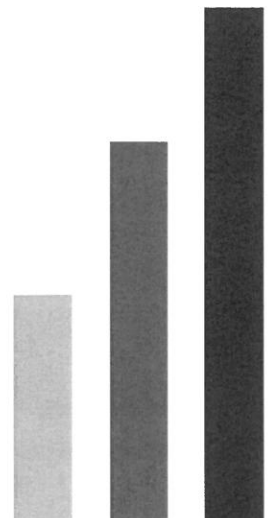


Agenda 2015

Education & Communities Committee

For meeting on:

5	May	2015
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A meeting of the Education & Communities Committee will be held on Tuesday 5 May 2015 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	Page
<u>COMMUNITIES</u>	
PERFORMANCE MANAGEMENT	
2. Communities 2014/15 Revenue Budget Report – Period 11 to 28 February 2015 Report by Chief Financial Officer and Corporate Director Education, Communities & Organisational Development	p
3. Communities Capital Programme 2014 – 2016/17 Report by Corporate Director Education, Communities & Organisational Development and Chief Financial Officer	p
4. Clune Park Regeneration Plan Progress Report Report by Head of Safer & Inclusive Communities	p
5. HEEPS Programme 2015 – 2016 and Update on Progress Report by Head of Safer & Inclusive Communities	p
NEW BUSINESS	
6. Rankin Park – Mountain Bike Development Update Report by Corporate Director Education, Communities & Organisational Development	p

7.	Rankin Park – Developing the Sport of Mountain Biking Report by Corporate Director Education, Communities & Organisational Development	p
8.	Community Facilities Fund Report by Corporate Director Education, Communities & Organisational Development	p
9. **	Craigend Resource Centre – Update on Development Proposals Report by Corporate Director Education, Communities & Organisational Development	
10.	Waivers Update Report Report by Corporate Director Education, Communities & Organisational Development	p
11.	Grants to Voluntary Organisations Fund Report by Corporate Director Education, Communities & Organisational Development	p
12. **	McLean Museum/Watt Library Report by Corporate Director Education, Communities & Organisational Development	
13.	Loan of Painting from McLean Museum – Arthur Melville Report by Corporate Director Education, Communities & Organisational Development	p
14.	Loan of Painting from McLean Museum – Mary Armour and Ivy Gardiner Report by Corporate Director Education, Communities & Organisational Development	p
<u>EDUCATION</u>		
PERFORMANCE MANAGEMENT		
15.	Education Scotland Report on the Inspection of the Learning Community Surrounding Clydeview Academy Report by Corporate Director Education, Communities & Organisational Development	p
16.	Education 2014/15 Revenue Budget – Period 11 to 28 February 2015 Report by Chief Financial Officer and Corporate Director Education, Communities & Organisational Development	p
17.	Education Capital Programme 2014 – 2017 - Progress Report by Corporate Director Education, Communities & Organisational Development and Chief Financial Officer	p
18.	Education & Communities Directorate Performance Report Report by Head of Inclusive Education, Culture & Corporate Policy	p

NEW BUSINESS		
19.	Use of Hand Held and Mobile Devices in Schools Report by Corporate Director Education, Communities & Organisational Development	p
20.	600 Hours of Early Learning and Child Care Report by Corporate Director Education, Communities & Organisational Development	p
21. **	Talented Endowment Fund Report by Corporate Director Education, Communities & Organisational Development	
The documentation relative to the following item has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information being that set out in Paragraphs 6 and 8 of Part I of Schedule 7(A) of the Act.		
22.	School Transport Contracts (Mainstream) – Result of Tenders for Contracts 2015/16, 2016/17 and 2017/18 Report by Corporate Director Education, Communities & Organisational Development seeking approval to accept tenders for the above	p

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

Report To: Education & Communities Committee

Date: 5 May 2015

Report By: Chief Financial Officer & Corporate Director Education, Communities & Organisational Development

Report No: FIN/27/15/AP/IC

Contact Officer: Iain Cameron

Contact No: 01475 712832

Subject: Communities 2014/15 Revenue Budget Report- Period 11 to 28 February 2015

1.0 PURPOSE

1.1 To advise Committee of the 2014/15 Revenue Budget position at Period 11 to 28 February 2014.

2.0 SUMMARY

2.1 The total Communities budget for 2014/15 is £8,341,380. 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 £258,000. This is a decrease in expenditure of £50,000 since the last Committee.

2.3 The main variances to highlight are –

- (a) Projected underspend of £28,000 for Libraries & Museum Employee Costs, mainly due to overtime and sickness cover levels being lower than anticipated.
- (b) Projected underspend of £20,000 for Libraries & Museum Property Costs. Water is projected to underspend by £11,000, Electricity to underspend by £6,000 and Gas to underspend by £3,000.
- (c) Projected underspend of £35,000 for contribution to the funding of the Clyde Muirshiel Regional Park.
- (d) Projected underspend of £92,000 for Safer Communities Employee Costs, mainly due to the early implementation of budget savings, the temporary secondment of a Team Leader post and delay in filling vacancies.
- (e) Projected underspend of £12,000 for contribution to Civil Contingency Service within Emergency Planning.
- (f) Projected underspend of £20,000 for Scientific Services within Environmental Health.
- (g) Projected over recovery of income of £29,000 for Registration of Private Landlords.

2.4 Earmarked Reserves for 2014/15 total £3,334,000 following the write back to General Reserves approved at the Inverclyde Council budget setting meeting of February 2015. The expenditure for 2014/15 is projected to be £1,083,000, a reduction of £205,000 since the last Committee. To date expenditure of £966,000 (89%) has been incurred. The spend to date per profiling was expected to be £784,000 therefore there is no slippage to report at the end of Period 11. However, the projected spend for 2014/15 is £1,083,000 compared to an original projected spend of £1,481,000 which will result in a year end slippage of £398,000 (27%)

3.0 RECOMMENDATIONS

3.1 That the Committee note the current projected underspend of £258,000 for the 2014/15 Revenue Budget as at Period 11 to 28 February 2015.

Alan Puckrin
Chief Financial Officer

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 11, 28 February 2015 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 £48,000

Employee costs are projected to underspend by £28,000. This is mainly due to levels of sickness cover and overtime being lower than expected.

Property costs are projected to underspend by £20,000 – underspend of £11,000 for Water, underspend of £6,000 for electricity and underspend of £3,000 for Gas. There is no change to these projections since the last Committee.

The overall projected expenditure for Libraries & Museum has reduced by £22,000 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.

Sports & Leisure : Underspend £35,000

An underspend of £35,000 for the contribution to Clyde Muirshiel Regional Park was reported to the last Committee. The latest projection remains the same as does the overall projected expenditure for Sports & Leisure.

Safer Communities : Underspend £170,000

Employee costs are projected to underspend by £92,000. This is an increase in expenditure of £3,000 since the last Committee. As previously reported to Committee, a saving of £53,000 was applied to the 2014/15 Employee Costs budget as a result of the introduction of the Decriminalised Parking Enforcement (DPE) scheme. Delays in the introduction of this scheme mean that only £26,000 of the saving can be achieved in this Financial Year. The balance of the Employee Costs underspend relates to delays in filling vacant posts, the early achievement of budget savings for ASB Intervention Officer and Service Support Team Leader and savings 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 £20,000 for Analytical and Scientific Services for Environmental Health was reported to the last Committee. The latest projection, based on the level of work carried out to date in 2014/15 remains the same.

A projected over recovery of income of £16,000 for Income from Registration of Private Landlords was reported to the last Committee. The latest projection increases the over recovery to £29,000 based on the year to date activity for 2014/15.

The overall projected expenditure for Safer Communities has reduced by £28,000 since the last Committee report.

6.0 EARMARKED RESERVES

6.1 Appendix 3 gives a detailed breakdown of the current Earmarked Reserves position. Total funding for 2014/15 is £3,334,000 following the write back to General Reserves approved at the Inverclyde Council budget setting meeting of February 2015. £1,083,000 is projected to be spent in this Financial Year, a reduction of £205,000 since the last Committee which is due to the continuation of the legal appeals process for the Clune Park demolition orders. At Period 11 the expenditure year to date was £966,000 or 89% of the projected spend for 2014/15.

The spend to date per profiling was expected to be £784,000 therefore the year to date expenditure is currently ahead of target and there is no slippage to report at the end of Period 11. However, the projected spend for 2014/15 is £1,083,000 compared to an original projected spend of £1,481,000 which will result in a year end slippage of £398,000 (27%)

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 Chief Financial Officer.

10.0 BACKGROUND PAPERS

10.1 There are no background papers for this report.

COMMUNITIES**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 11 : 1st April 2014 - 28th February 2015**

<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>28-Feb-15</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>
	Libraries & Museum						
1,008	Employee Costs	1,025	890	867	997	(28)	(2.7%)
9	Water	19	19	8	8	(11)	(57.9%)
	Sports & Leisure						
252	Clyde Muirshiel Contribution	252	252	214	217	(35)	(13.9%)
	Safer Communities						
2,823	Employee Costs	3,023	2,626	2,495	2,931	(92)	(3.0%)
56	Civil Contingency	69	69	56	57	(12)	(17.4%)
77	Scientific Services	92	92	67	72	(20)	(21.7%)
(55)	Registration of Private Landlords	(27)	(25)	(50)	(56)	(29)	107.4%
Total Material Variances						(227)	

COMMUNITIES**REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 11 : 1st April 2014 - 28th February 2015**

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	4,282	(125)	(2.8%)
466	Property Costs	508	511	491	(20)	(3.9%)
1,781	Supplies & Services	1,651	1,648	1,642	(6)	(0.4%)
45	Transport Costs	46	44	44	0	-
131	Administration Costs	53	58	58	0	-
2,453	Other Expenditure	2,303	2,378	2,301	(77)	(3.2%)
(1,727)	Income	(635)	(705)	(735)	(30)	4.3%
7,446	TOTAL NET EXPENDITURE	8,327	8,341	8,083	(258)	(3.1%)
	Earmarked Reserves	0	0	0	0	
	TOTAL NET EXPENDITURE excluding Earmarked Reserves	8,327	8,341	8,083	(258)	

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	1,502	1,454	(48)	(3.2%)
1,594	Sports & Leisure	1,389	1,389	1,354	(35)	(2.5%)
3,187	Safer Communities	3,457	3,454	3,284	(170)	(4.9%)
(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	8,083	(258)	(3.1%)
	Earmarked Reserves	0	0	0	0	

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Communities

Project	Lead Officer/ Responsible Manager	Total Funding 2014/15	Phased Budget To Period 11 2014/15	Actual To Period 11 2014/15	Projected Spend 2014/15	Amount to be Earmarked for 2015/16 & Beyond	Lead Officer Update
		£000	£000	£000	£000	£000	
Support for Owners	John Arthur	1,374	442	580	631	743	Total Funding 2014/15 includes 2013/14 RTB £488k. Previously projected full spend, revised projected spend of £631k due to delays in starting various projects - primarily Broomhill (£425k), John Street (£86k), Central Area Environmental Work (£100k), Neil Street (£30k). Work commitments previously agreed with RCH to continue in 2015/16.
Renewal of Clune Park	John Arthur	1,590	55	47	100	1,490	Demolition Orders have now been issued for all 430 houses with a period of 6 months to 1 year given to vacate. 274 Demolition Order appeals lodged with the Sheriff Court have now been reduced to 255. Latest hearing at Sheriff Court was on 19 Feb where a continuation until 1 May was granted to allow for payments of deposits and the exchange of documents. Progress on demolition can only be made once the Appeals process has ran it's course. Projected expenditure for this year relates to employee costs and legal fees associated with the Appeals process.
Area Renewal Fund	John Arthur	100	100	91	100	0	£100k has been committed for Gibshill Community Centre. YTD spend due to Cloch Housing Association relating to Gibshill £91k. Previously reported MUGA Woodhall under Area Renewal Fund, now included in Support for Community Facilities due to proposed write back.
Support for Community Facilities	John Arthur	183	100	179	183	0	Projected full spend due to Gibshill Community Facility (£100k) and grant payments previously approved at Environment & Regeneration Committee. YTD spend due to Reach For Autism £8k, Cloch Housing Association relating to Gibshill £100k, Greenock District Sea Cadets £3k, East End United Boys Club £38k, Greenock Cricket/Hockey Club £14k and MUGA Woodhall £16k.
Expansion of Summer Playschemes	John Arthur	30	30	12	12	18	Spend for 2014 does not include funding for Play4All which was 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 in 2015.
Grants to Vol Orgs	John Arthur	57	57	57	57	0	Applications were reduced from 3 to 2 rounds per year in 2013/14. The B/fwd balance was earmarked for playschemes and to reduce impact of budget savings taken in 2014/15. Spending now complete.
Total		3,334	784	966	1,083	2,251	

Report To: Education & Communities Committee **Date:** 5 May 2015

Report By: Corporate Director Education, Communities & Organisational Development and Chief Financial Officer **Report No:** EDUCOM/55/15/JA

Contact Officer: John Arthur **Contact No:** 01475 712832

Subject: Communities Capital Programme 2014 to 2016/17

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 together with a projected allocation for future years..

3.0 RECOMMENDATIONS

- 3.1 That the Committee note the progress with the specific projects as detailed in Appendix 1.

Patricia Cassidy
Corporate Director Education,
Communities &
Organisational Development

Alan Puckrin
Chief Financial Officer

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 £4.716m with £1.107m projected to be spent in this Financial Year.

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.

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.

There has been a delay in carrying out this work, intended for 2014/15, due to the need for planning permission and additional specifications from Historic Scotland. The estimated cost for this work has increased from £80k to £99k

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, with an estimated spend in 2014/15 of £1.2million.

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.

Planning permission was obtained on 08 February 2015.

As a result of the delay in the project due to the need to address the surface water drainage issues, it is anticipated that work will begin on site in early spring 2015 with an anticipated spend this financial year of £1.496million.

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.

After further discussion, the group now completed the process of forming a limited company to allow them to draw down the lottery award and instruct the works for the construction of the MUGA through the Council. Further discussions with the group are required regarding the final use of the remaining budget within the area.

Tenders have been issued for the MUGA project and are due to be returned by 16 April, 2015.

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.

- 9.2 IAMH have been successful in their bid to the Big Lottery, and the Scottish Government has confirmed the award of Regeneration Capital Grant to the Council to support his project. The Environment and Regeneration Committee at their meeting of 05 March 2015 approved the recommendation to transfer the ground/ agree a 99 year lease at Mearns Street/ Nile Street in support of the project.

- 9.3 IAMH are proceeding to tender with an anticipated start on site of June 2015 and practical completion by June 2016.

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 (IL) 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.

Members have agreed the provision of loan facilities to IL to provide a total budget of £1.2million for the refurbishment of the building, extension of the gym area and fit out of the 'clip and climb' area. IL have appointed a development partner and it is anticipated that the project will be completed in late 2015.

11 New Projects – Budget Decisions

- 11.1 As a result of budget decision for 2015/17 and additional £150,000 has been added to the allocation for Birkmyre Park pitch improvements and £150,000 has been agreed to support the new Mountain Bike track at Rankin Park, which is the subject of a separate report at this committee.

11.0 IMPLICATIONS

Finance

- 11.1 The approved budget for 2014/17 is £12.927m. The expenditure at 31 March, 2015 is £1,092m or 86.5% of the revised projected expenditure (£1.262million) for 2014/15. Slippage is currently projected to be £1.596m or 59.4% of the 2014/15 budget (£2.688million). The majority of the slippage relates to delays with the Inverkip Community Facility as reported in paragraph 7.1. The increase in slippage from the last report to committee is due to the delay in the rot works at the Watt Complex and a lower than predicted demand for scheme of assistance support.
- 11.2 The current budget (14/17) of £12.927m is made up of £4.716m for Scheme of Assistance (SOA) and £8.211m for Cultural & Sports projects. Please refer to Appendix 1 for details of expenditure by project.

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 Chief Financial Officer.

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).

COMMUNITIES CAPITAL REPORT

Appendix 1

COMMITTEE: EDUCATION & COMMUNITIES

Project Name	1	2	3	4	5	6	7	8	9	10	11	Status
	Est. Total Cost	Actual to 31/3/14	Approved Budget 2014/15	Revised Est 2014/15	Actual to 31/03/15	Est. 2015/16	Est. 2016/17	Future Years	Start Date	Original Completion Date	Current Completion Date	
	£000	£000	£000	£000	£000	£000	£000					
Housing												
Scheme of Assistance	4,716	0	1,308	1,107	962	743	2,033	833				Ongoing
	4,716	0	1,308	1,107	962	743	2,033	833				
Cultural & Sports												
Watt Complex Refurbishment	4,000	126	153	1	1	152	1,500	2,221				Ongoing
Inverkip Community Facility & Library Fit Out	1,761	61	1,200	88	63	896	716					Ongoing
Community Facilities Investment Woodhall	400	0	0	0	0	100	300					Ongoing
New Community Facility Broomhill	1,050	123	27	66	66	109	752					Ongoing
Ravensraig Sports Barn	600	0	0	0	0	600						Ongoing
Contribution to Birkenyre Park Pitch Improvements	250	0	0	0	0	0	250					Ongoing
Rankin Park Mountain Bike Track	150	0	0	0	0	0	150					Ongoing
	8,211	310	1,380	155	130	1,857	3,268	2,221				
Communities Total	12,927	310	2,688	1,262	1,092	2,600	5,301	3,054				

Report To:	Education & Communities Committee	Date: 5 May 2015
Report By:	Head of Safer & Inclusive Communities	Report No: EDUCOM/38/15/DH
Contact Officer:	Drew Hall	Contact No: 01475 714272
Subject:	Clune Park Regeneration Plan Progress Report	

1.0 PURPOSE

- 1.1 The purpose of this report is to provide Committee with an update on the proposed regeneration of the Clune Park area of Port Glasgow.

2.0 SUMMARY

- 2.1 The Regeneration Plan for the Clune Park Area was approved by the Safe, Sustainable Communities Committee in May 2011. The Housing Supply Division (HSD) is supportive of the approach taken by the Council but is unable to provide additional funding to the plan other than general housing investment to provide housing re-provisioning off site.
- 2.2 The Regeneration Plan features prominently in the approved Inverclyde Local Housing Strategy 2011-2016 (the LHS) and is the top priority in the approved Strategic Housing Investment Plan 2015-2020 (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 which are now under development and at Woodhall, Port Glasgow to provide re-provisioning 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 and May agreed to make Demolition Orders on all the flats in the remaining 42 tenements. 3 tenements and a single property are already subject to Demolition Orders.
- 2.5 274 Appeals, now reduced to fewer than 255 appeals, against the Demolition Orders have been lodged with the Sheriff Court. The Initial hearing for the Appeals was held on 24th September and was continued on two further occasions to the latest 19th February 2015. The hearing has been again continued until 1st May. Given the timing of the next hearing a verbal report will be given at the Committee.

3.0 RECOMMENDATIONS

- 3.1 That the Committee:
- a) 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.

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. Work has now commenced on the Lower Mary Street Site and a site start at Woodhall is expected by end of March.
- 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 are kept informed of developments is in place. A full explanation of the strategy as set out in the Regeneration Plan has been given to private landlords who own and manage properties in the Clune Park area and they will be kept apprised of progress as the Plan is rolled out.
- 5.5 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 of 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. The Committee has also agreed discretionary assistance to help long term residents if they wish to move homes before the Demolition Order Appeals process has been completed.

6.0 FURTHER ACTION REQUIRED

- 6.1 274 Appeals against the Demolition Orders have been lodged with the Sheriff Court and the number of Appeals has reduced to less than 255. The Initial hearing for the Appeals was held on 24th September. The Sheriff requested further information from the appellants to be provided to the Council before the continuation of this hearing on 5th November. At this continued hearing no agreement was reached by the Appellants and the Council on properties which could be tested at the proof hearing. The Sheriff decided that the Council was to answer all the appeals and provide submissions on deposits. The Appellants were also to provide answers to these submissions. The hearing was continued until 19th February 2015.
- 6.2 At the hearing on 19th February the Sheriff ordered payment of deposits by the majority of the appellants. The hearing was again continued until 1st May to provide time for the payment of deposits and for all parties to obtain and consider further information and to exchange documents. A verbal update of the outcome of this hearing will be given at the Committee. The final decision on any Appeals by the Sheriff will not be taken for a number of months.
- 6.3 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.

7.0 IMPLICATIONS

7.1 Strategic

The progression of the regeneration of Clune Park, through the Strategic Housing Investment Plan 2015-2020 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
 - Clune Park Regeneration: Progress Report – E&CC, November 2014. EDUCOM/74/14/DH
 - Clune Park Regeneration: Progress Report – E&CC, January 2015. EDUCOM/01/15/DH
 - Clune Park Regeneration: Progress Report – E&CC, March 2015. EDUCOM/22/15/DH

Report To:	Education & Communities Committee	Date: 5 May 2015
Report By:	John Arthur, Head of Safer & Inclusive Communities	Report No: EDUC/38/15/DH
Contact Officer:	Drew Hall, Service Manager, Community Safety & Wellbeing	Contact No: 01475 714272
Subject:	HEEPS Programme 2015-2016 and Update on Progress	

1.0 PURPOSE

- 1.1 The purpose of this report is to advise Committee of the programme of works to be undertaken in 2015-2016 utilising Home Energy Efficiency Programme for Scotland: Area Based Schemes (HEEPS:ABS) funding from the Scottish Government. The report also includes an update on progress to date of the overall HEEPS:ABS Programme across the Inverclyde Council area.

2.0 SUMMARY

- 2.1 The Scottish Government (SG) has awarded HEEPS:ABS funding of £1.007m to Inverclyde Council for the 2015-2016 financial year allowing targeted investment to improve energy efficiency and to reduce fuel poverty in identified areas of multiple deprivation. The funding award of £1.007m is to assist home owners under the Core Allocation Programme (HEEPS:CAP) and Proposals for Additional Funding have also been submitted to SG for collaborative projects with RSLs to assist both tenants and owners under the HEEPS:PAF scheme. These supplementary proposals amount to a further £0.501m of funding, subject to approval by SG.
- 2.2 Inverclyde Council has been particularly successful in attracting HEEPS:ABS investment for private owners and for collaborative working with RSL partners to improve energy efficiency and to reduce fuel poverty for both tenants and private owners in mixed ownership properties. A well-known example is the Holmscroft area of central Greenock, adjacent to Greenock Health Centre, where External Wall Insulation (EWI) has both improved the general appearance of the housing stock and significantly improved its energy performance. An update on the progress of other HEEPS:CAP and HEEPS:PAF funded projects is provided in this report.

3.0 RECOMMENDATIONS

- 3.1 That the Committee:
- Note the HEEPS:ABS Programme 2015-2016 as set out in paragraphs 5.2 – 5.5 of this report together with the Proposals for Additional Funding submitted by Inverclyde Council to the Scottish Government;
 - Note the progress to date of HEEPS:ABS projects across the Inverclyde Council area as detailed in paragraph 5.10 of this report; and
 - Note the success of Inverclyde Council in attracting substantial HEEPS:ABS investment for the benefit of both private owners and tenants of social rented properties.

John Arthur
Head of Safer & Inclusive Communities

4.0 BACKGROUND

- 4.1 The SG is committed to tackling fuel poverty and to improving the energy efficiency of housing in the private sector by providing HEEPS:ABS funding to owners via local authorities. The central aim of this funding stream is to target specific areas where fuel poverty is known to exist and where homes are uninsulated or require additional insulation to bring them up to 21st Century standards. Local authorities have to set out a strategy for identifying target areas and for ensuring that areas in fuel poverty are improved first before turning attention to other areas that could also benefit from energy efficiency measures. The well-established and well-respected Scottish Index of Multiple Deprivation (SIMD) Scores for the whole of Scotland are used as the benchmark for determining which areas should be tackled first under HEEPS:ABS programmes.
- 4.2 The SG has made it clear that there is an ongoing commitment to providing HEEPS:ABS funding over a period of years and local authorities have been invited to include an outline programme for 2016-2017 together with their HEEPS:CAP and PAF submissions for 2015-2016. This ongoing funding commitment has allowed Inverclyde Council, its HEEPS delivery partner, The Wise Group, and partner RSLs to plan for the future and to bring forward significant projects within recognised SIMD areas to tackle fuel poverty and provide energy efficient homes. Local authorities are required to bid for the PAF element of HEEPS funding and it is hoped that Inverclyde Council's bids for 2015-2016 will be successful given previous and current collaborative work with partner RSLs.
- 4.3 The projects to be undertaken during 2015-2016 are as set out in paragraphs 5.2–5.5 below and PAF project bids are set out at paragraphs 5.7–5.8 below. The Committee is also provided with the outline of the 2016-2017 programmes as requested by SG at paragraph 5.9 below, for reference. Paragraph 5.10 provides a brief summary of progress to date on all current and completed HEEPS:ABS projects.
- 4.4 The SG and Inverclyde Council recognise that physical work alone will not be sufficient to permanently improve energy efficiency, reduce fuel poverty and make homes warmer and more comfortable for their occupants. The HEEPS:ABS Programme therefore includes an element of funding for the highly successful Inverclyde Home Energy Advice Team (iHEAT) project which provides a full range of follow-on advice, information and advocacy services to owners and tenants whose homes have been insulated using HEEPS:ABS funding. This service will enable householders to take full advantage of the opportunities offered by the thermal insulation works to make the best use of their heating, fuel supplies, and benefits checks, where appropriate.

5.0 HEEPS:ABS Programme 2015-2016

5.1 The Core Allocation Programme (CAP) elements for 2015-2016 are as follows:

5.2 CAP 1 – Bardrainey, Port Glasgow

CAP 1 is a direct continuation of the 2014/15 HEEPS ABS programme which includes a number of properties in this area of Port Glasgow. The area consists mainly of long terraces of no fines concrete properties within the lowest 18% SIMD. The houses are of mixed tenure and have a Council Tax banding of A-C, and are predominantly privately owned. This will provide a stand-alone element of the programme to counterbalance those where working in partnership with RSLs will provide greater flexibility and less risk in terms of programme delivery. A total of 49 Private Sector houses will benefit from EWI insulation under this programme.

5.3 CAP 2 – Wellpark, Greenock, in collaboration with River Clyde Homes (RCH)

The Wellpark area is considered to be an area of severe deprivation and is within the lowest 15% of SIMD areas in Inverclyde. The SIMD outputs substantiate high levels of fuel poverty within the area and all houses are within Council Tax band A. The area contains 63 dwellings considered hard to heat due to their non-traditional construction comprising 39 Private Sector and 24 RCH owned properties. This area suffers from the same range of socio-economic

difficulties as in the adjacent Central Area Programme (Holmscroft) completed in 2013/14 and 2014/15. This area is specifically included within the Stock Transfer Agreement (STA) and is of particular interest to both Inverclyde Council and RCH. The works will include mainly EWI insulation render/cladding and there will be a direct link to planned Scottish Housing Quality Standard (SHQS) works. Inverclyde Council will assist the 39 owners involved through the Support for Owners (SFO) funding arrangements unique to RCH. It is anticipated however that unless HEEPS:ABS and the Inverclyde Council administered SFO funds are available, sufficient uptake by owners will not be achieved to fully deliver the measures.

5.4 **CAP 3 – Bow Road, Greenock, in collaboration with Oak Tree Housing Association (OTHA)**

The Bow Road area is considered one of high deprivation and is also within the lowest 15% of SIMD areas in Inverclyde. SIMD outputs substantiate high levels of fuel poverty within the area and all houses are within Council Tax bands A-C. The Bow Road area is one that OTHA has intended to improve for a number of years in order to achieve the SHQS, which is the Association's key objective. Owners have been reluctant to take part in common works and it is anticipated that the works, which will include mainly EWI insulation render/cladding should overcome owners' reluctance by providing funding support from HEEPS: ABS. The area consists of former SSHA non-traditional construction concrete properties, with the focus of this scheme being to target 12 four-in-a-block properties in mixed ownership and several RSL semi-detached houses. A total of 29 private sector dwellings and 22 RSL owned properties are included in this programme.

5.5 **CAP 4 – Area wide Ad-hoc Insulation Scheme**

Inverclyde Council is committed to carrying out some low cost insulation measures during the 2014/15 HEEPS:ABS programme. A late rush of interest in loft insulation has meant that some will not be completed within the required timescales and funding cannot be accrued into 2015/16. The proposal is therefore that provision is made within the 2015/16 programme to meet commitments to the householders concerned. The properties to be insulated are all within Council Tax Bands A to E.

5.6 The Proposed Additional Funding (PAF) bids for 2015-2016 are as follows:

5.7 **PAF 1 – Larkfield Road, Gourock, in collaboration with River Clyde Homes (RCH)**

The project encompasses a block of 55 hard to heat deck access properties in Larkfield Road, Gourock, which are in a very poor state of repair. RCH have been attempting to bring the property up to the SHQS but have been unable to do so due to the reluctance of the owners in the property to take part in common work. There are 29 owner-occupiers, 5 privately rented properties and 21 flats owned by RCH. The project will include the improvement of the whole external envelope by providing EWI cladding and the entire block will be re-roofed. The work will be facilitated by Inverclyde Council via the Support for Owners fund unique to RCH. The Larkfield Road flats are a priority area for investment by RCH in order to achieve the SHQS and the block meets HEEPS:ABS criteria in terms of SIMD scores and as part of the strategy for tackling fuel poverty as set out in the Inverclyde Local Housing Strategy 2011-2016.

5.8 **PAF 2 – Bardrainey (Continuation of CAP1) in collaboration with Link Housing Association (LHA)**

PAF 2 is a direct continuation of the 2014/15 HEEPS ABS programme and CAP 1 (see paragraph 5.2 above) which includes a number of properties in the Bardrainey area. The area consists mainly of long terraces of no fines concrete properties within the lowest 18% SIMD, but significantly has a small number of mixed tenure flats. LHA own properties within these blocks of flats but have been unable to carry out works to achieve the SHQS due to the reluctance of owners to take part in common work. A total of 36 Private Sector houses and 17 LHA properties will benefit from EWI under this proposed scheme.

5.9 Outline HEEPS:ABS Proposals for 2016-2017

The SG has invited local authorities to consider a pipeline or rolling programme of activity under HEEPS:ABS and to provide details of potential forward programmes together with their 2015-2016 submissions. Inverclyde Council's outline proposals are as follows:

Bow Road, Greenock: The current programme is focused on mixed tenure blocks in partnership with OTHA. Inverclyde Council would wish to continue this project by working with the remaining owners in wholly owned blocks together with terraced and semi-detached properties of the same construction type.

Bardrainney, Port Glasgow: Inverclyde Council would wish to continue to work in the area to ensure that all owners have the opportunity to participate and to improve the thermal insulation and energy performance of their homes.

Park Farm, Port Glasgow: This is an area with large numbers of no fines concrete houses and flats in mixed ownership and is adjacent to Bardrainney. The intention would be to roll over the Bardrainney programme in to the Park Farm area.

Pennyfern, Greenock: OTHA is keen to improve the "Lawrence" construction type flats in the area that they own and manage and Inverclyde Council wish to support the Association by directing HEEPS:ABS funding to owners in the Pennyfern area.

River Clyde Homes: RCH has a major ongoing investment programme for their housing stock throughout Inverclyde and Inverclyde Council wish to support RCH on appropriate individual work programmes as they arise in future years.

5.10 HEEPS:ABS Programme: Progress Update

The following projects have been completed on site, or are due for completion in April / May 2015.

Holmscroft Area, Greenock: A total of 330 houses and flats were clad with EWI in two phases over the period 2013-2014 with Phase 2 (70 units) being completed in December 2014. Properties in RCH ownership have been brought up to the SHQS as part of this programme and the opportunity was taken to complete work to roofs and balconies during the time the scaffolding was up for the cladding element of the programme.

Balfour Street / Huntly Terrace / Shore Street, Port Glasgow: A total of 52 tenement flats are being clad with EWI in this project which is being undertaken in collaboration with Link Housing Association (LHA). The opportunity is also being taken to complete SHQS work at these blocks for the benefit of LHA tenants. As with Holmscroft above, combining the HEEPS:ABS programme with SHQS work has been simplified by using the scaffolding already in place. It is anticipated that the project will be completed by late April / early May 2015.

John Street, Greenock: A total of 84 tenement flats are being clad with EWI in this project which is being undertaken in collaboration with RCH. Again, a combination of HEEPS:ABS and SHQS work is being carried out with new roofs, improvement of common areas and environmental improvements included in the overall programme. It is anticipated that the project will be completed in April 2015.

Bow Road, Greenock: A pilot project involving one four-in-a-block property is being undertaken in collaboration with Oak Tree Housing Association (OTHA) with a view to rolling out a larger HEEPS:CAP programme in 2015-2016 (see paragraph 5.4 above). These flats are of non-traditional construction and are "hard to treat" in terms of improving energy efficiency and thermal insulation. OTHA is hopeful that these flats and nearby houses of the same construction type will achieve the SHQS as a result of the EWI cladding and associated work that the Association will carry out on properties in its ownership.

Loft Insulation: Various smaller projects providing loft insulation in untreated tenement blocks, or bringing insulation up to current high standards are being undertaken in

collaboration with OTHA and RCH has also put forward a number of blocks that require the same measures.

6.0 IMPLICATIONS

6.1 Strategic

The Inverclyde Local Housing Strategy 2011 – 2016 (the LHS) includes the strategy for tackling fuel poverty which is one of the national priorities for the SG. The ongoing HEEPS:ABS programme will make a significant contribution to achieving this strategic outcome of the LHS.

6.2 Financial

The SG commitment to an ongoing HEEPS:ABS Programme has allowed Inverclyde Council to plan investment in the private housing stock for future years and to make forward plans with partner RSLs for PAF projects. This will also allow flexibility in the ongoing HEEPS:ABS Programme as an alternative project can be brought forward if an agreed project cannot go ahead for any reason. All funding is supplied by SG and is drawn down by Inverclyde Council in its capacity as Strategic Housing Authority.

6.3 Legal

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

6.4 Personnel

There are no Personnel implications arising from this report.

6.5 Equalities

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

6.6 Repopulation

The provision of an energy efficient housing stock and reducing fuel poverty are key to retaining the existing population and to attracting new people into the Inverclyde Council area. The ongoing HEEPS:ABS Programme therefore supports and complements the work of the SOA Outcome Delivery Group on Repopulation.

7.0 CONSULTATIONS

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

- Partner RSLs operating within the Inverclyde Council area;
- Scottish Government Housing – Sustainability & Innovative Finance Division.

8.0 LIST OF BACKGROUND PAPERS

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

Home Energy Efficiency Programme for Scotland: Area Based Schemes: Notification Letter from Scottish Government Housing – Sustainability & Innovative Finance Division, February 2015.

Report To:	Education & Communities Committee	Date:	5 May 2015
Report By:	Corporate Director Education, Communities and Organisational Development	Report No:	EDUCOM/47/15/MM
Contact Officer:	Martin McNab	Contact No:	4246
Subject:	Rankin Park – Mountain Bike Development Update		

1.0 PURPOSE

- 1.1 To seek Committee approval to progress with the potential development of Rankin Park as a Mountain Bike Hub.

2.0 SUMMARY

- 2.1 In January 2015 the Committee approved the submission of a funding bid to the Active Places Fund for a mountain bike facility in Rankin Park together with match funding of £150K.
- 2.2 The Scottish Government announced the successful bids on 21 April 2015. The Rankin Park development was successful in attracting £90K of Active Places funding. Overall the final round of funding had bids for more than three times its value.
- 2.3 The initial design brief was based on a number of separately costed elements to allow for the fact that full funding might not be available. A meeting has been held with partners to discuss the elements to be taken forward to tender for the maximum community benefit based upon the final budget available.
- 2.4 Committee approval is now sought to go to tender on a design and build basis for the specified elements and to delegate authority to accept the best tender. A separate report to this Committee details the proposals for the operation of the completed facility.

3.0 RECOMMENDATIONS

- 3.1 That the Committee approves the progress of this project to tender.
- 3.2 That the Committee delegates authority to the Corporate Director Education, Communities & Organisational Development to accept the most economically advantageous tender received.

Patricia Cassidy
Corporate Director Education, Communities & Organisational Development

4.0 BACKGROUND

- 4.1 The Education & Communities Committee approved match funding to the value of £150K in support of a bid to the final round of the Active Places Fund in January this year. Confirmation of the success of this bid was received in April.
- 4.2 A meeting and site visit was held in April with interested parties including Scottish Cycling, Cycling Scotland, Developing Mountain Biking in Scotland and Clyde Muirshiel Regional Park to discuss a final specification for the project and to discuss the operation of the site when finished. The latter is the subject of a separate report to Committee.
- 4.3 It is now proposed to go to tender for this project and approval is sought to issue tenders together with delegated authority to accept the best tender and enter into contracts for the works.

5.0 IMPLICATIONS

Finance

- 5.1 Costs of development were approved by the Committee in January 2015 and subsequently by the Joint Budget Group.
- 5.2 Proposals for the operation of the site are covered in a separate report to this Committee.

Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
Reserves	General Fund Reserves	2015-17	£250		Approved by Education & Communities Committee and budget process 2015/16
	Active Places Grant Funding	2015-17	(£90)		TBC

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (If Applicable)	Other Comments
TBC	Trail Maintenance	2016-17	£12.5		Approved by Education & Communities Committee and budget process 2015/16

Legal

6.2 There are no legal implications.

Human Resources

6.3 There are no implications for human resources.

Equalities

6.4 The proposed development should have a positive effect on gender equalities in sport in Inverclyde.

Repopulation

6.5 If seen through, this development could have a positive effect on the areas image, highlighting as it will the excellent links from Greenock to the regional park and the leisure opportunities available. It will also enable routes to be developed which could maximise the direct economic impact on Inverclyde.

7.0 CONSULTATIONS

7.1 In preparing this report the following have been consulted:

Legal and Property Services

Environmental & Commercial Services (Roads)

Finance

Clyde Muirshiel Regional Park

Sportscotland

Cycling Scotland

Scottish Cycling

Developing Mountain Biking in Scotland

7.2 Further more detailed consultations with interested parties are ongoing.

8.0 BACKGROUND PAPERS

8.1 Rankin Park – Developing Potential as a Mountain Bike Hub – Education & Communities Committee January 2015

Report To: Education & Communities Committee
Date: 05 May 2015

Report By: Corporate Director Education, Communities & Organisational Development.
Report No: EDUCOM/51/15/MM/GB

Contact Officer: Gillian Bond
Contact No: 01475 715306

Subject: Rankin Park – Developing the Sport of Mountain Biking

1.0 PURPOSE

- 1.1 To seek Committee approval to progress with the development of the sport of mountain biking based at Rankin Park.

2.0 SUMMARY

- 2.1 In September 2014 discussions were held with **sportscotland** on ways to complement the Rankin Park pitch development and make best use of the facilities and infrastructure developed in the park.
- 2.2 In January 2015 this Committee approved the allocation of £150,000 match funding for an Active Places funding application. The application was submitted to **sportscotland** in February and confirmation was received in April that the project had been granted £90,000 funding from the Active Places Fund.
- 2.3 Since the submission of the funding bid meetings have been held with Clyde Muirshiel Regional Park to discuss the potential connection to existing mountain bike club Ride 63. Several meetings have also been held with Scottish Cycling to discuss the development of the sport in the area, including the development of a club, club programme and a schools programme.
- 2.4 In order to progress with these developments there is a need to identify operational funding as was highlighted in the January report on the development.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee approves the progression with the development of mountain biking as a sport, based at Rankin Park.
- 3.2 It is recommended that the Committee agrees to the re-allocation of the Outdoor Education budget to the development of mountain biking.

Patricia Cassidy
Corporate Director
Education, Communities & Organisational Development

4.0 BACKGROUND

4.1 The development of the Rankin Park Site as a Mountain Bike Hub to complement the existing facilities was covered in a report to Committee in January 2015. The following aspects were seen as key to the success of the facility when completed:

- Development of a **curricular school cycling programme**. Initial support from Active Schools, commitment from school and school staff, Scottish Cycling and longer term the local mountain biking club.
- Development of an **extra-curricular school cycling programme**. Initially supported by Active Schools, commitment from schools and school staff and longer term the local mountain biking club.
- Development of a local **mountain biking club and club programme**. Initially supported by Active Schools / Sports Development, Scottish Cycling, Ride 63 and Clyde Muirshield Regional Park.
- Development of Inverclyde as a regional destination for recreational mountain biking with Rankin Park being the local platform to access existing and new trails in Clyde Muirshiel Regional Park.

4.2 The above programmes will require revenue funding and it was suggested in the January report that this might come from the Outdoor Education budget. This budget originally funded every P6 in the authority a 2 night, 3 day residential experience at Ardentenny Outdoor Centre. The budget was reduced by 50% with effect from April 2015. One of the effects of this budget reduction is that it is no longer possible to tender out this programme, instead the reduced funding has been downloaded directly to the school individual budgets.

4.3 Since the change from a fully funded programme schools have elected to spend the residual funding in a variety of ways. Some schools have continued with the P6 residential but asked for parental contributions to top up the fund. Others have used the funding for day trips, for example to Xscape or Castle Semple. In parallel with this a number of schools continue to run P7 residential trips. As this is no longer a universal provision it is proposed that the residual budget be used to establish programmes at the new Rankin Park facility.

5.0 DEVELOPMENT OF SCHOOLS CURRICULAR MOUNTAIN BIKING

5.1 The initial draft timeline for the development of the facility would be completion in late September / October 2015. This provides a timeline for the sport development element of the programme with a likely commencement in spring 2016.

5.2 The first step is to identify key staff with the ability to achieve UKCC Level 1, 2 and Discipline Specific Unit MTB Scottish Cycling coaching qualifications. These qualifications are the minimum required to lead any mountain bike coaching sessions. Candidates could be drawn from Active Schools, teaching staff within schools or local members of the existing Ride 63 club. Those put through the courses would be expected to lead a minimum number of coaching sessions in the first two years. These could be in any of the three programmes, curricular, extra – curricular or club.

5.3 Key Qualifications and costs are as follows:

- UKCC Level 1 £300 per person with 2 day course and 12 weeks online learning. Course due to run in Glasgow April/May 2015. Year one it is recommended to qualify 4 coaches at this level, total £1,200.
- UKCC Level 2 £420 per person with 2 day course, 12 week assessment gap then a final day. Course due to run in Glasgow 15th August to qualify in November 2015.

Year one it is recommended to qualify 2 coaches at this level, total £840.00.

- UKCC Discipline Specific Mountain Biking Unit £210 per person 2 day course operates once per year in Scotland. Target 2016 for completion of this qualification. Year 1 it is recommended to qualify 2 coaches at this level, total £420.
- Emergency First Aid 1 day qualification £50 per person dependent on training provider. Year 1 all coaches would require this, total £200 approx.

- 5.4 A Safeguarding & Protection of Children qualification and completion of a PVG certificate would be required by each person. It is anticipated by working in partnership with ICPC and Active Schools that these initial set up costs could be met by existing budgets.
- 5.5 To maintain or grow the programme yearly coaching qualifications would be required to ensure a good solid, reliable base of coaches are available, whether this would be moving existing coaches up the coaching ladder or bringing in new coaches at the entry level. This is harder to estimate as it is dependent on individual coach's circumstances, availability and ability to move up the coaching ladder. It is estimated that a yearly budget of £1,150 should allow 2 new level 1 coaches and 1 new level 2 coaches to qualify, including emergency first aid.
- 5.6 The schools curricular programme would commence term 3, April – June 2016. The target age group would be P7 – S2, maximum 30 per class with 2 qualified instructors and 2 assistants. Approximately 9 weeks are available between Easter and summer holidays for a coaching programme. Sessions could operate over 2 periods / 2 hours allowing travel, changing, bike fitting and 1 hour lesson. Dependent on scheduling it is possible to fit in 5 sessions per day. This is reliant on the instructors' availability which would determine the number of days per week that could be offered, which would determine the number of classes/schools that could be part of the programme. The primary schools that currently engage in the Bikeability programme would be key targets to build upon and develop existing programmes. The secondary schools that are keen to engage and are in close proximity would be key targets in year 1. Access to Rankin Park pavilion changing and toilet facilities would be essential for the programme.
- 5.7 Schools curricular programme could be further developed to offer an additional block of coaching between August – Oct 2016 providing a further 7 week programme.
- 5.8 The schools curricular programme would require a bike hire contract to be secured. After consultation with Scottish Cycling, Developing Mountain Biking in Scotland and Clyde Muirshiel Regional Park, all parties strongly recommended bike hire rather than bike purchase to ensure ongoing safety standards and reliability were met. Initial enquiries indicate that this cost would be in the regional of £10 + VAT for 1 junior bike and £12 + VAT for 1 adult bike per day. This would include helmets, tool kit & pump. Term 3 April- June 2016 would cost in the region of £360 per day for 30 bikes for secondary pupils, totalling £3,240 for a 9 week block. Dependent on scheduling, it would be possible for 5 sessions of 1 hour coaching per day totalling 150 young people. The autumn programme would cost in the region of £2,520.
- 5.9 The school curricular programme would require bus transport to/from Rankin Park. Initial enquiries indicate that the current cost of a 33 seater coach outwith contract rates would be £80 return journey. This would total £6,400 for 5 return journeys per day over 16 weeks. If this was put out to tender then it is envisaged that a reduction in cost could be achieved.
- 5.10 The cost estimates for the school curricular programme factor in the cost of paying instructors initially in case of being unable to find suitable staff to progress through UKCC courses in year 1. Current rates of pay for sessional coaching staff including on-costs sit at £15 per hour at grade F, bringing the 16 week programme to £2,400.

6.0 DEVELOPMENT OF SCHOOLS EXTRA-CURRICULAR MOUNTAIN BIKING

- 6.1 The schools extra-curricular programme would commence term 3 April – June 2016. Again the target age group would be P7-S2, initially 1 session per week 5.30-7.00pm. This would operate on the same day as the curricular sessions utilising the bike hire from the curricular sessions and minimising costs.
- 6.2 The schools extra-curricular programme would factor in the cost of paying instructors initially in case of being unable to find suitable staff to progress through UKCC courses in year 1. Current rates of pay for sessional coaching staff including on-costs sit at £15 per hour at grade F, bringing the 16 week programme to £720.

7.0 DEVELOPMENT OF MOUNTAIN BIKING CLUB

- 7.1 Initial discussions with Clyde Muirshiel Regional Park and Ride 63, their newly formed and constituted Scottish Cycling club, have been positive. It is proposed we work in partnership with both parties and establish a satellite Ride 63 section at Rankin Park.
- 7.2 It is envisaged that with support from Scottish Cycling, the Active Schools/Sports Development team and Clyde Muirshiel Regional Park, Ride 63 Club could build and operate a club programme which could include:
- Come & Try Sessions
 - Weekly Coaching Sessions
 - Holiday Programmes
 - Friday Night Skills Night
 - Adult Sessions Ladies/Beginners
 - Adult Ride Out Ladies/Beginners/Intermediate
 - Competition Circuit

These aspects are all featured in equivalent strong clubs in Scotland and would be a key aspect in developing a pathway for participation for those who have gone through the schools programmes.

- 7.3 Initial support will be required to establish a local network which could sustain such a programme. This will involve assistance with coaching qualifications, mountain bike leader qualifications, access to the changing pavilion, bike hire for come & try sessions. It is estimated that initial set up costs for year 1 would be £5,000. This compares favourably with the level of support given to sports clubs through the waivers scheme.

8.0 IMPLICATIONS

Finance

- 8.1 Financial implications are detailed below. These include one off training costs in 2015/2016 and a proposed operational budget for 2016-2017 onwards.

Financial Implications

One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
Outdoor Education	Training	2015-2016	£2,660		Initial coaching team set up
	Club Development	2015-2016	£5,000		

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if applicable)	Other Comments
Outdoor Education	Training	2016-2017	£1,150		*assuming pavilion transferred to II
	Access to pavilion	2016-2017	£500		
	Curricular Bike Hire 2 day per wk. x 16 wks.	2016-2017	£11,520		
	Transport 33 seater bus 2 days per wk. x 16wks	2016-2017	£12,800		
	School transport Contribution	2016-2017	£(5,500)		
	2 Instructors £15 per hr x 6hr x 16wks	2016-2017	£5,760		
	2 instructors £15 per hr x 1.5hr x 16wks	2016-2017	£720		
	Club Development	2016-2017	£3150		
	Total		£30,000		

Human Resources

8.2 There are no human resources implications.

Legal

8.3 There are no legal implications.

Equalities

8.4 The proposed development should have a positive effect on gender equalities in sport in Inverclyde.

Repopulation

8.5 If seen through, this development could have a positive effect on the areas image, highlighting as it will the excellent links from Greenock to the regional park and the leisure opportunities available. It will also enable routes to be developed which could maximise the direct economic impact on Inverclyde.

9.0 CONSULTATIONS

9.1 In preparing this report the following have been consulted:

- Clyde Muirshiel Regional Park
- Scottish Cycling
- Cycling Scotland
- **Sportscotland**
- IC Road Safety Officers

10.0 LIST OF BACKGROUND PAPERS

10.1 Rankin Park – Developing Potential as a Mountain Bike Hub – Education & Communities Committee January 2015

Report To:	Education & Communities Committee	Date:	5 May 2015
Report By:	Corporate Director: Education, Communities & OD	Report No:	EDUCOM/56/15/JA
Contact Officer:	John Arthur	Contact No:	01475 714263
Subject:	Community Facilities Fund		

1.0 PURPOSE

- 1.1 To seek Committee approval of the criteria for eligibility for the Community Facilities Fund and the process for the approval of applications.

2.0 SUMMARY

- 2.1 A sum of £150k was approved in the 2015-16 budget for the Community Facilities Fund. Funding has been disbursed in previous years via the CFF to a number of community groups. As the overall level of funding available is lower than in previous rounds of the fund the maximum grant available has been limited to increase the potential reach of the fund.
- 2.2 A process for application to the fund is attached at Appendix 1 of the report. Officers will assess any applications to the fund against the eligibility and appraisal criteria attached at Appendix 2.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 Approves the process for application to the Community Facilities Fund detailed at Appendix 1.
- 3.2 Approves the eligibility criteria detailed at Appendix 2.

Patricia Cassidy
Corporate Director: Education, Communities and Organisational Development

4.0 BACKGROUND

- 4.1 A Community Facilities Fund was set up in 2010 with the aim of supporting the development of community facilities in Inverclyde. The initial fund amounted to £1,200,000; this fund has been fully committed.
- 4.2 An additional sum of £150,000 was allocated to the Community Facilities Fund in the budget approved in February 2015.
- 4.3 In order to ensure that this fund is disbursed fairly and equitably, an application process and eligibility criteria are presented herewith for approval.
- 4.4 Following approval of the process and criteria applications will be invited from community groups to the fund by the end of August 2015. It is proposed that the final decision on applications will be made by the Grants Sub-Committee in October 2015.

5.0 THE APPLICATION PROCESS

- 5.1 The application process is detailed in Appendix 1.
- 5.2 The intention is that only applications meeting the eligibility requirements detailed in Appendix 2 will be passed to the Grants Sub-Committee for consideration.
- 5.3 Applications not meeting the eligibility criteria will be returned to the applicant by mid-September 2015. Where the application clearly does not qualify the application will be refused. Where the application fails on less major technical grounds the applicants will be given the opportunity to resubmit an amended application ahead of the grants being determined

6.0 IMPLICATIONS

Finance

- 6.1 The assessment of applications against the eligibility criteria proposed will be undertaken with advice from Finance.

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

- 6.2 The assessment of applications against the eligibility criteria proposed will be undertaken with advice from Legal and Property Services.

Human Resources

6.3 None

Equalities

6.4 None

Repopulation

6.5 None

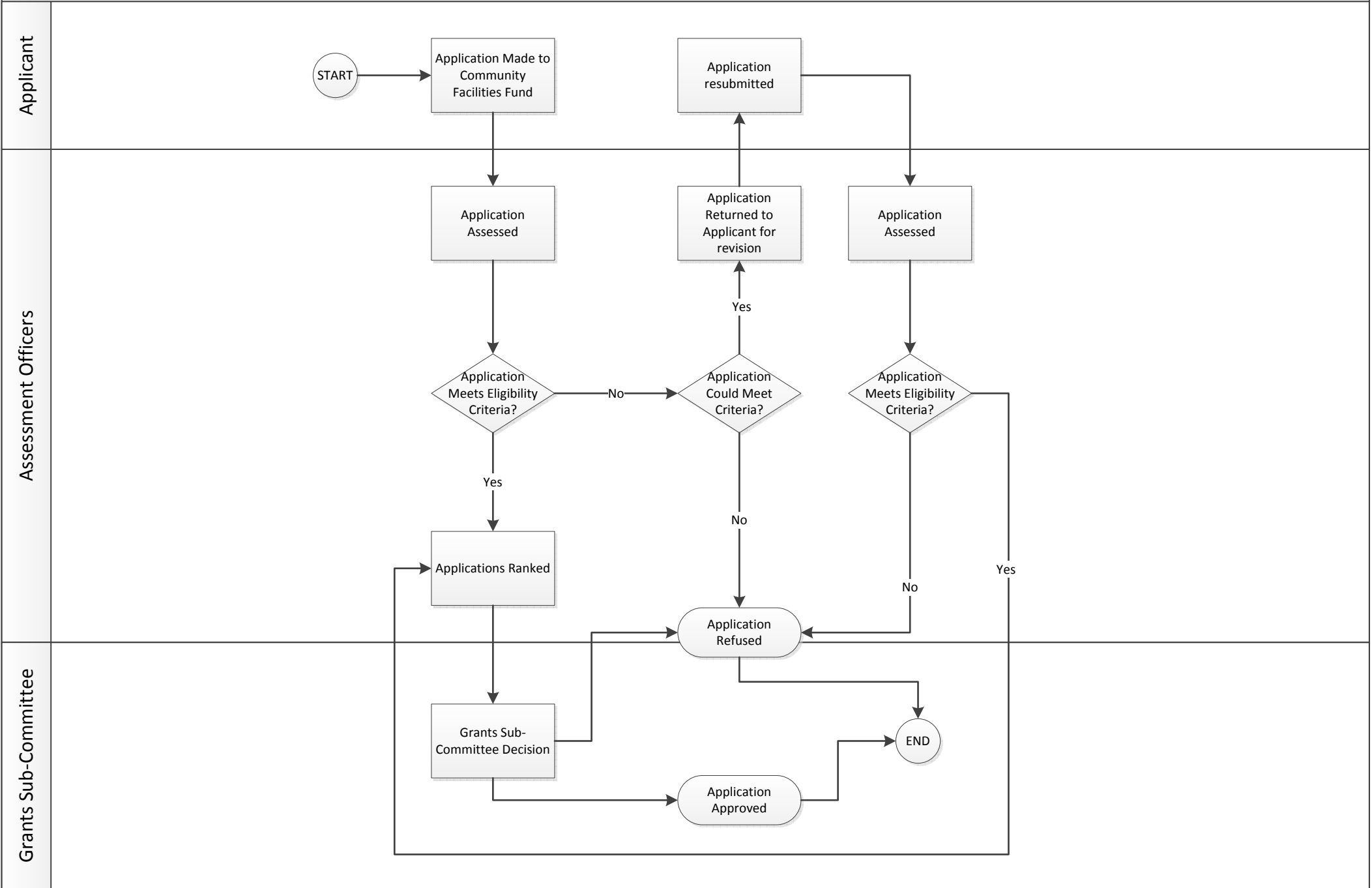
7.0 CONSULTATIONS

7.1 Legal and Property Services have been consulted on the eligibility criteria.

8.0 BACKGROUND PAPERS

8.1 Community Facilities Grant – Environment & Regeneration Committee – August 2012

Community Facilities Fund Application Process



These guidelines will help you put together an application for funding from the Community Facilities Fund. They set out the procedures and criteria for making awards.

This funding stream is for capital expenditure only.

Capital expenditure is defined as expenditure on the purchase, upgrade or construction of an asset. This includes any costs directly incurred in the process, such as: Architect, Quantity Surveyor and Engineers fees, as well as Solicitors fees in respect of planning, building warrant, asset purchases or leases.

We cannot fund projects that are already underway, where building contracts are already let.

What kind of project is eligible to apply for funding?

The provision of new community facilities.

Extension or upgrading of existing community facilities.

The purchase of major items of non-personal equipment with an effective working life of not less than 7 years.

What kind of projects will we prioritise?

The Community Facilities Fund will prioritise applications from projects where the need and impact are greatest and the outcomes are clear. In all cases the need to secure the greatest community benefit from the level of funding available will be considered.

The following types of projects are not eligible:

Purchase of vehicles.

Bars, dining rooms, dedicated social areas and associated spaces.

Personal equipment.

General equipment not having a life expectancy of more than 7 years.

Works on buildings with a life expectancy of less than 20 years.

Works undertaken solely to comply with the requirements of the duty to make adjustments under the Equality Act 2010.

Work undertaken solely to comply with a requirement placed upon the organisation by any part of Inverclyde Council.

Feasibility studies and design competitions.

Speculative purchase of land and/or facilities for utilisation/development in the long-term.

Purchase of land and/or facilities as a means of saving on payment of rent.

Any projects which have been started prior to an application being made or a decision being taken by Inverclyde Council or our approval being given to proceed. Letting of a construction contract constitutes a project start. Engaging design consultants does not constitute a project start. We cannot provide funding retrospectively.

What are the requirements that a project will have to meet?

The project must have meaningful community access, provide community benefit and not be for private gain.

There must be a clear need and demand for what is proposed.

Financial need must be clearly demonstrated in order to be considered eligible for the requested level of funding.

In all cases, applicants must demonstrate the operational viability of the project for the period of the award. Maintenance and eventual replacement must be planned and funded by the applicant, taking account of realistic income projections.

The facility must be fit for purpose in terms of: Location; scale and content; design, accessibility; management and environmental impact.

The project must be able to show that with funding from Inverclyde Council you have the finance or will be capable of raising the balance of finance to start up to 12 months of the date of the award.

The applicant must be able to complete the project within a set timescale.

Applicants should be able to demonstrate security of tenure for at least ten years (from date of completion). This can be through ownership or by way of a lease.

Who is eligible to apply for funding?

Local community, voluntary and third sector organisations including clubs.

Applications may be considered from groups based outwith Inverclyde if the application relates solely to Inverclyde and meets all of the other criteria for funding. In general however priority will be given to applications from groups based solely in Inverclyde.

Where membership of the applicant organisation is required, membership is open to all sections of the community & the applicant's constitution incorporates an appropriate "Open to all clause"

Example:

Membership is open to all and no application for membership will be refused on other than reasonable grounds.

There will be no discrimination on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex; sexual orientation, political or other opinion.

The organisation does not distribute profits to the proprietors, directors and/or shareholders but reinvests all surpluses in the project or facility. For club projects, the applicant's constitution must incorporate an appropriate "Dissolution clause."

Example:

If, upon the winding up or dissolution of the club there remains after the satisfaction of all the club's debts and liabilities any property whatsoever, the same shall be given or transferred to some other organisation or organisations having objects (that is, aims and activities) similar to the objects of the club, such organisation or organisations to be determined by the members of the club by resolution passed at a General meeting at or before the time of the dissolution, and in so far as effect cannot be given to such provision then to some charitable objects.

What are the potential outcomes for my application?

Where an application meets all of the relevant criteria it will be considered together with all other qualifying applications by Inverclyde Council's Grants Sub-Committee. The sub – committee may award the total sum applied for or may award a lesser sum dependent on the applicant increasing their contribution.

If the criteria are not met in full the applicant will be advised and given the opportunity to revise the application before that process takes place. Any applications not meeting the criteria at the time of the meeting will not be considered.

What information will I need to submit alongside my application form?

Governing documents

*Memorandum and Articles of Association/
Constitution*

Minutes adopting the organisations governing documents

Minutes giving authority to apply for funding

List of names & addresses of office bearers
Dimensioned design drawings. Sketch proposals
Accommodation schedules.
Photos of existing site
Site plan or location plan
Planning Permission in Principle or Full
Planning Permission & stamped approved drawings.
Evidence of Security of tenure of project site.
*Owned sites require copy of title deed documentation **and** solicitor's letter confirming ownership*
Or
Leased sites require copy of fully-signed lease, rental or access agreement
Quotation or estimates Quotation or estimates Quotation or estimates
Outline specification of works
BCIS specification of works
Income and expenditure projection for the first three years of the facility
Latest & previous 2 years annual accounts
Current Bank statement
Business Plan
Detailed programme of use
Management or access agreements
Child protection policy

Funding

How much funding can I apply for?

Projects with a total value of between £10,000 and £50,000 (Inc. VAT) are eligible to apply for up to a maximum of 75% funding.

Funding may be considered for contributions towards larger projects however where this is the case the maximum funding available from the Community Facilities Fund will be £25K and projects will be expected to demonstrate that the balance of funding is available from sources other than Inverclyde Council.

How much of an 'applicant contribution' is required?

Projects require a minimum applicant contribution of 25%

We will expect applicants to meet at least 25% of the eligible project costs from their own resources, which may include bank borrowing and members' loans. Alternatively applicants may fund the balance of the project costs from other funding streams provided that there is no intention to seek further funding from Inverclyde Council.

Where the applicant's contribution is made up in part, or whole, of borrowings from a bank or another financial institution or a loan from sources other than members, Inverclyde Council reserves the right to ask for a standard security on the facility to protect our investment. The applicant will be responsible for all costs connected with this matter

In kind contributions are valued and will be counted toward the 25% applicant contribution of the total project cost. They will not however be match funded by Inverclyde Council.

Additional considerations

Value Added Tax

If your organisation is not registered for VAT or is not in a position to have the project zero-rated for VAT purposes (as is sometimes the case for charities approved by HMRC) it is essential that the VAT burden is included in the project costs.

We recommend that you consult your local VAT office on the scope to obtain exemption or partial exemption from VAT for your project.

Contracts / appointments

Prices must be the result of competition with a minimum of three tenders/quotations for projects up to a total cost of £50K.

Any project over £50K will require to follow a more rigorous procurement process.

Equalities

As a public sector body Inverclyde Council must adhere to the general equality duty as outlined in the Equality Act 2010. A number of people from different groups in society are protected under this legislation. The protected characteristics relevant to our general duty are: age, disability, gender reassignment, race, religion, sex, and sexual orientation. The Equality Act encourages us to think about providing opportunities for all of the protected groups. Funding applicants should be able to demonstrate an inclusive approach.

Data protection

Inverclyde Council will use and process information in accordance with the requirements of the Data Protection Act 1998. The information you provide us with may be held on files, both paper and electronic. We will use this information to process applications, investments and payments, to prepare statistics and to monitor and evaluate effectiveness of both individual grants and our investments. Please note that by signing the application form you are giving explicit consent for the data collected about you and/or your organisation to be recorded, processed and used for the purposes outlined above or for any other legitimate reason connected with the work of Inverclyde Council

Freedom of information

As a public body, Inverclyde Council falls under the requirements of the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 to disclose any information (including applications for funding and ancillary written documents) it holds on a particular topic when requested to do so by a person or organisation. In certain circumstances some of the information may be subject to an exemption and will not have to be disclosed.

However you must inform us in writing as soon as possible if this places a burden on you or your organisation. Inverclyde Council will be able to advise you further on this matter. For the avoidance of doubt Inverclyde Council's decision with regards to questions of disclosure and non-disclosure shall be final.

Appraisal Process

Projects meeting the above criteria will be appraised against the following criteria prior to any decision on final funding:

The Business Plan

Please submit with your application a full Business Plan. You **must** incorporate the following-

- You have undertaken appropriate research to identify the need for the project
- Your income and expenditure projections are achievable
- You have identified all costs associated with the project
- You have identified how you will meet the running costs of the project
- You can clearly identify who will be the beneficiaries of this project
- You have the support and commitment of all relevant partners
- You have appropriate capacity and management arrangements
- That you have identified the appropriate staff and resources required to deliver services
- You have obtained or are processing the appropriate statutory requirements

This is not an exhaustive list but is intended as a guideline to applicants on the key components of a Business Plan.

**Maximum Potential
Score: 40**

Evidence of Need and Community Benefit

Explain why the project is necessary, giving relevant up-to-date information to justify the project.

Demonstrate how the project enhances current provision and justify how it does not duplicate existing local provision.

**Maximum Potential
Score: 40**

Sustainability

Explain how the project is sustainable in the medium to long term

Outline how the project meets and contributes to environmental sustainability.

**Maximum Potential
Score: 10**

Accessibility and Equality

Demonstrate how the project meets all legislative requirements and contributes to good practice around accessibility and equalities for all users of the Project.. For example, are

facilities fully accessible to disabled people, do you require assistive technology to open up the service to all users, does the Organisation operate and implement a comprehensive Equal Opportunities policy?

Maximum Potential

Score: 10

Report To:	Education & Communities Committee	Date:	5 May 2015
Report By:	Corporate Director – Education, Communities and Organisational Development	Report No:	EDUCOM/48/15/MM
Contact Officer:	Martin McNab	Contact No:	4246
Subject:	Waivers Update Report		

1.0 PURPOSE

- 1.1 To seek Committee approval for amendments to the sports waiver scheme.

2.0 SUMMARY

- 2.1 The Committee approved a new waivers scheme in March 2014. The first year's operation of the scheme has revealed significant issues around the ability of some clubs to operate under the scheme. These are detailed in 5.1.
- 2.2 Problems were also encountered with the availability of good management information to allow the scheme to be administered effectively.
- 2.3 In order to support clubs in moving to a more sustainable future model proposals for the amendment of the scheme are detailed in section 7 of this report. The proposals have been consulted on and agreed by the Inverclyde Sports Framework Implementation Group.

3.0 RECOMMENDATIONS

- 3.1 That the Committee approves the proposals for the treatment of sports waivers for the current season detailed in 7.1.
- 3.2 That the Committee approves the proposals for amendments to the sports waiver scheme detailed in 7.3.

Patricia Cassidy
Corporate Director Education, Communities & Organisational Development

4.0 BACKGROUND

4.1 Members will recall that a new policy for access to waivers by U/19 teams was approved by the Committee in 2014. The new system was intended to address the following issues which had been identified in the previous system of unrestricted free access:

- A lack of incentive for clubs to organise effectively to make best use of facilities
- Underuse of pitches
- Facilities being left empty by clubs which had no incentive to cancel bookings
- Failure of clubs to abide by conditions of let
- Significant cost to the Council of lets in Inverclyde Leisure run facilities, at the time at Lady Octavia and Battery Park but with the likelihood of that extending to all of the outdoor estate except the schools
- The sole gatekeeper to access to the scheme was the Inverclyde Leisure booking office

4.2 The system implemented for 2014-15 gave youth football clubs an allocation of hours for training based upon numbers of registered players. Clubs were to get all competitive matches drawn in Inverclyde for free plus two friendlies. In order not to disadvantage clubs with successful cup runs actual matchplay would be used rather than a generic allowance. It was expected at the time of the report that Inverclyde Leisure would have their new booking system in place by the start of the season and that this was to require payment in advance. The decision was taken to pay waivers one month in arrears. This would allow assessment of actual matchplay in the month and therefore clubs would receive exactly what they were due under the scheme.

4.3 The primary recipients of support under the waivers scheme were youth football clubs therefore effort was put into devising a fair allowance scheme for them. Other sports would be assessed on an ongoing basis. It was recognised that this might result in other sports not having to adhere to quite such strict allocation rules as football but this was deemed necessary to support a diversity of sports and to ensure equality of access in terms of female participation.

5.0 ISSUES WITH THE SCHEME IN 2014-15

5.1 Major issues were encountered with the implementation of the scheme in 2014/15. Some of these were administrative and some to do with the individual clubs. The major administrative issues were as follows:

- (i) The proposed move by Inverclyde Leisure to a new booking system, initially expected in July 2014 did not actually happen fully until early 2015. Management information from the old system had been recognised as an issue early on in the process and this proved to be the case. As a result of this the assessment of actual hours booked and therefore what clubs were due became a significant problem.
- (ii) A related issue was the need to establish that clubs had paid for a month's use prior to reimbursement being authorised.
- (iii) There were also issues in ascertaining exactly which matches qualified for free use under the scheme. Reliable up to date information on league and cup draws was very hard to establish.

All of these issues led to significant delays in processing payments which was not in the interest of the clubs, the Council or Inverclyde Leisure.

5.2 The other major issues related to the organisation and capacity of the clubs themselves. It became clear in the course of the season that the policy of free access to pitches had a number of unintended consequences for clubs and the impact largely depended on whether clubs had a strong committee structure. Clubs largely fell into three categories in relation to their ability to operate under the new rules:

- (i) Clubs which would probably never have existed but for the policy of free access to pitches. Under the old system there was no disincentive to individuals setting up a team unconnected to existing clubs or breaking away from an existing club. These clubs had never had to raise money for pitches as a result of which they were unable to pay for lets even one month in advance. This group of clubs are currently unsustainable and may not be able to make the transition to a sustainable club.
- (ii) Clubs which had at one stage been well organised but which had deteriorated under the free access arrangements. Individual team coaches took over bookings and club committees fell away. When the requirement to pay in advance was introduced some clubs made headway in organising lets better but were unable to raise funds to pay for lets. These clubs are currently unsustainable but may be able to make the transition to sustainable clubs with suitable support.
- (iii) Clubs which kept their committee structure intact and which continued to raise funds. These clubs operated successfully under the new system. Funds raised were spent on things other than pitch hire e.g. strips, team trips etc. It is notable that other sports which may not have had access to free pitches for so long did not have any problems with the new system beyond those caused by the administrative issues noted above.

5.3 As a result of the problems noted above there are some key issues to address for the season 2014/15 even before we look at proposals for a revised scheme for 2015/16.

- How to reconcile any outstanding “debt” on the system for clubs which have been unable to cope and therefore have no payments on the system.
- When dealing with the above how to ensure that those clubs which have operated the system and may be out of pocket as a result are dealt with equitably.

6.0 FUTURE ISSUES

6.1 The provision of free pitch hire at the level at the level it has been available up till now cannot be guaranteed in future. It is therefore essential to move those clubs which would be vulnerable to this, into a position where they are sustainable going forward. This will meet one of the key priorities of the Inverclyde Sports Framework which is “sustainable clubs”. This may not be possible for all, in particular the first category in 2.2 above. If clubs are unable to reform there is ample provision elsewhere and there may be some which are allowed to cease to exist.

6.2 As of 1 April 2015 the full management of external pitches outwith the school estates transferred to Inverclyde Leisure. IL is likely to be more robust with clubs which do not pay and indeed it is already proposing removing access to pitches by clubs owing money. A transitional arrangement may be agreed for April and May this year but clubs must be prepared for this in the new season.

7.0 PROPOSALS

7.1 For season 2014/15 the following is proposed:

- Outstanding debt by clubs eligible for support under the system will be written off.
- Clubs which have paid more than they have been reimbursed will have the balance reimbursed for this season only. This is purely to ensure that these clubs are not disadvantaged in comparison to those less well organised and are not penalised for following the new rules.
- Transitional arrangements will be implemented to ensure that this continues to May to cover the end of the 2014/15 season.

7.2 Initial work has been started by the Community Sports Hub Officer in developing sustainable club workshops with CVS Inverclyde. Clubs in the first two categories in 5.2 above will be invited to meetings and offered support in becoming sustainable. If they do not participate

they may be removed from the waivers system.

- 7.3 The club waivers system will be continued under the current rules for season 2015/16 as regards club allocations with the following amendments:
- (i) Clubs will be given a fixed allocation for matchplay for each team at the start of a season. This will cover all home league games. Payment for home drawn cup games will be made in arrears. Clubs will be required to provide evidence of additional games played on a monthly basis including evidence that the game was drawn at home. These games will then be covered with an additional payment.
 - (ii) Payment to clubs will be phased over a 10 month period from August to May. Payment will be made mid-month to allow clubs to have funds to pay the monthly invoice due at the end of the month. The payment for the following month will not be released if the invoice from IL has not been settled. IL will then follow their own procedures to remove the right of access to pitches for clubs which have not settled their debts.
 - (iii) It will be the responsibility of individual clubs to ensure that they can cover any fluctuations in the value of bookings on a month to month basis.
 - (iv) Individual agreements will be made with other sports on the access they require prior to the start of the season and payment will also be phased over 10 months.
- 7.4 In consultation the option to give clubs an allowance of hours to draw down was considered but it was felt that clubs needed to move to a model where they were better able to manage their own finances.
- 7.5 The above changes should reduce the administrative burden, potentially depoliticise the issue and promote more sustainable clubs as they will have to take greater responsibility for their own affairs.

8.0 IMPLICATIONS

Finance

- 8.1 Any costs arising from the changes to the waivers scheme will be contained in existing budgets. The situation will be kept under tight scrutiny however.

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 There are no legal implications.

Human Resources

8.3 There are no implications for human resources.

Equalities

8.4 The proposed changes to the scheme should help promote a more gender positive balance in the support the Council gives to sport.

Repopulation

8.5 A vibrant and flourishing sporting community should have a positive effect on the image of the area.

9.0 CONSULTATIONS

9.1 In preparing this report the following have been consulted:

Legal and Property Services

Finance

The Sports Framework Implementation Group

10.0 BACKGROUND PAPERS

10.1 Policy for the Granting of Waivers to Letting Charges for Sports and Community Facilities – Education & Communities Committee March 2014

Update on Policy on Waivers to Let – Football – Education & Communities Committee May 2014

Report To:	Education & Communities Committee	Date:	05 May 2015
Report By:	Corporate Director: Education, Communities & Organisational Development	Report No:	EDUCOM/46/15/MP
Contact Officer:	Maggie Paterson	Contact No:	01475 715450
Subject:	Grants to Voluntary Organisations Fund		

1.0 PURPOSE

- 1.1 To update the Committee on the implementation of the proposals to improve the effectiveness and impact of resources associated with Grants to Voluntary Organisations (GTVO) funding agreed by the Education & Communities Committee on 21 January 2014.
- 1.2 To make further proposals designed to:
 - Maximise the impact of GTVO on the well-being of the people of Inverclyde
 - Secure best value for the public pound
 - Confirm compliance with policy and legislation
 - Ensure funding is fairly and transparently disbursed.

2.0 SUMMARY

- 2.1 The proposals agreed by Committee in January 2014 have been substantively implemented.
- 2.2 A few areas of concern remain and these have been addressed through the further proposals outlined in Annexe 1 below.

3.0 RECOMMENDATIONS

It is recommended that the Committee:

- 3.1 Note progress made in implementing the proposals agreed on 21 January 2014;
- 3.2 Approve the proposals in Annexe 1.

Patricia Cassidy
Corporate Director
Education, Communities and Organisational Development

4.0 BACKGROUND

- 4.1 In January 2014, the Education & Communities Committee agreed the following proposals:
- All organisations requesting grant assistance be required to register with the Council.
 - Registered organisations in receipt of recurring grants of under £5,000 per annum are awarded grants on a 3 year basis, subject to a satisfactory end of year report for each of the 3 years.
 - Organisations in receipt of 3 year funding of £5,000 or above per annum be required to enter into a Service Level Agreement with the Council.
 - Where appropriate and where an organisation receives significant other funding from the Council, GTVO funding, if continued, is consolidated within a single funding package.
 - Where cross-subsidy has been identified, GTVO funding is discontinued.
 - The option to extend the level of funding disbursed by other organisations on behalf of the Council is explored further with a view to bringing forward recommendations for implementation in 2015-2016 as appropriate.
- 4.2 The registration process has now been introduced. Some organisations initially needed support to meet the requirement to provide robust information. 162 organisations registered in 2014-2015, 82 of these for one off grants, 80 for 3 year grants ranging from £750 to £56,800. The total awarded in 2014-2015 was £304,135. Commitments have been made, subject to the availability of funding, of £194,161 per year for the remaining two years of the grant.
- 4.3 To secure best value for the public pound, Service Level Agreements are being put in place for grants over £5,000 and a more formal end of year reporting process is in place.

5.0 CURRENT POSITION

- 5.1 The majority of the proposals contained in the January 2014 report have now been implemented.
- 5.2 The option to extend the level of funding disbursed by other organisations on behalf of the Council has been given further consideration by officers, however, given the balance remaining for allocation in the next two years, it is proposed that this is not introduced.
- 5.3 The processes introduced to administer the registration process and the expansion of the 3 year grant scheme, have highlighted issues that require further attention:
- Elected members are requesting more information about each application, prior to making a decision;
 - Assessment of applications has identified information pertinent to the decisions to be made by the Grants Sub-Committee that cannot be shared in a public setting;
 - It has been difficult to progress recommendations for rejection on technical grounds.

Proposals to amend the assessment and decision making process are provided at Annexe 1.

6.0 IMPLICATIONS

Finance

- 6.1 The technical assessment proposed will be undertaken with advice from Finance.

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

6.2 The technical assessment proposed will be undertaken with advice from Legal Services.

Human Resources

6.3 None

Equalities

6.4 None

Repopulation

6.5 None

7.0 CONSULTATIONS

7.1 Not applicable.

8.0 BACKGROUND PAPERS

8.1 The current GTVO application forms and guidance are available on request.

Annexe 1 Proposals to revise the GTVO assessment and decision making process

1 Review and revise the registration form and guidance.

The current “Guidance Notes for Registration and Application” advise applicants of what the Council will fund and what will not be funded. It is proposed to add to this that the Council will not

- Fund organisations who contract with or intend to contract with the public sector
- Will not normally* fund organisations with a turnover of over £150,000.

*This establishes the principle that the fund is aimed at smaller organisations but would allow exceptions to be considered, for example, in the case of a larger organisation seeking funding for a particular project.

The guidance will also be amended to confirm that incomplete or late applications will not be assessed.

2 Formalise the technical assessment of applications and establish a process whereby applications which fail on technical grounds are not passed to Committee for consideration. For the purposes of assessment technical grounds would include:

- Compliance with procedures for the Protection of Vulnerable Groups
- Health & Safety concerns
- Issues of cross-subsidy or state aid
- Financial concerns – sustainability, dependence on Council funding
- Potential to bring the Council into disrepute e.g. using public monies to repair/maintain commercial property.

Where appropriate, applicants would be given the opportunity to rectify their failures and resubmit their application for the next round.

3 Those applications which had passed the technical assessment would be passed to the Grants Sub-Committee for consideration. The Committee Report would include:

- a short summary of each application
- officer assessment of how well the application meets the Council’s priorities and the aims of GTVO
- officer recommendations regarding the making of an award and its amount.

4 Amendments to the Conditions of Grant will be required to reflect the changes above.

Report To:	Education and Communities Committee	Date:	05 May 2015
Report By:	Corporate Director Education, Communities and Organisational Development	Report No:	EDUCOM/44/15/GB
Contact Officer:	Geraldine Bergin Acting Libraries Museum & Archives Manager	Contact No:	01475 712347
Subject:	Loan of Painting from McLean Museum – Arthur Melville		

1.0 PURPOSE

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

2.0 SUMMARY

- 2.1 The request comes from The Scottish National Gallery, Edinburgh. The Scottish National Gallery is planning a major exhibition on the work of Arthur Melville (1855-1904). It will be held at The Scottish National Gallery, Edinburgh, from 10 October, 2015 until 17 January, 2016.
- 2.2 The Scottish National Gallery of Modern Art wishes to borrow a watercolour painting by Arthur Melville (1855-1904) entitled A Spanish Bullfight.
- 2.3 The Scottish National Gallery, Edinburgh will be responsible for the collection and return of the work and will arrange all transport, insurance and handling. The Scottish National Gallery of Modern Art, Edinburgh has strict security arrangements in place and the work will be covered by Government Indemnity.

3.0 RECOMMENDATIONS

- 3.1 That the Committee approves the request outlined above for the loan of the paintings and sculpture to The Scottish National Gallery of Modern Art, Edinburgh from October, 2015 until January, 2016 subject to matters of transport, security and insurance being arranged to the satisfaction of the Libraries Manager.

Patricia Cassidy
Corporate Director
Education, Communities & Organisational Development

4.0 BACKGROUND

- 4.1 The exhibition will be the most important display of the artist's work for 30 years and will be the most extensive since his memorial exhibition in 1906. As one of Scotland's most important and popular artists the exhibition will reach a broad public in addition to traditional arts audiences.
- 4.2 It is proposed that the loan of this work to the exhibition by the McLean Museum will promote the quality and extent of the holdings of paintings in the collection and encourage visits to the institution and increase awareness across Scotland of the important role of the arts in Inverclyde.

5.0 IMPLICATIONS

- 5.1 Finance: No implications

Financial Implications – One off Costs

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

Financial Implications – Annually Recurring Costs / (Savings)

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

- 5.2 Human Resources:

The preparation for the loan of the work will be carried out by staff of the McLean Museum.

- 5.3 Legal:

No legal implications.

- 5.4 Equalities:

No equalities implications.

- 5.5 Repopulation:

No repopulation implications.

The Painting



A Spanish Bullfight
Watercolour on paper
77.5 x 125.5 cm
by
Arthur Melville (1858-1904)

Arthur Melville moved at the age of fifteen with his family to East Linton, near Edinburgh where Melville was apprenticed to a grocer. After attending part-time evening classes he enrolled at the Royal Scottish Academy. One of his paintings was hung at the Royal Academy in London in 1878 and this encouraged him to go to Paris spending two years at Julien's atelier and sketching and painting watercolour studies in places such as Fontainebleau and Mont St. Michel.

He went to Egypt in 1881 and travelled in the Persian Gulf and Mesopotamia, returning to Edinburgh with material that was to occupy him for the future. During his trip to Egypt he lived in Cairo for two years. In 1882 while travelling cross country by horse on a trip from Baghdad to the Black Sea he was twice attacked by bandits. The second time he was captured, robbed, stripped and left to die naked of exposure and thirst; he was saved by the local Iraqis and was later able to help the authorities hunt down and execute the robbers.

Although he continued to paint portraits, oriental scenes and scenes of southern Europe became predominant with scenes of market places, mosques and bull-rings amongst his most popular subjects. He became a particularly influential artist to members of the Glasgow school. 1889 Melville had settled in London and, along with other members of the Glasgow School, joined the New English Art Club. In 1892 he travelled to Spain with Frank Brangwyn. It was on a subsequent visit to Spain that Melville contracted typhoid and died.

Report To:	Education and Communities Committee	Date:	05 May 2015
Report By:	Corporate Director Education, Communities and Organisational Development	Report No:	EDUCOM/43/15/GB
Contact Officer:	Geraldine Bergin Acting Libraries Museum & Archives Manager	Contact No:	01475 712347
Subject:	Loan of Painting from McLean Museum – Mary Armour & Ivy Gardiner		

1.0 PURPOSE

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

2.0 SUMMARY

- 2.1 The request comes from The Scottish National Gallery of Modern Art, Edinburgh. The Scottish National Gallery of Modern Art is planning a major exhibition on the subject of Scottish Women Artists. It will be held at The Scottish National Gallery of Modern Art Two, Edinburgh, from 7 November, 2015 until 26 June, 2016.
- 2.2 The Scottish National Gallery of Modern Art wishes to borrow an oil painting by Mary Armour (1902-2000) entitled *Still Life with Pomegranate*. They also wish to borrow a marble sculpture by Ivy Gardiner (1894-1975), *Loving Birds or The Doves*, for this exhibition.
- 2.3 The Scottish National Gallery of Modern Art, Edinburgh will be responsible for the collection and return of the work and will arrange all transport, insurance and handling. The Scottish National Gallery of Modern Art, Edinburgh has strict security arrangements in place and the work will be covered by Government Indemnity.

3.0 RECOMMENDATIONS

- 3.1 That the Committee approves the request outlined above for the loan of the painting and sculpture to The Scottish National Gallery of Modern Art, Edinburgh from November, 2015 until July, 2016 subject to matters of transport, security and insurance being arranged to the satisfaction of the Libraries Manager.

Patricia Cassidy
Corporate Director
Education, Communities & Organisational Development

4.0 BACKGROUND

- 4.1 The exhibition will make a unique contribution to the study of art by women in 20th century Scotland and will reach a broad public and arts audiences.
- 4.2 Exploring the hitherto rather neglected artistic contribution by women in 20th century Scotland, the exhibition will highlight a high-quality, representative selection of material connected with the movement. This will include painting, sculpture and other artworks, covering the period up until 1965.
- 4.3 It is proposed that the loan of this work to the exhibition by the McLean Museum will promote the quality and extent of the holdings of paintings in the collection and encourage visits to the institution.

5.0 IMPLICATIONS

- 5.1 Finance: No implications

Financial Implications – One off Costs

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

Financial Implications – Annually Recurring Costs / (Savings)

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

- 5.2 Human Resources:

The preparation for the loan of the work will be carried out by staff of the McLean Museum.

- 5.3 Legal:

No legal implications.

- 5.4 Equalities:

No equalities implications.

- 5.5 Repopulation:

No repopulation implications.

The Painting and Sculpture



Still Life with Pomegranate
Oil on canvas 63.5 x 54 cm
Presented by the Stuart A. Caird Bequest 1947

Mary Nicol Neill Armour (née Steel) was born in Blantyre on the 27th March 1902 and attended Hamilton Academy, later studying at Glasgow School of Art under Forrester Wilson and Maurice Grieffenhagen in the period 1920-1925. She received the Guthrie Award in 1927 and the Royal Glasgow Institute of the Fine Arts' Cargill Award in 1972. French artists, especially Pissarro, Bonnard and Vuillard, influenced her early career. She married fellow artist William Armour in 1927 and they lived at Kilbarchan, Renfrewshire. She taught still life at Glasgow School of Art 1951-1962. Her work was exhibited widely including the Royal Academy, Royal Scottish Academy, Royal Scottish Society of Painters in Watercolours, Society of Scottish Artists, Royal Glasgow Institute of the Fine Arts and elsewhere.



Loving Birds or The Doves
Marble sculpture 15 x 14.5 x 14.5 cm

Ivy Hunter Gardiner (later known by her married name Mrs. Jane (Ivy) Hunter Fergusson Proudfoot) was born in Greenock in 1894. She was the sculptress of mainly figurative works. She lived in Gourock in the 1920s, and then moved to Glasgow. She trained at Glasgow School of Art becoming an assistant to Benno Schotz and to Alexander Proudfoot whom she married late in life in 1955. She is best known for her fine sculptural portraits of children. She exhibited her work under the name of Ivy Gardiner at the Royal Academy, Royal Scottish Academy and the Walker Gallery.

Report To:	Education & Communities Committee	Date:	05 May 2015
Report By:	Corporate Director: Education, Communities and Organisational Development	Report No:	EDUCOM/41/15/MP
Contact Officer:	Maggie Paterson	Contact No:	01475 715450
Subject:	Education Scotland report on the inspection of the learning community surrounding Clydeview Academy		

1.0 PURPOSE

- 1.1 The purpose of this report is to inform the Education & Communities Committee of the findings of the report by Education Scotland on their inspection of the learning community surrounding Clydeview Academy.

2.0 SUMMARY

- 2.1 Community learning and development in the learning community surrounding Clydeview Academy was inspected during the week commencing 2 February 2015.
- 2.2 Education Scotland published a report of their findings on 24 March 2015. Feedback on the inspection was very positive as reflected in the judgements made on the following quality indicators:
- Improvements performance – VERY GOOD
 - Impact on participants – EXCELLENT
 - Impact on local community – VERY GOOD
 - Improving services – VERY GOOD.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Education & Communities Committee approve the report on the learning community surrounding Clydeview Academy.

Patricia Cassidy
Corporate Director
Educati0n, Communities & Organisational Development

4.0 BACKGROUND

4.1 Community learning and development in the learning community surrounding Clydeview Academy was inspected by Education Scotland in February 2015. The inspection considered how well CLD partners are improving the life chances of people living in the community through learning, building stronger more resilient communities and improving the quality of services and provision. They also looked at how well paid staff and volunteers are developing their own practices and how well partners, including schools are working together.

4.2 Using the self-evaluation framework 'How good is our community learning and development?2', the inspection identified key strengths and main points for action using the following six-point scale:

- 6 Excellent
- 5 Very good
- 4 Good
- 3 Satisfactory
- 2 Weak
- 1 Unsatisfactory

Education Scotland is currently piloting the framework 'How good is our culture and sport?' and additional activities relating to this were included in the inspection.

4.3 The following indicators of quality were judged using the above scale:

Improvements performance : 5 VERY GOOD
Impact on participants: 6 EXCELLENT
Impact on local community: 5 VERY GOOD
Improving services: 5 VERY GOOD.

4.4 The report lists 5 key strengths:

- Strong commitment from partners and staff who are targeting resources effectively
- Early intervention to address health and well-being issues that is having a positive impact
- Investment in staff development is leading to a cycle of continuous improvement
- Strong partnerships and pathways through sport
- Innovative work with hard to reach and marginalised groups being empowered to drive change.

4.5 The report also identified how partners might continue to improve their work by consolidating the development of the CLD three year plan.

5.0 IMPLICATIONS

Finance

5.1 None

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 None

Human Resources

5.3 None

Equalities

5.4 None

Repopulation

5.5 None

6.0 CONSULTATIONS

6.1 Not applicable

7.0 BACKGROUND PAPERS

7.1 Inspection Report
Additional Evidence

Inspection of the learning community surrounding Clydeview Academy Inverclyde
Council

24 March 2015

1. Context

Community learning and development (CLD) partners within the area of Clydeview Academy were inspected by Education Scotland during 2-6 February 2015. During the visit Education Scotland staff talked to children, young people and adults. We worked closely with local CLD managers, CLD providers, partners, paid staff and volunteers. We wanted to find out how well partners are improving the life chances of people living in the community through learning, building stronger more resilient communities and improving the quality of services and provision. We also looked at how well, paid staff and volunteers are developing their own practices and how well partners, including schools are working together.

2. How well are partners improving learning, increasing life chances, promoting and securing wellbeing?

Partners work very well together to improve the lives of local people. Learning programmes are of high quality and almost all learners are achieving well. Partners, including CLD staff work with those learners most in need. Resources are targeted appropriately and the majority of programmes are delivered collaboratively. Adults are well supported to re-enter the job market and improve their physical and mental health. Partners have a prominent focus on early intervention and prevention, for example, through *Your Voice* training courses. Health and well-being programmes feature highly for both older and younger people. Adults who have mental health problems are benefitting from classes such as 'Let's Get Cooking'. Many learners have improved their health as a result. A recent health and well-being survey of young people attracted an 83% return. Local schools including Clydeview Academy are now planning programmes for young people as a result. Changing the culture of alcohol Single Outcome Agreement (SOA) delivery group is one of the partnerships working with young people to take actions forward.

Learner numbers are increasing across the learning community. Improving numbers of young people are gaining accreditation through programmes such as The Duke of Edinburgh's award, Youth Achievement and Dynamic Youth Awards. However, there is scope to further accredit the work undertaken by young people. Young people's participation in sport is also improving. Participant numbers in rugby have increased year on year. Partners are successfully engaging more young women in sport. Almost all school leavers from Clydeview Academy now move into a positive destination. CLD staff make a significant contribution to the wider achievement agenda in local schools. A well-planned system is in place to monitor and track programmes in both Clydeview and St Columba's high schools. Young people are making better choices through programmes that focus on drug awareness, sexual health and cyber-bullying. Increasing numbers of young people are attending the dedicated youth provision (Youth Zone). Participation in adult literacies and English for speakers of other languages classes shows a positive five year trend. Programmes are well targeted on those in most need, for example unemployed adults.

Almost all learners are gaining skills and improving life chances. Young people achieve exceptionally well. Across the learning community young people are

improving confidence, taking responsibility and improving life chances through a very strong range of learning opportunities. Lesbian, Gay, Bi-sexual and Transgender (LGBT) young people are being empowered to change attitudes and implement change. They are strongly committed to challenging stereotypes, for example through work with Police Scotland to train new recruits at Tulliallan. LGBT young people are now more respected and represented. This is sector leading. Young people involved in sports such as rugby and badminton are now more active and feel better about themselves. Large numbers of young people are benefitting from a well-planned approach by partners to improve 'opportunities for all'. Their progress is well tracked. Local scouts are gaining skills for learning, life and work. They are now better leaders, working well together in teams. MVP (Mentors Against Violence Programme) is delivering powerful impacts for young people leading to better behaviour in school. Young people involved in the Youth Council are better informed and make more positive life choices. Those completing *Girl Power* courses are better informed. This enables them to make more positive choices about sexual health, relationships and alcohol. Almost all participants in The Duke of Edinburgh's Award programmes develop skills for learning life and work. Many are progressing to other learning.

Adult learners achieve very well. Programmes are very well targeted to priority groups. Lives are being improved as a result. Parents attending the *Inverclyde Happy Tots* are better informed about health and well-being issues. They are now making more informed choices. Through the *Bookbug* programme parents now have a much better understanding of baby and child development. Members of the *Jericho Group* are now re-engaged with learning. Many are improving core skills and increasing their chances in terms of entering employment and further learning. Learners attending local libraries are accessing new technology. Many are now more confident in its use and as a result feel less socially isolated. A few are gaining employment and others are progressing to achieve qualifications. Almost all adult literacies learners are seeing significant improvements in employability skills and family life. Increasing numbers are gaining qualifications thus making them more active in the job market. Older people are now less isolated as a result of participation in learning programmes such as book groups, Tai Chi and art. The Wider Opportunities for Older People Inverclyde group (*WOOP!!*) is helping to improve mental health and reduce social isolation. Some older people attending the *WOOP!!* singing group are more active and a few have reduced prescribed medication. Adults attending *Your Voice* training courses are now more active and feel their well-being has improved.

Community groups are skilled, active and confident. A large number of groups operate in the learning community and some are supported by the council. Many are self-sustaining but a few would appreciate targeted networking opportunities. Volunteering is strong for young people and adults and there is a commitment to support them to progress. *Trust Volunteering Inverclyde* supports young people to gain Saltire and SQA awards. Positive pathways are in place to support young volunteers to access training and employment. Volunteers at the Watt Library are benefitting the local community and gaining in confidence. Community Councils across the area are proactive and are engaging their communities in campaigns such as wind farms and tackling anti-social behaviour. Others are raising awareness about current policy developments such as the Community Empowerment Bill.

Young people in the LGBT group are well supported to engage with national campaigns and they are having a positive effect on attitudes. *Sports Inverclyde* is having a strong impact on sports development locally. By supporting less popular sports through small grants more people are now taking part. Through a range of positive developments in rugby, vulnerable groups are now accessing provision of offer. There is a strong sense of community pride at the *Beacon Arts Centre*. Community groups now have a platform for performing. Arts projects at the Beacon are effectively targeting hard to reach groups in the community. In partnership with local and national organisations, *Your Voice* successfully supports groups to address key issues in the community. New services are emerging as a result. Key partners are engaging well with community planning structures. The Inverclyde Regeneration and Employability SOA Delivery Group are working to address local issues. *Inverclyde Happy Tots* promote breast-feeding to parents. There is further work to be done to strengthen involvement in the CLD three year plan.

3. How well are partners working together and improving the quality of services and provision?

Partners work well together to improve the quality of services across the learning community. Self-evaluation is leading to improvement. Learning programmes for young people delivered by CLD staff are well planned and evaluated. Programmes are linked to local priorities and Curriculum for Excellence. CLD staff are very well supported to develop self-evaluation approaches. There is a clear expectation that they effectively plan for improvement. Locality planning through the SOA is taking shape. Partnership working is leading to more efficient deployment of resources, for example within the context of Community Safety. Partners involved in the Inverclyde Regeneration and Employability group effectively plan and report progress to the Inverclyde Alliance. Third sector organisations regularly review the impact of their programmes and there are strong links to the SOA. CVS Inverclyde were awarded a Business Excellence Award by Quality Scotland. Partners supporting IYouth Zone are positively impacting on the development of the service. CLD staff work with Ocean Youth Trust to provide SQA courses. They have well-developed partnerships with both local secondary schools. Partnership approaches to the *Let's Get Cooking* initiative is leading to increased referrals to other agencies and less duplication. Partner collaboration and delivery of health and well-being courses is clearly improving what is on offer to learners.

Training and staff development is strong across the learning community. Volunteers are well supported and many progress to other learning and employment. The Scout Association are improving what they offer following safeguarding training. Questionnaires completed by participants involved in *Your Voice* lead to changes in practice. Teachers and youth workers trained in the delivery of Award Scheme Development and Accreditation Network (ASDAN) courses are now offering more courses for young people. Community Council's report increased awareness of planning processes following participation in training from 'Planning Gain Scotland'. CLD staff are committed to improving their practice through regular team meetings and a planned approach to Continuing Professional Development. Staff are now more confident as a result. Capturing the impact of use of the Inverclyde Life

website would help partners better plan their responses. Joint planning to help learners progress into college courses would be beneficial.

This inspection of learning and development in the learning community surrounding Clydeview Academy found the following key strengths.

- Strong commitment from partners and staff who are targeting resources effectively.
- Early intervention to address health & well-being issues that is having a positive impact.
- Investment in staff development is leading to a cycle of continuous improvement.
- Strong partnerships and pathways through sport.
- Innovative work with hard to reach and marginalised groups being empowered to drive change.

We discussed with partners how they might continue to improve their work. This is what we agreed with them.

- Partners should continue to consolidate the development of the CLD three year plan.

4. What happens at the end of the inspection?

We are satisfied with the overall quality of provision. We are confident that the learning community's self-evaluation processes are leading to improvements. As a result, we will make no further evaluative visits in connection with this inspection. During the inspection, we identified aspects of innovative practice which we would like to explore further. As a result we will work with the learning community and education authority in order to record and share more widely the innovative practice.

Sheila Brown **HM Inspector**
24 March 2015

Quality indicators help CLD providers, partners and inspectors to judge what is good and what needs to be improved in the learning community. You can find these quality indicators in the publication *How Good is Our Community Learning and Development?* (HGIOCLD?). These were revised and updated in 2012. Updated versions can be found at http://www.educationscotland.gov.uk/inspectionandreview/about/cldinspections/guid_ance.asp

Education Scotland evaluates four important quality indicators to help monitor the quality of learning communities across Scotland. Here are the results for the learning community surrounding Clydeview Academy.

Improvements in performance	very good
Impact on participants	excellent
Impact on the local community	very good
Improving services	very good

This report uses the following word scale to make clear judgments made by inspectors.

excellent	outstanding, sector leading
very good	major strengths
good	important strengths with some areas for improvement
satisfactory	strengths just outweigh weaknesses
weak	important weaknesses
unsatisfactory	major weaknesses

A copy of the full report is available on the Education Scotland website www.educationscotland.gov.uk.

Sheila Brown
HM Inspector
24 March 2015

Report To:	Education & Communities Committee	Date:	5 May 2015
Report By:	Chief Financial Officer & Corporate Director Education, Communities & Organisational Development	Report No:	FIN/28/15/AP/IC
Contact Officer:	Iain Cameron	Contact No:	01475 712832
Subject:	Education 2014/15 Revenue Budget-Period 11 to 28 February 2015		

1.0 PURPOSE

- 1.1 To advise the Committee of the 2014/15 Revenue Budget position as at Period 11 to 28 February 2015.

2.0 SUMMARY

- 2.1 The total Education budget for 2014/15 is £73,239,500. 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 £823,000. This is a reduction in expenditure of £440,000 since last Committee, £400,000 of which relates to an underspend on the implementation of the Children and Young People Act (Scotland) Act 2014 within Early Years Education.
- 2.3 The main reasons for the projected underspend are –
- (a) Projected underspend of £207,000 for Employee Costs. The Teachers budget is projected to overspend by £33,000, mainly due to additional staff required at Craigmarloch School. The Teachers overspend is offset by a projected underspend of £240,000 for non-teacher employees within Early Years Education and Special Schools. A number of nurseries are not running at capacity and vacant non-teacher posts within Craigmarloch School have not been filled. There is no change to this projection since the last Committee.
 - (b) Projected underspend of £164,000 for Utilities. Electricity is projected to underspend by £24,000, Gas is projected to underspend by £159,000, Biomass Fuel projected to underspend by £30,000 and Water is projected to overspend by £49,000.
 - (c) Projected underspend of £33,000 for Janitors.
 - (d) Projected overspend of £10,000 for Education IT charges.
 - (e) Projected underspend of £36,000 for SPT School Buses.
 - (f) Projected overspend of £50,000 for ASN Transport.

-
- (g) Projected underspend of £22,000 for ASN Placements.
 - (h) Projected underspend of £18,000 for Hospital Tuition.
 - (i) Projected underspend of £20,000 for Early Years Partner Providers.
 - (j) Projected overspend of £20,000 due to a shortfall in income from Other Local Authorities for placements in Inverclyde Special Schools.
 - (k) Projected underspend of £400,000 relating to the Children and Young People (Scotland) Act 2014 within Early Years Education. An underspend of £30,000 is projected for the Early Years Workforce Development Grant and an underspend of £370,000 is projected for the implementation of six hundred hours free nursery provision. This was highlighted as a potential underspend at the last Committee. A separate report elsewhere on the agenda gives details of how this funding has been utilised within Inverclyde.

2.4 Earmarked Reserves for 2014/15 now total £681,000 following the write-back to General Reserves agreed at the Inverclyde Council budget setting meeting of February 2015. £181,000 of the £681,000 is projected to be spent in 2014/15. To date expenditure of £152,000 (84%) has been incurred. Slippage is currently 47%, mainly due to delays in opening I-Youth Zones in Gourock & Port Glasgow and the non payment of match funding to The Beacon.

3.0 RECOMMENDATION

3.1 That the Committee note the projected underspend of £823,000 for the Education Revenue budget as at Period 11 to 28 February 2015.

Alan Puckrin
Chief Financial Officer

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 2014/15 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 £823,000 are:

Employee Costs:

The total budget for employee costs is £51,972,000 and the latest projection is an underspend of £207,000. The Teachers budget is projected to overspend by £33,000. Additional ASN Teachers are required to support the school roll at Craigmarloch. The overspend for Teachers is offset by an underspend of £240,000 for Non Teachers. This is due to savings within Early Years Education where a number of nurseries are not running at capacity and vacant non-teacher posts within Craigmarloch. There is no change to this projection since last Committee.

Utilities:

Latest projection for utilities is an underspend of £164,000. Electricity is projected to underspend by £24,000, Gas is projected to underspend by £159,000, Water is projected to overspend by £49,000 and Biomass Fuel for the Port Glasgow Community Campus is projected to underspend by £30,000. The overall utilities projected underspend has increased by £33,000 since the last Committee, mainly due to an increase in the Gas underspend which is related to the mild winter weather.

Janitors :

Latest projection for Janitors is an underspend of £33,000. There is no change to this projection since last Committee. 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 has decreased to an overspend of £10,000 as a result of Education Services withdrawing from the Nightwatchman Service for automatically turning off computers in schools.

SPT School Buses:

A projected underspend of £36,000 for SPT School Buses was reported to the last Committee due to a reduction in the number of buses required to transport pupils following the consolidation of some routes. The latest projection remains the same.

ASN Transport:

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

ASN Placements:

The current budget for ASN Placements is £455,020 and the latest projection is an underspend of £22,000. The projection remains the same as reported to last Committee and it should be noted that the contingency has now been fully utilised.

Hospital Tuition :

The budget for Hospital Tuition in 2014/15 is £40,000 and the latest projection is an underspend of £18,000. This projection remains the same as reported to last Committee.

Early Years Partner Providers:

The 2014/15 budget for Partner Providers is £252,920 and the latest projection is an underspend of £20,000. Following the introduction of the Children and Young Peoples (Scotland) Act, the Council has reverted back to term time intakes instead of the month following third birthday. Nursery intakes are now in August, October, January and April and has resulted in fewer children being placed in nurseries. This is also reflected in the underspend being reported under Employee Costs for Council run Nurseries. There is no change to the projection since last Committee.

Special Schools – Income from Other Local Authorities :

The current budget for Special Schools Income from Other Local Authorities is £263,070 and the latest projection is a shortfall in income of £20,000. There is no change to this projection since last Committee.

Children And Young People (Scotland) Act 2014:

It should be noted that the one-off underspend relating to the Children and Young People (Scotland) Act 2014 reported to the last Committee has now been fully incorporated in to this report. The latest projection is an underspend of £400,000. Funding of £984,660 was provided to Inverclyde by the Scottish Government for the implementation of six hundred hours free nursery provision from August 2014 and it is projected that £614,660 will be spent this year. Separate funding of £64,000 was provided for Workforce Development within Early Years. Latest projection for this element is an underspend of £30,000. A report elsewhere on this agenda gives details of the implementation and use of the funding for the Children And Young People (Scotland) Act 2014.

6.0 EARMARKED RESERVES

- 6.1 There is a planned contribution to Earmarked Reserves of £500,000 at the end of the current Financial Year as detailed in Appendix 3. Spend to date is 84% of the projected spend for 2014/15. The spend to date per profiling is £289,000 compared to actual year to date spend of £152,000 resulting in slippage to date of £137,000 (47%) The slippage is a result of delays to the opening of the I-Youth zones in Gourock and Port Glasgow and the non payment of matched funding to The Beacon.

7.0 VIREMENTS

- 7.1 There are no virements this Committee cycle.

8.0 IMPLICATIONS

8.1 Finance

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

One off Costs

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

Annually Recurring Costs / (Savings)

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

8.2 Legal

There are no specific legal implications arising from this report

8.3 Human Resources

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

8.4 Equalities

There are no equalities issues with this report.

8.5 Repopulation

There are no repopulation issues with this report.

9.0 CONSULTATION

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

10.0 BACKGROUND PAPERS

10.1 There are no background papers for this report.

EDUCATION**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 11 : 1st April 2014 - 28th February 2015**

<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>28-Feb-15</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>
36,760	Employee Costs - Teachers	36,369	33,341	33,321	36,402	33	0.1%
13,989	Employee Costs - Non Teachers	15,601	13,307	12,655	15,361	(240)	(1.5%)
798	Electricity	736	637	552	712	(24)	(3.3%)
31	Biomass	110	88	53	80	(30)	(27.3%)
712	Gas	681	555	403	522	(159)	(23.3%)
248	Water	256	256	322	305	49	19.1%
1,054	Janitors	1,109	1,016	859	1,076	(33)	(3.0%)
220	Education IT Charges	191	175	188	201	10	5.2%
1,440	SPT School Buses	1,228	1,228	1,192	1,192	(36)	(2.9%)
0	Workforce Develop - Early Years	64	59	34	34	(30)	(46.9%)
0	CYP Act 600 Hours - Early Years	985	788	471	615	(370)	(37.6%)
621	ASN Transport	555	509	8	605	50	9.0%
580	ASN Placements	455	427	221	433	(22)	(4.8%)
13	Hospital Tuition	40	37	13	22	(18)	(45.0%)
207	Early Years Partner Providers	253	194	229	233	(20)	(7.9%)
(218)	Special Schools Income OLA	(263)	(249)	(168)	(243)	20	(7.6%)
Total Material Variances						(820)	

EDUCATION**REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 11 : 1st April 2014 - 28th February 2015**

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	36,024	36,369	36,402	33	0.1%
13,989	Employee Costs - Non Teachers	14,822	15,602	15,362	(240)	(1.5%)
13,201	Property Costs	7,214	17,103	16,889	(214)	(1.3%)
3,665	Supplies & Services	3,632	3,731	3,746	15	0.4%
2,686	Transport Costs	2,345	2,582	2,612	30	1.2%
407	Administration Costs	450	477	482	5	1.0%
3,837	Other Expenditure	17,532	8,256	7,784	(472)	(5.7%)
(3,142)	Income	(2,648)	(3,514)	(3,494)	20	(0.6%)
71,403	TOTAL NET EXPENDITURE	79,371	80,606	79,783	(823)	(1.0%)
	Earmarked Reserves	0	(2,757)	(2,757)	0	
	Loan Charges / DMR	0	(4,610)	(4,610)	0	
	TOTAL NET EXPENDITURE excluding Earmarked Reserves	79,371	73,239	72,416	(823)	

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	147	10	7.3%
52,251	Education	53,671	54,861	54,032	(829)	(1.5%)
7,268	School Estate Management Plan	14,160	14,190	14,190	0	-
59,519	TOTAL EDUCATION SERVICES	67,831	69,051	68,222	(829)	(1.2%)
8,441	ASN	8,048	8,087	8,125	38	0.5%
1,496	Other Inclusive Education	1,498	1,518	1,491	(27)	(1.8%)
9,937	TOTAL INCLUSIVE EDUCATION	9,546	9,605	9,616	11	0.1%
1,590	Community Learning & Development	1,609	1,611	1,596	(15)	(0.9%)
202	Other Safer & Inclusive	248	202	202	0	-
1,792	TOTAL SAFER & INCLUSIVE	1,857	1,813	1,798	(15)	(0.8%)
71,403	TOTAL EDUCATION COMMITTEE	79,371	80,606	79,783	(823)	(1.0%)
	Earmarked Reserves	0	(2,757)	(2,757)	0	

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Education & Lifelong Learning

Project	Lead Officer/ Responsible Manager	Total Funding 2014/15	Phased Budget To Period 11 2014/15	Actual To Period 11 2014/15	Projected Spend 2014/15	Amount to be Earmarked for 2015/16 & Beyond	Lead Officer Update
		£000	£000	£000	£000	£000	
Creative Scotland Match Funding	Angela Edwards	200	90	0	0	200	Funding for years 2 and 3 of 3 year funding agreement. Two payments of £25k made in 2014 previously reported as spend against this EMR are now funded from the GTVO budget per report to Inverclyde Council on 29/01/15. Projection assumes no further payment in 2014/15.
Funding for I Youth Zone Port Glasgow & Gourock	John Arthur	288	76	11	15	273	Funding will allow I-Youth Zone centres to be run in Gourock and Port Glasgow for 2 years. Premises opened in 2015 where as original phasing assumed it would be September 2014. Port Glasgow building is now operational and run by staff from elsewhere in CLD until safe recruitment of new staff has been completed. Dedicated staff expected to be in place April 2015. Gamble Halls maintenance work is now largely completed with only DDA Compliance work remaining. Gourock facility is expected to open later in 2015.
Early Years Change Fund	Angela Edwards	86	68	65	74	12	Original funding was for 2 posts until March 2015. Due to delays in recruiting, staff the start of secondment was delayed by 2 months. Contracts have been extended to May 2015 and will be funded from the £12k c/f.
1+2 Languages	Elsa Hamilton	107	55	76	92	15	Principal Teacher in post from 01/04/14. Additional funding of £74k for 2014/15 now confirmed by Scottish Government. Will be fully spent by year end. YTD spend is ahead of profile budget due to earlier than expected purchase of resources.
Total		681	289	152	181	500	

Report To:	Education & Communities Committee	Date:	5 May 2015
Report By:	Corporate Director Education, Communities & Organisational Development and Chief Financial Officer	Report	EDUCOM/40/15/EM
Contact Officer:	Eddie Montgomery	Contact No:	01475 712472
Subject:	Education Capital Programme 2014 – 2017 Progress		

1.0 PURPOSE

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

2.0 SUMMARY

- 2.1 This report advises 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 2014 Committee and covers the period 2014/17.
- 2.3 Overall the Committee is projecting to contain the costs of the 2014/17 Capital Programme within available budgets.
- 2.4 Expenditure at 31th March is 86.07% of 2014/15 approved budget (91.55% of revised projection), net slippage of £490K (5.99%) is being reported. It should be noted however that this position is pending completion of the final year end accounting process including accruals which should bring the final spend position into line with the revised projection. The slippage relates to a number of projects as outlined in section 13.1 which has been partly offset by accelerated spend/projects in 13.2. This is a projected net decrease in slippage since last Committee from 9.07% to 5.99%.
- 2.5 Appendix 1 contains details of the projected spend and phasings for the Capital Programme over the 3 years of the current programme.
- 2.6 Officers are finalising an Early Years Estate Management Plan and this is indicating that extra resources will be needed to fully deliver the requirements. A more detailed report on this matter will be presented to the next Education & Communities Committee.

3.0 RECOMMENDATIONS

- 3.1 That the Committee note the progress on the specific projects detailed in Appendix 1.

- 3.2 That the Committee approve delegated authority to the Head of Legal and Property Services to enter into the formal standard Hub West Scotland project contract agreements for the St Patrick's Primary School project as detailed in 7.2 below provided the cost is within the budget allocation for the project.
- 3.3 That the Committee approve the utilisation of part of the projected MUGA budget underspend and Children and Young People Bill grant funding allocation to address the projected over expenditure on the Kilmacolm PS Refurbishment project noted in 8.1 below.
- 3.4 That the Committee approve the issue of tenders for the St Francis Primary School External Works as outlined in section 13.1 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 that a report on the Early Years Estate Management Plan will be presented to the next meeting of the Committee.

Patricia Cassidy
Corporate Director Education,
Communities &
Organisational Development
10th April 2015

Alan Puckrin
Chief Financial Officer
10th April 2015

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 4th November 2014.
- 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 2014 to complete 13th April 2015. As previously reported to Committee the Contractor was working to a revised programme that projected completion 3 weeks behind the original, with a handover anticipated on 4th May 2015. Construction progress has been steady has been monitored daily. A review of progress and critical items was undertaken during the week commencing 6th April which highlighted a risk of not achieving the handover date, due in part to complications with the final utility connections which impacted the final commissioning and handover phase. A revised handover date of Sunday 17th May has now been set and the exceptional closure dates revised in agreement with the Scottish Government to Monday 18th, Tuesday 19th and Wednesday 20th May with first day of full operational scheduled for Thursday 21st May 2015. All stakeholders have been informed of the further minor delay.

6.0 ST JOHN'S PRIMARY SCHOOL REFURBISHMENT

- 6.1 Works commenced on site on 1st December to complete 10th August 2015. The works are progressing with all stripping out and partial demolition works complete. The main scaffold is in place with work on excavation, underpinning, and new foundations for extensions including lift pits completed, and works on the external insulated render system underway. Negotiations with Network Rail have been concluded and erection of the timber kit structure in connection with the new extension is commencing imminently with beam and block flooring underway. Internal works in connection with new services are on-going. External works in connection with the new Multi-Use Games Area (MUGA) and drainage are also progressing. The transfer to the completed facility is scheduled to take place after the Summer 2015 holiday period. Exceptional closure days have been agreed via the Scottish Government – Monday 17th, Tuesday 18th and Wednesday 19th with first day of operation planned Thursday 20th August 2015.

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 and main contractor have been procured and are in place. The hub Stage 1 has been approved with the detail design (Architectural Stage E) complete and market testing phase commencing. The planning application was submitted on 4th March with determination anticipated late April/early May. Further survey and ground investigation works are being undertaken during the Easter holiday period to assist the detail design and preparation for demolition in summer. The target programme remains as previously reported with anticipated construction start in summer 2015 to complete by October 2016. Exceptional closure days have been

agreed via the Scottish Government in connection with the transfer for the decant period – Wednesday 27th, Thursday 28th and Friday 29th May with first day of operation in the decant facility planned Monday 1st June 2015.

7.2 The St Patrick's PS project is currently progressing towards completion of hub stage 2 and will be progressing through market testing towards financial close. Approval to sign up as participants in hub West Scotland was obtained at the Policy and Resources Committee of March 2013. Following that approval the Council signed the Territory Partnering Agreement (TPA) and the Participants Agreement. Following approval to progress the St Patrick's project through the hub delivery model the project has been progressing through the stages and regular updates have been provided to Committee. The current programme for the project now requires Committee approval for the following:

- Delegated Authority be granted to the Head of Legal and Property Services to enter into a Design and Build Direct Agreement (DBDA) with Hub West Scotland for the construction of the new St Patrick's Primary School subject to the estimated cost of the project remaining within the affordability cap / approved budget for the project.
- Authority be granted to the Head of Legal and Property Services to issue a Letter of Intent for the Early Works in respect of demolition of the existing St Patrick's Primary School in the estimated amount of £150K funded from the project budget allocation of £7.012M. This is required as the programme for the project requires enabling demolition works ahead of final financial close to allow the construction of the school to commence at financial close and maintain current projected completion dates.

A full update will be provided to the first Committee following the summer recess by which time financial close should have been achieved and demolition works commenced.

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 involved the use of temporary modular accommodation on site and phased refurbishment. The November Committee approved the decant strategy for the project following the outcome of a parental consultation exercise. The enabling works project for provision of temporary modular accommodation within the school grounds to serve the Nursery Class during the construction works is progressing, with works programmed for summer 2015. The procurement of the main 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 and the main contractor have been procured and are in place. Further survey work within the existing building and grounds is being undertaken over the Easter holiday period to inform the detail design. The Architectural Stage D proposals are currently being progressed with detailed planning application scheduled for mid-April. The hub Stage 1 cost check has been completed which has identified a potential funding gap as outlined in 8.2 below. Further stakeholder consultation has been taken forward with the school staff and pupils. The target programme remains as previously reported with anticipated construction start in October 2015 to complete by October 2016 subject to approval of 8.2 below.

8.2 The Stage 1 (Architectural Stage C/D) proposals for the project have now been cost checked by the consultant and main Contractor. This has identified a potential funding gap subject to development of the detail design and the market testing phase. It is proposed to address this gap by the following:

- Allocation of £250K from the unallocated balance of Early Years Children & Young People Bill grant funding. This represents the estimated cost of the Nursery Class element of the project. As part of the proposals the Nursery Class will be completely refurbished including a small extension providing a new entrance/cloaks area and all necessary works to bring the facilities into line with current and imminent Care Commission guidelines.
- Allocation of £105K from the projected underspend within the £1.1M MUGA budget. The budget remaining within the original £830K budget for the Primary School Blaes Pitch Upgrades outlined in 9.1 below and allocated to Kilmacolm PS is £260K. The current costed proposals for the MUGA element within the Kilmacolm project is £365K.

The Committee is asked to approve the allocation of funding as above and the revised project budget as below to allow the project to proceed.

£3.655M - Original project allocation
 £0.260M – MUGA element (balance of £830K funding - previously approved to be taken forward with main contract).
 £0.250M – Nursery Class allocation from C&YPB grant allocation.
 £0.105M – MUGA cost top-up from projected underspend on £1.1M allocation.

£4.270M – Revised project allocation

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 – works completed summer 2014, now operational.
- St Ninian's PS MUGA – works progressing well on site to complete by May 2015.
- Kilmacolm PS Pitch/MUGA – being taken forward as part of the main refurbishment project covered in 8.0 above.

10.0 PRIMARY SCHOOL MULTI-USE GAMES AREAS (MUGAs)

10.1 Funding for the above was allocated as part of the Council's budget setting exercise early in 2014. The St John's PS MUGA is included in the main contract covered in 6.1 above. The remaining 7 Primary School MUGA's have been progressed to construction stage with a 13 week rolling programme agreed for delivery commencing mid-April to complete by August 2015. The first MUGA will commence on site at Inverkip PS on 20th April.

10.2 Following the report to the March Committee and the verbal update provided on the projected underspend within the MUGA budget due to the competitive tender returns, the Committee requested that a report be prepared on options for MUGA provision at Gourrock and Moorfoot Primary Schools. Feasibility work is underway and it is anticipated that a separate report will be brought to the first Committee following the summer recess. The current funding position is noted below:

£1.100M Original Budget Allocation
 £0.530M Current Projected cost of 8 Primary School MUGA's
 £0.055M Allocation approved for St Ninian's PS MUGA (November 2013 Committee)
 £0.105M Allocation pending Committee approval for Kilmacolm PS MUGA

£0.410M Unallocated balance/projected underspend

11.0 DEMOLITION WORKS

11.1 The current appendix includes allowance for the demolition of a number of surplus properties. An update on each is included below:

- Former Lilybank School – works complete on site as of December 2014 with exception of minor soft landscaping which will be completed in Spring 2015.
- Former Greenock Academy – works progressing on site to complete May 2015.
- Former St Stephen's HS – following the November 2014 Committee approval for the use of the building as decant accommodation for Kilmacolm PS during its refurbishment, the demolition is now scheduled for early 2017. Partial stripping out and securing works in the areas of the building not planned for temporary use have now been completed.

12.0 EARLY YEARS PROJECTS

12.1 Following the update reports to Committee on the implementation of 600 hours of Early Learning and Childcare, the Client Services Team have been working in conjunction with the Early Years Service to develop the prioritised list of 2015/16 projects. The list of projects is as reported to the last Committee with notes on current position included below:

- Binnie Street Children's Centre – Remodelling to introduce provision for 2-3 years olds. Detailed proposals being finalised with works to commence summer 2015.
- Larkfield Children's Centre – Remodelling and refurbishment to comply with new legislation. Detailed proposals being finalised with works to commence summer 2015.
- Rainbow Family Centre – Minor adaptations to increase 2-3 year olds provision. Detailed proposals complete with work currently underway during Easter 2015.
- Wellpark Children's Centre – Minor adaptations to increase 2-3 year olds provision. Detailed proposals being finalised with works to commence summer 2015.
- Kelly Street Children's Centre – Remodelling and refurbishment to comply with new legislation and expand provision for 2-3 year olds. Feasibility studies being progressed. No works anticipated 2015 pending outcome of feasibility studies and consideration of complexities of potential decant.

12.2 The Client Services Team are liaising with the Early Years Service and Technical Services on the programme and decant implications of the various projects. This work forms part of the overall Early Years Estate Management Plan which will bring together the investment required in connection with new legislation with the current capital funding allowances for refurbishment. Indications are that there is a significant shortfall between the resources allocated to Early Years within the SEMP and by the Scottish Government. A detailed report on this matter will be presented to the next meeting of the Committee including recommendations for funding.

13.0 ST FRANCIS PRIMARY SCHOOL EXTERNAL WORK

13.1 The SEMP model currently has an allocation of £405K to address upgrading of the external areas at St Francis Primary School as this element was not addressed as part of the refurbishment project carried out and completed in 2004. The September 2014 Committee approved the acceleration of aspects of this project should it be feasible, however it has not been possible to do so given the potential disruption it would involve and the winter working restrictions in terms of soft landscaping. The project is now proposed to be carried out largely over summer 2015 as originally intended and

Committee approval is now required to issue tenders, 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.

14.0 IMPLICATIONS

Finance

14.1 The expenditure at 31st March 2015 is £7.041M from a budget of £8.181M. This is expenditure of 86.07% of the approved budget at the year end. It should be noted however that this position is pending completion of the final year end accounting process including accruals which should bring the final spend position into line with the revised projection. Following review of the current projects and the likely final spend profiles and accruals, slippage of £490K (5.99%) is being reported on the following:

- St John's Primary School project – slightly later site start.
- Early Years allocation for Nursery Class Extension at St John's PS – as above.
- 2014/15 Lifecycle Fund – multiple projects, some slippage into 2015/16.
- Kilmacolm PS MUGA – now programmed with main refurbishment in future years.
- St Ninian's PS MUGA – planning and ground conditions impacted programme which has pushed construction phase into poorer weather period.
- St Patrick's PS/Kilmacolm PS – Hub project stage payment terms differ from traditional procurement routes with later stage payment of pre-contract fees.
- Complete on site – some slippage into 2015/16 due to agreement of some accounts under budget and some accounts not yet finalised.

14.2 The Committee is asked to note that the projected slippage outlined above is partially offset by the following:

- Ardgowan Primary School progression with improved expenditure 2014/15.
- Advancement of future years expenditure on demolition of former Greenock Academy.
- Expenditure 2014/15 on Primary School Multi-Use Games Areas (pre-contract fees and surveys only).

14.3 The current budget position reflects the following:

- November 2014 review of the School Estate Funding model.
- Grant funding received in respect of implementation of the Children & Young People Bill (further £595K added as November announcement for 2015/16) and Free School Meals (£60K added as November announcement).

The current budget is £33.959M, made up of £30.256M SEMP Supported Borrowing, £1.930M Non-SEMP Supported Borrowing and £1.773M Prudential Borrowing. The Current Projection is £33.959M.

Education & Communities	Approved Budget £000	Current Position £000	Overspend / (Underspend) £000
Total School Estate	32,029	32,029	-
Total Non School Estate	1,930	1,930	-
Total	33,959	33,959	-

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

Legal

14.6 There are no legal issues.

Human Resources

14.7 There are no human resources issues.

Equalities

14.8 Has an Equality Impact Assessment been carried out?

X

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. 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

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

15.0 CONSULTATION

15.1 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.

15.2 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.

16.0 LIST OF BACKGROUND PAPERS

16.1 Education Capital Programme Technical Progress Reports March 2015. (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 31/03/15	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 Projects											
Demolish Greenock Academy	302	71	0	152	65	69	10	0	Jan-15	-	May-15
Demolish St Stephens HS	500	3	0	0	0	0	209	288	Jan-17	-	Jun-17
Demolish Lilybank	90	3	121	87	80	0	0	0	Jul-14	Oct-14	Dec-14
Ardgowan PS - Refurbishment & Extension	5,926	561	3,134	4,589	4,436	626	150	0	Apr-14	Apr-15	May-15
St Patrick's PS - New Build	7,012	0	215	137	137	1,961	4,714	200	Jun-15	-	Oct-16
St John's PS - Refurbishment & Extension	2,796	38	1,059	792	739	1,912	54	0	Dec-14	-	Aug-15
Kilmacolm PS - Refurbishment	3,655	0	145	54	18	960	2,541	100	Oct-15	-	Oct-16
Early Years (C&YPB - 600Hrs + 2Yr Olds)	1,681	0	413	113	108	325	1,243	0	Apr-14	-	Mar-17
Early Years Establishments - Refurbishment	1,331	0	0	0	0	0	1,264	67	Apr-16	-	Mar-17
St Francis PS - External Works	405	0	19	10	0	328	67	0	Jun-15	-	Aug-15
Free School Meals Capital Grant	60	0	0	0	0	60	0	0	Apr-15	-	Mar-16
Lifecycle Fund	1,905	0	487	348	348	240	1,317	0	Apr-14	-	Mar-17
Balance of Contingency	195	0	59	0	0	65	65	65			
Future Projects *	4,610	0	0	0	0	0	166	4,444			
Complete on site	1,699	0	1,699	902	607	0	797	0			
TOTAL SEMP	32,167	676	7,351	7,184	6,538	6,546	12,597	5,164			
Non-SEMP Projects											
Whinhill/St Ninians PS/Kilmacolm - MUGA/Blaes Pitch Upgra	885	31	830	467	454	87	300	0	Apr-14	-	Oct-16
Primary School MUGA's - Various	907	0	0	40	49	667	200	0	Apr-14	-	Aug-15
TOTAL non-SEMP	1,792	31	830	507	503	754	500	0			
TOTAL ALL PROJECTS	33,959	707	8,181	7,691	7,041	7,300	13,097	5,164			

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

Report To:	Education and Communities Committee	Date:	05 May 2015
Report By:	Angela Edwards, Head of Inclusive Education, Culture and Corporate Policy	Report No:	EDUCOM/49/15/KB
Contact Officer:	Karen Barclay, Corporate Policy Officer	Contact No:	01475 712065
Subject:	Education and Communities Directorate Performance Report		

1.0 PURPOSE

- 1.1 The purpose of this report is to update the Committee on the achievement of key objectives in the Education, Communities and Organisational Development Corporate Directorate Improvement Plan 2013/16 (CDIP).
- 1.2 The report focuses on improvement actions that sit within the Education, Inclusive Education and Culture and Safer and Inclusive Communities Services.

2.0 SUMMARY

- 2.1 This is the fifth progress report on the implementation of the Education, Communities and Organisational Development CDIP 2013/16. Details are provided in the Appendices. Appendix 1
Appendix 2
- 2.2 The current status of the CDIP’s improvement actions, together with the status at the last report, is:

Status	blue - complete	red - significant slippage	amber - slight slippage	green - on track
Current	33	0	5	49
January 2015	21	3	7	55.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee:
 - a. notes the progress made in implementing the Education, Communities and Organisational Development CDIP 2013/16; and
 - b. agrees to consider the sixth progress report at the first meeting of the Committee following the Summer 2015 recess.

Patricia Cassidy
Corporate Director, Education, Communities and Organisational Development

4.0 BACKGROUND

4.1 CDIPs are a key component of the Council's Strategic Planning and Performance Management Framework. They are the principal vehicle for managing and delivering the strategic outcomes in the Single Outcome Agreement 2013/16 and the Council's Corporate Statement 2013/17, as well as the well-being outcomes which are Safe, Healthy, Achieving, Nurtured, Active, Respected and Responsible (SHANARRI).

4.2 This report focuses on improvement actions that sit within the Education, Inclusive Education and Culture and Safer and Inclusive Communities Services. The CDIP's improvement actions that sit within the Corporate Policy and Organisational Development, Human Resources and Communications Services will be included in the next Corporate Services Performance Report which will be submitted to the Policy and Resources Committee on 19 May 2015.

4.3 The Education, Communities and Organisational Development CDIP 2013/16 was approved by the Education and Communities Committee in 2013 and refreshed in 2014.

Min Ref
E&C Cttee
7.5.13
Para 363

4.4 As detailed in Appendix 1, improvement actions have been allocated a 'BRAG' status:

blue - complete; red - significant slippage; amber - slight slippage; green - on track.

4.5 The CDIP also contains key performance indicators, comprising statutory performance indicators and local performance indicators. These indicators provide an important measure of how the Directorate's Services contribute to the Council's strategic aims. Information on indicators is gathered either quarterly or annually and performance reported to Committee at the appropriate time; the most recent position on the indicators is attached as Appendix 2.

5.0 PROGRESS

5.1 This is the fifth progress report on the delivering of the CDIP's improvement actions. The last report was approved by the Education and Communities Committee in January 2015. The current status of the CDIP's improvement actions, together with the status at the last report, is:

Min Ref
E&C Cttee
20.1.15
Para 61

Status	blue - complete	red – significant slippage	amber - slight slippage	green - on track
Current	33	0	5	49
January 2015	21	3	7	55

5.2 The status of the improvement actions, grouped under the well-being outcomes, is:

Well-being outcome	blue - complete	red - significant slippage	amber - slight slippage	green - on track
Safe	4	0	1	3
Healthy	3	0	0	4
Achieving	12	0	0	18
Nurtured	4	0	2	13
Active	5	0	1	1
Respected and Responsible	2	0	1	3
Included	3	0	0	7
Totals	33	0	5	49

Appendix 1 details the present status of the improvement actions, together with commentaries from the appropriate Service.

5.3 During the last four months, good progress has been made in delivering most of the improvement actions, examples of which include:

- the Health and Safety Enforcement Policy was approved by the Education and Communities Committee on 10 March 2015
- the IYouthzone in Port Glasgow was officially opened on 23 March 2015
- delivery of the anti-social behaviour action plan is underway.

5.4 There has been slight slippage with a small number of improvement actions, including the following:

- data protection (CCTV installations and deployment of cameras) - a report will be submitted to the Corporate Management Team regarding options for public space CCTV
- a small number of primary schools are not achieving the target of providing a minimum of 2 hours PE per week
- the proposed approach to taking forward a Teenage Pregnancy Strategy will be presented to the Sexual Health Implementation Group on 21 April 2015.

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	n/a	n/a	n/a	n/a	n/a

Financial implications - annually recurring costs/(savings):

Cost centre	Budget heading	With effect from	Annual net impact	Virement from	Other comments
n/a	n/a	n/a	n/a	n/a	n/a

6.2 Human Resources: There are no direct human resources implications arising from this report.

6.3 Legal: There are no direct legal implications arising from this report.

6.4 Equalities: There are no direct equalities implications arising from this report.

6.5 Repopulation: Provision of Council Services which are subject to close scrutiny with the aim of delivering continuous improvement for current and potential citizens of Inverclyde support the Council's aim of retaining and enhancing the area's population.

7.0 CONSULTATION

7.1 Updates on progress with the CDIP's implementation have been provided by the lead officer of each improvement action.

8.0 BACKGROUND PAPERS

8.1 Education, Communities and Organisational Development CDIP 2013/16.

9.0 CONCLUSION

- 9.1 The fifth progress report on actions that sit within the Education, Inclusive Education and Culture and Safer and Inclusive Communities Services sections of the CDIP 2013/16 is presented for Committee's approval with the recommendation that the sixth report is submitted to the Education and Communities Committee's first meeting following the Summer 2015 recess.

Education and Communities Directorate Performance Report - May 2015

Safe				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
<p><u>Data protection</u></p> <p>All CCTV installations and deployment controlled by the Council should operate to the same standards, be appropriately specified and maintained and should have a consistent approach and regard for privacy and data protection</p> <p>Develop an overall corporate approach to image retention, maintenance, procurement and use</p>	<p>An overall review of all the Council's installations and deployments of cameras will be carried out in 2013/14 and a set of common standards agreed and implemented by April 2015</p>	<p>●</p>	<p>amber - slight slippage</p>	<p>A report will be submitted to the Corporate Management Team regarding options for public space CCTV. The review will cover much wider use of CCTV and budget decisions.</p>
<p><u>Tackling violence and knife culture</u></p> <p>Further reduction in the incidences of violence, knife crime and bullying</p>	<p>Roll out MVP to other secondary schools</p>	<p>●</p>	<p>green - on track</p>	<p>The MVP programme in our schools continues. More than 100 pupils have completed the programme and their achievements were recognised at a ceremony on 26 March 2015.</p>
<p>Mentors in Violence Prevention (MVP) embedded in all secondary schools</p>	<p>Violence Prevention Programmes including <i>No Knives Better Lives</i> developed and sustained</p>	<p>●</p>	<p>green - on track</p>	<p>The draft 2015/18 Community Safety Partnership Strategic Assessment reinforces the significant work around a violence reduction agenda in Inverclyde.</p>

Education and Communities Directorate Performance Report - May 2015



Safe				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
				The Partnership supported the recent <i>No Knives Better Lives</i> 'One Life Ends' media campaign including pavement stencils in key locations across the authority and during 2015/16 seeks to work with targeted groups of individuals who are at risk of violent offending. A public reassurance initiative will be rolled out in 2 areas in central Greenock during Quarter 1 of 2015/16.
	Anti-bullying policy fully implemented	●	green - on track	The anti-bullying policy is being embedded into the <i>Positive Relations, Positive Behaviour Policy</i> which sets out strategies for use within the Education Service to bring about positive behaviour changes through support, strategies and understanding, within a calm, controlled environment.
<u>Health protection/food safety</u> All businesses where there is a risk to food safety arising from cross-contamination will have processes and procedures in	Fully implement the FSA's Cross-Contamination Guidance across businesses in line with the programme detailed in the Official Feed and Food Services Plan by March 2015	●	blue - complete	

Education and Communities Directorate Performance Report - May 2015

Safe				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
place to eliminate or adequately control the risk in line with the guidance				
<u>Health and safety</u> The enforcement priorities of Inverclyde Council should be clear and understandable to local employers and those likely to be affected by their actions, both employees and others	Develop a new Health and Safety Strategy and Enforcement Policy for Inverclyde	●	blue - complete	The Enforcement Policy was agreed by the Education and Communities Committee on 10 March 2015.
Enforcement will be consistent with national policies but at the same time will give maximum protection to the community and maximum support to local businesses	Annual review to ensure it remains consistent with national policy	●	blue - complete	The Enforcement Policy was agreed by the Education and Communities Committee on 10 March 2015.
<u>Anti-social behaviour (ASB)</u> Anti-social behaviour and community safety services are aligned with current needs and are able to quickly react to changing circumstances Match resources to community	Carry out a full review of anti-social behaviour which will cover strategy and partnership working; a reassessment of priorities and any reconfiguration of services required. Review to be carried out by April 2014 with recommendations implemented over 2014/15, if approved.	●	blue - complete	Delivery of the action plan is underway.

Education and Communities Directorate Performance Report - May 2015

Safe				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
needs				

Healthy				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
<u>School Health and Alcohol Reduction Project (SHAHRP)</u> Increase understanding of the impact of alcohol misuse across S2/3 Fewer pupils involved in alcohol misuse	Implement a teacher training pack with young people through guidance and PSE teachers with S2 cohort. First part of the research to be completed by 2014.		green - on track	The research is about to conclude and thereafter there will be feedback from the university regarding the outcome. As yet, there is no timescale for the final report.
<u>Housing investment</u> Adequate funding is available to meet affordable housing needs	Strategic Local Programme (SLP) project completion by 31 March 2015 to be achieved in partnership with Registered Social Landlords (RSLs)		blue - complete	The available funding to Inverclyde which increased due to the delay in 2 projects has been largely used to acquire affordable housing land banks in 4 areas. Two housing projects are complete, one is under

Education and Communities Directorate Performance Report - May 2015

Healthy				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
				construction and the other should commence later in 2015.
	Contributions in-kind (IC) and new innovative funding proposals (RSLs) will be developed	●	green - on track	4 former school sites have been transferred at affordable housing value from the Council to RSLs for affordable housing. The first funding has been received from the Affordable Housing Fund.
	Regular project team meetings and monitoring by Housing Supply Division (HSD)	●	blue - complete	Regular programme meetings are being held with the HSD and RSLs. However, there is significant slippage in the 2012/15 programme. Any underspend has been largely used to acquire affordable housing land banks in 4 areas; liaison with RSLs and the HSD on the Strategic Housing Investment Plan (SHIP) 2015/20 is ongoing as part of the regular monitoring and forward planning process. The SHIP 2015/20 was approved by the Education and Communities Committee on 20 January 2015.
<u>Health and well-being of young people</u> Develop a similar facility to IYouth	Identify suitable premises	●	green - on track	The IYouthzone in Port Glasgow opened on 23 March 2015. The Gourrock premises are undergoing works to facilitate disabled

Education and Communities Directorate Performance Report - May 2015

Healthy				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
for young people in Port Glasgow and Gourrock				access.
Improved outcomes for young people of Port Glasgow and Gourrock	Develop funding package for refurbishment and running costs	●	green - on track	Efforts continue to be made to secure external funding to sustain the Greenock IYouthzone beyond the period of Lottery funding.
	Establish new facility with a range of programmes to meet the needs of young people of Port Glasgow and Gourrock	●	blue - complete	The new IYouth Zone facility in Port Glasgow was officially opened on 23 March 2015.

Achieving				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
<u>External Funding Group</u> Establish development sessions for managers to support funding applications Work in closer partnership with the community and voluntary sector	Development group and funding officer to be more proactive in setting up training sessions/events	●	blue - complete	

Education and Communities Directorate Performance Report - May 2015

Achieving				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
<u>Literacy</u> National Literacy Action Plan is in place and able to evidence improved practice and outcomes for literacy across all establishments and sectors	Use of evidence-based approaches which lead to key improvements in literacy skills for all	●	green - on track	The Reciprocal Teaching initiative is being trialled in every primary school and will be rolled out to schools in the 'Attainment Challenge'.
<u>Learning communities</u> Improve joint planning with partners including schools to create a network of learning communities with increased community use in schools	Pilot learning community in one identified area. Set process in place in line with Education Scotland (HMle) advice and guidance.	●	green - on track	The 3 year plan for Community Learning and Development is currently being finalised for approval.
<u>Employability</u> Youth Employment Action Plan implemented and able to evidence improved practice and outcomes for employability across partner providers and	Implementation and robust evaluation of Inverclyde Youth Employment Activity Plan	●	green - on track	We are updating the Plan on a quarterly basis and investigating alternative options to integrate this work.

Education and Communities Directorate Performance Report - May 2015

Achieving				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
partnerships Employability component of Adult Learning and Literacy Action Plan integrated within Working for Growth: Refreshed Employability Framework	Implementation and robust evaluation of employability component of Adult Learning and Literacy Action Plan integrated within Working for Growth refreshed employability framework	●	green - on track	Figures will be reported in June 2015.
<u>Continuous Improvement Team</u> Embed core functions of continuous improvement work: professional dialogue, development and pastoral support	Fully implement Continuous Improvement Team guidelines	●	blue - complete	
Ensure a more collective approach to continuous improvement and to improving outcomes for all learners further	Implement plans to further develop and share an understanding of excellent practice across establishments and learning communities	●	blue - complete	Approaches are now embedded in the Continuous Improvement Team.
Consistent approach to self-evaluation A shared vision of what excellent self-evaluation looks like	Better partnership working regarding self-evaluation	●	green - on track	A programme of school reviews involving members of the Continuous Improvement Team is embedded to validate the outcome of a school's self-evaluation process.
<u>Curriculum for Excellence</u> Curriculum for Excellence is being	Work in partnership with Education Scotland to support and develop the confidence of	●	green - on track	Our partnership working with Education Scotland is ongoing. Our Education Scotland Link

Education and Communities Directorate Performance Report - May 2015

Achieving				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
fully and effectively embedded across all educational establishments by confident staff who are delivering all pupil entitlements, providing high quality learning experiences, developing children and young people as Successful Learners, Confident Individuals, Effective Contributors	staff to effectively deliver the Curriculum for Excellence across all sectors and establishments			Officer continues to meet regularly with senior Education staff.
	Work in partnership with the Scottish Qualifications Authority (SQA) to support secondary teachers with delivery of the new National Qualifications	●	green - on track	Some subject networks (including the sciences, mathematics and English) continue to have support from the Scottish Qualifications Authority.
	Fully embed the principles from the national 'Building the Curriculum' documents to deliver better outcomes for all children and young people	●	green - on track	Reflection on success to date with the implementation of the Curriculum for Excellence continues at establishment and authority levels. Education Scotland's <i>Increased Expectations</i> paper continues to be a focus of discussion at self-evaluation visits.
	Review our interim Senior Phase Model involving extensive consultation with all stakeholders	●	blue - complete	
	Providing training and advice to primary and secondary teachers to enable them to support pupils with the production of P7 and S3 profiles	●	blue - complete	

Education and Communities Directorate Performance Report - May 2015

Achieving				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
<u>Developing leadership in teachers</u> Schools and early years establishments are supported with the implementation of the recommendations from 'Teaching Scotland's Future' (Donaldson Report)	Take steps to improve leadership capacity across all establishments	●	green - on track	There are examples of leadership development opportunities that have been made available to existing school managers. For instance, the primary and secondary depute head teacher network: 13 teachers are undertaking Masters level certificated courses.
	Develop a new partnership with the university where there is a shared responsibility for key areas of teacher education	●	green - on track	Clydeview Academy and Port Glasgow High School and their cluster primary schools continue to be involved in the Strathclyde partnership arrangements. St Columba's, Notre Dame and St Stephen's High Schools and their cluster primary schools are now involved in similar partnership arrangements with the University of Glasgow.
	Review our PRD process to ensure that it meets the needs of all staff and will focus on professional needs	●	blue - complete	
<u>Teacher employment</u> Implement recommendations and advice from national reviews	Working closely with HR and teacher trade unions to ensure a smooth implementation of recommendations based on	●	blue - complete	

Education and Communities Directorate Performance Report - May 2015

Achieving				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
relating to teachers' terms and conditions of service	advice received from the SNCT			
	Ensure planned changes are the focus of work of informal LNCT	●	blue - complete	
<u>General Teaching Council (GTC) Requirements</u> Clear guidelines and procedures in place to support teachers within the GTC's requirement for professional update	Set up a working group to produce guidance material to support teachers with the professional update process	●	blue - complete	Clear guidance and procedures are in place.
<u>Virtual school</u> Establish a 'virtual school' for pupils who have proved more challenging to track in terms of progress and outcomes These pupils will be regularly tracked and monitored through the ASN monitoring forum	Create a 'virtual school' which will be managed by a 'virtual team' at the centre	●	blue - complete	
	Identify pupils in out-of-authority placements	●	green - on track	We are developing a database to monitor and support young people.
	Improved tracking and transition planning	●	green - on track	Work is ongoing in light of the Children and Young People (Scotland) Act 2014 which comes into effect in 2016.
	Better support provided for pupils identified	●	green - on track	We are improving use of the datahub and the virtual school with SEEMIS (the education management information system)

Education and Communities Directorate Performance Report - May 2015

Achieving				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
				to achieve this improvement action.
<u>New libraries</u> Improved library facilities in Central Greenock and Inverkip	Full refurbishment of ground floor of Wallace Plan to house Greenock Central Library	●	blue - complete	The Greenock Central Library opened in the Wallace Place building on 29 January 2015.
	Inclusion of library space within new community centre planned for Inverkip (by 2015/16)	●	green - on track	Public consultation meetings have taken place to discuss the new Inverkip community centre which includes proposals for a new library within it.
<u>Adult learning service</u> A modern and innovative digital participation hub utilising new technology and wi-fi to get people online with a particular focus on employability	Innovative adult learning delivery and extension of partnerships with organisations such as Job Centre Plus and Skills Development Scotland	●	green - on track	Classes on a number of subjects are taking place at various libraries including android drop-in classes at the Central and iPad classes at the Central, Kilmacolm and Inverkip and Wemyss Bay. Job Clubs are held in Port Glasgow and at the Central Library, together with CV drop-in support at the Central, as well as new English Speakers of Other Languages classes. Classes covering topics such as basic computing and intermediate

Education and Communities Directorate Performance Report - May 2015


Achieving				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
				1 and 2 took place in 4 branches between January and March 2015.
	Development of outreach techniques	●	green - on track	<p>We are continuing to work in partnership with Inverclyde Council on Disability to plan outreach sessions for learners with visual impairments.</p> <p>We are working with the Future Skills project to provide a venue and PCs for basic computing learners.</p> <p>Basic computing sessions were delivered to service users at the Hillend Day Centre in February 2015.</p>
<p><u>Library services for young people, learners and readers</u></p> <p>Build on and extend success of Bookbug in Inverclyde</p> <p>More engagement with the 12-15 age group</p>	Detailed information for this improvement action is available in the Inverclyde Libraries Service Plan 2014/15	●	green - on track	The Bookbug Borrowers' Club was launched in February 2015. Storytelling training, which was extended to include Early Years partners, took place in March 2015. Bookbug Pirate Parties also took place in March this year. Inverclyde Libraries are represented on the Early Years

Education and Communities Directorate Performance Report - May 2015



Achieving				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
<p>More and better school/group visits focussing on information literacy and the Curriculum for Excellence</p> <p>Build links with partners to improve the range of classes available</p> <p>Further development and promotion of the e-Library and training of staff</p>				Collaborative Implementation Team. There is ongoing work with IYouthzone to deliver and promote Bookbug sessions with young parents.
<p><u>Environmental Health/Trading Standards</u></p> <p>We are able to benchmark the services against those provided by both neighbouring and more comparable Scottish authorities to ensure that the services are performing as well as they can within the financial and structural circumstances they operate under</p>	<p>Work with Association for Public Service Excellence (APSE) and other Scottish Environmental Health and Trading Standards to develop a more meaningful basket of KPIs for these services to allow meaningful benchmarking. Initial KPIs to be agreed by March 2014.</p>	<p>●</p>	<p>blue - complete</p>	<p>Environmental health benchmarking is complete with amendments agreed for APSE for 2014/15 data collection. Trading Standards benchmarking is a live issue but it is not currently in our power to deliver. Discussions are ongoing with the Society of Chief Officers of Trading Standards in Scotland and Trading Standards in Scotland.</p>
<p><u>Adult learning</u></p> <p>All adult learning provision is mapped</p>	<p>Map all adult learning provision, process developed and agreed with providers receiving public funding to support continued</p>	<p>●</p>	<p>green - on track</p>	<p>Figures will be reported in June 2015.</p>

Education and Communities Directorate Performance Report - May 2015

Achieving				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
Processes are in place to ensure no learner completes a programme without being encouraged to continue their learning	engagement			

Nurtured				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
<u>Pupil support</u> Complete a reconfiguration of support staff infrastructure, making a more efficient use of resources and teaching so that pupils' needs are more effectively met	This will be taken forward by the Review Reference Group and sub-groups and will include: a. a full audit including a survey and consultation with all stakeholders b. development of model options based on the proposed direction		green - on track	A support service review process is underway with representation from range of stakeholders with a clear plan on how it will be taken forward.

Education and Communities Directorate Performance Report - May 2015

Nurtured				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
<p><u>Volunteering</u></p> <p>Opportunities for volunteering are co-ordinated and quality-assured</p> <p>Number of opportunities increased</p> <p>Numbers gaining accreditation for volunteering increased</p>	<p>Co-ordinate planning for volunteering across establishments, CLD, the Youth Employment Action Plan and voluntary sector and identify opportunities for accreditation</p>		<p>amber - slight slippage</p>	<p>Further responses are awaited to the survey which was circulated to heads of establishments and service managers.</p>
<p><u>Strategic guidance for Community Learning and Development (CLD)</u></p> <p>Implementation Plan in place.</p> <p>Progress made in realising outcomes of CLD strategic guidance, specifically:</p> <p>a. improved life chances for people of all ages, including young people in particular, through learning, personal development and active citizenship</p> <p>b. Stronger, more resilient, supportive, influential and</p>	<p>Develop implementation plan using process agreed at Education Committee with emphasis on SOA Delivery Groups</p> <p>Establish priorities and baseline for measuring progress towards achievement of outcomes</p>		<p>green - on track</p>	<p>The co-produced 3 year plan is being progressed.</p>

Education and Communities Directorate Performance Report - May 2015

Nurtured				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
inclusive communities				
<u>Children and Young People (Scotland) Act 2014</u> Fully implement the Getting it right for every child (GIRFEC) model and use of well-being outcomes through GIRFEC champions approach Business processes across the Education, CHCP and partners to support the implementation of the Act A training strategy, both single and multi-agency, is in place Fully implement by 2016 additional extra years hours	Implementation of GIRFEC	●	green - on track	A core team of social work, health and education service managers are progressing the plans for ensuring that culture systems and practice related to the implementation of the GIRFEC aspects of the Children and Young People (Scotland) Act 2012 for August 2016. The GIRFEC steering group continues to meet.
	Training strategy delivered	●	green - on track	A training programme to implement the Children and Young People (Scotland) Act 2012 will be devised and implemented.
<u>Early Years/Nurturing Collaborative</u>	Establishment of the Nurturing Collaborative	●	blue - complete	

Education and Communities Directorate Performance Report - May 2015

Nurtured				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
We are delivering tangible improvements in outcomes and reducing inequalities in vulnerable children in Inverclyde	Engagement in the Early Years Collaborative (EYC) learning sessions run by the Scottish Government	●	green - on track	24 officers attended the Scottish Government learning sessions on 4/5 March 2015; some were new to the EYC and enjoyed the learning experience. Inverclyde was represented in delivering workshop sessions. Additionally, an Inverclyde project was filmed and shown on the main stage for evidencing improvement. Inverclyde's storyboard was also highlighted on the main stage as an example to other community planning partnerships. The Scottish Government assisted in facilitating two boot camp sessions in January and February this year; 36 people received one day's training on using the Model for Improvement to enhance their areas of work for children and families.
	Development of an action plan focused on early intervention and prevention in relation to the EYC 'stretch aims'	●	green - on track	26 projects have been identified: 2 concerning child poverty; 15 concerning family engagement; one about attachment and child development; 7 around transitions of care; and one regarding the 27-month assessment process. 16

Education and Communities Directorate Performance Report - May 2015

Nurtured				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
				initiatives have project charters, 8 are currently collecting data and 5 projects have been abandoned.
<u>Museum accreditation</u> Maintain McLean Museum accredited status under the Arts Council England/Museums Galleries Scotland (ACE/MGS) scheme	Fulfil the requirements of the ACE/MGS Scheme in the areas of organisational health; collections; users and their experiences	●	blue - complete	
<u>New cultural hub for Inverclyde</u> This requires successful Round 1 Heritage Lottery Fund bid, plus development funding for Round 2. If the bid is unsuccessful, an alternative plan must be put in place.	Complete Round 1 bid and submit by March 2013. Round 2 bid submitted by September 2014.	●	green - on track	We are investigating alternative bid options.
<u>Archives</u> Improved collections management	Further cataloguing of records	●	green - on track	The process of cataloguing records is ongoing.
Improved access and inclusion	Increasing finding aids available on-line	●	blue - complete	
Improved management policies	Conducting at least 3 class visits within the Watt Museum	●	green - on track	Class visits are finished with the launch of <i>All Aboard</i> app which was a Scottish Library and

Education and Communities Directorate Performance Report - May 2015

Nurtured				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
and procedures Better community engagement and learning opportunities				Information Council-funded project.
	Creation of a disaster plan and other management policies	●	blue - complete	
	Take part in the McLean Museum's World War 1 commemorations and involvement in Greenock Philosophical Society's bid for Heritage Lottery Funding to digitise archives	●	amber - slight slippage	Our involvement in the World War 1 commemorations is ongoing. The Greenock Philosophical Society has decided not to submit a bid to the Heritage Lottery Fund. The Society is pursuing alternative funding sources.
<u>Community councils</u> All community representatives are skilled and confident in meeting the challenges of their changing role	Enhanced programme of training and support for community representatives, including embedding of training in on-going activities and meetings	●	green - on track	A second series of cluster meetings took place in February 2015. Work is ongoing to create a forum of community councils and associations.
<u>Young Scot cards</u> Young Scot card system extended to include Kidzcards for all children aged between 4 and 11 resident or attending school in Inverclyde	Negotiate with Young Scot to introduce Kidzcards in Inverclyde	●	green - on track	The Safer and Inclusive Communities Service has progressed its tasks associated with this improvement action.
	Establish systems and quality assurance procedures	●	green - on track	All local quality assurance systems are in place. An external audit which took place last year highlighted good practice.

Education and Communities Directorate Performance Report - May 2015


Nurtured				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
	Develop Young Scot to be part of the Cashless Catering System	●	green - on track	The Safer and Inclusive Communities Service has progressed its tasks associated with this improvement action.


Active				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
<u>Community sports hubs</u> A minimum of 3 community sports hubs will be established and fully operational in Inverclyde	First hub fully operational by August 2013	●	blue - complete	
	Second hub fully operational by April 2014	●	blue - complete	
	Third hub fully operational by April 2015	●	blue - complete	
<u>PE provision</u> 100% of primary schools achieving two periods per week of quality PE	PE Co-ordinator recruited by May 2013	●	blue - complete	
	PE Plan implemented	●	green - on track	The PE implementation plan is in progress and on track. The

Education and Communities Directorate Performance Report - May 2015

Active				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
				National Programme has been extended to June 2016, therefore the target for this improvement action should change from June 2015 to June 2016 to reflect the extension of the Programme.
	Number of schools providing minimum 2 hours PE to be increased by June 2014	●	amber - slight slippage	4 primary schools are not achieving the target of 2 hours PE. St Ninian's and St Mary's Primary Schools were the 2 targeted schools to move from not achieving 2 hours of PE to achieving 2 hours of PE by February 2015; this was completed. However, St Andrew's Primary School dropped from achieving to not achieving because they have not implemented the recommended timetable change. We reported that 4 primaries are not achieving the target in the February 2015 Scottish Healthy Living Survey. The target for May 2015 is to reduce from 4 to 2 the number of schools that are not achieving the target on the assumption that Ardgowan Primary School moves

Education and Communities Directorate Performance Report - May 2015

Active				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
				into its new building in May 2015. 100% of secondary schools are still achieving the target.
<u>Sports Framework</u> Sports Framework will be drafted, consulted on and finalised. Group established to monitor implementation.	Draft for consultation prepared by April 2013 with final Plan reported to Committee and launched in August/September 2013 Annual review of implementation from May 2014		blue - complete	The first meeting of the implementation group took place in March 2015. Additional publicity around the Framework was on the agenda.

Respected and responsible				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
<u>Teenage pregnancy</u> Teenage pregnancy is below national average in target areas Supports in place to continue education if pregnant	Health and Well-being Programme universally available Produce a teenage pregnancy strategy		amber - slight slippage	The proposed approach to taking forward a Teenage Pregnancy Strategy will be presented to the Sexual Health Implementation Group on 21 April 2015.

Education and Communities Directorate Performance Report - May 2015

Respected and responsible				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
Effective and meaningful self-assessment which informs planning/delivery to successfully support young people				
<u>Housing repairs enforcement</u>	Review Housing Enforcement Policy	●	blue - complete	
Homeowners take on their responsibilities with the appropriate information and guidance available to them for common properties etc which assists in leading to reduced levels of disrepair	Provide a range of information and signposting via various formats to householders to inform, advise and guide them in attending to matters of disrepair to their property	●	green - on track	5 year funding has been agreed by partner councils to fund a website and information resource. This is being developed by the Scottish Housing Best Value Network. A timetable for implementation is awaited.
Minimum formal enforcement role for the Council in the future				
<u>Home energy efficiency (private)</u>	Promote grant availability and improved energy efficiency to owners	●	green - on track	Leaflets on Inverclyde's advocacy information and advice service, the Home Energy Advice Team, i.HEAT, have been distributed. The Council's website has been updated to reflect the latest information, including a new page for home energy efficiency measures incorporating links to the widely advertised Home Energy Scotland initiative, funded
Better take-up of grants by private owners				
More use of new available measures for 'difficult to treat' houses				

Education and Communities Directorate Performance Report - May 2015

Respected and responsible				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
				by the Scottish Government and delivered by the Energy Saving Trust. Approximately 476 people have received energy efficiency measures since 2013/14. Funding from the Scottish Government for 2015/16 is to be confirmed.
	Continue to target 'difficult to treat' houses for investment	●	green - on track	The central area 2014/15 Home Energy Efficiency Programme Scotland (HEEPS) area-based scheme is now complete; programmes in John Street and Balfour Street are on site and due for completion in mid-May 2015. A loft insulation programme throughout Inverclyde is due to commence at the end of April 2015. A programme in Bardrainney and a pilot programme in Bow Road are due to start in mid-May 2015; both are due for completion by September 2015. Funding has been allocated for a project in Broomhill which is being managed by River Clyde Homes.

Education and Communities Directorate Performance Report - May 2015

Respected and responsible				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
<u>Parking management and enforcement</u> Parking is decriminalised and enforcement transferred to the Safer and Inclusive Communities Service	Transfer of enforcement following decriminalisation with fully-trained team in place, likely to commence in August 2014	●	blue - complete	

Included				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
<u>Corporate Equalities Group</u> Requirements of the General Duty and Specific Duties are embedded in service delivery across all Directorates Service delivery better meets the needs of people with protected characteristics	Continue to provide appropriate guidance and support to Directorates	●	green - on track	Organisational competence is increasing
	Appoint an Equalities Officer to progress the Council's commitment to equalities consistently across all Services to ensure better outcomes	●	green - on track	Recruitment is underway to replace the previous post holder.
	Increase representation on the Corporate Equalities Group to include a wide range of people with protected characteristics	●	green - on track	Work on developing a community planning partnership sub-group is underway.

Education and Communities Directorate Performance Report - May 2015

Included				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
<u>Welfare Reform Bill</u> All educational establishments to have full understanding and be prepared for the potential impact of the Bill Range of community-based learning programmes available to meet needs identified	Continue implementation of the financial learning component of the Financial Inclusion Strategy	●	green - on track	The pilot of the Scottish Qualifications Authority's <i>Personal Finance Award</i> course has been successfully completed by S5 and S6 pupils in St Columba's High School; feedback has been positive from both pupils and teaching staff. Additionally, the pupils have produced a leaflet for distribution to their peers in the School.
	Liaise with Registered Social Landlords regarding the impact of Welfare Reform	●	blue - complete	
<u>Engagement with young people</u> Young people across Inverclyde have a range of co-ordinated opportunities to be involved in decision-making affecting their schools, services for young people and communities	Incorporate Young Citizens' Panel within the Youth Participation Strategy identified in SOA 6	●	green - on track	The "#ClydeConversations" event was held on 25 March 2015. The initiative was led by pupils from each secondary school, with content designed and developed by them. The event included a series of workshops to address particular issues raised by young

Education and Communities Directorate Performance Report - May 2015

Included				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
Young people's voices are heard and their issues taken into consideration in service development and delivery				people. Community planning partners and a wide range of organisations were also present to identify what they can offer young people to improve their health and well-being.
<p><u>Communication-friendly school</u></p> <p>Signage in and around the Port Glasgow Shared Campus will accommodate the communication needs of all learners</p> <p>Learners and adults in the new Campus will have access to good quality information relating to the diversity of need across the Campus</p> <p>All children and young people will be appropriately prepared for transition to the new Campus. Cross-Campus events will be a regular occurrence and these will also involve the local community</p>	An action plan will be formulated by the Communication-Friendly Working Group based on a needs analysis of the developments required to take forward the aims identified	●	blue - complete	
<u>Looked-after and accommodated children (LAAC)</u>	Roll out Positive Relationships and Positive Behaviour Policy	●	green - on track	Visits are continuing on a proportionate basis to educational establishments.

Education and Communities Directorate Performance Report - May 2015

Included				
Where do we want to be?	How will we get there?	Status February 2015-May 2015		Commentary February 2015-May 2015
Reduce the number of LAAC exclusions Improved attainment for LAAC	Proportionate visits to specific educational establishments by Head of Service and Principal Education Psychologist are planned to continue to highlight LAAC			
<u>Museum services for young people (16-24)</u> Work in partnership with the National Museum of Scotland (NMS) on a project for this age group entitled 'Scotland Creates' with the theme 'A Sense of Place'	Liaise with the NMS Project Manager and Steering Group to create exhibitions/event programmes in Greenock by August/September 2013 and in Edinburgh by July/December 2014	●	blue - complete	
<u>Outreach activities for ethnic minorities</u> Barriers to participation in English for Speakers of Other Languages and adult learning programmes are overcome	Enhanced programme of outreach and engagement developed and in place	●	green - on track	Figures will be reported in June 2015.

10 April 2015

Performance Indicators

The Education, Communities and Organisational Development Directorate's key performance indicators help to demonstrate performance in terms of strategic and operational objectives.

These indicators include statutory performance indicators and local performance indicators. Information on most indicators is gathered annually and performance reported to Committee at the appropriate time. Full year figures for 2013/14 are detailed in the undernoted table, together with 2012/13 comparator information. Where available, Quarter 1, 2 and 3 details for 2014/15 are also shown below.

Key performance measure	Relevance	Target 2014/15	2014/15 performance	2013/14 performance	2012/13 performance	Commentary on change between 2012/13 and 2013/14
Community Wardens: <ul style="list-style-type: none"> high priority calls - % responded to within 30 minutes 	Demonstrates the response times of the Community Warden service	95%	Quarter 1: 95.3% Quarter 2: 95.4% Quarter 3: 95.5%	96.45%	95.97%	Performance is consistently high
<ul style="list-style-type: none"> medium priority calls - % responded to within 60 minutes 		95%	Quarter 1: 97% Quarter 2: 100% Quarter 3: 100%	100%	100%	Maximum performance maintained
Library visits: number of actual and virtual visits per 1,000	Demonstrates the use of Inverclyde's libraries	4,182	details are compiled annually	4,873	4,462	The number of library visits increased by more than 9%

Performance Indicators

Key performance measure	Relevance	Target 2014/15	2014/15 performance	2013/14 performance	2012/13 performance	Commentary on change between 2012/13 and 2013/14
population						
Library issues: number per 1,000 population	Demonstrates the number of items issued from Inverclyde's libraries	2,897	details are compiled annually	2,759	2,702	There was a slight increase in the number of library issues
Computer facilities in libraries: number of users per 1,000 population	Demonstrates the use of computer facilities in libraries	125	details are compiled annually	119	94	The number of people using computer facilities in libraries increased by 26%
Adult learners in libraries	Demonstrates the number of adult learners attending classes in libraries	2,564	details are compiled annually	2,442	1,277	Adult learners in libraries increased by 91%
McLean Museum:						
<ul style="list-style-type: none"> number of visits in person per 1,000 population 		504	details are compiled annually	501	486	There has been an increase in both these indicators: 3% and 11% respectively
<ul style="list-style-type: none"> number of visits to/use of Council-funded or part- 		811	details are compiled annually	808	721	

Performance Indicators

Key performance measure	Relevance	Target 2014/15	2014/15 performance	2013/14 performance	2012/13 performance	Commentary on change between 2012/13 and 2013/14
funded museums per 1,000 population						
<p>School Leaver Destination Results:</p> <ul style="list-style-type: none"> positive destinations (includes non-mainstream young people) 	Measures the proportion of school leavers (from publicly-funded schools in Inverclyde) into positive and sustained destinations (further education, higher education, employment or training)	95%	this figure will be available in December 2015	94% (academic year figure)	94.9% (academic year figure)	There was a slight reduction (0.9%) in the % of pupils who entered a positive destination after leaving school. However, Inverclyde remains one of the best performing local authorities in Scotland for this area of work. Also, our 2013/14 figure remains above the Scottish average which has been increasing year-on-year as authorities become better at assisting their school leavers into positive destinations.

Report To:	Education & Communities Committee	Date:	05 May 2015
Report By:	Patricia Cassidy, Corporate Director Education, Communities & Organisational Development	Report No:	EDUCOM/45/15/GM
Contact Officer:	Gordon Manson, Quality Improvement Officer	Contact No:	(01475) 712803
Subject:	Use of Hand Held and Mobile Devices in Schools		

1.0 PURPOSE

- 1.1 The purpose of this report is to advise Committee of the findings of the pilot programme for the use of personal mobile and hand held ICT devices in Clydeview Academy.

2.0 SUMMARY

- 2.1 Society's use of ICT equipment has changed, with mobile devices rapidly taking the place of desktop and laptop computers. Whilst there are no specific statistics available to demonstrate the level of ownership of hand held devices by Inverclyde pupils, data gathered as part of the Inverclyde Child and Youth Health and Wellbeing Survey 2013, suggests that the majority of our secondary school pupils have access to a Smartphone. 63.8% of secondary pupils in Inverclyde, who completed the survey, indicated that they make use of Snapchat, a Smartphone app for social networking. Considering that not every pupil with a Smartphone will use Snapchat, the level of ownership or access to a Smartphone for secondary age pupils in Inverclyde is estimated to be in excess of 64 %. This would be close to the UK figure for the ownership of Smartphones for the same age group, which is 81%.
- 2.2 Both the private and public sectors have responded to the increased ownership and use of Smartphones by tailoring some of their services to meet the demands of those who wish to access them from their mobile devices. An increasing number of businesses and local authorities are also providing free Wi-Fi access for their customers. Whilst these developments are taking place in the wider community, our own Standard Circular 9.5 takes a contrary approach by directing that mobile devices must not be used in school and must remain switched off throughout the school day.
- 2.3 Curriculum for Excellence (CfE) has brought a change to teaching and learning in our schools. Personalisation and choice is a cornerstone of CfE, where pupils are encouraged to lead their own learning and to tackle activities in ways that suit their interests and needs. The use of personal hand held devices, which are now ubiquitous in the lives of teenagers, helps to support personalisation and choice, as well as promoting creativity, with pupils making use of their own familiar software and equipment to work in a way that meets their needs. Access to personal devices also encourages pupils to build links between school and everyday life, bridging formal and informal learning contexts.
- 2.4 It is felt that our current service for accessing the Internet in our education establishments does not support this change in culture, both in terms of ICT and pedagogy. To provide pupils with a similar access to the Internet as they experience outwith school, and to provide greater opportunity for pupils to enhance their creativity, it was felt that we should explore the practicality of providing teachers and pupils with access to the Internet, via the education network, using their own devices. It was decided to run a Bring Your Own Device (BYOD) pilot at Clydeview Academy. The aim of this pilot is to explore the effectiveness of personal devices in supporting teaching and learning, as well as to

examine whether our existing IT network could cope with the demand from an increased number of devices.

- 2.5 The pilot ran from September 2013 until the end of February 2014. Access to the BYOD pilot was limited to staff and pupils in S5 and S6. During the course of the trial an increasing number of pupils and staff signed up for a BYOD account. The number of teachers making use of the facility with their classes also increased, as more staff developed a greater appreciation of the value that hand held devices have to offer in promoting personalisation and choice. The network infrastructure was able to cope with the increased use.
- 2.6 Concerns raised by staff about the potential misuse of mobile devices were unrealised. In the view of the SMT of Clydeview Academy, the pilot has proved to be a success and they would welcome the opportunity to retain this facility and to offer access to the other pupils in the school. The pilot has demonstrated the potential for this facility to enhance the quality of education for our young people in Inverclyde. The initiative has provided staff and pupils with quicker and more convenient access to the Internet and enhanced the personal study experience for senior pupils.

3.0 RECOMMENDATIONS

- 3.1 That the Committee note the results of the Clydeview BYOD pilot.
- 3.2 That the Committee agree
 - i. in principle to the roll out of the BYOD facility to all schools in Inverclyde and instruct that this is made available to secondary schools in the first instance and
 - ii. to request officers to report back to a future Committee on the financial implications of rolling out to primary, schools..
- 3.3 That Standard Circular 9.5 be rescinded, with the issue of the misuse of mobile devices being addressed within each establishment's behaviour policy and BYOD agreement.

Patricia Cassidy
Corporate Director
Education, Communities & Organisational Development

4.0 BACKGROUND

- 4.1 The Clydeview BYOD pilot began in September 2013. In preparation for the trial IT created a map of the existing Wi-Fi network which identified the reach of the wireless network within the school. The installation of a few additional access devices ensured complete Wi-Fi coverage throughout the school.
- 4.2 Before the trial commenced, the school community had to revisit its policy on the use of mobile telephones within the school. During consultations, staff and pupils expressed concern that incidences of “cyberbullying” may increase if pupils were permitted to use their mobile telephones in school. Staff were also concerned that pupils would make inappropriate use of mobile devices in class, if they were allowed to bring their devices into school. Following these discussions the school produced its own BYOD agreement which pupils had to sign before they could gain access to the education network using their own devices.
- 4.3 BYOD access to the Internet was provided for all 78 teaching staff and was offered to all 349 pupils in S5 (197) and S6 (152). Initial interest in the scheme from senior students was slightly mixed. S6 pupils, who have more class non-contact time, were keen to sign up to access the Internet, with 87 (57%) of them applying for an account. The S5 pupils were slower to sign up for accounts as they had a limited amount of class non-contact time and, initially, their teachers were not providing them with the opportunity to use their devices in class. However, as the pilot progressed, teachers began making more use of the mobile devices during their lessons which caused more pupils to apply for a BYOD account. By the end of the trial period 42 (21%) S5 pupils had signed up for BYOD accounts. Whilst this is considered lower than what would be expected, it is envisaged that this number will continue to rise as staff make more use of the devices in their lessons.
- 4.4 The main use of the mobile devices during the trial has been the completion of personal coursework projects and Internet research. In some subject areas, where access to technology has been more limited, the use of mobile technology has been most helpful. Examples of uses are: History research for Higher course assignment; seeking designs for the Creative Cake course tasks; identifying examples of the work of particular Artists for the Higher Art portfolio; researching information for the planning of an Advanced Higher French trip to Paris. These are just a few of the ways that mobile devices have been used in class where desktop devices have not been available. Even in departments where students have access to computers, personal devices are still found to be of value. For example, in a Business Studies class the lesson was paper based and pupils had not switched on the computers. The class found that they needed some additional information but instead of taking time to switch on the computers to access the Internet they accessed the information via their own devices, taking a fraction of the time compared to using the desktops.
- 4.5 As the pilot progressed, S6 pupils were observed to be making greater use of their own mobile devices to write up major pieces of work as they moved closer to SQA deadlines. Throughout the Easter holidays senior students were observed working with their own devices in school, attending supported study classes and, in some cases, just seeking a quiet area to study whilst connected to the Internet.
- 4.6 At the end of the trial period the school issued a questionnaire to staff and senior pupils to ask them about their experience of the BYOD trial. 18 teachers and 20 pupils completed the survey. 92% of the staff who responded indicated that they had allowed senior pupils to make use of their mobile devices in class. 14% stated that they permitted access during all of their lessons and 57% indicated that they had permitted their use once or twice. A number of staff indicated that the design of the new National 4 and National 5 courses involves much more project and assignment tasks and they felt that the access to online resources and research will become even more important in the future. Some teachers felt that there could be a need to extend the access to the Wi-Fi network to S3 – S6 students. Of the senior pupils who completed the survey, 50% of them reported that they used their own devices to access the Internet in school on a daily basis.
- 4.7 Pupils in S1 to S4 (674) were also invited to complete a survey about the BYOD trial. 50 (7%)

pupils took part in the survey, with 98% of them saying that they would like to have access to the BYOD facility.

- 4.8 Although the take up of the BYOD accounts is lower than initially expected, it is envisaged that more pupils will sign up for the programme as teachers become more comfortable with having pupils using their own devices in their classrooms and as they experience the benefits, both in terms of quicker access to information and increased creativity.
- 4.9 A common concern expressed whenever the BYOD facility is discussed within an education context is cyberbullying. As part of the Clydeview BYOD agreement that pupils signed before they were provided with access, the issue of cyberbullying is specifically mentioned and it is made clear that the BYOD facility could be withdrawn from any pupil who makes use of the facility to bully others. Cyberbullying also forms part of the Health and Wellbeing programme in school, with pupils learning about the harm that such behaviour causes and the implications for anyone who takes part in such activities. Like any form of bullying, cyberbullying will be dealt with under the schools own anti-bullying and behaviour policies. Should the BYOD programme be extended, this approach will be mirrored in the other schools.
- 4.10 During the life of the pilot there has been no reported incident of the misuse of mobile devices in the school. The SMT report that, following the relaxing of the rules regarding the use of mobile devices, intervals and lunchtimes have become more relaxed as pupils make use of their various digital devices to read, listen to music and communicate with family and friends: basically mirroring their activities outwith school.
- 4.11 The education network has been able to cope with the additional devices connected to it, with no adverse impact in service being linked to the increased demand. IT is of the opinion that the system can support the expected additional demand from mobile devices, within the secondary sector, without any additional investment.

5.0 PROPOSALS

- 5.1 To get agreement in principle to the roll out of the BYOD facility to all education establishments in Inverclyde,

To extend this to secondary schools in the first instance and to identify the costs of further roll out and report back to a future committee.

6.0 IMPLICATIONS

Finance

- 6.1 In order to expand the BYOD initiative in its current form into other secondary schools, no additional expenditure would be required, as the wireless infrastructure has been extensively upgraded in the relevant learning areas.

Financial Implications – One off Costs

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

Financial Implications – Annually Recurring Costs/ (Savings)

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

6.2 Whilst the current focus of the BYOD initiative is on secondary schools it is expected that there will be limited interest, initially, from primary schools. The demand from the primary sector will be met from existing resources over the next three to five years.

6.3 As an indication of possible future costs for the primary sector; to upgrade all primary schools to provide wireless coverage throughout would require an investment of £104,806, with an annual maintenance cost of £3335. Four primary schools have no wireless access at present and the other 16 establishments have varying degrees of coverage. (Further details can be found at Annexure A) However, as indicated in the preceding paragraph, it is not envisaged that complete wireless coverage will be required within the primary estate during the foreseeable future, with demand, initially, being confined to the upper school. A report will be brought back to for Committee to consider the financial implications of making this available to primary schools in future.

7.0 Legal

7.1 There are no legal implications.

8.0 Human Resources

8.1 There are no human resources implications.

9.0 Equalities

9.1 An Equality Impact Analysis has been produced.

9.2 When BYOD programmes are discussed the issue of digital exclusion is often raised, with concerns expressed that pupils from less affluent households may not own such equipment and thereby feel excluded from some activities. Figures presented by Ofcom¹, looking at the situation in the United Kingdom, put the ownership of Smartphones in the 12-15 age bracket at 62%, with the ownership of tablet devices at 26% and increasing for the same age range.

9.3 In another study, also conducted in 2013 but covering a wider age group, it was found that 81% of 12 to 17 year olds in the United Kingdom owned a Smartphone.² This study estimated that this figure would reach 96% by 2017.

9.4 As mentioned at paragraph 2.1, it is estimated that in excess of 64% of our secondary age pupils have access to a Smartphone, providing sufficient numbers to support effective shared working.

9.5 Within the class setting no pupil will miss out on any activity should they not own, or have access to, a personal Smartphone or tablet. The collaborative nature of Curriculum for Excellence promotes pair or group working, where one Smartphone/Tablet per group will

¹ "Children and Parents: Media Use and Attitudes Report" Ofcom October 2013

² "UK Mobile Users: 2013 Forecast and Comparative estimates" eMarketer June 2013

suffice. On the occasions where a 1:1 ratio is required, pupils who do not own a Smartphone or tablet will be able to call on the resources of the school; as happens at present with calculators.

10.0 Repopulation

10.1 The introduction of a BYOD facility in our schools will demonstrate that Inverclyde is a progressive local authority that can respond quickly to advances in technology. Whilst other local authorities are still exploring the introduction of BYOD, being the first to implement it would be a positive message to present to prospective residents, reinforcing the view that Inverclyde is the best place to raise their family.

11.0 BACKGROUND PAPERS

11.1 None.

Extension of Wireless LAN in Inverclyde Primary Schools

Number of access points required to provide complete wireless coverage in each primary school.

Site Name	Existing Access Points	Additional Access Points Required
Aileymill	13	6
All Saints	10	9
Ardgowan	11	3
Gourock	10	3
Inverkip	2	18
Kilmacolm	2	7
Kings Oak	0	20
Lady Alice	0	20
Moorfoot	6	13
Newark	18	3
St Andrews	5	11
St Francis	0	20
St Johns	0	20
St Josephs	7	6
St Marys	1	15
St Michaels	8	10
St Ninian's	10	9
St Patricks	10	5
Wemyss Bay	5	8
Whinhill	9	9

Indicative License and Hardware Pricing

Core Infrastructure	PPU	Qty	Total	Annual Maintenance
Prime Infrastructure upgrade to version 2.1.1	£9434	1	£9434	£2303
Prime Infrastructure additional 100 Device Licence	£6792	1	£6792	£1132
Wireless LAN Controller Upgrade	FOC		FOC	
Hardware				
CISCO CAP 3602 Access Point	£412	215	£88580	
Total			£104806	£3335

Inverclyde Council Equality Analysis Toolkit

This toolkit aims to assist the process of carrying out analysis of the effects on equality of the policies, plans, strategies and programmes of Inverclyde Council. It sets out what services require to do in order to embed equality analysis into processes, and to ensure the Council meets its legislative requirements in regard to the Equality Act 2010.

This toolkit should be completed using the Equality Analysis Toolkit Guidance which provides further detail and information to assist in the process.

Policy Profile

1 Name of the policy, plan, strategy or programme	Use of Hand Held Mobile Devices
2 Responsible organisations/Lead Service	Education, Communities and Organisational Development
3 Lead Officer	Gordon Manson
4 Partners/other services involved in the development of this policy	None
5 Is this policy:	New <input checked="" type="checkbox"/> Reviewed/Revised <input type="checkbox"/>
6 What is the purpose of the policy? (include any new legislation which prompted the policy or changes to the policy)	To provide pupils and staff with access to the Internet via the Education Network when using their own handheld digital devices.
7 What are the intended outcomes of the policy?	To promote personalisation and choice in the delivery of the curriculum.
8 What is the period covered by the policy?	Ongoing.
9 Target geographical area	Inverclyde
10 Which parts of the Equality Duty is the policy relevant to?	<input type="checkbox"/> Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010 <input checked="" type="checkbox"/> Advance equality of opportunity between people from different groups <input checked="" type="checkbox"/> Foster good relations between people from different groups

Which of the protected characteristics will the policy have an impact upon? (see guidance for examples of key considerations under each characteristic)

Protected Characteristic	Positive Impact +	Neutral Impact =	Negative Impact -	Cross cutting theme
Age	+			
Disability	+			
Gender Reassignment		=		
Pregnancy and maternity		=		
Race		=		
Religion or Belief	+			
Sex	+			
Sexual Orientation		=		
Other groups to consider		=		

What evidence do you have to help identify any potential impacts of the policy?
(Evidence could include: consultations, surveys, focus groups, interviews, projects, user feedback, complaints, officer knowledge and experience, equalities monitoring data, publications, research, reports, local, national groups.)

Evidence	Details
<p>Consultation/Engagement (including any carried out while developing the policy)</p>	<p>A pupil and staff consultation exercise was carried out at Clydeview Academy before the pilot started and at the end of the trial period.</p> <p>Before the trial commenced, pupils and staff expressed concern that the devices would be used to bully others. There was also a concern expressed that pupils without such digital devices will be at a disadvantage.</p> <p>The feedback received during the course of the pilot demonstrated that these concerns were not realised. There were no reports of devices being used for bullying during the course of the trial.</p> <p>There were no issues arising from inequality of access to devices. Laptops were available for pupils who did not have personal devices. The nature of the activities that took place was mainly partner/group work where shared devices were sufficient.</p>
<p>Research</p>	<ul style="list-style-type: none"> - UNESCO Working Paper: Turning On Mobile Learning. - Bring Your Own Devices: A Guide for Schools (Alberta Government) - Guidance on Developing Policies to Promote the Safe and Responsible Use of Mobile Technology in Schools (Scottish Government) - Children and Parents: Media Use and Attitudes Report (Ofcom) - iPad Scotland Final Evaluation Report (University of Hull)
<p>Officer's knowledge and experience (inc feedback from frontline staff).</p>	<p>The lead officer has undertaken extensive research into BYOD trials that have taken place in Scotland and beyond. From this research it is noted that any issue of equality has centred on economic factors, with concern being raised about the effect that the initiative will have on pupils who do not have access to</p>

	<p>personal digital devices.</p> <p>Schools will be able to address this issue by having their own stock of devices that they can hand out as required.</p>
Equalities monitoring data.	To date, no specific equalities monitoring has been undertaken.
User feedback(inc complaints)	<p>Comments from pupils and parents prior to the start of the Clydeview pilot were positive. Comments from some members of staff were not so positive, in parts, as they were concerned about the possible negative impact on behaviour.</p> <p>Feedback from pupils and staff at Clydeview Academy, at the end of the trial, was unanimously positive.</p> <p>Parents from a neighbouring secondary school have heard about the pilot and are keen to have the facility introduced to their school.</p>
Stakeholders Other	See above for consultation with stakeholders.
What information gaps are there?	

What are the actual or likely effects of the policy, in relation to the three aims of the equality duty and the protected groups? (list both positive and negative)

This initiative will have a positive impact on the promotion of the three aims of the equality duty. It will enhance positive communication between all groups, through the modelling of good Internet practice by schools and by the efficient sharing of information.

The initiative will have a positive impact on teenage pupils who will be provided with the opportunity to use digital equipment and software that they are familiar with, allowing them to lead their learning rather than be led by teachers.

It is also believed that the initiative will have a positive impact on male pupils who are more likely to become fully engaged in activities.

Disabled pupils and staff will no longer stand out as being different when they have to use digital equipment in school. The use of personal hand held devices will now be seen as the norm rather than being seen as a tool for those who are experiencing difficulty accessing learning or work.

What steps will you take in response to the findings of your analysis?

Schools who wish to take advantage of this initiative will be required to demonstrate how they plan to support pupils who do not have access to a personal digital device. Schools will also be required to consult pupils, parents and staff prior to making a decision about implementation.

How will you review the actual effect of the policy after it is implemented? (e.g. monitoring)

Each establishment that takes advantage of the initiative will be required to undertake a review of the uptake of the facility six months and one year after implementation. The review will identify how well the facility is being used to promote teaching and learning as well as to identify any groups that are underrepresented.

What is the timescale for implementation?

This facility will be offered to all secondary schools as soon as the initiative has been approved. It will be up to each secondary school to decide if they wish to become involved and the timescale for implementation, subject to the availability of ICT staff.

Primary schools will be offered the facility once all interested secondary schools have been set up.

How will you put the policy into practice and who will be responsible for delivering it? (e.g. other Council departments, partner agencies, communities of interest, equality target groups.)

The QIO ICT will identify schools that wish to take advantage of the facility and then liaise with Corporate IT to arrange installation.

What resources are available for the implementation of this policy? Have these resources changed?

Corporate IT has the staff to support a phased introduction of this facility. There is no additional expenditure required to support the introduction to secondary schools. For primary schools, all have the infrastructure required to support a limited introduction of the programme, with additional expenditure required as the uptake is increased.

Name of Person (s) who completed the Assessment

Name: Gordon Manson

Position: Quality improvement Officer

Date: 3rd March 2015

Authorised by:

Name: Wilma Bain

Position: Head of Education

Date: 3 March 2015

Report To: Education and Communities Committee

Date: 05 May 2015

Report By: Corporate Director Education, Communities & Organisational Development

Report No: EDUCOM/50/15/LW

Contact Officer: Linda Wilkie

Contact No: 01475 712812

Subject: 600 hours of Early Learning and Childcare

1.0 PURPOSE

- 1.1 The purpose of this report is to
- i. provide an update on the implementation of 600 hours of Early Learning and Childcare.
 - ii. provide information on the resource and financial implications of the increase in entitlement.

2.0 SUMMARY

- 2.1 The report provides an update on the delivery and uptake of provision in session 2014 / 2015.
- 2.2 The report outlines the delivery plan for session 2015 /16 which will increase flexibility in provision for 3 – 5 year olds and increase the number of children aged 2 who are entitled to a nursery place.
- 2.3 The report details the capital and revenue implications of this development. All proposals within the report can be contained within allocated funds.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee:
- note the progress made in 2014 / 15.
 - approve the developments for 2015 / 16 as detailed in section 7.
 - agree the financial commitments as detailed in section 8 of the report.

Patricia Cassidy
Corporate Director
Education, Communities & Organisational Development

4.0	BACKGROUND	
4.1	The Children and Young People Act states Government's intention to improve access to high quality, flexible and integrated early learning and childcare.	
4.2	For session 2015 / 16 <ul style="list-style-type: none"> all children aged 3 and 4 will continue to be entitled to a minimum provision of 600 hours of Early Learning and Childcare. Flexibility for parents in employment, education and training will be extended from August 2015. all looked after 2 year olds will continue to be entitled to a minimum provision of 600 hours of Early Learning and Childcare. 2 year old children in workless households will continue to be entitled to 600 hours of Early Learning and Childcare. 2 year old children from families eligible for free school meals will be entitled to 600 hours of Early Learning and Childcare from August 2015. 	
5.0	UPDATE ON PROVISION DELIVERED 2014 / 15	
5.1	All eligible children aged 3 and 4, who applied for a place, received 600 hours of Early Learning and Childcare within Local Authority or Partner establishments. The pilot development of flexible provision in Wemyss Bay Nursery Class was popular with parents in employment, education and training.	
5.2	All 'looked after' children, who were referred, have been offered a package of care personal to their needs.	
5.3	The provision for 2 year olds in Bluebird Family Centre, Rainbow Family Centre and Wellpark Children's Centre has been fully utilised. Larkfield Children's Centre and Gibshill Children's Centre will be operating at full capacity from April 2015.	
5.4	Additional provision that was sourced with childminders in Kilmacolm, East Greenock, Gourrock and Wemyss Bay has not been required.	
5.5	As anticipated the recruitment of new staff negatively impacted on the availability of quality supply. A recent recruitment drive has had limited success. The recruitment and retention of support staff was challenging resulting in a number of posts remaining unfilled.	
5.6	Two additional teachers are currently being recruited to enhance the 'Access to a Teacher' peripatetic service.	
5.7	The funding from the Scottish Government to expand and develop the early learning and childcare workforce has been used to provide staff development opportunities and opportunities to undertake qualifications as required by the Scottish Social Services Council. An evaluation of this will take place in June 2015.	
5.8	All aspects of the 2014/15 nursery provision requirements were fully delivered and due to efficiencies within Early Years Education an unallocated budget of £370,000 remains at the end of the Financial Year. £200,000 of this balance is an ongoing saving that will be removed from the Early Years budget in 2016/17 as part of the budget savings approved by Inverclyde Council in February 2015. £170,000 of the remaining balance is due to <ul style="list-style-type: none"> The late announcement of the expansion of 600 hours to include 2 year olds and the subsequent slow uptake of places meaning that full staffing cohorts were not required. The change to the enrolment dates of 3 and 4 year olds meaning that full staffing cohorts were not required. The difficulty in recruiting and maintaining support staff. 	

5.9	As part of the 2014/15 Finance Year End Accounts process the unallocated budget of £370k will be transferred to general reserves; however a further report will be brought to Committee detailing an investment plan for the early years which has a significant shortfall in funding.	
6.0	DELIVERY PLAN 2015 / 16	
6.1	All children aged 3 and 4 will continue to receive 600 hours of Early Learning and Childcare in August 2015. All Children Centres / Family Centres / Nursery Schools will continue to provide flexible provision. Following a successful pilot of flexible places in Wemyss Bay Nursery Class this will be extended to all nursery classes. This requires a reduction in staff: child ratios in line with Care Inspectorate legislation.	
6.2	All looked after children will continue to be offered a package of care personal to their needs.	
6.3	An additional 90 places are required for the increase in entitlement for 2 year olds who are eligible for free school meals. The Scottish Government anticipates a 70% take-up rate which means 63 places are required. Plans are in place to introduce a provision for 40 x 2 year olds in Binnie St. Children's Centre in Gourock. There is capacity to increase provision by 10 places in Gibshill Children's Centre and Larkfield Children's Centre. The private provider Enchanted Forest has committed to providing places for 2 year olds in their nurseries in Greenock and Inverkip. Placements are also available with childminders in Kilmacolm, East Greenock, Gourock and Wemyss Bay.	
6.4	Investigations continue to identify a provision in the west end of Greenock as there is no provision for 2 year olds in this area.	
6.5	<p>The following school estates developments will be undertaken:</p> <ul style="list-style-type: none"> • Refurbishment of Larkfield Children's Centre and Kilmacolm Nursery Class. • New Early Years provision in St. John's Primary School. • Expansion of provision in Binnie St, Children's Centre. • Infection Control / Personal Care / Hygiene works across all establishments. 	
7.0	DEVELOPMENTS FOR 2015 / 16	
7.1	It is proposed to continue to invest in qualifications and training of the Early Years Workforce. This is a statutory duty for staff to meet conditions of their registration with the Scottish Social Services Council. There is clear evidence that higher qualifications and ongoing training for staff improve the quality of provision and outcomes for children and families.	
7.2	<p>The Early Years Collaborative aims 'to make Scotland the best place in the world to grow up in' by improving outcomes and reducing inequalities. Significant progress is being made in meeting some of the stretch aims:</p> <ul style="list-style-type: none"> • To ensure that women experience positive pregnancies which result in the birth of more healthy babies as evidenced by a reduction on 15% in the rate of stillbirths. • To ensure that 85% of all children within each Community Planning Partnership have reached all of the expected developmental milestones at the time of the child's 27 – 30 month child health review, by end of 2016. • To ensure that 90% of all children within each Community Planning Partnership have reached all of the expected developmental milestones at the time the child starts Primary School, by end of 2017. • To ensure that 90% of all children within each Community Planning Partnership area will have reached all of the expected developmental milestones and learning outcomes by the end of Primary 4, by end of 2021. 	

7.3 Committee previously approved the creation of two posts, Early Years Collaborative Programme Manager and Data Officer, to lead the improvement work within Inverclyde. It is proposed that these posts are continued to March 2016. This will ensure that the improvement methodology is embedded in services and that improvements are sustained.

8.0 FINANCIAL IMPLICATIONS

8.1 Current Annually Recurring Costs/ (Savings)

2014/15

Cost Centre	Budget Heading	Budget Year	Annual Net Impact	Virement From (If Applicable)	Other Comments
Early Years	Grants	2014/15	(£984,660)	N/A	
Early Years	Employee Costs	2014/15	£462,886	N/A	Aug 14 to Mar 15
Early Years	Income	2014/15	£57,930	N/A	Loss of Wrapround
Early Years	Nurseries DMR	2014/15	£21,080	N/A	Increased Resources
Early Years	Partner Provider	2014/15	£49,770	N/A	
Early Years	Supplies	2014/15	£22,994	N/A	Transferred to General Reserves
	Remaining Balance		(£370,000)		

8.2 2015/16

Cost Centre	Budget Heading	Budget Year	Annual Net Impact	Virement From (If Applicable)	Other Comments
Early Years	Grants	2015/16	(£1,881,540)	N/A	
Early Years	Employee Costs	2015/16	£1,480,610	N/A	Apr 15 to Mar 16
Early Years	Income	2015/16	£55,950	N/A	Loss of Wrapround
Early Years	Nurseries DMR	2015/16	£30,120	N/A	Increased Resources
Early Years	Partner Providers	2015/16	£66,260	N/A	
Early Years	Day Carers	2015/16	£48,600	N/A	

Planned Use of £200k saving 2016/17

Early Years	Other Exp	2015/16	£90,000	N/A	Legislative training / qualification as per SSSC legislation
	Other Exp	2015/16	£60,000	N/A	Early Years Collaborative Posts.
	Remaining Balance		(£50,000)		Unallocated

8.3 The costs specified within this report will be fully funded from the revenue funding allocation from the Scottish Government.

8.4 CAPITAL FUNDING

The Scottish Government has confirmed Inverclyde Council's share of the capital funding is:

	2014 / 15	2015 / 16
2 year olds	£625,609	£535,000
3 and 4 year olds	£413,000	£421,830
TOTAL	£1,038,609	£956,830

The capital funding allocated to Inverclyde is insufficient to ensure all Early Years establishments will continue to be fit for purpose and meet the legislative requirements of the Care Inspectorate and the Children and Young People Act. This will require considerable ongoing investment and as detailed in 5.9 of this report a further report will be submitted to Committee regarding this.

9.0 LEGAL IMPLICATIONS

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

10.0 PERSONNEL IMPLICATIONS

10.1 Additional staff are required to deliver the increase in entitlement.

11.0 EQUALITIES IMPLICATIONS

11.1 There are no known equalities implications.

12.0 REPOPULATION IMPLICATIONS

12.1 There are no known repopulation implications.

13.0 CONCLUSIONS

13.1 Inverclyde Council will be in a position to meet the increased legislative requirements as of August 2015. The developments outlined in this report will ensure that children and families in Inverclyde continue to experience a positive early years experience.

**INVERCLYDE COUNCIL
EDUCATION AND COMMUNITIES COMMITTEE**

AGENDA AND ALL PAPERS TO:

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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 Health & Social Care Partnership	1
Corporate Director Education, Communities & Organisational Development	1
Head of Education	1
Head of Inclusive Education, Culture & Corporate Policy	1
Schools Estate Manager	1
E Hamilton, Education Services	1
I Cameron, Education Services	1
Head of Safer & Inclusive Communities	1
Chief Financial Officer	2
Corporate Director Environment, Regeneration & Resources	1
Head of Legal & 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