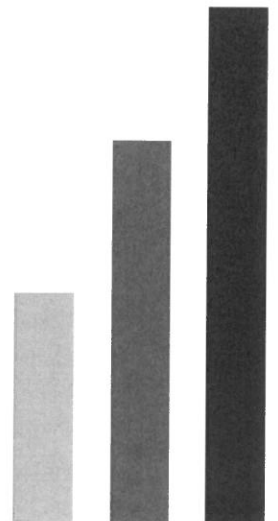


Agenda 2014

Education & Communities Committee

For meeting on:

4	November	2014
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Ref: SL/AI

Date: 23 October 2014

A meeting of the Education & Communities Committee will be held on Tuesday 4 November 2014 at 3pm within the Municipal Buildings, Greenock.

Please note that consideration of the Education items of business will commence at 4.30pm 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 2014/15 Revenue Budget Report - Period 5 to 31 August 2014**
Report by Head of Finance and Corporate Director Education, Communities & Organisational Development
3. **Communities Capital Report 2014/16 - Progress**
** Report by Corporate Director Education, Communities & Organisational Development and Head of Finance
4. **Clune Park Regeneration Plan Progress Report**
Report by Head of Safer & Inclusive Communities

NEW BUSINESS

5. **Enhancing Community Engagement**
Report by Corporate Director Education, Communities & Organisational Development
6. **Private Sector Housing – Repair & Maintenance Strategy**
Report by Head of Safer & Inclusive Communities
7. **Ravenscraig Sports Barn – Community Consultation**
** Report by Head of Safer & Inclusive Communities

EDUCATION

PERFORMANCE MANAGEMENT

8. **Education Scotland Report on St Patrick's Primary School**
Report by Corporate Director Education, Communities & Organisational Development
9. **Education 2014/15 Revenue Budget - Period 5 to 31 August 2014**
Report by Head of Finance and Corporate Director Education, Communities & Organisational Development
10. **Education Capital Programme 2014-2016/17 – Progress**
Report by Corporate Director Education, Communities & Organisational Development and Head of Finance

NEW BUSINESS

11. **Development of IYouthzones in Gourock and Port Glasgow**
Report by Corporate Director Education, Communities & Organisational Development
12. **Review of School Estate Funding Model 2014**
Report by Corporate Director Education, Communities & Organisational Development and Head of Finance
13. **Amendments to the Schools (Consultation) (Scotland) Act 2010**
Report by Corporate Director Education, Communities & Organisational Development
14. **Free School Meals P1 – P3 Pupils**
Report by Head of Education
15. **Kilmacolm Primary School Project Options**
Report by Corporate Director Education, Communities & Organisational Development
16. **Remit from Policy & Resources Committee**
Report by Corporate Director Education, Communities & Organisational Development
17. **Items for Noting**
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 paragraph 6 of Part I of Schedule 7(A) of the Act.

COMMUNITIES

NEW BUSINESS

18. **Service of Closing Order under the Housing (Scotland) Act 1987**
Report by Head of Safer & Inclusive Communities advising of the use of delegated authority to make a Closing Order under the above Act

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

Report To: Education & Communities Committee
Date: 4 November 2014

Report By: Head of Finance & Corporate Director Education, Communities & Organisational Development
Report No: FIN/061/14/JB/IC

Contact Officer: Iain Cameron
Contact No: 01475 712832

Subject: Communities 2014/15 Revenue Budget Report - Period 5 to 31 August 2014

1.0 PURPOSE

1.1 To advise Committee of the 2014/15 Revenue Budget position at Period 5 to 31 August 2014.

2.0 SUMMARY

2.1 The total Communities budget for 2014/15 is £8,340,580. A further £2,941,000 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 £144,000. This is an decrease in expenditure of £5,000 since last Committee.

2.3 The main variances to highlight are:-

- (a) Projected underspend of £20,000 for Libraries & Museum Property Costs. Water is projected to underspend by £12,000, Electricity to underspend by £5,000 and Gas to underspend by £3,000.
- (b) Projected underspend of £6,000 for Libraries & Museum Employee Costs due to delays in filling vacant posts.
- (c) Projected underspend of £40,000 for contribution to the funding of the Clyde Muirshiel Regional Park.
- (d) Projected underspend of £5,000 for Housing Employee Costs due to the over achievement of turnover savings.
- (e) Projected underspend of £51,000 for Safer Communities Employee Costs, mainly due to the early implementation of budget savings and the temporary secondment of a Team Leader post.
- (f) Projected underspend of £12,000 for contribution to Civil Contingency Service within Emergency Planning.
- (g) Projected underspend of £10,000 for Scientific Services within Environmental Health.

2.4 Earmarked Reserves for 2014/15 total £3,495,000 of which £1,990,000 is projected to be

spent in the current financial year. To date expenditure of £127,000 (6.4%) has been incurred. The spend to date per profiling was expected to be £125,000 therefore there is no slippage to report at this time.

3.0 RECOMMENDATIONS

- 3.1 The Committee note the current projected underspend of £144,000 for the 2014/15 Revenue Budget as at Period 5 to 31 August 2014.

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 2014/15 Revenue Budget to Period 5, 31 August 2014 and highlights the main issues for consideration.

5.0 2014/15 PROJECTION

5.1 The main issues to highlight in relation to the 2014/15 Revenue Budget are:-

Libraries & Museum: Underspend £26,000

Employee costs are projected to underspend by £6,000 due to delays in filling vacant posts.

Water costs are projected to underspend by £12,000 as reported to the last Committee.

Electricity and Gas are projected to underspend by £8,000.

There is an overall projected increase in expenditure of £5,000 since the last Committee.

Housing: Underspend £5,000

Employee costs are projected to underspend by £5,000 as a result of over achievement of turnover savings.

There is no change in expenditure since the last Committee report.

Safer Communities: Underspend £73,000

Employee costs are projected to underspend by £51,000 as previously reported to Committee. This is the result of the early achievement of budget savings for ASB Intervention Officer and Service Support Team Leader. In addition there is a saving due to the temporary secondment of the Community Safety Team Leader.

A projected underspend of £12,000 for contribution to the Civil Contingency Service for 2014/15 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.

There is no change in expenditure since the last Committee report.

Grants to Voluntary Organisations: On Budget

The budget for Grants to Voluntary Organisations has increased to £342,030 following the virement of £10,600 from the Environment & Regeneration Committee. This virement was reported to the September Education & Communities Committee and will be used to fund increased rent costs for Youth Connections buildings in Greenock. The latest projection for Grants to Voluntary Organisations remains on budget.

6.0 EARMARKED RESERVES

6.1 Appendix 3 gives a detailed breakdown of the current Earmarked Reserves position. Total funding is £3,495,000, of which £1,990,000 is projected to be spent in 2014/15. The remaining balance of £1,505,000 will be carried forward to 2015/16 and beyond. As at Period 5 the expenditure was £127,000 or 6.4% of the projected spend for 2014/15.

The spend to date per profiling was expected to be £103,000 therefore the year to date expenditure is currently ahead of target and there is no slippage to report at this time.

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 within this report.

8.5 Repopulation

There are no repopulation issues with this report.

9.0 CONSULTATION

9.1 The report 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.

COMMUNITIES**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 5 : 1st April 2014 - 31st August 2014**

<u>Out Turn</u> <u>2013/14</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Budget</u> <u>2014/15</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u>	<u>Actual to</u> <u>31-Aug-14</u> <u>£000</u>	<u>Projection</u> <u>2014/15</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Over / (Under)</u>
9	Libraries & Museum Water	19	19	7	7	(12)	(63.2%)
252	Sports & Leisure Clyde Muirshiel Contribution	252	126	106	212	(40)	(15.9%)
2,823	Safer Communities Employee Costs	3,023	1,234	1,187	2,972	(51)	(1.7%)
56	Civil Contingency	69	69	56	57	(12)	(17.4%)
77	Scientific Services	92	46	32	82	(10)	(10.9%)
Total Material Variances						(125)	

COMMUNITIES**REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 5 : 1st April 2014 - 31st August 2014**

2013/14 Actual £000	Subjective Heading	Approved Budget 2014/15 £000	Revised Budget 2014/15 £000	Projected Out-turn 2014/15 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
4,297	Employee Costs	4,401	4,407	4,345	(62)	(1.4%)
466	Property Costs	508	508	488	(20)	(3.9%)
1,781	Supplies & Services	1,651	1,649	1,649	0	-
45	Transport Costs	46	46	46	0	-
131	Administration Costs	53	53	53	0	-
2,453	Other Expenditure	2,303	2,354	2,292	(62)	(2.6%)
(1,727)	Income	(635)	(676)	(676)	0	-
7,446	TOTAL NET EXPENDITURE	8,327	8,341	8,197	(144)	(1.7%)
	Earmarked Reserves	0	0	0	0	
	TOTAL NET EXPENDITURE excluding Earmarked Reserves	8,327	8,341	8,197	(144)	

2013/14 Actual £000	Objective Heading	Approved Budget 2014/15 £000	Revised Budget 2014/15 £000	Projected Out-turn 2014/15 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
1,480	Libraries & Museum	1,496	1,499	1,473	(26)	(1.7%)
1,594	Sports & Leisure	1,389	1,389	1,349	(40)	(2.9%)
3,187	Safer Communities	3,457	3,457	3,384	(73)	(2.1%)
(97)	Housing	701	701	696	(5)	(0.7%)
958	Community Halls	953	953	953	0	-
324	Grants to Vol Orgs	331	342	342	0	-
7,446	TOTAL COMMUNITIES	8,327	8,341	8,197	(144)	(1.7%)
	Earmarked Reserves	0	0	0	0	

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Communities

<u>Project</u>	<u>Lead Officer/ Responsible Manager</u>	<u>c/f Funding 2013/14</u>	<u>New Funding 2014/15</u>	<u>Total Funding 2014/15</u>	<u>Phased Budget To Period 5 2014/15</u>	<u>Actual To Period 5 2014/15</u>	<u>Projected Spend 2014/15</u>	<u>Amount to be Earmarked for 2015/16 & 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>	
Support for Owners	John Arthur	886	554	1,440	0	18	1,403	37	Total Funding 2014/15 £1.440m includes estimated funding of £554k for 2014/15. Projected spend of £1.403m is based on already agreed proposals of £253k (Lower Bow £60k tbc, Midton £61k, Greenock West £7k, Highholm £86k, Eastern View £12k, Davidson Drive £17k tbc and Royal Court £10k) and new proposals of £1.150m (Central Area Roxburgh Phase 1 £404k, Phase 2 £126k, Central Area Environmentals and Door Entry £100k, John Street £85k, Broomhill £425k and RCH Fees £10k).
Renewal of Clune Park	John Arthur	1,590	0	1,590	25	21	310	1,280	Demolition Orders have now been issued for all 430 houses. 274 Appeals have been lodged at the Sheriff Court with the initial hearing scheduled to start on 24 September 2014.
Area Renewal Fund	John Arthur	195	0	195	0	0	100	95	£100k has been committed for Gibshill Community Centre.
Support for Community Facilities	John Arthur	183	0	183	0	24	100	83	£100k has been committed for Gibshill Community Facility. £6k payment made to Reach For Autism.
Expansion of Summer Playschemes	John Arthur	30	0	30	30	7	20	10	Projected spend for 2014 does not include funding for Play4All which will be funded by IL at same level as 2013. It is unlikely that this funding will continue for 2015 and carry forward for 2015/16 will be required to fund it.
Grants to Vol Orgs	John Arthur	57	0	57	48	57	57	0	Applications reduced from 3 to 2 rounds per year. B/fwd earmarked for playschemes and to reduce impact of savings. Actual spend due to Round 1 Applications approved at Grants Sub Committee on 29/04/14.
Total		2,941	554	3,495	103	127	1,990	1,505	

Report To:	Education & Communities Committee	Date:	04 November 2014
Report By:	Corporate Director Education, Communities & Organisational Development and Head of Finance	Report No:	EDUCOM/88/14/JA
Contact Officer:	John Arthur	Contact No:	01475 712832
Subject:	Communities Capital Programme 2014 to 2016/17 – 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 Communities Capital Programme and to highlight the overall financial position.

2.0 SUMMARY

- 2.1 This report advises the Committee in respect of the progress and financial status of the projects within the Communities Capital Programme.
- 2.2 Overall the Committee is projecting to contain the costs of the 2014-2016/17 Capital Programme within available budgets.
- 2.3 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 with the specific projects as detailed in Appendix 1.
- 3.2 That the Committee approve the allocation of funding from the capital allowance for the Watt Complex project to deal with the rot works as outlined in section 6.0 of the report.

Patricia Cassidy
Corporate Director Education,
Communities &
Organisational Development

Jan Buchanan
Head of Finance

4.0 BACKGROUND

4.1 This report shows the current position of the approved Communities Capital Programme.

5.0 HOUSING SCHEME OF ASSISTANCE (SOA)

5.1 The Scheme of Assistance provides statutory housing assistance for the improvement and repair of private sector housing within Inverclyde. There is a 3-strand approach to delivery, namely Advice & Information, Practical Assistance and Financial Assistance. In order to meet the objectives of the Local Housing Strategy, repairs and improvements for the following areas are given priority – work to meet needs of disabled persons, houses which fail the tolerable standard, tackling fuel poverty, replacement of lead drinking water pipes and communal Scottish Housing Quality Standard works. Funding for SOA in the period 2014 to 2017 is £3.050m with £1.308m expected to be spent in this Financial Year. The balance of the funding will be used in future years.

6.0 WATT COMPLEX REFURBISHMENT

6.1 A bid for £7m was entered to the Heritage Lottery Fund Round 1, the total cost of the project being £14m. The bid centered around the redesign and refurbishment of the McLean Museum and Watt Library. The bid was unsuccessful although the Council was invited to re-submit a fresh bid at a lower rate. The alternative bid will require significant changes to the first bid which was already restricted by the state of the current building. The current Council funding for this project is £4.0m, part of which will now be allocated to essential building work required this financial year.

A paper will be presented to the January 2015 Education & Communities Committee outlining options for going forward.

Following a Timber Survey it has been noted that several areas within the McLean Museum/Watt Library are affected by dry rot and will require remedial works. These works are primarily to eradicate the building of all dry rot, halt the further spread, and make the affected areas safe. The works will be carried out in 4 areas, the Store adjacent to the Burns Room (Watt Library), the Curator's Office on the first floor (McLean Museum), the office below the Curator's Office on the ground floor (McLean Museum) and the East entrance porch on the ground floor (Watt Library). In all of these areas the joists and lintels are affected by dry rot and will require removal and reinstatement of finishes to the required specifications from Historic Scotland. The estimated cost of the works is £80k. The Committee is asked to approve the utilisation of £80k from the current capital allocation of £4M to address the priority rot works.

7.0 INVERKIP COMMUNITY FACILITY & LIBRARY FITOUT

7.1 Construction of a new Community Facility for Inverkip was approved at the September 2011 Regeneration Committee. A total budget of £1.761m has been allocated to this project.

Considerable work has been undertaken to develop the building design and progress a solution for the discharge of surface water to the satisfaction of the Scottish Environmental Protection Agency (SEPA). It is anticipated that the construction phase will now begin in Financial Year 2015/16 following delays with the planning process as a result of the surface water drainage issues.

8.0 WOODHALL COMMUNITY FACILITY

8.1 The purpose of this project was to build a Multi Use Games Area (MUGA) and a small tenants' hall at a vacant site in Parkhill Square, Port Glasgow. A budget of £0.4m has been allocated to the project. The Woodhall Tenants' and Residents Association have been successful in obtaining lottery funding for the MUGA. However, the group are not properly constituted to enable them to instruct the Council to carry out the work. The project is currently being re-examined as part of the current budget process.

9.0 NEW COMMUNITY FACILITY BROOMHILL

9.1 The Environment & Regeneration Committee of January 2013 approved in principle that the site of the former Mearns Centre and the adjoining blaes pitch at Nile Street Greenock would be made available to Inverclyde Action on Mental Health (IAMH) to develop a joint Social Enterprise / Community Facility. A planning application has been submitted and the former Mearns Centre building has now been demolished with site clearance work underway. A budget of £1.050m is allocated for the Inverclyde Council contribution to this project and it is anticipated that the main construction phase will begin in 2015/16.

10.0 RAVENSCRAIG SPORTS BARN

10.1 A budget of £0.6m has been allocated to fund the redevelopment of the Ravenscraig Sports Barn building. Inverclyde Leisure have recently concluded a public consultation exercise regarding future use of the building and their proposals will be presented to the Council in due course. There will be no expenditure on this project in the current financial year.

11.0 IMPLICATIONS

Finance

11.1 The approved budget for 2014/17 is £10.961m. The expenditure at 31st August 2014 is £303,000 or 20% of the projected expenditure for 2014/15. Slippage is currently projected to be £1.165m or 43.3% of the 2014/15 budget. The majority of the slippage relates to delays with the Inverkip Community Facility as reported in paragraph 7.1.

11.2 The current budget of £10.961m is made up of £3.050m for Scheme of Assistance (SOA) and £7.911m for Cultural & Sports projects. Please refer to Appendix 1 for details of expenditure by project.

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend This Report £000	Virement from	Other Comments
Capital	Housing Capital	2014/16	3,050	N/A	
	Cultural & Sport Capital	2014/16	7,911	N/A	
	Total	2014/16	10,961	N/A	

Annually Recurring Costs / (Savings)

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

Legal

11.3 There are no legal issues.

Human Resources

11.4 There are no human resources issues.

Equalities

11.5 There are no equalities issues.

Repopulation

11.6 There are no repopulation issues.

12.0 CONSULTATION

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

13.0 LIST OF BACKGROUND PAPERS

13.1 Communities Capital Programme Technical Progress Reports August 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).

Report To:	Education & Communities Committee	Date: 4 November 2014
Report By:	Head of Safer & Inclusive Communities	Report No: EDUCOM/74/14/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 reprovisioning off site.
- 2.2 The Regeneration Plan features prominently in the approved Inverclyde Local Housing Strategy 2011-2016 (the LHS) and is the top 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 reprovisioning of 46 and 16 housing units respectively.
- 2.4 A structural survey has found that the concrete roofs are in a serious state of disrepair in all the properties in the estate. This Committee at its meetings in March 2014 and May 2014 agreed to make Demolition Orders on the all the flats in remaining 42 tenements, 3 tenements and a single property are already subject to Demolition Orders.
- 2.5 274 Appeals against the Demolition Orders have been lodged with Sherriff Court. The Initial hearing for the Appeals was held on the 24th September. The Sherriff has requested further information from the appellants to be provided to the Council. A continuation of the hearing is scheduled for the 5th November.

3.0 RECOMMENDATIONS

- 3.1 That the Committee:
- Note current progress in respect of the Clune Park Area Regeneration Plan and agree that further progress updates are submitted to future meetings of this Committee.
 - Approve the criteria for assessing well maintained payments outlined in paragraph 6.4.

John Arthur
Head of Safer & Inclusive Communities

4.0 BACKGROUND

4.1 The Clune Park Area Regeneration Plan brings together all of the people-related and property-related issues that must be addressed in order to regenerate the area. The plan has been refined and developed in the light of the results of the Private Sector House Condition Survey (PSHCS) carried out in 2011 and of the Personal Housing Plans PHP visits that have been completed to date. The revised plan was submitted to Scottish Government officials in November 2011, as requested, and a written response was finally received in July 2012. Political and financial 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 by Committee includes developments at Lower Mary Street and at Woodhall, Port Glasgow to provide reprovisioning of 46 and 16 housing units respectively to assist with rehousing the Clune Park residents.

5.2 Environmental Health staff completed a Tolerable Standard assessment in terms of the Housing (Scotland) Act 1987 of all 430 flats by June 2013 which resulted in 132 flats being found to be Below the Tolerable Standard (BTS) and which were subject to Closing or Demolition Orders.

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. 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 roofs is corroding causing the roof structure 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 reports on the structural condition of 28 tenements to this Committee on 11 March 2014 and on the 17 other tenements to this Committee on 6 May 2014, it was agreed to make Demolition Orders on 42 tenements in the Clune Park Area. Three tenements and one single property are already the subject of Demolition Orders. The service of the said Demolition Orders was completed at the end of June 2014 with the assistance Legal and Property Services.

5.9 The Council has agreed financial aid to residents who will lose their only home as a result of the service of the Demolition Orders.

6.0 FURTHER ACTION REQUIRED

6.1 274 Appeals against the Demolition Orders have been lodged with Sherriff Court. The Initial hearing for the Appeals was held on the 24th September. The Sherriff has requested further information from the appellants to be provided to the Council. A continuation of the hearing is scheduled for the 5th November. The final decision on the Appeals by the Sherriff will take a number of months.

6.2 Progress on complete demolition of the area can only begin when the Appeals process has run its course and after the expiry of the evacuation period to allow residents to vacate their flat. Officers will be monitoring progress of appeals to ensure that demolition contracts are tendered and progressed as quickly as is practical.

6.3 At the last meeting it was reported that the Council's Legal Service advised that homeowners and tenants may apply within 3 months of the service of the Demolition Order for a "Well Maintained Payment" under the Housing (Scotland) Act 1987 if their property has been vacated as a result of the Order and if their property has been assessed as being well maintained.

6.4 It is proposed that the criteria for assessing a "Well Maintained Payment" will reflect the repair and condition elements of the Scottish Housing Quality Standard (SHQS) to determine serious disrepair. The Scottish Government recommend the SHQS be used as an assessment tool for all tenures.

The Assessment will examine the internal and external condition of the houses as well as the condition of existing amenities in the house.

Using the SHQS methodology, houses which fail more than one primary element or more than 2 secondary elements of the standard are regarded as in serious disrepair and will not be classed as well maintained. Details of the elements that will be assessed are in Appendix 1.

Houses that are also let must meet the Repairing Standard as defined in the Housing (Scotland) Act 2006. Let houses not meeting this Standard will not be classed as well maintained. The Repairing standard has been incorporated into assessment elements in Appendix 1.

Defects which relate to the Tolerable Standard will be excluded from the assessment.

6.5 The "Well Maintained Payment" is calculated by multiplying the Rateable Value of the house by a factor of 12.7

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		
Scheme of Assistance	Regeneration enabling	2014/15	£263,000		
TOTAL			£2,909,000		

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
 - Clune Park Regeneration Plan Update – Structural Conditions Update Report – E&CC, May 2014. EDUCOM/35/14/DH
 - Clune Park Regeneration: Progress Report – E&CC, May 2014. EDUCOM/34/14/DH
 - Clune Park Regeneration: Progress Report – E&CC, September 2014. EDUCOM/56/14/DH

Assessment for Well Maintained Payment under the Housing (Scotland) Act 1987, Section 304

Address:		Parties Present:	

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Date of Assessment:		Outcome:	Pass / Fail

Officer(s):			

No.	Element Description	Descriptor/Indicators	Technical Notes	Pass or Fail
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Element 1: Serious Disrepair (Primary & Secondary Elements)

Primary Elements

Failure of a primary element means the property cannot be considered to be well maintained. A primary element fails if more than 20% of the element requires repair or replacement

1.1	Wall Structure	Vertical/diagonal cracking. Movement of lintels, bowing of walls	Assessment made on a surface area basis	
1.2	Internal Floor Structures	Rot in timber, cracking of concrete, uneven or sloping floors	Assessment made on a surface area basis of entire property	
1.3	Foundations	Vertical or diagonal cracking of wall structure	Assessment made on a linear basis, input from engineer	
1.4	Roof Structure	Sagging, humping, ponding of water, spread at eaves	Assessment made on a liner basis	

Secondary Elements

Failure of two or more secondary element means the property cannot be considered to be well maintained. A secondary element fails if more than 20% of the element requires repair or replacement

1.5	Principal Roof Covering	Torn or cracked flat roof coverings	Assessment made on a surface area basis of total visible roof	
1.6	Chimney Stacks	Leaning stacks, decayed masonry, defective pointing	Surface area basis: structure 60%, finish 20%, cope 20%*	
1.7	Flashings	Detached flashings, loose cement fillets, damaged verges	Assessment made on a liner basis	
1.8	Rainwater Goods	Cracked/corroded gutters/downpipe, loose brackets, missing fittings	Assessment made on a liner basis	
1.9	External Wall Finish	Disrepair to pointing, blockwork, roughcast	Assessment made on a surface area basis of total visible wall	
1.10	Common Access Stairs & Landings	Cracked slabs or treads, movement, broken balustrades/rails/etc.	Linear basis of total stairs: Risers & treads 60%, Handrails 40%*	
1.11	Damp Proof Course	Breach of damp proof course by break, bridge or failure	Assessment made on linear basis (check element 1.2 too)	
1.12	Windows & Doors of Dwellings	Distorted or unseated frames, rotted cills, broken glass, defective or damaged seals and corrosion of ironmongery	Surface area basis: Frame 50%, Glazing 30%, Ironmongery 20%. Double glazing is not required but should be measured for disrepair. Defective d/g seals are a maintenance issue	
1.13	Common Windows & Roof Lights	Distorted or unseated frames, rotted cills, broken glass, defective or damaged seals and corrosion of ironmongery	Surface area basis: Frame 50%, Glazing 30%, Ironmongery 20%. Double glazing is not required but should be measured for disrepair. Defective d/g seals are a maintenance issue	
1.14	Underground Drainage	Defective manhole or rodding eye covers, gullies, branches, collapsed drains	Assessment made on a linear basis	

No.	Element Description	Descriptor/Indicators	Technical Notes	Pass or Fail
Element 2: Energy Efficiency				
<u>Failure of two or more elements means the property cannot be considered to be well maintained</u>				
2.1	Hot Water Tank Insulation	Is Hot Water Tank Insulation present <u>and</u> in good order	Assessment made on Yes/No basis	
2.2	Pipe Insulation	Is pipe insulation present <u>and</u> in good order	Assessment made on a Yes/No basis	
2.3	Full Property Space Heating	Habitable rooms have a heating system controlled from a single point <u>and</u> the heating system must be in good working order	Assessment made on a Yes/No basis	
2.4	Efficient Full Property Space Heating	Check SEDBUK rating for gas and installation date for electric	<55% efficiency of gas is a fail. Pre-1984 electric system is a fail	
Element 3: Modern Facilities and Services				
<u>Failure of two or more elements means the property cannot be considered to be well maintained. An element fails if more than 25% of it requires repair or replacement</u>				
3.1	WHB condition (inc. related fittings)	Wash hand basin and related fittings must be in good and useable condition	Assessment should be made of the basin; taps; waste pipe. If 25% of any item fails then the element fails (exc. plug & chain)	
3.2	Bath condition (inc. related fittings)	The bath and/or shower and related fittings must be in good and useable condition. The minimum standard is a bath <u>or</u> a shower	Assessment should be made of the bath or shower tray/cubicle; bath panel or shower screen/curtain; the taps or controls; overflow and waste pipe. If 25% of any item fails then the element fails (exc. plug & chain)	
3.3	Shower condition (inc. related fittings)			
3.4	WC condition (inc. related fittings)	The main WC and related fittings must be in good and useable condition	Assessment should be made of the cistern and cover; supply pipe and overflow; toilet pan; ballcock and valve. If 25% of any item fails then the element fails	
3.5	Kitchen Sink & Fittings	The kitchen sink and related fittings must be in good and useable condition	Assessment should be made of the sink bowl & drainer; the taps; the overflow and waste pipe. If 25% of any item fails then the element fails (exc. plug & chain)	
3.6	Kitchen Cabinets & Worktops	The kitchen storage cupboard should be in good and useable condition	Assessment should be made of the doors; carcasses; worktops. If 25% of any item fails then the element fails	
3.7	Kitchen: Adequate Electrical Sockets	The kitchen must have at least 6 x 13 amp, wall mounted electrical power sockets	Assessment is on a Yes/No basis. One double socket is equivalent to 2 sockets. 13amp switched spurs may also be counted as sockets	
3.8	Kitchen: Adequate food storage space	The kitchen must have at least 1m ³ of food storage space either in the kitchen or immediately adjacent to the kitchen (e.g. a pantry)	Assessment is on a Yes/No basis. All food storage cupboards must be shelved and have a door. Fridges and freezers do not count as storage areas. For guidance a single 600mmx500mmx300mm cabinet provides approx 1m ³ of storage space.	

No.	Element Description	Descriptor/Indicators	Technical Notes	Pass or Fail
Element 4: Healthy, Safe and Secure				
<u>Failure of two or more elements means the property cannot be considered to be well maintained.</u>				
4.1	Lead Free Pipework	The hot and cold water supply should not be exposed to any lead pipe work	Assessment includes the pipework and water storage system. Visual confirmation of lead is sufficient for failure.	
4.2	Gas system	The gas system must not be dangerous. This includes the gas supply system as well as any gas heating element (e.g. fire, boiler, heater, cooker). A valid gas safety certificate is also required for rented properties.	Visual assessment can confirm disrepair. Confirmation of yellow/brown discolouration of any part of the appliance or surrounding area; broken/missing switches; broken/missing glass covers. Disrepair equals failure	
4.3	Paths and Drying Areas	Surface finishes or structure of external paths, ramps, paved areas, courts and drying areas must be in good condition	Assessment is made on a surface area basis. More than 20% disrepair equals failure.	
4.4	Common Lighting	There must be adequate common or public lighting in the block.	Assessment is on a linear basis for wiring and a unit basis for fittings. There should be at least one working light per floor. More than 25% disrepair equals failure	
4.5	Secure Individual Dwelling Door	All external doors solely within the control of the occupants should have secure locks*	Assessment is made on a Yes/No basis	
4.6	External Access Doors	Where common external doors are present they should be in good and useable condition.	Assessment of disrepair is made on a surface area basis for the door and linear basis for the frame. Door 60%; frame 25%; ironmongery 15%. More than 25% disrepair equals failure	
4.7	Fixtures and Fittings	Any fixtures and fittings not previously noted and provided under a tenancy agreement must be in a state of reasonable repair and in proper working order.	Assessment is on a Yes/No basis	
<u>Additional Standard for Let Properties</u>				
4.8	Smoke Alarms/Detectors	There must be at least one working smoke detector present in the property*	Assessment is made on a Yes/No basis	

No.	Element Description	Descriptor/Indicators	Technical Notes	Pass or Fail
Element 5 - Ownership and Residency				
5.1	Owner's Name			
5.2	Owner's Address			
5.3	Agent's Name			
5.4	Agent's Address			
5.5	Tenant's Name			
5.6	Tenant's d.o.b.			
5.7	Date Property Vacated			
Officer 1:		Name:	Signature:	Date:
Officer 2:		Name:	Signature:	
* Assessment elements and/or assessment ratios ammended from SHQS to exclude elements not relevant to Clune Park properties				

Report To: Education & Communities Committee
Date: 04 November 2014

Report By: Corporate Director: Education Communities & Organisational Development
Report No: EDUCOM/81/14/MP

Contact Officer: Maggie Paterson
Contact No: 01475 715450

Subject: Enhancing Community Engagement

1.0 PURPOSE

The purpose of this report is to:

- 1.1 Advise Committee of the findings and proposals arising from a series of workshops, which took place in March 2014, involving officers, elected members and community organisations.
- 1.2 Seek approval for implementation plans to progress actions to enhance community engagement.

2.0 SUMMARY

- 2.1 In March 2014, a series of workshops involving officers, elected members and community organisations identified a number of actions which would enhance community engagement in Inverclyde.
- 2.2 On 9 May 2014, the Alliance Programme Board noted the findings from these workshops and approved a number of proposals for enhancing community engagement.
- 2.3 On 21 August, the Corporate Management Team considered the findings and agreed proposals from the two officer workshops which are specific to Inverclyde Council.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 Note the findings and proposals arising from the series of workshops which took place in March 2014.
- 3.2 Approve implementation plans to progress actions to enhance community engagement.

Patricia Cassidy
Corporate Director
Education, Communities & Organisational Development

4.0 BACKGROUND

4.1 Scottish Government Guidance requires community planning partners to demonstrate that:

- Activity on community engagement is properly planned, resourced and integrated across partners;
- The quality and impact of community engagement is measured and reported on;
- Building the capacity of communities to engage and deliver for themselves is properly planned, resourced and integrated across partners; and
- Workforce development within and across partners ensures that key staff have the skills and knowledge required to engage effectively with communities.

The SOA Improvement Plan tasks the Community Engagement and Capacity Building Network (CE/CCBN) with improving practice and developing more examples of SOA partners working together to engage communities. The series of workshops referred to at 2.1 above forms part of the CE/CCBN Improvement Plan.

Community engagement is also a focus of Council Best Value Audits and the audits of Community Planning Partnerships. There is an Audit Scotland best value toolkit which supports Community Engagement.

4.2 In January 2014 Committee approved the following series of actions to enhance the effectiveness of Community Councils in particular, and community organisations generally:

- Focus on areas with no Community Council
- Focus on Community Councils with an imbalance of co-opted members
- Action should any areas remain without a Community Council
- Supporting services to engage
- Supporting Alliance Partners to engage
- Establish an Elected Member champion
- Working with other representative organisations
- Re-establish a forum of Community Councils
- Training and support for Community Councils
- Training and support for Elected Members.

The series of workshops referred to at 2.1 was planned to progress these actions.

4.3 The series of workshops comprised:

w/c 10 March	elected member workshop
w/c 17 March	3 evening events for community representatives
w/c 17 March	2 officer workshops
27 March	all stakeholders event

11 elected members, 33 community members and 45 officers participated in one or more of the events.

These workshops covered:

- existing engagement structures within Inverclyde Alliance and Inverclyde Council
- the Standards for Community Engagement
- developing asset based approaches, prevention and early intervention
- handling complaints/concerns raised at community meetings
- the identification of improvement actions and priorities.

- 4.4 The workshops were interactive and the views and ideas of participants in the elected members, officer and community workshops were collated and analysed for consideration at the 'all stakeholder event'. At this event, participants were asked to identify roles and tasks in progressing the improvement actions identified.

The views and ideas arising from these discussions are summarised in Annexe 1.

4.5 **Officer workshops**

Officers were asked how they currently engage the communities they serve and to reflect on how community engagement could be improved. The findings from this exercise are summarised in Annexe 2 (a). Following a short input on asset based approaches, officers were asked how they would go about adopting an asset based approach to developing and delivering their service. Officers indicated that they understood the benefits of taking an asset based approach but felt they needed more leadership and direction to take this forward, as well as training and support. This is also reflected in Annexe 2 (a).

Officers were also asked to discuss the range of methods they currently use to engage with communities and to identify improvement/development actions. See Annexe 2 (c).

- 4.6 On 12 May 2014, the Scottish Government issued Guidance for Local Authorities on the Requirements for Community Learning and Development (Scotland) Regulations 2013. Guidance related to Regulation 3 – Duty to involve and consult - makes reference to the emphasis given by the Christie Commission to the need for 'public services to work harder to involve people everywhere in the redesign and reshaping of their activities'. The Guidance also notes the expectation that all involvement and consultation is 'carried out in line with the CLD values and principles and with the National Standards for Community Engagement.'

Although this Guidance postdates the community engagement events, progressing the proposals contained within this report will assist the Council to demonstrate compliance with these Regulations.

The CLD Service, on behalf of the CLD Partners, has made a successful application to Education Scotland's Innovation and Improvement Fund for £9,900. This includes additional resources to the value of £5,000 to co-produce the 3 year plan for CLD in Inverclyde. See Annexe 5.

5.0 **PROPOSALS**

- 5.1 During the Officer Workshops, the value of an officer network was explored and welcomed as key to joint planning for community engagement across the Council. There was general support for a Corporate Network which would interlink with the Alliance CE/CCB Network as appropriate. This Corporate Network, chaired by the CLD Service Manager, would be tasked with progressing the improvement actions identified in Annexe 2 (a). Annexe 2 (b) provides proposed membership of the Corporate Engagement Network.
- 5.2 On 9 May 2014 the Alliance Programme Board approved proposals to enhance community engagement based on the discussions summarised at Annexe 1. An Action Plan for Inverclyde Council to progress these agreed actions is proposed at Annexe 4. The Programme Board also requested the CE/CCB Network to report back to their next meeting with proposals for undertaking a budget consultation across the partners, specifically outlining how we would engage with the community.
- 5.3 The CLD Service has responsibility for facilitating the implementation of the CLD Strategic Guidance, assisting the Council to comply with the CLD Regulations (Scotland) 2013, as well as delivering community capacity building programmes through its Community Work Team.

With respect to the implementation of the CLD Strategic Guidance and the CLD Regulations, this is progressed through the CLD Strategic Implementation Group chaired by the Corporate Director: Education, Communities & OD and 3 CLD Sub-groups for Adult Learning and Literacies, Community Engagement and Capacity Building (CE/CCB Network) and Youth Work.

Annexe 4 outlines the proposed role for the CLD Community Work Team in delivering the improvement actions identified at the community events.

6.0 IMPLICATIONS

6.1 Financial Implications - One off Costs

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

Financial Implications - Annually Recurring Costs/ (Savings)

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

6.2 Human Resources:

None

6.3 Legal:

None

6.4 Equalities:

Engaging with individuals and groups with protected characteristics will be integral to all planning processes. The more effective use of Equality Impact Assessments has been identified as a task to be progressed through joint working between the Officer Network and the Corporate Equalities Group.

6.5 Repopulation:

By enhancing the engagement and participation of all sectors of the population, the area will retain and attract more people to live and work in Inverclyde.

7.0 CONSULTATION

7.1 See Annexe 2 below.

8.0 BACKGROUND PAPERS

8.1 Strategic Guidance for Community Planning Partnerships (Scottish Government 2012)
Guidance for Local Authorities on the Requirements for Community Learning and Development (Scotland) Regulations 2013.
Community Empowerment (Scotland) Bill (2014)

Annexe 1

The views and ideas arising from discussion at the 'all stakeholder' event were categorised under the headings below.

More people ... fewer meetings more action

More people will get involved if ...

- We change perceptions of what being involved in your community means.
- We use a variety of media to engage them and seek their views.
- We make more use of community events.
- We are inclusive in everything we do.

More people will stay involved if ...

- We review the range of meetings and take action to reduce number of meetings for activists to attend.
- We recognise that people are often only interested in particular issues and are not necessarily committed to wider issues – therefore need to explore mechanisms to deal with this.
- We look into using Community Councils and FITRA to lobby and represent communities on wider issues – with issues and actions being fed into these groups from other groups.

Taking the complaining out of engaging

Actions to help this happen include:

- Making sure everyone knows the difference between a community issue and a complaint.
- Check individuals have followed correct procedures before raising with the community council, community group or elected member.
- Community organisations and elected members clarify their protocols and processes through which issues are brought to them and how they will deal with them.
- Check issues are of widespread concern, be specific about the extent of the issue.

Building on community strengths

Actions to help this happen include:

- Sharing practice, achievements and experience across groups
- Agencies listen – open to new things/change
- Better working in partnership.

What else did people say???

Other points that were raised at the workshops which will also be followed through include:

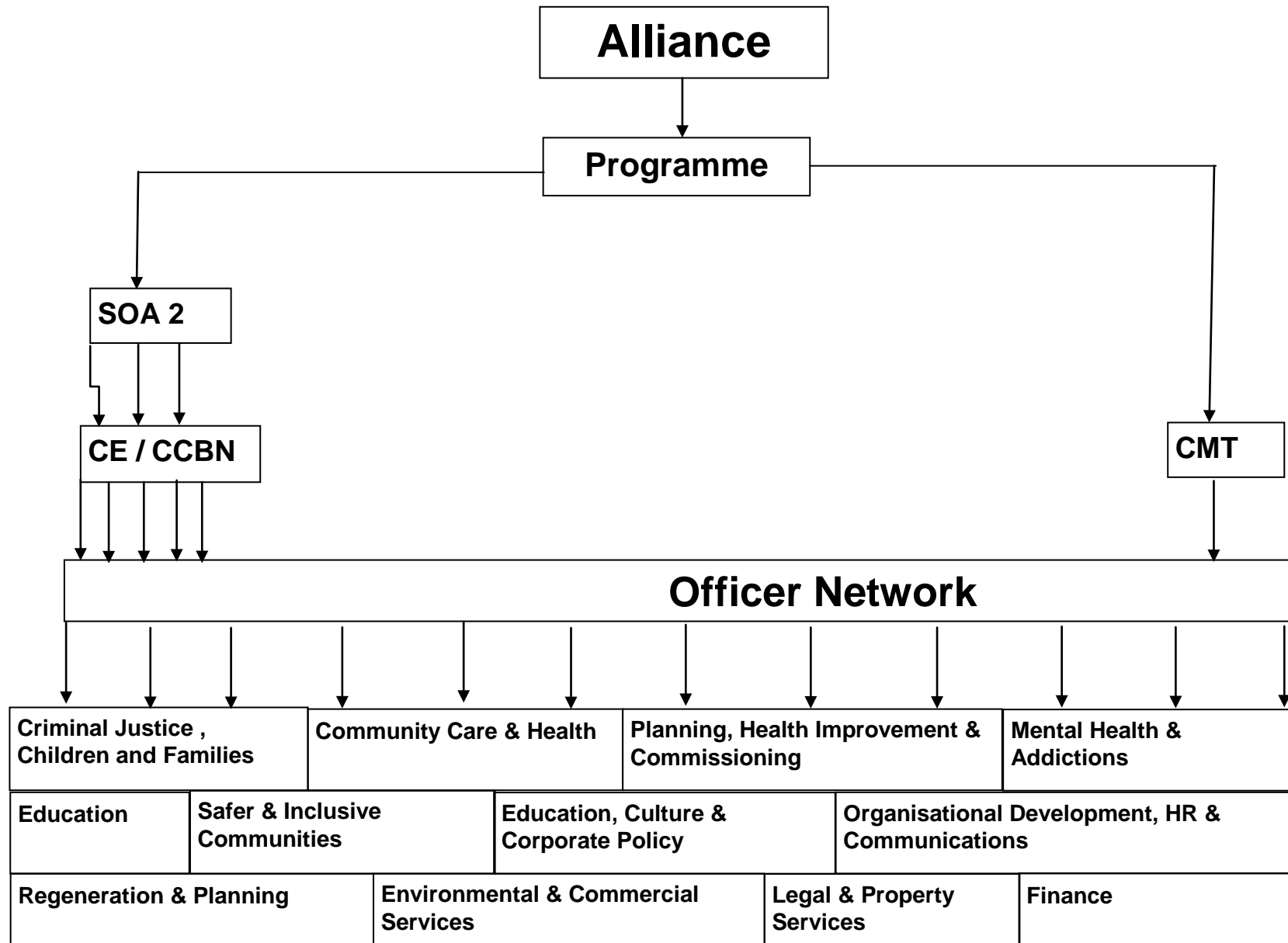
- Training for communities
- Don't make promises you can't keep
- Communities need to get better at recognising their own abilities
- Better information sharing across all parties
- Training for officers
- Keeping a register of consultations
- More joined up planning of community engagement and capacity building.

Annexe 2 (a)

Officer proposals to improve community engagement

Better corporate working	Designated lead
Shared local intelligence	Data sharing group- Miriam McKenna
Share good practice- benchmarking	Officer network
Define interface more clearly	Officer network
Better co-ordination of CE	Officer Network – CE/CCBN
Better sharing of resources and planning	Officer Network – CE/CCBN
<i>Taking forward asset based approaches*</i>	<i>Officer Network – CE/CCBN</i>
Corporate approach to demonstrating how engagement is valued and people have influenced services	CMT – Officer Network
Operational tasks	
More effective use of EQIAs	Corporate Equalities Group
Better mechanisms to feedback	Nominated officer - officer network
Include communities at earliest stage	Nominated officer - officer network
Only consult when there is genuine opportunity for change	Nominated officer - officer network
Be clear about parameters – don't raise false expectations	Nominated officer - officer network
Use plain English	Corporate Communications
Recognise/act on barriers to engagement	Nominated officer - officer network
Issues	
How do we target people not currently accessing services/engaged?	Officer Network – CE/CCBN
How to support communities to engage/take action if that is not your main job?	Officer Network – CLD Service
How do we involve the community in improving our communications – website etc?	Officer Network – CLD Service

* Officers understood the benefits of asset based approaches but were unclear how to progress this within their service. They felt they needed more leadership and direction to take this forward, as well as training and support.



Annexe 2 (c)

Proposals to improve methodology for community engagement

General

Choose appropriate medium – may need to vary for specific groups
Be more joined up and avoid duplication of contact across services, leads to 'community fatigue' and apathy to requests for community views
Avoid jargon

Communication Technology - E-surveys, social media, citizens panel

Important to choose appropriate medium for target audience
Important to engage community in development of surveys
Explore on line collective decision making methods as these catch those not interested in coming to meetings

Face to face – focus groups, information sessions, public meetings

Once information goes out, important to follow-up, making sure people have understood
Have clear agenda, what is open to discussion and change
Plan ahead to make the process interactive and well-facilitated and recorded, break into smaller groups for discussion if a number of people present eg at public meeting
Need to make sure the people there are representative
Timing important to ensure we reach target audience
Value in piggybacking on existing forums and events when people come together
Important to feedback and follow up with action

Written materials – surveys, leaflets, evaluation forms, In View magazine

Important to follow up with action

Plasma screens, screen savers

More joined up/planned use of plasma screen in GP surgeries, schools etc

Annexe 3

Action Plan to progress proposals agreed at Alliance Programme Board 9 May 2014

Proposal	Action required
Individual partners review community engagement/capacity building activity and, where appropriate, the complaints procedures within their own agency in the light of the views and ideas outlined in Annexe 1	Establish officer network. Task Officer Network to complete review by December 2014.
Individual partners confirm their representation on the CE/CCB Network and ensure their representative(s) are supported and have clear lines of communication and responsibility within their agency.	Confirm current representation and seek representation from Regeneration & Resources Directorate. Confirm communication mechanisms for each representative.
Jointly plan and resource community engagement and capacity building (through CE/CCBN)	Support and resource representatives on CE/CCBN to progress planning and implementation
Put in place mechanisms to monitor and measure the impact of community engagement and capacity building (through CE/CCBN)	Task Officer Network to put in place measures for Council services.

Annexe 4 The role of the CLD Service

More people ... fewer meetings more action

More people will get involved if ...

Improvement action	CLD Support
We change perceptions of what being involved in your community means.	Capacity building support to develop new ways of involving community members in activities of community groups.
We use a variety of media to engage them and seek their views.	Facilitate access to support for setting up websites, developing use of social media etc.
We make more use of community events.	Support to maximise impact of community events on involving new community members, seeking views/undertaking surveys and facilitating access to services. (Linked to GTVO/other funded activity)
We are inclusive in everything we do	Support community organisations to recognise and address behaviours which act as barriers to broader participation

More people will stay involved if

Improvement action	CLD Support
We review the range of meetings and take action to reduce number of meetings for activists to attend.	Work towards creating an infrastructure which brings together community organisations with a common geographic base and purpose*
We recognise that people are often only interested in particular issues and are not necessarily committed to wider issues – therefore need to explore mechanisms to deal with this.	Infrastructure to accommodate different range and levels of interest and commitment
We look into using Community Councils and FITRA to lobby and represent communities on wider issues – with issues and actions being fed into these groups from other groups.	Support the establishment of a Forum of Community Councils and Community Associations as overarching mechanism within infrastructure

* Note:

There is potential to link this to Programme Board discussions around locality planning and the proposal to bring communities together to consider:

- the investment and assets in their area
- community assets and community needs
- community views on forthcoming budget decisions.

Taking the complaining out of engaging

Improvement action	CLD Support
Making sure everyone knows the difference between a community issue and a complaint.	Facilitate stakeholders to develop protocols and procedures and to share these with each other
Check individuals have followed correct procedures before raising with the community council, community group or elected member.	Encourage all stakeholders to 'hold the line'

Community organisations and elected members clarify their protocols and processes through which issues are brought to them and how they will deal with them.	Include in protocols and procedures above
Check issues are of widespread concern, be specific about the extent of the issue.	Facilitate stakeholders to differentiate their approach according to whether issue is a 'customer complaint' from individuals or of genuine community concern.

Building on community strengths

Improvement action	CLD Support
Sharing practice, achievements and experience across groups	Convene annual community celebrations
Agencies listen – open to new things/change	Support agencies to develop their skills and understanding in respect of asset based approaches (through CE/CCB Network)
Better working in partnership.	Support agencies to jointly plan and evaluate community engagement and the development of asset based approaches.

What else did people say?

Improvement action	CLD Support
Training for communities	Further develop training for Community Councils and Community Associations
Don't make promises you can't keep	Support Partners and Community Organisations to be clear about their deliverables
Communities need to get better at recognising their own abilities	Link community celebrations and building community strengths above
Better information sharing across all parties	Take on dissemination role between Council and community organisation where appropriate
Training for officers	Develop training programmes in collaboration with Corporate and CE/CCB Networks
Keeping a register of consultations	Facilitate through CE/CCB Network
More joined up planning of community engagement and capacity building	Facilitate through Corporate and CE/CCB Network

Annexe 5

A co-produced plan for CLD in Inverclyde

The Strategy and Implementation Plan for CLD in Inverclyde 2014-2018 recognises CLD as having particular strengths in supporting Inverclyde Alliance (CPP) in making a 'decisive shift towards prevention' and identifies partnership working as key to delivering CLD outcomes. A Co-production Conference held in March 2013 and a series of community engagement events held in March 2014 identified further actions which would strengthen preventative work and progress partnership working. In June 2014, following an audit of progress to date in securing compliance with the 'The Requirements for CLD (Scotland) Regulations 2013: Guidance for Local Authorities' a number of areas for focused attention were identified. The activities proposed in this application address the needs identified in these different contexts.

A co-produced plan for CLD in Inverclyde will be achieved using the following steps:

- (1) Collation of results from needs assessment activities to date and mapping of community strengths.
- (2) Sharing with communities on a locality basis of the collated information, updating and amending in response to their feedback.
- (3) Sharing collated information (updated with further community input) with other relevant partnerships in the context of the Delivery Groups aligned to each outcome in the Single Outcome Agreement for Inverclyde. This includes the Best Start in Life Delivery Group which covers Curriculum for Excellence.
- (4) All stakeholder day bringing together all Partners, including the community and the voluntary sector, to review the needs identified, confirm the target groups and consider the degree to which needs are already being met. This event will be led by an external facilitator experienced in taking asset based approaches to planning across partnerships.
- (5) A report of this event will be disseminated and used as the basis of a further sequence of discussions to develop a shared understanding of what constitutes 'adequate and efficient' CLD provision. This understanding will then be used to draft the 3 year plan for CLD, detailing local authority and partner provision, what needs will not be met as well as the anticipated outcomes and impact of the provision and how this will be evaluated.

As above, these discussions will take place in local communities as well as in the context of the SOA Delivery Groups.

- (6) The outcomes of these discussions will then be fed into a second all stakeholder day where the detail of the plan will be finalised. This will also be led by an external facilitator who will ensure that the principles of co-production are embedded within the process.

Principles of co-production

- *Assets: transforming the perception of people from passive recipients of services and burdens on the system into one where they are equal partners in designing and delivering services
 - *Building on people's existing capabilities: altering the delivery model of public services from a deficit approach to one that provides opportunities to recognise and grow people's capabilities, and actively support them to put them to use at an individual and community level
 - *Peer support networks: engaging peer and personal networks alongside professionals as the best way of transferring knowledge
 - *Reciprocity and mutuality: offering people a range of incentives to engage which enable us to work in reciprocal relationships with professionals and with each other, where there are mutual responsibilities and expectations
 - *Blurring distinctions: removing the distinction between professionals and recipients, and between producers and consumers of services
 - *Facilitating rather than delivering: enabling public service agencies to become catalysts and facilitators rather than central providers themselves
- New Economics Foundation 2009

Budget

Facilitator for 2 'all stakeholder' events	£3,000
Catering etc for above events	£2,000

Report To:	Policy & Resources Committee	Date:	18 November 2014
Report By:	Chief Financial Officer	Report No:	FIN/65/14/KJ/JB
Contact Officer:	Jan Buchanan	Contact No:	01475 712223
Subject:	Treasury Management – Mid-Year Review Report 2014/15		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise members of the operation of the treasury function and its activities at the mid-year of 2014/15 in compliance with the CIPFA Code of Practice on Treasury Management with which the Council complies.

2.0 SUMMARY

- 2.1 As at 30th September 2014 the Council had debt of £219,693,321 and investments of £51,931,095.
- 2.2 The average rate of return achieved on investments during the first half of 2014/15 was 0.76% which exceeds the benchmark return rate for the period of 0.42% by 0.34% largely due to the Council choosing to invest for longer periods than the benchmark of 3 months.
- 2.3 During the period the Council operated within the treasury limits and Prudential and Treasury Indicators set out in the Council's Treasury Policy Statement, annual Treasury Strategy Statement, Annual Investment Strategy and the Treasury Management Practices other than as previously homologated by the Committee.
- 2.4 The economic situation and financial and banking markets remain uncertain and volatile, both globally and in the UK, but it is considered that the Treasury Management Strategy and the Annual Investment Strategy approved by the Council on 10th April 2014 are still appropriate.
- 2.5 The Council's current contract with its treasury advisers runs until 30th June 2015 so approval is being sought to procure advisers' services beyond this date.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee notes the contents of the Mid-Year Review Report on Treasury Management for 2014/15.
- 3.2 It is recommended that the Mid-Year Review Report be remitted to the Full Council for approval.
- 3.3 It is recommended that approval be given to procuring treasury advisers' services on the basis of a contract for 3 years with the option of a further 1 year extension with procurement by negotiation with the current provider (Capita Treasury Solutions Limited) subject to the approval of the Chief Financial Officer and the Head of Legal & Property Services and the annual cost not to exceed £22,000 per year.

Alan Puckrin
Chief Financial Officer

4.0 BACKGROUND

- 4.1 The Chartered Institute of Public Finance and Accountancy's Code of Practice on Treasury Management 2011 has been adopted by this Council and the Council fully complies with its requirements. The primary requirements of the Code are:
1. The creation and maintenance of a Treasury Management Policy Statement which sets out the policies and objectives of the Council's treasury management activities.
 2. The creation and maintenance of Treasury Management Practices which set out the manner in which the Council will seek to achieve those policies and objectives.
 3. The receipt by the Full Council of an annual Treasury Management Strategy Statement (including Annual Investment Strategy) for the year ahead, a Mid-Year Review Report, and an Annual Report (stewardship report) covering activities during the previous year.
 4. The delegation by the Council of responsibilities for implementing and monitoring treasury management policies and practices and for the execution and administration of treasury management decisions.
 5. The delegation by the Council of the role of scrutiny of treasury management strategy and policies to a specific named body which in this Council is the Policy & Resources Committee.
- 4.2 Treasury Management in this context is defined as: "The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."

Mid-Year Review Report for 2014/15

- 4.3 The purpose of this report is to meet one of the above requirements of the CIPFA Code, namely the Mid-Year Review Report for the financial year 2014/15.
- 4.4 This mid-year review report covers:
- The Council's Treasury Position as at 30th September 2014
 - An economic update of the first six months of 2014/15
 - A review of the Treasury Management Strategy Statement and Annual Investment Strategy
 - A review of the Council's investment portfolio for 2014/15
 - A review of the Council's borrowing strategy for 2014/15
 - A review of any debt restructuring undertaken during 2014/15
 - A review of compliance with Treasury, Prudential, and Council Policy Limits for 2014/15.

Treasury Management is a complex area with its own terminology and acronyms. In order to aid the Committee's understanding a Glossary of Terms is attached as Appendix 1.

4.5 Treasury Position As At 30th September 2014

The Council's debt and investment position was as follows:

	30 th September 2014		1 st April 2014	
	Principal	Rate	Principal	Rate
	£000		£000	
Fixed Rate Funding:				
- PWLB	116,750		117,168	
- Market *	55,000		55,000	
	<u>171,750</u>	3.98%	<u>172,168</u>	3.99%
Variable Rate Funding:				
- PWLB	0		0	
- Market *	47,900		47,900	
- Temporary	43		43	
	<u>47,943</u>	4.97%	<u>47,943</u>	4.97%
Total Debt	219,693	4.19%	220,111	4.21%

* - Market Loans are shown as variable when they have less than 1 year to go until their next call date.

	30 th September 2014		1 st April 2014	
	Principal	Return	Principal	Return
	£000		£000	
Investments:				
- External	42,500	0.86%	32,500	1.02%
- Deposit Accounts	9,431	0.50%	15,609	0.50%
Total Investments	51,931	0.80%	48,109	0.85%

In addition, the Council has items counting as investments under Scottish Government rules as at 30th September 2014 of £268,330 (down from £291,864 on 1st April 2014). Details are given in Appendix 2 and largely relate to loans to third parties.

4.6 Economic Update

The Council's Treasury Advisers (Capita Treasury Solutions Limited) have provided the following economic update:

UK

After strong UK GDP quarterly growth of 0.7%, 0.8% and 0.7% in quarters 2, 3 and 4 respectively in 2013, (2013 annual rate 2.7%), and 0.7% in quarter 1 and 0.9% in quarter 2 of 2014 (annual rate 3.2% in quarter 2), it appears very likely that strong growth will continue through 2014 and into 2015 as forward surveys for the services and construction sectors are very encouraging and business investment is also strongly recovering. The manufacturing sector has also been encouraging though the latest figures indicate a weakening in the future trend rate of growth. However, for this recovery to become more balanced and sustainable in the longer term, the recovery needs to move away from dependence on consumer expenditure and the housing market to exporting, and particularly of manufactured goods, both of which need to substantially improve on their recent lacklustre performance. This overall strong growth has resulted in unemployment falling much faster through the initial threshold of 7%, set by the Monetary Policy Committee (MPC) in August 2013, before it said it would consider any increases in the Bank Rate. The MPC has, therefore, subsequently broadened its forward guidance by adopting five qualitative principles and looking at a much wider range of about eighteen indicators in order to form a view on how much slack there is in the economy and how quickly slack is being used up.

The MPC is particularly concerned that the current squeeze on the disposable incomes of consumers should be reversed by wage inflation rising back above the level of inflation in order to ensure that the recovery will be sustainable. There also needs to be a major improvement in labour productivity, which has languished at dismal levels since 2008, to support increases in pay rates. Most economic forecasters are expecting growth to peak in 2014 and then to ease off a little, though still remaining strong, in 2015 and 2016. Unemployment is therefore expected to keep on its downward trend and this is likely to eventually feed through into a return to significant increases in pay rates at some point during the next three years. However, just how much those future increases in pay rates will counteract the depressive effect of increases in the Bank Rate on consumer confidence, the rate of growth in consumer expenditure and the buoyancy of the housing market, are areas that will need to be kept under regular review.

Also encouraging has been the sharp fall in CPI inflation, reaching 1.5% in May and July, the lowest rate since 2009. Forward indications are that inflation is likely to fall further in 2014 to possibly near to 1%. Overall, markets are expecting that the MPC will be cautious in raising the Bank Rate as it will want to protect heavily indebted consumers from too early an increase in the Bank Rate at a time when inflationary pressures are also weak. A first increase in Bank Rate is therefore expected in quarter 1 or quarter 2 of 2015 with increases after that expected to be at a slow pace to lower levels than prevailed before 2008 as increases in the Bank Rate will have a much bigger effect on heavily indebted consumers than they did before 2008.

The return to strong growth has also helped lower forecasts for the increase in Government debt by £73bn over the next five years, as announced in the 2013 Autumn Statement, and by an additional £24bn, as announced in the March 2014 Budget - which also forecast a return to a significant budget surplus (of £5bn) in 2018/19. However, monthly public sector deficit figures have disappointed so far in 2014/15.

US

In September 2014, the Federal Reserve continued with its monthly \$10bn reductions in asset purchases, which started in December 2013. Asset purchases have now fallen from \$85bn to \$15bn and are expected to stop in October 2014, providing strong economic growth continues. First quarter GDP figures for the US were depressed by exceptionally bad winter weather, but growth rebounded very strongly in quarter 2 to 4.6% (annualised).

The US faces similar debt problems to those of the UK but, thanks to reasonable growth, cuts in government expenditure and tax rises, the annual government deficit has been halved from its peak without appearing to do too much damage to growth, although the weak labour force participation rate remains a matter of key concern for the Federal Reserve when considering the amount of slack in the economy and monetary policy decisions.

Eurozone

The Eurozone is facing an increasing threat from weak or negative growth and from deflation. In September 2014, the inflation rate fell further, to reach a low of 0.3%. However, this is an average for all Eurozone countries and includes some countries with negative rates of inflation. Accordingly, the European Central Bank took some rather limited action in June to loosen monetary policy in order to promote growth. In September it took further action to cut its benchmark rate to only 0.05%, its deposit rate to -0.2% and to start a programme of purchases of corporate debt. However, it has not embarked yet on full quantitative easing (purchase of sovereign debt).

Concern in financial markets for the Eurozone subsided considerably during 2013. However, sovereign debt difficulties have not gone away and major issues could return in respect of any countries that do not dynamically address fundamental issues of low growth, international uncompetitiveness and the need for overdue reforms of the economy, (as Ireland has done). It is, therefore, possible over the next few years that levels of government debt to GDP ratios could continue to rise for some countries. This could mean that sovereign debt concerns have not disappeared but, rather, have only been postponed.

China and Japan

Japan is causing considerable concern as an increase in sales tax in April has suppressed consumer expenditure and growth. In quarter 2 growth was -1.8% quarter-on-quarter and -7.1% over the previous year. The Government is hoping that this is a temporary blip.

As for China, Government action in 2014 to stimulate the economy appeared to be putting the target of 7.5% growth within achievable reach but recent data has raised fresh concerns. There are also major concerns as to the creditworthiness of much bank lending to corporates and local government during the post 2008 credit expansion period and whether the bursting of a bubble in housing prices is drawing nearer.

4.7 Treasury Advisers' View of Next Six Months of 2014/15

Capita advise that:

They undertook a review of their interest rate forecasts in mid-August, after the Bank of England's Inflation Report. By the beginning of September, a further rise in geopolitical concerns, principally over Ukraine but also over the Middle East, had caused a further flight into safe havens like gilts and depressed PWLB rates further. However, there is much volatility in rates as news ebbs and flows in negative or positive ways. Their latest forecast includes a first increase in Bank Rate in quarter 1 of 2015.

Their PWLB forecasts are based around a balance of risks. However, there are potential upside risks, especially for longer term PWLB rates, as follows: -

- A further surge in investor confidence that robust world economic growth is firmly expected, causing a flow of funds out of bonds and into equities.
- UK inflation being significantly higher than in the wider EU and US, causing an increase in the inflation premium inherent to gilt yields.

Downside risks currently include:

- The situation over Ukraine poses a major threat to Eurozone and world growth if it was to deteriorate into economic warfare between the West and Russia where Russia resorted to using its control over gas supplies to Europe.
- UK strong economic growth is currently dependent on consumer spending and the unsustainable boom in the housing market. The boost from these sources is likely to fade after 2014.
- A weak rebalancing of UK growth to exporting and business investment causing a weakening of overall economic growth beyond 2014.
- Weak growth or recession in the UK's main trading partners - the EU and US, inhibiting economic recovery in the UK.
- A return to weak economic growth in the US, UK and China causing major disappointment in investor and market expectations.
- A resurgence of the Eurozone sovereign debt crisis caused by ongoing deterioration in government debt to GDP ratios to the point where financial markets lose confidence in the financial viability of one or more countries and in the ability of the European Central Bank and Eurozone governments to deal with the potential size of the crisis.
- Recapitalising of European banks requiring more government financial support.
- Lack of support by populaces in Eurozone countries for austerity programmes, especially in countries with very high unemployment rates e.g. Greece and Spain, which face huge challenges in engineering economic growth to correct their budget deficits on a sustainable basis.
- Italy: the political situation has improved but it remains to be seen whether the new government is able to deliver the austerity programme required and a programme of overdue reforms. Italy has the third highest government debt mountain in the world.
- France: after being elected on an anti-austerity platform, President Hollande has embraced a €50bn programme of public sector cuts over the next three years. However, there could be major obstacles in implementing this programme. Major overdue reforms of employment practices and an increase in competitiveness are also urgently required to lift the economy out of stagnation.

- Monetary policy action failing to stimulate sustainable growth in western economies, especially the Eurozone and Japan.
- Heightened political risks in the Middle East and East Asia could trigger safe haven flows back into bonds.
- There are also increasing concerns that the reluctance of western economies to raise interest rates significantly for some years, plus the huge quantitative easing measures which remain in place (and may be added to by the European Central Bank in the near future), has created potentially unstable flows of liquidity searching for yield and therefore heightened the potential for an increase in risks in order to get higher returns. This is a return of the same environment which led to the 2008 financial crisis.

4.8 Capita's Interest Rate Forecast

The latest interest rate forecast produced by Capita is as follows:

	End Sept-14 Actual	Dec-14	Mar-15	Jun-15	Sep-15	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16
	%	%	%	%	%	%	%	%	%	%
BANK RATE	0.50	0.50	0.75	0.75	1.00	1.00	1.25	1.25	1.50	1.75
5yr PWLB	2.77	2.70	2.80	2.90	3.00	3.00	3.10	3.20	3.30	3.40
10yr PWLB	3.46	3.50	3.60	3.70	3.80	3.90	4.00	4.10	4.10	4.20
25yr PWLB	4.04	4.10	4.20	4.30	4.40	4.50	4.60	4.70	4.80	4.80
50yr PWLB	4.03	4.10	4.20	4.30	4.40	4.50	4.60	4.70	4.80	4.80

The above Capita forecasts for PWLB rates are for the PWLB certainty rates which include a 0.20% reduction for new PWLB borrowing from 1st November 2012 by local authorities that apply to access the rate (as most local authorities have done, including Inverclyde Council).

4.9 Treasury Management Strategy Statement and Annual Investment Strategy Update

The Treasury Management Strategy Statement for 2014/15 was approved by the Council on 10th April 2014. The Council's Annual Investment Strategy, which is incorporated in the Treasury Management Strategy Statement, outlines the Council's investment priorities as follows:

- The security of capital
- The liquidity of investments.

The Council will also aim to achieve the optimum return (yield) on investments commensurate with the proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term (maximum loan period of 12 months), and only invest with highly credit rated financial institutions, using Capita's suggested creditworthiness approach, including sovereign credit rating and credit default swap (CDS) overlay information provided by Capita.

A breakdown of the Council's investment portfolio is shown in Appendix 2.

The Council have undertaken no borrowing so far this year to fund forthcoming capital expenditure. It is anticipated that some borrowing may take place during this financial year in line with the approved Treasury Management Strategy.

Investments during the first six months of the year have been undertaken in line with the Strategy and no changes to credit ratings for UK and other banks and financial institutions have required action by the Council. Continued caution is, however, being exercised with the position being constantly monitored.

As outlined above, the economic situation and financial and banking markets remain uncertain and volatile, both globally and in the UK. In this context, it is considered that the Treasury Management Strategy and Annual Investment Strategy approved by the Council on 10th April 2014 are still appropriate.

4.10 Investment Portfolio 2014/15

In accordance with the Code, it is the Council's priority to ensure security of capital and liquidity, and to obtain an appropriate level of return which is consistent with the Council's low risk appetite. The investment portfolio yield for the first six months of the year compared to its benchmark is as follows:

Average Investment Over First Six Months Of 2014/15	Annualised Rate of Return (gross of fees)	Benchmark Return (3 Month LIBID uncompounded)
£55,300,000	0.76%	0.42%

The Council have outperformed the benchmark by 0.34% resulting in additional income to the Council in the period of £94,000 largely due to the Council undertaking investments for longer periods than the 3 month benchmark and with UK Nationalised/Part Nationalised Banks which are considered to be lower risk.

The level of Deposit Rates during the first 6 months of the year means that the Council will not achieve similar performance against the benchmark in future.

A full list of investments held as at 30th September 2014, compared to Capita's counterparty list and to the position at 1st April 2014, is shown in Appendix 2.

4.11 New External Borrowing

The Council's capital financing requirement (CFR) is, based on the latest capital programme, £2.7m for financial year 2013/14 and £16.2m for 2014/15 (excluding assets funded from PPP). The CFR denotes the Council's underlying need to borrow for capital purposes. If the CFR is positive the Council may borrow from the PWLB or the market (external borrowing) or from internal balances on a temporary basis (internal borrowing). The balance of external and internal borrowing is generally driven by market conditions.

For borrowing rates, the general trend has been a decrease in interest rates during the first six months of 2014/15 across longer dated maturity bands, but a rise in the shorter maturities, reflecting in part the expected rise in the Bank rate.

The following table shows the movement in PWLB rates for the first six months of the year and provides benchmarking data showing high and low points etc:

PWLB Borrowing Rates 1 st April – 30 th September 2014					
	1 year	5 year	10 year	25 year	50 year
High	1.49%	2.87%	3.66%	4.30%	4.28%
Date	16/07/2014	03/07/2014	20/06/2014	03/04/2014	02/04/2014
Low	1.20%	2.48%	3.16%	3.74%	3.72%
Date	08/04/2014	28/08/2014	28/08/2014	01/09/2014	29/08/2014
Average	1.35%	2.66%	3.47%	4.10%	4.07%
Spread between High and Low	0.29%	0.39%	0.50%	0.56%	0.56%
01/04/2014	1.24%	2.65%	3.63%	4.29%	4.27%
30/09/2014	1.37%	2.57%	3.26%	3.84%	3.83%
Spread between 01/04/2014 and 30/09/2014	0.13%	0.08%	0.37%	0.45%	0.44%

The Council has not borrowed in advance of need in 2014/15 and has no intention of doing so.

4.12 Debt Rescheduling

No debt rescheduling was undertaken during the first six months of 2014/15.

4.13 Compliance with Treasury, Prudential and Council Policy Limits

It is a statutory duty for the Council to determine and keep under review the "Affordable Capital Expenditure Limits". The Council's approved Treasury and Prudential Indicators (affordability limits) are outlined in the approved Treasury Management Strategy Statement.

During the financial year to date the Council has operated within the treasury limits and Treasury and Prudential Indicators set out in the Council's Treasury Management Strategy Statement and in compliance with the Council's Treasury Management Practices other than the exceeding of the Council's Counterparty Limit with the Bank of Scotland by a maximum of £0.6m for 2 days in July 2014 (and as homologated by the Policy & Resources Committee).

The Prudential and Treasury Indicators and Council policy limits monitored during the year are shown in Appendix 3.

4.14 Performance Measurement 2013/14

Appendix 4 shows the outturn for Prudential Indicators for 2012/13 and 2013/14 along with the Loans Fund Pool Rate for Interest for the last five years. These figures reflect the final position following the completion and audit of the Council's Annual Accounts.

4.15 Other Issues

The Council's contract with its treasury advisers ran until 30th June 2014 with the option for a further one year extension until 30th June 2015. The Council took up the extension.

The treasury advisers are Capita Treasury Solutions Limited who were renamed from Sector Treasury Services Limited on 1 October 2014.

Approval is sought from Committee to proceed with procuring treasury advisers' services on the basis of a contract for 3 years with the option of a further 1 year extension. The provision of such services to public sector bodies is extremely specialised with a very small number of potential providers. Committee are therefore requested to approve that procurement is by negotiation with the current provider (Capita Treasury Solutions Limited) subject to the approval of the Acting Corporate Director Environment and Regeneration and the Head of Legal & Property Services and the annual cost not to exceed £22,000 per year. This cost will be contained within the existing budget for loan charges.

5.0 IMPLICATIONS

5.1 Legal: None. Any borrowing or lending is done under the Council's legal powers.

Finance: Through the achievement of exceeding the investment benchmark return rate, the Council has benefited from additional returns of £94,000. The Council utilises Treasury Management as part of the overall Financial Strategy and Officers will continue to investigate borrowing and investment opportunities to bring financial benefits to the Council, all within the Treasury Management Policy.

Human Resources: None.

Equalities: None.

Repopulation: None

6.0 CONSULTATIONS

- 6.1 This report has been produced based on advice from the Council's treasury advisers (Capita Treasury Solutions Limited).

7.0 LIST OF BACKGROUND PAPERS

- 7.1 CIPFA - Code of Practice on Treasury Management in the Public Services (Revised 2011)
Scottish Government – Finance Circular 5/2010 – The Investment of Money By Scottish Local Authorities
Inverclyde Council – Treasury Management Strategy and Annual Investment Strategy 2014/15-2016/17.

TREASURY MANAGEMENT
GLOSSARY OF TERMS

Affordable Capital Expenditure Limit

The amount that the Council can afford to allocate to capital expenditure in accordance with the requirements of the Local Government in Scotland Act 2003 and supporting regulations.

Authorised Limit for External Debt

This is a limit for total Council external debt as set by the Council based on debt levels and plans.

Bank of England

The central bank for the UK with ultimate responsibility for setting interest rates (which it does through the Monetary Policy Committee or “MPC”).

Bank Rate

The interest rate for the UK as set each month by the Monetary Policy Committee (“MPC”) of the Bank of England. This was previously referred to as the “Base Rate”.

Call Date

A date on which a lender for a LOBO loan can seek to apply an amended interest rate to the loan. The term “call date” is also used in relation to some types of investments with a maturity date where the investments can be redeemed on call dates prior to the maturity date.

Capita

Capita Treasury Solutions Limited who are the Council’s treasury management advisers who were previously named Sector Treasury Services Limited (and were normally referred to as Sector).

Capital Expenditure

Expenditure on or for the creation of fixed assets that meets the definition of Capital Expenditure under the accounting rules as set-out in the Code of Practice on Local Authority Accounting in the United Kingdom and for which the Council are able to borrow.

Capital Financing Requirement

The Capital Financing Requirement (sometimes referred to as the “CFR”) is a Prudential Indicator that can be derived from the information in the Council’s Balance Sheet. It generally represents the underlying need to borrow for capital expenditure (including PPP schemes).

CDS Spread

A CDS Spread or “Credit Default Swap” Spread is the cost of insuring against default by a Counterparty. Increases in the CDS Spread for a Counterparty may indicate concerns within the market regarding a Counterparty.

Certificates of Deposit

Certificates of Deposit (or CDs) are a form of investment and similar to Fixed Term Deposits in that the investment is with a named Bank or Financial Institution, matures on a set date, and is repaid with interest on the maturity date. Unlike a Fixed Term Deposit, a CD can also be traded in the market prior to maturity.

CIPFA

CIPFA is the Chartered Institute of Public Finance and Accountancy who produce guidance, codes of practice, and policy documents for Councils.

Consumer Prices Index

The Consumer Prices Index (“CPI”) is a means of measuring inflation (as is the Retail Prices Index or “RPI”). The Monetary Policy Committee of the Bank of England set the Bank Rate in order to try to keep CPI at or close to the target set by the Government (currently the target is 2%). The calculation of the CPI includes many items of normal household expenditure but the calculation excludes some items such as mortgage interest payments and Council Tax.

Counterparty

Another organisation involved in a deal i.e. if the Council enters a deal with a bank then the bank would be referred to as the “Counterparty”.

Credit Ratings

Credit ratings are indicators produced by a ratings provider (such as Fitch, Moody's or Standard & Poor's) that aim to give an opinion on the relative ability of a financial institution to meet its financial commitments. Credit ratings are not guarantees – they are opinions based on investigations and assessments by the ratings providers and they are regularly reviewed and updated. The Council makes use of credit ratings to determine which counterparties are appropriate or suitable for the Council to make deposits with.

The highest credit rating is AAA.

European Central Bank

Sometimes referred to as “the ECB”, the European Central Bank is the central bank for the Eurozone and is the equivalent of the Bank of England. The European Central Bank sets interest rates for the Eurozone.

Eurozone

This is the name given to the countries in Europe that have the Euro as their currency. Interest rates in the Eurozone are set by the European Central Bank. The Eurozone is comprised of the following 18 countries: Austria, Belgium, Cyprus, Estonia, Finland, France, Germany, Greece, Ireland, Italy, Latvia, Luxembourg, Malta, the Netherlands, Portugal, Slovakia, Slovenia, and Spain.

Fed Rate

This is the interest rate for the US. Rates for the US are set by the Federal Reserve (the central bank for the US and the equivalent of the Bank of England).

Federal Reserve

Sometimes referred to as “the Fed”, the Federal Reserve is the central bank for the US and is the equivalent of the Bank of England. The Federal Reserve sets interest rates for the US.

Fixed Rate Funding/Investments

This term refers to funding or investments where the interest rate that applies to payments or receipts of interest on the funding or investments is fixed and does not change.

Fixed Term Deposit

A Fixed Term Deposit or Fixed Term Investment is an investment with a named bank or financial institution which matures on a set date and which is repaid with interest on the maturity date. Fixed Term Deposits cannot be traded and cannot be terminated before the maturity date without the payment of a penalty (if at all).

Flat Yield Curve

A flat yield curve occurs where the yield for long-term investments is the same or similar to the yield for short-term investments – the period of the investment makes no or little difference to the yield on the investment.

G7/G8/G20

These are forums for discussions by the governments of large world economies.

The G7 is comprised of Canada, France, Germany, Italy, Japan, the UK, and the USA. The G8 is the G7 plus Russia (with the European Union also attending). The G20 is comprised of 19 countries (including the G7 and Russia) plus the European Union.

Gilt Yields

A gilt yield is the effective rate of return that someone buying a gilt at the current market price will receive on that gilt. Since the market price of a gilt can vary at any time, the yield will also vary.

Gilts

Gilts are bonds (i.e. debt certificates) that are issued (i.e. sold) by the UK Government. When they issue gilts the Government sets the interest rate that applies to the gilt, sets when they will repay the value of the gilt, and it agrees to make interest payments at regular intervals until the gilt is repaid or redeemed. Gilts are traded in the financial markets with the price varying depending on the interest rate applicable to the gilt, when the gilt will be repaid (i.e. when it will mature), on Bank Rate expectations, and on market conditions.

Gross Domestic Product

Gross Domestic Product ("GDP") is a measure of the output of goods and services from an economy.

Growth

Positive growth in an economy is an increase in the amount of goods and services produced by that economy over time. Negative growth in an economy is a reduction in the amount of goods and services produced by that economy over time.

IMF

The International Monetary Fund oversees the world financial system and seeks to stabilise international exchange rates, facilitate development, and provide resources to countries in balance of payments difficulties or to assist with poverty reduction.

Incremental Impact of Capital Investment Decisions

These are Prudential Indicators that reflect the impact on Council Tax of movements in projected and estimated capital expenditure within and between financial years.

Inflation

Inflation is the term used for an increase in prices over time. It can be measured in various ways including using the Consumer Prices Index ("CPI") or the Retail Prices Index ("RPI").

Inverted Yield Curve

An inverted or negative yield curve shows long-term investments having lower yields than short-term investments (an investor gets a better yield by investing for a shorter period).

Investment Regulations

The Local Government in Scotland Act 2003 allows the Scottish Ministers to introduce Regulations to extend and govern the rules under which Scottish Councils may invest funds. The Local Government Investments (Scotland) Regulations 2010 came into effect on 1st April 2010.

LIBID

This is the London Interbank Bid Rate – an interest rate that is used between banks when they wish to attract deposits from each other.

LIBOR

This is the London Interbank Offering Rate – an interest rate that is used as a base for setting interest rates for deals between banks.

LOBO

This is a form of loan that the Council has with some lenders. The term is short for the phrase "Lender Option/Borrower Option".

Money Market Fund

A Money Market Fund (or MMF) is a highly regulated investment product into which funds can be invested. An MMF offers the highest possible credit rating (AAA) whilst offering instant access and the diversification of risk (due to the MMF's balances being investing in selected and regulated types of investment product with a range of different and appropriately credit-rated counterparties).

MPC

The MPC or Monetary Policy Committee is a committee of the Bank of England that meets each month (in a meeting over 2 days) to set the Bank Rate for the UK.

Negative Yield Curve

A negative or inverted yield curve shows long-term investments having lower yields than short-term investments (an investor gets a better yield by investing for a shorter period).

Net Borrowing Requirement

This is the difference between the Council's net external borrowing and its capital financing requirement. Under the Prudential Code the Council's net external borrowing should not, except in the short term, exceed its capital financing requirement. The Net Borrowing Requirement should therefore normally be a negative figure.

Operational Boundary

This is a level of debt set by the Council at lower than the Authorised Limit and which Council debt levels should not normally exceed during normal operations.

Positive Yield Curve

A positive yield curve shows long-term investments having higher yields than short-term investments (an investor gets a higher rate yield for investing for longer).

Prudential Code

Councils are required to comply with the CIPFA Prudential Code for Capital Finance in Local Authorities. These requirements include the production of Prudential Indicators. The Prudential Code was last revised in November 2011.

Prudential Indicators

Indicators set-out in the Prudential Code that will help Councils to meet requirements in relation to borrowing limits or which will help Councils demonstrate affordability and prudence with regard to their prudential capital expenditure.

PWLB

The Public Works Loan Board is a government agency and part of the Debt Management Office. The PWLB provides loans to local authorities and other specified bodies.

PWLB Certainty Rates

In the Budget in March 2012, the Chancellor of the Exchequer announced that local authorities that provide information on their long-term borrowing and capital spending plans would be eligible for a 0.20% discount rate for new PWLB borrowing. The PWLB Certainty Rates came into effect on 1st November 2012.

PWLB Rates

These are the interest rates chargeable by the Public Works Loan Board for loans. The rates for fixed rate loans are determined by the day on which the loan is agreed. The rates to be charged by the PWLB for loans are set each day based on gilt yields at the start of business each day and then updated at least once during the day.

Quantitative Easing

This is the creation of money by a central bank (such as the Bank of England) in order to purchase assets from banks and companies and boost the supply of money in an economy.

Ratings

Ratings are indicators produced by a ratings provider (such as Fitch, Moody's or Standard & Poor's) that aim to give an indication of the financial or operational strength of entities including financial institutions and even countries. Ratings are not guarantees – they are opinions based on investigations and assessments by the ratings providers and they are regularly reviewed and updated. The Council makes use of credit ratings to determine which counterparties are appropriate or suitable for the Council to make deposits with.

Repo Rate

This is another name for the Bank Rate as set by the Monetary Policy Committee.

Retail Prices Index

The Retail Prices Index (“RPI”) is a means of measuring inflation (as is the Consumer Prices Index or “CPI”). The calculation of the RPI includes most of the same items as the CPI as well as some items not included in the CPI such as mortgage interest payments and Council Tax whilst excluding items that are in the CPI such as charges for financial services.

Sector

Sector Treasury Services Limited is the former name of Capita Treasury Solutions Limited who are the Council’s treasury management advisers.

Treasury Management Code

This is the “Treasury Management in the Public Services: Code of Practice” and is a code of practice for Council treasury management activities. It is produced by CIPFA and was last revised in November 2011.

Treasury Management Indicators

These are Prudential Indicators specifically relating to Treasury Management issues.

Treasury Management Practices (TMPs)

This is a Council document that sets out Council policies and procedures for treasury management as required by the Treasury Management Code. The Council also agrees an annual treasury management strategy that is submitted to Committee in accordance with the Treasury Management Practices.

Variable Rate Funding/Investments

Funding or investments where the interest rate that applies to payments or receipts of interest on the funding or investments varies on an agreed basis.

Yield

The yield is the effective rate of return on an investment.

Yield Curve

A graph showing the yield on investments plotted against the maturity period for investments:

- A positive yield curve shows long-term investments having higher yields than short-term investments (an investor gets a higher rate yield for investing for longer).
- A negative or inverted yield curve shows long-term investments having lower yields than short-term investments (an investor gets a better yield by investing for a shorter period).
- A flat yield curve occurs where the yield for long-term investments is the same or similar to the yield for short-term investments – the period of the investment makes no or little difference to the yield on the investment.

INVESTMENT PORTFOLIO

This Appendix shows the Council's Investment Portfolio as at 1st April 2014 and as at 30th September 2014. The Portfolio includes items included as Other Investments under the latest guidance on such matters.

Investments As At 1st April 2014					
	<u>Capita Colour Category And Maximum Investment Period</u>	<u>Annual Rate</u>	<u>Amount</u>	<u>Deposit Type</u>	<u>Maturity Date</u>
<u>Investments</u>			<u>£</u>		
Bank of Scotland	BLUE - 12 Months	1.05%	5,000,000	Fixed Term	06-May-14
Bank of Scotland	BLUE - 12 Months	1.05%	5,000,000	Fixed Term	22-May-14
Bank of Scotland	BLUE - 12 Months	1.05%	5,000,000	Fixed Term	05-Jun-14
Bank of Scotland	BLUE - 12 Months	1.01%	5,000,000	Fixed Term	02-Jul-14
Bank of Scotland	BLUE - 12 Months	1.01%	7,500,000	Fixed Term	08-Jul-14
Bank of Scotland	BLUE - 12 Months	0.95%	5,000,000	Fixed Term	12-Feb-15
			32,500,000		
<u>Deposit Accounts</u>					
Bank of Scotland	BLUE - 12 Months	0.50%	10,605,700	Call	---
Svenska Handelsbanken	ORANGE - 12 Months	0.50%	5,002,055	Call	---
Santander UK	GREEN - 100 Days	0.40%	494	Call	---
RBS	BLUE - 12 Months	0.25%	275	Call	---
			15,608,524		
<u>Other Investments</u>					
Holdings of Shares, Bonds, and Units	---	---	2,000	War Stock	---
Loans Made To Third Parties	---	---	289,864	---	---
Investment Properties	---	---	0	---	---
			291,864		
TOTAL			48,400,388		

Investments As At 30th September 2014					
	<u>Capita Colour Category And Maximum Investment Period</u>	<u>Annual Rate</u>	<u>Amount</u>	<u>Deposit Type</u>	<u>Maturity Date</u>
<u>Investments</u>			£		
Bank of Scotland	BLUE - 12 Months	0.70%	5,000,000	Fixed Term	05-Dec-14
Bank of Scotland	BLUE - 12 Months	0.70%	5,000,000	Fixed Term	08-Jan-15
Bank of Scotland	BLUE - 12 Months	0.95%	5,000,000	Fixed Term	12-Feb-15
Bank of Scotland	BLUE - 12 Months	0.70%	5,000,000	Fixed Term	16-Mar-15
Bank of Scotland	BLUE - 12 Months	0.95%	5,000,000	Fixed Term	06-May-15
Bank of Scotland	BLUE - 12 Months	0.95%	5,000,000	Fixed Term	21-May-15
Bank of Scotland	BLUE - 12 Months	0.95%	7,500,000	Fixed Term	07-Jul-15
Bank of Scotland	BLUE - 12 Months	0.95%	5,000,000	Fixed Term	15-Sep-15
			42,500,000		
<u>Deposit Accounts</u>					
Bank of Scotland	BLUE - 12 Months	0.50%	4,430,600	Call	---
Svenska Handelsbanken	ORANGE - 12 Months	0.50%	5,000,000	Call	---
Santander UK	RED - 6 Months	0.40%	495	Call	---
			9,431,095		
<u>Other Investments</u>					
Holdings of Shares, Bonds, and Units	---	---	2,000	War Stock	---
Loans Made To Third Parties	---	---	266,330	---	---
Investment Properties	---	---	0	---	---
			268,330		
TOTAL			52,199,425		

PRUDENTIAL/TREASURY INDICATORS AND COUNCIL POLICY LIMITS

Prudential and Treasury Indicators				
	<u>Estimate For 2014/15</u>	<u>Actual For 2014/15 To 30/9/2014</u>	<u>Within Limits</u>	
	<u>£million</u>	<u>£million</u>		
PI 7 - Authorised Limit for External Debt (Excl PPP)	262.000	219.693	Yes	
PI 8 - Operational Limit for External Debt (Excl PPP)	255.000	219.693	Yes	
PI 10 - Compliance with CIPFA code			Yes	
	<u>%</u>	<u>%</u>		
PI 11 - Upper limit on fixed interest rate exposure	140.000%	102.377%	Yes	
PI 12 - Upper limit on variable interest rate exposure	40.000%	-2.377%	Yes	
PI 13 Borrowing fixed rate maturing in each period (LOBOs included based on call dates rather than maturity dates)				
	<u>Upper</u>	<u>Lower</u>	<u>Actual</u>	<u>Within Limits</u>
Under 12 months	40%	0%	3.131%	Yes
1 - 2 years	40%	0%	20.780%	Yes
2 - 5 years	40%	0%	21.207%	Yes
5 - 10 years	40%	0%	26.423%	Yes
10 - 30 years	40%	0%	5.169%	Yes
30 - 50 years	40%	0%	23.290%	Yes
50 - 70 years	40%	0%	0.000%	Yes
TOTAL			100.000%	
PI 14 - Upper limit on sums invested for periods longer than 364 days				
	<u>Limit For 2014/15 £</u>	<u>Maximum In Period £</u>	<u>Within Limit</u>	<u>Comment</u>
PI 14 - Upper limit on sums invested for periods longer than 364 days	10,000,000	0	Yes	---
Gross External Debt Compared To Capital Financing Requirement (Excl PPP)				
	<u>CFR At 30/9/2014</u>	<u>Gross External Debt At 30/9/2014</u>	<u>Gross External Debt Below CFR?</u>	
	<u>£million</u>	<u>£million</u>		
Gross External Debt Compared To Capital Financing Requirement (Excl PPP)	232.403	219.693	Yes	
Council Policy Limits				
	<u>Limit per Council Policy</u>	<u>Actual As At 30/9/2014</u>	<u>Within Limits</u>	
Maximum proportion of borrowing at variable interest rates	40%	21.823%	Yes	
Maximum proportion of debt restructuring in any one year	30%	0.000%	Yes	
Maximum proportion of debt repayable in any one year	25%	18.207%	Yes	

PRUDENTIAL INDICATORS AND LOANS FUND POOL RATE FOR INTEREST

PRUDENTIAL INDICATORS	2012/13	2013/14
	Actual	Actual
Capital Expenditure (Indicator 5) Non – HRA (Including PPP)	£000 48,578	£000 32,646
Ratio of financing costs to net revenue stream (Indicator 1) Non – HRA (Including PPP)	10.93%	12.50%
Net borrowing requirement (Indicator 4) As At 31 March	£000 -66,005	£000 -60,740
Capital Financing Requirement as at 31 March (Indicator 6) Non – HRA (Including PPP)	£000 296,906	£000 304,506
Upper limit for total principal sums invested for over 364 days (Indicator 14)	£0	£0
Gross External Debt compared to Capital Financing Requirement at Year-End	£000	£000
Capital Financing Requirement	296,906	304,506
Gross External Debt	298,215	291,875
Under/(Over) Against Capital Financing Requirement	(1,309)	12,631

LOANS FUND POOL RATE FOR INTEREST		
Year	Interest Rate	
2009/10	3.805%	
2010/11	4.300%	
2011/12	4.208%	
2012/13	3.811%	
2013/14	3.831%	

Report To: Education & Communities Committee **Date: 4 November 2014**

Report By: Head of Safer & Inclusive Communities **Report No:
EDUCOM/73/14/DH**

Contact Officer: Drew Hall **Contact No: 01475 714272**

Subject: Private Sector Housing - Repair & Maintenance Strategy

1.0 PURPOSE

- 1.1 The purpose of the report is to seek the Committee's approval for a revised strategy to tackle housing disrepair by ensuring that owners take reasonable steps to secure the repair and maintenance of private housing in Inverclyde.

2.0 SUMMARY

- 2.1 Safer and Inclusive Communities have undertaken a review of the current practice of arranging repair work to houses following default of Statutory Notices. This is due to escalating costs to the Council when forced to use its default powers to repair housing and the increasingly uncooperative stance taken by property owners. The purpose of the review was to establish the most effective way of ensuring that the Council is fulfilling its statutory role in securing the repair and retention of housing in the private sector, balancing this with the most cost effective, in terms of the use of public funds, means of doing so.
- 2.2 It is proposed that the Council's role, primarily, would be in facilitating and supporting property owners in the maintenance and repair of their own property, rather than carrying out those repairs in default and recovering the costs. The service of statutory notices would continue where merited or as required by legislation.
- 2.3 It is current practice, where there is dispute amongst owners, for officers to convene meetings of all owners at a very early stage, highlighting the maintenance/repair issues in their properties, seeking to establish and encourage collaborative working between the owners, emphasising the owner's responsibilities and the practical and financial benefits of such working to maintain their property.
- 2.4 Whilst this approach will continue, the opportunity will now be taken to advise owners of the legal implications if they fail to act. These can include the service of statutory notices, the use of fixed penalty fines and referral to the Procurator Fiscal in extreme cases. It will also be made clear that the Council will not now be carrying out default work, other than in exceptional circumstances.
- 2.5 It is hoped that this new approach will encourage owners/co-owners to maintain their properties and ensure a greater degree of co-operation between co-owners in multi owned property (e.g. tenement property) and reduce the burden on public funds in carrying out works in default.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee approve the proposal to withdraw from carrying out repair works to private property in default of statutory notices, except where there is a statutory duty on the Council to do so, or otherwise in exceptional circumstances, as outlined in section 5 below.

4.0 BACKGROUND

- 4.1 Currently the Council will carry out the necessary works to repair housing where the owners have not complied with a Statutory Notice. However, due to the escalating cost of repairs to the Council and the increasingly uncooperative approach taken by some owners, it has become necessary to review this practice.
- 4.2 Safer and Inclusive Communities have undertaken a review so as to establish the most effective way to progress the Council's objectives regarding the condition of property in the Council's area.
- 4.3 The main concerns about the disrepair of private sector housing stock in Inverclyde relate mainly to older tenements or flatted property in common ownership. Co-owners require to agree to carry out routine maintenance and common repairs. Failure to undertake these repairs is a major factor in the deterioration of privately owned properties, particularly where major common elements such as roof structures and coverings, and external stonework and drainage are well beyond their useful lifespan.
- 4.4 In recent times there have been changes to legislation and policy to encourage responsible homeownership so that owners fully accept the burden of maintaining and repairing their properties. The Council has a statutory duty to ensure that houses in the private sector are fit for human habitation and are in reasonable condition given their age, type and location. The main purpose of this duty is to retain an adequate supply of appropriate housing in the area.

5.0 PROPOSALS

- 5.1 Officers of Safer and Inclusive Communities will ensure that owners/co-owners are fully informed of their responsibility for the repair of their property and will provide support to assist them in doing so.
- 5.2 Guidance, including information on the Scheme of Assistance, will be provided to the owner/co-owners of properties in disrepair in relation to how to organise necessary repairs efficiently and effectively, including creating maintenance accounts. The Service will offer to host co-owners' meetings. Assistance in identifying and contacting other owners, recording meetings and facilitating communications will also be provided.
- 5.3 Advice will be available for co-owners on all aspects of organising repairs such as signposting towards independent financial advice, technical advice, legal guidance and procurement.
- 5.4 Statutory Notices will be served where necessary depending on the extent and nature of the disrepair. However, default works will only be carried out in exceptional circumstances, particularly where the condition of the property adversely affects the health of the occupiers. Closing or demolition orders will be served where circumstances warrant them and where the accommodation is uninhabitable. In less extreme cases, fixed penalty notices will be issued and referrals made to the Procurator Fiscal where a Statutory Nuisance requiring repairs has not been complied with. Emergency works will continue to be carried out by the Local Authority where circumstances warrant it.
- 5.5 In co-owner managed repair schemes, where a minority of owners are unwilling to co-operate or have abandoned their homes, the Council's powers to pay a missing share into the co-owner's maintenance account will be considered as a last resort. The Service has been developing a protocol and procedure in consultation with Legal & Property Services for this.

6.0 IMPLICATIONS

6.1 Financial Implications:

None.

6.2 Human Resources:

None.

6.3 Legal:

None.

6.4 Equalities:

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

6.5 Repopulation:

The proposal is aimed at improving the private sector housing stock which will positively impact on repopulation.

7.0 CONSULTIONS

7.1 Legal and Property Services have been consulted on this proposal.

8.0 BACKGROUND PAPERS

8.1 None.

Report To: Education and Communities Committee **Date:** 4 November 2014

Report By: Corporate Director Education,
Communities and Organisational
Development **Report No:**
EDUCOM/87/14/JA

Contact Officer: John Arthur **Contact No:** 01475 714263

Subject: Ravenscraig Sports Barn - Community Consultation

1.0 PURPOSE

- 1.1 To inform the Committee of the results of the Community Consultation on the future use of Ravenscraig Sports Barn.

2.0 SUMMARY

- 2.1 At the Inverclyde Council meeting of 20 February, 2014 as part of the process setting the budget for 2014/16, officers were instructed to keep Ravenscraig Sports Barn open, pending a business plan from Inverclyde Leisure for the future use of the facility and further consultation with the local community. One off costs of £600,000 were agreed to support any further development, which included an allowance of £62,000 to meet the running costs of the facility for 2014/15, with any ongoing revenue costs from 2015/16 being met for the Pressure Contingency.
- 2.2 Inverclyde Leisure commissioned a feasibility study into the options for development of Ravenscraig Sports Barn, which was concluded in March 2014. The feasibility study presented a strong case for the development of a 'value' fitness gym and 'Vertigo/ Clip and Climb' and adventure play/ urban gym facility in Inverclyde, to meet local needs, fill gaps in local leisure provision and attract visitors from the wider West of Scotland area (typically with 30 minutes' drive).
- 2.3 On the basis of the feasibility study proposal, Inverclyde Leisure commissioned a community consultation on the proposals. The survey included 300 interviews of residents in the local area and a separate online survey of current users of the facility.
- 2.4 The main findings of the residents' survey are: 83% would like to see Ravenscraig undergo refurbishment, 65% wanted improved facilities at the centre and 63% wanted a better range of facilities and equipment. Of those wanting more than one area refurbished, 61% would like to see an affordable gym, 57% would like to see a soft play area and 48% would like to see a vertical climbing facility. Only 9% of residents surveyed were current users of the facility.
- 2.5 The main findings of the users' survey are 67% would like a new affordable fitness gym, 56% would like a soft play area, 64% would like a vertical fun climbing wall, 36% would like to see a café, and 68% would like to see a multifunction dance studio.
- 2.6 Inverclyde Leisure propose to joint fund the capital required for the development of this facility with the Council, estimated at £1.2 million on the basis that the facility will be self-sustaining and require no revenue support from the Council on completion.

3.0 RECOMMENDATIONS

- 3.1 That members:-
- 1) Note the results of the community consultation for the future development of Ravenscraig Sports Barn,
 - 2) Delegate authority to the Corporate Director Education, Communities and Organisational Development, in consultation with the Chief Financial Officer, to progress the project in partnership with Inverclyde Leisure and bring a final report to the Committee in due course.

John Arthur
Head of Safer & Inclusive Communities

4.0 BACKGROUND

- 4.1 Ravenscraig Sports Barn is in need of significant investment to ensure its compliance with basic modern standards and provide a facility fit for future use. The facility has also suffered year on year reductions in use and has been running at an operating loss for some time.
- 4.2 As a result, Inverclyde Leisure and Council officers suggested the closure of the facility as part of the budget process for 2014/16. In considering this option, members required officers to bring forward alternative proposals for the continued provision of the facility, and to consult the local community on its future use.
- 4.3 Inverclyde Leisure commissioned a feasibility study, concluded in March 2014, into the sustainable uses of the facility, which concluded that an extension of the fitness gym and the provision of a fun vertical climbing/ indoor adventure facility would meet local demand, extend the range of fitness and activity options available in Inverclyde and provide a potential to attract visitors from outside Inverclyde to the facility.
- 4.4 On the basis of that proposal, Inverclyde Leisure also commissioned a community survey of residents and current users of the facilities, the main findings of which were as follows:-

Residents' survey

- 83 % of those surveyed would like to see Ravenscraig undergo refurbishment
- 65 % wanted improved facilities
- 63 % wanted a better range facilities and equipment

Out of those surveyed wanting more than one area refurbished:

- 61 % would like to see a new affordable gym
- 57 % new soft play and
- 48 % vertical climbing
- Price perception for vertical climb and soft play was split 60% from £5 with a further 32% stating £5-£8.

Only 9% of residents were current users of the facility

Users' survey

- Most of the respondents lived in Greenock and Gourock (85%)
- The majority are currently Gym and Fitness Class users
- The two most popular options for development were the multi-functional dance area at 68% whilst 67% stated that they would be interested in using a "budget" type gym (around £25 per month for unlimited use)
- 56% stated that they would be interested in using a soft play area
- 64% stated that they would be interested in using a vertical fun climbing area
- Price perception for the new climbing centre per hour was split evenly between £5-£6 and £7-£8

- 4.5 Officer from Inverclyde Leisure presented the proposals for the development of the facility, together with the results of the residents' and users' surveys to a meeting of the Larkfield, Branchton and Braeside Community Council and received unanimous support from those present.
- 4.6 The Chief Executive of Inverclyde Leisure has met with the owners of a soft play facility to discuss the proposal and is confident that there will be no adverse effect on this business, on the grounds that the proposed facilities are sufficiently different from the current private sector business, and, importantly, the price point being considered is comparable with their charges.

5.0 PROPOSALS

5.1 On the basis of the work done by Inverclyde Leisure to date, a jointly funded project is proposed which will:-

- Completely refurbish the fabric of the building to modern standards
- Extend the fitness gym on the first floor by the creation of a mezzanine floor extending into the current games hall area and run on a 'value gym' basis
- Provide a 'Clip and Climb' facility with associated soft play area for younger children – this will be the first such facility in Scotland
- Provide a self-service café and facilities for children's parties
- Provide user access to Ravenscraig Stadium.

An outline illustration of the proposed facility is attached at appendix 1.

5.2 Initial discussions have been held with Inverclyde Leisure on the optimum framework for procuring and funding the project. The Council's contribution will be the balance (after deduction of 14/15 revenue costs) of the £600,000 one off funding already agreed.

5.3 On completion, it is not anticipated that the Council will provide ongoing revenue support for the facility. On current projections, the surplus generated at the facility is likely to contribute a sustained reduction in the management fee paid by the Council.

5.4 Full details of the proposal, final design and funding arrangements will be presented to the Committee for approval.

5.5 The current facility will remain in operation until the refurbishment works commence.

6.0 IMPLICATIONS

6.1 Financial Implications:

The one off funding of £600,000 to support this proposal was agreed at Full Council on the 20 February, 2014. Any revenue funding to support the continued operation of the facility in 2015/16 will be met from contingencies, as per the decision at that meeting of the Council.

6.2 Human Resources:

None

6.3 Legal:

None at this time.

6.4 Equalities:

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

6.5 Repopulation:

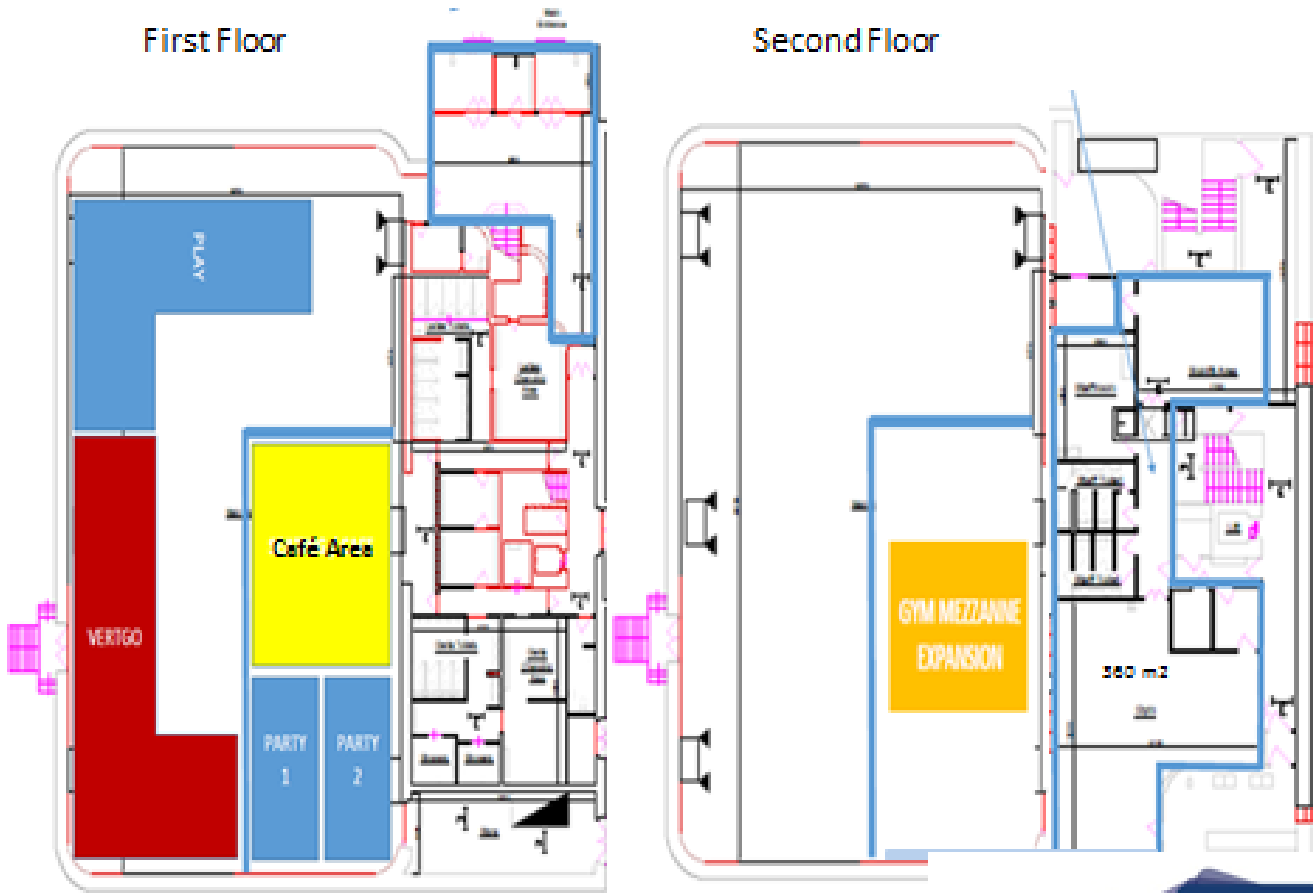
Good quality leisure facilities are critical to attracting inward migration to Inverclyde and in retaining current residents. This facility will also attract visitors from a wide catchment in the West of Scotland. The nearest similar facility in Carlisle, regularly attracts repeat custom from an hour's drive away.

7.0 CONSULTATIONS

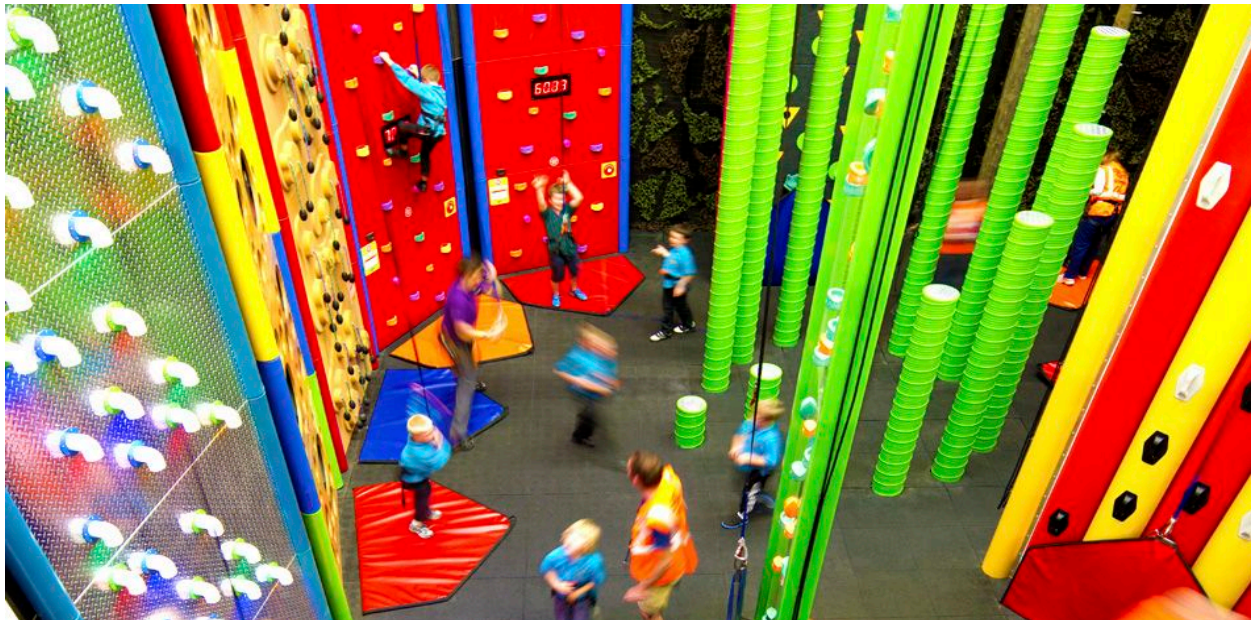
7.1 As detailed in section 4 of the report.

First Floor

Second Floor



Inverclyde
council



Appendix 1

Affordable Gym Concept



Inverclyde
council



 The Design



CLIENT: Alliance, Ravenscraig

DATE: 12 / 06 / 2014



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Report To: Education & Communities
Committee

Date: 04 November 2014

Report By: Corporate Director Education,
Communities and
Organisational Development

Report No: EDUCOM/77/14//PC

Contact Officer: Patricia Cassidy

Contact No: 01475 712761

Subject: Education Scotland report on St Patrick's Primary 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 St Patrick's Primary School.

2.0 SUMMARY

- 2.1 St Patrick's Primary School has received a good report from Education Scotland. Members should note that in the indicators of quality five aspects of the school were judged to be 'good'. The report was produced on 23 September 2014.

3.0 RECOMMENDATION

- 3.1 It is recommended that the Education & Communities Committee approve the report on St Patrick's Primary School.

Patricia Cassidy
Corporate Director
Education, Communities & Organisational Development

4.0 BACKGROUND

4.1 St Patrick's Primary School was inspected by Education Scotland in June 2014. 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 23 September 2014. It has been issued to staff, parents, local elected members and the Convener and Vice-Conveners for Education & Communities.

4.4 St Patrick's Primary School is inspected under the evaluation framework "How Good Is Our School 3?"

4.5 In assessing the indicators of quality, Education Scotland found five aspects of the school as 'good'.

4.6 The report lists four particular strengths of the school:

- Confident, well-behaved and respectful children
- The quality of partnership-working and the involvement of parents in the life of the school
- The development of children's literacy across the curriculum
- The leadership of the headteacher in establishing a strong ethos with high-quality pastoral care for children

4.7 The reports lists three areas for improvement:

- Continue to work to ensure that all children are sufficiently supported and challenged in their learning
- Continue to develop the curriculum to ensure that children can make suitable progression in all aspects of learning
- Continue to develop effective approaches to assessing and tracking children's learning, supporting them to understand their own progress and achievements

5.0 IMPLICATIONS

Finance

5.1

Financial Implications:

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	With Effect from	Annual Net Impact £000	Virement From (if Applicable)	Other Comments
N/A					

Legal

5.2 N/A

Human Resources

5.3 N/A

Equalities

5.4 Has an Equality Impact Assessment been carried out?

Yes See attached appendix

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

Repopulation

5.5 N/A

6.0 CONSULTATIONS

6.1 N/A

7.0 BACKGROUND PAPERS

7.1 Inspection Report
Additional Evidence

23 September 2014

Dear Parent/Carer

**St Patrick's Primary 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 children and worked closely with the headteacher and staff. We wanted to find out how well children are learning and achieving and how well the school supports children to do their best. The headteacher shared with us the school's successes and priorities for improvement. We looked at some particular aspects of the school's recent work, including involvement of parents and other partners, and the impact of the *Reciprocal Teaching Project* on children's reading. As a result, we were able to find out how good the school is at improving children's education.

How well do children learn and achieve?

Across the school, there is a welcoming, nurturing and inclusive ethos in which children learn and achieve well. Children are polite, respectful and support each other well in line with Catholic values. They are skilled at working together in groups as a result of the school's consistent and well-developed approaches to co-operative learning. They listen well to each other and respect the opinions of others. Teachers help children by making it clear what they are expected to learn from individual lessons. Some teachers then use this approach well to discuss with children whether learning has been successful. This good practice is not yet consistently used across the school. In English language, children are given high-quality feedback and use this successfully to set meaningful learning targets for improvement. We have asked teachers to extend this approach to other areas of the curriculum so that children can have a clear picture of their strengths, areas for development and how they are going to improve.

Children are developing independence, resilience and personal and social skills through participating in a variety of activities such as clubs, trips, shows or events such as the Commonwealth Games Day. Many are developing leadership skills through serving on the pupil council, eco group, as paired readers or through achieving a Youth Leader's Award. Across the school, most children are making good progress in English language, with some making very good progress. They can write at length and for a variety of purposes. Almost all listen well and most speak confidently. Children's reading skills have improved as a result of *Reciprocal Teaching* approaches, changes made to novel studies and the use of online reading resources. In mathematics and numeracy, children across the school can carry out mental

calculations quickly and accurately in line with their age and stage. They can use a range of strategies to solve mathematical problems. Children would benefit from further opportunities to apply their learning in real-life contexts. In the sciences, children are developing their investigative skills and applying them through designing and carrying out experiments. Across the school, children understand what constitutes a healthy lifestyle. They are developing their understanding about the needs of others and developing as responsible citizens in a range of ways including through programmes such as *Roots of Empathy* at P3, Eco work or taking part in charity fundraising work.

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

The school places a high priority on children's physical, emotional and social wellbeing. It has effective procedures in place to identify and support children who need extra support with their learning. This includes some individualised arrangements to support children who require this. One recent initiative has been the introduction of a nurture group which has helped to increase the confidence of a group of identified children. Those who require additional help with their learning have individual plans with appropriate targets. At times, these targets could be written in more accessible language to enable children and parents to better understand them and work towards making progress. The school works well with a range of agencies to meet the needs of children with additional support needs. Overall, teachers plan tasks and activities that are at the right level of difficulty for most children. However, when planning whole-class approaches, staff need to ensure that activities are matched to the different learning needs of children. We have asked them to increase the pace of learning, in particular for the higher-achieving, to provide appropriate challenge.

The curriculum promotes the school values well and encourages positive attitudes. In line with Curriculum for Excellence, teachers' planning ensures a broad range of learning opportunities which enable children to develop their knowledge and skills. The school has improved aspects of the curriculum including reading, writing, social studies, sciences and religious education. It makes effective use of links with partners, including parents, to enrich children's learning. For example, children benefit from partners' input such as James Watt College and Skills Development Scotland to their 'Science Week' and Science Roadshow. Children's literacy is being developed well across the curriculum. Increasingly, children are becoming involved in planning topic work and teachers are responding to children's interests. In planning courses, teachers need to continue to develop approaches to assessing children's learning to ensure that they make suitable progress. As staff continue to develop the curriculum they should design programmes to ensure that children are able to progress appropriately in all aspects of the curriculum including technologies and music.

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

The headteacher, supported well by the depute headteacher and the principal teacher, is respected by children, staff, parents and partners. She is particularly committed to removing barriers to learning for all children so that they can reach their full potential. Teachers regularly discuss learning and teaching with each other. They visit each other's classes and commendably have visited other schools both within and outwith the Inverclyde area to share good practice. Teachers are involved in identifying

priorities for the school improvement plan. They recognise a need to develop further their approaches to assessing, monitoring and tracking children's progress in all curriculum areas. This will ensure all children can attain as highly as possible. Many staff have taken on roles of responsibility which are helping to address priorities in the improvement plan. We have asked the school to provide further opportunities for more teachers to lead key aspects of school improvement. The pupil council have produced their own version of the school improvement plan and have presented it to their peers. This has improved children's understanding of what the school is doing to improve its work. The Parent Council and the wider parental body support the work of the school well. For example, they have funded the online reading resource.

This inspection found the following key strengths.

- Confident, well-behaved and respectful children.
- The quality of partnership-working and the involvement of parents in the life of the school.
- The development of children's literacy across the curriculum.
- The leadership of the headteacher in establishing a strong ethos with high-quality pastoral care for children.

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

- Continue to work to ensure that all children are sufficiently supported and challenged in their learning.
- Continue to develop the curriculum to ensure that children can make suitable progression in all aspects of learning.
- Continue to develop effective approaches to assessing and tracking children's learning, supporting them to understand their own progress and achievements.

What happens at the end of the inspection?

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

Marie McAdam
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/StPatrickPrimarySchoolInverclyde.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 St Patrick's Primary School.

Improvements in performance	good
Learners' experiences	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

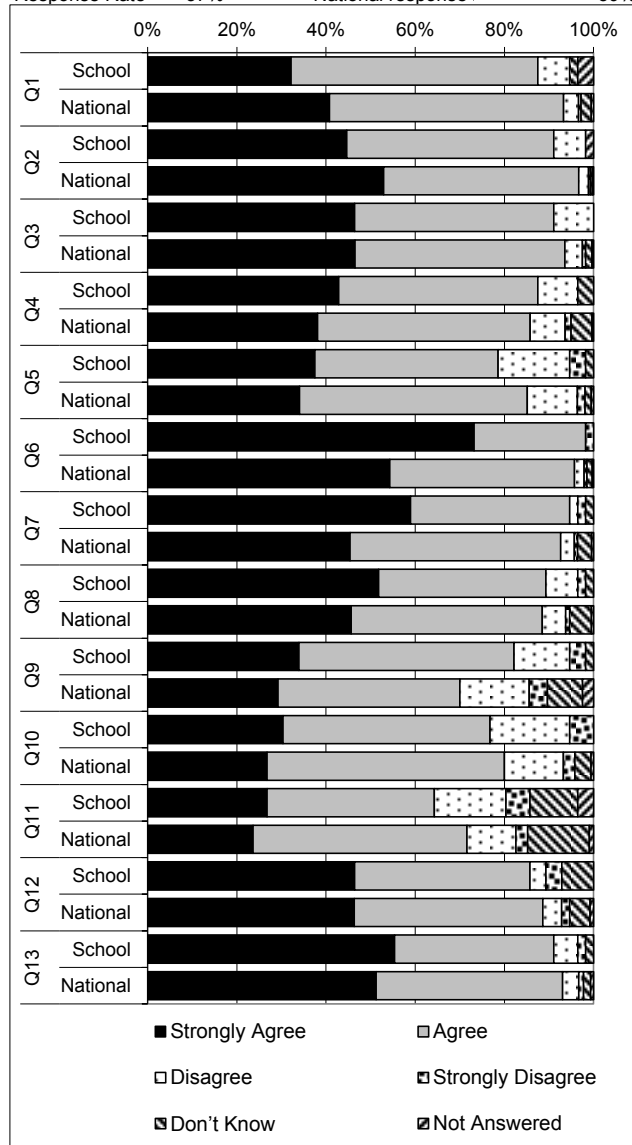
A copy of the full letter is available on the Education Scotland website at <http://www.educationscotland.gov.uk/inspectionandreview/reports/school/primsec/StPatricksPrimarySchoolInverclyde.asp>

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 St Patrick's Primary School
 SEED Number 8642524
 Quest. Issued 150
 Quest. Input 56
 Response Rate 37% National response 39%

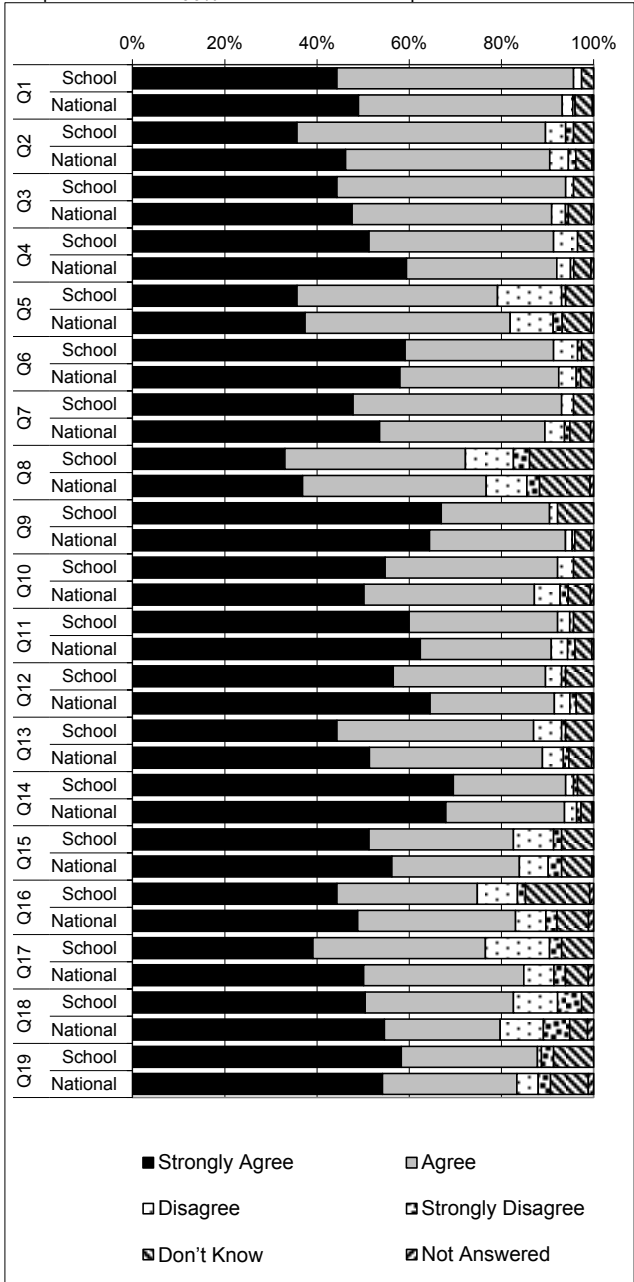


		Percentage %							
		Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Answered	Strongly Agree & Agree	Disagree & Strongly Disagree
Q1	The school helps my child to be more confident.	32%	55%	7%	0%	2%	4%	88%	7%
Q2	My child enjoys learning at school.	45%	46%	7%	0%	0%	2%	91%	7%
Q3	My child's learning is progressing well.	46%	45%	9%	0%	0%	0%	91%	9%
Q4	My child is encouraged and stretched to work to the best of their ability.	43%	45%	9%	0%	4%	0%	88%	9%
Q5	The school keeps me well informed about my child's progress.	38%	41%	16%	4%	2%	0%	79%	20%
Q6	My child feels safe at school.	73%	25%	0%	2%	0%	0%	98%	2%
Q7	My child is treated fairly at school.	59%	36%	2%	2%	2%	0%	95%	4%
Q8	I feel staff really know my child as an individual and support them well.	52%	38%	7%	2%	2%	0%	89%	9%
Q9	My child benefits from school clubs and activities provided outside the classroom.	34%	48%	13%	4%	2%	0%	82%	16%
Q10	The school asks for my views.	30%	46%	18%	5%	0%	0%	77%	23%
Q11	The school takes my views into account.	27%	38%	16%	5%	11%	4%	64%	21%
Q12	The school is well led.	46%	39%	4%	4%	7%	0%	86%	7%
Q13	Overall, I am happy with the school.	55%	36%	5%	2%	2%	0%	91%	7%

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

Pupil Questionnaire Summary

Centre Name St Patrick's Primary School
 SEED Number 8642524
 Quest. Issued 120
 Quest. Input 115
 Response Rate 96% National response | 92%

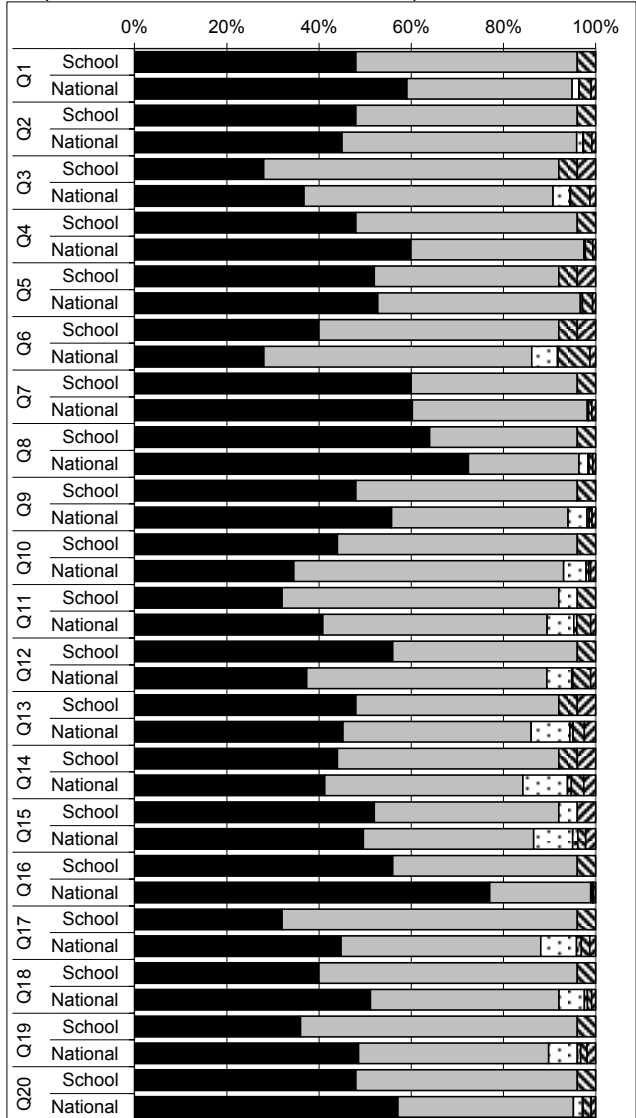


		Percentage %							
		Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Answered	Strongly Agree & Agree	Disagree & Strongly Disagree
Q1	School	44%	51%	2%	0%	3%	0%	96%	2%
	National	36%	54%	4%	2%	4%	0%	90%	6%
Q2	School	44%	50%	2%	0%	4%	0%	94%	2%
	National	51%	40%	5%	0%	3%	0%	91%	5%
Q3	School	36%	43%	14%	1%	6%	0%	79%	15%
	National	59%	32%	5%	1%	3%	0%	91%	6%
Q4	School	48%	45%	3%	0%	4%	0%	93%	3%
	National	33%	39%	10%	3%	14%	0%	72%	14%
Q5	School	67%	23%	2%	0%	8%	0%	90%	2%
	National	55%	37%	3%	0%	4%	0%	92%	3%
Q6	School	60%	32%	3%	1%	4%	0%	92%	3%
	National	57%	33%	3%	1%	6%	0%	90%	4%
Q7	School	44%	43%	6%	1%	6%	0%	87%	7%
	National	70%	24%	2%	1%	3%	0%	94%	3%
Q8	School	51%	31%	9%	2%	7%	0%	83%	10%
	National	44%	30%	9%	2%	14%	1%	75%	10%
Q9	School	39%	37%	14%	3%	7%	0%	77%	17%
	National	50%	32%	10%	5%	3%	0%	83%	15%
Q10	School	58%	30%	1%	3%	9%	0%	88%	3%
	National								
Q11	School								
	National								
Q12	School								
	National								
Q13	School								
	National								
Q14	School								
	National								
Q15	School								
	National								
Q16	School								
	National								
Q17	School								
	National								
Q18	School								
	National								
Q19	School								
	National								

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

Teacher Questionnaire Summary

Centre Name St Patrick's Primary School
 SEED Number 8642524
 Quest. Issued 25
 Quest. Input 25
 Response Rate 100% National response 74%



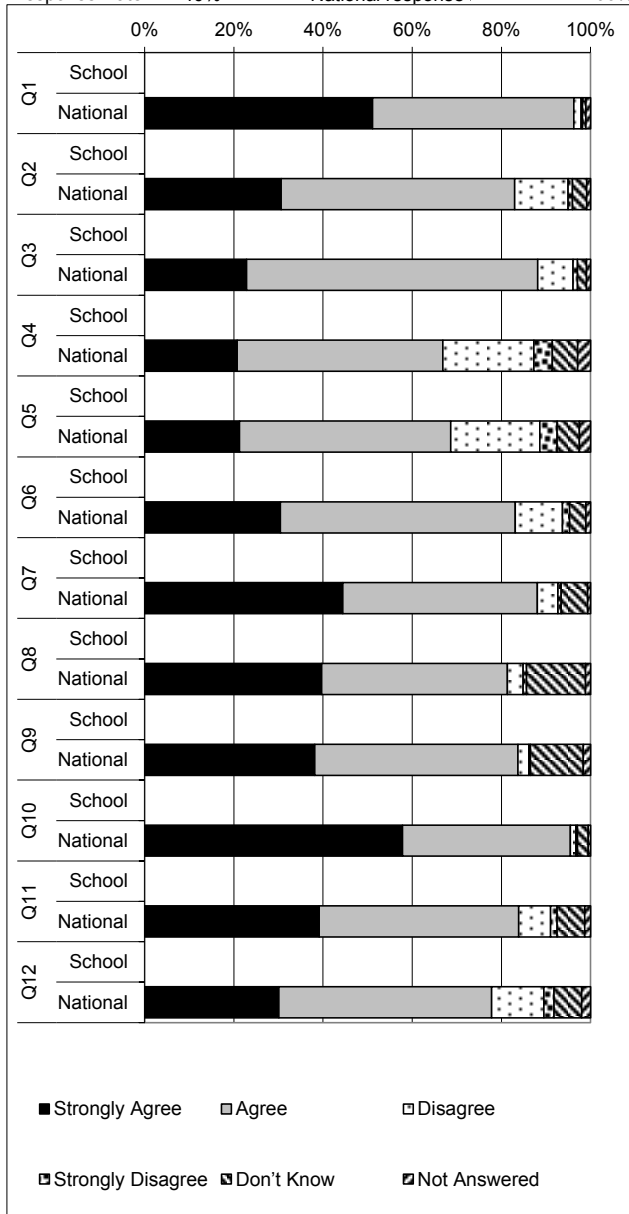
		Percentage %							
		Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know	Not Answered	Strongly Agree & Agree	Disagree & Strongly Disagree
Q1	Staff regularly discuss how to improve achievement for all pupils at both stage and whole-school level.	48%	48%	0%	0%	4%	0%	96%	0%
Q2	All pupils are given activities which meet their learning needs.	48%	48%	0%	0%	4%	0%	96%	0%
Q3	Pupils are involved in setting learning targets.	28%	64%	0%	0%	4%	4%	92%	0%
Q4	Pupils are provided with regular feedback on what they need to do to improve.	48%	48%	0%	0%	4%	0%	96%	0%
Q5	Pupils are provided with opportunities to evaluate their own work and that of others.	52%	40%	0%	0%	4%	4%	92%	0%
Q6	Staff regularly ask for pupils' views on how their learning experiences could be improved.	40%	52%	0%	0%	4%	4%	92%	0%
Q7	Pupils take an active part in their learning.	60%	36%	0%	0%	4%	0%	96%	0%
Q8	Staff treat all pupils equally.	64%	32%	0%	0%	4%	0%	96%	0%
Q9	Staff and pupils respect each other.	48%	48%	0%	0%	4%	0%	96%	0%
Q10	The pupils are well behaved.	44%	52%	0%	0%	4%	0%	96%	0%
Q11	Support for pupils with additional support needs is effective.	32%	60%	4%	0%	4%	0%	92%	4%
Q12	Parents are fully involved in the school and their children's learning.	56%	40%	0%	0%	4%	0%	96%	0%
Q13	I have been actively involved in developing the school's vision and values.	48%	44%	0%	0%	4%	4%	92%	0%
Q14	I am actively involved in setting priorities to improve the school.	44%	48%	0%	0%	4%	4%	92%	0%
Q15	I have regular opportunities to help shape the curriculum by having staff discussions and working groups.	52%	40%	4%	0%	0%	4%	92%	4%
Q16	I am aware of the school's procedures for protecting children.	56%	40%	0%	0%	4%	0%	96%	0%
Q17	Leadership at all levels is effective.	32%	64%	0%	0%	4%	0%	96%	0%
Q18	Staff communicate effectively with each other.	40%	56%	0%	0%	4%	0%	96%	0%
Q19	I have good opportunities to take part in continuing professional development.	36%	60%	0%	0%	4%	0%	96%	0%
Q20	Staff across the school share good practice.	48%	48%	0%	0%	4%	0%	96%	0%

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

Non-Teaching Questionnaire Summary

Centre Name St Patrick's Primary School
 SEED Number 8642524
 Quest. Issued 5
 Quest. Input 2
 Response Rate 40% National response 66%

Fewer than 10 responses received therefore the data has not been published.



	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.	0%	0%	0%	0%	0%	0%	0%	0%
Q2 All staff and pupils respect each other.	0%	0%	0%	0%	0%	0%	0%	0%
Q3 Pupils are well behaved.	0%	0%	0%	0%	0%	0%	0%	0%
Q4 I am involved in staff discussions about how to achieve school priorities.	0%	0%	0%	0%	0%	0%	0%	0%
Q5 I have good opportunities to be involved in making decisions.	0%	0%	0%	0%	0%	0%	0%	0%
Q6 Staff communicate effectively with each other.	0%	0%	0%	0%	0%	0%	0%	0%
Q7 Staff treat all pupils equally.	0%	0%	0%	0%	0%	0%	0%	0%
Q8 Support for pupils with additional support needs is effective.	0%	0%	0%	0%	0%	0%	0%	0%
Q9 Parents are fully involved in the school and their children's learning.	0%	0%	0%	0%	0%	0%	0%	0%
Q10 I am aware of the school's procedures for protecting children.	0%	0%	0%	0%	0%	0%	0%	0%
Q11 Leadership at all levels is effective.	0%	0%	0%	0%	0%	0%	0%	0%
Q12 I have good opportunities to take part in training activities.	0%	0%	0%	0%	0%	0%	0%	0%

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

Report To:	Education & Communities Committee	Date:	4 November 2014
Report By:	Head of Finance & Corporate Director Education, Communities & Organisational Development	Report No:	FIN/059/14/JB/IC
Contact Officer:	Iain Cameron	Contact No:	01475 712832
Subject:	Education 2014/15 Revenue Budget- Period 5 to 31 August 2014		

1.0 PURPOSE

- 1.1 To advise the Committee of the 2014/15 Revenue Budget position as at Period 5 to 31 August 2014.

2.0 SUMMARY

- 2.1 The total Education budget for 2014/15 is £72,835,120. The School Estates Management Plan accounts for £14,190,000 of the total Education budget. A further £564,000 brought forward as Earmarked Reserves will also be used primarily to fund Community Learning & Development I-Youth Zones and Arts Development.
- 2.2 The latest projection, excluding Earmarked Reserves, is an underspend of £91,000. This is a reduction in expenditure of £278,000 since last Committee.
- 2.3 The main reasons for the projected underspend are –
- (a) Projected underspend of £85,000 for Employee Costs. The Teachers budget is projected to overspend by £92,000, mainly due to additional staff required at Craigmarnoch School. This overspend is offset by a projected underspend for Non-Teacher employees mainly within Early Years Education.
 - (b) Projected underspend of £74,000 for Utilities. Electricity is projected to underspend by £16,000, Gas is projected to underspend by £80,000 and Water is projected to overspend by £22,000.
 - (c) Projected underspend of £33,000 for Janitors.
 - (d) Projected overspend of £20,000 for Education IT charges.
 - (e) Projected overspend of £50,000 for ASN Transport.
 - (f) Projected underspend of £10,000 for Hospital Tuition.
 - (g) Projected overspend of £10,000 for Breakfast Club provisions.
 - (h) Projected overspend of £12,000 for Clothing Grants.
 - (i) Projected overspend of £20,000 due to a shortfall in income from Other Local Authorities for placements in Inverclyde Special Schools.

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- 2.4 Earmarked Reserves for 2014/15 total £681,000 of which £352,000 is projected to be spent in the current financial year. To date expenditure of £46,000 (13%) has been incurred. The expected spend to date per profiling matches the actual expenditure and there is no slippage to report at this time.

3.0 RECOMMENDATION

- 3.1 That the Committee note the projected underspend of £91,000 for the Education Revenue budget as at Period 11 to 28 February 2014.
- 3.2 That the Committee approve the virement of £50,000 as detailed in paragraph 7.1 and Appendix 4.

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 2014/15 PROJECTION

- 5.1 The main issues to highlight in relation to the 2014/15 projected underspend of £91,000 are:

Employee Costs:

The total budget for employee costs is £51,467,000 and the latest projection is an underspend of £85,000. The Teachers budget is projected to overspend by £92,000. Additional ASN Teachers are required to support the school roll at Craigmarloch. An additional Teacher is also required to support an increased roll at the Garvel School within Clydeview Academy. This post will be fully funded by the virement of £20,000 from ASN Placements budget being requested in paragraph 7.1 of this report. The overspend for Teachers is offset by an underspend of £177,000 for Non Teachers. This is mainly due to savings within Early Years Education where a number of nurseries are not running at capacity.

Utilities:

Latest projection for utilities is an underspend of £74,000. Electricity is projected to underspend by £16,000, Gas is projected to underspend by £80,000 and Water is projected to overspend by £22,000. The projected expenditure on Utilities has reduced by £109,000 since the last Committee report, mainly due to previously issued invoices being corrected by utility providers.

Janitors:

Latest projection for Janitors is an underspend of £33,000, an increase of £13,000 since the last Committee report. The projected underspend represents 3% of the total budget for Janitors.

Education IT Charges:

A projected overspend of £20,000 was reported to last Committee for Education IT Charges. The latest projection remains the same and is mainly due to the cost of internet data lines to schools.

Breakfast Club Provisions:

An overspend of £10,000 was reported to the last Committee for Breakfast Club Provisions. The latest projection remains the same and is due to the roll out of the Clubs to seventeen of the twenty Inverclyde Primary Schools. Officers are currently investigating external funding from sources such as the NHS and looking at other areas of the Education budget for virements to fully fund the Breakfast Club Provisions by the end of the Financial Year.

ASN Transport:

The latest projection for ASN Transport is an overspend of £50,000. This is in line with the final out turn for 2013/14 and is due to increased transport provision for children within Inverclyde.

Hospital Tuition:

The latest projection for Hospital Tuition costs is an underspend of £10,000. This is the same as previously reported to Committee and is due to fewer children being in hospital than budgeted for.

Clothing Grants:

The budget for Clothing Grants is £212,170 following the addition of £45,000 for 2014/15 as a result of the grant increasing from £63.50 to £80. The latest projection based on the number of grants awarded in August 2014 is an overspend of £12,000. This is in line with the out turn in the previous year.

ASN Placements:

The 2014/15 budget for ASN Placements is £505,020. This will be reduced to £455,020 following the virement of £50,000 to Employee Costs and Income from Other Local Authorities requested in paragraph 7.1. Following this budget reduction, the latest projection is on budget.

Special Schools – Income from Other Local Authorities:

A projected shortfall in income of £50,000 was reported to the last Committee. As a result of the virement requested in paragraph 7.1 to reduce the income budget by £30,000, the projected shortfall has now been reduced to £20,000.

6.0 EARMARKED RESERVES

- 6.1 There is a planned contribution to Earmarked Reserves of £329,000 at the end of the current Financial Year as detailed in Appendix 3. Spend to date is 13% of the projected spend for 2014/15. The spend to date per profiling is £57,000 compared to actual year to date spend of £46,000 resulting in slippage to date of £11,000 (19%).

7.0 VIREMENTS

- 7.1 Committee are asked to approve the virement of £50,000 as detailed in Appendix 4. The virement is transferring £50,000 from the ASN Placements budget. £20,000 will be added to the Employee Costs budget to fund an additional Teacher required at Garvel School for the Deaf within Clydeview Academy. In addition £30,000 will be transferred to the Income from Other Local Authorities budget to reduce the projected shortfall in income. The virement is for Financial Year 2014/15 only and is not permanent.

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.

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 5 : 1st April 2014 - 31st August 2014**

<u>Out Turn</u> 2013/14 £000	<u>Budget</u> <u>Heading</u>	<u>Budget</u> 2014/15 £000	<u>Proportion</u> <u>of Budget</u>	<u>Actual to</u> 31-Aug-14 £000	<u>Projection</u> 2014/15 £000	<u>(Under)/Over</u> <u>Budget</u> £000	<u>Percentage</u> <u>Over / (Under)</u>
36,760	Employee Costs - Teachers	36,076	15,032	15,080	36,168	92	0.3%
13,989	Employee Costs - Non Teachers	15,391	5,887	5,795	15,214	(177)	(1.2%)
798	Electricity	735	278	148	719	(16)	(2.2%)
712	Gas	678	252	54	598	(80)	(11.8%)
248	Water	255	255	322	277	22	8.6%
1,054	Janitors	1,109	462	397	1,076	(33)	(3.0%)
220	Education IT Charges	191	79	99	211	20	10.5%
621	ASN Transport	555	231	3	605	50	9.0%
13	Hospital Tuition	40	17	0	30	(10)	(25.0%)
21	Breakfast Club Provisions	15	5	7	25	10	66.7%
179	Clothing Grants	212	88	180	224	12	5.7%
(218)	Special Schools Income OLA	(263)	0	0	(243)	20	(7.6%)
Total Material Variances						(90)	

EDUCATION**REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 5 : 1st April 2014 - 31st August 2014**

2013/14 Actual £000	Subjective Heading	Approved Budget 2014/15 £000	Revised Budget 2014/15 £000	Projected Out-turn 2014/15 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
36,760	Employee Costs - Teachers	36,155	36,076	36,168	92	0.3%
13,989	Employee Costs - Non Teachers	14,691	15,391	15,214	(177)	(1.2%)
13,201	Property Costs	7,214	16,897	16,791	(106)	(0.6%)
3,665	Supplies & Services	3,632	3,640	3,665	25	0.7%
2,686	Transport Costs	2,345	2,361	2,411	50	2.1%
407	Administration Costs	450	455	457	2	0.4%
3,837	Other Expenditure	17,532	8,411	8,414	3	0.0%
(3,142)	Income	(2,648)	(3,227)	(3,207)	20	(0.6%)
71,403	TOTAL NET EXPENDITURE	79,371	80,004	79,913	(91)	(0.1%)
	Earmarked Reserves	0	(2,559)	(2,559)	0	
	Loan Charges / DMR	0	(4,610)	(4,610)	0	
	TOTAL NET EXPENDITURE excluding Earmarked Reserves	79,371	72,835	72,744	(91)	

2013/14 Actual £000	Objective Heading	Approved Budget 2014/15 £000	Revised Budget 2014/15 £000	Projected Out-turn 2014/15 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
155	Corporate Director	137	137	144	7	5.1%
52,251	Education	53,671	54,239	54,042	(197)	(0.4%)
7,268	School Estate Management Plan	14,160	14,190	14,190	0	-
59,519	TOTAL EDUCATION SERVICES	67,831	68,429	68,232	(197)	(0.3%)
8,441	ASN	8,048	8,083	8,229	146	1.8%
1,496	Other Inclusive Education	1,498	1,518	1,486	(32)	(2.1%)
9,937	TOTAL INCLUSIVE EDUCATION	9,546	9,601	9,715	114	1.2%
1,590	Community Learning & Development	1,609	1,610	1,595	(15)	(0.9%)
202	Other Safer & Inclusive	248	227	227	0	-
1,792	TOTAL SAFER & INCLUSIVE	1,857	1,837	1,822	(15)	(0.8%)
71,403	TOTAL EDUCATION COMMITTEE	79,371	80,004	79,913	(91)	(0.1%)
	Earmarked Reserves	0	(2,559)	(2,559)	0	

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Education & Lifelong Learning

<u>Project</u>	<u>Lead Officer/ Responsible Manager</u>	<u>c/f Funding 2013/14</u> £000	<u>New Funding 2014/15</u> £000	<u>Total Funding 2014/15</u> £000	<u>Phased Budget To Period 5 2014/15</u> £000	<u>Actual To Period 5 2014/15</u> £000	<u>Projected Spend 2014/15</u> £000	<u>Amount to be Earmarked for 2015/16 & Beyond</u> £000	<u>Lead Officer Update</u>
Creative Scotland Match Funding	Angela Edwards	200	0	200	0	0	100	100	Funding for years 2 and 3 of 3 year funding agreement.
Port Glasgow / Youth Zone	John Arthur	288	0	288	0	0	71	217	Funding will allow I-Youth Zone centres to be run in Gourrock and Port Glasgow for 2 years. Both premises anticipated to open by end of 2014.
Early Years Change Fund	Angela Edwards	43	43	86	32	25	74	12	Funding for 2 posts until March 2015.
1+2 Languages	Wilma Bain	33	74	107	25	21	107	0	Principal Teacher in post from 01/04/14. Additional funding of £74k for 2014/15 now confirmed by Scottish Government.
Total		564	117	681	57	46	352	329	

Report To:	Education & Communities Committee	Date:	4 November 2014
Report By:	Corporate Director Education, Communities & Organisational Development and Head of Finance	Report	EDUCOM/82/14/EM
Contact Officer:	Eddie Montgomery	Contact No:	01475 712472
Subject:	Education Capital Programme 2014 – 2016/17 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. A summary of the out turn for the 2013/14 Capital programme is also provided.

2.0 SUMMARY

- 2.1 This report advises the 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 review of the School Estate Funding Model as reported to the November 2013 and covers the period 2014-2016/17. It should be noted that a revised School Estate Funding Model is included later on the agenda for approval.
- 2.3 Overall the Committee is projecting to contain the costs of the 2014-16/17 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.
- 3.2 That the Committee note the tender return position and savings exercise carried out in respect of the St Ninian's Primary School Multi-Use Games Area project, and approve:
- Utilisation of £55K from the £1.1M Primary School Multi-Use Games Area budget.
 - Acceptance of the adjusted lowest acceptable tender subject to planning approval being granted.
- 3.3 That the Committee approve the progression of the Kilmacolm Primary School Multi-Use Games Area as part of the main refurbishment project as outlined in 8.1 and 9.1.

- 3.4 That the Committee approve the issue of tenders for the Primary School Multi-Use Games Areas as outlined in section 10.1 of the report, and grant delegated authority to the Head of Legal & Property Services to accept the lowest acceptable tender provided the cost is within the budget allocation for the project.
- 3.5 That the Committee note the review of the School Estate Funding Model which is a separate item on the agenda.

Patricia Cassidy
Corporate Director Education,
Communities &
Organisational Development
10th October 2014

Jan Buchanan
Head of Finance
10th October 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. A revised School Estate Funding Model is covered under separate report on the agenda for this Committee.
- 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 14 years. The Education Capital Programme detailed in this report shows details of projects which will incur expenditure up to March 2017.

5.0 ARDGOWAN PRIMARY SCHOOL REFURBISHMENT

- 5.1 Works commenced on site on 14th April to complete 13th April 2015. Downtakings, partial demolition and stripping out are complete. The steel frame for the extension has been erected with floor slab poured and work progressing on the framing and cladding working towards achieving wind and weather tight status. Within the existing building new internal floors, partitions, new window and linings are progressing well with mechanical and electrical first fix underway. Roofing works are nearing completion with external repointing also progressing well. The Contractor is currently reporting 2 weeks behind on the extension element, on programme within the existing building and is confident of recovering time on the extension across the remainder of the programme to remain on programme overall. Contractors progress photos are updated regularly on the project website: <http://www.ardgowanprimaryrefurbishment.co.uk/> The transfer to the completed facility is scheduled to take place after the Easter 2015 holiday period as previously reported.

6.0 ST JOHN'S PRIMARY SCHOOL REFURBISHMENT

- 6.1 The December 2013 Education & Communities Committee approved the alteration of the project scope to include a nursery class extension with supplementary funding being available in connection with the implementation of the new Children and Young People Bill. St John's Primary School are currently operating from temporary decant accommodation within the former St Stephen's High School building following transfer in August. Advance asbestos removal works have now completed within the existing St John's Primary School building. The current anticipated programme for the main refurbishment and extension project, based on tenders being issued in September, should allow a site start in November and maintain an August 2015 completion. It should be noted however that this is subject to evaluation of returns and the tenders being returned within budget. Tenders for the main refurbishment project were issued on the 22nd September (issue approved by September Committee) and are due for return on the 20th October. It is anticipated that an update paper will be available for the Committee subject to tender evaluation progressing normally.

7.0 ST PATRICK'S PRIMARY SCHOOL

- 7.1 The March 2014 Education & Communities Committee approved the progression of a new build for St Patrick's. The procurement of the project is being progressed via hub West Scotland Ltd. and is being managed by the Client Services Team. Regular meetings continue with hub West Scotland as the project is progressed through the Hub stages. The design consultants have been procured and are in place with design work progressing towards Architectural Stage C. The appointment of the main Contractor is underway with first stage tenders returned and interviews taking place during mid-October with a view to appointment by the end of October. Stakeholder

consultation has re-commenced through the Client Services Team and Architect with meetings held involving pupils, staff and the parent council providing an update and opportunity to influence the design prior to concluding Architectural Stage C. Further survey works are being undertaken within the existing school grounds over the October holiday period to assist the detail design of the new building. The target programme remains as previously reported with anticipated construction start in summer 2015 to complete by October 2016.

8.0 KILMACOLM PRIMARY SCHOOL REFURBISHMENT

8.1 The Kilmacolm Primary School project has been advanced as part of the acceleration of the Primary School programme. The original proposals involve the use of temporary modular accommodation on site and phased refurbishment. Initial discussions took place with the School and Parent Partnership on the likely scope of the project and further consideration of the logistics of the project was undertaken on the likely phasing required. A consultation paper outlining options for progression of the project was prepared and discussed with the school and Parent Partnership in early September. A separate report on the outcome of the consultation exercise including recommendation for progression of the project is included on the agenda for this Committee. The project is being procured through hub West Scotland due to resource issues within Technical Services. The Client Services Team are liaising with hub representatives and have prepared and issued a comprehensive briefing package. A detailed programme is currently being prepared by hub West Scotland. It is anticipated that all design consultants and the main contractor will be procured and placed during October/November. Further survey work within the existing building and grounds is planned over the October holiday period and beyond to inform the detail design. The target programme remains as previously reported with anticipated construction start in 2015 to complete by October 2016.

9.0 PRIMARY SCHOOL BLAES PITCH UPGRADING

9.1 Funding for the above was allocated in 2014/15 to address upgrading of blaes pitches within three primary schools. An update on each is included below:

- Whinhill PS MUGA – the project is complete and in use.
- St Ninian's PS MUGA - tenders were issued on the 30th July and returned on the 27th August. The tender returns exceeded the project budget with the lowest acceptable tender some £80K in excess of the allocated funding. A savings exercise was undertaken however the only real saving possible is the omission of the floodlighting which would reduce the projected shortfall to £55K. The cost increase on the project is in connection with works required to address site specific ground conditions at the St Ninian's site as previously outlined to Committee. It should also be noted that the project has been the subject of further delay in connection with the planning approval process having received a number of objections from local residents necessitating submission to the Planning Board in November. As also reported to the previous Committee the limitations on laying polymeric surfacing between September-March in the West of Scotland will impact final completion of the MUGA which is not likely to be possible until late March/early April subject to a suitable weather window. The Committee is asked to approve the allocation of £55K from the £1.1M Primary School MUGA budget to address the funding gap. The Committee is also asked to approve the acceptance of the adjusted tender reflecting omission of the floodlighting subject to planning approval being granted.
- Kilmacolm PS Pitch/MUGA - it is recommended that progression be considered as part of the main refurbishment project covered in 8.1 above.

10.0 PRIMARY SCHOOL Multi-Use Games Areas (MUGA's)

10.1 As part of the Council's budget setting exercise £1.1M funding for the above was allocated subject to confirmation of the 2015/16 flat cash settlement which was subsequently confirmed at the May Policy & Resources Committee. Technical Services were commissioned to investigate the feasibility of the MUGAs and have now completed services investigation and topographical / ground investigation surveys. The final survey work indicates that all 8 sites are now feasible. A series of proposals and limited siting options have been discussed with the schools with preferred locations now agreed. As noted in 9.1 above and as previously reported to the Committee, polymeric surfacing and artificial turf are not recommended to be laid in the West of Scotland between the months of September and March, however it should be possible to construct 90% of any MUGAs progressed in the current financial year leaving the final top coat to be laid in a suitable weather window. It is anticipated that tenders will be issued in 2 lots and detailed tender documents are currently being prepared for issue. A detailed cost check is currently being prepared however based on cost estimates prepared for similar sized MUGA projects it is anticipated that the cost will be within the £1.1M allocation sufficient to allow the allocation of £55K funding to the St Ninian's Primary School MUGA project to address the current funding gap outlined in 9.1 above. It is recommended that the Committee approve the issue of tenders for the Primary School Multi-Use Games Areas project, and grant delegated authority to the Head of Legal & Property Services to accept the lowest acceptable tender provided the cost is within the budget allocation for the project.

11.0 IMPLICATIONS

Finance

11.1 The approved budget for 2014/15 is £8.732M. The expenditure at 30th September 2014 is £2.432M from a budget of £8.732M. This is expenditure of 27.85% of the approved budget after 50% of the year. Following review of the current projects and the likely spend profiles, slippage of £1.066M (12.21%) is being reported on the following:

- St John's Primary School project - £328K (3.76%).
- Early Years allocation for Nursery Class Extension at St John's PS - £300K (3.44%).
- 2014/15 Lifecycle Fund - £87K (1%).
- Kilmacolm PS MUGA and part St Ninian's PS MUGA - £320K (4.02%).

The expenditure of £2.432M at 30th September is 31.72% of the revised projection of £7.666M.

11.2 The Committee is asked to note that the projected slippage outlined above may be partially or fully offset by the following:

- Ardgowan Primary School remaining on programme with the majority of expenditure 2014/15.
- Minor advancement of future years expenditure on partial strip works within former St Stephen's High School and services disconnections within the former Greenock Academy ahead of demolition now advanced.
- Expenditure 2014/15 on Primary School Multi-Use Games Areas (subject to Committee approval to proceed).
- Possible expenditure on St Francis Primary School External Works as approved in principle for advancement at the September 2014 Committee (subject to detail design progression and seasonal restrictions/limitations).

11.3 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.
- Grant funding received in respect of implementation of the Children & Young People Bill.

The current budget is £32.46M, made up of £28.172M SEMP Supported Borrowing, £1.930M Non-SEMP Supported Borrowing and £2.324M Prudential Borrowing. The Current Projection is £32.46M.

Education & Communities	Approved Budget £000	Current Position £000	Overspend / (Underspend) £000
Total School Estate	30,496	30,496	-
Total Non School Estate	1,930	1,930	-
Total	32,426	32,426	-

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

Legal

11.6 There are no legal issues.

Human Resources

11.7 There are no human resources issues.

Equalities

11.8 Has an Equality Impact Assessment been carried out?

<input type="checkbox"/>	YES (see attached appendix)
<input checked="" type="checkbox"/>	NO - This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required. See below.

Individual projects consider DDA issues as part of the development of the detailed designs and Building Standards approval (where required). There are no equalities issues.

Repopulation

11.9 The regeneration works outlined in this report should contribute to retaining and increasing the population within the area. 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 October 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 31/3/14	Approved Budget 2014/15	Revised Est 2014/15	Actual to 30/09/14	Est 2015/16	Est 2016/17	Future Years	Start Date	Original Completion Date	Current Completion Date
	£000	£000	£000	£000	£000	£000	£000	£000			
SEMP - Capital Programme Projects											
Demolish Greenock Academy	164	71	0	0	0	91	2	0	Apr-15	-	Jul-15
Demolish St Stephens HS	558	3	0	0	0	147	408	0	Dec-16	-	Jun-17
Demolish Lilybank	89	3	121	86	60	0	0	0	Jul-14	-	Oct-14
Ardgowan PS - Refurbishment	5,326	561	3,134	3,134	1,791	1,631	0	0	Apr-14	Apr-15	Apr-15
St Patrick's PS - Refurbishment	5,342	0	215	215	22	2,417	2,572	138	Jul-15	-	Oct-16
St John's PS - Refurbishment	2,215	38	1,059	731	69	1,392	54	0	Nov-14	-	Aug-15
Kilmacolm PS - Refurbishment	3,655	0	145	145	5	1,869	1,541	100	Jul-15	-	Oct-16
Early Years (C&YPB - 600Hrs + 2Yr Olds)	1,461	0	413	113	5	1,348	0	0			
Lifecycle Fund	2,005	0	487	400	57	688	917	0			
Balance of Contingency	344	0	59	94	0	50	100	100			
Future Projects *	6,587	0	19	19	0	377	243	5,948			
Complete on site	426	0	426	426	0	0	0	0			
Non Prudentially Funded SEMP	28,172	676	6,078	5,363	2,009	10,010	5,837	6,286			
SEMP-Prudentially Funded Projects											
Capital Project Contribution - Ardgowan PS	500	0	0	0	0	500	0	0			
Complete on site	1,824	0	1,824	1,824	184	0	0	0			
	2,324	0	1,824	1,824	184	500	0	0			
TOTAL SEMP CAPITAL	30,496	676	7,902	7,187	2,193	10,510	5,837	6,286			
Non-SEMP Capital Programme Projects											
Whinhill/Kilmacolm/St. Ninians PS - Blaes Pitch Upgrading	830	31	830	479	239	320	0	0	Apr-14	-	Mar-16
Primary School MUGA's - Various	1,100	0	0	0	0	1,100	0	0	Apr-14	-	Mar-16
	1,930	31	830	479	239	1,420	0	0			
TOTAL non-SEMP CAPITAL	1,930	31	830	479	239	1,420	0	0			
TOTAL ALL CAPITAL PROJECTS	32,426	707	8,732	7,666	2,432	11,930	5,837	6,286			

* 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 & Communities Committee	Date:	4 November 2014
Report By:	Corporate Director Education Communities & Organisational Development	Report No:	EDUCOM/85/14/MP
Contact Officer:	Maggie Paterson	Contact No:	01475 715450
Subject:	Development of IYouthzones in Gourock and Port Glasgow		

1.0 PURPOSE

1.1 The purpose of this report is to:

- Advise Committee of the progress made towards establishing IYouthzone facilities in Gourock and Port Glasgow
- Advise Committee of the projected expenditure of earmarked reserves
- Confirm the premises identified for the above
- Advise Committee that an additional report on the sustainability of the IYouthzones will be prepared for consideration as part of the budget process.

2.0 SUMMARY

2.1 Earmarked reserves of £288,000 have been allocated to fund the operation of IYouthzone facilities in Gourock and Port Glasgow for two years. Costings developed for these are attached in Annexe 1. These show a potential underspend of £16,000.

2.2 Consultation with young people has confirmed the need for the new facilities. A summary of the findings of this consultation is provided at Annexe 2. Consultation has also taken place with local communities in Gourock and Port Glasgow.

2.3 Property Officers in Legal and Property Services identified 3 potential sites in Port Glasgow and 3 in Gourock. Following assessment of their condition, suitability and availability, the following premises are recommended:

Gourock: Former Gamble Nursery, King Street

Port Glasgow: Former Library Building, Dubbs Place.

A review of the sites assessed is provided at Annexe 3.

2.4 Operational planning and staffing requirements are being addressed. It is anticipated that both premises could be opened within 12 weeks of Committee approval.

3.0 RECOMMENDATIONS

3.1 It is recommended that the Committee:

- Note the progress made in establishing IYouthzone facilities in Gourock and Port Glasgow
- Approve the projected expenditure of earmarked reserves
- Approve the location of IYouthzones in the premises identified at 2.3 above
- Note that an additional report on the sustainability of the IYouthzones will be prepared for consideration as part of the budget process.

Patricia Cassidy

Corporate Director, Education, Communities & Organisational Development

4.0 BACKGROUND

- 4.1 In June 2013 Partners in the CLD Youth Work Sub-group secured £293,000 over 3 years, from the Big Lottery 'Our Place' funding stream. Premises were identified in Nicolson Street, Greenock and the first IYouthzone opened in November 2013. The success of the project and its positive impact on the lives of the young people attending stimulated interest in providing similar facilities in Gourock and Port Glasgow.
- 4.2 The CLD Youth Work Sub-group made a successful application to Cashback for Communities for £5,500 to undertake a survey of young people regarding the need for a similar facility in the Port Glasgow area. This took the form of a Friday night initiative using the youth trailer at Dubbs Road and providing activities in the Community Campus (Southfield Avenue). During these activities young people were asked their views on having an IYouthzone in Port Glasgow, what their preferred location would be and what they would like to see happen there.

In Gourock consultation with young people took the form of visits to local schools and some street work.

The findings of these consultations are summarised in Annexe 2.

Officers are aware of the possibility of objections from neighbouring residents to a facility of this type as it is innovative and involves the attraction of young people to an area of high residential amenity. Consultations have also been undertaken with local communities surrounding the two potential sites. Gourock Community Council and Eastern View Residents Association have been advised of the proposal and no objections and concerns have been raised. Port Glasgow East and West Community Councils were consulted in June and were supportive of the proposal. Meetings have taken place with Parent Councils of the secondary schools involved. All consultations to date have been very positive about the proposals.

- 4.3 Property Officers in Legal and Property Services identified 3 potential sites in Port Glasgow and 3 in Gourock. Following assessment of each option as detailed in Annexe 3 of their condition, suitability and availability, the following premises are recommended:

Gourock: Former Gamble Nursery, King Street

Legal Officers in Legal and Property Services have advised there are title restrictions on the property identified at the former Gamble Nursery premises King Street Gourock, but that it will be possible to develop proposals for a mainstream Council delivered youth service in the form of an IYouthzone as described at 4.4 below within these restrictions.

Property Officers in Legal and Property Services are providing guidance and support with regard to DDA compliance, building warrant etc. If appropriate Planning Consent will be sought. It is anticipated that this facility could be prepared and fitted out for use by December 2014.

Port Glasgow: Former Library Building, Dubbs Place

The CHCP currently provide a service for adults with learning disabilities from the premises at Dubbs Place. The reconfiguration of this service is under discussion as part of the implementation of the 'Keys to Life Policy' (Scottish Government June 2013) and the CHCP anticipate these discussions could be expedited and concluded to allow the IYouthzone to be established by December 2014. As part of their communication strategy, discussions are taking place with service users and their families over the next few weeks. These discussions will be reflected in the report to the Committee.

- 4.4 The IYouthzone model is a mainstream Council delivered service, using youth work methods to promote the learning and development, health and well-being and employability of young people aged 12 – 25. Operational planning and staffing requirements are being addressed in readiness for the opening of the new facilities. The staffing requirements are:

Port Glasgow: 1 x fte Grade G youth worker (qualified)
4 x 0.5 Grade C youth workers

Gourock: 1 x 0.5 fte Grade G youth worker (qualified)
2 x 0.5 Grade C youth workers .

4.5 Once the new IYouthzones are operational a Young People's Steering Group for each will be established similar to that currently leading the Greenock IYouthzone. As with the Greenock model, the Steering Groups will be assisted to become constituted apply in their own right for external funding to sustain the IYouthzones.

5.0 PROPOSALS

5.1 Action to develop IYouthzone facilities in Gourock and Port Glasgow are being progressed. It is anticipated that both facilities could be opened within 12 weeks of Committee approval.

5.2 Costs have been projected to provide IYouthzone facilities in:
Gourock: Former Gamble Nursery, King Street
Port Glasgow: Former Library Building, Dubbs Place

The costs have been calculated on the assumption that both IYouthzones will open in January 2015 and operate for 2 year using this funding. There is a projected underspend of £16,337 and it is proposed to use this to help sustain the Greenock IYouthzone. This forms part of the report which will be prepared for the budget process.

6.0 IMPLICATIONS

Finance

6.1

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
IYouthzone	Supplies & Services	2014-2016	£12,400		EMR Set Up Costs PG and Gourock

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
IYouthzone	Supplies & Services	2014-2015	Employee costs £21,688 Property costs £8,850		EMR
		2015-2016	Employee costs £111,637 Property costs £35,400		Includes £16,337 for Greenock IYouthzone
		2016-2017	Employee costs		

			£71,475 Property costs £26,550		
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Legal

6.2 The Council has title to the Gamble Halls complex, of which the former Gamble Nursery premises form part of by virtue a deed of 1918. The title to this complex as a whole contains restrictions on the uses to which it can be put. In particular, there can be no lets to third parties other than in particular circumstances specified. However, as this is a mainstream Council service, this restriction will not apply. It is the view of Officers that it is possible to develop a Council managed and delivered youth facility in a manner compliant with these restrictions. Should there be changes to the proposals for the IYouthzone it will be necessary for Officers in Legal and Property Services to be consulted to ensure these changes will not breach these conditions. It is also the view of officers that objections from neighbouring residents can be expected.

The Council title to the Dubbs Place premises is by virtue of a 1948 deed and is not subject to title restrictions which would affect the IYouthzone proposals as described. Should it be decided that the proposals for this site are to proceed, officers in Legal and Property Services will require to update searches on this site to verify that there have been no disposals affecting.

Human Resources

6.3 Gourock 0.5 x 1 fte Grade G Qualified Youth Worker
 2 x 0.5 Grade C Posts

Port Glasgow 4 fte Grade G Qualified Youth Worker
 2 x 0.5 Grade C Posts

Equalities

6.4 None

Repopulation

6.5 None

7.0 CONSULTATIONS

7.1 See Annexe 2

8.0 CONCLUSIONS

8.1 Plans are well developed to open new IYouthzone facilities in Gourock and Port Glasgow, within approximately 3 months of Committee approval.

9.0 BACKGROUND PAPERS

9.1 IYouthzone Annual Report 2012-2013

Annexe 1

Projected costs

IYouthzone Gourock

	2014-2015	2015-2016	2016-2017
1 x 0.5 fte Grade G qualified youth worker	2,138	17,100	12,825
2 x 0.5 fte Grade C posts (20 hours)	5,500	22,000	16,500
One off Equipment Set Up Costs	5,200	0	0
Property Costs	4,275	17,100	12,825
Total Cost to Council	17,113	56,200	42,150

IYouthzone Port Glasgow

	Year 1	Year 2	Total
1 x 1 fte Grade G qualified youth worker	8,550	34,200	25,650
2 x 0.5 fte Grade C posts (20 hours)	5,500	22,000	16,500
One off Equipment Set Up Costs	7,200	0	0
Property Costs	4,575	18,300	13,725
Total Cost to Council	25,825	74,500	55,875

Total projected costs over 2 years

£271,663

Balance proposed towards IYouthzone Greenock

16,337

TOTAL**£288,000**

Annexe 2 Summary of consultation findings

Port Glasgow Survey 222 participants

Would you like to see a youth centre in Port Glasgow?

Yes 85% No 15%

What area would you prefer to see it in?

Dubbs Road 68% Port Town Centre 30% Other 1%

Gourock Survey 348 participants

Would you like to see a youth centre in Gourock?

Yes 83% No 17%

What area would you prefer to see it in?

Gourock TC 68.5% Midton 31% Other 0.5%

Annexe 3

Properties reviewed in Gourock

	Midton Shops	Former Gamble Nursery (King Street)	Kirn Drive Community Hall
Pros	2 vacant shops within the location	Suitable location and size	
	Units are suitable sizing for project	Running costs within budget	
		Flexible accommodation	
		No residents above unit but across from unit	
		Sole use of premises	
Cons	Major concerns for residents above units	Disability access require improvement Property Services assisting with this Nearby residents	No available/appropriate lets due to usage of centre
	Other plans in place for rental of units	Legal restrictions on usage	

Properties reviewed in Port Glasgow

	St Stephen's Enterprise Centre (Southfield Avenue)	Park Farm Tenants Hall	Dubbs Place (former Library)
Pros	Location suitable	Location suitable	Within current budget
		DDA compliant	DDA compliant
		Secure premises	Kitchen facility fit for purpose
		Next to sports MUGA	Close to hot spot area for youth crime
		Running costs within current budget	Close to sports MUGA
			Close to CHCP clinic for young people
			Close to shops
			No territorial issues
			Central Location
			No letting costs – separate key holders
			Secure premises
			One to one support rooms available
			Chosen location of young people
			Potential for development at rear of property
Cons	No direct access for people with disabilities	Sharing of premises not viable	
	Running costs exceed current budget	Kitchen facility not adequate	
	Restricted access during school hours	Residents nearby	
	Letting costs apply – not keyholder	Utility costs high	
	Security of building	Proximity to new community school may lead to overlap of delivery	
		Safety concerns as on main bus route	

Report To: Education & Communities
Committee

Date: 4 November 2014

Report By: Corporate Director Education,
Communities & Organisational
Development and Head of
Finance

Report No: EDUCOM/83/14/EM

Contact Officer: Eddie Montgomery

Contact No: 01475 712472

Subject: Review of School Estate Funding Model 2014

1.0 PURPOSE

- 1.1 The purpose of the report is to update the Committee on the current position of the School Estate Funding Model and seek approval of the revised model.

2.0 SUMMARY

- 2.1 The Education and Lifelong Learning Committee at its meeting of 18 June 2008 approved a revision of the School Estate Management Plan (SEMP). One of the recommendations of that report was that the Plan and Funding Model would be reviewed annually and reported to Committee. This report provides Committee with the 2014 review.
- 2.2 The 2013 review of the SEMP was reported to the November Education and Communities Committee. Since the model was approved in November 2013 the following milestones have been reached:

- Port Glasgow Community Campus completed on site in December 2013 and is now operational.
- Ardgowan Primary School refurbishment and extension is on site with a completion anticipated Easter 2015.
- The tenders for the refurbishment and extension of St John's Primary School are due for return on 20th October with a start anticipated in November 2014 to complete August 2015.
- The Committee approved proposals for a new build St Patrick's Primary School which is programmed to start on site summer 2015 to complete Autumn 2016.
- Initial work has commenced on the proposals for the refurbishment of Kilmacolm Primary School which is programmed to start on site in 2015 to complete Autumn 2016.

Further detail of current project work is included in the Capital Report also being presented to this Committee.

- 2.3 This report summarises the internal and external factors which affect the Plan and outlines the methodology used to review the financial model. A revised model is attached as Appendices 1(a)-(d).

-
- 2.4 Overall the SEMP remains affordable with a financial completion of 2028/29 and with all major projects completed by 2026/27. The overall position remains in line with that reported in the November 2013 review.

3.0 RECOMMENDATIONS

- 3.1 That the Committee approve the revised Funding Model and the associated changes/revisions highlighted in sections 4.0 and 5.0.
- 3.2 That the Committee note that financial implications of the revised model will be built into the Council's revised Financial Strategy due to be presented to the Council in December.

Patricia Cassidy
Corporate Director Education,
Communities & Organisational
Development
10th October 2014

Jan Buchanan
Head of Finance
10th October 2014

4.0 REVIEW OF THE MODEL – EXTERNAL FACTORS

4.1 Inflation

At the time of the last review of inflation in October 2013 the Building Cost Information Service view was that tender prices had bottomed out and that a slow rise in 2013 would be followed by a period of steady increase and a steeper rise towards the end of the five year forecast period.

The BCIS August 2014 forecast view is that, building on the modest recovery in new work output in 2013, strong growth in new work output is expected during the five year forecast period, with the position of the economy as a whole improving. However, both at sector level and regionally, the recovery in the construction market is likely to be sporadic. Short term capacity constraints may lead to higher annual tender price rises over the next few quarters, as contractors find it difficult to cope with the increase in workload. Tender prices are therefore expected to rise by an annual 5% to 8% over the next few quarters, with tender prices rising by 5.6% over the first year of the forecast. As contractors start to cope with the rising workload over the second year of the forecast, it is anticipated that tender price rises will slow to 4.6%. Driven by increasing demand and pressure from rising input costs, tender prices are expected to rise between 5.0% and 5.5% over each of the final three years of the forecast period. The level of tender prices is predicted to return to the pre-recession peak in 2014, and tender prices are forecast to rise by around 30% over the forecast period.

The School Estate Management Plan has progressed to a stage where only four major refurbishment projects and one part refurbishment/extension project remain to be committed. Two further committed major projects (St Patrick's and Kilmacolm) will be tendered in the period between 2014 and 2015. The uncommitted projects are phased over a ten year period between the years 2017 and 2027. The industry forecast for tender prices indicates that the current model allowances for 2016/17 and beyond require revisiting.

In reality the BCIS forecasts have tended to be optimistic and the data is based on a relatively small sample of projects. Location factors also play a part and Inverclyde has historically felt any effect of tender price increases later than that predicted. The BCIS August forecast also includes alternative scenario projections where the assumption is that the industry's capacity grows at a sufficient rate to cope with the increasing output over the forecast period. This model sees tender prices rising more steadily during the forecast period. A number of the large property consultancy firms also prepare their own reports and market views. EC Harris view is that tender prices will rise more slowly in the first year and at a lower annual rate thereafter more in line with the BCIS alternative scenario.

Table below notes current allowances, forecasts and revised allowances:

Year	Current inflation allowance	BCIS 5 Year Forecast (Oct 14)	BCIS 5 Year Forecast Alt Proj	EC Harris Market View	Revised inflation allowance
2014/15	5%	5.6%	3.7%	2.2%	5%
2015/16	5%	4.6%	4.3%	4.6%	5%
2016/17	3%	5.5%	4.5%	4.4%	4.8%
2017/18	3%	5.2%	4.7%	NF	4.95%
2018/19	3%	5.3%	5.5%	NF	5.3%
2019/20 & Future	3%	NF	NF	NF	3%

NF – No Forecast

4.2 Capital Receipts

As part of the Financial Strategy the Council agreed that all SEMP receipts would be put in the Capital Fund and the SEMP would receive £9.025 m of Prudential Borrowing to compensate. As a result the amount & timing of capital receipts is no longer a factor in the SEMP Funding model. The 2014 model remains unchanged from this position.

4.3 Scottish Government - Scotland's Schools for the Future Programme (SSFF)

The October 2013 review of the model included £4.916 million in respect of the Scotland's Schools for the Future phase two grant award from the Scottish Government for Craigmarloch School within the new Port Glasgow Community Campus. The last review noted that this comprised £4.866 million and an estimated £50K for projected additional recovery on the provisional element of the grant linked to the project contingency which would be reviewed upon completion of the project. The provisional element has now been finalised with £118K claimed and received which is now reflected in the updated model.

As noted in the October 2013 report the Scottish Government announced (on the 26th September 2012) the projects that had been accepted for the third phase of its Scotland's Schools for the Future programme. It was confirmed at the October 2012 review that the Council's bid for funding for the St. Patrick's Primary School Refurbishment project had been accepted in principle and an allowance of £1.603 million was made within the October 2012 model on the assumption that a grant would be received and phased in line with project expenditure over 2015/17. The 2013 model was unchanged from that position. The March 2014 Education & Communities Committee approved the progression of a new build for St Patrick's following an option appraisal and analysis of comprehensive refurbishment and new build options. This has resulted in the commitment of a greater level of Scottish Government funding which was subsequently confirmed on 15th April 2014. The total funding commitment is subject to the progression of the project to tender acceptance / financial close and will be adjusted to take account of any movements in inflation between 1st April 2012 and the tender date using the BCIS All-in Tender Price Index. Currently the model includes the base £3.005 million plus an allowance for inflation which has yet to be confirmed by the Scottish Futures Trust. It is anticipated that the project will reach financial close in May/June 2015.

It should be noted that £100 million funding for phase 4 of the Scotland's Schools for the Future programme was announced in June and a further £230 million was announced in the October budget statement with a view to allocating to local authorities in November. At this time there has been no formal contact with the Scottish Futures Trust on how this could be allocated.

4.4 Scottish Government Capital Grant

The October 2013 review included a number of changes including an additional allocation of Prudential Funding in year 2013/14 which was possible as a result of the Council borrowing at low interest rates allowing the Chief Financial Officer to reduce the cost of Loan Charges charged to the SEMP by approximately £450,000 per year from 2014/15. This allowed a £500k annual reduction in the £4.8 million capital allocation within the model to £4.3 million a year from financial year 2015/16. The 2014 model remains unchanged from this position.

5.0 REVIEW OF THE MODEL – INTERNAL FACTORS

5.1 Overview

There have been a number of changes since the October 2013 review. Changes are categorised as:

- reviewing / adjusting existing information to reflect changes in circumstances and additional information becoming available
- changes to the strategy resulting in changes to the scope of projects being undertaken.

These adjustment headings are described in more detail below.

5.2 General Updating of Model

The Capital model has been brought up to date to reflect actual expenditure over the past year (2013/14).

5.3 Project Cost Plans

There have been a number of changes affecting cost plans for current projects and future projects which have been reported to Committee over the course of the year:

Current Projects

- St John's PS Refurbishment – January 2014 Committee approved the altered scope to include a nursery class extension with supplementary funding being allocated to the project from the Scottish Government grant allocation in connection with the implementation of the Children & Young People Bill. The September 2014 Committee also approved utilisation of part of the £1.1M Non-SEMP multi-use games area funding allocation to supplement the project funding and allow the MUGA work to be included in the main refurbishment contract. This has a neutral impact on the model due to the additional grant and Non-SEMP funding being made available.
- St Patrick's PS – March 2014 Committee approved the progression of a new build as outlined in 4.3 above with grant funding confirmed from the Scottish Governments Scotland's School's for the Future phase 3 programme. This has a neutral impact on the model due to the additional grant funding being made available.
- Ardgowan PS Refurbishment – March 2014 Committee approved acceptance of the tender with additional funding allocated from the capital programme contingency allowances and the overall SEMP funding model.
- Port Glasgow Community Campus – Following the Policy & Resources Committee decision of 4th February 2014 £500K of unallocated project contingency was transferred from the School Estate Management Plan Model and returned to the overall Capital Programme.

It should be noted that, as with all construction contracts, there remains a risk of cost increases until project completion is achieved and/or final account negotiations are concluded.

Future Projects

The work content, scope and timing of the remaining projects have been reviewed and a number of changes made:

- Early Years Establishments – there is an allowance in the model to address the partial upgrading of early years establishments. At this time there is no firm detail

of the scope and which properties will be involved as work is on-going on an early years estate management plan/strategy which will address the upgrading of the properties and alterations required to address the implementation of the Children & Young People Bill. The 2013 model placed the majority of funding in financial year 2017/18. This has now been brought forward and allocated across 2015/16 and 16/17 to align with the grant funding received and the requirement to have alterations completed in those years (as reported to the September 2014 Committee).

- Moorfoot PS Refurbishment – the cost plan has been adjusted to reflect the lifecycle works completed on the external windows/curtain walling and planned 14/15 work on external doors.
- St Ninian's PS Refurbishment – the cost plan has been adjusted to reduce the area of planned new extension following a review of the current roll projections. The current roll projections do not support the requirement for the amount of teaching area extension and this has been reduced accordingly.

5.4 Review of One-Off Costs

Appendix 1(b) shows the one-off revenue costs associated with the SEMP. Generally these are the costs associated with decanting schools to temporary accommodation and transfer to their new or refurbished school i.e. pupil transport to decant schools and the cost of maintaining and securing empty buildings. Schools also accumulate significant amounts of unwanted resources and the cost of disposing of these is included in the one-off revenue costs.

A review of the one-off costs has been carried out and there have been some changes as noted below to reflect the decisions taken over the last year and the recommendations of reports being presented to this Committee:

- St Columba's HS - allowance added for additional transport costs with maintaining free transport for pupils in the Branchton, Braeside, Grieve Road, Bow Road and Larkfield areas for the academic year 2014/15 i.e. until June 2015 pending review of the current School Transport Policy.
- Early Years Projects – profile revised to align with the programme and capital funding noted in 5.3 above.
- Transport allowances for future decants were reviewed across all projects and updated to reflect new base date and current pricing.
- Highlanders Academy - decant upgrade allowance removed to reflect January 2014 Committee approval to utilise St Stephen's HS for St John's PS decant. Allowance for upgrade of St Stephen's added.
- St John's PS – profile and costs updated for use of St Stephen's HS as decant including Non-Domestic Rates, Utility and additional cleaning costs etc. all as outlined in January 2014 report to Committee.
- Kilmacolm PS - profile and costs updated for use of part temporary modular accommodation (Nursery) and St Stephen's HS as decant including Non-Domestic Rates, Utility and additional cleaning costs etc. all as outlined in report being submitted to this Committee.
- Sacred Heart PS – profile adjusted for planned works in connection with temporary securing between decants.
- Condition Surveys – profile adjusted for 2014 survey costs and future allowances adjusted in line with current pricing.

5.5 Review of Savings

The available savings were reviewed against the 2013/14 actual expenditure and latest projected expenditure for 2014/15. The 2014 model remains unchanged from this review. It should be noted that there are no further significant savings projected until the decant facility at the former Sacred Heart Primary School is scheduled to be demolished late 2025 - early 2026.

5.6 Specific Changes

There have been a number of changes since the approval of the October 2013 model:

- Project scope, cost and funding changes to committed projects outlined in section 5.3 above.
- Project scope, cost and funding changes to future projects outlined in section 5.3 above.
- A lifecycle plan has been prepared specifically to address the requirements for maintenance of the sports pitches across the school estate. There are a variety of different surfaces which will require differing treatments across the life of the facilities. This will include re-surfacing, rejuvenation and replacement carpets over the life of the assets. The initial plan for this work was calculated and input into the funding model, however the addition of some £2.487 million across the life of the model was not affordable without introducing additional funding. The revised position is an addition of £1.227 million to the model to deal with the peak demand where potentially 2 or more full size pitches will require replacement carpets in the same financial year. The assumption in the current model is that the balance of the works required will be funded from the existing SEMP lifecycle allowance and that works will be profiled accordingly to manage lifecycle expenditure within the current model affordability limits. It should be noted that this may require other lifecycle work to be re-prioritised / delayed to future years in years of peak demand.

5.7 Loan Charges

As noted in the October 2013 review, as a result of the Council borrowing at low interest rates the Chief Financial Officer has been able to reduce the cost of Loan Charges charged to the SEMP by approximately £450,000 per year from 2014/15. In turn this allows a similar reduction in the General Fund contribution to the SEMP as noted in 4.4. The 2014 model remains unchanged from this position.

6.0 **IMPLICATIONS**

Finance

6.1 Summary

The model remains affordable. The earmarked reserve summary (Appendix 1(c)) shows there is a positive balance carried forward each year with a maximum balance of £2.605 million in 2014/15 and a minimum balance of £871k in 2023/24.

6.2 Capital Costs and Grant Funding

There has been no significant overall change in capital costs as the increases on future projects affected by the adjustments made for forecasted tender price inflation and the addition of sports pitch lifecycle funding have been offset by a reduction in individual project cost plans noted in 5.3 above to reflect the accelerated and advance lifecycle works already undertaken in the properties. Since the October 2013 review the Grant Funding income for Craigmarnloch has been finalised, the St Patrick's project grant offer revised based on the new build project scope, and grant funding received in respect of the implementation of the Children & Young People Bill. There has been a net increase in Grant Funding of £2.573 million accordingly which has been factored into the model.

6.3 Cashflow

Both the capital and overall models need to be in surplus for the Council to claim the SEMP is financially deliverable. The October 2014 model shows this to be the case within the previously reported timescales.

6.4 Financial Risks

The School Estate Management Plan has progressed to a stage where the planned rationalisation of the estate is complete with a relatively small number of major projects remaining to address the remaining assets requiring significant investment. The financial risks associated with completion of the project are summarised below;

- Out-turn Construction Costs - Risk (as with all construction projects) that final costs will exceed project budgets.
- Tender Price Inflation - Risk of future tender prices rising faster than industry forecasts / model allowances.
- Legislation - The risk of future changes in legislation e.g. building standards becoming increasingly onerous particularly in respect of upgrading existing buildings. Currently sprinkler systems are mandatory for new build projects and are recommended for refurbishment projects with significant extensions. Not all remaining refurbishment projects within the model have allowances for sprinkler installations.
- Capital Grant - It should also be noted that future reduction in the government capital grant remains a significant risk to the programme although this has been partly addressed by the reduction noted in 4.4.

A risk register is attached as appendix 1(d).

Legal

6.5 There are no legal issues.

Human Resources

6.6 There are no human resources issues.

Equalities

6.7 Has an Equality Impact Assessment been carried out?

	YES (see attached appendix)
X	NO - This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required. See below.

Individual projects consider DDA issues as part of the development of the detailed designs and Building Standards approval (where required). There are no equalities issues.

Repopulation

6.8 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.

7.0 CONSULTATION

- 7.1 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.
- 7.2 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.

8.0 LIST OF BACKGROUND PAPERS

- 8.1 Project Cost Plans
 - Cashflows (Capital & Revenue)
 - Calculation of Maintenance Costs
 - Sports Pitch Lifecycle Model
 - Building Cost Information Service (BCIS) Quarterly Review (July 14 + Oct 14 Update)
 - EC Harris Research – Market View UK - Summer 2014

School Estate Funding Model - October 2014

Sources of Funding	Start Date	Completion Date	Total Base Date	Total	05/06	06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	
					Scottish Government Funding - SSFF												3,501	1,513	100	1,120	1,953	100								
Scottish Government Funding - C&YP Capital Programme									4,808	4,800	4,800	4,800	4,800	4,800	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	4,300	
Prudential Funding - Receipts			11,926				2,035					5,700	3,325											866						
Prudential Funding - Projects									923	803	3,337	15,572	9,224	1,767	500															
Prudential Funding - Lomond View Academy											142	1,648	656	57																
Prudential Funding - Alternative Model													5,000	(300)																
Virement to Inverkip Community Centre																														
Overspend funded from following year																														
Underspend transferred to previous year								951	6,169																					
Total funding available					-	-	2,035	951	11,900	5,603	8,279	31,221	24,631	7,772	5,920	6,253	4,400	4,300	4,300	4,300	4,300	4,300	4,300	5,166	4,300	4,300	4,300	4,300	4,300	
Less: Capital programme not listed below				9,179					3,719	477	417	1,194	1,380	644	1,348															
Balance available for other projects					-	-	2,035	951	8,181	5,126	7,862	30,027	23,251	7,128	4,572	6,253	4,400	4,300	4,300	4,300	4,300	4,300	4,300	5,166	4,300	4,300	4,300	4,300	4,300	
Proposed spend																														
Inverclyde Academy 3G Pitch	Oct-09	Feb-10	460	454					454																					
Mearn Centre Interim Refurbishment	Jan-10	Aug-10	200	139					29	110	Incl.																			
Kings Glen Decant School Refurbishment	Jun-08	Aug-10	50	40			20																							
Various Road Improvement Works	Varies	Apr-13	560	286					7	3	61	133	Incl.																	
PPP Interactive Boards/LCD Screens	Varies	May-11	474	502					132	7	363																			
St Columba's HS (Refurbish Gourrock HS)	Jan-12	Aug-13	13,707	14,667					13	536	1,038	7,461	5,619	Incl.																
St Andrew's PS (Refurbish Earnhill)	Aug-10	Oct-11	4,054	4,314			10		180	1,730	2,394	Incl.																		
Whinhill PS (Overton/Highlanders)	Oct-10	Aug-12	4,780	5,089					204	289	2,950	1,633	Incl.																	
Port Glasgow Community Campus	Oct-11	Dec-13	31,875	29,954					54	774	3,324	15,556	8,831	1,415																
Lomond View Academy (Refurbish St Laurence's)	Jul-12	Jul-13	2,150	2,503							142	1,648	656	57																
Inverkip PS Refurbishment	Jul-11	Oct-12	832	595							362	195	Incl.																	
Craigmarloch School	Oct-11	Dec-13	11,082	10,628						259	725	5,759	3,734	Incl.																
Sacred Heart Decant School Upgrade	Sep-12	Jan-14	300	500							14	106	375	Incl.																
Early Years Establishments Refurbishments	Apr-15	Mar-17	1,000	1,331											615	649	67													
Ardgowan PS Refurbishment	Apr-14	Apr-15	3,886	5,326								97	464	3,134	1,631															
St Patrick's PS Refurbishment	Jul-15	Oct-16	4,274	7,012										215	2,383	4,214	200													
St Francis PS External Works	Jul-15	Oct-15	320	406										20	377	9														
Moorfoot PS Refurbishment	Jul-17	Oct-18	3,885	4,610												166	1,748	2,573	123											
St John's PS Refurbishment	Nov-14	Aug-15	1,825	2,215									38	731	1,392	54														
St Mary's PS Refurbishment	Jul-19	Oct-20	3,722	5,407													97	2,181	2,986	143										
Lady Alice PS Refurbishment	Jul-21	Jul-22	2,450	3,657																										
Kilmacolm PS Refurbishment	Jul-15	Oct-16	2,877	3,655										145	1,869	1,541	100													
St Ninian's PS Refurbishment	Jul-23	Oct-24	4,635	6,689																										
Gourock PS Refurbishment	Jul-26	Mar-27	1,149	2,141																										
Demolition of Ravenscraig PS	Feb-10	Mar-10	150	37					11	26	Incl.																			
Demolition of Greenock Academy	Apr-15	Jul-15	450	164							71				91	2														
Demolition of St Gabriel's PS	Feb-12	Mar-12	120	61							28	33																		
Demolition of Kings Glen	Oct-12	Dec-12	200	82								82	Incl.																	
Demolition of St Stephen's HS	Dec-16	Jun-17	450	558									3		147	408														
Demolition of Lilybank	Jul-14	Oct-14	100	89									3	86																
Demolition of Sacred Heart PS	Dec-24	Feb-25	180	309																				309						
General allowance for unforeseen works	-	-	900	1,365				921						94	50	100	100	100												
Prudential Funding - Capital Project Contributions	-	-	1,140	1,140									393	247	500															
Lifecycle Fund - Sports Pitches	-	-	1,898	1,227														36												
Lifecycle Fund	-	-	22,467	33,253										400	688	917	1,128	1,191	1,773	1,836	1,934	1,900	2,102	2,787	2,917	3,099	3,290	3,490	3,802	
Total proposed spend			128,603	150,406				951	1,084	3,754	11,472	32,703	20,116	6,544	9,743	8,059	3,344	3,997	4,077	5,048	3,657	4,207	5,447	6,313	3,646	5,072	3,352	3,729	3,802	
Surplus (Deficit) for year to carry forward					-	-	-	-	7,097	1,372	(3,610)	(2,676)	3,135	584	(5,171)	(1,806)	1,056	303	223	(748)	643	93	(1,147)	(1,147)	654	(772)	948	571	498	
Surplus (Deficit) brought forward									-	7,097	8,469	4,859	2,183	5,318	5,902	730	(1,076)	(20)	284	507	(241)	402	494	(652)	(1,799)	(1,145)	(1,917)	(970)	(399)	
Cumulative carry forward									7,097	8,469	4,859	2,183	5,318	5,902	730	(1,076)	(20)	284	507	(241)	402	494	(652)	(1,799)	(1,145)	(1,917)	(970)	(399)	100	

School Estate Funding Model - October 2014 - One Off Revenue Costs

Sources of Funding/Proposed Spend	Start Date / Timeline	Completion Date	Total	Total Inc Inflation	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
Clune Park Closure	Apr-08	-	17	17	17																					
St Columba's (Refurb Gourock HS) + Transport	Nov-11	Jun-15	601	869	39	190	87	87	87	233	146	37														
PPP New Aileymill Primary School	Feb-10	Feb-10	46	49		49																				
PPP New All Saint's Primary School	Feb-10	Feb-10	46	49		49																				
Notre Dame to Wellington	Jun-09	Jun-09	105	111			111																			
St Andrew's Primary School (Refurb Earnhill)	Aug-10	Oct-11	70	79		17		62																		
PPP New Notre Dame High School	May-11	May-11	75	84				84																		
PPP New Clydeview Academy	May-11	May-11	120	135				135																		
Overton/Highlanders Refurbishment	Apr-11	Aug-12	359	370			159	164	47																	
Port Glasgow Community Campus	Oct-11	Dec-13	872	972			125	567	30	250																
Lomond View Academy (Refurb St Laurences)	Jul-12	Jul-13	35	42																						
Inverkip Primary School Refurbishment/Extn.	Jun-11	Aug-12	20	23				11	11																	
ASN School - New Build	Oct-11	Dec-13	85	101						101																
Early Years Establishments Refurbishments	Apr-15	Mar-17	50	64								38	26													
Ardgowan Primary School Refurbishment	Apr-14	Apr-15	376	450						203	226	21														
St Patrick's Primary School Refurbishment	Jul-15	Oct-16	424	469								265	204													
Moorfoot Primary School Refurbishment	Jul-17	Oct-18	355	419										240	179											
St John's Primary School Refurbishment	Nov-14	Aug-15	608	608							373	234														
St Mary's Primary School Refurbishment	Jul-19	Oct-20	349	436												257	179									
Lady Alice Primary School Refurbishment	Jul-21	Jul-22	295	394														236	158							
Kilmacolm Primary School Refurbishment	Oct-15	Oct-16	447	674								323	351													
St Ninian's Primary School Refurbishment	Jul-23	Oct-24	383	678															281	339	57					
Gourock Primary School - Refurbishment	Jul-26	Mar-27	20	35																			35			
Sacred Heart Mothball/Security	Varies - 6nr	-	185	253				51	67	16	14	10	13	7	14	7	15	8	18	13				35		
Highlanders Decant Upgrade	Oct-13	Jun-14	200	200						150																
St Stephen's HS Decant Upgrade				5,143							75															
Additional Revenue maintenance costs	Annual	-		500		313	360	49	224	116	230	263	196	204	213	221	230	239	249	258	268	279	289	300	314	326
Additional Partial Refurbishment Works	Apr-12	Mar-14	500	500					250	250																
ICT Technician Support for SEMP	Apr-13	Mar-14	27	27						27																
Contingency	Annual	-	214	214							100	100	14													
Energy Performance Certificates	10 Year Cycle	-	200	100												100										
Condition Survey	5 Year Cycle	-	300	440		100				80	40															
Total proposed spend			7,383	14,004	56	828	731	1,210	758	1,427	1,204	1,291	805	451	505	585	424	483	706	730	326	279	324	300	314	326

Oct 14 Revised

School Estate - Earmarked Reserves

	<u>2013/14</u>	<u>2014/15</u>	<u>2015/16</u>	<u>2016/17</u>	<u>2017/18</u>	<u>2018/19</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>2029/30</u>
	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>
Earmarked Reserve b/fwd	3,086	3,461	2,605	1,919	1,564	1,593	1,561	1,441	1,474	1,439	1,172	871	1,030	1,224	1,361	1,509	1,630
Available Savings added (a)	4,347	4,584	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,747	4,747	4,747	4,747	4,747	4,747
Extra Financing (b)	3,210	3,020	3,260	3,185	3,185	3,185	3,185	3,185	3,185	3,185	3,185	3,185	3,185	3,185	3,185	3,185	3,185
Prudential Schools Loan Charges (c)	-3,439	-4,410	-4,528	-4,534	-4,541	-4,548	-4,556	-4,564	-4,573	-4,582	-4,592	-4,602	-4,613	-4,625	-4,638	-4,651	-4,665
Unitary Charge Payment (d)	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942
Unitary Charge Inflation Element (e)	-233	-460	-726	-1,002	-1,290	-1,589	-1,900	-2,223	-2,559	-2,909	-3,273	-3,651	-4,044	-4,453	-4,879	-5,321	-5,781
Unitary Charge Funding from Inflation Contingency	565	460	726	1,002	1,290	1,589	1,900	2,223	2,559	2,909	3,273	3,651	4,044	4,453	4,879	5,321	5,781
One Off Costs (f)	-813	-974	-991	-646	-247	-292	-364	-194	-244	-457	-472	-57	0	-35	0	0	0
Extra Revenue Repairs (g)	-366	-230	-263	-196	-204	-213	-221	-230	-239	-249	-258	-268	-279	-289	-300	-314	-326
Unitary Charge RSG	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096
Written Back to General Reserves	-50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Earmarked Reserve c/fwd	<u>3,461</u>	<u>2,605</u>	<u>1,919</u>	<u>1,564</u>	<u>1,593</u>	<u>1,561</u>	<u>1,441</u>	<u>1,474</u>	<u>1,439</u>	<u>1,172</u>	<u>871</u>	<u>1,030</u>	<u>1,224</u>	<u>1,361</u>	<u>1,509</u>	<u>1,630</u>	<u>1,725</u>

(a) Per 13/14 Budget - includes savings from Craigmarnloch from August 2014. Reduced by £70k from 2013/14 for additional NDR St Columba's.

(b) Per 2008/9 budget and £1m for Port Glasgow Com Campus , plus £160k for Lomond View. Compensating loan charges for receipts transferred to the Capital Fund come in from 2015/16. Annual Saving of £75k from 2016/17.

(c) Assumes Inverclyde Academy , Newark Primary, Port Glasgow Community Campus and Lomond View refurbishments are Prudentially funded. Uses a pool fund rate of 4.0% from 2012/13.

(d) Based on Actual Unitary Charge at Jan 2011 RPI of £8.842 million plus £100k contingency from 2013/14.

(e) Base at Jan 2014 RPI. Assumes 2.7% annual inflation (4% RPI discounted by factor of 1.5)

(f) After 2026/27 one-off costs cease.

(g) Increased Revenue Repairs £250k in 2013/14. Saving of £75k from 2016/17.

School Estate Management Plan - Risk Register

Revision 21

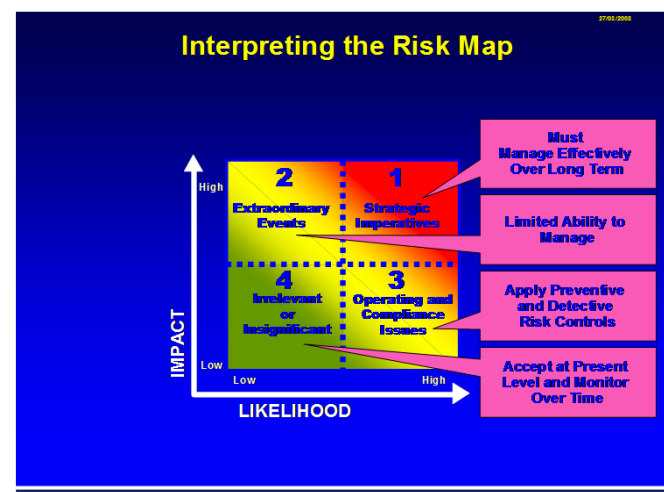
Organisation:	Inverclyde Council
Risk Map:	School Estate Management Plan
Risk Assessors:	Property Services
Date:	Oct-14

Risk No	*Description of RISK Concern (x,y,z)	IMPACT Rating (A)	L'HOOD Rating (B)	Quartile	Risk Score (A*B)	Current Controls	Who is Responsible? (name or title)	Additional Controls/Mitigating Actions & Time Frames with End Dates
Building Risks								
B1	<i>Lifecycle Maintenance:</i> The Lifecycle fund does not provide sufficient funding for on going major maintenance. Factors of this risk include: If the schools are to be kept in good / satisfactory condition it is necessary to allow for a lifecycle fund to ensure adequate financial provision is made. Acceleration of projects may impact on lifecycle profile.	3	2	3	6	The lifecycle fund has been calculated to provide appropriate funding over the life of the model. Given the timescales involved and the uncertainties of replacement cycles, particularly for refurbished buildings, it is an indicative allowance. An additional allowance has been made in the Oct 14 model specifically to address the sports pitches within the estate.	Head of L&PS/Property Services Manager	The lifecycle fund should be refined over the life of the model.
B2	<i>Day to Day Repairs:</i> Expenditure on day to day repairs is insufficient to maintain the schools in good / satisfactory order, leading to a deterioration in condition and premature failure of components and installations. Factors of this risk include: Day to day repairs are funded by the CRA which has struggled with funding for a number of years. Current levels of funding will not be sufficient to maintain buildings in a good state of repair.	3	3	3	9	An additional allowance has been included in the SEMP funding model to top up the CRA to a more appropriate level of funding - ECRA. Note funding of CRA reduced by £50,000 per annum from 2012/13. Note also that a further reduction of £75K per annum has been made from 2016/17 to address savings required as part of the budget setting process.	Head of L&PS/Property Services Manager	Expenditure of the ECRA allowance is monitored and managed by the Property Services Manager and Property Services Team Leader to ensure appropriate prioritisation of work.
B3	<i>Unscheduled Repairs:</i> Unscheduled repairs required in schools that have not received a major refurbishment or are being utilised as temporary decant accommodation. Factors of this risk include: No allowance for major maintenance of short or long term decant school accommodation. It is possible that failures will occur which will require to be addressed.	3	2	3	6	The only remaining decant schools are the former temporary shared campus (St Stephen's HS) and the former Sacred Heart PS. Schools scheduled to receive a future refurbishment are generally in satisfactory condition and have no outstanding known major issues. The largest outstanding risks are of mechanical systems failure and larger elemental replacement requirements (windows) within the current decant schools. However one is a B Condition rating and the other is a high C rating.	Head of L&PS/Property Services Manager	This risk must be accepted or a contingency allowance made in the Central Repairs budget. The on-going Lifecycle budget could also be utilised to address any larger scale elemental replacement or unscheduled major repairs. One-off cost allocations have addressed partial refurbishment of some elements prior to use as decant. The boilers at Sacred Heart have been upgraded during summer 2014. It should be noted that this would impact on funds available to address risk 1. above.
Financial Risks								
F1	<i>Central Government Support:</i> Level of support from Central Government changes. This factor is significant and a reduction in funding has been confirmed. Circa 70% of the Council's Capital grant is committed to the SEMP.	4	3	2	12	A further £134K SSFF Ph.2 funding was received for the ASN school. The current model assumes a reduction in capital funding from the government over the life of the model. Additional Government grant funding has been approved for St Patrick's PS with a provisional amount of £3.005M included in the model. The last major revision of the SEMP funding model (Oct 2013) reduced the allocation by £500K per annum from 2015/16.	Head of Finance	Managed through Financial Strategy and budget setting process. Possible reductions to scope of SEMP if funding not able to be found / maintained.
F2	<i>Savings Model:</i> Savings from school closures built into the model may not be fully realised. Factors of this risk include: The model is dependant, in part, for savings to fund it. If the savings are not realised it would impact on the overall affordability of the model.	4	2	3	8	The savings have been calculated as robustly as possible. Savings have been reviewed for the revised model and adjusted to take account of actual savings achieved.	Head of Finance/Principal Account (Education & Communities)	Savings are subject to an annual review and adjustment as necessary.
F3	<i>Cost Planning:</i> Cost allowances made for early years accommodation may prove insufficient. Factors of this risk include: The requirement for work to the early years portfolio is limited. Three establishments, Glenbrae, Hillend and Kelly Street will require significant investment. No work has been carried out to scope the work required and the allowances made are indicative. There is always a risk that the Council will have to make new provision either as a result of demographic changes or because partner providers cease or reduce provision. Scottish Government led initiatives also impact on Early Years Services e.g. Children & Young People Bill (600Hrs) and the Looked After 2 year olds agenda.	3	4	2	12	Allowances have been made within the current SEMP for limited works to a number of Early Years Establishments. A number of establishments are incorporated into new schools and nurseries in schools will be refurbished with the schools. Provision in Gourrock (Binnie Street) was dealt with separately from the SEMP.	Corporate Director Education & Communities/Property Services Manager/Early Years Manager	A review of Early Years provision in the East End of Greenock has been cancelled due to the likely impact of the C&YPB and Looked After 2 year olds agenda. A short term working group has been formed to develop an Early Years Asset Strategy and clarify impact on existing accommodation and any funding available through additional 600hrs - Children and Young People Bill led changes.

F4	<i>Decant / Transport:</i> Decant arrangements have not been finalised for schools to be refurbished. Factors of this risk include: Given the extent of refurbishment work, and given previous experience, nearly all schools to be refurbished will require to be decanted. It has been assumed that the Former Sacred Heart building will be used. Allowances have been made for decant and pupil transport. Decant allowances can be considered robust however pupil transport costs are indicative and may vary from anticipated and allowed for in the model and in Education Revenue budgets.	3	2	3	6	Pupil transport costs have been calculated as accurately as possible based on current information but are impossible to predict accurately over time. The model includes pupil transport costs necessary when schools are decanted and also future budgets have been appraised to include the impact of changes in pupil transport costs due to rationalisation with additional costs being met from savings.	Corporate Director Education & Communities/Principal Account (Education & Communities)/Property Services Manager	Pupil transport costs are reviewed annually and refined over the life of the model. Appropriate inflation allowances are built in to the model.	
F5	<i>External Inflation:</i> Inflation rises faster than allowed for. Factors of this risk include: Inflation in the construction industry is more volatile than general inflation, being based more on supply and demand. It is virtually impossible to predict inflation over a 15 year period. If general inflation increases significantly then this will have an impact on the model.	3	2	3	6	Inflation allowances have been reviewed and adjusted in line with current projections and latest Building Cost Information Service (BCIS) forecasts. The major elements of the programme are now complete with a limited number of Primary School projects remaining. Acceleration of the Primary School programme will assist in minimising the impact of building cost inflation on the model.	Property Services Manager	Inflation assumptions are reviewed annually and adjusted if necessary.	
F6	<i>Building Standards Legislation:</i> Revisions to Building Standards are affecting the scope of works required to meet minimum compliance when undertaking new build or refurbishment of property. The Council has a policy to better minimum standards where possible as part of the Carbon Management and sustainability agenda. This could potentially impact on overall cost of future projects and will impact on the model.	3	3	3	9	Previous project specifications and design briefs target bettering the minimum building standards requirements. Current standards such as Section 7 and mandatory sprinkler requirement for new buildings and significantly extended buildings are bringing standards in line with previous brief aspirations. There is a risk that future changes will not align with current cost plan assumptions on scope of works.	Property Services Manager	Review scope of each project to ensure maximum VFM.	
Demographic Risks									
D1	<i>St. Columba's Viability:</i> Future viability of St. Columba's High School - The roll may drop below a level (circa 450) where a full curriculum could not be offered / delivered and course choices could be constrained.	3	3	3	9	Changes to the Placing Request policy have been agreed which should result in better management of rolls vs capacity. Latest projections indicate that St Columba's is stabilising at around 550-600. A temporary arrangement for transport is in place pending review of policy.	Corporate Director Education & Communities/Head of Education	Maintain capping levels and admissions policy. Work with associated Primary Schools to promote the school. Review transport policy.	
D2	<i>School Rolls:</i> It may not be possible to manage school Rolls as planned. Factors of this risk include: The proposals for Gourrock Primary School and St Ninian's Primary School are dependent on alterations to the catchment areas to divert pupils to adjoining schools with spare capacity rather than build extensions. It may not be possible to avoid rising pupil numbers and the building of extensions not specifically allowed for in the model may be required; The report on Primary Capacities (Jan 2014) indicates rolls should remain stable over the next 5-6 years however a recent study has indicated that Aileymill PS and Newark PS require monitoring.	3	2	3	6	St Ninian's project scope has been revised in the Oct 14 plan to reduce planned extension allowance based on current roll projection information. Changes to the Placing Request policy have been agreed which should result in better management of rolls vs capacity in the future. Issues relating to the capacity of Clydeview Academy have been addressed.	Corporate Director Education & Communities/Quality Improvement Officer - School Estate	This risk should be assessed and a view taken prior to deciding on final proposals for St Ninians and Gourrock Primary Schools. A roll projection group has been formed to perform a monitoring role. This group is currently monitoring Aileymill PS and Newark PS.	
Programme Risks									
P1	<i>Project Delays:</i> Projects do not run to time, leading to delays in other projects starting due to using the same decant school. Factors of this risk include: Using a single decant school and keeping it in continuous operation is the most efficient way of working however it does rely on projects not significantly overrunning.	2	3	3	6	A buffer has been built into the programme between all refurbishments to allow for the possibility of some over runs. This cannot be too long however or mothballing costs will be incurred.	Head of L&PS/Property Services Manager	The programme should be kept under review and revised as necessary during the life of the model.	

Key: see diagram

- Requires active management.**
 High impact/high likelihood: risk requires active management to manage down and maintain exposure at an acceptable level. Very High (16-25)
- Contingency plans.**
 A robust contingency plan may suffice together with early warning mechanisms to detect any deviation from plan. High (10-15)
- Good Housekeeping.**
 May require some risk mitigation to reduce likelihood if this can be done cost effectively, but good housekeeping to ensure the impact remains low should be adequate. Reassess frequently to ensure conditions remain the same. Medium (5-9)
- Review periodically.**
 Risks are unlikely to require mitigating actions but status should be reviewed frequently to ensure conditions have not changed. Low (1-4)



Report To:	Education and Communities Committee	Date:	04 November 2014
Report By:	Corporate Director Education, Communities & Organisational Development	Report No:	EDUCOM/76/14//WB
Contact Officer:	Wilma Bain (Head of Education)	Contact No:	01475 712824
Subject:	Amendments to the Schools (Consultation) (Scotland) Act 2010		

1.0 PURPOSE

- 1.1 This report is to give members of the Education and Communities Committee an overview of the key points set out in the Schools (Consultation) (Scotland) Act 2010.
- 1.2 This Act was amended in part 15 of the Children and Young People (Scotland) Act 2014.

The overarching objective of the Act and its amendments is to establish consistent consultation practices and procedures across Scotland that apply to all proposals for school closures and other major changes to the school estate.

2.0 SUMMARY

- 2.1 The Schools (Consultation) (Scotland) Act 2010 sets a rigorous, open and transparent system for consulting on school closures and other changes to the school estate as proposed by Councils.
- 2.2 Education Scotland has produced guidance in relation to the amended Schools (Consultation) (Scotland) Act 2010 designed to support Councils when they propose changes to the school estate.
- 2.3 The Act gives HM Inspectors a role in the process.
- 2.4 The majority of amendments to the Act came into effect on 1 August 2014.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Education and Communities Committee note the key points set out in the Schools (Consultation) (Scotland) Act 2010.

Patricia Cassidy
Corporate Director
Education, Communities and Organisational Development

4.0 BACKGROUND

4.1 The Schools (Consultation) (Scotland) Act 2010 was amended in 2014 in part 15 of *The Children and Young People (Scotland) Act 2014*. The amended Act stipulates that a Council has to consult with parents, children, young people and the wider community when it proposes changes to its school estate. This includes changes such as proposals to close schools or change a school's catchment area. The Schools (Consultation) (Scotland) Act 2010 sets out the process that Councils must follow when they do this.

5.0 PROPOSALS

5.1 It is proposed that the Education and Communities Committee note the key points set out in the Schools (Consultation) (Scotland) Act 2010.

6.0 SCHOOLS (CONSULTATION) (SCOTLAND) ACT 2010

6.1 The Act's provision are three-fold:

1. to establish a coherent and robust, workable, open and transparent consultation process for all school closures and other proposals affecting schools;
2. to ensure that a decision by a Council to close a rural school is only taken after the Council has taken into account a number of other considerations, explored all reasonable alternatives and assessed the likely implications of the closure; and
3. to establish a system for referring closure decisions to the Scottish Ministers for consent with a power to call in decisions and determine these. In due course, School Closure Review Panels will be introduced to determine closure proposals when Scottish Ministers have called in a proposal.

6.2 The Act defines 10 types of proposal that trigger the consultation process. Proposals requiring consultation are those where a Council proposes to:

- discontinue permanently a school (this includes special schools and nursery schools) or a stage of education in a school (this includes years in a secondary school or special class in a mainstream school or where the Council proposes to discontinue Gaelic medium provision);
- establish a new school or stage of education in a school;
- relocate a school or nursery class;
- vary the catchment area or modify the guidelines for placing requests for a school;
- vary the arrangements for the transfer of pupils from a primary school to a secondary school;
- change the school commencement date of a primary school;
- vary arrangements for the constitution of a special class in a school other than a special school;
- discontinue arrangements for the provision of transport by the Council for pupils attending a denominational school;
- change a denominational school into a non-denominational school; and
- discontinue a further education centre which is managed by the Council.

6.3 The Council must publish a proposal paper containing the following:

- details of the proposal

- proposed date for implementation
- the educational benefits statement
- other appropriate supporting evidence or information
- a summary of the consultation process

There are 2 additional requirements:

- where a proposal relates to closure of a school or stage of education, it must also contain information about the financial implications of the proposal
- for rural school closure proposals, it must detail the steps the Council has taken to comply with sections 12, 12A and 13 of the Act, as amended.

6.4 The amendments to the Act have clarified the duties for Councils. Where a Council is notified of any alleged inaccuracy or omission in a proposal paper or where an inaccuracy or omission is discovered, the Council must investigate and then inform the notifier of its decision and its reasons for reaching its decision. The Council must also invite the notifier to make representation to it if the notifier disagrees with the Council's decision. When the omission or inaccuracy relates to a material consideration, the Council must take action. This should include:

- publishing a corrected proposal paper
- sending the corrected paper to Education Scotland
- issuing a notice to all consultees correcting the inaccuracy or providing omitted information

6.5 The Council must give the relevant mandatory consultees notice of the proposal which would include:

- a summary of the proposal, where to get a copy of the proposal paper and how to make written representations
- the closing date of the consultation, which will be a minimum of 6 weeks to include at least 30 school days
- the time, date and venue of the public meeting, if these are known at the time, otherwise the information must follow in an additional notice

6.6 The Act requires that in respect of every proposal, a Council must consult (for at least 6 weeks):

- the pupils at any affected school(s), (in so far as the Council considers them to be of a suitable age and maturity)
- the Parent Council(s) of those affected school(s)
- the parents of pupils and children, including those expected by the Council to attend any affected school within 2 years of the date of publication of the proposal paper
- all staff (teaching and other) at the school, including relevant trade unions and professional associations

6.7 For certain categories of proposal, authorities must consult other relevant people or groups. The Council must also consult other users of any affected school as the Council consider relevant, but only in cases of proposals to close, establish or relocate provision. Finally, the Council must also consult such other Councils as it considers relevant.

6.8 The Council must also hold and be present at a public meeting and give advance notice of the date, time and venue of the meeting to relevant consultees and Education Scotland. It is not a legal requirement for HM Inspectors to attend the public meeting. However, when HM Inspectors attend, they do solely as an observer and should not be

drawn into discussion or debate. The responsibility for conducting the public meeting rests solely with the Council.

- 6.9 The Act requires that reports are prepared by HMIE (Education Scotland). HM Inspectors have 3 weeks to consider the educational aspects of a Council's proposal and submit a report to the Council. The Act requires the Council to consider the report from HM Inspectors and then prepare its final consultation report.
- 6.10 The final consultation report must contain:
- an explanation of how the Council has reviewed the proposal
 - the report in full from Education Scotland
 - a summary of points raised during the consultation – both written and oral – and the Council's responses to them
 - the substance of any alleged inaccuracies and details of the Council's response and any action taken
 - any omitted information
- 6.11 The Act requires a number of factors to be taken into account as part of a preliminary consideration of a proposal to close a rural school. The Scottish Government maintains a rural school list that lists all those schools that are considered to be rural schools for the purposes of the Act.
- 6.12 If the proposal relates to the closure of a school or stage of education, the Council must notify Scottish Ministers within the period of 6 working days after taking its final decision. The Council must also publish on its website the fact that it has notified Scottish Ministers of its decision and of the period during which consultees have the opportunity to make representation to Ministers. Ministers have a power to call in a closure decision, but only when it appears to Ministers that the Council has failed in a significant regard to comply with the Act's requirements or, in coming to its decision, has failed to take proper account of a material consideration relevant to the proposal.
- 6.13 Education Scotland has developed guidance to support Councils to meet the requirements of the amended Act when they propose changes to the school estate. This guidance includes an overview of the key points from the amended Schools (Consultation) (Scotland) Act 2010; a timeline summary relating to consultation; and a self-evaluation toolkit designed to assist Councils in the preparation of educational benefits statements within proposals taken forward under the terms of the amended Schools (Consultation) (Scotland) Act 2010.

7.0 IMPLICATIONS

- 7.1 There are no direct financial costs associated with the information provided in this paper.

Financial Implications:

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

7.2 Legal

Failure to comply with the Schools (Consultation) (Scotland) Act 2010 will result in a breach of our statutory requirements.

7.3 Personnel

There are no personnel implications.

7.4 Equalities

It would be appropriate to undertake an equality impact assessment of proposals made to ensure equality of opportunity for all.

7.5 Repopulation

N/A

8.0 CONSULTATIONS

8.1 N/A

9.0 BACKGROUND PAPERS

9.1 'Schools (Consultation) (Scotland) Act 2010 as amended – Overview and guidance for education authorities August 2014'. This document is available from the Education Scotland website (www.educationscotland.gov.uk).

Report To: Education & Communities
Committee

Date: 04 November 2014

Report By: Wilma Bain
Head of Education

Report No: EDUCOM/78/14//WB

Contact Officer: Elizabeth Robertson
Health & Wellbeing Development
Officer

Contact No: 01475 712850

Subject: Free School Meals P1-P3 Pupils

1.0 PURPOSE

1.1 The purpose of this report is to:

- a) Summarise the proposed national framework for delivery of Free School Meals to P1-P3 pupils
- b) Outline the proposed local implementation of this policy

2.0 SUMMARY

- 2.1 On 07 January 2014, the Scottish First Minister committed to give all children in P1 to P3 the option of a daily, free school meal from January 2015. Communication was received from Scottish Government's Learning Directorate in July 2014, outlining the financial allocation to allow Inverclyde's implementation of the policy.
- 2.2 Inverclyde is set to receive 1.3% of the £70.5m national allocation for this initiative. This equates to revenue funding of £215k for period Jan – Mar 2015, followed by £703k for the full Financial Year 2015/16. This is all the funding that has been announced formally to date. Additional funds are likely to be allocated to cover capital expenditure relating to this policy.
- 2.3 This funding will be used to recruit additional staff to support the expected increase in uptake of school meals, will finance the inevitable rise in food costs, and also will cover the purchase of additional equipment and (via the capital allocation) enhancements to dining facilities in schools.
- 2.4 During the pilot phase of this programme, participating authorities recorded increases in school meals uptake to, on average, 75% of their school roll. Taking this as our working assumption, it is currently expected that £56k will be required to recruit additional catering staff in Inverclyde. Facilities Management have calculated that 237.5 additional staff hours per week will be required across the 20 primary schools in the authority, and this for 38 weeks in the year, equalling 9025 hours. Catering Staff are currently paid at Grade B which is £6.59, rising to £7.21 for longer serving staff. Living Wage increment will be an additional factor for costings, and this will also be covered by the Scottish Government allocation. Recruitment of staff is already underway, in preparation for a January 2015 start.

3.0 RECOMMENDATIONS

- 3.1 The Education & Communities Committee notes the content of this report.
- 3.2 The Education & Communities Committee notes the preparatory work being done to get ready for the implementation of the policy in local primary schools.
- 3.3 The Education & Communities request an update report on the experience of implementing this policy

Patricia Cassidy
Corporate Director
Education, Communities & Organisational Development

4.0 BACKGROUND

- 4.1 The Scottish Government committed to fully funding revenue costs arising from the P1-P3 offer. The initial national allocation was announced as £55m over 2 years, but this has increased to £70.5m, after discussions with local government representatives. £16.5m of the overall revenue allocation will cover the costs of implementation in the partial year 2014/15, with £54m allocated for revenue costs in 2015/16.
- 4.2 The allocations for P1-P3 Free Meals will be added to the Council's General Revenue Grant for each relevant year, paid as part of the block grant.
- 4.3 In determining the levels of funding to be distributed to each individual local authority, the Scottish Government have used, as their base document, the Healthy Living Survey (HLS) from 2014. Within this return, each authority outlines their school rolls and the percentage of each roll currently eligible for Free School Meals. The allocation for the new initiative has therefore been calculated to provide funding for the remaining percentage of P1-P3 pupils. This approach was approved by the COSLA Leaders on 30 May 2014.
- 4.4 Scottish Government have indicated that, once the 2016 HLS data can be incorporated into the GAE distribution, this initial methodology will be revisited. The implication from this comment is that the initiative will continue beyond the 2 years already announced.
- 4.5 Scottish Government has also indicated that reasonable capital costs associated with the policy will also be met. This allocation is yet to be agreed between Government and COSLA. Capital requirements have been alluded to in section 2.3 of the report, however no detail can be provided as to anticipated spend, until financial parameters are set. Discussions are underway between catering, education, finance and school estates officers to ascertain the level of additional physical resources required to implement the policy fully across all schools.
- 4.6 As stated in section 2.2, Inverclyde is set to receive £215k revenue funding for period Jan – Mar 2015, followed by £703k for the full Financial Year 2015/16. Revenue allocation is therefore £918,000. This information is also presented in the tables of section 6.1.
- 4.7 The policy will result in loss of income to the Council, and this must also be factored into the financial landscape for the implementation period (income from paid school meals). Calculations estimate the scale of this loss of income at around £260k, based on an average of 766 paid meals, over 190 days at a cost of £1.80 (2013/14 cost to pupils / parents).
- 4.8 The additional cost of providing meals must also be considered. 54.4% of P1-P3 pupils taking school meals (free and paid) over 190 days at a cost of £2.58 per meal (from 2012/13 LFR data), costs £643,183 per year. If we assume that uptake will rise to the pilot average of 75%, the cost to the Council of providing meals increases by £243,221 (inclusive of additional staffing costs) during the implementation period. A summary of the loss of income and increased costs has been provided in Appendix 1, and is also expressed in section 6.1
- 4.9 A very small number of Inverclyde's Primary Schools are likely to be particularly challenged with regards to the logistics of higher uptake of school meals within their establishments. This is mainly due to the fact that their current dining halls are multi-purpose, serving also as Assembly and Gym Halls. Discussions have already taken place with these schools, and learning has been garnered from colleagues outwith the authority who were involved in the pilot phase of the policy, to mitigate the challenges.

5.0 PROPOSALS

It is proposed that:

- 5.1 Preparations continue for implementation of the policy, which will commence on the first day of the school term starting January 2015.
 - Recruitment of staff
 - Purchasing equipment

- Assessment and amendments to canteen facilities as required

5.2 Committee request a follow up report post-implementation, providing an update on the actual uptake / costs.

6.0 IMPLICATIONS

Finance

6.1 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	Annual Net Impact £000	Virement From (if Applicable)	Other Comments
Primary Schools	Contract Catering	2014/15 2015/16	75 243	N/A N/A	Jan to Mar Full Year
Primary Schools	School Meals Income	2014/15 2015/16	81 261	N/A N/A	Jan to Mar Full Year

Legal

6.2 No direct legal implications.

Human Resources

6.3 There will be a requirement to recruit new staff / offer extended hours to current staff. This has been articulated within the report.

Equalities

6.4 Positive impact likely, as this will be advantageous to households with lower incomes and the national rollout takes away current disparities between individual local authorities. Despite age being a protected characteristic, it is the only one where direct discrimination is lawful, therefore there should be no challenges to this being limited to P1-P3 only.

Repopulation

6.5 No direct implications on the repopulation of Inverclyde.

7.0 CONSULTATION

7.1 A series of discussions have taken place between COSLA and the Scottish Government in the negotiation of this national policy.

7.2 At a local level, operational discussions have taken place including all stakeholders in the delivery of this policy – education, catering, finance and school estates staff.

7.3 Additionally, communication with parents and pupils has begun, and will continue until commencement of the initiative. This is a national policy therefore scope for consultation (as opposed to communication) has been limited.

8.0 BACKGROUND PAPERS

8.1 Appendix 1 - Costings paper: loss of income and cost of provision based on 2012/13 LFR.

**Scottish Government
Introduction of FSM for P1-P3 from January 2015**

Announcement:

This new package of support will be funded using consequentialials from the UK Government's autumn budget statement. Free school meals will cost £13m in year in 2014-15 and £42m in 2015-16.

Source: 2012 Census Data

LA Name	SeatCode	School Name	School Type	Total School	P1	P2	P3	Total P1-P3
Inverclyde	8640122	Alleymill	Local Authority	316	67	47	40	154
Inverclyde	8640220	All Saints	Local Authority	344	48	46	63	157
Inverclyde	8640327	Andgowan	Local Authority	380	55	58	46	159
Inverclyde		Garvel			2			2
Inverclyde	8641323	Gourrock	Local Authority	233	35	34	30	99
Inverclyde	8642923	Inverkip	Local Authority	240	31	34	37	102
Inverclyde	8643024	Kilmacollm	Local Authority	221	38	32	28	98
Inverclyde	8640521	King's Oak	Local Authority	324	49	51	52	152
Inverclyde	8640920	Lady Alice	Local Authority	239	35	40	30	105
Inverclyde	8641420	Moorfoot	Local Authority	285	42	32	48	122
Inverclyde	8640025	Newark	Local Authority	452	74	74	67	215
Inverclyde	8641820	St Andrew's Primary	Local Authority	248	33	30	40	103
Inverclyde	8643822	St Francis'	Local Authority	190	25	35	43	103
Inverclyde	8643628	St John's	Local Authority	233	27	26	43	96
Inverclyde	8641927	St Joseph's	Local Authority	154	15	17	30	62
Inverclyde	8642222	St Mary's	Local Authority	287	57	54	37	148
Inverclyde	8643725	St Michael's	Local Authority	244	32	43	35	110
Inverclyde	8642826	St Ninian's	Local Authority	323	48	36	53	137
Inverclyde	8642524	St Patrick's	Local Authority	287	37	36	34	107
Inverclyde	8644721	Wemyss Bay	Local Authority	151	20	22	20	62
Inverclyde	1000527	Whinhill primary school	Local Authority	284	35	36	47	118
				5,151	805	783	823	2,411

Cost of providing meals to 54.43% of P1-P3 school roll
(Based on 2012/13 LFR data)

	No. of pupils	No. of meals @ 190 days	Price	
	1,312	249,296	£ 2.58	£ 643,183
Cost of providing meals to 75.00% of P1-P3 school roll (Based on SG free school meals trial showing increase from 53% to 75%)	1,808	343,568	£ 2.58	£ 896,404
Increased cost of providing school meals	496	94,272	£ 2.58	£ 243,221

Loss of Income
P1-P3 no. of paid school meals

	766	145,595	£ 1.80	£ 262,071
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Increased cost to Inverclyde Council - full year

£ 505,293

Cost of providing meals to 75% of P1-P3 school roll

	2014/15	2014/15	2014/15	2015/16
	Aug - Dec	Jan - Mar	Total	Total
£ 223,393	£ 154,247	£ 377,640	£ 505,293	£ 505,293
£ -	£ 154,247	£ 154,247	£ 505,293	£ 505,293
Budget Pressure for early introduction	£ 223,393	£ 223,393	£	£

Report To:	Education & Communities Committee	Date:	4 November 2014
Report By:	Corporate Director Education, Communities & Organisational Development	Report	EDUCOM/84/14/EM
Contact Officer:	Eddie Montgomery	Contact No:	01475 712472
Subject:	Kilmacolm Primary School – Project Options		

1.0 PURPOSE

- 1.1 The purpose of the report is to advise the Committee in respect of options for the Kilmacolm Primary School in connection with the proposed refurbishment project which is programmed to commence in 2015.

2.0 SUMMARY

- 2.1 The Kilmacolm Primary School project is included in the current School Estate Funding Model for progression in 2015/16 and was one of the projects brought forward as part of the acceleration of the primary schools programme agreed following the Council's budget setting process and the special budget meeting of Thursday 14th February 2013. The current proposals include the use of temporary modular accommodation within the school grounds to allow the building to be refurbished. As part of the early consultation and investigation of the logistics of carrying out the works, the option of utilising the former St Stephen's High School building as decant accommodation was also investigated as an alternative to on site modular accommodation. A consultation exercise was then taken forward which provided the parent body with 3 options for progression of the project. The report outlines the options, compares the relative costs and educational advantages, and summaries the results of the consultation.

3.0 RECOMMENDATIONS

- 3.1 That the Committee consider the options outlined in this report, note the results of the consultation exercise and agree the recommendation of:
- Utilising the former St Stephen's High School for decant of Kilmacolm Primary School for the duration of the planned major refurbishment works.
 - Use of temporary modular accommodation within the grounds of Kilmacolm Primary School for temporary decant of Kilmacolm Nursery Class for the duration of the planned major refurbishment works.

Patricia Cassidy
Corporate Director Education,
Communities &
Organisational Development
10th October 2014

4.0 BACKGROUND

- 4.1 The existing School Estate Management Plan includes an allowance for the refurbishment of Kilmacolm Primary School. The project timeline was previously 2019/20 within the model however the project was brought forward to 2015/16 as part of the acceleration of the primary schools programme agreed following the Council's budget setting process and the special budget meeting of Thursday 14th February 2013.
- 4.2 The main reason for advancing Kilmacolm Primary School over other schools currently awaiting refurbishment was that it was essentially a stand-alone project with no programme impact or dependence on any of the other schools' projects. The original plan was for the pupils and staff to remain on site for the project period. This would be achieved using a combination of temporary accommodation and making use of spare capacity to allow a phased programme of works. During the early feasibility study for the refurbishment, the opportunity of investigating decanting to part of the former St Stephen's High School became an option. This followed on from the decision to use this accommodation for St John's Primary School.
- 4.3 It should be noted that the envisaged scope of the Kilmacolm Primary School refurbishment project has developed in light of the successful refurbishment of Overton Primary School to form Whinhill Primary School. Following on from the feasibility study and consultation with the stakeholders, the brief has been developed to adopt the same design principles. Adopting a design solution that follows the Whinhill model will result in substantial internal remodelling of sections of the building and would require considerable planning and logistics consideration if working in a live school environment.

5.0 CONSULTATION PROCESS

- 5.1 From the initial consultation with stakeholders early in 2014, and work by Council Officers, an option appraisal exercise was planned and conducted. The paper included as appendix 1 was developed in consultation with the school and Parent Partnership. An information pack was then developed by Council officers to inform stakeholders in more depth about the issues related to each of the options and allow a more informed decision. The pack also contained information on transport (refer to appendices 2&3). The consultation papers were issued through the school and two formal open parent meetings were held on the evenings of Monday 22nd and Tuesday 23rd September. There were three options presented:
1. All stay on site.
 2. All decant to the former St Stephen's High School building, and
 3. Decant primary school pupils only to the former St Stephen's High School building with the Nursery remaining on site in temporary accommodation.

Further detail on the above is included in appendices 1-3.

5.2 Every parent or carer had the opportunity to submit a return expressing their preferred option and to submit further comments. The numerical results expressed in the returns were:

Option	Returns in Favour	% of total returns
Option 1	34	34.34%
Option 2	17	17.17%
Option 3	48	48.48%
Totals	99	100.00%

The return of 99 is an estimated 57% of the total possible returns. The response from all staff (including ancillary and FM) was 100% for Option 3. The result of the consultation exercise is therefore in favour of Option 3. It should be noted that when taking account of the responses in favour of option 2, 65% of returns are in favour of a decant solution as opposed to remaining in- situ during the refurbishment works.

6.0 PROJECT OPTION APPRAISAL

6.1 COMPARATIVE PROJECT ONE-OFF COSTS

The Client Services Team have, in conjunction with officers from Finance, Facilities Management, Environmental Services and Education Services, compiled data on the relative costs of the options above. Given the results of the consultation exercise the cost comparison only compares the current model allowance (option 1.) with the preferred option (3). The majority of this information was collated in respect of the report submitted to the January 2014 Committee on the use of the former St Stephen's building for St John's PS. A brief summary of the most significant/relevant cost factors is given below:

Former St Stephen's Building Running Costs (Option 3)

- Non Domestic Rates (NDR) – cost in connection with the St Stephen's High School building. A reduction in the NDR charges is currently being sought by carrying out an internal strip out of the unused buildings and via negotiation with the Assessor to split the entry, with the unused part having a notional rateable value. Negotiations are currently on-going with the Assessor in respect of the use of the building for St John's PS.
- Utilities – costs in connection with a larger footprint/facility at St Stephen's HS. Isolation/zoning of the heating and electrical distribution systems have been completed to reduce overall consumption.
- Cleaning – costs in connection with a larger footprint/facility at St Stephen's HS.

Temporary Modular Accommodation (Options 1 & 3)

- The SEMP one-off costs model included an allowance for temporary modular accommodation to facilitate the Kilmacolm PS refurbishment project. The assumptions were based on an outline scope and use of spare accommodation within the existing school. An allowance for 2 double classroom units was made subject to a more detailed review of the logistics of the project. The costs in connection with modular accommodation have been reviewed utilising the detail available from the recent tender in connection with the temporary shared campus. The assumptions made in the original model in terms of likely contract

duration have also been reviewed.

- The current model has been updated to reflect the preferred option for the project and now includes a single unit to allow the Nursery class to remain on site within Kilmacolm for the duration of the works.

Transport (Option 3)

- Bus Costs – cost in connection with transport of primary school children to/from the decant facility.

It should be noted that the former St Stephen's HS building is currently in use by St John's Primary School and works were completed during spring and summer 2014 in preparation for that use. The use of the facility by Kilmacolm Primary school will not require any additional alterations and will represent better value in respect of the expenditure already incurred for St John's PS.

6.2 EDUCATIONAL ADVANTAGES

Each of the options examined and stated educational advantages and disadvantages. The Head of Education Services was consulted in respect of all three options. The full information for all options is contained in appendix 1. The summary in respect of the preferred Option 3 is included below:

Advantages:

Primary School:

- No disruption to learning and teaching through contractor activities.
- Enhanced facilities already in place regarding recent works for St John's Primary School e.g. large assembly / gym hall, large dining and social facilities, library, and use of the 2G pitch.
- Transition arrangements for P7 pupils who would be moving to the Port Glasgow Community Campus would be enhanced as pupils would be within walking distance of the new secondary school campus.
- Kilmacolm Primary School staff and pupils would be within walking distance of Newark Primary School which would make participation in cluster school activities easier as no transport costs would be incurred.
- Opportunity for future growth in school cluster community as children and parents genuinely see the interaction, opportunities and facilities on offer at the community campus.

Nursery:

- Nursery stays in Kilmacolm.
- Nursery children can continue to utilise their bespoke playground in Kilmacolm Primary School grounds as safety separation hoarding and fencing will be installed.
- Facilities specifically suited to nursery children as per Care Inspectorate requirements.
- Provision of enhanced accommodation within the modular unit e.g. staff accommodation.
- Attendance of parents and carers at short notice.

Disadvantages:

Primary School:

- Distance and time issues for short notice attendance for parents and carers.

- The school and nursery pupils will have limited contact during the decant period.
- Out of school hours activities disruption and reorganisation.

Nursery:

- The school and nursery pupils will have limited contact during the decant period.
- Less integration with school age pupils.

6.3 SUMMARY

It is clear from the above that the preferred option in terms of Educational advantage is the use of the former St Stephen's High School building for the primary school and temporary accommodations at the current location for the nursery. Nursery children remaining on site has many benefits to children and families. Children will access their full entitlement of hours, staff will continue to have daily contact with parents / carers, and children will not be required to travel on buses. A decant for the primary pupils would be less disruptive and would support the delivery of Curriculum for Excellence with the decant buildings range of facilities, and will support the important transition arrangements for P7 pupils due to its proximity to the cluster schools and new Port Glasgow Community Campus. The parent community of Kilmacolm Primary School may be familiar with the site either through having other children in Port Glasgow High School or having been pupils there themselves. This will provide some reassurance to parents who, understandably, will have concerns in respect of their children being decanted to another school site. Being within walking distance of the new Port Glasgow Community Campus and the other associated primary schools will enhance opportunities for both joint pupil and staff activities. The use of decant accommodation will also allow the Contractor full access to the existing building for the duration of the works and will result in a shorter construction phase than working within a live school building. Overall, there are sound educational reasons for Option 3 which include taking into account the impact on the well-being of the Kilmacolm Primary School community.

7.0 IMPLICATIONS

Finance

7.1 The tables below outlines the estimated cost implications of options 1 & 3:

Previous Model Allowances (adjusted) – Remaining On Site (Option 1)

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
Revenue	SEMP One-Off Costs	From 2015/16 and 2016/17	£ 340,000	n/a	Costs to be contained in the overall SEMP allowance.

It should be noted that the indicative costs above would be subject to a more detailed review of logistics and phasing of a live school project and would require to be clarified and refined with consultant and Contractor input at an early stage.

Primary Decant to Former St Stephen's HS / Nursery On Site (Option 3)

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
Revenue	SEMP One-Off Costs	From 2015/16 and 2016/17	£674,000	n/a	Costs to be contained in the overall SEMP allowance.

7.2 The cost comparison above indicates that the one-off costs in connection with Option 3 are significantly higher however the following should be noted and are relevant in considering the overall position:

- Option 3 figures included the worst case scenario in respect of the resolution of the Non Domestic Rates position. Should negotiations be successful this would reduce the cost of Option 3 by approx. £92K.
- A construction programme for a live school refurbishment option (1) would require further input from consultants and Contractors but is likely to be a approx. 6 months longer than a decant option allowing unrestricted access to the building. This will have an impact on overall capital costs of construction but it is not possible to estimate these with any degree of accuracy at this early stage. It is assumed that the capital budget is fixed and therefore the ultimate affordability of the project and the preferred scope will be impacted by the chosen option for progression. The risk of capital costs exceeding available budget is significantly greater in connection with Option 1.

7.3 It is proposed that the overall costs in connection with Option 3 will be contained within the allowances for one-off revenue costs in the SEMP funding model. The October 2014 review which is being submitted to this Committee includes the allowances for progressing Option 3.

Legal

7.4 There are no legal issues.

Human Resources

7.5 There are no human resources issues.

Equalities

7.6 Has an Equality Impact Assessment been carried out?

X	NO - This report does not introduce a new policy, function or strategy recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required. See below.
	YES (see attached appendix)

Individual projects consider DDA issues as part of the development of the detailed designs and Building Standards approval (where required). There are no equalities issues.

Repopulation

7.7 The regeneration works outlined in this report should contribute to retaining and increasing the population within the area. There are no repopulation issues.

8.0 CONSULTATION

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

8.2 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.

9.0 LIST OF BACKGROUND PAPERS

9.1 Budget cost estimates – various.
SEMP One-Off Cost Model

Kilmacolm Primary School – Refurbishment Option Appraisal

Kilmacolm Primary is scheduled for substantial refurbishment during 2015-2016. A decision is required on whether to relocate the school and nursery during the works or to keep the pupils and staff on site.

This paper outlines the three possible options and explores the positive and negative aspects of these options.

- **Option 1:** -All remain on site: this would be achieved by using temporary accommodation and phased relocation within the current building. In order for this to happen there needs to be an agreed strategy to vacate the accommodation as the works progress.
- **Option 2:** - All decant to the former St Stephen’s High School building at Southfield Avenue in Port Glasgow where St John’s Primary School are currently decanted. There would need to be further works undertaken to provide accommodation and external space for the nursery.
- **Option 3:** - The primary pupils would decant to the former St Stephen’s High School building, while the nursery would be housed in a special modular accommodation unit, positioned in the current Kilmacolm Primary School car park.

Information Pack

Further information on each of the options is supplied as an information pack. This can be viewed or downloaded from the school website or an inspection copy is also available at the school office.

As well as the Refurbishment Option Appraisal Paper the information pack contains: -

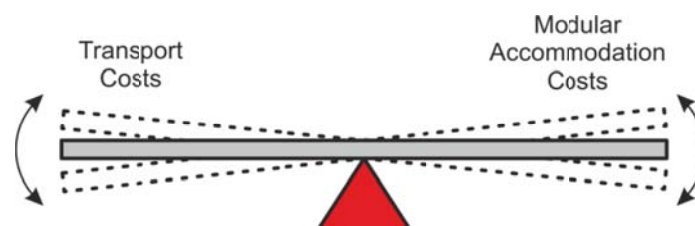
- Option 1 documentation with drawings, explanation and timeline
- Option 2 documentation with drawings, explanation and timeline
- Option 3 documentation with drawings, explanation and timeline
- Information relating to pupil transport
- Details of what the refurbishment may look like

School Day

Indicative school day hours are given in the transport section of the information pack but it should be noted that teaching time will remain the same as it is at present for all of the options.

Budget

The project estimated costs and budget are not yet settled as this is dependent on what option is taken and various studies that need to be carried out. There will be some level of cost balance between the provision of modular accommodation and transport (if a decant is chosen) i.e. if the pupils are decanted then there will be reduced need for modular accommodation.



Option 1 – All remain on site

The works would be phased to use some excess accommodation but would still require the provision of some temporary teaching accommodation units. It is likely that some of the larger sections of the works e.g. creating the additional hall, refitting and remodelling of the kitchen, plant works, etc. would not be contained within a summer holiday period. This could mean the provision of some larger temporary accommodation and that meals are brought in from another facility. There would be challenges with sharing the external areas with the contractor and adjusting any arrangements as work progresses through the construction phases. It is almost certain that the pitch will be out of use for the full period of the works and that the planned multi use games area (MUGA) would be completed at the end of any works contract period.

This should be read and considered in conjunction with the content of the information pack.

Positive Aspects	Negative aspects
<ul style="list-style-type: none"> • No change to transport arrangements. • The school and nursery will remain a cohesive entity as always in the same location. • Attendance of parents and carers at short notice. 	<ul style="list-style-type: none"> • Disruption to learning and teaching through noise, dust and other contractor activities. • Disruption to learning and teaching due to phasing of works. • Disruption to dining provision for a period. • Reorganisation of access to allow a contractor access 'corridor' to contractor compound on pitch area. • Disruption to sports activities due to loss of pitch for the construction period. Reduction of access for PE and extra-curricular activities. • Extended construction period due to phasing of works. • Traffic and parking congestion due to loss of parking on site. • Possible loss of design and construction integrity due to phasing of works. • Possible increased construction costs due to longer project programme. • Longer, more costly project programme may result in reduced scope of refurbishment works.

Overall View from Education Services

All children remaining on site during the refurbishment will cause physical disruption to class organisation throughout the phased works, and will mean a longer construction period. The requirement for some temporary modular accommodation for classroom use, and site huts etc. for the contractor, will infringe on external areas such as the car park and the pitch. While very effort will be made to minimise disruption to learning and teaching it is possible that some will occur.

Option 2 – All decant to the old St Stephens' High School building

All would be decanted to the old building where there is ample accommodation which is in a good state of repair as additional works were carried out for the St John's Primary School decant 2014-15. Some accommodation would have to be adapted for the nursery. Children would be transported by bus, accompanied by experienced drivers and trained escorts. Timings and pick-up / drop-off points would be agreed with stakeholders through consultation. There will be transport concerns especially for the nursery age children whose parents or carers may elect to arrange their own transport.

This should be read and considered in conjunction with the content of the information pack.

Positive Aspects	Negative aspects
<ul style="list-style-type: none"> • The school and nursery will remain a cohesive entity as always in the same location. • No disruption to learning and teaching through contractor activities. • Separation of vehicles and pedestrians. • No access issues including buses and drop off. • Provision of parking for staff, visitors and parents. • Compact construction period due to unrestricted access. • Design and construction integrity due to unrestricted full access to the building. • Enhanced facilities already in place regarding recent works for St John's Primary School e.g. large assembly / gym hall, large dining and social facilities, library, and use of the 2G pitch. • All classrooms are fitted with updated interactive whiteboards. • Transition arrangements for P7 pupils who would be moving to the Port Glasgow Community Campus would be enhanced as pupils would be within walking distance of the new secondary school campus. • Kilmacolm Primary School staff and pupils would be within walking distance of Newark Primary School which would make participation in cluster school activities easier as no transport costs would be incurred. 	<ul style="list-style-type: none"> • Concerns about nursery age children travelling to remote location. • Distance and time issues for short notice attendance for parents and carers – especially for the nursery. • Transport issues generally. • Access arrangements to new nursery accommodation to be resolved once location in the decant building is agreed. • Adaptation of accommodation for the nursery. May need to reduce access to some areas for the rest of the school. • Reduced social accommodation for primary aged pupils at the decant building due to nursery accommodation provision. • Out of school hours activities disruption and reorganisation. • Reduction or removal of on-site parking for parents at the decant building due to provision of external activity areas for the nursery children.

Overall View from Education Services

Decanting all primary and nursery children to the former St Stephen's High School building will require full consultation with parents/carers on matters relating to transport as part of the Council's school decant process. Transportation of children to Port Glasgow will lengthen their 'school day' due to pick up/drop off and journey duration times. While all buses will have experienced drivers and trained escorts, parents/carers may be anxious about their nursery children travelling on a bus without them and not being with them at the point of entry to and exit from nursery.

Option 3A – Primary age pupils decant to the old St Stephens' High School building

All primary pupils would be decanted to the former St Stephen's High School building which has ample accommodation, in a good state of repair. Additional works have been carried out for the St John's Primary School decant 2014-15. Pupils would be transported by bus accompanied by experienced drivers and trained escorts. Timings and pick-up / drop-off points would be agreed with stakeholders through consultation. There will be transport concerns but these will not be insurmountable as with all other similar decant situations. See option 3B for the nursery arrangements within this option.

This should be read and considered in conjunction with the content of the information pack.

Positive Aspects	Negative aspects
<p>For the primary school: -</p> <ul style="list-style-type: none"> • No disruption to learning and teaching through contractor activities. • Separation of vehicles and pedestrians. • No access issues including buses and drop off. • Provision of parking for staff, visitors and parents. • Shorter construction period due to unrestricted access. • Design and construction Integrity due to unrestricted full access to the building. • Enhanced facilities already in place regarding recent works for St John's Primary School e.g. large assembly / gym hall, large dining and social facilities, library, and use of the 2G pitch. • All classrooms fitted with updated interactive whiteboards. • Transition arrangements for P7 pupils who would be moving to the Port Glasgow Community Campus would be enhanced as pupils would be within walking distance of the new secondary school campus. • Kilmacolm Primary School staff and pupils would be within walking distance of Newark Primary School which would make participation in cluster school activities easier as no transport costs would be incurred. • Opportunity for future growth in school cluster community as children and parents genuinely see the interaction, opportunities and facilities on offer at the community campus. 	<ul style="list-style-type: none"> • Distance and time issues for short notice attendance for parents and carers. • The school and nursery pupils will have limited contact during the decant period. • Transport difficulties for parents and carers with children in both sectors. • Transport issues generally. • Out of school hours activities disruption and reorganisation.

Overall View from Education Services

A decant of the primary school age pupils to the former St Stephen's High School building would be less disruptive to learning and teaching for pupils and staff, and will enable a shorter construction period at Kilmacolm Primary School due to the unrestricted access for contractors. The temporary decant would support the delivery of Curriculum for Excellence with its range of facilities, and support the important transition arrangements for P7 pupils due to its proximity to the new Port Glasgow Community Campus.

Option 3B – the nursery stays on site in temporary accommodation

The nursery would be housed in a temporary modular accommodation unit specifically fitted out in accordance with the Care Inspectorate requirements. This unit would be located in the current car park to avoid any disruption from the works on the main building. This arrangement would mean easy access as well as distinct physical and acoustic separation from the contractor areas and site access.

This should be read and considered in conjunction with the content of the information pack.

Positive Aspects	Negative aspects
<ul style="list-style-type: none"> • Nursery stays in Kilmacolm. • Nursery children can continue to utilise their bespoke playground in Kilmacolm Primary School grounds as safety separation hoarding and fencing will be installed. • Facilities specifically suited to nursery children as per Care Inspectorate requirements. • Provision of enhanced accommodation within the modular unit e.g. staff accommodation. • No change to transport arrangements for nursery aged children. • Attendance of parents and carers at short notice. • No remote location difficulties. 	<ul style="list-style-type: none"> • The school and nursery pupils will have limited contact during the decant period. • Less integration with school age pupils. • Possible transport difficulties for parents and carers with children in both sectors.

Overall View from Education Services

Nursery children remaining on site has many benefits to children and families. Children will access their full entitlement of hours; staff will continue to have daily contact with parents / carers; children will not need to travel on buses.

The temporary accommodation would support the delivery of the curriculum and meet Care Inspectorate standards.

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 1: All stay on site

Option 1 means that both the nursery and primary pupils all remain on site during the refurbishment.

The accommodation will be split into sections and the works carried out in construction phases. As the phases progress there will need to be internal reorganisation of classes as one phase is completed and new ones are started.

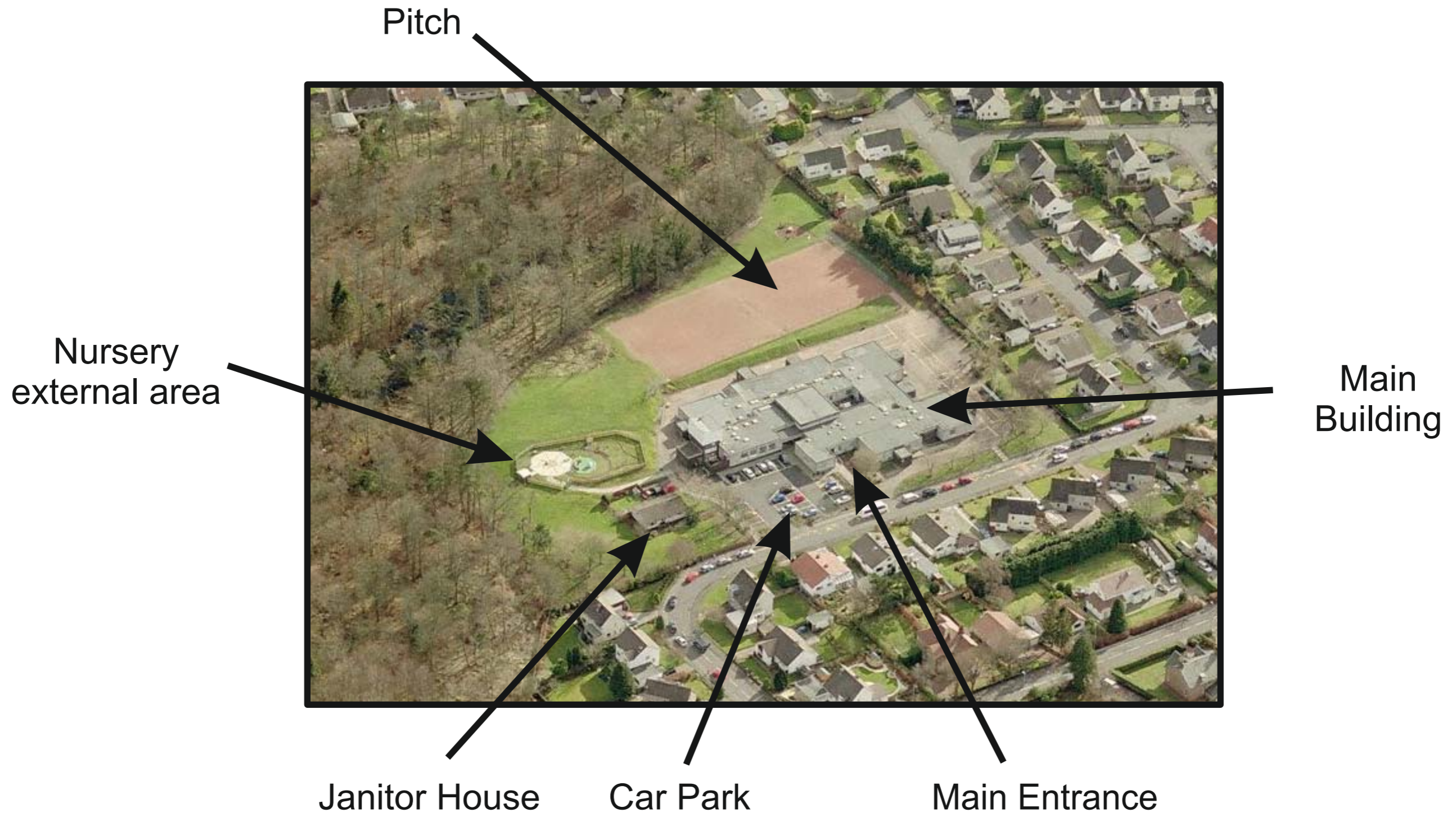
It will be necessary to have some temporary modular accommodation built on the site for use as classrooms and for possibly for other uses. This will require use of significant external areas such as the car park and/or playground areas.

The contractor will also need use of some of the external areas for a site compound (probably the pitch) as well as access from the street.

At this early stage it is not possible to confirm what areas will be needed for the modular accommodation and what will be required by the contractor.

Kilmacolm Primary School Refurbishment - Option Appraisal

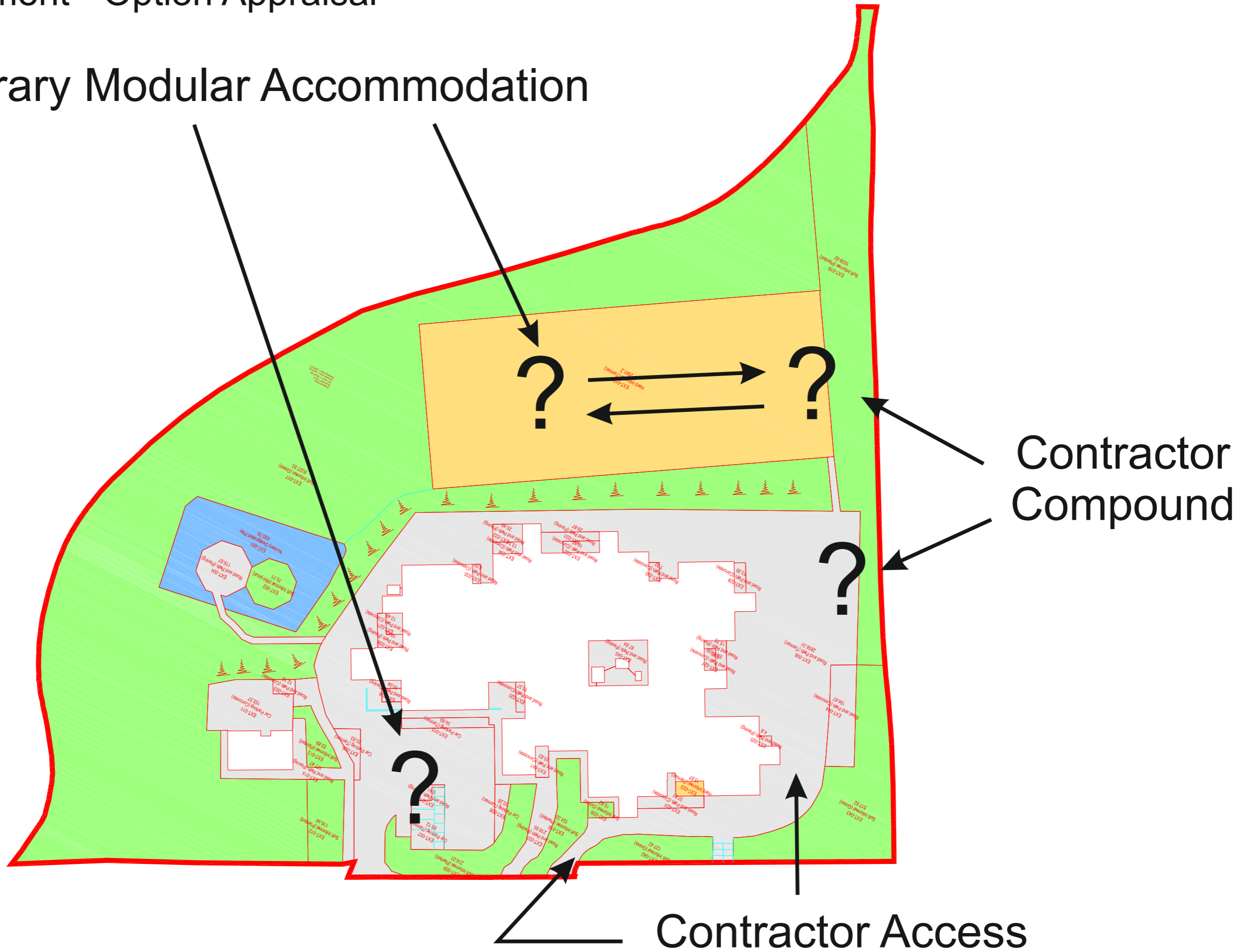
Option 1: All stay on site



Kilmacolm Primary School Refurbishment - Option Appraisal

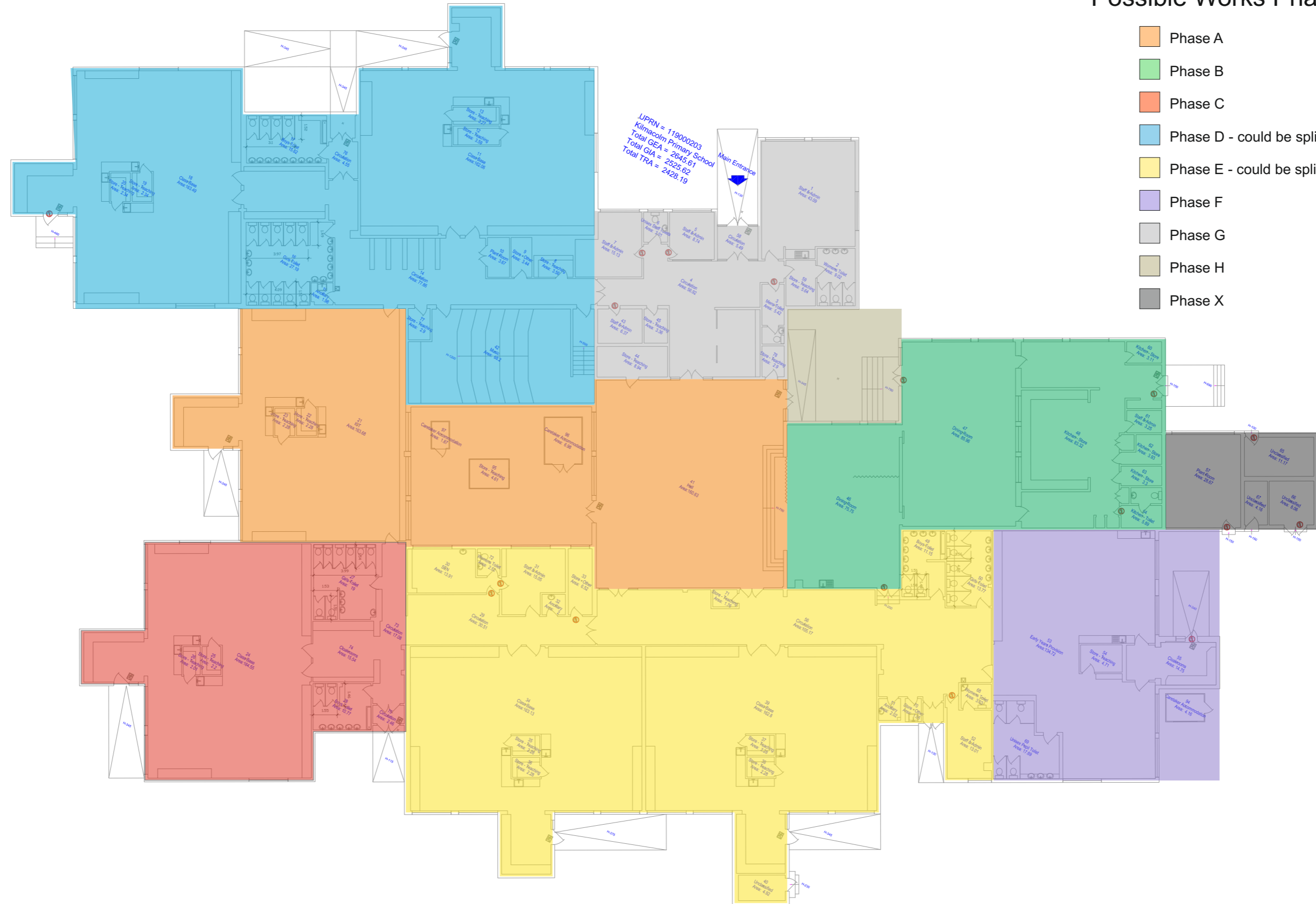
Option 1: All stay on site

Temporary Modular Accommodation



Kilmacolm Primary School Refurbishment - Option Appraisal

Option 1: All stay on site



Kilmacolm Primary School Refurbishment - Option Appraisal

Option 1: All stay on site

The complexities for phasing the works should not be underestimated. This solution to this cannot be reached until a contractor is engaged.

There will be modular accommodation on site and would almost certainly be on hard standing e.g. the car park and playground. These areas would not be available for a significant period.

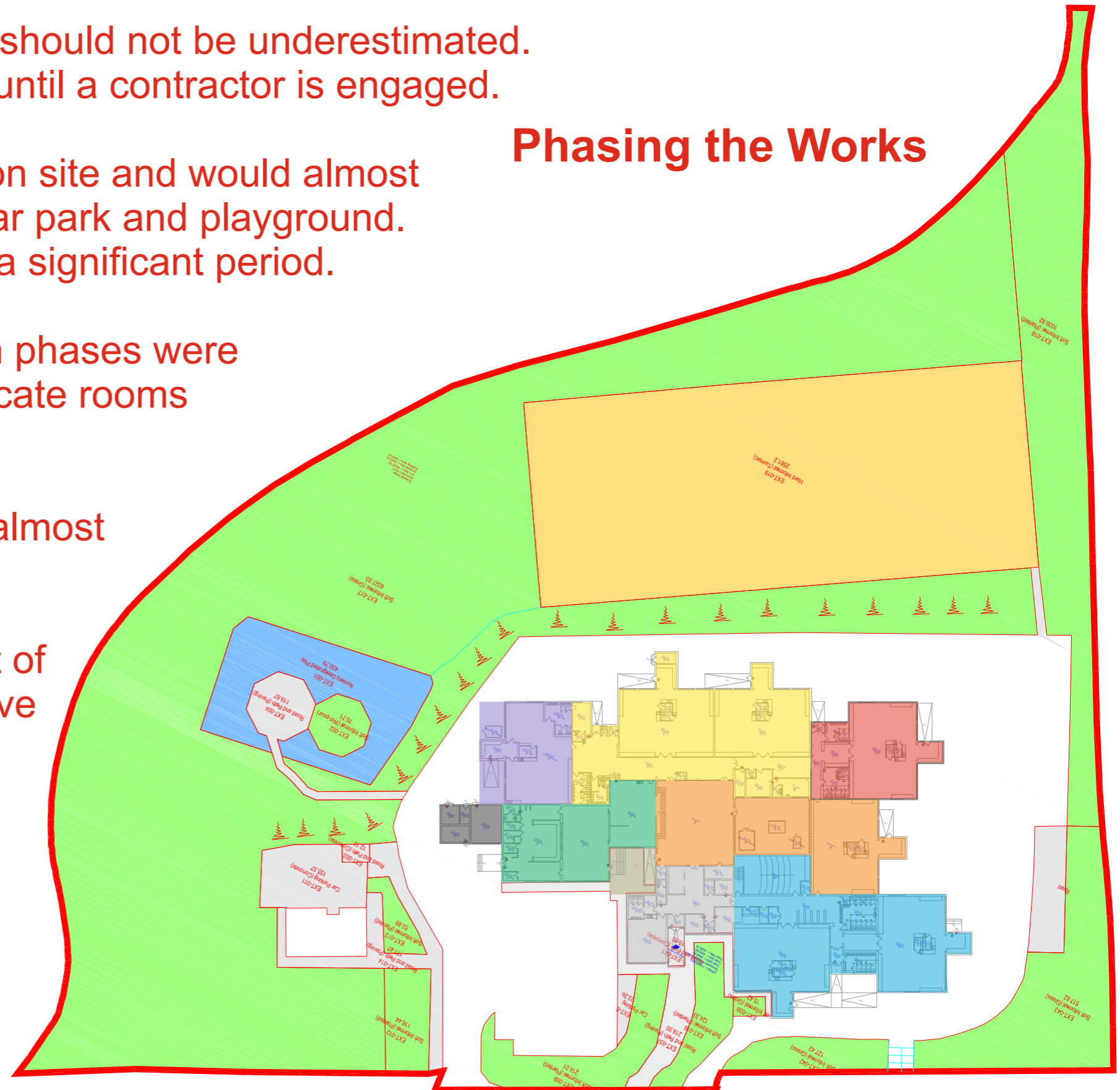
There would be disruption as classroom phases were completed as classes would need to vacate rooms and move into refurbished ones.

Although perhaps minimal there would almost certainly be acoustic and dust ingress.

It is probable that the halls would be out of use for some of the term time. Alternative hall facilities may have to be found in the community for meals and sports.

It is probable that the pitch would be out of use for the duration of the project as it is the only place for a contractor compound.

Phasing the Works



School Day: - no change

Transport: - no change

Access: - variable

Disruption: - high

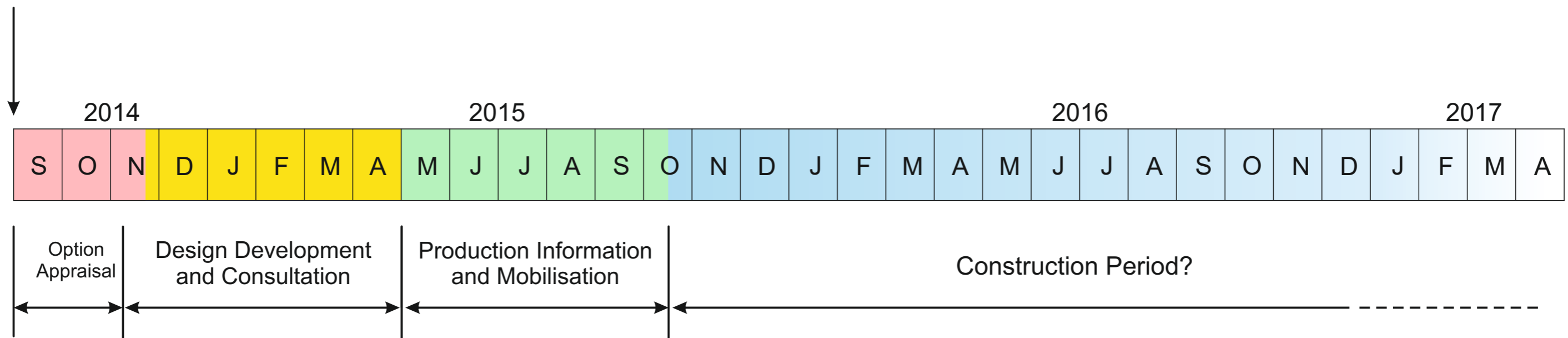
Works Period: October 2015 - Easter 2017?

Kilmacolm Primary School Refurbishment Options 1 All stay on site - Sample Timeline

The actual construction period and programme would be agreed with the contractor once appointed.

Present

Project
Completion?



This outline programme is indicative only

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 2: All decant

Option 2 means that both the nursery and primary pupils will decant to the former St Stephen's High School building currently being used as decant accommodation for St John's Primary School.

Works and improvements have been carried in the building and the landscaping for the St John's Primary School decant. The accommodation will be maintained to make sure it is suitable for Kilmacolm Primary School.

There will need to be further works to provide suitable accommodation for the nursery including an area for safe external play.

The Kilmacolm site will be handed over in its entirety to the contractor for the duration of the refurbishment project.

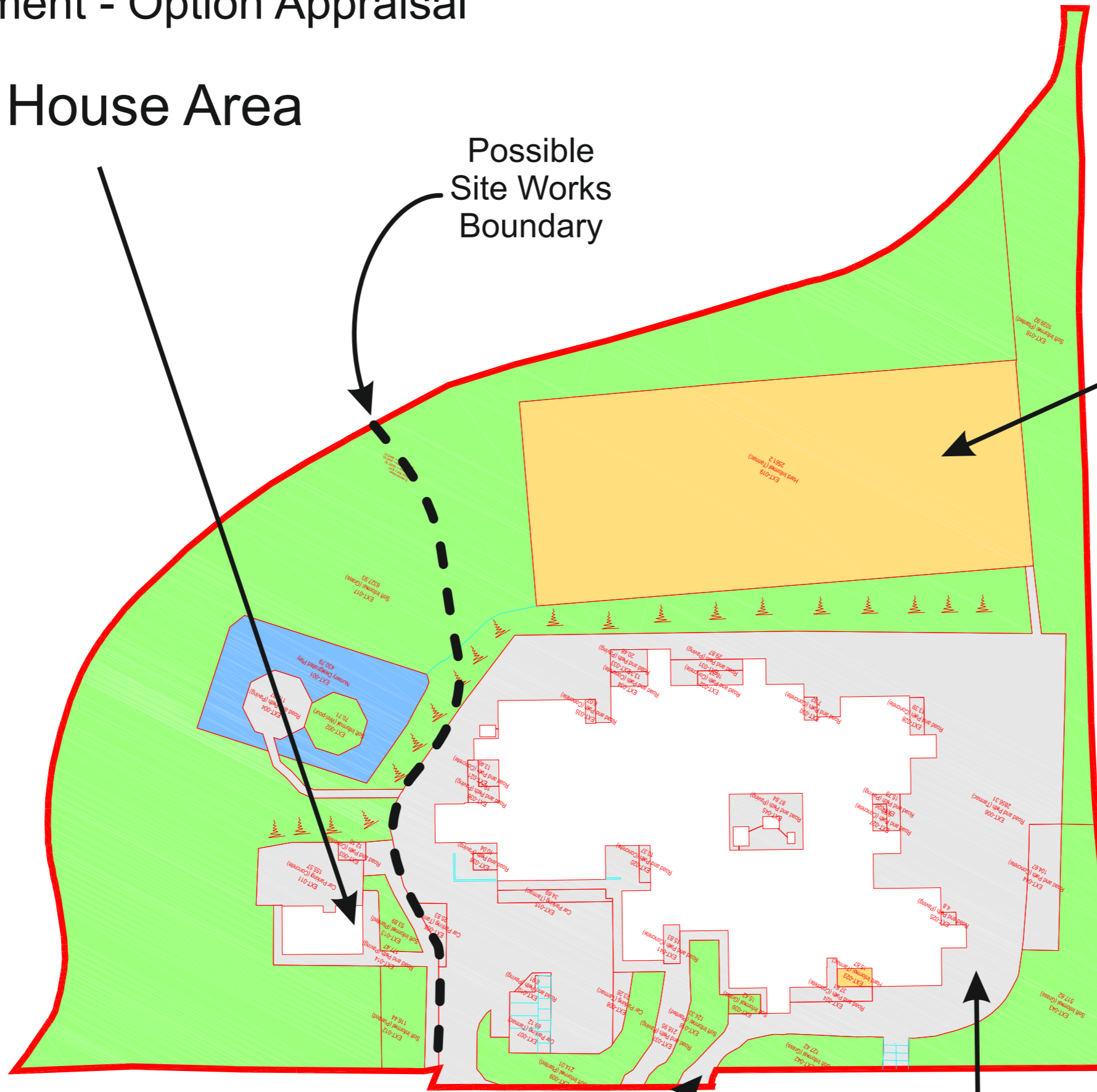
Kilmacolm Primary School Refurbishment - Option Appraisal

Option 2: All decant

Janitor House Area

Possible
Site Works
Boundary

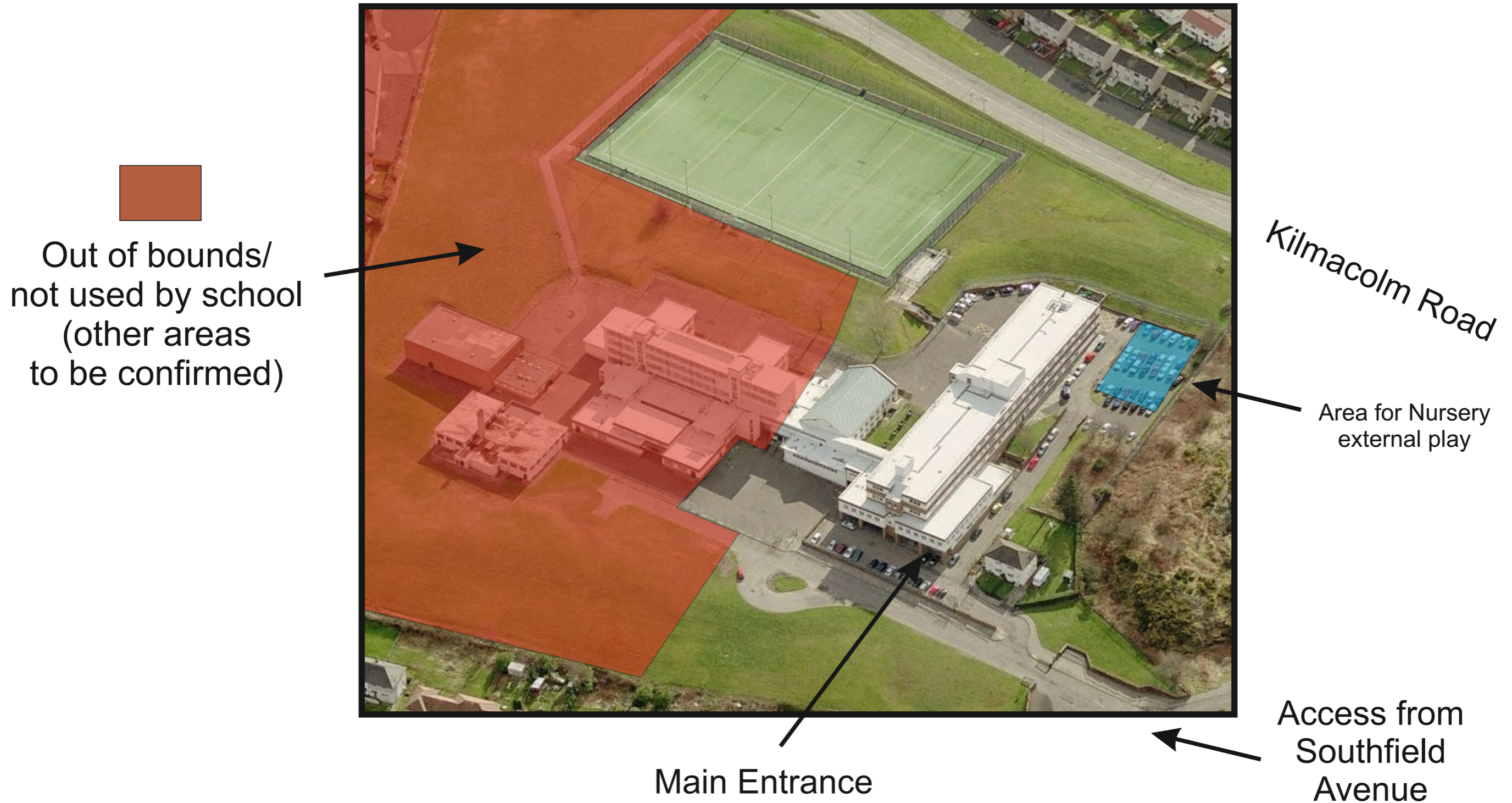
Contractor
Compound



Contractor Access

Kilmacolm Primary School Refurbishment - Option Appraisal

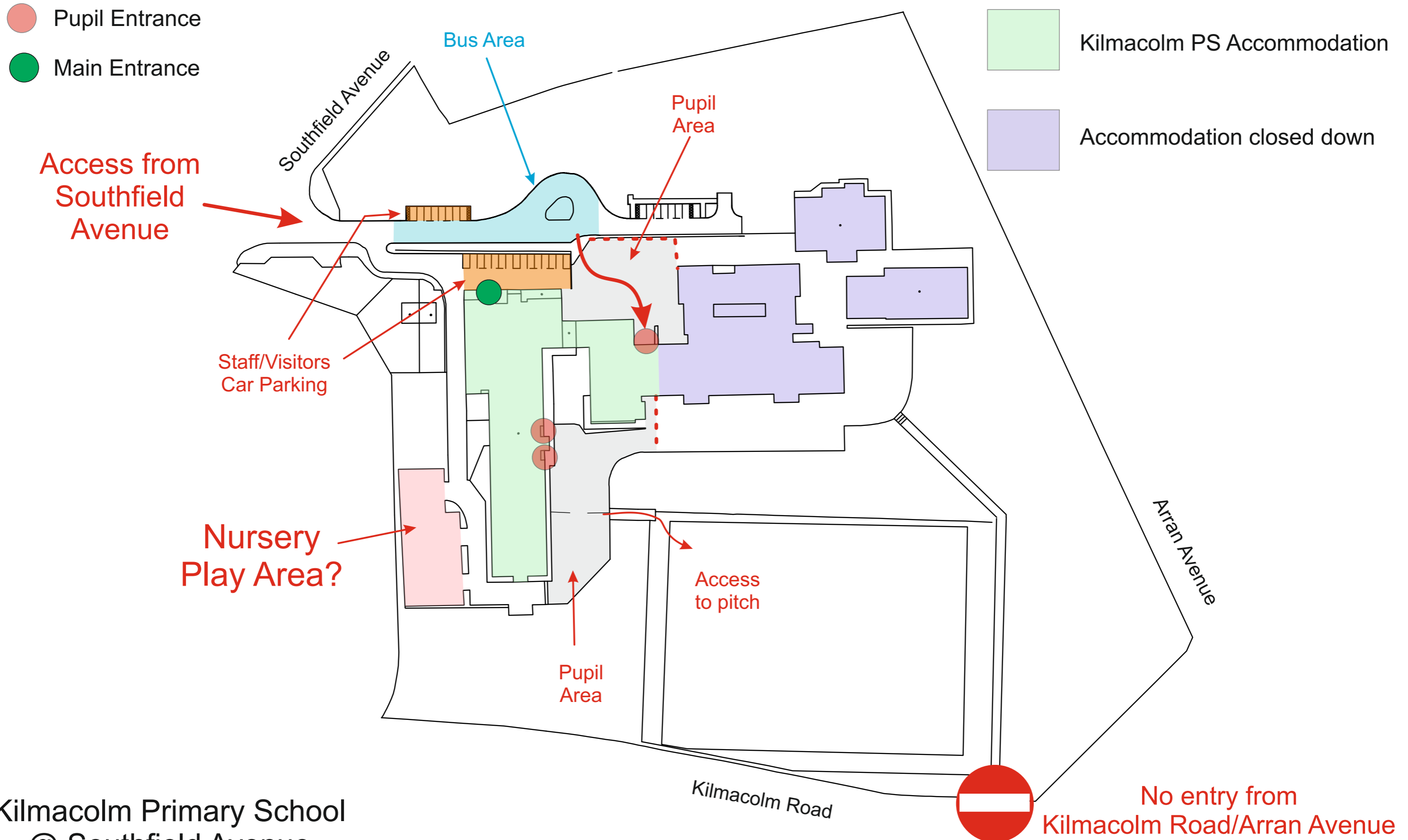
Option 2: All decant



Former St Stephen's High School - as used now by St John's Primary School

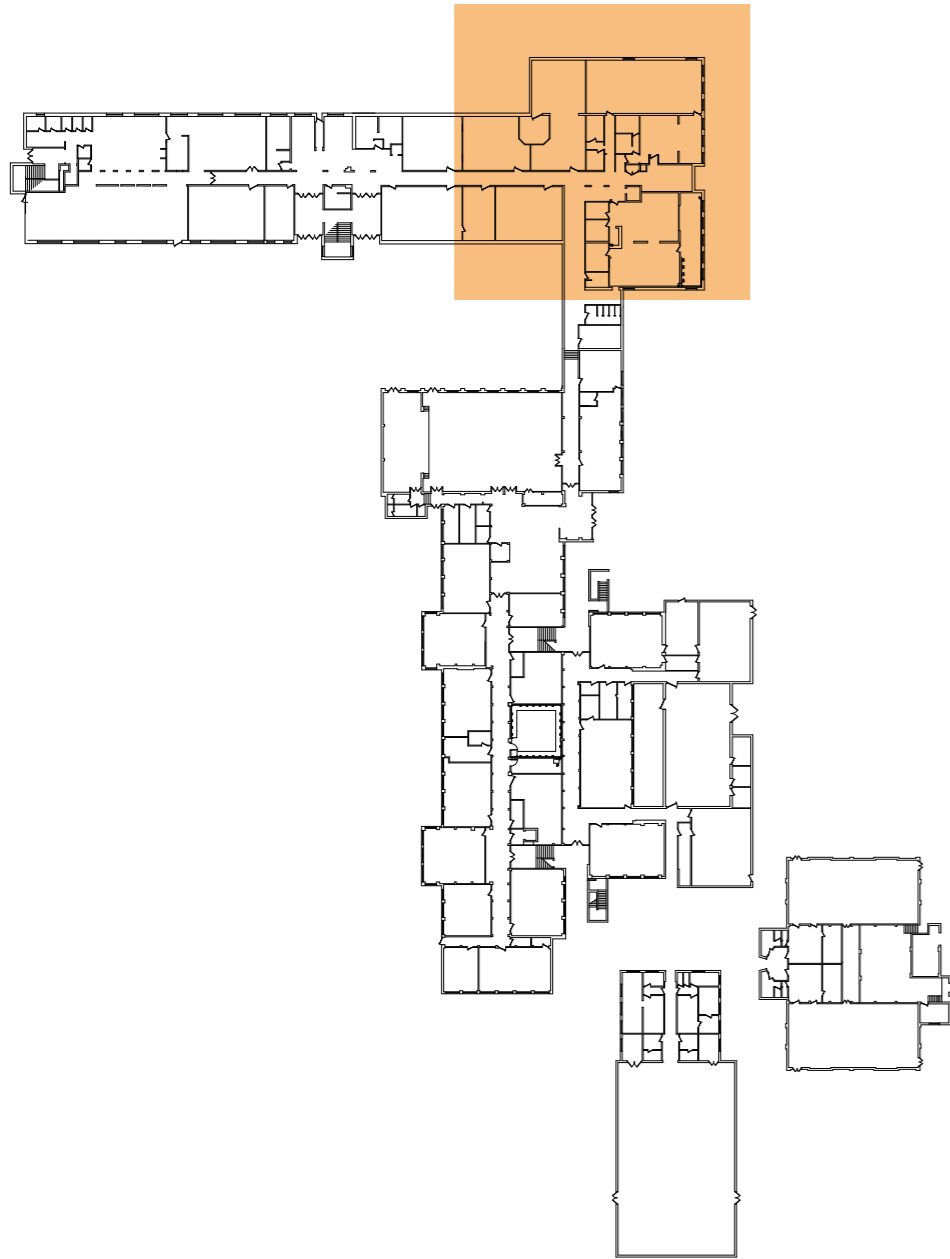
Kilmacolm Primary School Refurbishment - Option Appraisal

Option 2: All decant



Kilmacolm Primary School Refurbishment - Option Appraisal

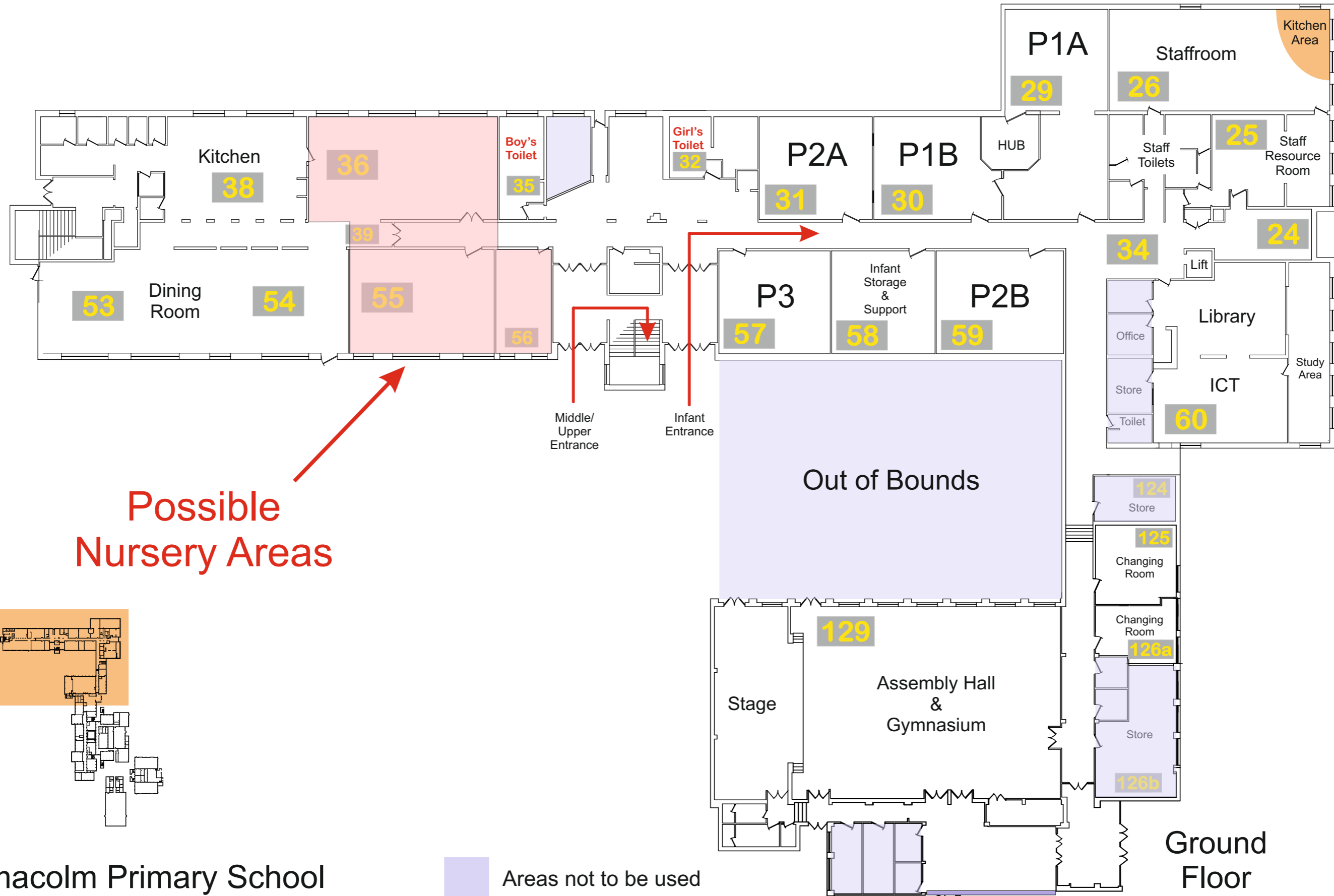
Option 2: All decant



Lower
Ground
Floor

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 2: All decant

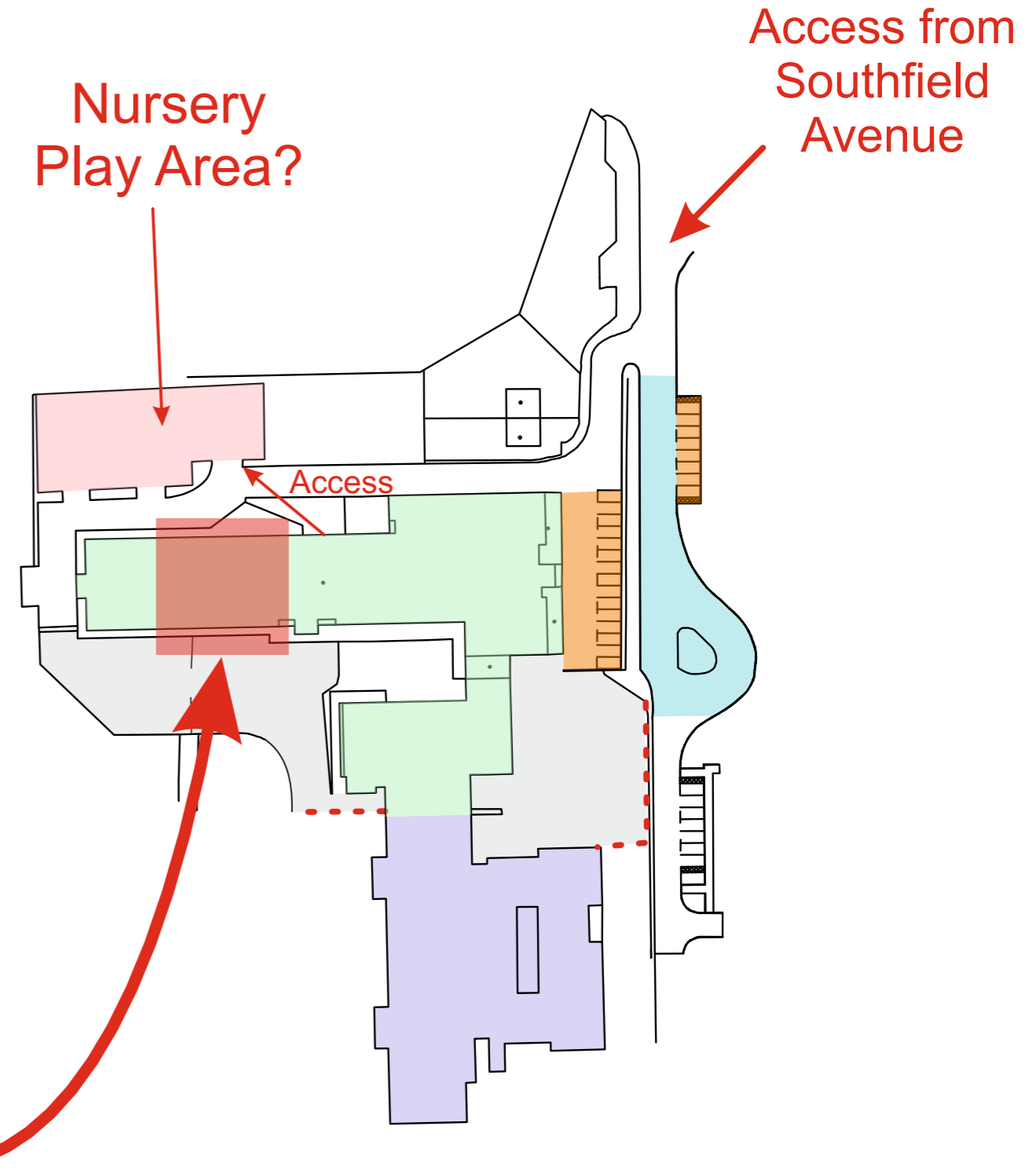
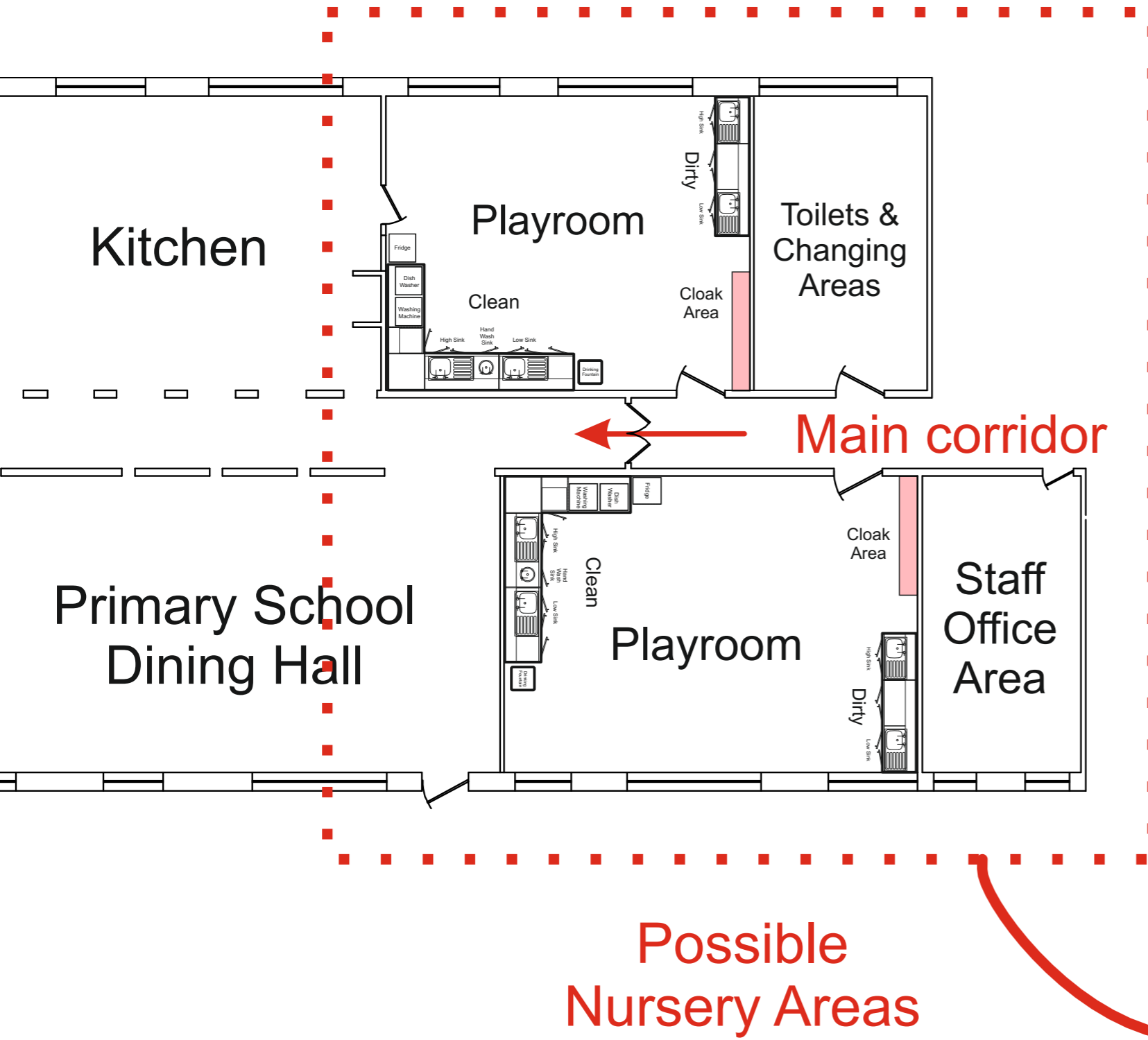


Possible
Nursery Areas

Kilmacolm Primary School
@ Southfield Avenue

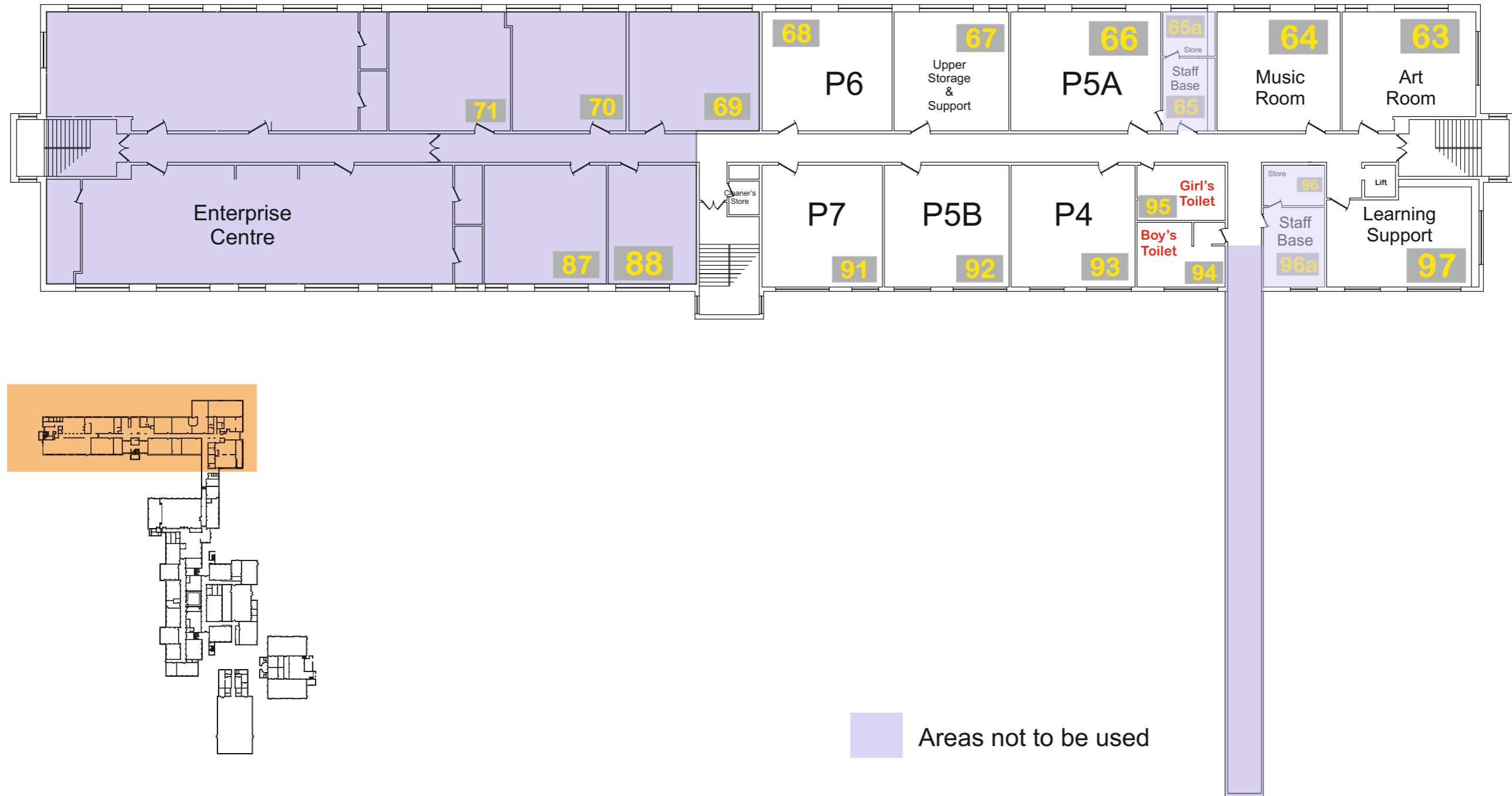
Kilmacolm Primary School Refurbishment - Option Appraisal

Option 2: All decant



Kilmacolm Primary School Refurbishment - Option Appraisal

Option 2: All decant



First
Floor

School Day: - extended for transportation

Transport: - All by bus

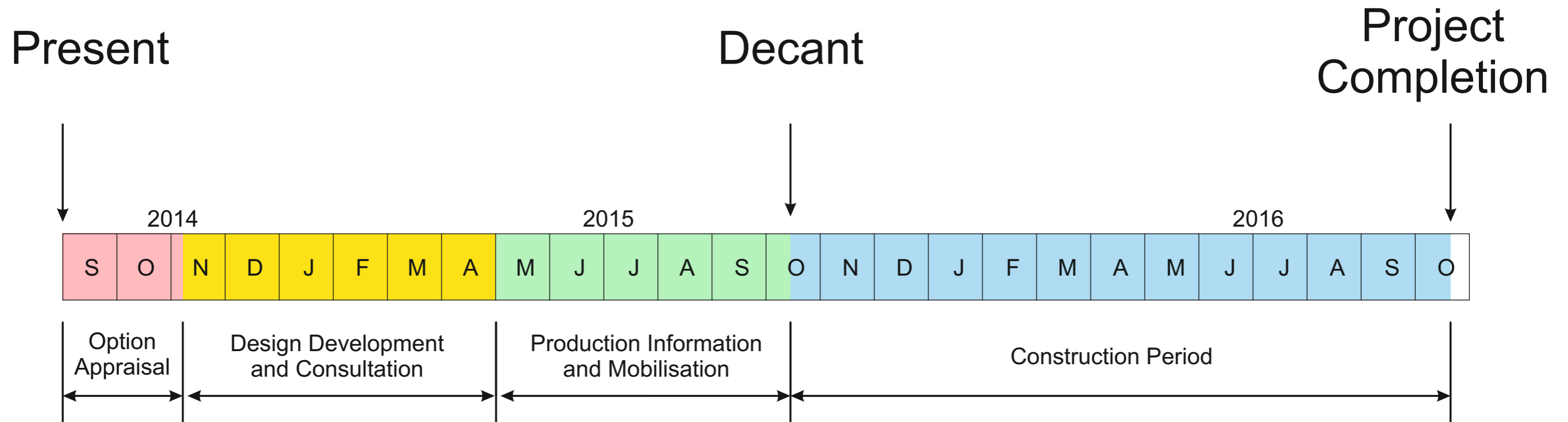
Access: - no drop off/pick up

Disruption: - transport

Works Period: - October 2015 - October 2016

Kilmacolm Primary School Refurbishment Option 2 All Decant - Sample Timeline

If the opportunity arises the programme will be brought forward to allow an August 2016 project completion



This outline programme is indicative only

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 3: a) Primary decant b) Nursery stays on site

Option 3 means that the primary pupils will decant to the former St Stephen's High School building currently being used as decant accommodation for St John's Primary School and the Nursery will stay on site in modular accommodation

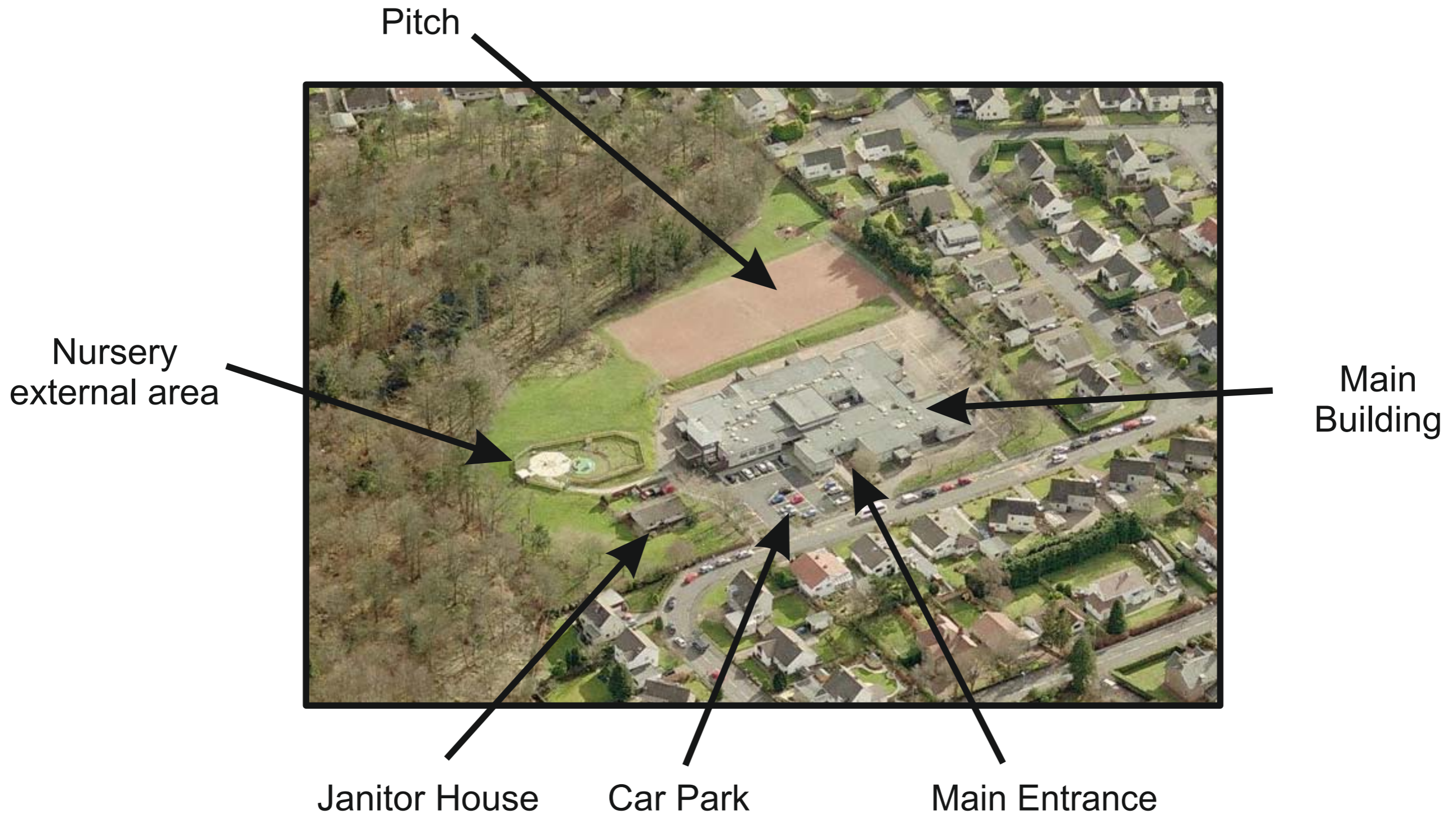
Works and improvements have been carried in the building and the landscaping for the St John's Primary School decant. The accommodation will be maintained to make sure it is suitable for Kilmacolm Primary School.

The Nursery will stay on site with a modular accommodation laid out internally to comply with the Care Inspectorate.

The remainder of Kilmacolm site will be handed over to the contractor for the duration of the refurbishment project. The Nursery will be separated from the building site by safe and secure solid 2.4m fence/hoarding.

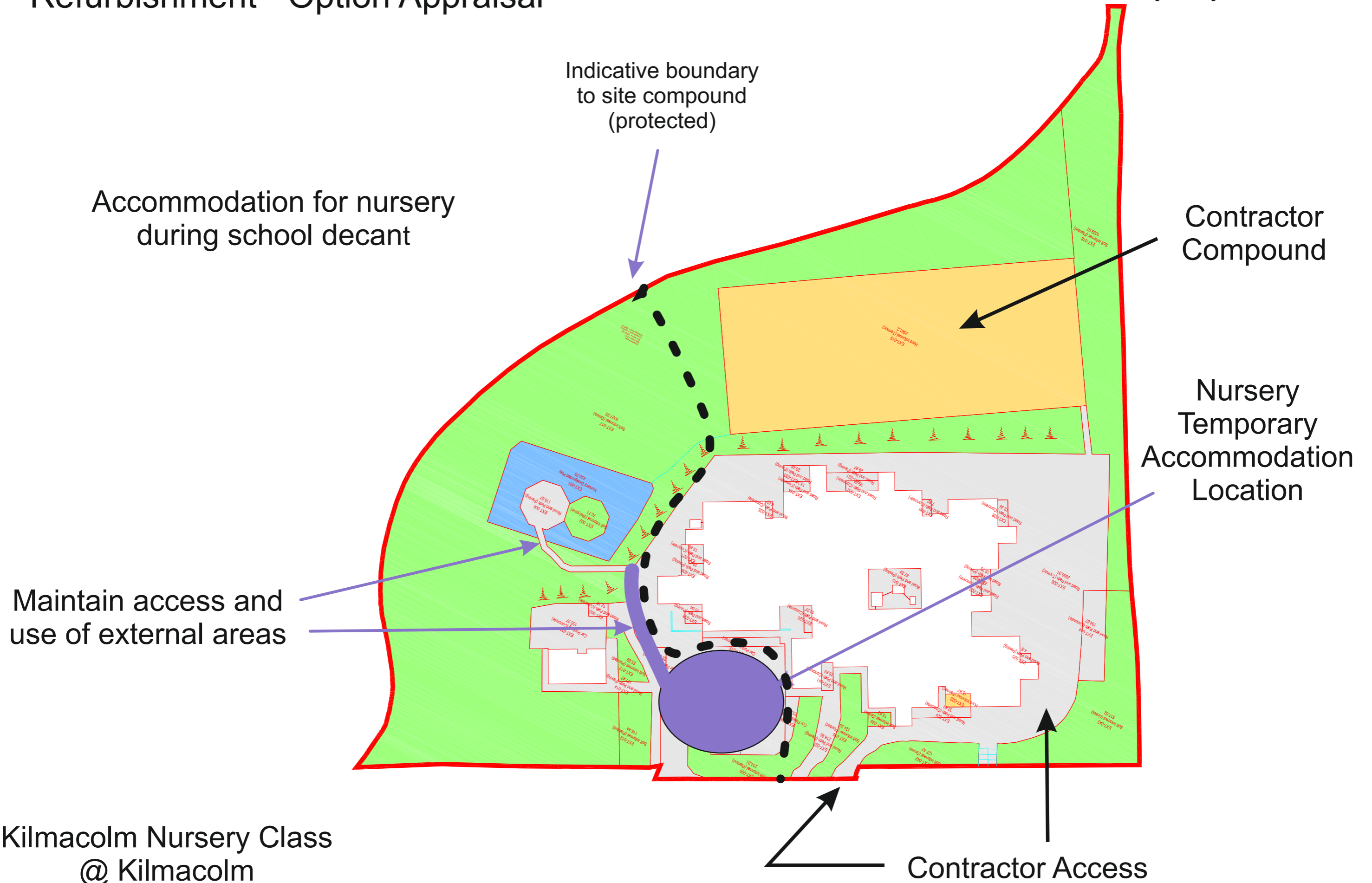
Kilmacolm Primary School Refurbishment - Option Appraisal

Option 3: Primary decant
Nursery stays on site



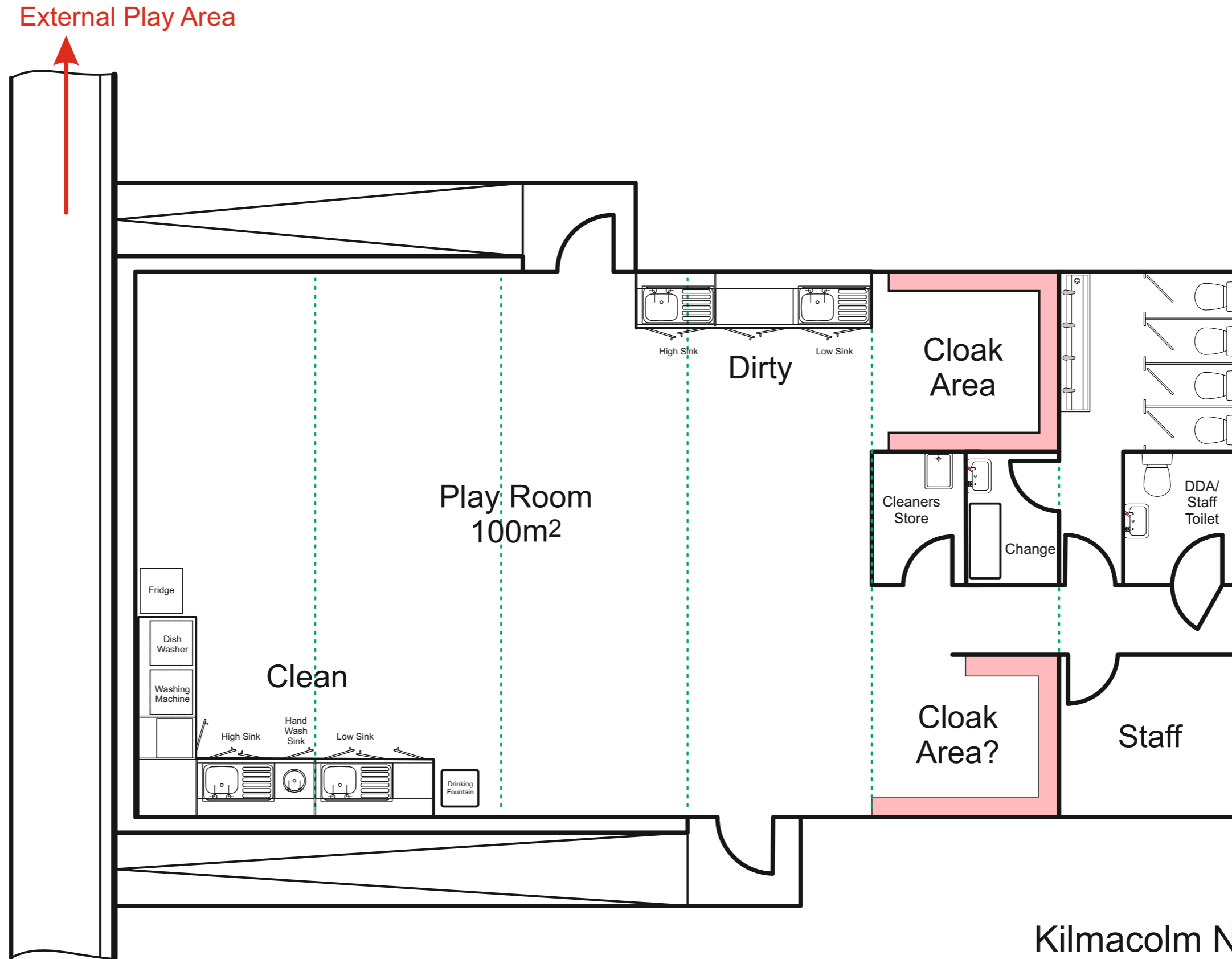
Kilmacolm Primary School Refurbishment - Option Appraisal

Option 3: Primary decant Nursery stays on site



Kilmacolm Primary School Refurbishment - Option Appraisal

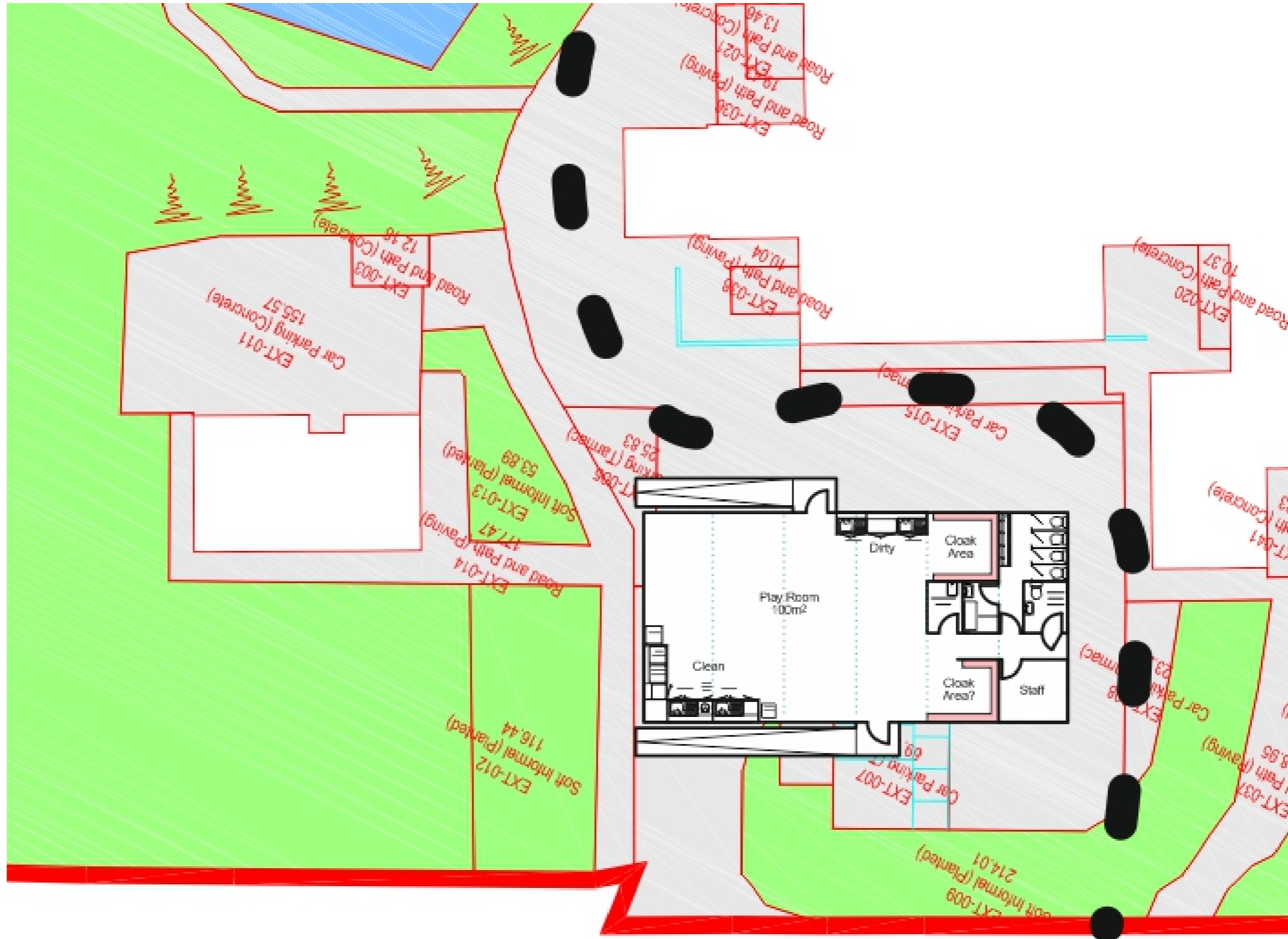
Option 3: Primary decant Nursery stays on site



Kilmacolm Nursery Class
@ Kilmacolm

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 3: Primary decant Nursery stays on site



Kilmacolm Nursery Class
@ Kilmacolm

Kilmacolm Primary School Refurbishment - Option Appraisal



Option 3: Primary decant
Nursery stays on site

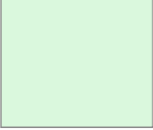



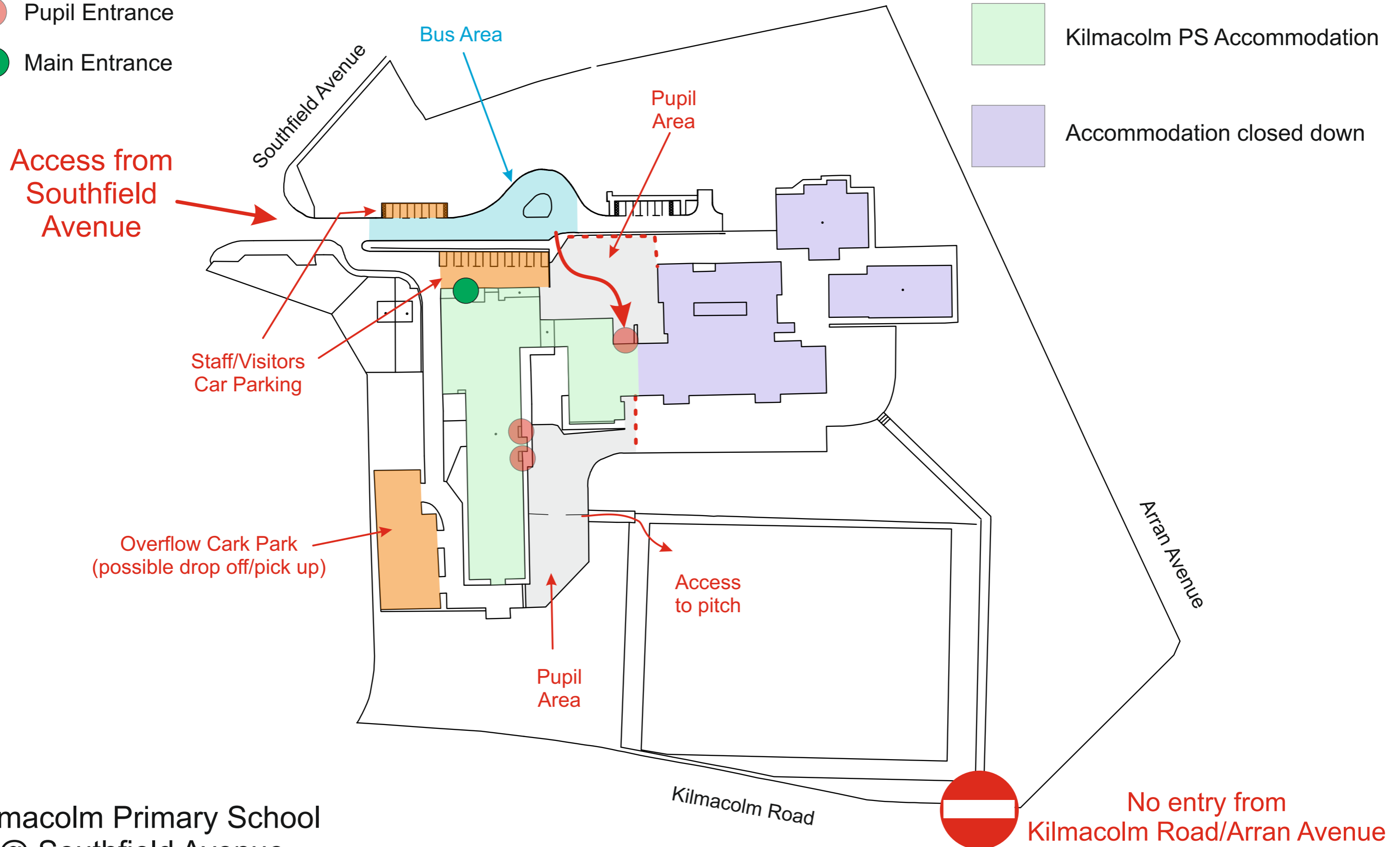
Former St Stephen's High School - as used now by St John's Primary School

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 3: Primary decant Nursery stays on site

-  Pupil Entrance
-  Main Entrance

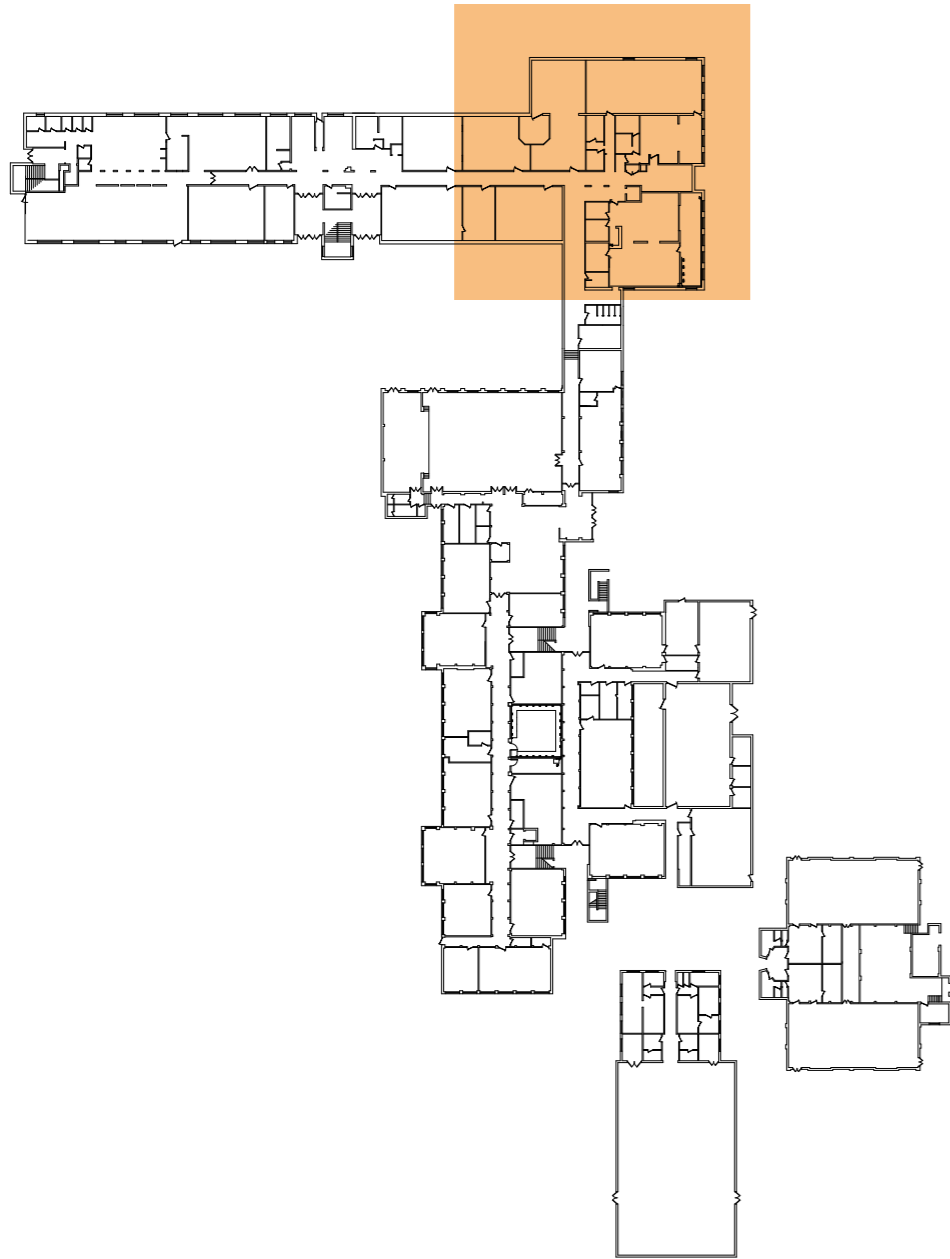
-  Kilmacolm PS Accommodation
-  Accommodation closed down



Kilmacolm Primary School
@ Southfield Avenue

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 3: Primary decant Nursery stays on site

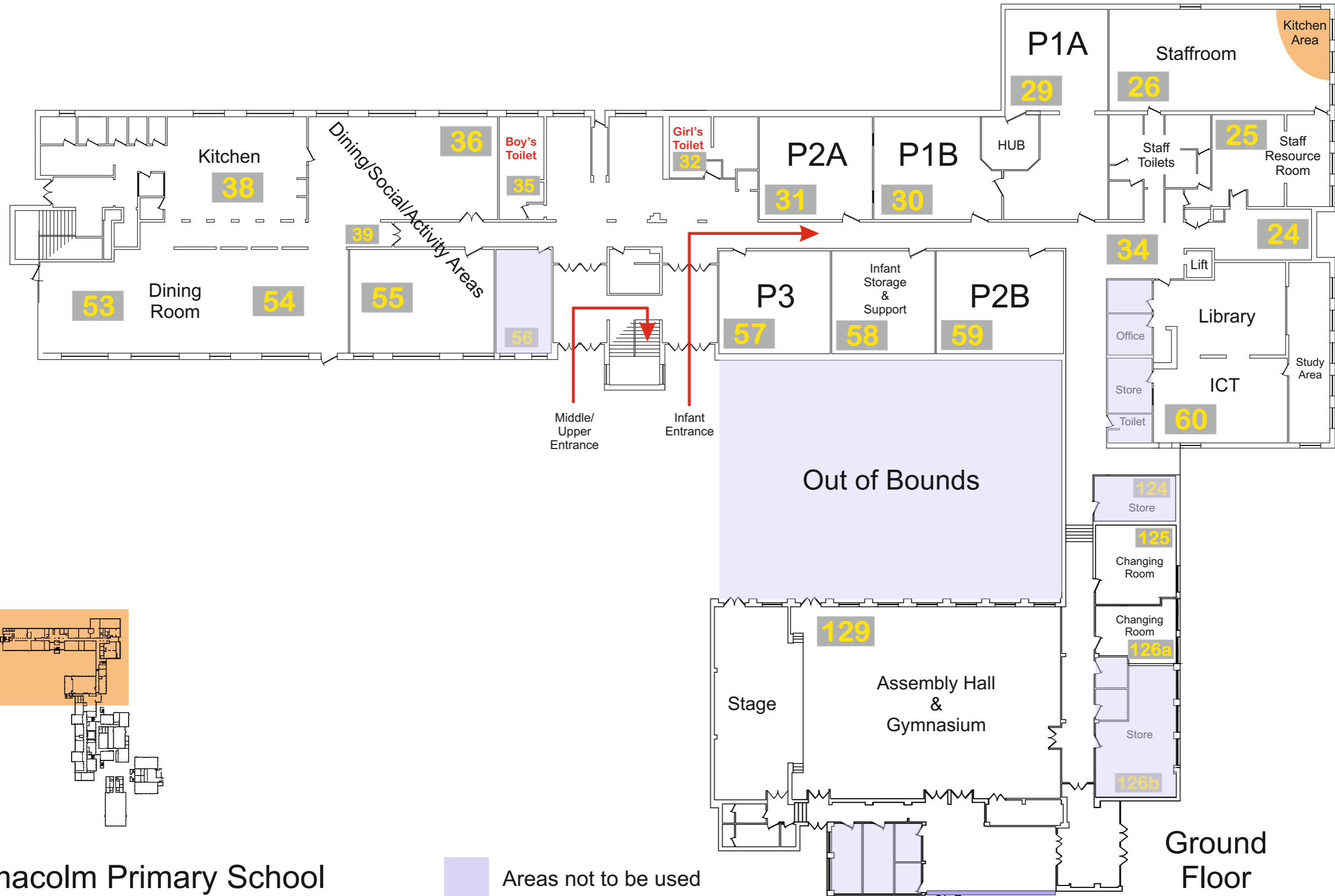


Main Entrance

Lower
Ground
Floor

Kilmacolm Primary School Refurbishment - Option Appraisal

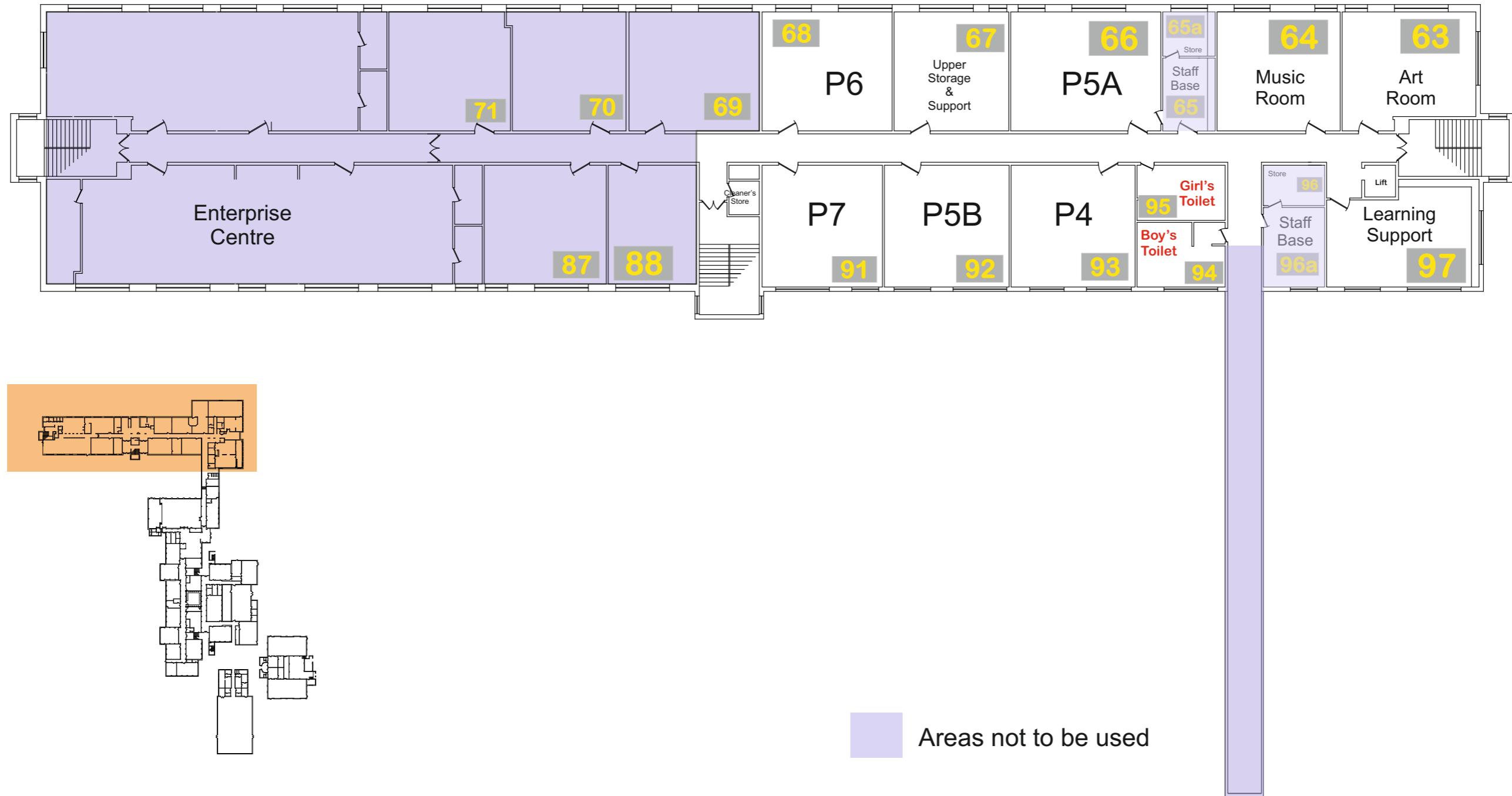
Option 3: Primary decant Nursery stays on site



Kilmacolm Primary School
@ Southfield Avenue

Kilmacolm Primary School Refurbishment - Option Appraisal

Option 3: Primary decant Nursery stays on site



First
Floor

School Day: - extended

Transport: - primary pupils by bus

Access: - ample

Disruption: - transport

Works Period: - October 2015 - October 2016

Kilmacolm Primary School
Refurbishment - Option Appraisal

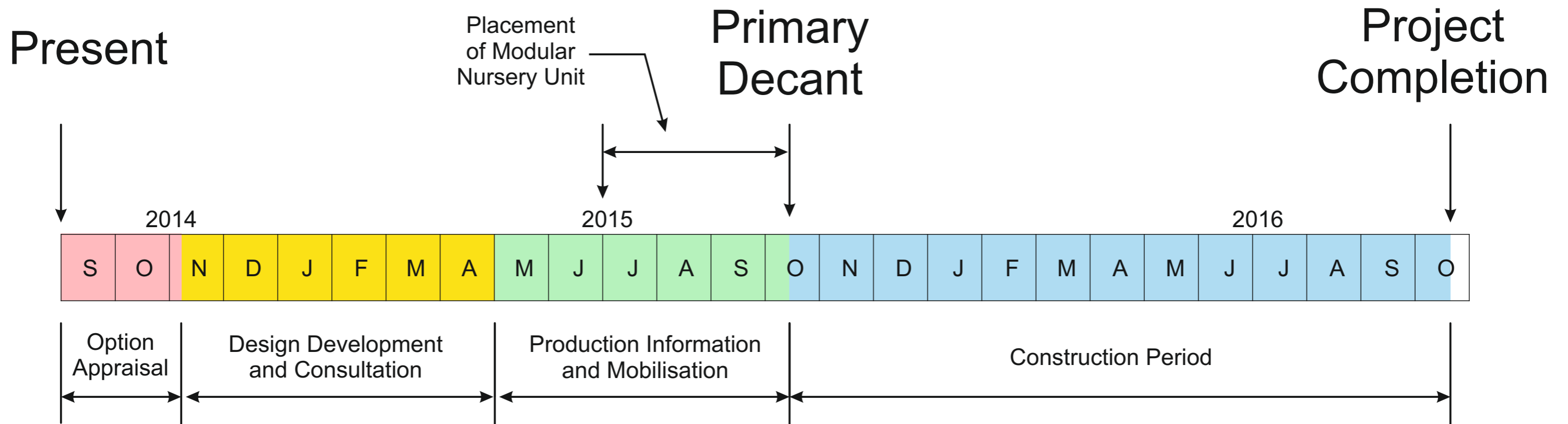
Option 1: All stay on site

Option 2: All decant

**Option 3: a) Primary decant
b) Nursery stays on site**

Kilmacolm Primary School Refurbishment Option 3 Primary Decant - Sample Timeline

If the opportunity arises the programme will be brought forward to allow an August 2016 project completion



This outline programme is indicative only

KILMACOLM PRIMARY SCHOOL

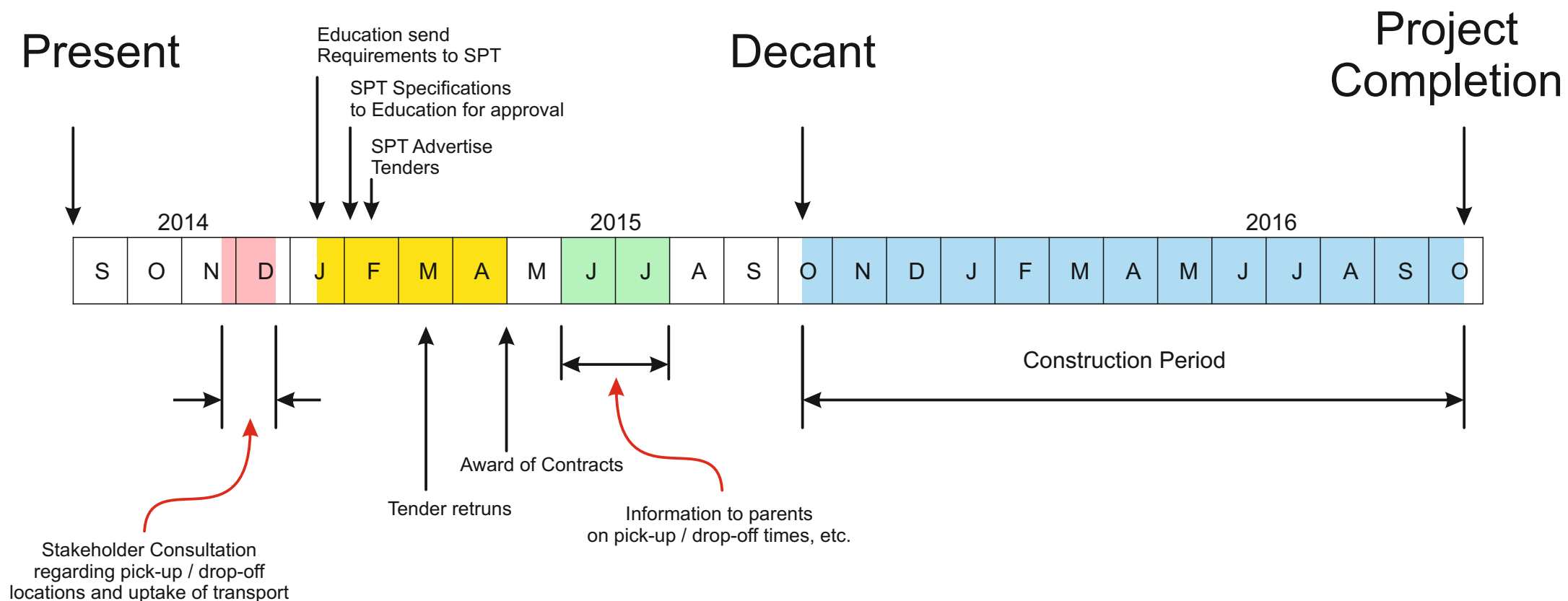
TRANSPORTATION INFORMATION

If either Options 2 or 3 are agreed, this will result in the need for Inverclyde Council to transport children from Kilmacolm to Port Glasgow on a daily basis as part of the Council's decant arrangements. The costs of the required transport will be met in full by Inverclyde Council.

If a school refurbishment results in the transportation of children to a temporary decant school, there will be further consultation with parent/carers about transport matters such as pick-up and drop-off points, bus times, bus routes, and arrangements regarding the safe transfer of children to and from the designated pick-up/drop-off points.

For your information, a sample Transport Timeline and a set of Frequently Asked Questions about transport arrangements are included in the Kilmacolm Primary School Refurbishment Information Pack.

Kilmacolm Primary School Refurbishment Transport - Sample Timeline



Kilmacolm Primary School
Transportation Information
FAQ's Sheet

1. Are Escorts provided?

Yes! Escorts are not provided on mainstream school contracts except where a school has to be decanted. There will be 1 escort on each bus.

2. What role do Escorts play in the safe transfer of pupils to and from the designated pick-up/drop-off points?

Escorts are responsible for ensuring that all pupils are registered at the pick-up in the morning; allocated a seat on the bus; seatbelts are in place throughout the journey and supervise pupils to and from school.

3. Where will the designated pick-up/drop-off points be located?

TBC! Once the numbers are confirmed with regards to the uptake of transport and the location of pupils, SPT will be informed and will issue an advert for contractors to tender for the decant. Once the contract has been awarded, we will discuss all the information regarding points 3, 4, and 5 with the successful contractor.

4. What route will the bus take?

As above.

5. What time will the bus pick-up/drop-off at?

As above.

6. Will the pupils arrive for school starting at 9am?

Yes! Timing of pick-up will depend on the time taken to transport the pupils from the designated pick-up to school with a view to arriving at school at 8.50am.

7. Will the pupils leave school at 3pm?

When the school bell rings at 3pm, the staff will assemble the pupils in bus order and register them, the pupils will then board the bus and leave as soon as all pupils are safely aboard and seatbelts are in place.

8. Will a pass/ID be provided to ensure access to the bus?

Once the school have allocated pupils to buses, the school should provide a pass giving the child's name; class; bus colour/number and pick-up/drop-off times. The passes are not necessarily ID badges and your child will not require to show it to board the bus, they are only a guide for your child and once they are familiar with the escort/driver/bus, they won't need to use the pass.

9. What happens if I am late to drop-off/pick-up my child from the designated points?

Parents are responsible for ensuring that their child arrives at the drop off point in time for the bus leaving – if you are late and miss the bus, you will have to make your own way to the school. If you are late to the drop-off point at the end of the day, it would be helpful if you could alert the school and they can make contact with one of your listed emergency contacts. However, if your child is already on the bus and being transported to the drop-off point, please see the attached 'Guidelines for Transport Escorts'.

10. Will families be kept together on the same bus?

Yes! The school will be responsible for arranging the pupils on the buses and siblings will be allocated a seat on the same bus.

11. Will parents/carers be allowed to travel on the bus with the pupils?

No! Only pupils are allocated a seat on the bus.

12. Who is responsible for the safety of pupils at the designated pick-up/drop-off points?

It is the responsibility of Parents/Carers to ensure the safety of their children as they wait to be uplifted for school and as they are dropped off.

13. What happens if the bus breaks down?

Pupils will remain on the bus until another bus arrives to proceed with the journey.

14. What happens in severe weather?

In severe weather pupils would remain in school until they can be uplifted by a parent/carer. Parents/Carers would receive a text notification informing them of actions to be taken.

15. What will happen with the new P1 pupils?

P1 pupils will be transported on a separate bus along with 2 parent/carers on the 1st day of school in August. The bus will transport the parent/carers back to the pick-up/drop-off point at a time to be decided by the Head Teacher. The bus will transport the parents back to school (approx 11.40am) to allow them to travel home with their children to the designated drop-off/pick up point as they finish earlier for the first 2 weeks of term.

16. What happens if I move house during the year – will I still be entitled to transport?

Yes! Normally if you move to an address outwith the catchment area, you are responsible for any transport costs involved in getting your child to school. However, in a decant situation, this does not apply – transport will be provided but only from the designated pick-up point.

17. Do the Escorts all have a PVG?

Yes! If they are existing 'Inverclyde Council employees' they will have recently gone through the recent retrospective PVG exercise. If they are not current employees, when they go through the safer recruitment process, they will require to join the PVG Scheme.

18. Do all the bus drivers have a PVG?

Yes! SPT are our agents and manage all of our contracts. Part of the terms of conditions are that drivers are members of the PVG Scheme prior to contracts being awarded. SPT undertake regular compliance checks on contractors.

19. What might the school day look like for children for each of the 3 options?

Option 1: All remain on site
No change to the school day

Option 2: All decant to the old St Stephen's High School

Primary Pupils

Departure time for buses (from Kilmacolm):	8.30 am
Arrival time for buses (in Kilmacolm):	3.30 pm

Option 2: All decant to the old St Stephen's High School cont'd

Nursery Children - mornings

Departure time for buses (from Kilmacolm): 8.30 am
 Arrival time (back in Kilmacolm): 12.10 pm

Nursery Children - afternoons

Departure time for buses (from Kilmacolm): 12.15 pm
 Arrival time (back in Kilmacolm): 3.55 pm

Option 3: Primary pupils decant to the old St Stephen's High School, and Nursery stays on site in temporary accommodation

Primary Pupils

Departure time for buses (from Kilmacolm): 8.30 am
 Arrival time for buses (in Kilmacolm): 3.30 pm

Nursery Children

No change to Nursery day

Please note that the above times are indicative only.



EDUCATION SERVICES

Guidelines for Transport Escorts (Kilmacolm Primary Decant)

- All pupils travelling to school by bus are the responsibility of the escort on duty.
- On the outward journey the vehicle should pick up pupils from the arranged pick up point at the specified time. Pupils should be registered when embarking on the bus.
- All pupils must wear seat belts at all times when they are in the vehicle. It is the responsibility of the escort on duty to ensure that all pupils are wearing their seatbelts before the vehicle moves off.
- The escort must remain in the vehicle at all times when supervising pupils.
- The escort should assist the children from the transport and hand them over to a member of school staff. Bus should be checked to ensure all pupils have disembarked.
- Pupils will be registered in school at the end of the day prior to boarding the bus.
- On the return journey home from school the escort should assist the children onto the vehicle and again ensure that all pupils are wearing seatbelts before the vehicle moves.
- On the return journey the escort must ensure that the pupils are safely delivered to the designated drop off point. The escort must ensure that no pupils who are waiting for a parent/carer are left alone at the drop off point. Bus should be checked to ensure all pupils have disembarked.
- In the event of a parent/carer not being present, then the vehicle with the escort and the pupil should wait for a reasonable time. (Reasonable time will depend on a number of factors such as the needs of the child, the weather, location and time of day, usually five or ten minutes). IF AFTER WAITING A REASONABLE TIME THERE IS STILL NO RESPONSIBLE PERSON PRESENT THEN CONTACT EDUCATION SERVICES FOR ADVICE. TEL: 01475 712842.
- All incidents should be reported to Education Services.

Report To:	Education &, Communities Committee	Date:	4 November 2014
Report By:	Corporate Director Education, Communities and OD	Report No:	EDUCOM/86/14/PC
Contact Officer:	Patricia Cassidy	Contact No:	01475 712748
Subject:	Remit from Policy & Resources Committee		

1.0 PURPOSE

- 1.1 The purpose of this report is to request members of the Committee to consider a remit from the Policy & Resources Committee in regard to the proposed saving of £20,000 from the Education budget as part of the 15/16 budget proposals.

2.0 SUMMARY

- 2.1 At the special meeting of the Policy & Resources Committee on 30 September 2014, the Committee approved the 2015/18 Budget Strategy, as outlined in Section 5 of the report, and the £950,000 Directorate Savings for 2015/16 detailed in Appendix 3 with the exception of the proposed saving of £20,000 from the supported study budget. Officers were instructed to submit a report to the next meeting of the Education & Communities Committee providing options to achieve the £20,000 saving, including the supported study budget.
- 2.2 Options for the proposed saving are outlined in section 5. Given the recent changes in the Curriculum, the reduction in study leave for S4 pupils and the projected budget underspend, it is recommended that option 1 is approved.

3.0 RECOMMENDATIONS

- 3.1 The Committee is requested to:
- Consider Option 1 and Option 2 for the 15/16 budget saving as detailed in section 5; and to
 - Approve Option 1 as the proposed saving of £20,000 from the supported study budget as part of the 15/16 Directorate budget savings

Patricia Cassidy
Corporate Director of Education, Communities and OD

4.0 BACKGROUND

4.1 At its meeting in February 2014, the Council agreed to set a three year Revenue & Capital budget for the period 2015/18 in February 2015.

4.2 It should be noted that 2015/16 is the last year of the current three year budget and therefore effectively the Council would be seeking to make the majority of decisions in relation to the financial period 2016/18.

4.3 The Corporate Management Team have discussed the budget strategy for the period 2015/18 on a number of occasions and have developed proposals and recommendations which have thereafter been discussed with the ECMT and Joint Budget Group. In addition the proposed supported study saving has been discussed with the secondary head teachers.

4.4 2015/16 DIRECTORATE SAVINGS

4.5 When the three year budget was agreed in February 2013 there were two savings areas totalling £1.55million which required further detail and approval from Committee prior to implementation. £800,000 related to Workstream Savings, progress on which is reported via the regular Revenue Budget updates and £750,000 in relation to Directorate savings.

4.6 As previously reported the Corporate Management Team agreed to add the £200,000 Modernisation Workstream target to the £750,000 Directorate target to give a total of £950,000. This was allocated as follows:

- £320,000 – Environment, Regeneration & Resources
- £320,000 – CHCP
- £310,000 – Education, Communities & OD

5.0 CURRENT POSITION

5.1 In accordance with the instruction from the Policy and Resources Committee, officers have reviewed the proposed saving from the central supported study budget and have submitted further information for committee consideration as detailed in section 5.

5.2 On the basis that one of the options is approved, then this concludes the 2015/16 savings with the exception of the Charging Workstream which will be subject of a report to the next Policy & Resources Committee. By concluding the 2015/16 Budget it will allow Officers and Members to concentrate on the significant challenge of developing and considering savings proposals for 2016/18.

OPTION 1 SUPPORTED STUDY

5.3 The Committee approved the revised Senior Phase model at its meeting on 5 November 2013 as part of the implementation of Curriculum for Excellence. The curricular change means that pupils will be studying 6 subjects rather than the current 8, from August 2015. This allows more curricular time per subject including time for review and reflection of learning.

5.4 As a result of the change in external examination with the introduction of the National 4 and National 5 examinations during the recent academic year 14/15, study leave was withdrawn for S4 pupils. This enabled more class time for completion of coursework and for structured study and revision and reduced the need for additional supported study out with the regular Easter holiday programme.

Given these changes, it is proposed that the budget is targeted towards the supported study programme during the Easter holidays. Based on the historical expenditure it is projected that there will be an underspend within the £48k budget which can generate a £20k saving.

OPTION 2

5.5 An alternative saving option is detailed below, which requires the deletion of two currently

vacant posts: one 0.5 fte therapist post and a 0.5 fte vacant library assistant post.

Option 2

Libraries	0.5fte library assistant post	2015/16	£8k
Craigmarloch	0.5fte therapist post	2015/16	£12k
	Total		£20k

6.0 IMPLICATIONS

Finance

6.1 Financial Implications:

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
<u>Option 1</u>					
Schools	Supported Study	2015/16	(20)	N/A	Budget reduced from £48k to £28k allows Easter Schools to continue.
<u>Option 2</u>					
Libraries	Employee Cost	2015/16	(8)	N/A	Remove vacant posts .
Craigmarloch	Employee Cost	2015/16	(12)	N/A	

Legal

6.2 There are no direct legal implications arising from this report, however, care will need to be taken when developing savings proposals to ensure that the Council continues to deliver its statutory requirements.

Human Resources

6.3 There will be HR implications arising from the proposals which will require engagement with

employees and Trade Unions.

Equalities

- 6.4 There are no specific equality issues with the two options, it is proposed that option 1 targets the supported study budget at the greatest need.

Repopulation

- 6.5 There are no repopulation issues with this element of the budget proposals.

7.0 CONSULTATIONS

- 7.1 The proposals in the report have been approved by the Corporate Management Team.. Engagement will continue with the Trades Unions over coming months as Budget proposals are developed.
- 7.2 The 2015/16 Directorate Savings proposals including Option 1 have been shared with the Trades Unions via the Joint Budget Group, who have not raised any significant concerns. Option 2 will require discussion with trade unions.

8.0 BACKGROUND PAPERS

- 8.1 Report to the Policy & Resources Committee 30 September: 2014 2015/18 Budget Strategy
- 8.2 Report to the Education and Communities Committee 7 November 2013: Update on the Progress of the Implementation of Curriculum for Excellence

Report To:	Education & Communities Committee	Date:	04 November 2014
Report By:	Corporate Director Education, Communities & Organisational Development	Report No:	EDUCOM/80/14/PC
Contact Officer:	Patricia Cassidy	Contact No:	(01475) 712748
Subject:	Items for Noting		

1.0 PURPOSE

- 1.1 The purpose of this report is to keep the Committee apprised of matters which fall within its remit for information purposes.

2.0 PROFESSIONAL UPDATE

- 2.1 Engagement in the Professional Update process is a requirement of all teachers fully registered with the General Teaching Council for Scotland (GTCS) from August 2014. The key purposes of professional Update for teachers are:

- to maintain and improve the quality of our teachers as outlined in the relevant Professional Standards and to enhance the impact that they have on pupils' learning
- to support, maintain and enhance teachers' continued professionalism and the reputation of the teaching profession in Scotland.

Teachers in Inverclyde are being supported to engage in the Professional Update process through a range of guidance and advice documents which were produced by an authority working group last session. These documents can be accessed via the Glow website, Icon and school staff shared sites.

In addition, there is a wealth of information on the GTCS website (www.gtcs.org.uk) for teachers (promoted and unpromoted) and this is being updated on a regular basis. After the October break, the Professional Review and Development (PRD) programme for all Inverclyde Head Teachers will begin.

3.0 ADULT LEARNING IN SCOTLAND: STATEMENT OF AMBITION

- 3.1 'Adult Learning in Scotland: Statement of Ambition' was launched on 21 May 2014. The Statement sets out a vision for adult learning in Scotland and outlines priorities for a strategic implementation plan to be produced in Autumn 2014.

The ambitions outlined in the statement are that:

- **Scotland becomes recognised globally as the most creative and engaged learning society.** A society where people develop through life-wide learning from the multiple contexts of home, work and their social lives and lifelong learning - often described as from cradle to grave. A society that recognises the importance of adult learning in the development of the individual, the community and the country as a whole.
- **Every adult in Scotland will have the right to access learning to meet their educational needs and their aspirations.** Barriers to participation, learning and achievement will be removed and inclusion and equality promoted. In planning, developing and evaluating provision, adult learners will be at the centre of the process and participate fully in decision-

making about their future learning.

- **Adult learning in Scotland and the outcomes that learners achieve will be world-leading.** Adult learning in Scotland will support the development of personal, family, work and community life.

3.2 The statement of ambition has three core principles:

- Adult learning should be **lifelong** beginning in the early years, supported by Curriculum for Excellence and covering the whole age span of post-compulsory education. It should take into account the specific difficulties that some adults have in accessing learning opportunities because of their age, abilities, cultural or social backgrounds.
- Adult learning should be **life-wide**. It should cover the personal, work, family and community aspects of living which gives the scope for building a wide and open curriculum and creates a learning continuum which is not restricted by vocational imperatives.
- Adult learning should be **learner-centred**. The educational process must build around the interests and motives of the learner and seek to fulfil the purposes and goals he or she sees as relevant and important.

3.3 In January 2014, Committee agreed a Strategy and Implementation Plan for Community Learning and Development (CLD) in Inverclyde 2014-2018. This is intended to progress Inverclyde's priority of 'Getting it right for every child, citizen and community' through the Single Outcome Agreement as well as to fulfil the expectations of the 'Community Learning and Development: Strategic Guidance for Community Planning Partnerships' and the 'Requirements for Community Learning and Development (Scotland) Regulations 2013'. The Strategy and Implementation Plan leaves Inverclyde well placed to demonstrate progress towards the ambitions outlined in the statement. The implementation planning process will be amended to identify linkages between the improvement actions and the ambitions contained within the statement.

3.4 A copy of the document and a summary of local progress against the ambitions and outcomes is available from claire.alexander@inverclyde.gov.uk

4.0 OUR AMBITIONS FOR IMPROVING THE LIFE CHANCES OF YOUNG PEOPLE IN SCOTLAND: NATIONAL YOUTH WORK STRATEGY 2014-2019

4.1 This Statement has been developed by the Scottish Government, Education Scotland and Youthlink Scotland (the national youth work agency). It sets out the Scottish Government's ambition for improving outcomes for young people through youth work provided by local authorities and voluntary organisations. It has been developed 'in the context of the Strategic Guidance for Community Learning and Development'.

4.2 The Statement advocates that: 'All young people should have access to high quality and effective youth work practice' and sets out the following ambitions:

- Ensure Scotland is the best place to be young and grow up in
- Put young people at the heart of policy
- Recognise the value of youth work
- Build workforce capacity
- Ensure we measure our impact.

4.3 The Statement builds on the 'National Youth Work Strategy: Moving Forward' 2007 and reinforces that the nature and purpose of youth work is to:

- Build self-esteem and self-confidence
- Develop the ability to manage personal and social relationships
- Create learning and develop new skills
- Encourage positive group atmospheres
- Build the capacity of young people to consider risk, make reasoned decisions and take control
- Develop a 'world view' which widens horizons and invites social commitment.

4.4 In January 2014, Committee agreed a Strategy and Implementation Plan for Community Learning and Development (CLD) in Inverclyde 2014-2018. This is intended to progress

Inverclyde's priority of 'Getting it right for every child, citizen and community' through the Single Outcome Agreement, as well as to fulfil the expectations of the 'Community Learning and Development: Strategic Guidance for Community Planning Partnerships' and the Requirements for Community Learning and Development (Scotland) Regulations 2013. The Strategy and Implementation Plan leaves Inverclyde well placed to demonstrate progress towards these ambitions. The implementation planning process will be amended to identify the linkages between improvement actions and the ambitions of the Statement.

- 4.5 A copy of the document and a summary of local progress against the ambitions and outcomes is available from hugh.scott@inverclyde.gov.uk

5.0 SCHOOLS SPORT COMPETITION

- 5.1 In 2013 **sportscotland** invited local authorities to bid for inclusion in the national School Sport Competition programme. Inverclyde Council's bid was successful and we were selected as 1 of the 8 pilot local authorities. The pilot programme will run until June 2016.
- 5.2 In 2013 **sportscotland** invited all 32 local authorities to write a proposal for consideration to be part of the School Sport Competition pilot. Inverclyde was successful in the bid which was confirmed in January 2014.

The School Sport Competition programme aims to create more competitive secondary sport opportunities for children and young people while building a sustainable infrastructure for school sport competition.

The programme will create improved links between schools and clubs. With greater integration and cooperation across schools, while strengthening relationships between PE staff and Active Schools/Sports Development.

- 5.3 A School Sports Competition Coordinator (SSCC), fully funded by **sportscotland**, was appointed in May 2014 for two years. The SSCC will establish school sport steering group incorporating PELO, PT PE, AS/SD, Parent Council and Young Ambassadors.

The SSCC will also recruit and retain a network of volunteers to support school teams in partnership with AS/SD. Recruitment will focus on engaging other school staff, parents, local club volunteers, sports leaders, Sports Captains and Young Ambassadors.

- 5.4 In Conjunction with the Physical Education Lead Officer (PELO), PE principal teachers (PE PTs), Active Schools/Sports Development (AS/SD) & local clubs key competitive sports will be agreed. Where possible these will link both to clubs participating in Community Sports Hubs and to regional Sport Governing Bodies' structures to ensure a competition pathway from local to regional.

The structure will focus on 3 year role out. Year 1 S1/2 teams in each sport, year 2 S1-3 and year 3 including senior teams.

There will be an agreed fixture structure for each sport across 6 secondaries incorporating home and away fixtures. Volunteer fixture coordinators will be recruited to support the SSCC for each sport.

- 5.5 The SSCC will agree a sustainable transport package to support the competition structure and will agree and implement a rewards and recognition package for volunteers, officials and players to celebrate sporting success. There will be an annual awards ceremony held for the presentation of trophies.
- 5.6 Within Inverclyde we are in a fortunate situation to have a strong relationship between AS/SD and Secondary PE departments. In addition to this we have excellent schools estate sports facilities to support regular competition structure.

6.0 NATIONAL SCHOOL SPORTS AWARDS

- 6.1 In 2013 **sportscotland** piloted School Sport Awards in 3 local authorities; the programme is now at the stage for national roll out to all 32 local authorities.

The **sportscotland** School Sport Award is a Scottish Government initiative that will accredit schools that continuously improve physical education and school sport, within and outwith the curriculum and that strengthen sporting links between the school and the communities around them. The Award will recognise a schools achievement in putting quality physical education and school sport at the heart of a school's planning, practice and ethos.

- 6.2 Children and young people will play an active role in their school achieving a School Sport Award. Staff will work alongside children and young people on a School Sport Committee to ensure their views are heard and valued during both the self assessment stage and when developing and implementing their schools physical education and school sport development plan.

Schools will use an online assessment tool to gauge their progress and apply for awards. Awards will be made at Gold, Silver and Bronze levels.

- 6.3 School Sports Awards will cover Physical Education, School Sport Competition and Performance, Club Pathways, Celebrating Success and Leadership. Active Schools and Sports Development will support schools in the process.

7.0 UPDATE ON 600 HOURS OF EARLY LEARNING AND CHILDCARE

- 7.1 All children in Inverclyde aged 3 and 4 years who have applied for a place are continuing to access 600 hours of Early Learning and Childcare 2014 within Local Authority or Partner establishments. The delivery of flexible places continues to be developed to support parent / carers in education, employment or training. The impact of the extended provision on quality and capacity is being closely monitored.

- 7.2 The uptake of places for children from workless households is improving. Staff from the Department of Work and Pensions and CHCP are actively encouraging eligible families to access places.

- 7.3 All looked after children are being offered a package of care personal to their needs. A referral pathway has been confirmed to ensure that all eligible children are referred from Social Work to Education Services.

- 7.4 Scottish Government indicated that approximately 92 additional places for 2 year olds from households eligible for free school meals will be required for 2015 / 16. An audit is currently underway to identify potential developments to meet this target.

8.0 IMPLICATIONS

Finance

- 8.1 N/A

Financial Implications:

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	With Effect from	Annual Net Impact £000	Virement From (if Applicable)	Other Comments
N/A					

Legal

8.2 N/A

Human Resources

8.3 N/A

Equalities

8.4 Has an Equality Impact Assessment been carried out?

Yes See attached appendix

No This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy. Therefore, no Equality Impact Assessment is required.

Repopulation

8.5 N/A

9.0 CONSULTATIONS

9.1 N/A

10.0 CONCLUSIONS

10.1 N/A

11.0 BACKGROUND PAPERS

11.1 N/A

**INVERCLYDE COUNCIL
EDUCATION AND COMMUNITIES COMMITTEE**

AGENDA AND ALL PAPERS TO:

Councillor Loughran	1
Councillor Brennan	1
Councillor McColgan	1
Councillor McCabe	1
Councillor Clocherty	1
Councillor Jones	1
Councillor Wilson	1
Councillor Shepherd	1
Councillor Brooks	1
Councillor McEleny	1
Councillor Campbell-Sturgess	1
All other Members (for information only)	9

Church Members

Mr Tom Macdougall	1
Rev F Donaldson	1
Father Michael McMahon	1

Parent Representative:

Mr Robin Thomson	1
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Teacher Representative:

Mr Tom Tracey	1
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Officers:

Chief Executive	1
Corporate Communications & Public Affairs	1
Corporate Director Community Health & Care Partnership	1
Corporate Director Education, Communities & Organisational Development	1
Head of Education	1
Head of Inclusive Education, Culture & Corporate Policy	1
Schools Estate Manager	1
E Hamilton, Education Services	1
I Cameron, Education Services	1
Head of Safer & Inclusive Communities	1
Head of Finance	2
Acting Corporate Director Environment, Regeneration & Resources	1
Head of Legal & Property Services	1
Legal Services Manager (Fraser Jarvie)	1
G Murphy, Principal Solicitor	1
S Lang, Legal & Property Services	1
Chief Internal Auditor	1
File Copy	1

TOTAL 44

AGENDA AND ALL NON-CONFIDENTIAL PAPERS TO:

Community Councils	10
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TOTAL 10