.

No allowances will be available for matches played outside Inverclyde.

4/5 a side

Training – 1/3 of a pitch for two hours per week for 40 weeks

Number of Registered Players	<12	12-36	37-72	73--108	109--144	144-180
Expected Number of 4 a side Teams Registered	<2	2-6	7-12	13-18	19-24	25-30
Hours 1/3 Pitch per week	0	2	4	6	8	10
Equivalent Hours Full Pitch	0	2/3	1 1/3	2	2 2/3	3 1/3

Matchplay

Teams will play in League Central Venues in Inverclyde where available for their age group. These teams will receive an allowance to cover their element of the pitch hire of the venue.

No allowances will be available for matches played outside Inverclyde.

Soccer Centres (Academies)

A number of teams run academies. It is possible for these to be registered with SYFA as “Soccer Centres” but they are all run on different lines. Clubs running academies or other initiatives which do not naturally fall into the scheme above (e.g. YAC summer 7s programme) will be expected to register these where possible as Soccer Centres. Discussions will then be had with the individual clubs about appropriate allowance.

Club Tournaments

No allowance will be made for pitch hire for tournaments. These are generally fund raising events and hires will be at the normal rate.

Report To:	Education & Communities Committee	Date:	06 May 2014
Report By:	Corporate Director Education, Communities & OD	Report No:	EDUCOM/49/14/MM
Contact Officer:	Martin McNab	Contact No:	714246
Subject:	Construction Licensing Executive		

1.0 PURPOSE

- 1.1 To seek approval for the Trading Standards service to promote the Construction Licensing Executive to local businesses and consumers.

2.0 SUMMARY

- 2.1 A number of local authorities in Scotland run "Trusted Trader" schemes which provide information for consumers on local businesses and trades who fulfil certain criteria. These schemes are intended to assist both the businesses and local traders by helping consumers to identify reputable traders. As well as assisting consumers and reputable traders the schemes are intended to assist in driving dishonest traders out of the marketplace.
- 2.2 Inverclyde Council took part in talks with neighbouring councils on the possibility of setting up a joint scheme in 2012. This would have reduced the costs of the scheme and ensured that there was a consistent and understandable scheme in the wider area. Unfortunately one of the proposed partners pulled out of the discussions and set up their own scheme. They then offered to "host" schemes for neighbouring councils for a substantial fee.
- 2.3 The failure to agree a joint scheme together with criticism of the inconsistencies of Trusted Trader schemes across Scotland led Inverclyde to look for different options for delivering the original aims. The Construction Licensing Executive is a national body, backed by the Scottish Government, membership of which gives many of the advantages of a Trusted Trader scheme for both businesses and consumers. Membership fees for businesses are comparable to Trusted Trader schemes but the costs to Inverclyde of promoting the scheme locally would be negligible.

3.0 RECOMMENDATION

- 3.1 That the Committee approves the promotion of the Construction Licensing Executive to businesses and consumers in Inverclyde.

4.0 BACKGROUND

- 4.1 Trusted Traders Schemes are a valuable aid to help consumers identify reputable local traders and hence are also helpful to those businesses. Discussions were held with neighbouring authorities including Renfrewshire and West Dunbartonshire in 2012 with the aim of setting up a consistent scheme in the area. Unfortunately these discussions came to nothing with one of the proposed partners setting up their own scheme and offering to “host” others.
- 4.2 Whilst this was considered as an option two factors lead Inverclyde to favour an alternative solution. Firstly the cost of the hosted scheme was considered to be too high and secondly the “Protecting Consumers” report by Audit Scotland was critical of the schemes as it considered that there was too much variation in the way Councils operating such schemes validated traders’ trustworthiness.
- 4.3 Taking the above into account however it was clear that the need for some way for consumers to identify reputable traders remains. The Construction Licensing Executive (CLE) was identified as a possible means for reputable local traders to be promoted to consumers. The CLE is a national not-for-profit body backed by the Scottish Government which aims to protect consumers from rogue traders by running a licensing scheme.
- 4.4 CLE currently has almost 2000 licensed traders in Scotland. Members of the scheme must have sound finances, have relevant insurance and adhere to a code of practice for providing quality service. Parts of the scheme including an independent complaints service and warranty scheme are delivered for CLE by the relevant trade association.
- 4.5 Penetration of the CLE is not currently high amongst Inverclyde Traders. In order to improve this, Trading Standards has written to all the relevant local traders advising them of the benefits of the scheme and the possibility of promotion of the scheme to consumers in Inverclyde. If Committee approves the promotion of the scheme further engagement will take place with traders in advance of a public launch to ensure no reputable trader who could potentially join the scheme is disadvantaged. Membership of the scheme is comparable in cost to neighbouring Trusted Trader Schemes.
- 4.6 Once a launch date for promotion of the scheme has been identified further a communications strategy will be agreed with Corporate Communications to ensure no businesses or consumers are disadvantaged. Effective promotion of the CLE will form a key plank in the Council’s strategy to deal with rogue traders including doorstep and cold callers.

5.0 PROPOSALS

- 5.1 That Inverclyde Council endorses and promotes the CLE to businesses and consumers in Inverclyde.

6.0 CONSULTATIONS

- 6.1 Regeneration and Planning have been consulted to discuss the economic development aspects of the scheme and its possible promotion to businesses including through Business Gateway.

7.0 IMPLICATIONS

7.1 Financial Implications

The costs of promoting the scheme in Inverclyde will be contained in service budgets. As this is a national scheme there will be no costs to Inverclyde in setting up or maintaining the scheme.

7.2 Legal Implications

None

7.3 Human Resources Implications

None

7.4 Equalities Implications

None

7.5 Repopulation Implications

None

8.0 LIST OF BACKGROUND PAPERS

8.1 Protecting Consumers – Audit Scotland 2013

Report To:	Education & Communities Committee	Date:	06 May 2014
Report By:	Acting Corporate Director Environment, Regeneration & Resources	Report No:	2014/ER/AP/01
Contact Officer:	Alan Puckrin	Contact No:	01475 712762
Subject:	Greenock Town Centre, Extra Policing – Progress Report		

1.0 PURPOSE

- 1.1 The purpose of this report is to update the Committee in respect of the outputs from the first 11 months of the Greenock Town Centre Policing Initiative agreed by the Council in February 2013.
- 1.2 The funding for this has been allocated from the Environment & Regeneration Committee budget and a report on progress has been submitted to its 1 May 2014 meeting.
- 1.3 It is suggested that in future, reports on progress be made to the Education & Communities Committee as this matter falls more directly within its remit.

2.0 SUMMARY

- 2.1 As part of the 2013/2016 Revenue Budget, £80,000 was allocated to provide increased policing in Greenock Town Centre to address concerns identified by the public.
- 2.2 A Service Level Agreement was entered into between the Council and the Police which resulted in the Council funding an extra police officer for 2 years with Police Scotland matching that commitment. As part of the Service Level Agreement, Police Scotland would provide statistical information on progress against agreed targets for 2013/2014 and 2014/2015.
- 2.3 Appendix 1 of the report reflects the interim update covering the period to the end of February 2014. From this it can be seen that most 2013/2014 targets have already been exceeded with those in relation to shoplifting, drinking in public and stop search activity exceeding prior years' performance and 2013/2014 targets by a significant margin.
- 2.4 Police Scotland agreed to review the targets for 2014/2015 and these proposals are shown in the right hand column on page 3 of the Appendix.
- 2.5 In addition, the update outlines other work carried out by the Police in liaison with the community wardens. The feedback from the Safer Communities team has been positive and is included in the body of the report as well as the Appendix.

3.0 RECOMMENDATIONS

- 3.1 That the Committee note the contents of the interim update prepared by Police Scotland in relation to the extra policing for Greenock Town Centre.
- 3.2 That the Committee note and welcome the increased targets for 2014/2015 proposed by Police

Scotland.

- 3.3 That the Committee agree that a further update be presented to the Education & Communities Committee in the autumn of 2014.

Alan Puckrin

Acting Corporate Director Environment, Regeneration & Resources

4.0 BACKGROUND

- 4.1 As part of the 2013/2016 Revenue Budget the Council agreed to allocate £80,000 to provide extra policing for a 2 year period to Ward 3 and, in particular, Greenock Town Centre.
- 4.2 Greenock Town Centre was chosen due to its high profile to visitors and residents of Inverclyde.
- 4.3 A Service Level Agreement was entered into between the Council and the Police following public consultation which identified a number of priority areas which were causing concern to the public. These were:
- Violence, disorder and anti-social behaviour
 - Drug dealing and drug misuse
 - Road safety and road crime
- 4.4 The funding allowed an extra police officer to be funded by the Council which was matched by Police Scotland.
- 4.5 In addition to the extra police officer, there was increased and improved working with the Council's own Community Wardens Team.

5.0 CURRENT POSITION

- 5.1 Appendix 1 contains the interim update as at 28 February 2014. From this update it can be seen that for the majority of 2013/2014 targets, set as part of the SLA, performance have exceeded targets.
- 5.2 Specifically in the areas of shoplifting, drinking in public and stop search activity the performance has significantly outstripped not only prior years' performance but also the targets agreed for 2013/2014 and 2014/2015.
- 5.3 Colleagues from the Police gave a briefing to Ward 3 Members in March on the current position and received feedback from Members and officers on their view of the performance to date.
- 5.4 As part of these discussions, it was agreed that new targets would be set for 2014/2015 and these are included in the right hand column on page 3 of the Appendix.
- 5.5 In addition to the statistics contained in the report, there is also an update in respect of other work carried out as part of the Greenock Town Centre Policing Initiative with much of this done in consultation with the Community Wardens Team from Safer Communities. The Police advise that these softer initiatives are also having a material impact and they welcomed the co-operation and close working relationships with the Community Wardens Team and this view was reciprocated.
- 5.6 Further updates will be provided to the Committee in 2014 with the next update being due in the autumn once the 6-monthly figures for 2014/2015 are received.

6.0 IMPLICATIONS

Finance

- 6.1 The funding agreed by Committee runs to 31 March 2015. Members may wish to consider as part of the 2015/2018 budget process whether this initiative should be continued or expanded when considering the overall budget.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
Earmarked Reserves	Greenock Town Centre Policy	2013 / 2015	£80,000		Costs confirmed at £70,000

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
N/A					

Legal

- 6.2 No legal implications.

Human Resources

- 6.3 No HR implications.

Equalities

- 6.4 No equalities implications.

Repopulation

- 6.5 The reduction in offending and anti-social behaviour within the Greenock Town Centre has a positive impact on the perception of Inverclyde for both residents and visitors. This will have a positive impact on the Council's repopulation agenda.

7.0 CONSULTATION

- 7.1 The Head of Safer & Inclusive Communities reports that the additional Police Resource has facilitated additional joint working with the Community Wardens on the provision of Joint Disorder Patrols. This initiative involves joint patrols by Wardens and Special Constables at weekends focused on a range of criminal and antisocial behaviour. The outputs from this initiative to the end of 2013 were as follows:-

Stop and Search

332 incidents with a 48.5% (161) success rate. Detections included alcohol (underage), drugs, weapons and property.

ASB Fixed Penalty Notices (FPNs)

77 notices served. FPNs were served in respect of a number of offences including breach of the peace and street drinking.

In addition there was a number of detections of offences involving shoplifting, misuse of drugs, underage sales and street drinking.

- 7.2 The quality of the service provided by the Joint Disorder Patrols is clear from the following

comments from the Police Officer coordinating the initiative. These comments were made following a particularly busy weekend at the beginning of November 2013, when, in addition to the joint patrols, the Warden/ Special Constable teams also assisted in the response to a large scale disturbance in Greenock and over the three nights responded to 14 calls in support of regular Police shifts who were tied up with other incidents:-

It was commented upon by the area control room how helpful and useful this initiative was over the three nights as the police were genuinely struggling with the large amount of calls received. Furthermore the area commander personally attended one of our briefings over the weekend to pass on his personal thanks to the wardens and specials for their assistance and help over the three nights.

I have attached a few documents to give you an idea of how successful the three nights were and also how successful this partnership has been since its inception back in April!

Again, my sincere thanks to the wardens for their assistance and efforts over the three nights! They were a real credit to the service!

8.0 BACKGROUND PAPERS

8.1 None.



Inverclyde Safer Town Centre Initiative

Project Title: Greenock Town Centre Dedicated Police Officers

Author / Contact: C/I Elliot Brown

Organisation: Police Scotland

Address: 160 Rue End Street, Greenock, PA15 1HX

Phone / E-mail: 492550 / elliot.brown@scotland.pnn.police.uk

Date: April 2014

Project Outline

Greenock Town Centre is the focal point for business, retail and commercial activity in Inverclyde. It is located in Inverclyde North Multi Member Ward 3. It is a vibrant location which houses the areas main transport hubs, leisure facilities, the James Watt College and Clyde Port Ocean Terminal. In addition, it is also home to a substantial residential community. The Municipal Buildings and associated Inverclyde Council structure is a focal part of this community being one of the largest employers in the area. There is also a local night time economy which is delivered in the main through licensed premises.

Public consultation undertaken by Police Scotland identified the following areas of priority that cause concern to the public in this area.

- Violence, Disorder and Anti Social Behaviour
- Drug Dealing and Drug Misuse
- Road Safety and Road Crime

The town centre of Greenock has a major influence in providing valuable public and community resources. It is therefore essential that the public feel safe going about their daily activity business in this busy locale. The provision of joint funded dedicated police resources will ensure that the strategic aims of Inverclyde Community Planning Partnership are delivered keeping people safe.

Project Deliverables

The proposal outlined the principles to establish two police officer posts dedicated to the Greenock Town Centre.

One post funded by Inverclyde Council and is additional to the current policing resources in Inverclyde. The other post match funded by Police Scotland.

In support of the above vision Police Scotland through prevention, intelligence and enforcement will ensure continuity is delivered to the local community building public confidence and keeping people safe.

The project supported the associated outcomes detailed below:

- **To ensure public safety is maintained throughout the town centre concentrating on traffic flow, dangerous parking and pedestrian activity.**
- **Providing a proactive and reactive police response.**
(This will be an innovative approach aimed at reducing retail crime, anti social behaviour and public concerns. This will be focussed on both day and night economies. This will also be supported by utilising Special Constables and in partnership with Community Wardens.)
- **To provide a highly visible police presence in the town centre area.**
(Promoting Inverclyde as a safe place to live and work promoting the positive attributes of the area. This will be of particular benefit when visiting cruise ships are in the terminal, public events and any other associated community activity.)
- **To be a single point of contact & liaison with Partnership Agencies.**
(Playing a major role in the comprehensive regeneration of the town centre. Also facilitating the establishment of Key Individual Networks (KIN groups) supporting and driving community resilience.)
- **Engagement with Inverclyde Homeless services, addiction treatment centres and unemployment services.**
- **Daily tasking to effectively police emerging trends or patterns of activity within the town centre area enhancing public confidence.**
- **Proactively engage with young people in Inverclyde through opportunities at local events, community groups and established youth organisations which meet in the town centre area.**

Activity

The initiative commenced on 1 April 2013.

The following is a report on activity and current statistics against set targets in table below. This framework was agreed at the outset to monitor the activity in Ward 3 and provide tangible outcomes to measure activity.

	2011 / 2012	2012 / 2013	2013 / 2014 Target	2014 / 2015 Target
Assaults Detection Rate (% Increase)	68%	68%	74% 82.9%	76%
Theft by Shoplifting Detection Rate (% Increase)	68%	70%	72% 88%	80%
Drinking In Public (Detections Increase to PF)	263	346	363 571	450
Seatbelt Tickets (Detections Increase)	159	208	218 176	218
Mobile Phone Tickets (Detections Increase)	155	262	275 196	275
Parking Tickets (Greenock Area only) Increase	427	519	570 598	627
ASB Reports (Incidents Reduction)	2,598	2,051	1,989 1,621	1,800
ASB Tickets (Detections Increase)	710	867	893 727	893
Stop Search Activity (% Positive Detections)	10%	12%	15% 27%	20%

The above figures in blue are results from April – February 2014. Drinking in public incidents have increased above year end target as they have been

dealt with by report to PF rather than an ASB ticket disposal. This in turn will cause a downturn in ASB tickets issued for this offence.

The officers have also undertaken the following work which has a major impact on daily business through Partnership Collaboration and Local Engagement. This activity reflects project deliverable outcomes.

Port Glasgow Victoria Boxing Club

The officers have undertaken work with youths who are known locally as the 'Young West Team'. This was a group of around 10 – 15 individuals who were responsible for a large number of anti social behaviour incidents in and around the West Station area and Greenock Town Centre. As part of the wider engagement places were secured in a multi agency project for these youths to be diverted to the above boxing club. This has been a massive success with 3 of the original 8 that started are now members of the Boxing Club. Officers have built up a good relationship with the youths who now have a positive view of the Police. Since this initiative started, there has been a dramatic decline in offences committed by these youths. Further initiatives are being discussed with Margaret Solomon who is a senior Social Worker for the Youth Justice Service in Inverclyde.

Muslim Prayer Room

The designated officers made established links with the multi faith prayer room in Greenock Town Centre. This partnership is continuing to work really well with even more persons from the BME community in Greenock engaging with Town Centre Officers. Due to the recent Terrorist attack in the Westgate shopping Mall in Nairobi, Kenya, Town Centre Officers have been offering reassurance to this community as it was unknown how this would affect community tensions. There has been no reaction at all and officers continue to engage with the BME community.

Strathclyde Partnership for Transport

Officers have been having regular meetings with SPT in relation to major events which are happening throughout Scotland in which persons leave from Greenock in high volume to attend such as T in the Park and Concerts in Glasgow and Edinburgh. This resulted in Town Centre Officers putting together an action plan over two days in July when people were leaving for T in the Park. This resulted in a high volume of persons being reported to the Procurator Fiscal for drug possession and alcohol offences. Due to this successful pilot, officers are currently in discussion with SPT management as to projected passenger volume for the Commonwealth games in 2014 and how Police and other partner agencies can assist.

IZONE

The IZONE is situated on Nicolson Street, Greenock and is a safe place within the town centre where young people attend to gain access for advice and support from social workers. There are also activities available such as music workshops, team games and free access to the internet. Town Centre Officers regularly attend the IZONE to speak with the youths and engage with them. The 'Young West Team' had been banned from using this service due to their behaviour however since the Boxing initiative, the group have been granted access again to the IZONE and there have been no reports of unruly behaviour and they are positively engaging with other youths outwith their group.

Inverclyde Community Wardens

This partnership continues to grow from strength to strength. Town Centre Officers are regularly carrying out joint patrols with Community Wardens. Both Community Wardens and Town Centre Police are sharing local knowledge and offer each other assistance as and when required. In addition, Special Police Constables have continued to assist with joint patrols and a recent 3 day initiative resulted in a high volume of stop searches. So far, as a result of this partnership there have been a total of 127 positive stop searches and 51 ASBO tickets issued through this partnership collaboration.

St Marys Church

Contact has been made with Carole Bjoness of St Mary's Church, Patrick Street, Greenock. Carole runs a drop in centre at the Church and Town Centre Police will be attending every Friday to speak with the service users such as local homeless persons, drug users and alcoholics. This will be beneficial to Town Centre Police in relation to intelligence gathering building relations with alcohol and drug abusers.

Inverclyde Homeless Centre

Being able to visit the centre each day is of great benefit to Town Centre Officers. Officers are regularly updated as to the turnaround of residents and to those who are problematic. Intelligence received from workers at the centre assist greatly with ongoing enquiries. Workers at the Inverclyde Centre have commented that the presence of Town Centre Officers within the centre is welcome and reassuring as there are a high volume of residents who are violent offenders and often abuse both alcohol and drugs.

Clydeport

The officers have engaged with Andrew Hemphill who is the manager of Clydeport, Greenock. Through this they have made contact with the Inverclyde tourist group who are on hand when every cruise liner docks at Greenock. The officers have stressed to the tourist group their eagerness to assist them with any matters / concerns they have in the local area. This has

been met positively and an information sharing protocol has now been arranged. The officers believe this partnership will ensure that tourists will continue to have a safe and friendly visit to Greenock.

Partnership Testimony

In furtherance to the above activity please find attached a comment from Tom Campbell Inverclyde Council Social Protection Team Leader in relation to Partnership Collaboration between Town Centre Officers and Inverclyde Council Safer Communities:

"Kyle, many thanks for your very positive e-mail.

The fact of the matter is this, your good self and Sgt Jonny Hay were selected to participate in an initiative involving patrolling the Town Centre and surrounding areas which have been identified as "hot spot" areas for various reasons. You developed partnership working including the use of Special Constables and Inverclyde Council's Community Warden Service. Partnership working is used often these days however, this is a true working partnership which has really improved the role of the Community Warden in Inverclyde. At my daily briefings I am asked regularly if there is an Operation Grip taking place with police officers Kyle and Jonny and now Raymond.

Wardens have learned such a lot from you and the other Police Officers involved in the initiative and are gaining so much experience in dealing with our communities. There is no doubt that this is as a result of your good self and the other officers sharing information and regularly showing how hard working professional Police Officers go about their daily business.

From a very selfish point of view I can see such a difference in how my wardens now tackle antisocial behaviour, and deal with complaints from the community. Having the opportunity to contact police through yourself and the other initiative officers, has resulted in very quick police responses, which I believe is such a boost to the service.

As previously stated, Community Wardens are delighted to work in partnership with you and the other officers involved in this initiative. You Kyle and the other officers are a credit to Police Scotland.

I have forwarded your e-mail to The Director of Safer Communities, Mr John Arthur Head of Safer & Inclusive Communities, Mr Drew Hall Service Manager Community Safety and Wellbeing along with a number of Inverclyde Council's Elected Members.

I hope we can work in partnership for some considerable time."

Summary

The above list of activity is by no means exhaustive and clearly indicates the benefits that these dedicated resources have brought to the local community. Their proactivity through dedication and commitment is a credit to them. This

NOT PROTECTIVELY MARKED

is a partnership that could only be brought about by continued support from Inverclyde Council Keeping People Safe.

NOT PROTECTIVELY MARKED

Report To: Education & Communities Committee
Date: 06 May 2014

Report By: Corporate Director Education, Communities and Organisational Development
Report No: EDUCOM/38/14/PC

Contact Officer: Patricia Cassidy
Contact No: 01475 712761

Subject: Education Scotland inspection report on Notre Dame High School

1.0 PURPOSE

- 1.1 The purpose of this report is to inform the Education & Communities Committee of an Education Scotland external evaluation of Notre Dame High School.

2.0 SUMMARY

- 2.1 Notre Dame High School has received a very good report from Education Scotland. Members should note that in the indicators of quality two aspects of the school were judged to be 'very good' and three aspects as 'good'. The report was produced on 04 March 2014.

3.0 RECOMMENDATION

- 3.1 It is recommended that the Education & Communities Committee approve the report on Notre Dame High School.

Patricia Cassidy
Corporate Director Education, Communities & Organisational Development

4.0 BACKGROUND

4.1 Notre Dame High School was inspected by Education Scotland in November 2013. The inspection covered key aspects of the work of the school 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 assessed and reported on the views of parents, pupils and staff, the quality of learning in 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 04 March 2014. It has been issued to staff, parents, local elected members and the Convener and Vice-Conveners for Education & Communities.

4.4 Notre Dame High School is inspected under the evaluation frameworks "How Good Is Our School?".

4.5 In assessing the indicators of quality, Education Scotland found two aspects of the school to be 'very good' and three aspects as 'good'.

4.6 The report lists five particular strengths of the school:

- An inclusive and supportive ethos based on Catholic faith and values.
- Young people's pride and participation in the life of the school.
- Courteous and motivated young people who are successful learners and achieve widely.
- Leadership at all levels to improve young people's learning experiences.
- The headteacher's leadership in managing change.

4.7 The reports lists three areas for improvement:

- Continue to review and develop approaches to meeting the learning needs of all young people.
- Continue to develop the curriculum in line with national expectations.
- Continue to develop approaches to improvement through self-evaluation.

4 March 2014

Dear Parent/Carer

**Notre Dame High School
Inverclyde Council**

Recently, as you may know, my colleagues and I inspected your child's school. During our visit, we talked to parents and young people and worked closely with the headteacher and staff. We wanted to find out how well young people are learning and achieving and how well the school supports young people to do their best. The headteacher and others shared with us the school's successes and priorities for improvement. We looked at some particular aspects of the school's recent work, including young people's wider achievements and their impact, and the leadership opportunities for staff and young people. As a result, we were able to find out how good the school is at improving young people's education.

How well do young people learn and achieve?

The school's strong ethos of respect and inclusiveness, based on shared Gospel values, ensures that young people learn and achieve very well. Almost all young people are very well-behaved, motivated and engaged in their learning. Relationships between young people and staff are very positive. Young people enjoy active learning approaches which provide them with opportunities to investigate, discuss and reflect. In many lessons, they share ideas, discuss challenging questions, and work very well in teams to complete tasks. Almost all young people report that staff encourage them to do the best they can and that they get help when needed. Across the school, young people use learning logs to record their achievements within a subject area, evaluate their own learning and set future targets. Young people wear their school uniform with pride and value strongly the high quality facilities within the stimulating school environment. They talk of a sense of community built on their Catholic faith and values, and feel safe and cared for in school. Young people from the Stella Maris Base have developed increased confidence in their learning by being part of the large school setting.

Young people achieve significant success in a wide range of activities, both in and outwith school. For example, young people work enthusiastically with the music department to produce highly successful school shows, including pantomimes, for the local and wider community. A notable number of young people have achieved success at the Inverclyde Music Festival. Many young people have achieved success in a range of sports including, golf, cross-country running, weight-lifting and girls' football. Young people take on leadership roles with enthusiasm and confidence as buddies, Sports Ambassadors and peer mentors across a number of subjects,

including physical education, technology and English. The school was the sole Scottish representative at the final of a technology competition hosted by the Royal Society in London, where one team won their category. An increasing number of young people are achieving the Caritas Award which recognises their active faith commitment in the school and their local parish. Young people involved in this initiative are developing their life skills through volunteering in geriatric care and learning disability units. They are developing organisational and leadership skills through working with children in neighbouring primary schools and fundraising. Young people in S6 are also developing important leadership skills through the school's citizenship and community programme. Most young people are making suitable progress from S1 to S3, including in literacy, numeracy and health and wellbeing. From S4 to S6, young people's attainment in national qualifications is above the national average in most key measures. Attainment from S4 to S6 is significantly better than in schools serving those with similar needs and backgrounds. The number of young people moving on to positive destinations when leaving school is above the national average.

How well does the school support young people to develop and learn?

In most lessons, tasks and activities provide appropriate challenge and support for young people. We have asked the school to continue work to ensure all teachers adopt this good practice so that all young people are able to make suitable progress. The Student Support Team has effective procedures to support young people with additional learning needs. Support for learning staff now need to widen their role and be involved more in developing the expertise of subject teachers to meet the needs of all young people in their classes. Support assistants and classroom assistants support young people effectively in lessons. They fulfil a range of other roles including supporting young people in lunchtime clubs. The school and relevant partners work closely with parents to ensure that their children receive the appropriate support. The Home School Link Worker and other agencies, such as educational psychology and allied health professionals, work effectively with the school to help meet young people's learning needs. All young people from the Stella Maris base are included in mainstream classes and in most aspects of learning and teaching. They are provided with a high level of support from teachers and additional support needs assistants. Staff should now involve young people more in planning their learning. Subject teachers are well informed about the additional support needs of young people through good communication from the Student Support Team and from the Stella Maris base.

The school provides a curriculum that offers young people opportunities to achieve, as well as for personal and spiritual growth. Religious observance is an integral part of the daily life of the school. The school's current curriculum is an interim one and will be modified further next year. Young people at S1 and S2 are receiving a broad general education. The school is aware of the need to ensure that young people in S3 also benefit from a suitably broad experience, and at the same time, continue to be challenged to ensure they can make appropriate progress from S4 to S6. The school and its partners are working very well together to develop the curriculum from S4 to S6. Young people at these stages are benefitting from a range of opportunities to meet their needs, for example vocational courses at colleges, and following courses at neighbouring schools. Teachers have developed, reviewed and modified the

curriculum in line with Curriculum for Excellence guidance. Departments are working effectively together to plan projects that provide young people with interesting learning experiences across different areas of the curriculum. The school should continue to ensure young people can build progressively on their knowledge and skills through these projects. The needs of young people requiring continued support after they leave school are being addressed very successfully by partners. A number of departments work closely with their associated primaries to develop courses and programmes. The school should continue this work to ensure young people entering S1 are able to build on what they already know and make appropriate progress. The curriculum for young people in the Stella Maris base is designed well to meet the needs of young people with additional support needs.

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

The headteacher has a clear and strong vision for the school. He has led improvements in a very thoughtful and sensitive manner with the aim of ensuring high-quality learning experiences for young people. The depute headteachers work effectively with the headteacher to support staff to ensure ongoing improvement to their work. Teachers have a planned programme of observing each other in lessons, and regularly review their learning and teaching with the aim of ensuring continuous improvement. Almost all teachers are members of school working parties and many have led new developments linked to curriculum and assessment. Teachers use a variety of evidence to evaluate the effectiveness of their work. Young people have opportunities to comment on lessons and discuss with their teachers what can be improved. Parents are asked for their views about school matters and the information is used to identify areas for improvement. We have asked the school to ensure that all the information available from self-evaluation activities is used more effectively to support and monitor school improvement as fully as possible. The school has systems in place for tracking the progress of young people at all stages. It is aware of the need to use the information from tracking more rigorously to ensure that young people from S1 to S3 are achieving the best they can. Staff in the Stella Maris Base have identified the need to review their approaches to self-evaluation and how they take account of the views of pupils, partners and other organisations.

This inspection found the following key strengths.

- An inclusive and supportive ethos based on Catholic faith and values.
- Young people's pride and participation in the life of the school.
- Courteous and motivated young people who are successful learners and achieve widely.
- Leadership at all levels to improve young people's learning experiences.
- The headteacher's leadership in managing change.

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

- Continue to review and develop approaches to meeting the learning needs of all young people.
- Continue to develop the curriculum in line with national expectations.
- Continue to develop approaches to improvement through self-evaluation.

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 evaluative visits in connection with this inspection. During the inspection, we identified innovative practice in the music department which we would like to explore further. We will work with the school and Inverclyde Council to record and share this innovative practice more widely.

Hakim Din
HM Inspector

Additional inspection evidence, such as details of the quality indicator evaluations, for your school can be found on the Education Scotland website at <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/NotreDameHighSchoolInverclyde.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 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?*¹. 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.

Here are the evaluations for Notre Dame High School.

Improvements in performance	very good
Learners' experiences	very good
Meeting learning needs	good

We also evaluated the following aspects of the work of the school.

The curriculum	good
Improvement through self-evaluation	good

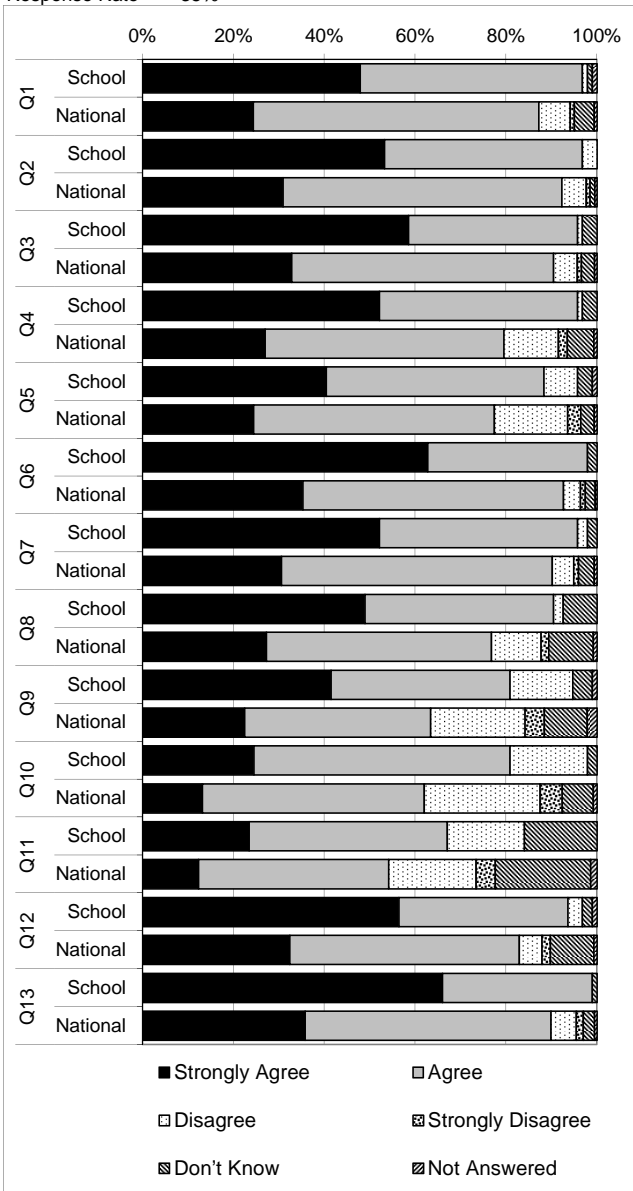
A copy of the full letter is available on the Education Scotland website at <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/NotreDameHighSchoolInverclyde.asp>

¹ *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. Please note that the term "adequate" in the document has been replaced with "satisfactory".

A sample of parents, children and young people, and all members of staff were invited to give their views of the school using a pre-inspection questionnaire. Their views informed the inspection process, including the nature of discussions in a number of meetings. Strengths and issues identified were explored by the inspection team, and the findings are included in the inspection report. The following information gives the statistical detail from those that returned questionnaires.

Parent Questionnaire Summary

Centre Name Notre Dame High School
 SEED Number 8645132
 Quest. Issued 266
 Quest. Input 94
 Response Rate 35%

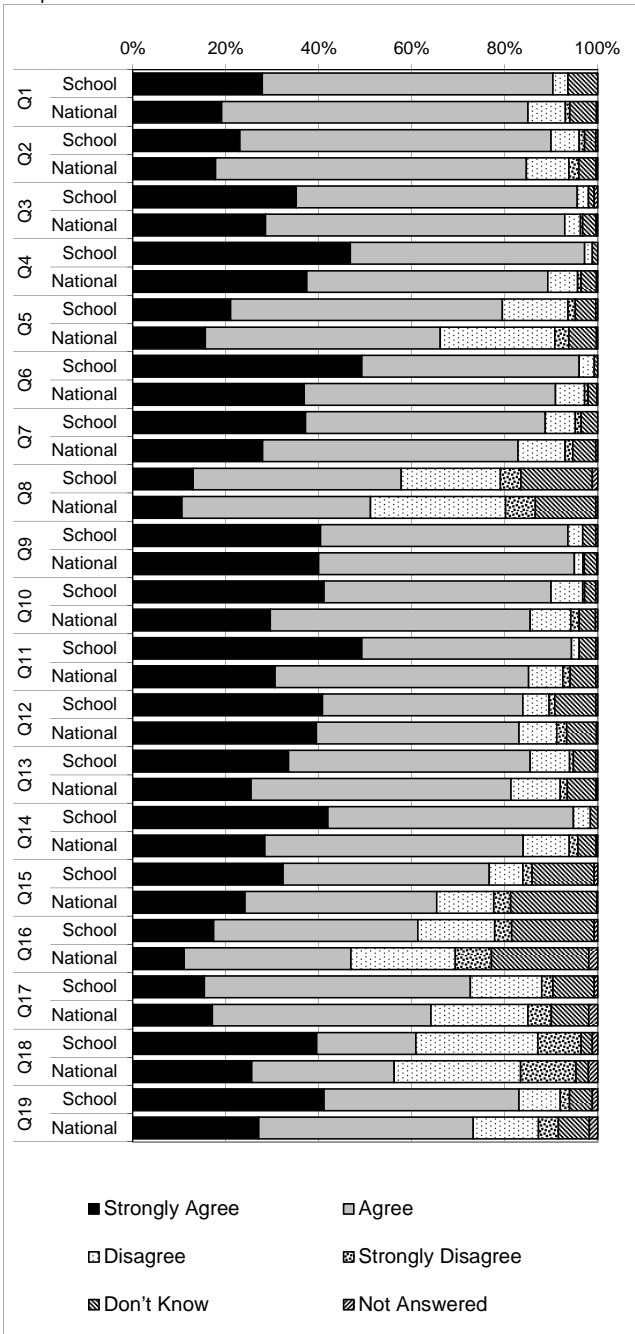


		Percentage %							
		Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Answered	Strongly Agree & Agree	Disagree & Strongly Disagree
Q1	School	48%	49%	1%	0%	1%	1%	97%	1%
	National	23%	33%	17%	0%	16%	0%	67%	17%
Q2	School	53%	44%	3%	0%	0%	0%	97%	3%
	National	23%	33%	17%	0%	16%	0%	67%	17%
Q3	School	59%	37%	1%	0%	3%	0%	96%	1%
	National	23%	33%	17%	0%	16%	0%	67%	17%
Q4	School	52%	44%	1%	0%	3%	0%	96%	1%
	National	23%	33%	17%	0%	16%	0%	67%	17%
Q5	School	40%	48%	7%	0%	3%	1%	88%	7%
	National	23%	33%	17%	0%	16%	0%	67%	17%
Q6	School	63%	35%	0%	0%	2%	0%	98%	0%
	National	23%	33%	17%	0%	16%	0%	67%	17%
Q7	School	52%	44%	2%	0%	2%	0%	96%	2%
	National	23%	33%	17%	0%	16%	0%	67%	17%
Q8	School	49%	41%	2%	0%	7%	0%	90%	2%
	National	23%	33%	17%	0%	16%	0%	67%	17%
Q9	School	41%	39%	14%	0%	4%	1%	81%	14%
	National	23%	33%	17%	0%	16%	0%	67%	17%
Q10	School	24%	56%	17%	0%	2%	0%	81%	17%
	National	23%	33%	17%	0%	16%	0%	67%	17%
Q11	School	56%	37%	3%	0%	2%	1%	94%	3%
	National	23%	33%	17%	0%	16%	0%	67%	17%
Q12	School	66%	33%	0%	0%	1%	0%	99%	0%
	National	23%	33%	17%	0%	16%	0%	67%	17%
Q13	School	66%	33%	0%	0%	1%	0%	99%	0%
	National	23%	33%	17%	0%	16%	0%	67%	17%

Note: Will not always sum to 100% due to rounding

Pupil Questionnaire Summary

Centre Name Notre Dame High School
 SEED Number 8645132
 Quest. Issued 250
 Quest. Input 248
 Response Rate 99%

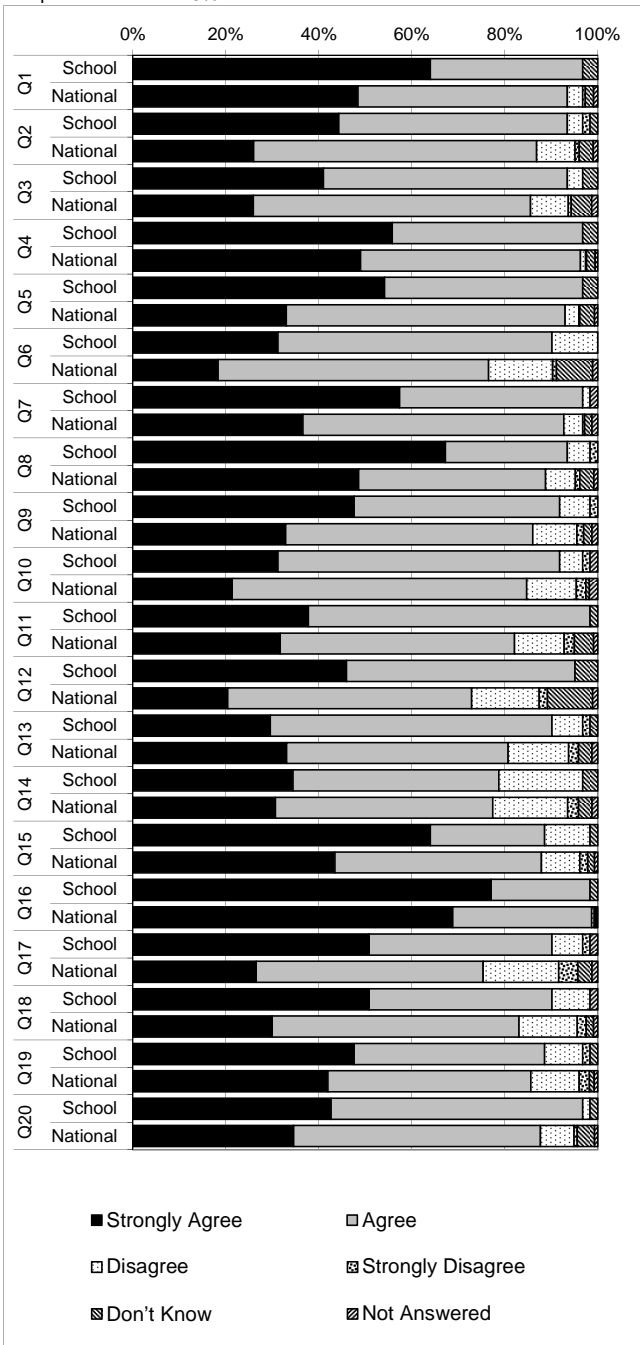


		Percentage %							
		Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Answered	Strongly Agree & Agree	Disagree & Strongly Disagree
Q1	The school is helping me to become more confident.	28%	63%	3%	0%	6%	0%	90%	3%
Q2	I enjoy learning at school.	23%	67%	6%	1%	2%	0%	90%	7%
Q3	I am getting along well with my school work.	35%	60%	2%	0%	1%	1%	96%	2%
Q4	Staff encourage me to do the best I can.	47%	50%	2%	0%	1%	0%	97%	2%
Q5	Staff talk to me regularly about how to improve my learning.	21%	58%	14%	2%	4%	0%	79%	16%
Q6	I get help when I need it.	49%	47%	3%	0%	1%	0%	96%	3%
Q7	Staff listen to me and pay attention to what I say.	37%	52%	6%	1%	4%	0%	89%	8%
Q8	I have a say in making the way we learn in school better.	13%	45%	21%	4%	15%	1%	58%	26%
Q9	Staff expect me to take responsibility for my own work in class.	40%	53%	3%	0%	3%	0%	94%	3%
Q10	Staff and pupils treat me fairly and with respect.	41%	49%	7%	0%	2%	0%	90%	7%
Q11	I feel safe and cared for in school.	49%	45%	2%	0%	4%	0%	94%	2%
Q12	I have adults in school I can speak to if I am upset or worried about something.	41%	43%	6%	1%	9%	0%	84%	7%
Q13	I find it easy to talk to staff and they set a good example.	33%	52%	8%	1%	5%	0%	85%	9%
Q14	Staff make sure that pupils behave well.	42%	53%	4%	0%	2%	0%	95%	4%
Q15	Staff are good at dealing with bullying behaviour.	32%	44%	7%	2%	13%	1%	77%	9%
Q16	The pupil council is good at getting improvements made in the school.	17%	44%	17%	4%	18%	1%	61%	20%
Q17	The school encourages me to make healthy-food choices.	15%	57%	15%	2%	9%	1%	73%	18%
Q18	I take part in out-of-class activities and school clubs.	40%	21%	26%	9%	2%	1%	61%	35%
Q19	I know what out-of-school activities and youth groups are available in my local area.	41%	42%	9%	2%	5%	1%	83%	11%

Note: Will not always sum to 100% due to rounding

Teacher Questionnaire Summary

Centre Name Notre Dame High School
 SEED Number 8645132
 Quest. Issued 84
 Quest. Input 61
 Response Rate 73%



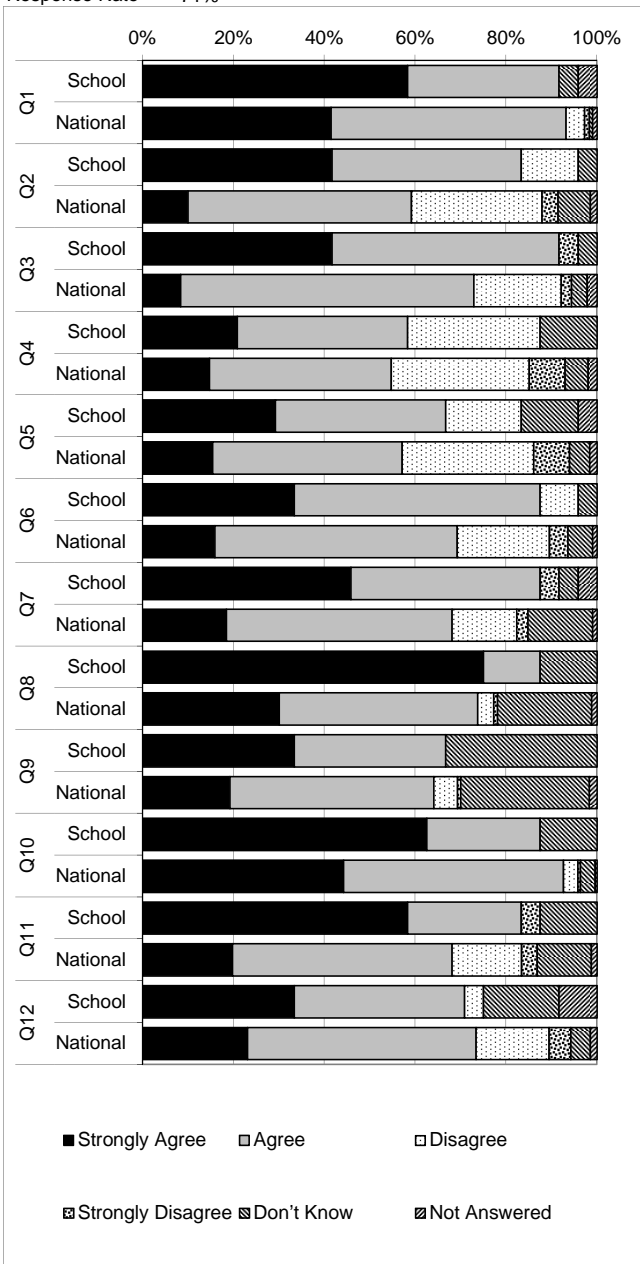
		Percentage %							
		Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Answered	Strongly Agree & Agree	Disagree & Strongly Disagree
Q1	Staff regularly discuss how to improve achievement for all pupils at both stage and whole-school level.	64%	33%	0%	0%	3%	0%	97%	0%
Q2	All pupils are given activities which meet their learning needs.	44%	49%	3%	2%	2%	0%	93%	5%
Q3	Pupils are involved in setting learning targets.	41%	52%	3%	0%	3%	0%	93%	3%
Q4	Pupils are provided with regular feedback on what they need to do to improve.	56%	41%	0%	0%	3%	0%	97%	0%
Q5	Pupils are provided with opportunities to evaluate their own work and that of others.	54%	43%	0%	0%	3%	0%	97%	0%
Q6	Staff regularly ask for pupils' views on how their learning experiences could be improved.	31%	59%	10%	0%	0%	0%	90%	10%
Q7	Pupils take an active part in their learning.	57%	39%	2%	0%	0%	2%	97%	2%
Q8	Staff treat all pupils equally.	67%	26%	5%	2%	0%	0%	93%	7%
Q9	Staff and pupils respect each other.	48%	44%	7%	2%	0%	0%	92%	8%
Q10	The pupils are well behaved.	31%	61%	5%	2%	0%	2%	92%	7%
Q11	Support for pupils with additional support needs is effective.	38%	61%	0%	0%	2%	0%	98%	0%
Q12	Parents are fully involved in the school and their children's learning.	46%	49%	0%	0%	5%	0%	95%	0%
Q13	I have been actively involved in developing the school's vision and values.	30%	61%	7%	2%	2%	0%	90%	8%
Q14	I am actively involved in setting priorities to improve the school.	34%	44%	18%	0%	3%	0%	79%	18%
Q15	I have regular opportunities to help shape the curriculum by having staff discussions and working groups.	64%	25%	10%	0%	2%	0%	89%	10%
Q16	I am aware of the school's procedures for protecting children.	77%	21%	0%	0%	2%	0%	98%	0%
Q17	Leadership at all levels is effective.	51%	39%	7%	2%	0%	2%	90%	8%
Q18	Staff communicate effectively with each other.	51%	39%	8%	0%	0%	2%	90%	8%
Q19	I have good opportunities to take part in continuing professional development.	48%	41%	8%	2%	2%	0%	89%	10%
Q20	Staff across the school share good practice.	43%	54%	2%	0%	2%	0%	97%	2%

Note: Will not always sum to 100% due to rounding

DISCLOSURE CONTROL APPLIED

Non-Teaching Questionnaire Summary

Centre Name Notre Dame High School
 SEED Number 8645132
 Quest. Issued 34
 Quest. Input 24
 Response Rate 71%



		Percentage %							
		Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Answered	Strongly Agree & Agree	Disagree & Strongly Disagree
Q1	I have access to the information I need to carry out my work.	58%	33%	0%	0%	4%	4%	92%	0%
Q2	All staff and pupils respect each other.	42%	42%	13%	0%	4%	0%	83%	13%
Q3	Pupils are well behaved.	42%	50%	0%	4%	4%	0%	92%	4%
Q4	I am involved in staff discussions about how to achieve school priorities.	21%	38%	29%	0%	13%	0%	58%	29%
Q5	I have good opportunities to be involved in making decisions.	29%	38%	17%	0%	13%	4%	67%	17%
Q6	Staff communicate effectively with each other.	33%	54%	8%	0%	4%	0%	88%	8%
Q7	Staff treat all pupils equally.	46%	42%	0%	4%	4%	4%	88%	4%
Q8	Support for pupils with additional support needs is effective.	75%	13%	0%	0%	13%	0%	88%	0%
Q9	Parents are fully involved in the school and their children's learning.	33%	33%	0%	0%	33%	0%	67%	0%
Q10	I am aware of the school's procedures for protecting children.	63%	25%	0%	0%	13%	0%	88%	0%
Q11	Leadership at all levels is effective.	58%	25%	0%	4%	13%	0%	83%	4%
Q12	I have good opportunities to take part in training activities.	33%	38%	4%	0%	17%	8%	71%	4%

Note: Will not always sum to 100% due to rounding

DISCLOSURE CONTROL APPLIED

Additional inspection evidence

Selected attainment information

Inspectors use this information together with a wide range of other information gathered during the inspection to evaluate and report on young people's overall achievement. It helps inspectors and schools to understand how successful young people are in SQA qualifications compared to young people nationally and to those in other schools which serve young people with similar needs and backgrounds¹. However, this is only one aspect of young people's achievement, and it is only by blending these results with a wide range of other information, including achievement in the four capacities of curriculum for excellence², the quality of learning in lessons and other activities, the impact of the curriculum, and the extent to which learning needs are being met, that a well-informed evaluation of achievement can be made. You can find this evaluation of young people's overall achievement in the report on the school, published on this website.

Scottish Credit and Qualifications Framework (SCQF) levels:

7: Advanced Higher at A-C/CSYS at A-C

6: Higher at A-C

5: Intermediate 2 at A-C; Standard Grade at 1-2

4: Intermediate 1 at A-C; Standard Grade at 3-4

3: Access 3 Cluster; Standard Grade at 5-6

Percentage of relevant S4 roll gaining awards by end of S4

		2011	2012	2013 ³
English and Mathematics @ Level 3	Notre Dame High	92	99	95
	Comparator schools ¹	94	93	94
	National	93	94	94
5+ @ Level 3 or better	Notre Dame High	95	96	93
	Comparator schools	92	93	93
	National	93	94	95
5+ @ Level 4 or better	Notre Dame High	85	86	87
	Comparator schools	74	76	76
	National	79	80	82
5+ @ Level 5 or better	Notre Dame High	45	38	45
	Comparator schools	29	31	30
	National	36	37	38

Percentage of relevant S4 roll gaining awards by end of S5

		2011	2012	2013 ³
5+ @ Level 4 or better	Notre Dame High	87	87	87
	Comparator schools ¹	78	78	81
	National	81	82	84
5+ @ Level 5 or better	Notre Dame High	59	57	57
	Comparator schools	44	46	47
	National	51	52	54
1+ @ Level 6 or better	Notre Dame High	53	55	53
	Comparator schools	38	42	44
	National	45	47	48
3+ @ Level 6 or better	Notre Dame High	32	33	33
	Comparator schools	21	22	23
	National	26	27	28
5+ @ Level 6 or better	Notre Dame High	16	16	14
	Comparator schools	8	9	9
	National	12	13	13

Percentage of relevant S4 roll gaining awards by end of S6

		2011	2012	2013 ³
5+ @ Level 5 or better	Notre Dame High	63	62	62
	Comparator schools ¹	48	49	51
	National	53	55	56
1+ @ Level 6 or better	Notre Dame High	61	59	60
	Comparator schools	45	46	48
	National	50	52	53
3+ @ Level 6 or better	Notre Dame High	45	43	45
	Comparator schools	29	32	32
	National	35	37	38
5+ @ Level 6 or better	Notre Dame High	30	30	31
	Comparator schools	19	20	21
	National	24	26	26
1+ @ Level 7 or better	Notre Dame High	19	21	18
	Comparator schools	10	11	13
	National	16	16	17

More attainment information and other statistics for this school can be found on the Scottish Schools Online Website <http://www.ltscotland.org.uk/scottishschoolsonline/>

¹ The comparator schools taken into account in HMIE's evaluations are those schools (up to 20) which are statistically close enough to the school in terms of the key characteristics of the school population.

² The four capacities are successful learners, confident individuals, responsible citizens, effective contributors.

³ 2013 Pre Appeal

Report To:	Education & Communities Committee	Date:	6 May 2014
Report By:	Head of Finance & Corporate Director Education, Communities & Organisational Development	Report No:	FIN/022/14/JB/IC
Contact Officer:	Iain Cameron	Contact No:	01475 712832
Subject:	Education 2013/14 Revenue Budget-Period 11 to 28 February 2014		

1.0 PURPOSE

- 1.1 To advise the Committee of the 2013/14 Revenue Budget position as at Period 11 to 28 February 2014.

2.0 SUMMARY

- 2.1 The total Education budget for 2013/14 is £71,984,560. 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 £81,000. This is a reduction in expenditure of £1,000 since the 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 £83,000 for Employee Costs mainly due to early achievement of savings in the teachers budget and over achievement of turnover savings.
 - (b) Projected underspend of £22,000 for Non Domestic Rates. This is in addition to savings of £317,000 from Rateable Value appeals which will be recorded against a Corporate saving reported to 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 £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 £42,000 for ASN Placements.
 - (i) Projected underspend of £20,000 for Early Years Partner Providers.

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

(k) Projected overspend of £11,000 for Clothing Grants.

(l) Projected under recovery of £33,000 for Income from Other Local Authorities within Special Schools.

(m) Projected under recovery of £17,000 for Early Years Wrapround Income.

2.4 Earmarked Reserves for 2013/14 total £17,495,000 of which £14,260,000 is projected to be spent in the current financial year. To date expenditure of £9,191,000 (64%) has been incurred . However, a further £3,729,000 relating to loan charges will be paid at the year end increasing the overall percentage spend to 91%.

The spend to date per profiling was expected to be £9,736,000 therefore slippage is £545,000 or 5.86% of the total projected spend for the year which is not significant.

3.0 RECOMMENDATION

3.1 That the Committee note the projected underspend of £81,000 for the Education Revenue budget as at Period 11 to 28 February 2014.

Jan Buchanan
Head of Finance

Patricia Cassidy
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 £81,000 are:

Employee Costs:

The total budget for employee costs is £50,675,000 and the latest projection is an underspend of £83,000 (early achievement of budget savings within Early Years and the over achievement of turnover savings.) Projected expenditure has reduced by £12,000 since the last Committee and the movement is mainly due to expenditure on ASN cover being lower than expected.

Non Domestic Rates:

Latest projection for Non Domestic Rates is an underspend of £22,000, a reduction of £30,000 since the last Committee. This is due to final Rateable Value for the Port Glasgow Community campus being higher than estimated and no disabled relief being granted for Craigmarnock. The £22,000 projected underspend is in addition to savings of £317,000 from Rateable Value appeals for prior years 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. This is the same as last Committee.

Biomass Fuel:

An underspend of £29,000 for Biomass fuel at Port Glasgow Community campus was reported to the last Committee. The latest projection remains the same. 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 £39,000 was reported to the last Committee for the SPT School Buses contract. The latest projection remains the same.

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 £11,000 which is in line with the 2012/13 out turn. As previously reported to Committee, an additional £45,000 from the Welfare Reforms Fund has been added to this budget for 2014/15 as a result of the grant increasing from the current £63.50 to £80.

ASN Placements :

An overspend of £12,000 for ASN Placements was reported to the last Committee. As a result of a 34% price increase for two placements with Glasgow City Council, the latest projection is an overspend of £42,000.

School Meal Income :

An under recovery of £9,000 was reported to the last Committee when a slight increase in uptake numbers was being predicted. As a result of further increased uptake of meals since the start of 2014, the latest projection is now an over recovery of £16,000.

Special Schools – Income from Other Local Authorities :

A projected shortfall in income of £53,000 was reported to the last Committee. Following a review of charges by Education Services this has been reduced to a shortfall of £33,000. The number of children placed in Inverclyde by other Local Authorities continues to decline year on year as like Inverclyde, these Councils have a policy to educate their children locally where possible.

Early Years Wraparound Income :

A shortfall in income of £17,000 was reported to last Committee. The latest projection remains the same.

6.0 EARMARKED RESERVES

- 6.1 There is a planned contribution to Earmarked Reserves of £3,235,000 at the end of the current Financial Year as detailed in Appendix 3. Spend to date is 64% of the projected spend for 2013/14. However, a further £3,729,000 relating to loan charges will be paid at the year end increasing the overall percentage spend to 91%.

The spend to date per profiling was expected to be £9,736,000 therefore slippage is £545,000 or 5.86% which is not significant.

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 11 : 1st April 2013 - 28th February 2014**

<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>28-Feb-14</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>
36,851	Employee Costs - Teachers	36,738	33,401	33,220	36,664	(74)	(0.2%)
13,853	Employee Costs - Non Teachers	13,937	10,936	10,911	13,928	(9)	(0.1%)
2,583	Non Domestic Rates	2,794	2,794	2,455	2,455	(339)	(12.1%) *
262	Heating Oil	98	98	47	47	(51)	(52.0%)
0	Biomass - PG Comm Campus	57	52	5	28	(29)	(50.9%)
626	Electricity	641	588	596	671	30	4.7%
691	Gas	772	708	465	746	(26)	(3.4%)
302	Water	264	264	268	284	20	7.6%
221	Education IT Charges	191	175	214	223	32	16.8%
1,233	SPT School Buses	1,203	1,103	1,090	1,164	(39)	(3.2%)
671	ASN Transport	568	521	300	604	36	6.3%
678	ASN Placements	534	490	378	576	42	7.9%
277	Early Years Partner Providers	213	195	173	193	(20)	(9.4%)
22	Hospital Tuition	40	37	4	10	(30)	(75.0%)
178	Clothing Grants	167	167	178	178	11	6.6%
(239)	Special Schools Income OLA	(246)	0	0	(213)	33	(13.4%)
(1,052)	School Meal Income	(1,055)	(914)	(904)	(1,071)	(16)	1.5%
(188)	Wrapround Income	(211)	(193)	(193)	(194)	17	(8.1%)
Total Material Variances						(412)	

* NDR Underspend reported as Corporate Saving not to Education Committee

EDUCATION**REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 11 : 1st April 2013 - 28th February 2014**

2012/13 Actual £000	Subjective Heading	Approved Budget 2013/14 £000	Revised Budget 2013/14 £000	Projected Out-turn 2013/14 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
36,851	Employee Costs - Teachers	35,988	36,738	36,664	(74)	(0.2%)
13,853	Employee Costs - Non Teachers	13,281	13,937	13,928	(9)	(0.1%)
14,735	Property Costs	7,167	7,297	7,218	(79)	(1.1%)
3,651	Supplies & Services	3,660	3,671	3,715	44	1.2%
2,585	Transport Costs	2,283	2,542	2,542	0	-
418	Administration Costs	427	460	463	3	0.7%
3,854	Other Expenditure	17,831	17,564	17,565	1	0.0%
(3,331)	Income	(2,708)	(3,260)	(3,227)	33	(1.0%)
72,616	TOTAL NET EXPENDITURE	77,929	78,949	78,868	(81)	(0.1%)
	Earmarked Reserves	0	(3,036)	(3,036)	0	
	Loan Charges / DMR	0	(3,929)	(3,929)	0	
	TOTAL NET EXPENDITURE excluding Earmarked Reserves	77,929	71,984	71,903	(81)	

2012/13 Actual £000	Objective Heading	Approved Budget 2013/14 £000	Revised Budget 2013/14 £000	Projected Out-turn 2013/14 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
140	Corporate Director	134	135	148	13	9.6%
52,819	Education	52,179	52,820	52,647	(173)	(0.3%)
8,347	School Estate Management Plan	14,168	14,218	14,218	0	-
61,166	TOTAL EDUCATION SERVICES	66,347	67,038	66,865	(173)	(0.3%)
7,662	ASN	7,416	7,814	7,892	78	1.0%
2,111	Other Inclusive Education	2,079	2,126	2,127	1	0.0%
9,773	TOTAL INCLUSIVE EDUCATION	9,495	9,940	10,019	79	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	78,949	78,868	(81)	(0.1%)
	Earmarked Reserves	0	(3,036)	(3,036)	0	

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Education & Lifelong Learning

<u>Project</u>	<u>Lead Officer/ Responsible Manager</u>	<u>c/f Funding 2012/13</u>	<u>New Funding 2013/14</u>	<u>Total Funding 2013/14</u>	<u>Phased Budget To Period 11 2013/14</u>	<u>Actual To Period 11 2013/14</u>	<u>Projected Spend 2013/14</u>	<u>Amount to be Earmarked for 2014/15 & Beyond</u>	<u>Lead Officer Update</u>
		<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	
School Estate M P	Eddie Montgomery	3,086	14,048	17,134	9,663	9,128	14,187	2,947	New funding and projected spend updated per the latest version of SEMP funding model approved by Education & Communities Committee 05/11/13 and subsequent amendment for the Finance Strategy. Majority of PG Community Campus decant expenditure was paid in Period 10.
Beacon Arts Centre	Angela Edwards	11	25	36	23	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.
Total		3,097	14,398	17,495	9,736	9,191	14,260	3,235	

Report To: Education & Communities Committee **Date:** 6 May 2014

Report By: Corporate Director Education, Communities & Organisational Development and Head of Finance **Report** EDUCOM/47/14/EM

Contact Officer: Eddie Montgomery **Contact No:** 01475 712472

Subject: Education Capital Programme 2013 – 2015/16 Progress

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.

Patricia Cassidy
Corporate Director Education,
Communities &
Organisational Development
11th April 2014

Jan Buchanan
Head of Finance
11th April 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 5th 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 A formal acceptance has been issued for the main contract further to the approval to proceed obtained at the March 2014 Committee. Works commenced on site on the 14th April 2014 to complete mid April 2015 with transfer of the school to the refurbished facility after the Easter 2015 holiday period to minimise disruption to the school. Further consultation with the school and parent council will be arranged through the Client Services Team and Main Contractor as the project progresses on site.

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/Client Services Team continue to meet periodically with the Design Team and stakeholders to discuss and refine the brief/design. Progress has been made on the design with the Stage 2 (concept design) report now received. As previously approved at the January 14 Committee, the scope has been revised to include a nursery class extension with funding allocated from the Children and Young People Bill Capital allocation. 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 has been completed with the Council's Building Services Unit now preparing costs for carrying out the necessary work. A detailed programme for the project has now been prepared in conjunction with Technical Services Manager which will be taken to the stakeholders for discussion/confirmation. It is anticipated that final disruptive survey works and minor asbestos removal will be undertaken during the 2014 summer holiday period with the school commencing the new year within the former St Stephen's High School building. Main contract works are estimated to commence circa October 2014 to complete August 2015.

7.0 ST PATRICK'S PRIMARY SCHOOL

- 7.1 Following Committee approval obtained in March 2014 the Client Services Team have commenced dialogue with hub West Scotland to progress the project. The initial qualifying project form has been submitted to allow the project to be approved by the territory partnering board and the Client Services Team is currently preparing the project information pack (brief). The Client Services Team have also met with the School staff and Parent Council to provide an update on the project and further meetings will be scheduled when a detailed programme for the project has been drafted by hub West Scotland Ltd. Main contract works are estimated to commence summer 2015 to complete October 2016.

8.0 KILMACOLM PRIMARY SCHOOL REFURBISHMENT

8.1 Initial work has been undertaken by Client Services on the likely scope of the project with a presentation to School staff and the Parent Partnership. The Client Services Team will be preparing a more detailed briefing package for the project including options for its progression in terms of decant. It is anticipated that further consultation with the wider parent body will be undertaken through Education Services (circa May 2014) prior to recommending a final course of action. Main contract works are estimated to commence summer 2015 to complete October 2016.

9.0 PRIMARY SCHOOL BLAES PITCH UPGRADING

9.1 Funding for the above was allocated in 2014/15 to address upgrading of 3 school pitches. An update on each is included below:

- Whinhill PS MUGA commenced on site on 4th April and is scheduled to complete within 12 weeks of that date.
- St Ninian's PS MUGA is at design stage with ground and other investigations being progressed. Consultation has been commenced with the School and Parent Council and Council's Grounds Service. The current programme will utilise the summer holiday period for part of the construction phase subject to progression of statutory approvals and positive results of ground investigations.
- The progression of Kilmacolm PS pitch/MUGA will be considered as part of the overall review of the brief for the main refurbishment project noted in progress as outlined in 8.1 above. It is likely that a recommendation will be made to delay progression and include the pitch/MUGA as part of the main refurbishment contract.

10.0 PRIMARY SCHOOL MULTI-USE GAMES AREAS (MUGAs)

10.1 As part of the Council's recent budget setting exercise funding for the above, it is intended to allocate funding to address the lack of provision within 8 existing primary schools across the estate. It should be noted that this funding is subject to the confirmation of the 2015/16 flat cash settlement. The anticipated provision will be 5-a-side size or similar polymeric multi-use games areas either formalising existing painted markings within existing playground areas or where available extending existing playground area. The available space within a number of the schools may limit what can be provided. Detailed site and level surveys will be undertaken to establish feasibility proposals and this will be taken to the various stakeholder groups via the Client Services Team at the appropriate time. The schools scheduled to receive a MUGA are as follows:

- Inverkip PS
- King's Oak PS
- Lady Alice PS
- St Francis PS
- St John's PS
- St Joseph's PS
- St Mary's PS
- St Michael's PS

11.0 IMPLICATIONS

Finance

11.1 The approved budget for 2013/14 is £21.117M. The expenditure at 31st January 2014 is £21.061M from a budget of £21.117M. This is expenditure of 99.73% of the budget at the year end. It should be noted however that this position is pending completion of the final year end accounting process including accruals which should improve the final spend position. No slippage is being reported.

11.2 The current budget position reflects the following:

- October/November 2013 review of the School Estate Funding model.
- Policy & Resources Committee decision of 4th February 2014 to return £500K of unallocated contingency to the overall programme.
- Council budget meeting of 20th February 2014 allocating £1.1M to provide small Multi-Use Games Areas within 8nr Primary Schools with no current provision.

The current budget is £90.082M, made up of £54.450M SEMP Supported Borrowing, £1.930M Non-SEMP Supported Borrowing and £33.702M Prudential Borrowing. The Current Projection is £90.082M.

11.3	Education & Communities	Approved Budget £000	Current Position £000	Overspend / (Underspend) £000
	Total School Estate	88,152	88,152	-
	Total Non School Estate	1,930	1,930	-
	Total	90,082	90,082	-

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

Legal

11.5 There are no legal issues.

Human Resources

11.6 There are no human resources issues.

Equalities

11.7 There are no equalities issues.

Repopulation

11.8 There are no repopulation issues.

12.0 CONSULTATION

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

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

13.0 LIST OF BACKGROUND PAPERS

13.1 Education Capital Programme Technical Progress Reports April 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 & 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 31/03/14	Est 2014/15	Est 2015/16	Future Years	Start Date	Original Completion Date	Current Completion Date
	£000	£000	£000	£000	£000	£000	£000	£000			
SEMP - Capital Programme Projects											
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	5,619	5,619	0	0	0	Jan-12	Jun-13	Aug-13
Port Glasgow Community Campus - Craigmarnoch	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	3	3	121	0	0	May-14	-	Jun-14
Primary Schools - Accelerated Programme (Various)	1,035	407	628	614	558	14	0	0	Apr-12	-	Mar-14
Ardgowan PS - Refurbishment	5,326	97	1,657	454	454	2,873	1,902	0	Apr-14	Apr-15	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	23	0	20	23	23	0	0	0	Feb-14	-	Feb-14
St John's PS - Refurbishment	2,215	0	56	38	38	1,059	1,064	54	Oct-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	246	246	24	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	209	0	489	0	0	59	50	100			
Future Projects *	6,587	0	0	0	0	19	377	6,191			
Complete on site	729	0	226	546	546	183	0	0			
Non Prudentially Funded SEMP	54,450	16,486	11,964	11,650	11,594	5,773	8,518	12,023			
SEMP-Prudentially Funded Projects											
Port Glasgow Community Campus - Secondary Schools	29,954	19,708	8,565	8,799	8,799	1,447	0	0	Oct-11	Jul-13	Dec-13
Prudential Funding - Capital Project Contributions	1,140	0	0	19	19	621	500	0			
Lomond View Academy	2,503	1,790	483	622	622	91	0	0	Jul-12	Apr-13	Jul-13
Complete on site	105	0	105	0	0	105	0	0			
	33,702	21,498	9,153	9,440	9,440	2,264	500	0			
TOTAL SEMP CAPITAL	88,152	37,984	21,117	21,090	21,034	8,037	9,018	12,023			
Non-SEMP Capital Programme Projects											
Whinhill/Kilmacolm/St. Ninians PS - Blaes Pitch Upgrading	830	0	0	27	27	533	270	0	Apr-14	-	Mar-16
Primary School MUGA's - Various	1,100	0	0	0	0	500	600	0	Apr-14	-	Mar-16
	1,930	0	0	27	27	1,033	870	0			
TOTAL non-SEMP CAPITAL	1,930	0	0	27	27	1,033	870	0			
TOTAL ALL CAPITAL PROJECTS	90,082	37,984	21,117	21,117	21,061	9,070	9,888	12,023			

* The Future Projects allowance includes expenditure on projects within the reporting period only. The SEMP model includes allowances for the future refurbishment of Moorfoot PS, St Mary's PS, Lady Alice PS, St Ninian's PS and works to Gourrock PS.

Report To: Education and Communities Committee **Date:** 06 May 2014

Report By: Corporate Director Education, Communities & Organisational Development **Report No:** EDUCOM/40/14/WB

Contact Officer: Wilma Bain (Head of Education) **Contact No:** 01475 712824

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

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 21st 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.

Patricia Cassidy
Corporate Director
Education, Communities & Organisational Development

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 21st 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

Further Scottish Government support is being provided to all secondary schools to assist and progress the implementation of the new National Qualifications including the new Highers. The support includes the following:

- One additional in-service day for secondary schools for the academic year 2014/15
- Funding to provide development time for teachers to support them with the delivery of the new National Qualifications including the new Highers
- Funding to deliver school level events to improve parents/carers understanding of the new qualifications

Discussions with secondary Head Teachers will be taking place to agree how best to use this support.

6.2 Skills for Life, Learning and Work

Enterprise Showcase

All schools and 3 early years' establishments participated in the 2 day Annual Education Showcase at Greenock Town Hall in March 2014. This year's theme was Curriculum for Excellence in Action with a focus on Skills for Learning, Life and Work (Employability), GIRFEC, Inter Disciplinary Learning and Modern Languages. The event enabled all local schools to showcase the wide variety of projects, initiatives and teaching and learning approaches that are underway across the authority. Schools showcased projects on science, technology, languages, recycling, partnership working as well as literacy, international education and more. Over 600 children attended the event over the 2 days

with around a further 300 visitors including parents, business representatives, and elected members.

Young Enterprise Finals

Inverclyde schools enjoyed great success at this year's inter-authority Young Enterprise Finals at the University of the West of Scotland:

St Stephen's High School - won Best Business Presentation

St Columba's High School - won Best Trade Fair Stand

Notre Dame High School - won Best Company in Inverclyde, Best Business Report and was crowned Best Overall Company (pan Renfrewshire)!

Notre Dame High School will now represent the Renfrewshire Area Board at the Scottish Finals.

The Recruit 2014

65 applications were received for The Recruit Programme 2014 which kicked off at Auchengillan International Outdoor Centre on Tues 15 April 2014. The standard of application was extremely good this year giving the panel a hard task to select 35 senior pupils. All secondary schools are represented with a good mix of S5 and S6 students.

Already a number of employers have been in touch pledging to support the 2014 programme with some expressing an interest in offering employment opportunities. New companies are also keen to support challenges. Inverclyde Council will offer one placement opportunity via the Modern Apprenticeship Programme.

6.3 Health and Wellbeing Update

Two local primary schools have applied for up to £5,000 funding from Education Scotland through their Food for Thought initiative. This supports schools to look at innovative approaches to working with food, growing food and learning about food in their own context. Both schools have worked with local business partners in developing their applications – we await the results of the application phase.

Scottish Government have released the Better Eating, Better Learning document which looks at the past 10 years of Hungry for Success, noting that there **has** been considerable success in nutritional education and the implementation of guidelines across Scotland's schools. This new document builds on the successes of the last decade and outlines a way forward in terms of curricular direction for food education.

The Health and Wellbeing Co-ordinators in Inverclyde's schools have identified Mental Health as the foremost priority for Health and Wellbeing in planning ahead for session 2014/15. Partners and schools are working together to ensure that opportunities continue to be available to support practitioners in this area. This work is being linked closely to the local response to the Director of Public Health's previous report highlighting the mental health of children and young people as a public health priority.

83% of S1-S6 pupils in Inverclyde secondary schools have completed a health and wellbeing survey in partnership with CHCP. The Health and Wellbeing Development Officer is currently planning for school summits to actively engage with young people in each school community regarding their responses to the survey. It is anticipated that the overall results from the survey will inform curricular and school improvement planning, as well as informing wider strategies and plans across the Community Planning Partnership.

6.4 Example of Good Practice

The Notre Dame High School Cluster held a second successful Cluster Science Roadshow for parents/carers in Notre Dame High School on 25 March 2014. The event allowed cluster schools to showcase the work that has been undertaken across the Cluster to moderate experiences and outcomes for Science, and to share the good practice in the delivery of the Science curriculum.

St Columba's High School Cluster organised a Children and Young People's Conference on 2 April 2014. This very successful event, which was led entirely by pupils from each of the cluster schools, was attended by pupils, parents/carers, elected members, and stakeholders from a variety of agencies. Pupils from each of the cluster schools ran a series of workshops to allow participants to discuss children's rights within their own communities.

Parents/carers from the Inverclyde Academy cluster had an opportunity to attend workshops on *Getting it Right for Every Child (GIRFEC)*. The event was well-attended and feedback from parents and pupils was excellent.

St Stephen's High School is working in conjunction with the Green Charter Unit and Lower Clyde Greenspace on a Glasgow Commonwealth Games Green Legacy project called 'Plan Bee'. The project aims to educate pupils about the loss of honey bees and the effect this is having on the environment. The project will involve an interdisciplinary approach involving art, life sciences, and health and wellbeing. The project will also involve the setting up of bee hives in a suitable location adjacent to the school. Science classes will take an active part in the management of the bee hives allowing the school to produce its own supply of honey.

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.

Repopulation

7.5 N/A

8.0 CONSULTATIONS

8.1 Local decisions relating to 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

Report To:	Education & Communities Committee	Date:	6 May 2014
Report By:	Corporate Director Education, Communities & Organisational Development	Report	EDUCOM/14/48/EM
Contact Officer:	Eddie Montgomery	Contact No:	01475 712472
Subject:	School Estate 2014 Core Facts Submission		

1.0 PURPOSE

- 1.1 The purpose of this report is to provide an update on the School Estate and the Core Facts return for 2014.

2.0 SUMMARY

- 2.1 The Council is required to submit a return on the School Estate Core Facts annually. This details the condition, suitability and sufficiency ratings for the School Estate. It also captures data on capital and other expenditure on the school estate within the previous year. The return is due to be submitted to the Scottish Government on or before the 12th May 2014.

3.0 RECOMMENDATIONS

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

Patricia Cassidy
Corporate Director Education,
Communities &
Organisational Development
11th April 2014

4.0 BACKGROUND

- 4.1 A Core Facts return on the state of the School Estate is submitted annually to the Scottish Government; this return is scheduled for submission on or before the 12th May 2014.

The definition of Condition and Suitability ratings from Scottish Government guidance is noted in the tables below:

Condition

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

Suitability

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

The Core Facts data is compiled from the following:

- Condition is based on the full Condition Surveys carried out by Watts Group PLC throughout April 2014.
 - Suitability is based on suitability surveys carried out by the School Estate Team in conjunction with Head Teachers of each establishment. Suitability was included for the first time in 2010 and is based on guidance issued by the Scottish Government in 2008.
 - Sufficiency is based on the census roll data and individual working capacity calculations for all schools.
- 4.2 Since the 2013 Core Facts return there has been further significant improvement in the condition and suitability of the Council's Schools due to the number of major projects achieving completion in the period:
- August 2013 - St Columba's High School transferred to the fully refurbished and extended former Gourock High School from their temporary campus within the former Greenock High School building.

- August 2013 - Lomond View Academy transferred to the fully refurbished former St Laurence's Primary School replacing the Mearns Centre.
- December 2013 - The Port Glasgow Community Campus was completed replacing the former St Stephen's High School (temporary shared campus), Glenburn School and Lilybank School.

5.0 CORE FACTS RETURN 2014

5.1 Details of current Condition and Suitability are given in the tables below.

Special Schools	Condition	Suitability
Craigmarloch School (Port Glasgow Community Campus)	A	A
Lomond View Academy	A	A
Garvel School	B	B

Secondary Schools	Condition	Suitability
Clydeview Academy	A	A
Inverclyde Academy	A	A
Notre Dame High School	A	A
St Columba's High School	A	A
St Stephen's High School/Port Glasgow HS (Port Glasgow Community Campus)	A	A

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

*NB Ardgowan PS is currently decanted to the former Sacred Heart PS decant facility. Ratings above reflect the condition and suitability of that property.

- 5.2 One of the prime objectives of the School Estate Strategy at National level is to have all schools as Category A or B for Condition. Inverclyde currently has all of its Special and Secondary Schools in Category A/B with 90% of Primary Schools also in Category A/B. The remaining Primary Schools with C ratings include the decant facility (former Sacred Heart PS) with the remaining C rating (Condition and/or Suitability) schools planned to be addressed over the next 2 years via the committed projects noted in 6.1 below. The focus will then be on refurbishing the remaining schools which are already in satisfactory condition but which have yet to have a major refurbishment.
- 5.3 The continuing programme of refurbishments and new builds has seen a significant improvement in the condition of the school estate as seen in the table below which compares the current core facts data with previous submissions.

Condition*	2004	2007	2010	2013	2014	Overall change
Secondary A	0	0	1	3	5	+5
Secondary B	1	1	2	2	0	-1
Secondary C	7	7	4	1	0	-7
Secondary D	0	0	0	0	0	-
	8	8	7	6	5	-3
Primary A	1	3	7	9	9	+8
Primary B	5	3	7	9	9	+4
Primary C	21	20	8	2	2	-19
Primary D	0	0	0	0	0	-
	27	26	22	20	20	-7
Special A	0	0	0	0	2	+2
Special B	1	1	1	1	1	-
Special C	3	2	3	3	0	-3
Special D	0	1	0	0	0	-
	4	4	4	4	3	-1

*Condition Core Fact submission dates above align with SEMP revisions.

Suitability*	2010	2013	2014	Overall Change
Secondary A	1	3	5	+4
Secondary B	0	0	0	-
Secondary C	6	3	0	-6
Secondary D	0	0	0	-
	7	6	5	-2
Primary A	6	8	8	+2
Primary B	10	10	10	-
Primary C	6	2	2	-4
Primary D	0	0	0	-
	22	20	20	-2
Special A	0	0	2	+2
Special B	0	1	1	+1
Special C	4	3	0	-4
Special D	0	0	0	-
	4	4	3	-1

*Suitability Core Fact first collected 2010.

5.4 The Council has invested in excess of £200m on its school estate over the last 10 years. Significant progress has been made since 2004, particularly in reducing the number of Condition C/D rated schools from 7 Secondary Schools to 0 Secondary Schools and from 21 Primary Schools to 2 Primary Schools. Progress has also been made in the Special (ASN) sector with all schools now A/B rated. In terms of suitability there has also been significant progress made although the majority of improvements earlier in the programme are not fully captured above as this core fact has only been collected since 2010. By that time the Council had already carried out a significant number of projects which had improved the suitability of a number of schools across the estate. The completion of current committed projects will see all Schools in Condition & Suitability rating A/B with the exception of the decant facility.

6.0 LOOK AHEAD 2014/15 & 2015/16

6.1 Between May 2014 and October 2016 significant further progress will have been made on the School Estate via the committed projects below:

- The refurbishment of Ardgowan Primary School will be complete (Programmed April 2014 – April 2015).
- Work will have commenced and completed on the refurbishment of St. John's Primary School (Planned October 2014 – August 2015).
- Work will have commenced and completed on the new St. Patrick's Primary School (Planned August 2015 – October 2016).
- Work will have commenced and completed on the refurbishment of Kilmacolm Primary School (Planned August 2015 – October 2016).

7.0 IMPLICATIONS

Finance

7.1 There are no financial issues.

Legal

7.2 There are no legal issues.

Human Resources

7.3 There are no human resources issues.

Equalities

7.4 There are no equalities issues.

Repopulation

7.5 The School Estate Strategy has been and continues to be one of the Council's key areas of investment in support of the aim of repopulating and promoting Inverclyde as the place of choice to live, work and spend leisure time. The significant investment in the School Estate is not only a catalyst for regeneration but also contributes towards improving Inverclyde for the people who live here and assists in attracting people to relocate and settle here, knowing their children will receive a first class education in the best possible school accommodation.

8.0 CONSULTATION

- 8.1 There are no financial implications in this report and therefore the Head of Finance has not been consulted.
- 8.2 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.
- 8.3 There are no legal issues arising from the content of this report and as such the Head of Legal and Property Services has not been consulted.

9.0 LIST OF BACKGROUND PAPERS

- 9.1 Inverclyde Council Core Facts Return 2014
- Watts Group PLC 2014 Condition Survey Reports
- Inverclyde Council Suitability Survey Reports
- Condition Core Fact Guidance – Scottish Government 2007
- Suitability Core Fact Guidance – Scottish Government 2008

Report To: Education and Communities Committee **Date:** 06 May 2014

Report By: Corporate Director Education, Report No: EDUCOM/46/14/WB
Communities & Organisational Development

Contact Officer: Wilma Bain (Head of Education) **Contact No:** 01475 712824

Subject: General Teaching Council for Scotland – Professional Update

1.0 PURPOSE

- 1.1 The purpose of this report is to provide Committee members with information about Professional Update which will be a responsibility of all teachers in Inverclyde from August 2014.
- 1.2 This report will provide Committee members with information about the advice and guidance being developed at authority level to support teachers to meet the requirements of Professional Update in full.

2.0 SUMMARY

- 2.1 The General Teaching Council for Scotland (GTCS) is introducing Professional Update for all fully registered teachers from August 2014.
- 2.2 The development of Professional Update is set in legislation – Public Sector Reform (GTC Order) 2011.
- 2.3 Professional Update aims to maintain and improve the quality of Scotland's teacher workforce to enhance the impact they have on pupils' learning experiences.
- 2.4 The focus of Professional Update is on quality learning and teaching.
- 2.5 Professional Update will require teachers to engage in professional learning and Professional Review and Development. This will be required to be confirmed with the GTCS every 5 years.
- 2.6 An authority Working Group, chaired by the Head of Education, has been developing advice and guidance materials to support teachers to meet the requirements of Professional Update.
- 2.7 The GTCS will be undertaking a visit to Inverclyde on 13 May 2014 to validate the authority's approach to preparing for the implementation of Professional Update in August 2014.

3.0 RECOMMENDATIONS

- 3.1 The Education and Communities Committee is asked to note the progress being made with the preparation for Professional Update which comes into effect in August 2014.

Patricia Cassidy
Corporate Director of Education, Communities and Organisational Development

4.0 BACKGROUND

4.1 Teaching Scotland's Future (Improving Professional Learning) was published in 2011 following a review of teacher education in Scotland. The report contains recommendations to build the professional capacity of teachers and ultimately improve young people's learning. The key message is that the quality of the teaching profession at all stages is the most important factor in giving our young people the skills to cope with the challenges they face in an increasingly complex and dynamic world.

4.2 A coherent package of interlinked measures has been developed to deliver the vision outlined in Teaching Scotland's Future:

- Professional Update
- New Professional Standards
- Masters-level study pathways being delivered by universities in partnership with local authorities
- Establishment of a Scottish College for Educational Leadership to support aspiring leaders of learning in the classroom and beyond
- Education Scotland is providing resources on how to form meaningful coaching and mentoring.

5.0 PROPOSALS

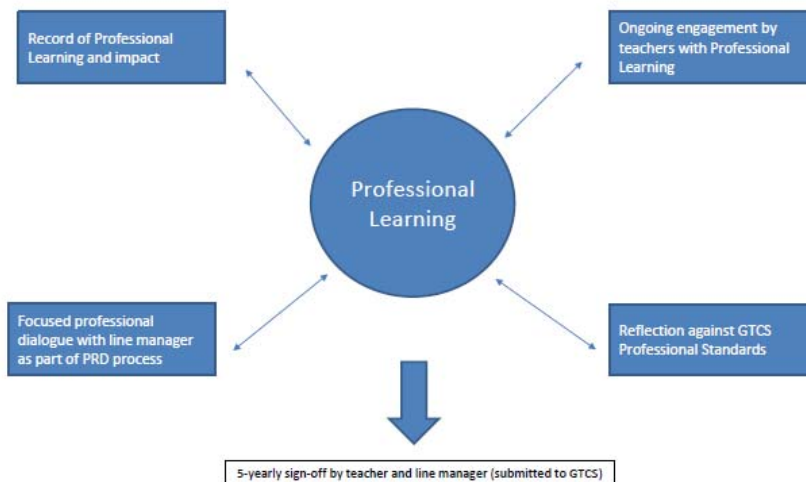
5.1 None

6.0 PROFESSIONAL UPDATE

6.1 The development of Professional Update is set in legislation – Public Sector Reform (GTC Order) 2011. The key focus is on maintaining and improving the quality of Scotland's teacher workforce to enhance the impact they have on pupils' learning experiences.

6.2

PROFESSIONAL UPDATE



- 6.3 Professional learning is at the heart of Professional Update where the focus is on quality learning and teaching.

Professional Update is a 2-part process:

1. Fully registered teachers will be required to undertake:
 - on-going engagement with professional learning
 - reflection against the GTCS Professional Standards
 - continuous dialogue with a line manager as part of a Performance Review and Development (PRD) system
 - keeping a record of professional learning and its impact.
2. Completion of this process requires a 5-yearly sign-off (Professional Update Confirmation) by the teacher and their line manager.

Education Services will be required to provide a PRD scheme which meets national criteria and supports teachers to complete the Professional Update process.

The Line Managers of teachers will be asked to confirm teachers' professional learning every 5 years and this confirmation will be submitted to the GTCS.

Professional Update will provide confirmation that teachers have maintained the high standards required in Scotland's educational establishments.

- 6.4 An authority Professional Update Working Group, chaired by the Head of Education, has been developing advice and guidance materials to support teachers to meet the requirements of Professional Update. Group members consist of a Head Teacher representative from each sector, a classroom practitioner who represents the EIS, Quality Improvement Manager and Quality Improvement Officer.

- 6.5 Professional Update advice and guidance materials produced to date by the working group are as follows:

- Professional Update – Guidance and Procedures for Teachers (Inverclyde Council)
- Inverclyde Council's Revised Policy on Professional Review and Development (PRD) for teachers
- A Guide to Professional Review and Development (PRD) for Teachers and Reviewers (Inverclyde Council)

- 6.6 Guidance will also be produced for supply teachers and teachers who are not working in a school environment eg Quality Improvement Officers.

- 6.7 The GTCS will be undertaking a visit to Inverclyde on 13 May 2014 to validate the authority's approach to preparing for the implementation of Professional Update in August 2014.

7.0 IMPLICATIONS

7.1 Finance

There are no additional finance implications as a result of the Professional Update process.

7.2 Legal

There are no legal implications

7.3 Personnel

There are no personnel implications

7.4 Equalities

Professional Update is a requirement for all teachers who are fully registered with the GTCS. All teachers in Inverclyde will be supported to meet the requirements of the Professional Update process.

Repopulation

7.5 N/A

8.0 CONSULTATIONS

8.1 Heads of establishment have been updated on the work of the Professional Update Working Group and draft copies of documentation produced have been issued as part of a consultation exercise.

8.2 An update on the work of the Professional Update Working Group has been reported through the informal LNCT forum.

8.3 Plans are underway to put some Professional Update communication for teachers on to ICON.

9.0 CONCLUSION

9.1 This report outlines the current progress that is being made to ensure that teachers in Inverclyde are supported in meeting their responsibility to fully participate in the GTCS' Professional Update process from August 2014.

10.0 BACKGROUND PAPERS

Helpful websites:

www.gtcs.org.uk

www.scelscotland.org.uk

www.teachingscotlandsfuture.org.uk

www.educationscotland.org.uk

Report To: Education & Communities Committee **Date:** 06 May 2014

Report By: Corporate Director Education, Communities & Organisational Development **Report No:** EDUCOM/44/14/WB

Contact Officer: Wilma Bain, Head of Education **Contact No:** 01475 712824

Subject: Education Maintenance Allowance (EMA) Academic Year 2014-15

1.0 PURPOSE

- 1.1 The purpose of this report is to advise the Committee of the continuation of the grant from the Scottish Government for the purposes of the Education Maintenance Allowance (EMA) Scotland programme.

2.0 SUMMARY

- 2.1 Education Maintenance Allowances (EMAs) provide means-tested financial support for post-16 learning. It provides support to young people from low income households to encourage them to remain in post-compulsory education, with the aim of increasing skills and life chances for this group.
- 2.2 The EMA programme has been protected for 2014 – 15 with the budget remaining at the same level as the last three years.
- 2.3 The Committee will be informed of any future revisions to the process.

3.0 RECOMMENDATION

- 3.1 The Committee is asked to note the contents of this report.

Patricia Cassidy
Corporate Director
Education, Communities and Organisational Development

4.0 BACKGROUND

- 4.1 The Education Maintenance Allowance (EMA) scheme replaced Higher School Bursaries in schools and Category A Bursaries in colleges.
- 4.2 EMAs aim to provide a financial incentive to young people from low income households and vulnerable young people to encourage access to, and participation in, learning beyond the statutory school leaving age. They provide financial support for post-16 year-olds who meet the criteria for eligibility by fulfilling conditions set out in an EMA learning agreement.
- 4.3 Young people from low income families face financial barriers in continuing learning. EMA is designed to remove those barriers. Students are normally entitled to EMA for a maximum period of 3 years, however vulnerable students who are entitled to more flexible arrangements can receive 4 years' EMA support.
- 4.4 Eligibility is based on the students' age and household income.
- 4.5 The EMA is means tested. Where the household income is less than £20,351, the young person will be eligible to receive EMA and will be awarded a weekly allowance of £30. Young people from households with more than one dependant child and where the household income is less than £22,403 will also be eligible for a weekly payment of £30 per week.
- 4.6 During the year, re-assessment can take place as a result of detrimental changes in financial circumstances ie where income has fallen from above the £20,351 or £22,403 to within the EMA thresholds.
- 4.7 In school session 2013/14, 498 students were awarded EMA in Inverclyde.
- 4.8 In 2009 the Scottish Government introduced Activity Agreements to provide more training opportunities for young people who have disengaged from school and other public services. Activity Agreements focus on the provision of the most appropriate, high quality community-based learning.
- 4.9 Inverclyde Council was one of 10 pilot areas chosen to introduce Activity Agreements, with the pilot running from September 2009 to March 2011. The system has now been rolled out nationally.
- 4.10 An Activity Agreement is an agreement signed by a young person stating that they will take part in a programme of learning and / other activities which will help them to become ready for formal learning or employment.
- 4.11 The main aim of Activity Agreements is to ensure that a targeted group of young people are supported to move into a mainstream destination. All young people in Inverclyde who are covered by this approach are participating in activity that will support their progress into mainstream provision.
- 4.12 In 2013 – 14, Activity Agreements achieved the following results :

All of the 54 referrals were offered an activity agreement, 51 young people took up the opportunity (2 decline, 1 on hold)
22 Young people went onto a Positive Destination.
19 Young people left due to various situations but were all offered ongoing support or signposted to appropriate services.

5.0 PROPOSAL

- 5.1 That the Committee note the contents of this report.

6.0 IMPLICATIONS

6.1 Financial

Since all payments awarded are funded by the Scottish Government there is no financial implication to Inverclyde Council.

6.2 Legal

None

6.3 Personnel

None

6.4 Equalities

None

6.5 Re-population

None

7.0 LIST OF BACKGROUND PAPERS

- 7.1 EMA Guidance Document 2014 – 2015 is available
EMA Business Model 2014 – 2015 is available

Report To:	Education & Communities Committee	Date: 06 May 2014
Report By:	Corporate Director Education, Communities & Organisational Development	Report No: EDUCOM/41/14/WB
Contact Officer:	Wilma Bain, Head of Education	Contact No: 01475 712824
Subject:	Admissions and Placing Requests for Primary 1 and Secondary 1 pupils in School Session 2014 / 15	

1.0 PURPOSE

- 1.1 The purpose of this report is to provide Committee with the details of the decisions agreed by the Pupil Placement Panel relating to Admissions and Placing Requests for school session 2014 / 15 affecting Primary 1 and Secondary 1 pupils.

2.0 SUMMARY

- 2.1 The annual exercise has been carried out to identify the number of children from their defined catchment areas who will start Primary 1 and Secondary 1 in August 2014, together with those for whom placing requests were made.
- 2.2 This process consists of determining the allocation of places in accordance with the Council's Admissions and Placing Request Policy together with the policy on class sizes in Primary 1.
- 2.3 The pupil placement panel was set up and comprised the Corporate Director Education, Communities and Organisational Development, Head of Legal and Property Services, Head of Property Assets and Facilities Management, Head of Education, Quality Improvement Manager and Policy & Commissioning Team Leader.
- 2.4 The Head of Education made recommendations which were scrutinised by the pupil placement panel. The decisions are detailed in appendix 1 and 2.

3.0 RECOMMENDATIONS

- 3.1 That the Committee notes the admissions and placing requests granted for the school session 2014 / 15.

Patricia Cassidy
Corporate Director
Education, Communities & Organisational Development

4.0 BACKGROUND

- 4.1 The Admission and Placing Request policy was approved by the Committee in November 2009.
- 4.2 Following the pupil placement exercise, it was determined that all defined catchment pupils could be accommodated in their catchment school.
- 4.3 We received 140 placing requests for primary pupils to attend schools other than their catchment school (see appendix 1). 87 placing requests were received for secondary pupils (see appendix 2).
- 4.4 After reviewing the impact of the placing requests on Primary Schools, it was determined that all placing requests could be granted.
- 4.5 Following the pupil placement exercise in Secondary Schools, it was concluded that all defined catchment pupils could be accommodated. On consideration of all placing requests, it was identified that 1 school (Notre Dame High School) was over subscribed.
- 4.6 The Council's priorities for placing requests were applied and the result was as follows :

Notre Dame High School

After accommodating all defined catchment area children, there were 31 places available. 35 placing requests were received. 13 places were allocated to siblings and the remaining 18 were allocated in accordance with distance from the school. The remaining 4 placing requests were refused in accordance with council policy.

- 4.7 The Pupil Placement Panel was convened on 2 April 2014 to scrutinise the recommendations of the Head of Education and to ensure the criteria had been applied appropriately.
- 4.8 The Panel, having considered all recommendations, decided that the criteria had been properly applied and agreed the recommendations made by the Head of Education.
- 4.9 The decisions were intimated to parents in advance of the statutory deadline of 30 April 2014. The parents of those pupils who were refused a place have the option to appeal the decisions to the Education Appeals Committee and, if unsuccessful, to appeal further to the Sheriff.

5.0 IMPLICATIONS

Finance

- 5.1 There are no financial implications.

Legal

- 5.2 There are no legal implications.

HR

- 5.3 There are no HR implications.

Equalities

- 5.4 Equality is embedded in our Admissions and Placing Request policy.

Repopulation

- 5.5 There are no repopulation implications/issues arising from this report.

6.0 CONSULTATION

6.1 Consultation has taken place with the Pupil Placement Panel.

7.0 CONCLUSION

7.1 The admissions and placing requests granted for school session 2014/15 are noted by the Committee.

Catchment Primary

Primary School pupils will attend if placing requests granted

Information across the columns indicates the school the pupils will attend if placing requests are granted from the catchment schools which are listed in the first column
 eg From Alleyville's catchment - 1 pupil will attend Gourock; 2 Inverkip; 8 Lady Alice; 2 St Mary's; 1 Whithill and 1 Whithill Gaelic
 ie 15 pupils will attend a school other than Alleyville

KEY TO THE COLUMNS

No of P1 Registered	Placing Requests (IN/OUT)	Allyville	All Saints / Auldgowrie	Gourock	Inverkip	Kilmacdonn	Kings Oak	Lady Alice	Moortown	Newark	St Andrew's	St Francis	St John's	St Joseph's	St Mary's	St Michael's	St Nicholas	St Patrick's	Wemyss Bay	Whithill	Whithill Gaelic	Cragside	Other	Total Placing Requests Out	Total Placing Requests In	Deferred Placing Requests to Session 2014/15	Revised P1 (OI)	Inverkip pupils placing requests other than catchment list to be confirmed
67	PR Out 15 PR In 1			1	2			6							2					1	1			15	1	1	52	
59	PR Out 6 PR In 10												1		1									6	10	6	57	
64	PR Out 6 PR In 9			4				3												1				8	9	5	50	
24	PR Out 0 PR In 12																							0	12	2	34	
34	PR Out 2 PR In 4																							2	4	3	33	
33	PR Out 5 PR In 4																							5	4	2	30	5
47	PR Out 6 PR In 4																											
30	PR Out 7 PR In 17																											
38	PR Out 6 PR In 2																											
64	PR Out 13 PR In 2																											
42	PR Out 7 PR In 1																											
27	PR Out 9 PR In 7																											
40	PR Out 10 PR In 1																											
21	PR Out 7 PR In 3																											
43	PR Out 8 PR In 19																											
27	PR Out 8 PR In 11																											
40	PR Out 12 PR In 15																											
50	PR Out 15 PR In 8																											
19	PR Out 1 PR In 2																											
38	PR Out 8 PR In 9																											
2	PR Out 0 PR In 2																											
OTHER																												
Cragside																												
Out of Authority																												
Total	819	1	10	9	12	4	4	4	1	2	1	7	1	3	19	11	12	8	2	2	9	2	2	144	140	38	773	6

Total placing requests In to each establishment named above

Cragside Total includes 2 P1s in from Authority
 Total = 819 P1 Reg minus 38 defers = 781 Out of Authority

Cragside Total includes 2 P1s in from Authority

1 Early entry included in St Mary's figures but not granted yet
 Out of Authority Placing requests IN from Kilmacdonn/Skelmorlie
 Out of Authority Placing requests OUT from KILMACDONN to Houston/BoW/St Columba's PS/Bushes/St Filans
 Out of Authority Placing requests OUT from NEWARK to Langbank

Catchment Secondary New S1 Pupils detailing Placing Requests and associated Primary School detail

Information across the columns (whilst) indicates the secondary school the pupils will attend if placing requests are granted from the catchment schools which are listed in the first column. (Yellow) indicates the primary school attending eg Clydeview Academy - 33 placing requests in; 25 from Inverclyde Academy; 3 from PGHS and 5 from St Columba's. These showing respective Primary - 1 from Ayr; 10 from Ardara; 10 from Ardara; 4 from Gourock, etc.

KEY TO THE COLUMNS

No of Catchment Pupils	Placing Requests	Total Placing Requests (PACUT)	Clydeview Academy	Inverclyde Academy	New Dune High School	Port Glasgow High School	St Columba's High School	St Stephen's High School	Out of Authority (BA)	Ayr	Ardara	Ardara	Gourock	Inverclyde	Kilwinning	New Dune	Port Glasgow	St Columba's	St Stephen's	St Andrew's	St Francis	St John's	St Joseph's	St Mary's	St Martin's	St Peter's	Wharfedale	Widened Authority	Total Placing Requests	Out of Authority	Total Placing Requests	Out of Authority	Total Placing Requests	Out of Authority	Total Placing Requests	Out of Authority	Total Placing Requests	Out of Authority															
																																							PR In	PR Out	PR In	PR Out	PR In	PR Out	PR In	PR Out	PR In	PR Out	PR In	PR Out	PR In	PR Out	PR In
112	PR In 33 PR Out 5	38		25	2	3	5		1	10	4	1	2	4	4	7	4	5									4		33		5	14.0	1																				
208	PR In 2 PR Out 57	59	25		16	7	1		2	8	4	4		4												1	16	2	59		2	118	3	7																			
110	PR In 55 PR Out 6	61	2	15		17	1		1		2															15		35		6	144																						
95	PR In 9 PR Out 10	19	3	7					7		1	7														1		10		94	7																						
155	PR In 7 PR Out 22	29	5	1	6						1			1														7		7																							
85	PR In 1 PR Out 4	5							1																			1		1																							
	PR In PR Out																																																				
	OTHER																																																				
10																																																					
1																																																					
736																																																					

Total placing requests in to each establishment named above

OUT OF AUTHORITY - Clydeview Academy - 1 catchment pupil going to Glasgow Gaelic School (from Wharfedale Primary)
 OUT OF AUTHORITY - Inverclyde Academy - 3 catchment pupils going to Glasgow Gaelic School (from Wharfedale Primary) and 2 moving OUT OF AREA (Enniscorthy, Alice and Inverclyde)
 OUT OF AUTHORITY - Port Glasgow High School - 7 catchment pupils all from Kilmacross Primary (4 going to Gryffe High School / 3 applied to private school)
 OUT OF AUTHORITY - St Stephen's High School - 1 catchment pupil from Kilmacross Primary (4 going to Gryffe High School / 3 applied to private school)
 2 Out of Authority placing requests in to PGHS (1 from BoW Primary and 1 Kilmacross Primary)
 1 Out of Authority Placing request in to St Stephen's High School from St John's Primary

INFO ONLY

S1 Catchment confirmed by entries on C&G