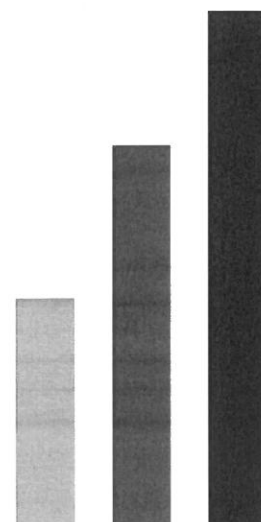


Agenda 2016

Education & Communities Committee

For meeting on:

19	January	2016
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A meeting of the Education & Communities Committee will be held on Tuesday 19 January 2016 at 2pm within the Municipal Buildings, Greenock.

Please note that consideration of the Education items of business will commence at 4pm or following conclusion of the Communities business, whichever is the later.

GERARD MALONE
Head of Legal and Property Services

BUSINESS

1. Apologies, Substitutions and Declarations of Interest	Page
<u>COMMUNITIES</u>	
PERFORMANCE MANAGEMENT	
2. Communities 2015/16 Revenue Budget Report – Period 7 to 31 October 2015 Report by Chief Financial Officer and Corporate Director Education, Communities & Organisational Development	p
3. Communities Capital Programme 2015 to 2018 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
NEW BUSINESS	
5. Empty Homes Initiative Report by Head of Safer & Inclusive Communities	p
6. Private Sector Housing – ‘Missing Shares’ Protocol and Guidance Report by Head of Safer & Inclusive Communities	p
7. Stock Transfer Agreement – Support for Owners Funding Update Report by Head of Safer & Inclusive Communities	p

8.	Delegated Powers Report by Corporate Director Education, Communities & Organisational Development	p
<u>EDUCATION</u>		
PERFORMANCE MANAGEMENT		
9.	Care Inspections of Early Learning and Child Care Establishments Report by Corporate Director Education, Communities & Organisational Development	p
10.	Education 2015/16 Revenue Budget – Period 7 to 31 October 2015 Report by Chief Financial Officer and Corporate Director Education, Communities & Organisational Development	p
11.	Education Capital Programme 2015 – 2018 - Progress Report by Corporate Director Education, Communities & Organisational Development and Chief Financial Officer	p
NEW BUSINESS		
12.	Increase in Entitlement of Early Learning and Childcare Report by Corporate Director Education, Communities & Organisational Development	p
13.	Raising Attainment in Maths and Numeracy Report by Head of Education	p
14.	School Term Dates – Session 2017/2018 Report by Head of Education	p
15.	Items for Noting Report by Corporate Director Education, Communities & Organisational Development	p
16.	SEMP 2020 Acceleration Options Report by Corporate Director Education, Communities & Organisational Development and Chief Financial Officer	p
The documentation relative to the following items has been treated as exempt information in terms of the Local Government (Scotland) Act 1973 as amended, the nature of the exempt information being that set out in the paragraphs of Part I of Schedule 7(A) of the Act as are set opposite each item.		
<u>COMMUNITIES</u>		
NEW BUSINESS		
17.	Public Space CCTV Report by Corporate Director Education, Communities & Organisational Development on the available options for the continued operation of Public Space CCTV by Inverclyde Council	Paras 6 & 8 p

18.	<p>Service of Closing Order under the Housing (Scotland) Act 1987</p> <p>Report by Head of Safer & Inclusive Communities advising the Committee of the use of delegated authority to make a Closing Order on a flat in East William Street, Greenock</p>	p
19.	<p>Grant Funding for Community Based Services</p> <p>Report by Corporate Director Education, Communities & Organisational Development advising the Committee that grant funding for community services has been reviewed and seeking approval for recommendations for future funding</p>	p

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

Report To:	Education & Communities Committee	Date:	19 January 2016
Report By:	Chief Financial Officer and Corporate Director Education, Communities and Organisational Development	Report No:	FIN/04/16/AP/IC
Contact Officer:	Iain Cameron	Contact No:	01475 712832
Subject:	Communities 2015/16 Revenue Budget Report- Period 7 to 31 October 2015		

1.0 PURPOSE

- 1.1 To advise Committee of the 2015/16 Revenue Budget position as at Period 7 to 31 October 2015.

2.0 SUMMARY

- 2.1 The total Communities budget for 2015/16 is £8,509,840. A further £3,486,000 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 £193,000. This is a decrease in expenditure of £53,000 since last Committee.
- 2.3 The main variances to highlight are –
- (a) Projected underspend of £55,000 for Libraries & Museum Employee Costs, mainly due to a combination of reduced overtime and vacant posts.
 - (b) Projected underspend of £89,000 for Safer Communities Employee Costs, mainly due to the over achievement of turnover savings as a result of vacant posts and no backfill of two employees on maternity leave.
 - (c) Projected underspend of £10,000 for Scientific Services within Environmental Health.
 - (d) Projected underspend of £29,000 for Housing Employee Costs due to a combination of vacant posts and a Policy Officer being replaced by a lower grade employee.
- 2.4 Earmarked Reserves for 2015/16 total £3,486,000 of which £1,932,000 is projected to be spent in the current financial year. To date at the end of Period 7 expenditure of £151,000 (7.8%) has been incurred. The majority of the expenditure is profiled for the last quarter of the Financial Year when invoices are expected for Support for Owners and Clune Park Regeneration. River Clyde Homes have provided information which projects expenditure will be on budget for year-end. A further report on this agenda covers in detail the latest position of Support For Owners. Spend to date per profiling was expected to be £184,000 therefore there is slippage of £33,000 or 17.9% at the end of Period 7.

3.0 RECOMMENDATIONS

- 3.1 That the Committee note the current projected underspend of £193,000 for the 2015/16 Revenue Budget as at Period 7 to 31 October 2015.
- 3.2 That the Committee approve the virement of £7,000 as detailed in paragraph 7.1 and Appendix 5

Alan Puckrin
Chief Financial Officer

Wilma Bain
Corporate Director Education,
Communities & Organisational Development

4.0 BACKGROUND

- 4.1 This report advises Committee of the current position of the 2015/16 Revenue Budget at Period 7, 31 October 2015 and highlights the main issues for consideration.

5.0 2015/16 PROJECTION

- 5.1 The current Communities revenue budget for 2015/16 is £8,509,840. This is an increase of £169,000 from the approved budget. Appendix 1 provides details of the virements responsible for the increase.
- 5.2 The main variances to highlight in relation to the projected underspend of £193,000 for the 2015/16 Revenue Budget are :-

Libraries & Museum: - Underspend £55,000

Employee costs are projected to underspend by £55,000, an increase of £29,000 since the last Committee. There has been a further delay in filling vacant posts and there continues to be reduced levels of overtime.

Safer Communities : Underspend £109,000

Employee costs are projected to underspend by £89,000 mainly due to the over achievement of turnover savings as a result of vacant posts and no backfilling of two employees on maternity leave. The projected underspend for Employee Costs has increased by £20,000 since the last Committee.

The civil contingency budget of £58,870 is projected to underspend by £3,000 based on the latest information provided by Renfrewshire Council. There is no change to this projection since the last Committee.

The budget for Environmental Health Analytical Services is £91,580 and the latest projection is an underspend of £10,000. There is no change to this projection since the last Committee.

Income from Private Landlords has a budget of £32,230 for 2015/16 and the latest projection is an over recovery of income of £5,000. There is no change to this projection since the last Committee.

Housing : Underspend £29,000

The employee costs budget for Housing is £158,000 for 2015/16 and the latest projection is an underspend of £29,000, an increase of £2,000 since the last Committee. This is due to a combination of vacant posts and a Policy Officer post being replaced by an employee on a lower grade.

6.0 EARMARKED RESERVES

- 6.1 Appendix 4 gives a detailed breakdown of the current Earmarked Reserves position. Total funding for 2015/16 is £3,486,000 of which £1,932,000 is projected to be spent in 2015/16. The remaining balance of £1,554,000 will be carried forward to 2016/17 and beyond. At Period 7 the expenditure year to date was £151,000 or 7.8% of the projected spend for 2015/16. The majority of the expenditure is profiled for the last quarter of the Financial Year when invoices are expected for Support for Owners and Clune Park Regeneration. River Clyde Homes have provided information which projects expenditure will be on budget for year-end. A further report on this agenda outlines the latest position of Support For Owners.
- The spend to date per profiling was expected to be £184,000 therefore the year to date expenditure has slippage of £33,000 or 17.9%. Slippage has improved by 19.6% since the last report.

7.0 VIREMENTS

7.1 The Committee is asked to approve virement of £7,000 as detailed in Appendix 5. A virement of £7,000 from the Environment & Regeneration Committee to the Grants to Voluntary Organisations (GTVO) budget was approved by that Committee on 29 October 2015. This virement is required to facilitate the granting of a commercial property lease renewal for a period of three years. The £7,000 per annum rent is 100% subsidised by Inverclyde Council.

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 Chief Financial Officer and the Corporate Director Education, Communities and Organisational Development.

10.0 BACKGROUND PAPERS

10.1 There are no background papers for this report.

Communities Budget Movement - 2015/16**Period 7: 1st April - 31st October 2015**

Service	Approved Budget	Movements			Revised Budget	
	2015/16 £000	Inflation £000	Virement £000	Supplementary Budgets £000	Transferred to EMR £000	2015/16 £000
Libraries & Museum	1,446	11				1,457
Sport & Leisure	1,783		100			1,883
Safer Communities	3,236	42	73	2		3,353
Housing	619	2	80			701
Community Halls	965	2	(100)			867
Grants to Voluntary Organisations	292		(43)			249
Totals	<u>8,341</u>	<u>57</u>	<u>110</u>	<u>2</u>	<u>0</u>	<u>8,510</u>

Supplementary Budget Detail

£000

External ResourcesInternal Resources

Internal Transport Redistribution

2

Savings/Reductions2

COMMUNITIES**REVENUE BUDGET MONITORING REPORT****MATERIAL VARIANCES****PERIOD 7 : 1st April 2015 - 31st October 2015**

<u>Out Turn</u> <u>2014/15</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Budget</u> <u>2015/16</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u>	<u>Actual to</u> <u>31-Oct-15</u> <u>£000</u>	<u>Projection</u> <u>2015/16</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Over / (Under)</u>
	Libraries & Museum						
	Employee Costs	1,026	574	528	971	(55)	(5.4%)
	Safer Communities						
2,727	Employee Costs	2,946	1,647	1,552	2,857	(89)	(3.0%)
59	Env Health Analytical Services	92	54	31	82	(10)	(10.9%)
	Housing						
256	Employee Costs	158	88	66	129	(29)	(18.4%)
Total Material Variances						(183)	

COMMUNITIES**REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 7 : 1st April 2015 - 31st October 2015**

2014/15 Actual £000	Subjective Heading	Approved Budget 2015/16 £000	Revised Budget 2015/16 £000	Projected Out-turn 2015/16 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
4,243	Employee Costs	4,148	4,289	4,116	(173)	(4.0%)
459	Property Costs	654	651	651	0	-
1,713	Supplies & Services	1,715	1,823	1,823	0	-
45	Transport Costs	36	39	37	(2)	(5.1%)
99	Administration Costs	63	67	67	0	-
4,598	Other Expenditure	2,223	2,126	2,113	(13)	(0.6%)
(3,225)	Income	(498)	(485)	(490)	(5)	1.0%
7,932	TOTAL NET EXPENDITURE	8,341	8,510	8,317	(193)	(2.3%)
	Earmarked Reserves	0	0	0	0	
	TOTAL NET EXPENDITURE excluding Earmarked Reserves	8,341	8,510	8,317	(193)	

2014/15 Actual £000	Objective Heading	Approved Budget 2015/16 £000	Revised Budget 2015/16 £000	Projected Out-turn 2015/16 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
1,421	Libraries & Museum	1,446	1,457	1,402	(55)	(3.8%)
1,504	Sports & Leisure	1,783	1,883	1,883	0	-
3,066	Safer Communities	3,236	3,353	3,244	(109)	(3.3%)
750	Housing	619	701	672	(29)	(4.1%)
892	Community Halls	965	867	867	0	-
299	Grants to Vol Orgs	292	249	249	0	-
7,932	TOTAL COMMUNITIES	8,341	8,510	8,317	(193)	(2.3%)
	Earmarked Reserves	0	0	0	0	

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Communities

<u>Project</u>	<u>Lead Officer/ Responsible Manager</u>	<u>Total Funding 2015/16</u>	<u>Phased Budget To Period 7 2015/16</u>	<u>Actual To Period 7 2015/16</u>	<u>Projected Spend 2015/16</u>	<u>Amount to be Earmarked for 2016/17 & Beyond</u>	<u>Lead Officer Update</u>
		<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	<u>£000</u>	
Support for Owners	John Arthur	1,250	98	30	1,250	0	New funding of £537k is the RTB receipts due from RCH for 2014/15.
Renewal of Clune Park	John Arthur	1,835	48	61	443	1,392	Appeals process for Demolition Orders is still on going. 213 appeals remain. Procedural Hearings at Sheriff Court were completed on 24/09/15. It was agreed that 6 flats in 4 tenements will be considered at a Proof Hearing scheduled for 25/01/16. Projected costs for 2015/16 related to a seconded employee (£48k) and demolition, homelessness and displacement, legal, conveyancing and security costs (£395k).
Support for Community Facilities	John Arthur	163	9	29	163	0	YTD spend relates to final payment for construction of Gibshill Community Centre (£9k) and Payment to Discover Inverclyde (£20k) made by Regeneration Services and not included in the original budget profiling. It's anticipated that the remaining funding will be distributed before year end.
Investment Fund for Council Owned Bowling Clubs	John Arthur	169	0	5	10	159	Estimated that £150k will be required to fund replacement toilets at Lady Alice Bowling Club with work to begin on site Spring 2016.
Expansion of Summer Playschemes	John Arthur	29	29	26	26	3	Funding for summer playschemes including Play4All. New funding of £12k was approved by P&R Executive Sub Committee to allow IL to maintain prices at £2.50 per session. Spending now complete.
Ravenscraig Sports Barn	John Arthur	40	0	0	40	0	Funding will be paid monthly to IL once new Ravenscraig facility is closed for works.
Total		3,486	184	151	1,932	1,554	

COMMUNITIES COMMITTEE**VIREMENT REQUESTS**

Budget Heading	Increase Budget		(Decrease) Budget
		£	£
Grants to Voluntary Organisations	1	7,000	
Commercial Rent (Environment & Regen Committee)			7,000
		7,000	7,000

Note

1 - Increase in GTVO budget to fund 100% rent for premises.

Report To: Education & Communities Committee **Date:** 19 January, 2016

Report By: Corporate Director Education, Communities & Organisational Development and Chief Financial Officer **Report No:** EDUCOM/15/16/JA

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

Subject: Communities Capital Programme 2015 to 2018

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 2015-2018 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.
- 3.2 That the Committee endorses the recommendation of the Member's Budget Working Group in respect of an additional allocation of £100k from free reserves to the Birkmyre Park Pitch Improvement project, and remits this matter to Policy and Resources for consideration as part of the 2016/18 budget process.

John Arthur
Head of Safer & Inclusive
Communities.

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 the SOA in the period 2015 to 2018 is £3.673m with £0.807m 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. Tenders have been returned and evaluated which has resulted in a revision of the revised estimate from £152k to £80k in this financial year. Work is programmed to be completed in this financial year.

Consultants have been engaged to review the overall scheme and prepare proposals for optimising external funding from the Heritage Lottery Fund. In tandem with this, officers are also considering the scope of works required to carry out the essential works to the Watt Complex.

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. Tenders were received in June 2015. Due to the challenging ground conditions, and the specific requirements of SEPA for drainage works, the lowest tender was £400k over budget. The P&R Executive Sub-Committee of 18 June, 2015 agreed to increase the overall budget for the project to £2.161 million to allow acceptance of the tender.

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)

Planning permission was obtained on 08 February 2015 and Building Warrants were approved in August 2015. The Council has obtained all necessary permissions to allow the appointment of the tender and the pre-contract meeting with the successful contractor was held on 12 October, 2105. Work commenced on site in November 2015.

The projected spend for 2015/16 is £0.686m, with the balance of funds being spent in 2016/17.

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 has 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 were issued for the MUGA project, however unanticipated issues with the land acquisition from River Clyde Homes, prevented the acceptance of the lowest tender within the required timescale. The project has been re-tendered at no increase in cost and the contract will be accepted once the land acquisition issue is resolved. The Lottery Fund are aware of the situation and have indicated that the funding for this project will be held pending that resolution.

In order to resolve the land acquisition issue, the sum of up to £30k from the current capital allocation has been earmarked to allow purchase of the land (including professional fees) without further delay.

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 and the site cleared. 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 towards the end of 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 this project. The Environment and Regeneration Committee at its 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 by end March 2016 and practical completion within 12 months.
- 9.4 At its meeting of 10 March, 2015 the Committee agreed the provision of funding to IAMH in support of the capital costs of this project. Subsequently it came to light that, in order to maximise recovery of VAT, this award is required to be made direct to the wholly owned trading subsidiary of IAMH, In-Work Enterprises Ltd, rather than through IAMH. Members approved the award of the relevant capital funds to In-Work Enterprises Ltd at the Committee meeting of 5th May 2015. Officers are concluding a funding agreement which, in

tandem with the relevant lease conditions, protects the Council's investment and other interests in this project.

The conveyancing issues at this site have proved to be particularly difficult and officers have been working with IAMH solicitors to achieve a resolution that is satisfactory to both parties and, importantly, is acceptable to the Lottery Fund in terms of their funding commitment.

These issues are progressing toward resolution and IAMH have issued tenders for return in October. Tenders are currently being evaluated with a view to awarding the contract in early 2016.

Due to the phasing of Regeneration Capital Grant Funds committed to this project, it is anticipated that there will be no spend from the Council's capital budget in 2015/16 with the balance being spent in 2016/17.

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.

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, design team and contractors and it is anticipated that the first phase of the project (the affordable gym) being completed by January 2016, with the climbing facility completion by end of March 2016.

It is anticipated that the full budget for this project will be drawn down in 2015/16.

11.0 BIRKMYRE PARK PITCH IMPROVEMENTS

- 11.1 As a result of budget decision for 2015/17 an additional £150,000 has been added to the allocation for Birkmyre Park pitch improvements.

Following consideration of a report by officers on the options for this site, the Members' Budget Working Group has recommended a further £100,000 be allocated from free reserves, contingent upon a contribution being agreed from St Columba's School, as part of the 2016/18 budget process to allow the required drainage works to proceed. This would bring the total budget for the drainage project to £400k.

The Committee is asked to endorse the Member's Budget Working Group recommendation and remit the matter of increasing the funds for this project to Policy and Resources for consideration as part of the ongoing budget process for 2016/18.

12.0 MOUNTAIN BIKE TRACK, RANKIN PARK

- 12.1 The Committee approved funding of £150k in support of a successful bid to Sports Scotland's 'Active Places' fund at the meeting in May 2015. The full budget for the project is £250k (inclusive of grant). A contractor has now been appointed for this project and it is anticipated that works will be complete on site by the end March 2016.

13.0 IMPLICATIONS

Finance

- 13.1 The total revised budget for 2015/18 is £2.458m.

The expenditure at 30 November, 2015 for Housing is £406k, 50.3% of the revised projected expenditure (£807k) for 2015/16.

The expenditure at 30 November, 2015 for Cultural and Sports is £371k or 22.5% of the revised projected expenditure (£1.651million) for 2015/16.

The expenditure overall at 30 November, 2015 is £777k or 30.5% of the revised projected expenditure (£2.458m) for 2015/16

- 13.2 The current budget (15/18) of £12.384 is made up of £3.673 for the Scheme of Assistance (SOA) and £8.711m for Cultural & Sports projects. Please refer to Appendix 1 for details of expenditure by project.

Legal

- 13.3 There are no legal issues.

Human Resources

- 13.4 There are no human resources issues.

Equalities

- 13.5 There are no equalities issues.

Repopulation

- 13.6 There are no repopulation issues.

14.0 CONSULTATION

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

15.0 BACKGROUND PAPERS

- 15.1 None.

COMMUNITIES CAPITAL REPORT

Appendix 1

COMMITTEE: EDUCATION & COMMUNITIES

1	2	3	4	5	6	7	8	9	10	11
Est Total Cost	Actual to 31/3/15	Approved Budget 2015/16	Revised Est. 2015/16	Actual to 30/11/15	Est 2016/17	Est 2017/18	Future Years	Start Date	Original Completion Date	Current Completion Date
£000	£000	£000	£000	£000	£000	£000				
Housing										
Scheme of Assistance	0	807	807	406	2,033	833				
	3,673	807	807	406	2,033	833	0			
Cultural & Sports										
Watt Complex Refurbishment	127	152	80	0	1,572	2,221				
Inverkip Community Facility & Library Fit Out	144	901	686	173	1,331	0		Nov-15	-	Jul-16
Community Facilities Investment Woodhall	400	100	30	0	370	0				
New Community Facility Broomhill	1,050	53	50	0	803	0		Nov-15		Mar-16
Ravensraig Sports Barn	600	400	600	185	0	0				
Contribution to Birkmyre Park Pitch Improvements	250	0	0	0	250	0		Nov-15		Feb-16
Rankin Park Mountain Bike Track	250	0	205	13	45	0				
	8,711	468	1,651	371	4,371	2,221	0			
Communities Total	12,384	468	2,413	777	6,404	3,054	0			

Report To:	Education & Communities Committee	Date: 19 January 2016
Report By:	Head of Safer & Inclusive Communities	Report No: EDUCOM/03/16/DH
Contact Officer:	Drew Hall	Contact No: 01475 714272
Subject:	Clune Park Regeneration Plan Progress Report	

1.0 PURPOSE

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

2.0 SUMMARY

- 2.1 The Regeneration Plan for the Clune Park Area was approved by the Safe, Sustainable Communities Committee in May 2011. The Housing Supply Division (HSD) is supportive of the approach taken by the Council but is unable to provide additional funding to the plan other than general housing investment to provide housing reprovisioning off site.
- 2.2 The Regeneration Plan features prominently in the approved Inverclyde Local Housing Strategy 2011-2016 (the LHS) and is the top priority in the 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 current SLP includes developments at Lower Mary Street and at Woodhall, Port Glasgow which are now both under development to provide reprovisioning of 46 and 16 housing units respectively. New homes at Lower Mary Street are due to be occupied later this month. Around 58 of the 430 flats in Clune Park are estimated to still be occupied following the removals to the new Lower Mary Street Development.
- 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 2014 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 Currently 213 Appeals, against the Demolition Orders have been lodged with the Sheriff Court. A proof hearing which will consider 6 flats in 4 tenements has been scheduled for 25th January 2016, 5 days have been allotted for this hearing. The remaining Appeals have been sisted (suspended) meantime.

3.0 RECOMMENDATIONS

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

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. The 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 commenced on both sites and these are now close to completion. New homes at Lower Mary Street are due to be occupied later this month.

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. Building Control has also been

advised.

- 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 now reduced to 213. The procedural hearing for the Appeals was first held on 24th September 2014. The Sheriff has continued the procedural hearing on a number of occasions to allow for further information from both the appellants and the Council to be lodged.
- 6.2 The Council and Appellants' Solicitors are agreed that 6 flats in 4 tenements will be the subject of a Proof hearing. The Proof hearing has now been set for 25th January 2016, with 5 days of court time being allotted. A pre-Proof hearing was held on 20th November to clarify positions for the proceedings in January 2016. The remaining 207 Appeals have been sisted (suspended) meantime. There will continue to be a substantial amount of effort preparing for the hearing.
- 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. Officers are pursuing the possibility of demolishing some of the tenements currently subject to active Demolition Orders and a pre demolition survey has recently been completed and preparations for tenders to demolish 2 buildings are underway.
- 6.4 In recent months the number of Community Warden patrols has again increased to promote community safety in the area as concerns are raised due to the number of vacant flats. This area is also well supported by monitored public space CCTV cameras.

Based on the number of active housing benefit claims (November 2015) and Owner/Occupiers the estimated total number of occupied flats in the Clune Park Area is 95. This number is expected to fall to 58 occupied flats after the Owner/Occupiers and many of the long term tenants take up their new homes in the Lower Mary Street Development. This translates to only 13.5% of the 430 flats estimated to be occupied.

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	2015/16	£1,835,000		EMR
Scheme of Assistance	Regeneration enabling	2015/16	£261,000		estimate
Council Tax	Affordable Housing – 2 nd homes income	2015/16	£90,000		estimate
TOTAL			£2,186,000	estimate	

Note: in addition to the above the Council has also approved £1million prudential borrowing for this project.

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 CONSULTATIONS

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
- Clune Park Regeneration: Progress Report – E&CC, May 2015. EDUCOM/38/15/DH
- Clune Park Regeneration: Progress Report – E&CC, September 2015. EDUCOM/61/15/DH
- Clune Park Regeneration: Progress Report – E&CC, November 2015. EDUCOM/79/15/DH

Report To: Education & Communities Committee

Date: 19 January 2016

Report By: Head of Safer & Inclusive Communities

Report No:

EDUCOM/07/16/DH

Contact Officer: Drew Hall

Contact No: 01475 714272

Subject: Empty Homes Initiative

1.0 PURPOSE

- 1.1 The purpose of this report is to provide Committee with an update on the development of an Inverclyde Empty Homes Initiative

2.0 SUMMARY

- 2.1 At its meeting of 22nd September the Policy and Resources Committee approved a proposal to amend the Council's Council Tax Policy in relation to long term empty (LTE) homes .This follows on from the a previous policy to reduce the level of Council Tax discounts for LTE homes.

Report
Ref-
FIN/69/15/
AP/CM

The policy amendment increased the Council Tax charge for LTE properties to encourage owners to return those properties to available units within Inverclyde's housing stock

- 2.2 The additional income resulting from the removal of discounted Council Tax charge on LTE will be used in an initiative to support owners and Registered Social Landlords (RSLs) to return LTE properties to Inverclyde's affordable housing stock.

3.0 RECOMMENDATIONS

- 3.1 That the Committee:

- a) Note the development of an Inverclyde Empty Homes Initiative and approve the proposed scheme set out at Para 5.0.

John Arthur
Head of Safer & Inclusive Communities

4.0 BACKGROUND

- 4.1 A long term empty (LTE) property is a property which has been empty for over 12 months and is not subject to current or appropriate marketing activities for sale or let. There are estimated to be 27,000 LTE private sector properties in Scotland, 600 of which are in Inverclyde.
- 4.2 Bringing LTE properties back into use is an established method for increasing affordable housing supply and it also has an additional benefit of reducing the negative impact on the amenity of a neighbourhood caused by empty properties.
- 4.3 Officers of Safer & Inclusive Communities have met with the Scottish Empty Home Partnership to identify areas of good practice and success in other Local Authority areas and have subsequently developed a proposal which takes cognisance of local issues and opportunities.

5.0 PROPOSAL

- 5.1 The income resulting from the removal of previous LTE discount of the Council Tax charge will be used to support and encourage owners and Registered Social Landlords (RSLs) to bring LTE homes back into use within Inverclyde's affordable housing stock.
- 5.2 Officers of Safer & Inclusive Communities will work in partnership with colleagues in Revenues & Benefits and with locally operating RSLs to identify LTE properties and to deliver the most appropriate engagement method for bringing them back into use.
- 5.3 There will be 3 core areas of delivery –
 - Information and advice;
 - Support to rent
 - Support to sell
- 5.4 Information and advice will be targeted and tailored by the known circumstances of the owner and the age, location and condition of the LTE home. The aim of information and advice is to ensure that the owner is aware of the negative financial and social impacts of owning an LTE home, whilst being made aware of the significant financial advantages of bringing an LTE home back into use.
- 5.5 Support to rent will encourage owners to rent their properties on the open market or participate in a lead tenancy scheme through a local RSL in return for financial assistance to repair or improve the property. A pilot lead tenancy scheme was developed in 2012/13 with a local RSL which saw a small number of LTE homes brought back into use. It is intended to replicate this successful model.
- 5.6 Support to sell will encourage owners to sell their property on the open market and will provide basic information and signposting to the market.
- 5.7 Support to sell will also include a matching service which is aimed at identifying LTE properties which RSLs may be interested in purchasing to meet their housing needs and demands in particular geographies and/or regain a strong factoring position to facilitate improvements in housing management and maintenance. Support in the form of a purchase subsidy will be available to the RSLs from the Council.
- 5.8 The Scottish Empty Homes Partnership has confirmed ongoing support for the initiative and Inverclyde Council is represented on the Scottish Empty Homes Officer Network. The Partnership has invited Inverclyde Council to submit a proposal for a part-funded shared service in 2016/17 and this is currently being considered to assess the potential benefits.

5.9 The Housing Supply Division of the Scottish Government has been asked to consider match funding our budget to allow for expansion of the initiative and we await a response.

6.0 IMPLICATIONS

6.1 Strategic

The development of an Empty Homes Initiative 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.

6.2 Financial

The Council's financial commitment to the Empty Homes Initiative is as follows:

Financial Implications - One off Costs

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

Financial Implications - Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact	Virement From (if applicable)	Other Comments
Scheme of Assistance	Empty Homes Fund	April 2016	100,000	£80K from 2015/16 - additional receipts from LTE Council Tax charges	

6.3 Human Resources

The Initiative will be delivered by existing staffing resource.

6.4 Legal

The development of lead tenancy based initiative will be progressed by a partner RSL and will not incur any legal responsibilities on Inverclyde Council outwith the legal commitment of the budget(s) outlined in para 6.2

6.5 Equalities

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

6.6 Repopulation

This plan is intended to increase the supply of housing in Inverclyde and therefore create additional opportunities to meet housing needs and demands.

7.0 CONSULTIONS

7.1 Officers from Finance Services are regularly consulted on the issue of empty homes.

8.0 LIST OF BACKGROUND PAPERS

- 8.1
- 2016/17 Saving – Long Term Empty Council Tax – P&R, September 2015.
FIN/69/15/AP/CM

Report To: Education & Communities Committee **Date:** 19 January 2016
Report By: Head of Safer & Inclusive Communities **Report No:** EDUCOM/02/16/DH
Contact Officer: Drew Hall **Contact No:** 01475 714272
Subject: Private Sector Housing - 'Missing Shares' Protocol & Guidance

1.0 PURPOSE

- 1.1 The purpose of this report is to seek the Committee's approval of a protocol and associated guidance to support owners of common property to repair and maintain their homes through the payment of 'missing shares' which will form part of the Council's ongoing approach in tackling housing disrepair in Inverclyde.

2.0 SUMMARY

- 2.1 The Committee on 4th November 2014 agreed to change the emphasis away from housing enforcement to earlier interventions by the Council in facilitating and encouraging property maintenance and repair by owners.
- 2.2 In line with this change in emphasis, Safer and Inclusive Communities have developed a protocol for delivery of 'missing shares' which will primarily be advice and information based, with the aim of facilitating and encouraging property owners in the maintenance and repair of property which is common to their property and other property. Practical assistance will be available to home owners to progress communal repairs and encourage the participation of all owners. The payment of 'missing shares' will be made available, as a last resort, to owners where relevant works cannot be funded by any other route and the Council is satisfied that applying owners have complied with relevant procedural requirements. The service of statutory Notices would continue where merited or required by legislation.
- 2.3 In practice, Officers will provide advice to enquiring owners to support and encourage collaborative working between the owners, emphasising the owners' responsibilities and the practical and financial benefits of working together to maintain their property.
- 2.4 It is hoped that this new approach, in the medium to long term, will begin to generate a change in attitude amongst owners/co-owners towards property maintenance and encourage a greater degree of co-operation and realism between co-owners in multi owned property e.g. tenement property.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee:
- a) approve the proposed protocol as outlined in section 5 of this report

John Arthur
Head of Safer & Inclusive Communities

4.0 BACKGROUND

- 4.1 The Housing (Scotland) Acts 2006 and 2014 provided Local Authorities with the power to pay a sum which represents an owner's share for maintenance costs where that owner is unable or unwilling to pay or where that owner cannot be found. This unpaid element of a required maintenance cost is known as a 'missing share'.
- 4.2 As set out in the Housing (Scotland) Act 2006, primary responsibility for the maintenance of property rests with the owner and repairs should be owner led. However, there are situations where a majority of owners are unable to progress necessary common repairs as a result of some owners being unable or unwilling to contribute their correctly apportioned share of the cost of the required works or where an owner cannot be traced.
- 4.3 The Committee report 'Private Sector Housing – Repair & Maintenance Strategy' sets out a changing approach towards property maintenance with a medium to long term aim of encouraging a greater degree of co-operation and realism between co-owners in communal settings. The proposed 'missing shares' protocol supports this changing approach. Report Ref- EDUCOM /73/14/DH
- 4.4 Safer and Inclusive Communities receive regular contact from owners across Inverclyde affected by co-owners who cannot or will not pay their shares for maintenance work. Adoption of the proposed protocol will ensure owners receive clear and consistent advice and assistance. Adoption will assist with delivery of Outcome 5 of the Local Housing Strategy - "Inverclyde residents take responsibility for their housing and communities" and also aligns with our Scheme of Assistance and Private Sector Housing Repair and Maintenance Strategy.

5.0 PROPOSALS

- 5.1 The proposed payment of 'missing shares' protocol & guidance are set out at Annexe I. Appendix A of the protocol sets out the process map for service delivery and illustrates the obligation on owners to satisfy legislative conditions before being able to secure a 'missing share' from the Council. It will be made clear by Officers of Safer and Inclusive Communities that the main responsibility for repair always falls to the owners and repairs must be owner led. Payment of a 'missing share' by the Council will only be considered as a last resort when other intervention methods and financial options have been evidenced and exhausted by the owners and is only available in respect of a residential property. The payment of a 'missing share' will not be applicable in properties subject to a Demolition Order or properties within a designated housing led regeneration area. Annexe 1
- 5.2 Advice and information on the process for applying for a 'missing share' will be provided to enquiring owner/co-owners of properties suffering disrepair. This advice and information will be in relation to organising necessary repairs efficiently and effectively and will cover topics such as: creating maintenance accounts, apportioning costs, contacting owners, organising owner meetings, identifying funding options, etc. This advice and information will be delivered from the 'missing shares' information pack which will include guidance and pro forma documents for owners in an electronic format.
- 5.3 Funding for 'missing shares' will be assessed on a prioritised basis with works which are either related to compliance with a statutory Notice, considered to be addressing serious disrepair or works forming part of a larger investment programme being given priority. Outwith these categories consideration will be given to other repairs on a case-by-case basis. It should be borne in mind, however, that all costs incurred in funding 'missing shares' are recoverable from the relevant owner via a Repayment Charge attached to the title of the property.

- 5.4 Cases which are to be considered for payment of a 'missing share' will be provided with practical assistance by Officers such as attending an owners' meeting and notifying the non-participating owners of the likely financial impact of their position. Statutory Notices will be served as appropriate.
- 5.5 Where all elements of the obligations on participating owners have been complied with and it has been determined by Officers that it is appropriate for the Council to make payment of the 'missing share', an approval letter will be issued confirming the amount that will be paid into the property maintenance account upon completion of the works. For clarity, Inverclyde Council will simply be providing the 'missing share' and will not be surveying, commissioning, checking or approving any of the associated reports, quotes or invoices. At all times responsibility for the works and associated processes remains the responsibility of the owners.
- 5.6 Where a 'missing share' relates to a landlord who is unable or unwilling to pay for maintenance, consideration will be given to reviewing their 'fit and proper person' status in respect of Landlord Registration on the basis that they are not complying with their legislative obligations and/or are choosing to operate their business in such a way as to be detrimental to Inverclyde's housing stock. Where a statutory Notice has not been complied with, consideration will be given to a report being prepared for the Procurator Fiscal.

6.0 IMPLICATIONS

6.1 Financial Implications:

This should be cost neutral as the Housing (Scotland) Act 2006 provides a means of recovery of expenditure incurred by the Council including interest and administrative costs.

6.2 Human Resources:

Currently being met and will continue to be met within existing staffing.

6.3 Legal:

The proposal complies with the relevant legislation.

6.4 Equalities:

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

6.5 Repopulation:

The proposal is aimed at improving Inverclyde's housing stock which will positively impact on repopulation.

7.0 CONSULTATIONS

- 7.1 Legal and Finance officers have been consulted on this proposal.

PAYMENT OF MISSING SHARES

Protocol and Guidance

1.0 Introduction

2.0 Background

3.0 Legislative Framework

3.1 Housing (Scotland) Act 2006

3.2 Tenements (Scotland) Act 2004 and Housing (Scotland) Act 2014

4.0 Strategic Fit

5.0 Assessment & Prioritisation

6.0 Payment and Recovery of Costs

7.0 Monitoring, Evaluation & Review

APPENDICES

A Process Map

B Application Checklist

C Definition of Communal Serious Disrepair

D Payment Application

1st December 2015

1.0 Introduction

The Scottish Government has enacted legislation which is designed to enable Local Authorities to assist owners in situations where communal repairs are required but works cannot be progressed as a result of an owner, or owners, being unwilling or unable to fund their share of the required works, or where owners cannot be found.

2.0 Background

Primary responsibility for the maintenance of property rests with the owner and repairs should be owner led. However, there are situations where the majority of owners within a property are unable to progress necessary works to common property communal works as a result of owner(s) being unwilling or unable to contribute to the cost of the works as set out in the title to the property; or where it is unreasonable to expect that owner to contribute to the cost; or where owners cannot be found. This unpaid contribution is known as a 'missing share'.

Legislative changes have taken place in recent years to allow Local Authorities to assist in situations such as this and Inverclyde Council has developed this protocol and guidance document to assist staff in the administration of these discretionary powers.

3.0 Legislative Framework

There are two key pieces of legislation providing Local Authorities with powers to make discretionary payment of a missing share(s) and these are as follows:

3.1 Housing (Scotland) Act 2006

Section 50 of the Housing (Scotland) Act 2006 provides Local Authorities with the power to pay into a maintenance account a sum which represents the estimated cost of a share which remains unpaid by an owner for maintenance of common property where that owner is unable or unwilling to pay; where it is unreasonable to expect that owner to pay; or where that owner cannot be found. The local authority may request that the non-complying owner provide information on their financial circumstances before deciding whether or not to provide financial assistance.

Section 50 requires that all of the owners responsible for the maintenance, including those who have not yet paid their share, be advised of the requirement to pay their share into the maintenance account by virtue of a notice. That notice must clearly set out a number of statements regarding the required works and provide a final date by which that owner's relevant share must be paid into the maintenance account. Maintenance and maintenance accounts are defined within Section 194 of the Act.

Where a payment has been made to cover a missing share, section 172 of the Act enables local authorities to recover the payment, administrative expenses incurred in making the payment and interest on the payment by way of a repayment charge.

3.2 Tenements (Scotland) Act 2004 and Housing (Scotland) Act 2014

The Housing (Scotland) Act 2014 introduced an amendment to the Tenements (Scotland) Act 2004 which provides local authorities with the power to pay a sum representing an owner's share of Tenement Management Scheme costs for maintenance where that owner is unable or unwilling to pay or where that owner cannot be found. Local authorities are required to give notice to such owner prior to making any payment.

Schedule 1 of the Tenements (Scotland) Act 2004 confirms the definition of maintenance which includes the installation of insulation. Schedule 1 also sets out the rules to be followed in a Tenement Management Scheme, which should be used where the title deeds do not include provision for decision making.

Where a payment has been made to cover a missing share, section 172 of the Housing (Scotland) Act 2006 enables local authorities to recover the payment and administrative expenses incurred in making the payment by way of a repayment charge. It is of note that interest on a payment made under the Tenements (Scotland) Act 2004 cannot be recovered and that a repayment charge cannot be placed on a commercial property.

4.0 Strategic Fit

The Inverclyde Local Housing Strategy (LHS) is designed to show how Inverclyde Council will deliver its housing related services. Outcome 5 of the LHS "Inverclyde residents take responsibility for their housing and communities," includes a number of policies designed to ensure that the physical condition of a property is maintained to a good standard. This means newly occurring repairs should be responded to but also that the more fundamental but predictable works of renewing or repairing structural elements of the property need to be planned for and funded.

The payment of 'missing shares' will assist in delivering outcome 5 of the LHS and the assessment, prioritisation and payment of 'missing shares' will be delivered as part of the Council's Scheme of Assistance which sets out the Council's approach to delivering advice and information, practical assistance and financial assistance to home owners in Inverclyde. 'Missing shares' will include all elements of advice, information and assistance and the level of assistance will vary from case to case.

At its meeting of 4th November 2014 the Education and Communities Committee agreed to a change in emphasis to tackling private sector disrepair to include earlier intervention in property maintenance and repair. The payment of 'missing shares' will facilitate property maintenance and repair but will be considered as a last resort when other intervention methods have been exhausted. The payment of a missing share will not be applicable in properties subject to a Demolition Order or properties within a designated housing led regeneration area.

5.0 Assessment & Prioritisation

It is expected that the majority of representations from owners to pay a 'missing share' will be considered under the Housing (Scotland) Act 2006 legislative process which provides a methodical framework for owner led delivery including;

- Owners required to set up a maintenance account
- Notice required to be given to all owners, by owners, which sets out clear obligations and requirements
- Recovery of full expenses including interest

Consideration will be given to the use of paying a 'missing share' under the Tenements (Scotland) Act 2004 where the installation of insulation is the maintenance issue or there is other good reason for doing so. However, the use of this legislation should be restricted as the Council is obliged to serve notice on the non-compliant owners and is unable to recover interest charges accumulated over the 30 year repayment charge period. Appendix A sets out the process for delivery of missing shares and Officers should follow this process to ensure consistency.

5.1 Consideration will be given to applications received from a majority of property owners regarding owners who are unable or unwilling to participate in required maintenance works, or who cannot be found by the owners. In circumstances where it is considered to be unreasonable to expect the owner to pay for the works the applying owners will be advised accordingly.

For an application to progress through the process of assessment it requires to be signed by all relevant owners and also requires to provide proof that;

- a) the proposed works are required,
- b) the missing share is for a residential property,
- c) the proposed works meet the definition of maintenance,
- d) contact or discussion has been attempted with the non-compliant owner, and that,
- e) the costs are reasonable and correctly apportioned

Any application unable to meet the basic criteria will be rejected, with the owners advised of the reason for rejection and given advice on how to progress matters

themselves. An information pack which includes information and pro forma documents has been developed and this should be used by staff to ensure that clear, concise and consistent information is provided to owners.

5.2 Where an application meets the basic criteria the owners will be engaged to determine the level of discussion and contact with the non-compliant owner which has taken place. Officers will consider the level and frequency of contact and assess its appropriateness, providing advice and information to the applying owners where the contact with the non-compliant owner is considered to be non-existent, poor quality, infrequent or has not taken reasonable consideration of any responses received. Advice and information will be given to the owners on the option of funding the 'missing share' themselves and taking legal action against the non-compliant owner to recover costs due to them. A case record and checklist is set out at Appendix B and this should be prepared and kept up to date for any application for a 'missing share'. The checklist will provide all relevant Officers with a clear position on the current status of the case.

5.3 If the applicants are considered to have exhausted all routes of contact with the owner and are themselves unable to fund the 'missing share', the Council may engage the non-compliant owner with a view to assessing their individual situation. Non-compliant owners will be advised of the 8% interest rate and administrative expenses which will be charged to them by the Council where a 'missing share' is paid. Where an owner is unwilling or unable to pay their share, or where that owner cannot be found, consideration will be given to the Council making a payment to the maintenance account which represents the 'missing share'. Any owner who is unable to pay will be provided with additional advice or information or will be offered a referral to alternative services who may be able to provide additional support or information particular to that owner's situation.

5.4 Priority will be given to applications where it is clearly demonstrated that;

- the application meets the required criteria,
- frequent and reasonable contact has been attempted,
- the owner is unable or unwilling to pay or cannot be found,
- the other owners cannot collectively meet the 'missing share', and

that the proposed works are, in order of priority, either;

- in response to the service of a notice,
- addressing serious disrepair in line with the Council's definition of serious disrepair as set out at Appendix C,
- part of a planned investment/improvement programme at that building, or
- complimenting an area based programme of investment.

Other repairs will be considered for inclusion on a case-by-case basis.

Owners must submit a maintenance plan which sets out their intentions for future maintenance of the property; this plan must be to the satisfaction of the Council.

5.5 In situations where a landlord is unable or unwilling to pay for their share of the estimated costs for maintenance, consideration will be given to reviewing their 'fit and proper person' status in respect of Landlord Registration on the basis that they are not complying with their legislative obligations and/or are operating their business in such a way as to be detrimental to Inverclyde's housing stock. A referral to the Private Rented Housing Panel for further action will be considered and, where a statutory notice has not been complied with, consideration will be given to a report being prepared for the Procurator Fiscal.

6.0 Payment & Recovery of Costs

As previously noted in paras 3.1 and 3.2, the local authority's ability to recover all costs associated with providing a 'missing share' will directly influence the legislation used. Therefore, it is likely that the Housing (Scotland) Act 2006 will be used in the majority of 'missing share' cases and recovery of expenses will be made via a repayment charge against the property if the invoice raised by the Council is not paid in full.

During the works programme undertaken as a result of the local authority paying a 'missing share' it may be the case that an owner becomes able to meet the full cost of their share. In these circumstances the owner should be encouraged to place the relevant sum in the maintenance account in advance of completion of the works.

Any payment made by Inverclyde Council will be made direct to the maintenance account and all participating owners are required to sign a payment application which confirms their agreement to this and which provides the banking details for the maintenance account. A payment application is set out at Appendix D.

It is expected that in the majority of cases the owner will remain without funds upon completion of works and that a repayment charge will require to be registered against the title to property to ensure that the local authority is able to recover the missing payment, associated expenses and interest.

7.0 Monitoring, Evaluation & Review

To ensure that the 'missing shares' policy and associated resources are being used effectively and that they contribute to the outcomes of the LHS, a monitoring, evaluation and review cycle will be undertaken.

Annual statistics will be sought and evaluated internally to ensure that the policy objectives are being maintained, that the Scheme of Assistance continues to have an appropriate focus on the private housing sector and that the improvements

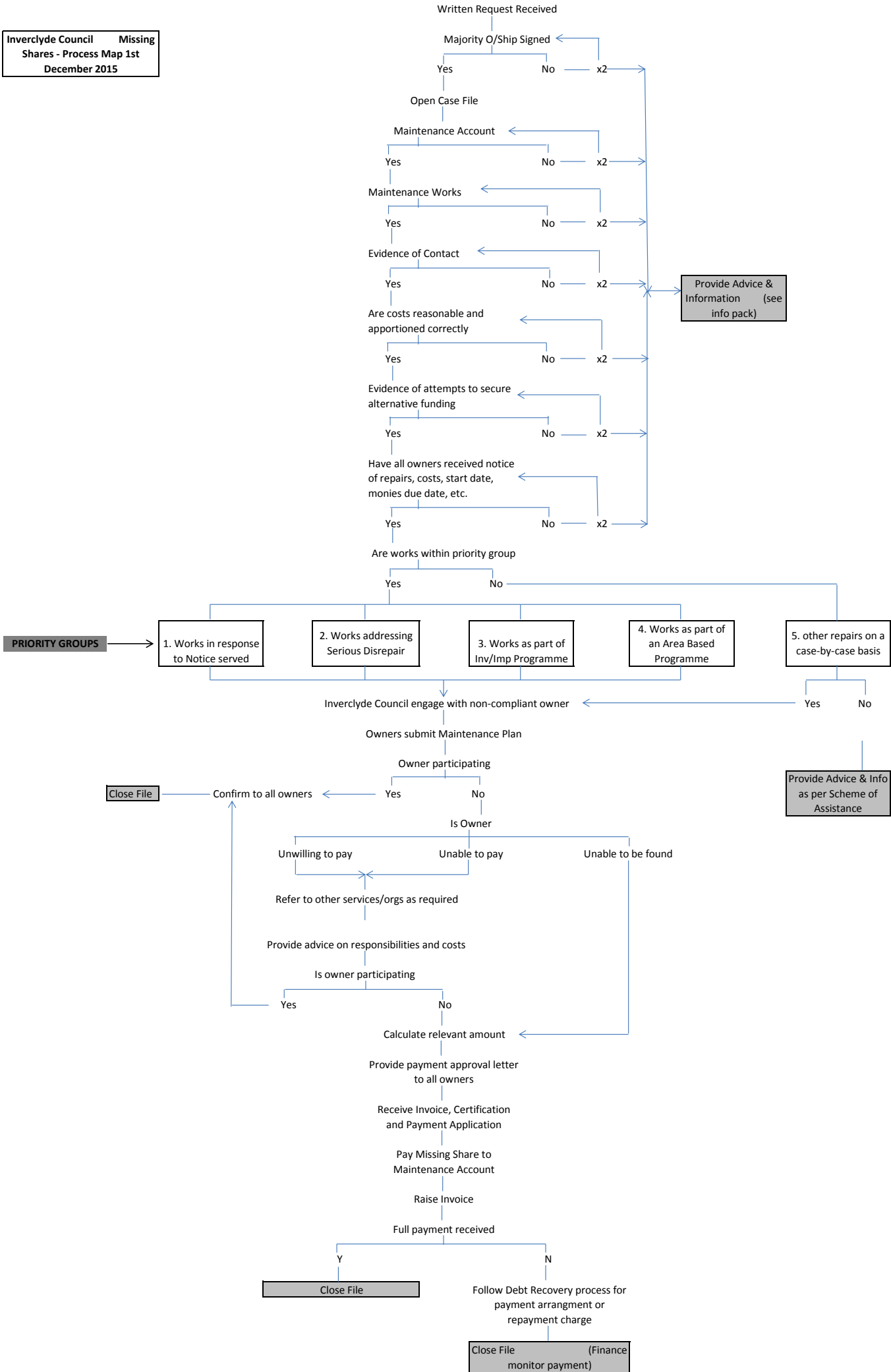
delivered are reported via the monitoring of Outcome 5 of the LHS. The policy will be reviewed annually to ensure that it remains fit for purpose, with amendments and adjustments made as necessary.

APPENDICES

- A Process Map**
- B Application Checklist**
- C Definition of Serious Disrepair**
- D Payment Mandate**

Appendix A Process Map

Inverclyde Council Missing Shares - Process Map 1st December 2015



Appendix B

Missing Shares Checklist & Case Notes											
1	Case No:	MS/			2	Lead Officer					
3		Property Details		Address:							
	<u>Flat</u>	<u>Owner</u>		<u>REN</u>		<u>Participating</u>		<u>Contact Details</u>			
	G/1					Y / N					
	G/2					Y / N					
	1/1					Y / N					
	1/2					Y / N					
	1/3					Y / N					
	2/1					Y / N					
	2/2					Y / N					
	2/3					Y / N					
	3/1					Y / N					
	3/2					Y / N					
	3/3					Y / N					
4		Description of Works									
5		Are Works Defined as Maintenance			Y / N	6		Have Majority Agreed			Y / N
7		Do Title Deeds Confirm Apportionment of Costs			Y / N	8		Maintenance Account Open			Y / N
9		Have Costs Been Correctly Apportioned			Y / N	10		Are Costs Reasonable			Y / N
11		Has Non-Complying Owner Been Contacted by the Majority of Owners				Y / N					
11a		Type and Frequency of Contact									
	<u>Type</u>		<u>Date</u>			<u>Response</u>					
12		Details of Alternative Funding Sources Sought									
	<u>Type</u>					<u>Outcome</u>					
	Majority Funding										
	Majority Funding with Debt Recovery										
	Majority Funding with Charge Against Title										
	Other (specify).....										
13		Have all Owners Been Provided With Relevant Formal, Written Notification					Y / N				
14		Are Proposed Works Within One of the Confirmed Priority Groups				1 / 2 / 3 / 4					
15		Confirm Reason For Inclusion if Outwith Priority Group									
					<u>Authorised By</u>	<u>Date</u>					
16		Reason for Missing Share Being Required				<u>Owner Unwilling</u>	<u>Owner Unable</u>	<u>Owner Untraceable</u>			
17		Financial Assessment Complete			Y / N	18		Value of Missing Share		£	
19		Date Share Due To Be Paid				20		Date Works Due To Start			
21		Date of Completion of Works				22		Payment Made to Maintenance Account		Y / N	
23		Recovery Method		Invoice Paid / Repayment Arrangement / Repayment Charge							
Complete						Date					

Appendix C

Primary Building Elements				
A primary element fails if more than 20% of the element requires repair or replacement. Failure of one or more primary elements defines Serious Disrepair				
Ref No.	Element	Type	Example	Measurement
13	Wall Structure	External or common	Vertical/diagonal cracking, inadequate expansion joints, wall tie corrosion, twisted, cracked, overloaded or slipped lintels, bowing and oversailing of walls	Surface area basis
15	Foundations	External or common	Evidence showing in other primary elements, e.g. vertical or diagonal cracking of wall structure, sloping floors, etc.	Linear basis
16	Roof Structure	External or common	Defective roof structure evidenced by ponding, sagging, humping, outward spread, etc.	Linear basis
Secondary Building Elements				
A secondary element fails if more than 20% of the element requires repair or replacement. Failure of two or more secondary elements defines Serious Disrepair				
Ref No.	Element	Type	Example	Measurement
17	Principal Roof Covering	External or common	Problems including missing, broken or slipped slates or tiles; torn or cracked flat roof coverings	Surface area basis
18	Chimney Stacks	External or common	Broken, unseated, unsafe pots, leaning stacks, decayed masonry, defective pointing	Linear basis
19	Flashings	External or common	Problems including detached flashings, loose cement fillings and damaged verges.	Linear basis
20	Rainwater Goods	External or common	Cracked or corroded gutters or downpipes, missing fittings	Linear basis
21	External Wall Finish	External or common	Disrepair to pointing, brickwork, blockwork or render	Surface area basis
22	Common access decks/galleries/balustrades	Common elements	Deck finishes and substrate; structural supports; railings; drainage and drainage outlets; waterproof finishes and skirtings of long access balconies, galleries and decks.	Linear basis
23	Common Access Stairs	Common elements	Including disintegration of concrete slab or treads, movement of slab, corrosion to steelwork, damages to finishes including balustrades.	Weighted linear basis
27	Damp Proof Course	External	Problems of internal rising damp could indicate a breached DPC	Linear basis
29	Common Windows and Rooflights	Common elements	As per individual external windows and doors	Weighted surface area basis
30	Underground Drainage	External or common	Defective manhole, gullies, branches or collapsed drains	Linear basis

Appendix D

Missing Shares - Payment Application

All participating owners and joint owners must complete Section 1.

Please score through the word options which do not apply to your situation and then sign the declaration below.

OWNER'S DECLARATION

REF: MS/0

1. I/We declare that I/we, the undersigned, am/are the owner(s) of the property at,

Postcode

and that I/we hereby make application for a missing share payment being made by Inverclyde Council to the undernoted maintenance account upon satisfactory submission of an invoice and any related information requested.

Print Name:

Flat Position:

Signature:

Date:

Print Name:

Flat Position:

Signature:

Date:

Print Name:

Flat Position:

Signature:

Date:

Print Name:

Flat Position:

Signature:

Date:

Print Name:

Flat Position:

Signature:

Date:

Print Name:

Flat Position:

Signature:

Date:

Print Name:

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Date:

Print Name:	Flat Position:
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Print Name:	Flat Position:
Signature:	Date:
Print Name:	Flat Position:
Signature:	Date:
Print Name:	Flat Position:
Signature:	Date:
Print Name:	Flat Position:
Signature:	Date:

Maintenance Account - Banking Details	
Name of account:	
Name of Account	
Signatory 1:	
Name of Account	
Signatory 2:	
Bank/Building	
Society Name:	
Bank/Building	
Society Address:	
Postcode	
Account Number:	
Sort Code:	

Report To:	Education & Communities Committee	Date: 19 January 2016
Report By:	John Arthur, Head of Safer & Inclusive Communities	Report No: EDUCOM/16/16/DH
Contact Officer:	Drew Hall, Service Manager, Community Safety & Wellbeing	Contact No: 01475 714272
Subject:	Stock Transfer Agreement Support for Owners Funding: Update	

1.0 PURPOSE

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

2.0 SUMMARY

- 2.1 The Stock Transfer Agreement (STA) amongst the Council, Scottish Government and RCH permitted receipts generated from Right to Buy (RTB) sales to allow Inverclyde Council to support RCH's Scottish Housing Quality Standard (SHQS) programme by making grants available to all participating/eligible owners. These projects are designed to assist RCH in bringing all of their housing stock up to the SHQS by the end of March 2016.
- 2.2 The RCH programme was slow to gain momentum at the start of the process and the full allocation in the early years from the RTB receipts was not fully utilised. In recent years the demand for grant aid from eligible owners in SHQS programme was expected to outstrip the RTB receipts and this resulted in a reduction in the grant award to 50% of the cost of eligible works.
- 2.3 RCH have provided details of their SHQS programme for 2015/16; there is still £160k uncommitted in the SFO budget which with the amount currently unclaimed, totals over £1million. RCH advise that works will be completed by 1st April 2016 which will require the entire budget. The unused budget must be returned to the Scottish Government.

3.0 RECOMMENDATIONS

- 3.1 That the Committee:
 - a) note the updated position in respect of the Support for Owners Fund and note the potential funding underspend for 2015/16 financial year;

John Arthur, Head of Safer & Inclusive Communities

4.0 BACKGROUND

- 4.1 The Stock Transfer Agreement (STA) amongst the Council, Scottish Government and RCH permitted receipts generated from Right to Buy (RTB) sales to allow Inverclyde Council to support RCH's Scottish Housing Quality Standard (SHQS) programme by making grants available to all participating owners. These projects are designed to assist RCH in bringing all of their housing stock up to the SHQS by the end of March 2016. The national date for compliance with SHQS is March 2015. The STA permitted a further year for RCH compliance.
- 4.2 In previous financial years a combination of the receipts generated from Right to Buy (RTB) sales and the carry forward of accumulated receipts have allowed Inverclyde Council to support the RCH SHQS programme by making grants available to all participating owners on a means tested basis. Grants ranging from 100% to 50% of the costs of eligible works have been provided to owners wishing to take part in common works. The accumulated RTB receipts in the SFO Fund have been steadily reduced over the past few years as grants have been paid out and the income from RTB sales has also reduced over time.
- 4.3 The RCH programme was slow to gain momentum at the start of the process and the full allocation in the early years from the RTB receipts was not fully utilised. In recent years the demand for grant aid from eligible owners in the SHQS programme was expected to outstrip the RTB receipts and this resulted in a reduction on the grant award to 50% of the cost of eligible works.

5.0 CURRENT SITUATION

- 5.1 The SFO funding for 2015/16 from receipts generated from Right to Buy (RTB) sales and the carry forward from last year is £1.25 million. This fund will help support the common owners with their share of the SHQS work costs at :-

John Street Greenock - in Collaborative HEEPS
Broomhill Greenock - in Collaborative HEEPS
Greenock West
Chapelton, Port Glasgow
Bardriannay Port Glasgow in Collaboration HEEPS Port Glasgow
Bardriannay Moss Road Port Glasgow
Wellpark - in Collaboration with HEEPS(Lower Mearns/Trafalger etc)
Slaemuir Maisonettes Port Glasgow
Dubbs Road Port Glasgow
Wren Road Greenock
Cornhaddock St Greenock
Neil Street Greenock
HEEPS = Home Energy Efficiency Programme Scotland

- 5.2 The advised commitment by RCH to the SFO budget is around £1,090,000.00 leaving £160K uncommitted. Also, as at December 2015, the amount claimed by RCH against the £1.25 million budget is only £130k leaving a balance of well over £1 million. At officer level the Council has been continually advised that RCH will use the entire budget in this financial year.
- 5.3 The budget can only be used to fund the owners' share of SHQS works by RCH that have been completed before 1st April 2016. Given that there are only 3 months remaining,

concerns have been raised formally at Director level in RCH about the likelihood of their assurances being met and a response is awaited .

6.0 IMPLICATIONS

6.1 Strategic

The completion of the SHQS Programme by the Scottish Government deadline of 2015 (2016 for RCH) is a key element of the Inverclyde Local Housing Strategy 2011-2016 and Inverclyde Council is keen to ensure that all tenants of RSLs and adjoining owners benefit from the improvements arising out of the Programme.

6.2 Financial

Financial Implications - One off Costs

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
Earmark Reserve	SFO Expenditure	2015/16	£713,544	N/A	£130k claimed at 23 rd Dec 2015
RTB receipts			£537,280		
TOTAL			£1,250,824		

Financial Implications - Annually Recurring Costs/ (Savings)

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

6.3 Legal

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

6.4 Human Resources

There are no Personnel implications arising from this report.

6.5 Equalities

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

6.6 Repopulation

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

7.0 CONSULTATIONS

- 7.1 This report has been prepared in consultation with the following:
- River Clyde Homes;
 - Scottish Government Housing Supply Division; and
 - Finance.

8.0 LIST OF BACKGROUND PAPERS

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

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

Support for Owners Update; report to Education & Communities Committee, 10 September 2013

Report To:	Education and Communities Committee	Date	19 January 2016
Report By:	Corporate Director Education, Communities & Organisational Development	Report No:	EDUCOM/06/16/MM
Contact Officer:	Martin McNab	Contact No:	4246
Subject:	Delegated Powers		

1.0 PURPOSE

- 1.1 To grant delegated powers to the Head of Safer & Inclusive Communities to authorise officers under a number of acts and regulations.

2.0 SUMMARY

- 2.1 The Head of Safer & Inclusive Communities currently has delegated powers to authorise officers under the legislation listed in appendix 1. Recent changes to legislation however necessitate an addition to that list.
- 2.2 The Consumer Rights Act 2015 brings in a number of new powers for Trading Standards Officers in addition to simplifying the suite of enforcement powers available under existing Trading Standards legislation. Delegated powers are therefore required to allow officers to be authorised under this Act.

3.0 RECOMMENDATION

- 3.1 That delegated powers are granted to the Head of Safer & Inclusive Communities to authorise officers under the Consumer Rights Act 2015.

4.0 IMPLICATIONS

4.1 Financial Implications

None

4.2 Legal Implications

Legal Implications are as noted in the body of the report.

4.3 Human Resources Implications

None

4.4 Equalities Implications

None

4.5 Repopulation Implications

None

5.0 CONSULTATIONS

5.1 N/A

6.0 LIST OF BACKGROUND PAPERS

6.1 None

Authorisation Delegated to the Head of Safer Inclusive Communities

Inverclyde Council delegates powers to authorise officers under the undermentioned legislation and any relevant regulations made thereunder to the Head of Safer Communities. The list is correct as of 07/12/2015 .

<u>Act</u>	<u>Delegated Powers</u>	<u>Committee Date</u>
Agriculture (Miscellaneous Provisions) Act 1968	<input checked="" type="checkbox"/>	11/01/2007
Animal Boarding Establishments Act 1963	<input checked="" type="checkbox"/>	11/01/2007
Animal Health Act 1981	<input checked="" type="checkbox"/>	11/01/2007
Animal Health and Welfare (Scotland) Act 2006	<input checked="" type="checkbox"/>	11/01/2007
Animal Health and Welfare Act 1984	<input checked="" type="checkbox"/>	11/01/2007
Antisocial Behaviour etc. (Scotland) Act 2004	<input checked="" type="checkbox"/>	11/01/2007
Breeding of Dogs Act 1973	<input checked="" type="checkbox"/>	11/01/2007
Breeding of Dogs Act 1991	<input checked="" type="checkbox"/>	11/01/2007
Building Scotland Act 2003	<input checked="" type="checkbox"/>	19/10/2006
Business Names Act 1985	<input checked="" type="checkbox"/>	11/01/2007
Cancer Act 1939	<input checked="" type="checkbox"/>	11/01/2007
Caravan Sites and Control of Development Act 1960	<input checked="" type="checkbox"/>	11/01/2007
Children and Young Persons (Protection from Tobacco) Act 1991	<input checked="" type="checkbox"/>	11/01/2007
Chronically Sick and Disabled Persons Act 1970	<input checked="" type="checkbox"/>	20/01/2015
Civic Government (Scotland) Act 1982	<input checked="" type="checkbox"/>	11/01/2007
Clean Air Act 1993	<input checked="" type="checkbox"/>	11/01/2007
Climate Change (Scotland) Act 2009	<input checked="" type="checkbox"/>	20/01/2015
Companies Act 1985	<input checked="" type="checkbox"/>	11/01/2007
Consumer Credit Act 1974 (as amended)	<input checked="" type="checkbox"/>	11/01/2007
Consumer Credit Act 2006	<input checked="" type="checkbox"/>	11/01/2007
Consumer Protection Act 1987	<input checked="" type="checkbox"/>	11/01/2007
Consumers, Estate Agents and Redress Act 2007	<input checked="" type="checkbox"/>	05/05/2009
Control of Dogs (Scotland) Act 2010	<input checked="" type="checkbox"/>	06/03/2012
Control of Pollution Act 1974	<input checked="" type="checkbox"/>	11/01/2007
Copyright, Designs and Patents Act 1988	<input checked="" type="checkbox"/>	11/01/2007
Copyright, Designs and Patents Act 1988	<input checked="" type="checkbox"/>	11/01/2007
Customs and Excise Management Act 1979	<input checked="" type="checkbox"/>	23/03/2010

<i>Act</i>	<i>Delegated Powers</i>	<i>Committee Date</i>
Dangerous Dogs Act 1991	<input checked="" type="checkbox"/>	11/01/2007
Dangerous Wild Animals Act 1976	<input checked="" type="checkbox"/>	11/01/2007
Decriminalised Parking Enforcement	<input checked="" type="checkbox"/>	01/09/2014
Development of Tourism Act 1969	<input checked="" type="checkbox"/>	11/01/2007
Dog Fouling (Scotland) Act 2003	<input checked="" type="checkbox"/>	11/01/2007
Dogs Act 1871	<input checked="" type="checkbox"/>	11/01/2007
Education Reform Act 1988	<input checked="" type="checkbox"/>	11/01/2007
Enterprise Act 2002	<input checked="" type="checkbox"/>	11/01/2007
Environmental Protection Act 1990	<input checked="" type="checkbox"/>	11/01/2007
Estate Agents Act 1979	<input checked="" type="checkbox"/>	11/01/2007
European Communities Act 1972	<input checked="" type="checkbox"/>	11/01/2007
Explosives Acts 1875 & 1923	<input checked="" type="checkbox"/>	11/01/2007
Factories Act 1961	<input checked="" type="checkbox"/>	11/01/2007
Fair Trading Act 1973	<input checked="" type="checkbox"/>	11/01/2007
Farm and Garden Chemicals Act 1967	<input checked="" type="checkbox"/>	11/01/2007
Fireworks Act 2003	<input checked="" type="checkbox"/>	11/01/2007
Food and Environment Protection Act 1985	<input checked="" type="checkbox"/>	11/01/2007
Food Safety Act 1990	<input checked="" type="checkbox"/>	11/01/2007
Forgery and Counterfeiting Act 1981	<input checked="" type="checkbox"/>	11/01/2007
Guard Dogs Act 1975	<input checked="" type="checkbox"/>	11/01/2007
Hallmarking Act 1973	<input checked="" type="checkbox"/>	11/01/2007
Health and Safety at Work etc Act 1974	<input checked="" type="checkbox"/>	11/01/2007
Housing (Scotland) Act 1987	<input checked="" type="checkbox"/>	11/01/2007
Housing (Scotland) Act 2006	<input checked="" type="checkbox"/>	11/01/2007
Knives Act 1997	<input checked="" type="checkbox"/>	11/01/2007
Licensing (Scotland) Act 2005	<input checked="" type="checkbox"/>	01/05/2008
Medicines Act 1968	<input checked="" type="checkbox"/>	11/01/2007
Motor Cycle Noise Act 1987	<input checked="" type="checkbox"/>	11/01/2007
Motor Vehicles (Safety Equipment for Children) Act 1991	<input checked="" type="checkbox"/>	11/01/2007
National Lottery etc. Act 1993	<input checked="" type="checkbox"/>	11/01/2007
Nurses (Scotland) Act 1953	<input checked="" type="checkbox"/>	11/01/2007
Olympic Symbol etc. (Protection) Act 1995	<input checked="" type="checkbox"/>	11/01/2007
Performing Animals (Reg.) Act 1925	<input checked="" type="checkbox"/>	11/01/2007

<i>Act</i>	<i>Delegated Powers</i>	<i>Committee Date</i>
Pet Animals Act 1951	<input checked="" type="checkbox"/>	11/01/2007
Petroleum (Consolidation) Act 1928	<input checked="" type="checkbox"/>	11/01/2007
Petroleum (Transfer of Licences) Act 1936	<input checked="" type="checkbox"/>	11/01/2007
Poisons Act 1972	<input checked="" type="checkbox"/>	11/01/2007
Prevention of Damage by Pests Act 1949	<input checked="" type="checkbox"/>	11/01/2007
Prices Acts 1974 and 1975	<input checked="" type="checkbox"/>	11/01/2007
Property Misdescriptions Act 1991	<input checked="" type="checkbox"/>	11/01/2007
Public Health etc. (Scotland) Act 2008	<input checked="" type="checkbox"/>	02/09/2008
Refuse Disposal (Amenity) Act 1978	<input checked="" type="checkbox"/>	11/01/2007
Sewerage (Scotland) Act 1968	<input checked="" type="checkbox"/>	11/01/2007
Smoking, Health & Social Care (Scotland) Act 2005	<input checked="" type="checkbox"/>	11/01/2007
Telecommunications Act 1984	<input checked="" type="checkbox"/>	11/01/2007
Timeshare Act 1992	<input checked="" type="checkbox"/>	11/01/2007
Tobacco Advertising and Promotion Act 2002	<input checked="" type="checkbox"/>	11/01/2007
Tobacco and Primary Medical Services (Scotland) Act 2010	<input checked="" type="checkbox"/>	30/03/2010
Tobacco Products Duty Act 1979	<input checked="" type="checkbox"/>	23/03/2010
Trade Descriptions Act 1968	<input checked="" type="checkbox"/>	11/01/2007
Trade Marks Act 1994	<input checked="" type="checkbox"/>	11/01/2007
Trading Representations (Disabled Persons) Act 1958 and 1972	<input checked="" type="checkbox"/>	11/01/2007
Unsolicited Goods and Services Acts 1971 and 1975	<input checked="" type="checkbox"/>	11/01/2007
Video Recordings Act 1984 & 1993	<input checked="" type="checkbox"/>	11/01/2007
Water (Scotland) Act 1980	<input checked="" type="checkbox"/>	11/01/2007
Water Services etc. (Scotland) Act 2005	<input checked="" type="checkbox"/>	11/01/2007
Weights and Measures Act 1985	<input checked="" type="checkbox"/>	11/01/2007
Weights and Measures Etc. Act 1976	<input checked="" type="checkbox"/>	11/01/2007
Zoo Licensing Act 1981	<input checked="" type="checkbox"/>	11/01/2007

Report To: Education and Communities
Committee

Date: 19 January 2016

Report By: Corporate Director Education,
Communities & Organisational
Development

Report No: EDUCOM/09/16/LW

Contact Officer: Linda Wilkie

Contact No: 01475 712812

Subject: Care Inspections of Early Learning and Childcare Establishments

1.0 PURPOSE

- 1.1 The purpose of this report is to inform the Committee of the quality of Inverclyde Council's Early Learning and Childcare establishments as evidenced by Care Inspectorate inspections.

2.0 SUMMARY

- 2.1 The Care Inspectorate inspect services to ensure appropriate standards of care are provided.
- 2.2 Grades on a scale of 1 to 6 are awarded at inspection in the areas of quality of care and support, environment, staffing and management and leadership.
- 2.3 The report provides details of grades awarded to services, highlights areas of best practice and areas of development.
- 2.4 Inverclyde Council's early learning and childcare establishments are providing a high quality of care.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee note the content of this report.

Wilma Bain
Corporate Director
Education, Communities & Organisational Development

4.0 BACKGROUND

4.1 The Care Inspectorate regulates and inspects care services in Scotland to make sure that they meet the correct standards.

4.2 At inspection, services are awarded grades for the quality of care and support, environment, staffing and management and leadership.

Each area is assessed on a scale from 1 to 6, where 1 is unsatisfactory and 6 is excellent.

Grade	Assessment
1	Unsatisfactory
2	Weak
3	Adequate
4	Good
5	Very good
6	Excellent

4.3 The frequency of inspections varies dependent on the type of service and the grades awarded at previous inspection. Services with children aged 3 to 5 years with good or above grades are inspected every 3 years. Services with children aged 0 – 3 years with good grades are inspected every 2 years. Services with unsatisfactory, weak or adequate grades are inspected annually.

4.4 Inspections are unannounced with a maximum of 2 inspectors present. Inspections are usually completed in 1 day but more complex services may be inspected over 2 days.

5.0 LOCAL INSPECTION OUTCOMES

5.1 Current grades awarded to Inverclyde Council's early learning and childcare establishments are:

Establishment	Quality of			
	Care and Support	Environment	Staffing	Management and Leadership
Unsatisfactory	0	0	0	0
Weak	0	0	0	0
Adequate	0	0	0	0
Good	8	7	6	7
Very Good	10	12	12	11
Excellent	1	0	1	1

5.2 A comparison with inspection outcomes for the previous inspection year identifies that:

- 10 establishments have improved grades;
- 8 establishments have unchanged grades all with very good grades);
- 1 establishment is newly registered.

6.0 AREAS OF STRENGTH

6.1	Heads of Establishment recognise the importance of providing high quality care for Inverclyde's children and families. This consistent focus on improving practice results in improved grades being awarded.
6.2	Almost all inspection outcomes in Inverclyde are well above the national performance. The number of very good grades awarded is particularly strong. Inverclyde Council establishments have no grades recorded at unsatisfactory, weak or adequate.
6.3	There is a clear recognition of the impact of the investment in the Early Years estate. The continued investment in this is recognised by the Care Inspectorate and reflected in inspection reports.
6.4	Inverclyde Council's commitment to workforce development is recognised in many inspection reports which comment on the professional, trained and motivated workforce. Many staff across the Authority have been supported to undertake qualifications which is positively impacting on practice.
6.5	The wide range of parental engagement is commended across all establishments. This includes parents being engaged in their children's learning and in a wide range of family support activities.
7.0	SUPPORT AND CHALLENGE
7.1	Developing practice in line with Care Inspectorate legislation remains a high priority. It is a standing item on the Early Years Head of Establishment meeting and is a constant feature of professional dialogue within establishments.
7.2	<p>Annual analysis of Care Inspectorate data is undertaken by the Quality Improvement team. Areas for focused attention are identified and action plans developed. In the last inspection year the areas for focused attention were:</p> <ul style="list-style-type: none"> • To improve the quality of care and support. • To move very good grades to excellent. • To improve grades in targeted nursery classes. <p>This rigorous approach has resulted in significant improvements in the quality of care and support, a small increase in excellent grades and a significant shift in grades in the targeted nursery classes.</p>
8.0	NEXT STEPS
8.1	Education Services will continue to support and challenge all services to improve their performance. Data will continue to be analysed to identify areas of strength and areas for improvement.
9.0	FINANCIAL IMPLICATIONS
9.1	There are no financial implications.
10.0	LEGAL IMPLICATIONS
10.1	There are no legal implications

11.0	HUMAN RESOURCES IMPLICATIONS	
11.1	There are no human resources implications.	
12.0	EQUALITIES IMPLICATIONS	
12.1	There are no known equalities implications.	
13.0	REPOPULATION IMPLICATIONS	
13.1	There are no known repopulation implications.	
14.0	CONCLUSIONS	
14.1	Early learning and childcare provision across Inverclyde continue to offer high quality services. Education Services will continue to support establishments to maintain and / or improve the quality of provision.	
15.0	BACKGROUND PAPERS	
15.1	Care Inspectorate reports.	

Report To:	Education & Communities Committee	Date:	19 January 2016
Report By:	Chief Financial Officer, and Corporate Director Education, Communities & Organisational Development	Report No:	FIN/05/16/AP/IC
Contact Officer:	Iain Cameron	Contact No:	01475 712832
Subject:	Education 2015/16 Revenue Budget- Period 7 to 31 October 2015		

1.0 PURPOSE

- 1.1 To advise the Committee of the 2015/16 Revenue Budget position as at Period 7 to 31 October 2015.

2.0 SUMMARY

- 2.1 The total Education budget for 2015/16 is £76,330,900. The School Estates Management Plan accounts for £14,717,300 of the total Education budget. A further £2,565,000 brought forward as Earmarked Reserves will also be used primarily to fund The Beacon Centre and Community Learning & Development activities.
- 2.2 The latest projection, excluding Earmarked Reserves, is an underspend of £433,000 (0.6%) This is a decrease in expenditure of £219,000 since last Committee.
- 2.3 The main reasons for the projected underspend are –
- (a) Projected overspend of £311,000 for Teachers Employee Costs, an increase of £78,000 since the last Committee. The number of Teachers employed for the new academic year from August 2015 exceeds the budget by 12.4fte.
 - (b) Projected underspend of £556,000 for Non Teacher Employee Costs, an increase of £132,000 since the last Committee. £496,000 of this underspend relates to Early Years Education. As previously reported, a number of Nurseries continue to operate at less than their Care Commission registration capacity. In addition to the projected savings within Early Years, there is a further projected underspend of £80,000, due mainly to vacant posts within Education Headquarters and the Corporate Director post being vacant for several months.
 - (c) Projected overspend of £79,000 for Water remains the same as previously reported to Committee. £40,000 of the projected overspend relates to drainage charges at two PPP Secondary Schools. The Council has formally written to the PPP provider seeking compensation for the drainage charges and the alteration of pipework to stop such charges in future. These discussions are on-going.
 - (d) Projected underspend of £17,000 for Non Domestic Rates (NDR) mainly due to St John's Primary School being vacant for part of the year during refurbishment.

-
- (e) Projected overspend of £20,000 for Internal Transport Drivers. The latest projection is in line with the final out-turn for 2014/15.
 - (f) Projected underspend of £20,000 for ASN Transport. The projected underspend is due to a reduction in transport costs for children in ASN day placements outwith Inverclyde.
 - (g) Projected underspend of £13,000 for SPT School Bus contracts.
 - (h) Projected underspend of £44,000 for Early Years Partner Provider Nurseries. The actual number of children placed in these Nurseries is 30 fewer than budget.
 - (i) Projected underspend of £49,000 for Early Years Day Carers. There is currently no requirement for this service within Education.
 - (j) £42,000 projected over recovery of income from Other Local Authorities for placements within Garvel and Craigmarloch. This partly funds additional Teacher costs.
 - (k) £30,000 projected over recovery of income for Early Years Wrapround. This is due to an increase in the numbers attending and increased uptake for summer places. The reduction in Wrapround income as a result of the introduction of the Children & Young People (Scotland) Act 2014 has been lower than anticipated.
 - (l) £70,000 projected over recovery of School Meals Income, an increase of £17,000 since the last Committee.

2.4 Earmarked Reserves for 2015/16, excluding those for Asset Plans and Strategic Funds total £2,565,000 of which £2,211,000 is projected to be spent in the current financial year. To date expenditure of £154,000 (7.0%) has been incurred. Spend to date per profiling was expected to be £1,552,000 therefore the year to date expenditure has slippage of £1,398,000 or 90%. This is fully due to a timing delay in making the large payment to The Beacon. This was paid in Period 9.

3.0 RECOMMENDATION

- 3.1 That the Committee note the projected underspend of £433,000 for the Education Revenue budget as at Period 7 to 31 October 2015.
- 3.2 That the Committee approve the virement of £30,000 from Inclusive Education to Education Services as detailed in paragraph 7.1 and Appendix 5.

Alan Puckrin
Chief Financial Officer

Wilma Bain
Corporate Director Education, Communities
& Organisational Development

4.0 BACKGROUND

- 4.1 The purpose of this report is to advise Committee of the current position of the 2015/16 Revenue Budget and to highlight the main issues arising.

5.0 2015/16 PROJECTION

- 5.1 The current Education revenue budget for 2015/16 is £76,330,900. This is an increase of £1,934,000 from the approved budget. Appendix 1 provides details of the increase.
- 5.2 The main issues to highlight in relation to the 2015/16 projected underspend of £433,000 are:

Employee Costs: Teachers:

The total budget for Teacher Employee Costs is £37,359,000 and the latest projection is an overspend of £311,000, an increase of £78,000 since the last Committee. The number of Teachers employed for the new academic year from August 2015 now exceeds the budget by 12.4fte. This is an increase of 2.4fte Teachers from the figure reported to the last Committee, the movement due to three additional 0.8fte posts in Secondary Schools. The breakdown of the additional 12.4fte Teachers is as follows - 4fte due to increased number of classes in Primary Schools, 2.4fte due to additional posts in Secondary Schools, 1fte due to a Placing Request appeal, 2fte due to increased roll in ASN Schools (partially offset by increased income), 1fte due to sickness cover within Psychological Services (now ended) and 2fte due to surplus Senior Teachers who have now been released from Council employment.

Employee Costs: Non Teachers:

The total budget for Non Teacher Employee Costs is £16,078,000 and the latest projection is an underspend of £556,000, an increase of £132,000 since the last Committee. Early Years Education accounts for £496,000 of the projected underspend. As previously reported, a number of Nurseries continue to operate at less than their Care Commission registration capacity. The resulting projected underspend has increased from £271,000 to £373,000 following an updated projection for the October 2015 children intake. The projected underspends due to the delay in opening St John's Nursery (£66,000) and no requirement to Job Evaluate the Heads and Deputies of seven Nurseries (£37,000) remain the same as previously reported to Committee. In addition to the projected savings within Early Years, there is a further projected underspend of £80,000 due mainly to vacant posts within Education Headquarters and the Corporate Director post being vacant for several months.

Non Domestic Rates (NDR) :

The 2015/16 budget for Non Domestic Rates (NDR) is £3,259,130 and the latest projection is an underspend of £17,000. The majority of this underspend relates to empty relief for St John's Primary School during refurbishment. There is no change to this projection since last Committee

Water:

The Water budget for 2015/16 is £248,920 and the latest projection is an overspend of £79,000. £40,000 of the overspend relates to drainage charges at two PPP Secondary Schools. The Council has formally written to the PPP provider seeking compensation for the drainage charges and the alteration of pipework to stop such charges in future. These discussions are on-going. The remaining £39,000 projected overspend relates to consumption in schools being higher than budget. The projected overspend for Water remains the same as reported to the last Committee.

Internal Transport Drivers :

The 2015/16 budget for Internal Transport Drivers is £292,630 and the latest projection is an overspend of £20,000 which is in line with the final out-turn for 2014/15.

ASN Transport :

The 2015/16 budget for ASN Transport is £555,120 following approval of the virement requested in Paragraph 7.1 and Appendix 5. The latest projection is an underspend of £20,000. As a result of fewer placements, there has been a reduction in transport costs for day placements outwith Inverclyde.

SPT School Buses Contract:

The 2015/16 budget for SPT School Buses is £1,227,920 and the latest projection is an underspend of £13,000.

Early Years Partner Providers:

The 2015/16 budget for Early Years Partner Providers is £269,410 and the latest projection is an underspend of £44,000. In common with Inverclyde Council Nurseries, the Partner Provider Nurseries are also running at less than their capacity. The number of children currently placed in these Nurseries is 30 fewer than budget.

Early Years Day Carers:

The 2015/16 budget for Early Years Day Carers is £49,000 and there is currently no requirement for this service in 2015/16. The projected underspend is the full budget of £49,000.

Income From Other Local Authorities:

The budget for Income from Other Local Authorities for 2015/16 is £278,400 and the latest projection is an over recovery of £42,000. Inverclyde Council receives payment from other Authorities for providing places for children within Inverclyde Education establishments, mostly Garvel and Craigmarnoch. The projection remains the same as reported to the last Committee.

Early Years Wraparound Income:

The 2015/16 budget for Wraparound Income is £163,960 and the latest projection is an over recovery of £30,000. This is due to an increase in Wraparound numbers across the Nurseries providing the service and an increase in the number of places during the summer school holidays.

School Meal Income:

The 2015/16 budget for School Meal Income is £843,860 and the latest projection is an over recovery of £70,000. This is an increase of £17,000 since the last Committee. The loss of income as a result of the introduction of free school meals for all P1 to P3 children has been less than expected.

Appendices 2 and 3 provide more details on the projected variances.

6.0 EARMARKED RESERVES

- 6.1 Earmarked Reserves for 2015/16, excluding those for Asset Plans and Strategic Funds, total £2,565,000 of which £2,211,000 is projected to be spent in the current financial year. To date expenditure of £154,000 (7.0%) has been incurred. Spend to date per profiling was expected to be £1,552,000 therefore the year to date expenditure has slippage of £1,398,000 or 90%. This is fully due to a timing delay in making the large payment to The Beacon. This was paid in Period 9.

7.0 VIREMENTS

- 7.1 The Committee is asked to approve the virement of £30,000 as detailed in Appendix 5. The virement of £30,000 from ASN Transport to Pupil Consortium Travel is required to fund a projected overspend for that budget. The virement is for 2015/16 only and the £30,000 budget will revert to ASN Transport for 2016/17.

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 Chief Financial Officer and the Corporate Director Education, Communities and OD.

10.0 BACKGROUND PAPERS

- 10.1 There are no background papers for this report.

Education Budget Movement - 2015/16**Period 7: 1st April - 31st October 2015**

Service	Approved Budget	Movements				Revised Budget
	2015/16 £000	Inflation £000	Virement £000	Supplementary Budgets £000	Transferred to EMR £000	2015/16 £000
Corporate Director	137	2				139
Education	69,776	552	40	1,213	(6,927)	64,654
Inclusive Education	9,569	119	48	50		9,786
Safer & Inclusive Communities	1,842	26	(115)	(1)		1,752
Totals	<u>81,324</u>	<u>699</u>	<u>(27)</u>	<u>1,262</u>	<u>(6,927)</u>	<u>76,331</u>

Supplementary Budget Detail

£000

External Resources

Raising Attainment Funding	591
1+2 Language Grant	104
Developing Young Workforce	78
Probationer Teachers	44

Internal Resources

Teachers Pension Funding	400
SEMP RCH Funding	45

Savings/Reductions1,262

EDUCATIONREVENUE BUDGET MONITORING REPORTMATERIAL VARIANCESPERIOD 7 : 1st April 2015 - 31st October 2015

<u>Out Turn</u> <u>2014/15</u> <u>£000</u>	<u>Budget</u> <u>Heading</u>	<u>Budget</u> <u>2015/16</u> <u>£000</u>	<u>Proportion</u> <u>of Budget</u>	<u>Actual to</u> <u>31-Oct-15</u> <u>£000</u>	<u>Projection</u> <u>2015/16</u> <u>£000</u>	<u>(Under)/Over</u> <u>Budget</u> <u>£000</u>	<u>Percentage</u> <u>Over / (Under)</u>
36,506	Employee Costs - Teachers	37,359	20,972	21,033	37,670	311	0.8%
14,728	Employee Costs - Non Teachers	16,078	8,701	8,295	15,522	(556)	(3.5%)
3,148	Non Domestic Rates	3,259	3,259	3,222	3,242	(17)	(0.5%)
372	Water	249	145	119	328	79	31.7%
324	Internal Transport Drivers	293	147	163	313	20	6.8%
505	ASN Transport	555	324	1	535	(20)	(3.6%)
1,496	SPT School Buses	1,228	716	848	1,215	(13)	(1.1%)
229	Early Years Partner Providers	269	157	98	225	(44)	(16.4%)
0	Early Years Day Carers	49	0	0	0	(49)	(100.0%)
(268)	Income from Other Local Authorities	(300)	(175)	(138)	(342)	(42)	14.0%
(160)	Early Years Wrapround Income	(164)	(164)	(184)	(194)	(30)	18.3%
(1,054)	School Meal Income	(844)	(422)	(417)	(914)	(70)	8.3%
Total Material Variances						(431)	

EDUCATION**REVENUE BUDGET MONITORING REPORT****CURRENT POSITION****PERIOD 7 : 1st April 2015 - 31st October 2015**

2014/15 Actual £000	Subjective Heading	Approved Budget 2015/16 £000	Revised Budget 2015/16 £000	Projected Out-turn 2015/16 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
36,506	Employee Costs - Teachers	35,825	37,359	37,670	311	0.8%
14,728	Employee Costs - Non Teachers	15,424	16,078	15,522	(556)	(3.5%)
13,707	Property Costs	7,602	7,754	7,814	60	0.8%
3,678	Supplies & Services	3,865	3,839	3,842	3	0.1%
2,615	Transport Costs	2,384	2,338	2,323	(15)	(0.6%)
416	Administration Costs	442	441	446	5	1.1%
3,726	Other Expenditure	18,138	18,757	18,674	(83)	(0.4%)
(3,189)	Income	(2,356)	(3,308)	(3,466)	(158)	4.8%
72,187	TOTAL NET EXPENDITURE	81,324	83,258	82,825	(433)	(0.5%)
	Earmarked Reserves	0	(2,807)	(2,807)	0	
	Loan Charges / DMR	0	(4,120)	(4,120)	0	
	TOTAL NET EXPENDITURE excluding Earmarked Reserves	81,324	76,331	75,898	(433)	

2014/15 Actual £000	Objective Heading	Approved Budget 2015/16 £000	Revised Budget 2015/16 £000	Projected Out-turn 2015/16 £000	Projected Over/(Under) Spend £000	Percentage Over/(Under)
146	Corporate Director	137	139	142	3	2.2%
53,950	Education	55,204	56,864	56,500	(364)	(0.6%)
6,886	School Estate Management Plan	14,572	14,717	14,717	0	-
60,836	TOTAL EDUCATION SERVICES	69,776	71,581	71,217	(364)	(0.5%)
8,040	ASN	8,185	8,321	8,308	(13)	(0.2%)
1,413	Other Inclusive Education	1,384	1,465	1,417	(48)	(3.3%)
9,453	TOTAL INCLUSIVE EDUCATION	9,569	9,786	9,725	(61)	(0.6%)
1,573	Community Learning & Development	1,612	1,555	1,544	(11)	(0.7%)
179	Other Safer & Inclusive	230	197	197	0	-
1,752	TOTAL SAFER & INCLUSIVE	1,842	1,752	1,741	(11)	(0.6%)
72,187	TOTAL EDUCATION COMMITTEE	81,324	83,258	82,825	(433)	(0.5%)
	Earmarked Reserves	0	(2,807)	(2,807)	0	

EARMARKED RESERVES POSITION STATEMENT

COMMITTEE: Education & Lifelong Learning

<u>Project</u>	<u>Lead Officer/ Responsible Manager</u>	<u>Total Funding 2015/16</u>	<u>Phased Budget To Period 7 2015/16</u>	<u>Actual To Period 7 2015/16</u>	<u>Projected Spend 2015/16</u>	<u>Amount to be Earmarked for 2016/17 & Beyond</u>	<u>Lead Officer Update</u>
		£000	£000	£000	£000	£000	
Creative Scotland Match Funding	Angela Edwards	200	50	50	100	100	Year 2 of 3 funding for The Beacon Place Partnership match funding. Payment of £50k for 2015/16 has now been made with £50k remaining to be paid for 2015/16.
Beacon Contract and Core Funding	Angela Edwards	1,950	1,400	0	1,950	0	Funding approved by P&R Committee 22/9/15 - payment to be made December 2015.
Funding for I Youth Zone Port Glasgow & Gourock	John Arthur	271	37	35	92	179	Both I-Youth Zones are now operational following opening of the Gourock facility on 1 September.
Early Years Change Fund	Angela Edwards	34	30	34	34	0	Funded Early Years Collaborative Programme Manager until October 2015. After this date the post will be funded until March 2016 by CYPB. Spending of this EMR now complete.
School Clothing Grants	Angela Edwards	100	25	25	25	75	£100k budget allocated from Welfare Reform policy to fund School Clothing costs for a period of 4 years based on an additional £10 per child. £25k spend
Beacon Arts Development Post Funding	Angela Edwards	10	10	10	10	0	Funding for final year of Arts Development post. Spending now complete.
Total		2,565	1,552	154	2,211	354	

EDUCATION COMMITTEE**VIREMENT REQUESTS**

Budget Heading	Increase Budget		(Decrease) Budget
		£	£
Transport - Pupil Consortium	1	30,000	
ASN Transport			30,000
		30,000	30,000

Note

1- Virement of £30,000 from Inclusive Education ASN Transport budget to Education Services Pupil Consortium Travel.

Report To:	Education & Communities Committee	Date:	19 January 2016
Report By:	Corporate Director Education, Communities & Organisational Development and Chief Financial Officer	Report	EDUCOM/12/16/EM
Contact Officer:	Eddie Montgomery	Contact No:	01475 712472
Subject:	Education Capital Programme 2015 – 2018 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 2015 Committee and covers the period 2015/18.

2.3 Overall the Committee is projecting to contain the costs of the 2015/18 Capital Programme within available budgets.

2.4 Expenditure at 30th November is 69.42% of 2015/16 approved budget; there is net accelerated spend from future years of £385k being reported. This has arisen due to a number of existing projects projections being revised to reflect current progress, details of which are included in the body of the report (para 12.1).

3.0 RECOMMENDATIONS

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

3.2 That the Committee note the review of the School Estate Management Plan and options for acceleration including investment required across the Early Years Estate which is a separate item on the agenda.

3.3 That it be remitted to the Head of Legal and Property Services to negotiate a settlement of the claims arising from the damage to the wall (para 6.3) and to progress that with the Contractor for the St John's Primary School project and to complete the necessary renewal works as early as is practical.

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 3rd November 2015.
- 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 remainder of the programme runs for more than 10 years. The Education Capital Programme detailed in this report shows details of projects which will incur expenditure up to March 2018.

5.0 ARDGOWAN PRIMARY SCHOOL REFURBISHMENT

- 5.1 The school has been operational since August 2015 and the project is currently within the defects liability period. The Committee has previously been advised of and approved cost increases in connection with the project with the most significant being in connection with the reinstatement of the retaining wall. There is currently no confirmed insurance position in respect of the retaining wall and this is currently being dealt with by the loss adjustors. The final account for the project has also yet to be agreed with the main contractor. The Committee is requested to note that, subject to a final agreed insurance position and agreement of the final account for the main contract, additional funding may be required. A further report will be brought to Committee in due course.

6.0 ST JOHN'S PRIMARY SCHOOL REFURBISHMENT

- 6.1 The school transferred back to the refurbished and extended St John's Primary School building at the end of September with the first day of operation 1st October. The Client Services Team continues to work with the school and stakeholders in conjunction with the Contractor to address snagging and defects utilising out of hours working as required during the defects liability period. The Nursery Class is planned to be operational as of January 2016.
- 6.2 As previously reported to Committee, during the final stages of clearing the site and the process of removing the Contractor's temporary accommodation from the playground, damage was caused to the public footway and sections of the existing wall along Glen Avenue. Temporary works including fencing and traffic management were put in place to allow the school to occupy and these will remain in place until the remedial works to the wall can be completed and these costs are currently being borne by the Contractor. Following more detailed investigation of the existing wall some historical movement has been identified in areas outwith the vicinity of the damage caused by the Contractor and although the Contractor will bear the repair costs for this portion, the Council is properly responsible for the renewal of the remaining portion as it is life expired. The full scope of remedial works has now been established which will involve strengthening of the wall along a substantial proportion of the entire wall on Glen Avenue. A number of options were investigated with a preferred solution now identified.
- 6.3 The proposed works will address both the damaged areas and the existing deficiencies now identified in the wall to extend the life of the structure in line with that of the refurbished main school building. The Committee is asked to note the position and the projected additional expenditure on the current contract. It is proposed to contain the cost of the proposed works within the current capital programme through allocation of a proportion of future years lifecycle funding. The estimated cost of the works is circa £150K. It is proposed that the works be undertaken by the existing main Contractor with the cost of the works established where applicable at rates comparable to those

for similar works in the existing contract and through competitive tender to suitable sub-contractors. The Contractor has also committed to working on an open book basis in respect of the actual cost to ensure that value for money is demonstrated and the best possible price obtained for the works. This approach will allow the works, which have become necessary through unforeseen circumstances, to be taken forward at the earliest opportunity and minimise any further disruption / major inconvenience to the school and is in the best interests of the Council and the school community. The proposal resolves the claim position with the Contractor with a fair contribution being negotiated on these agreed principles and authority is sought for this solution (para 3.3) in accordance with Standing Order 11.1 of the Standing Orders Relating to Contracts. Technical Services are currently preparing a schedule of works for pricing by the main Contractor based on the preferred solution. It is anticipated that the works will be in a position to commence early in the new calendar year to complete as soon as possible thereafter.

7.0 ST PATRICK'S PRIMARY SCHOOL

7.1 The St Patrick's Primary School project commenced on site on Monday 10th August 2015 to complete October 2016. Works are currently on-going on the alterations to the main entrance to the site including the formation of a new retaining wall and access road. The structural steel frame is complete with the first floor slab planned for completion prior to the Christmas holiday period. Drainage works are well advanced with attenuation tank installation imminent. Main electricity and water connections to the site are also now in place. Transfer to the new facility is programmed after the October 2016 holiday period as previously reported to Committee.

8.0 KILMACOLM PRIMARY SCHOOL REFURBISHMENT

8.1 The Kilmacolm Primary School project commenced on site on Monday 19th October to complete October 2016. The decant of the existing school was progressed over the October holiday period with the main school now operating from the former St Stephen's HS decant facility and the Nursery Class operating from temporary modular accommodation within the grounds of the existing school. The Contractor has made good progress on the initial stripping out and dountakings works however on Monday 14th December there was a small fire on site as a result of the Contractor's stripping out operations which resulted in some damage to the existing structure and fabric/finishes within the kitchen area. The full extent of the damage is currently being assessed by the Contractor and Design Team including required remedial works. The main contract works resumed on Tuesday 15th December. The Nursery experienced some disruption on the PM of the 14th but was operational as normal thereafter. The Client Services team are maintaining regular contact with the School and Parent Partnership throughout the project.

9.0 PRIMARY SCHOOL MULTI-USE GAMES AREAS (MUGAs)

9.1 Funding for the above was allocated as part of the Council's budget setting exercise early in 2014. Works have been completed at all of the primary schools originally programmed to receive the investment. The September 2015 Education and Communities Committee approved the utilisation of the projected budget underspend to address the provision of Multi-Use Games Areas at Gourrock and Moorfoot Primary Schools. An update on the current position of the remaining projects is included below:

- Moorfoot PS MUGA – Tender returned, evaluated and acceptance issued. Site start programmed for early in the new calendar year.
- Gourrock PS MUGA – Tenders returned and being evaluated. Anticipated that acceptance could be issued prior to Christmas holiday period subject to evaluation process with site start to be agreed early in the new calendar year.

10.0 DEMOLITION WORKS

10.1 Former Greenock Academy – as previously reported to Committee additional asbestos debris was discovered during the final stage of the demolition works. Further extensive testing has been undertaken across the site to establish to full extent of the issue. The site investigation and testing report has now been received with the specialist consultant review underway to establish the best solution for the site. The site continues to be monitored in accordance with the recommendations of the specialist. As previously noted, an additional funding allocation of £420k was approved and allocated from reserves and placed against the current budget line pending final scoping and tendering of the completion works.

11.0 EARLY YEARS PROJECTS

11.1 Following the update reports to Committee on the implementation of 600 hours of Early Learning and Childcare, the Client Services Team and Early Years Service identified a prioritised list of 2015/16 projects for progression. An update on the current position of each is included below:

- Binnie Street Children's Centre – Remodelling to introduce provision for 2-3 years olds. Works were completed during the 2015 summer holiday period.
- Rainbow Family Centre – Minor adaptations to increase 2-3 year olds provision. Works were completed during the 2015 Easter holiday period.
- Wellpark Children's Centre – Minor adaptations to increase 2-3 year olds provision. Works were completed during the 2015 summer holiday period.
- Larkfield Children's Centre – Remodelling and refurbishment to comply with new legislation. The Service was temporarily decanted to the former Garvel Deaf Centre building and within one of the modular units at the former Sacred Heart PS decant facility. Works commenced on site in August and were completed in October 2015.
- Kilmacolm Nursery Class – Remodelling and refurbishment as part of the major refurbishment contract. Update covered above (para 7.1).

11.2 A separate report on the potential acceleration of the School Estate Management Plan and the Early Years Estate investment strategy beyond the projects identified above is included elsewhere on the agenda for this Committee.

12.0 IMPLICATIONS

Finance

12.1 The expenditure at 30th November 2015 is £4.512m from a budget of £6.5m. This is expenditure of 69.42% of the approved budget after 66.67% of the year. No slippage is currently being reported with net accelerated spend of £385k. Following review of the current projects and the likely spend profiles, revised profiles are being reported on the following (the majority of this remains as reported to the November Committee):

- Greenock Academy Demolition – minor increased spend in the current year due to cost increase for issues note in 9.1 above.
- Ardgowan PS Refurbishment & Extension – increased spend in the current

- year due to retaining wall works previously reported to Committee.
- St Francis PS External Works – decreased spend in the current year due to tenders returned under budget (balance returned to contingency in future years).
- Primary School MUGAs – decreased spend in the current year due to projected budget underspend. As outlined in 8.1 above it is anticipated that there will be spend in the current financial year on the Moorfoot and Gourrock PS MUGA projects. An estimate of the likely expenditure has been included subject to start on site in the new calendar year and construction progress over the winter period.
- Free School Meals Capital Grant – revised projection (decrease).

12.2 The current budget position reflects the following:

- SEMP model approved by Committee in November 2015.
- Grant funding received in respect of implementation of the Children & Young People Bill and Free School Meals.
- Grant funding projected to be received in respect of project specific awards in connection with the Scotland’s Schools for the Future programme.

The current budget is £34.330m, made up of £30.627m SEMP Supported Borrowing, £1.930m Non-SEMP Supported Borrowing and £1.773m Prudential Borrowing. The Current Projection is £34.330m.

12.3	Education & Communities	Approved Budget £000	Current Position £000	Overspend / (Underspend) £000
	Total School Estate	32,400	32,400	-
	Total Non School Estate	1,930	1,930	-
	Total	34,330	34,330	-

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

Legal

12.5 There are no legal issues.

Human Resources

12.6 There are no human resources issues.

Equalities

12.7 Has an Equality Impact Assessment been carried out?

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

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

issues.

Repopulation

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

13.0 CONSULTATION

13.1 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.

13.2 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.

14.0 LIST OF BACKGROUND PAPERS

14.1 Education Capital Programme Technical Progress Reports December 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).

EDUCATION 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 31/3/15	Approved Budget 2015/16	Revised Est. 2015/16	Actual to 30/11/15	Est. 2016/17	Est. 2017/18	Future Years	Start Date	Original Completion Date	Current Completion Date
	£000	£000	£000	£000	£000	£000	£000	£000			
SEMP Projects											
Demolish Greenock Academy	746	641	71	95	78	10	0	0	Jan-15	-	Aug-15
Demolish St Stephens HS	500	500	0	0	0	0	0	0	Jan-17	-	Jun-17
Ardgowan PS - Refurbishment & Extension	6,203	5,443	333	760	760	0	0	0	Apr-14	Apr-15	Aug-15
St Patrick's PS - New Build	7,012	123	1,975	1,975	742	4,714	200	0	Aug-15	-	Oct-16
St John's PS - Refurbishment & Extension	2,796	869	1,675	1,675	1,530	252	0	0	Dec-14	-	Sep-15
Kilmacolm PS - Refurbishment	4,270	56	958	958	194	3,156	100	0	Oct-15	-	Oct-16
Early Years (C&YPB - 600Hrs + 2Yr Olds)	1,431	124	314	314	280	993	0	0	Apr-14	-	Mar-17
Early Years Establishments - Refurbishment	1,331	0	0	0	0	1,264	67	0	Apr-16	-	Mar-17
St Francis PS - External Works	240	11	327	216	216	13	0	0	Jun-15	-	Aug-15
Free School Meals Capital Grant	60	0	60	33	10	27	0	0	Apr-15	-	Mar-16
Lifecycle Fund	2,848	378	210	297	297	1,045	1,128	0	Apr-14	-	Mar-18
Balance of Contingency	271	0	65	48	35	158	65	0			
Future Projects *	4,610	0	0	0	0	166	1,748	2,696			
Complete on site	585	0	0	6	6	579	0	0			
TOTAL SEMP	32,903	8,145	5,988	6,377	4,148	12,377	3,308	2,696			
Non-SEMP Projects											
Whinhill/St Ninians PS - MUGA/Blaes Pitch Upgrades	625	504	26	84	84	37	0	0	Apr-14	-	Aug-15
Primary School MUGA's - Various	802	49	486	430	280	323	0	0	Apr-14	-	Apr-16
TOTAL non-SEMP	1,427	553	512	514	364	360	0	0			
TOTAL ALL PROJECTS	34,330	8,698	6,500	6,891	4,512	12,737	3,308	2,696			

* 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: 19 January 2016

Report By: Corporate Director
Education, Communities &
Organisational Development

Report No: EDUCOM/08/16/LW

Contact Officer: Linda Wilkie

Contact No: 01475 712812

Subject: Increase in Entitlement of Early Learning and Childcare

1.0 PURPOSE

- 1.1 This report provides the Committee with information on the Scottish Government's plan to increase the entitlement of Early Learning and Childcare.

2.0 SUMMARY

- 2.1 The Scottish Government's has announced a plan to increase the hours of early learning and childcare from 600 to 1140 hours per year by 2020.
- 2.2 This will mean a significant increase in the number of nursery places for 3 and 4 year olds and a small increase in the number of places for 2 year olds.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that:
- The Committee note the content of this report.
 - A further report is submitted to the Committee with detailed information in due course.

Wilma Bain
Corporate Director
Education, Communities & Organisational Development

4.0	BACKGROUND	
4.1	It is the Scottish Government's ambition to increase the hours of early learning and childcare from 600 to 1140 hours per year by 2020.	
4.2	To date there has been no official notification to Local Authorities on this development; however discussions have taken place at COSLA and the Association of Directors of Education in Scotland (ADES) Early Years Network	
5.0	INCREASE IN ENTITLEMENT	
5.1	This increase from the current entitlement of 600 hours to 1140 hours will mean that all children aged 3 and 4 years and 27% of 2 year olds will receive the equivalent of 30 hours per week of early learning and childcare.	
5.2	The increase to 1140 hours has significant implications. It will mean an approximate 95% increase in the number of 3 – 5 year old places across Inverclyde which is approximately 1500 places. An additional 127 places for 2 year olds will also be required.	
5.3	It is likely that these places will be delivered by a range of providers including local authority, private nurseries, 3 rd sector nurseries and childminders. Initial investigation finds that there is not capacity across these sectors to deliver this entitlement.	
5.4	It should be noted that the current school estate proposals do not address this new level of entitlement and it is likely that additional capacity / accommodation will be required.	
6.0	FINANCIAL IMPLICATIONS	
6.1	There will be significant capital and revenue funding implications; however at this time there is no information on funding for this initiative.	
7.0	LEGAL IMPLICATIONS	
7.1	There are no legal implications	
8.0	HUMAN RESOURCES IMPLICATIONS	
8.1	There are significant human resources implications as these developments will require a significant increase of practitioners.	
9.0	EQUALITIES IMPLICATIONS	
9.1	There are no known equalities implications.	
10.0	REPOPULATION IMPLICATIONS	
10.1	There are no known repopulation implications.	
11.0	CONCLUSIONS	
11.1	The increase in entitlement will require significant planning and investment. Guidance	

	and financial information is required from the Scottish Government to ensure that this ambitious development is in place by 2020.	
12.0	BACKGROUND PAPERS	
12.1	None.	

Report To:	Education & Communities Committee	Date:	19 January 2016
Report By:	Head of Education	Report No:	EDUCOM/10/16/RB
Contact Officer:	Ruth Binks	Contact No:	01475 712824
Subject:	Raising Attainment in Maths and Numeracy		

1.0 PURPOSE

- 1.1 The purpose of this paper is to update Committee on the measures in place to raise attainment in maths and numeracy for all pupils and to close the attainment gap linked to deprivation.

2.0 SUMMARY

- 2.1 Attainment in the Senior Phase for learning in Inverclyde remains strong against our virtual comparators. National numeracy attainment in the Broad General Education across Scotland, based on 2011 and 2013 Scottish Survey of Literacy and Numeracy data, shows a drop in the percentage of pupils performing well or very well in numeracy between 2011 and 2013. This trend is reflected in Inverclyde.
- 2.2 Whilst our attainment in the senior phase remains high, the attainment gap linked to deprivation reflects the picture across Scotland.
- 2.3 The report details the previous and ongoing work to raise standards in numeracy and mathematics within the context of the Experiences and Outcomes of Curriculum for Excellence and qualifications in the senior phase. This includes progression frameworks, working both nationally and with other Authorities to share and moderate standards, and development of teaching methodology for numeracy and maths. It also identifies the work being undertaken as part of the Attainment Challenge to specifically close the gap in attainment linked to deprivation.
- 2.4 Whilst Inverclyde is in a strong starting position for attainment in maths and numeracy, we as an Authority should constantly seek out improvements to ensure that we get the very best for every youngster in Inverclyde. Next steps for us an Authority have been identified in the paper. These include a more rigorous use of data to identify areas for improvement, ensuring appropriate progression and challenge for all pupils and ensuring that staff have access to high quality CPD (Continuing Professional Development). The National Improvement Framework currently being developed by the Scottish Government will support schools and Local Authorities to identify and moderate national standards.

3.0 RECOMMENDATIONS

- 3.1 It is recommended that the Committee:
- Note the content of the report and the current attainment in numeracy and maths in Inverclyde
 - Note the ongoing developments and next steps to raise attainment in numeracy and maths and to close the attainment gap linked to deprivation.

Wilma Bain
Corporate Director
Education, Communities & Organisational Development

4.0 BACKGROUND

- 4.1 Curriculum for Excellence was introduced in 2010, having been the biggest curriculum change in living memory. 2016 marks the end of the development phase, with the last suite of new qualifications having been developed and implemented. The Curriculum is divided into the Broad General Education and the Senior Phase. Qualifications gained in the Senior Phase are benchmarked on the Insight Toolkit using national and virtual comparators. The Scottish Survey of Literacy and Numeracy gives a snapshot picture across Scotland of pupil progress in the Broad General Education but this is not collated by Authority.
- 4.2 Inverclyde was named as one of the seven Local Authorities to receive money for the Attainment Challenge. The rationale behind the choice of Authorities was the highest proportion of pupils in SIMD 1 and 2 in primary schools. The aim of the Attainment challenge is to close the attainment gap linked to deprivation. Whilst Inverclyde performs strongly against comparator Authorities in almost all measures, our attainment gap is similar to the national picture.
- 4.3 Raising Attainment for All (RAFA) and the Early Years Collaborative are national initiatives which challenge Authorities to continually use small tests of change to improve outcomes for young people and to raise attainment for all pupils across the board.
- 4.4 Whilst Inverclyde is in a strong starting position for attainment, we as an Authority should constantly seek out improvements to ensure that we get the very best for every youngster in Inverclyde.

5.0 CURRENT POSITION

5.1 Attainment in the Broad General Education

National numeracy attainment in the Broad General Education across Scotland, based on 2011 and 2013 Scottish Survey of Literacy and Numeracy data shows a drop in the percentage of pupils performing well or very well in numeracy between 2011 and 2013, in P4 going from 76% to 69%, in P7 going from 72% to 66% and S2 staying at 42%. Using varied assessments from schools, Inverclyde's picture reflects the national trend in numeracy with around 63% of P4 pupils achieving first level, 65% achieving second level in 2014.

5.2 Senior Phase Numeracy

A qualification in Numeracy is obtained either as a standalone unit or as one of the three units which together make up a National Mathematics qualification. The percentage of pupils leaving school with a numeracy qualification at National 3, National 4 and National 5 is usually between 1 and 2% greater than the national average and is also higher than the virtual comparator. This has been a consistent picture for the last five years. Reflecting the national trend, girls continue to perform better than boys. Pupils with Additional Support Needs tend to perform in line with our virtual comparator and the national picture.

5.3 Senior Phase Mathematics

This year was the first presentation of the new Higher nationally and Inverclyde Mathematics departments all presented for the new Higher. Departments along with the link QIO for numeracy felt confident presenting the new Higher due to the work already done on tracking pupil attainment, strengths and areas for development for National 3,4 and 5.

In 2015, across Inverclyde 261 pupils were presented for the new Higher and 62.8% passed. 14.6% of pupils attained an A grade. In 2014, 56.5 % of the 331 pupils passed and 16.6% obtained an A grade. Girls tend to perform slightly better than boys at Higher level. Only a few pupils with ASN are presented for Higher Mathematics so no conclusions can be drawn.

There was an amount of publicity across Scotland about the standard of the exam which was considered to be too testing and this was reflected in the cut off scores to pass the exam. Although an improvement on previous years, Inverclyde's pass rate for Higher remains below

the national average. The rise in the pass rate reflects the schools' focus on ensuring pupils are presented at the correct level.

Inverclyde first presented pupils for National 5 Mathematics in 2014 and again in 2015. In 2014, 318 pupils were presented and 64.2% passed against the national average of 72.0%. In 2015, 327 pupils were presented with 66.7% of pupils passed against the National average of 69.3%. The percentage of pupils passing is improving and getting closer to the National average. At National 5 level girls perform slightly better than boys. Only a few pupils with ASN are presented for National 5 Mathematics so no conclusions can be drawn.

National 4 is an internally assessed award. The percentage of pupils who achieved National 4 in both 2014 and 2015 stays steady at around 34%, which is line with the national average and there is little variation between boys and girls.

5.4 Current developments

Numeracy representatives from all primary and secondary schools worked on unpacking the Experiences and Outcomes to develop a maths and numeracy framework for schools which was used as the basis of maths planning.

Inverclyde staff are working with Glasgow and North Lanarkshire Councils to develop clear lines of progression to assist teachers in planning and assessing numeracy and mathematics. As a result, teachers will have a better understanding of prior learning, will have an overview of the skills contained in each level and will be better equipped to make valid and reliable judgements on where pupils are in their learning journey.

The Scottish Government has instigated a National Numeracy Hub which is an online Glow resource to support CPD in mathematics and numeracy. Staff can develop their knowledge and skills in a variety of mathematical areas to ensure high quality learning and teaching. Inverclyde is fully involved in the National Numeracy Hub. Nationally we are represented by the link QIO on a variety of working groups including the Curriculum Learning Teaching Assessment and Support forum (CLTAS) for Mathematics and Numeracy.

Education Scotland host a National PT network to support secondary mathematics departments. Our representative feeds back to his colleagues on a regular basis. The secondary Maths PTs meet both formally and informally on a regular basis to share good practice and current thinking.

As part of the Attainment Challenge, there is a focus on the stages of early arithmetic learning. A Coaching and Modelling officer for numeracy has recently been appointed. She is working predominantly with the six challenge schools to highlight effective methodology in the teaching of numeracy and mathematics. Resources and evidence based methodologies such as Numicon have been purchased to develop pupils' early number skills. This good practice has already been disseminated to other schools across Inverclyde and early years establishments.

Early years practitioners along with the link QIO for Early Years have worked together to consider appropriate progression in early numbers.

PIPs data is now being better used by schools to track pupils and to help set targets. Primary schools are using data as part of their tracking and monitoring procedures. Now that pupils who undertook PIPS testing in primary have been presented for national examinations, their results have been collated to help monitor and set targets for pupils. A secondary HT recently presented to a meeting of all Head Teachers on how the data can be used within a school to improve pupil attainment.

5.5 Next steps

Using a variety of methods e.g. HT and DHT meetings, school visits by the coaching and modelling officer and QIO visits, we will ensure that all staff are aware of the support and resources available at Local Authority and national level in mathematics and numeracy.

Through the Attainment Challenge, high quality CPD will be sourced to upskill practitioners in current methodologies to ensure high quality learning and teaching.

Staff will develop a firm understanding of what it means to achieve a level using progression frameworks, professional dialogue and national resources. Moderation within Inverclyde and across other Authorities will ensure consistent standards.

In line with developments for the National Improvement Framework, schools have been asked to use SEEMIS to collate pupil progress at P1, P4, P7 and S2 this year. This will allow us to monitor and report on standards of numeracy across the Authority.

Secondary Head Teachers have asked to have in depth meetings to use the Insight Toolkit to forensically analyse data subject by subject and this will start with Mathematics. This will build on the current self-evaluation practice using exam data to ensure improvement at whole school and department level.

The National Improvement Framework is coming on stream. Using this, and other information we will continue to use data to analyse SIMD levels and target interventions to enable us to close the attainment gap in numeracy and mathematics.

6.0 IMPLICATIONS

Finance

6.1

Financial Implications:

One off Costs

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

Annually Recurring Costs/ (Savings)

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

Legal

6.2 There are no legal implications.

Human Resources

6.3 There are no human resources implications

Equalities

6.4 Has an Equality Impact Assessment been carried out?

Yes See attached appendix

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

Repopulation

6.5 There are no repopulation implications.

7.0 CONSULTATIONS

7.1 Head teachers, The Quality Improvement Team and Attainment Challenge Officers have been consulted in the preparation of this report.

8.0 CONCLUSIONS

8.1 N/A

9.0 BACKGROUND PAPERS

9.1 N/A

Report To: Education & Communities
Committee

Date: 19 January 2016

Report By: Head of Education

Report No: EDUCOM/05/16/RB

Contact Officer: Ruth Binks

Contact No: 01475 712824

Subject: School Term Dates – Session 2017 / 2018

1.0 PURPOSE

- 1.1 The purpose of this report is to seek the approval of the Committee for setting the school term dates for the session 2017/18.

2.0 SUMMARY

- 2.1 The intention of this report is to set out the school term dates.
- 2.2 The teachers' working year consists of 195 days. 190 days coincide with the school year for pupils and the remaining 5 days are set for the purpose of teacher inservice days.
- 2.3 The proposed term dates take account of the term dates set (or being planned) by Glasgow and Renfrewshire Councils.
- 2.4 Consultation has taken place with HR and the Trade Unions on the proposed term dates and in-service days with no adverse comments received.

3.0 RECOMMENDATIONS

- 3.1 The Committee is asked to approve the term dates for 2017/18 as set out in appendix 1.

Ruth Binks
Head of Education

Education Services

Term	School Term Dates, In-Service Days & Local Holidays - Session 2017/2018		Holiday Total	Working Days (Teachers)
First	In-Service Day In-Service Day Pupils Return Close Local Holiday Re-Open Close October Break In-Service Day Pupils Return Close	Tuesday, 15 August 2017 Wednesday, 16 August 2017 Thursday, 17 August 2017 Friday, 01 September 2017 Monday, 04 September 2017 Tuesday, 05 September 2017 Friday, 13 October 2017 Monday, 16 October 2017 to Friday 20 October 2017 (inclusive) Monday, 23 October 2017 Tuesday, 24 October 2017 Wednesday, 20 December 2017	6	86
Second	Re-Open Close Mid-Term Mid-Term In-Service Day Pupils Return Close	Thursday, 04 January 2018 Friday, 09 February 2018 Monday, 12 February 2018 Tuesday, 13 February 2018 Wednesday, 14 February 2018 Thursday, 15 February 2018 Thursday, 29 March 2018	(19) 13	(145) 59
Third	Good Friday Easter Monday Spring Holiday Monday Spring Break Re- Open May Day Close Local Holiday Local Holiday In-Service Day Pupils Return Close	Friday, 30 March 2018 Monday, 02 April 2018 Monday, 16 April 2018 Tuesday, 03 April 2018 to Monday, 16 April 2018 (inclusive) Tuesday, 17 April 2018 Monday, 07 May 2018 Thursday, 24 May 2018 Friday, 25 May 2018 Monday, 28 May 2018 Tuesday, 29 May 2018 Wednesday, 30 May 2018 Thursday, 28 June 2018	(33) 14	(195) 50

Report To:	Education & Communities Committee	Date:	19 January 2016
Report By:	Corporate Director: Education, Communities and OD	Report No:	EDUCOM/01/16/MP
Contact Officer:	Maggie Paterson	Contact No:	01475 715450
Subject:	Items for Noting		

1.0 PURPOSE

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

2.0 SCOTTISH QUALIFICATIONS AUTHORITY STAR AWARD

- 2.1 The Community Learning and Development (CLD) Service was named Lifelong Learning Centre of the Year at the 2015 Scottish Qualifications Authority (SQA) Star Awards in Edinburgh on 20 November.
- 2.2 The CLD Service Adult Learning and Literacies Team works in partnership with the SQA to provide accredited learning opportunities to over 300 adults in Inverclyde each year. The adult learners dictate the pace at which they work towards the qualifications, and there are no exams. This CLD model makes qualifications accessible to all learners, especially the 12% of working age adults in Inverclyde who do not have any formal qualifications. Achieving these qualifications has enabled many of the learners to secure employment and progress to further learning opportunities.
- 2.3 The SQA Star Awards are unique, recognising both the individuals who work towards and the organisations that deliver SQA qualifications, rewarding those that have demonstrated an outstanding commitment to learning. The ceremony also recognised the 25th anniversary of Scottish Vocational Qualifications and the contribution they have made to education and training across the country.

3.0 INVERCLYDE'S YOUNG PEOPLE WIN BRITISH RED CROSS HUMANITARIAN CITIZEN AWARD

- 3.1 A group of Inverclyde's young people involved in peer education activities as part of the No Knives Better Lives Campaign were awarded a British Red Cross Humanitarian Award at a ceremony in Westminster Palace on 24 November 2015. The 10 young people were the category winners of the Community Action Award and the overall winners of the Humanitarian Citizen Awards 2015.
- 3.2 The annual British Red Cross Humanitarian Citizen Awards celebrate these extraordinary young people aged 25 and under. Every day young people are making huge differences to other people's lives across the UK. They are giving first aid, befriending vulnerable people, fundraising and campaigning for good causes.

There are four categories within this awards scheme: Fundraising, First Aid, Community Action, Volunteering and an overall winner for the Humanitarian Citizen Award 2015.

- 3.3 Supported by the CLD Service Youth Work Team, the young people have:
- Delivered workshops locally to 87 young people (aged 13 to 24 years)
 - Delivered a workshop to a national conference of peer educators
 - Been invited to assist the Scottish government in a 6 month research project on knife crime in Scotland.
 - Working in Partnership with other Local Authorities and Youthlink Scotland.

4.0 IMPLICATIONS

Finance

4.1 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

4.2 None.

Human Resources

4.3 None.

Equalities

4.4 None.

Repopulation

4.5 None.

5.0 CONSULTATIONS

5.1 Not applicable

6.0 LIST OF BACKGROUND PAPERS

6.1 Not applicable.

Report To:	Education & Communities Committee	Date:	19 January 2016
Report By:	Corporate Director Education, Communities & Organisational Development and Chief Financial Officer	Report:	EDUCOM/13/16/EM
Contact Officer:	Eddie Montgomery	Contact No:	01475 712472
Subject:	SEMP 2020 – Acceleration Options		

1.0 PURPOSE

- 1.1 The purpose of this report is to update the Committee on the review of the current School Estate Management Plan and funding model addressing the request to investigate the feasibility of completion of the current programme, and the works required across the Early Years Estate, by 2020.

2.0 SUMMARY

- 2.1 The Client Services Team have investigated the possible acceleration of the remaining projects within the School Estate Management Plan with outline feasibility work taken forward in-house and externally to identify potential solutions. The budget saving options requirement to review the plan to achieve savings was addressed in the October 2015 review of the funding model through savings in loan charges within the model.
- 2.2 The Client Services Team have worked in conjunction with the Early Years Service to identify prioritised investment required across the Early Years Estate to addresses the works required in connection with new legislation, recent Care Inspectorate publications, and current Capital funding allowances for refurbishment of specific facilities. The work carried out to date has identified a number of constraints with further work on-going to refine the scope and feasibility of the proposals. Each establishment has been reviewed and plans prepared to allow feasibility cost estimates to be prepared for the preferred scope of works. A feasibility study for a new build West End of Greenock provision has also been taken forward with outline plans and a feasibility cost estimate. The work to date is indicating that there is a significant funding gap should all of the areas of potential future investment be approved for progression.
- 2.3 The financial implications of each option are detailed in Section 7. Both involve a combination of the use of the SEMP earmarked reserve, unallocated Revenue Reserves and Prudential Borrowing.

3.0 RECOMMENDATIONS

- 3.1 That the Committee note the review of the remaining School Estate Management Plan projects and works required across the Early Years Estate and options for delivery by 2020.
- 3.2 That the Committee consider the scenarios presented and the relative financial implications of both with a view to agreeing a preferred option.
- 3.3 That subject to agreement to proceed and a preferred option, the Committee agree that the

proposals are remitted to the budget process.

Wilma Bain
Corporate Director Education,
Communities &
Organisational Development

Alan Puckrin
Chief Financial Officer

4.0 BACKGROUND

- 4.1 Following some initial work undertaken on the potential acceleration of the remaining SEMP projects and the review of the works required across the Early Years Estate, the Members' Budget Working Group requested that a further review be undertaken to establish the feasibility of completing both the remaining SEMP primary school projects, and the necessary works across the Early Years Estate, by 2020.
- 4.2 The annual review of the School Estate Funding Model was submitted to the November Education and Communities Committee. This accounted for the 2015/17 budget saving option releasing £200k through savings made in connection with loan charges within the model. The remaining projects within the School Estate Management Plan relate to the refurbishment and extension of primary schools, with use of a single decant school, and effectively one primary school being refurbished every 2 years until 2025. Whilst this approach allows a longer time for the resources required to fund the refurbishments to be generated, it also leads to increased costs due to inflation and political concern over the overall length of the programme, particularly for those schools at the end of the programme. One of the major factors constraining any further acceleration of the programme is the availability of decant accommodation. To date the Authority has favoured this approach to minimise disruption to the schools and optimise the outcome of, and length of time taken to, carry out each comprehensive refurbishment. Having investigated the provision of temporary accommodation on site at Kilmacolm PS to allow construction work to be phased and the school to remain in-situ, the logistics and ability to provide all types of accommodation including kitchen and gym space etc. were not deemed feasible and therefore have not been considered as part of this review. The possibility of a tandem build option (new build on the same site whilst school remains operational) was investigated at the only site with sufficient grounds available (St Ninian's PS).
- 4.3 The Scottish Government has allocated Capital funding in connection with the implementation of the Children and Young People Act and the commitment to a minimum provision of 600 hours of Early Learning and Childcare for children aged 3 and 4, looked after 2 year olds, and 2 year old children in workless households. Inverclyde's Capital allocation to date totals £2.056m. The implications of the extended provision include reconfiguration/expansion of a number of existing facilities and potentially provision of new facilities. A number of projects have already been taken forward as previously reported to the Education & Communities Committee, a summary of these is included in 6.4 below. The Authority operates a number of stand-alone and incorporated Early Years establishments across the estate. A summary of the current operational facilities is included as Appendix 2. The Client Services Team have, in conjunction with the Early Years Service, taken forward a review of the Early Years Estate with a view to establishing priorities for investment. There were a number of factors/drivers taken into account when formulating the investment plan and each is outlined in the sections below. The plan essentially addresses the works required in connection with new legislation, recent Care Inspectorate publications, and prioritised investment required in connection with refurbishment of specific facilities to address condition and suitability issues. The School Estate Financial model includes an allowance of £1.331m for refurbishment of Early Years facilities. This allowance was not based on a specific scope and was a basic allowance to cover general refurbishment/upgrade. It should be noted however that the allowance was specifically intended to cover three properties in the poorest condition with an assumption made that a planned review of capacity and provision in the East End of Greenock would result in the closure of one facility. With the advent of the Children and Young People Act and the requirement for extended provision, this has resulted in the requirement to retain all existing facilities in the East End of Greenock (as confirmed in the update report to the May 2014 Education & Communities Committee).

5.0 SEMP ACCELERATION

- 5.1 The remaining projects within the School Estate Management Plan have been summarised in

Appendix 1 including the details of the existing building condition, suitability, energy performance rating, capacity and capital programme allowances. It should be noted that the 2015 Funding Model review report submitted to the November Education & Communities Committee confirmed the priority order of the next two refurbishment projects in line with previously reported commitments. A review of the proposals has been undertaken to identify any potential for further acceleration of the programme to address the requirements noted in 4.1 above. The sections below summarise the options and assumptions with alternative capital models included as Appendix 4.

5.2 Moorfoot Primary School:

Current SEMP Timeline	Alternative Scenario 1	Alternative Scenario 2
Jul 17 – Jul 18	Feb 17 – Feb 18	Feb 17 – Feb 18

Moorfoot PS has been confirmed as the next project in the SEMP programme based on current condition and suitability ratings. The November 2015 review of the funding model also included a revised construction timeline for the project (12 months from 15 months) based on a review of likely scope and previous project experience.

Scenarios 1&2 - Following review, the only feasible acceleration of the Moorfoot project would be to potentially commence works on site earlier circa 1st Quarter 2017, subject to the availability of decant accommodation i.e. dependent on the completion of the St Patrick's PS project on or near on programme in October 2015. This will involve the commencement of the briefing and design process for Moorfoot as soon as possible. The Client Services Team have commenced early work on the brief and have met with the School and Parent Council (16th Nov) to commence the stakeholder engagement process. The project progression currently assumes use of the Sacred Heart decant facility with Garvel Deaf Centre (currently co-located with Moorfoot PS) also decanted to that location. The location of the Nursery Class during the refurbishment will be subject to consultation with the option of accommodation within Sacred Heart or temporary modular accommodation within the grounds of the existing Moorfoot PS (similar to that currently being utilised by Kilmacolm PS).

5.3 St Ninian's Primary School:

Current SEMP Timeline	Alternative Scenario 1	Alternative Scenario 2
Apr 19 – Jul 20	Apr 17 – Apr 18	Apr 17 – Apr 18

St Ninian's PS has been confirmed as the priority 2 project within the remaining SEMP programme based on current condition and suitability ratings. The November 2015 review of the funding model also included a revised timeline for the project with construction works commencing on site in Spring 2019 with a contract duration of 15 months and completion in summer 2020 based on a comprehensive refurbishment including a gym/assembly hall extension.

Scenarios 1&2 - The St Ninian's site affords the greatest opportunity for acceleration (outlined in 4.2 above) with sufficient space on the existing dis-used blaes football pitches opposite the existing school to construct a new facility without the requirement for decant. This also assists in bringing forward future projects by freeing up the Sacred Heart PS decant facility for use earlier. There is however a significant funding gap involved in this approach comparing the cost of a new build facility with the comprehensive refurbishment budget allowance, although project delivery is earlier and the outcome improved over that possible via comprehensive refurbishment and extension. There is also a considerable reduction (over £500K) in the one-off revenue cost element of the model in connection with the St Ninian's project which would have been required to cover the cost of decant. The feasibility study taken forward is based on a new build similar to that for St Patrick's PS utilising the Scottish Futures Trust (SFT) metrics and reference design with retention of the existing recently completed multi-use games area (MUGA).

5.4 Lady Alice Primary School:

Current SEMP Timeline	Alternative Scenario 1	Alternative Scenario 2
Apr 21 – Apr 22	Feb 17 – Feb 18	Jul 18 – Jul 19

Lady Alice PS is included in the remaining SEMP programme and based on current condition and suitability ratings the November 2015 review of the funding model included an indicative construction timeline for the project of 12 months commencing April 2021.

Scenario 1 – This assumes use of St Stephen’s HS following the completion of the Kilmacolm PS project which is currently programmed to complete on site in October 2016. It should be noted that this option would involve the agreement of River Clyde Homes to the delay in handing over the site for future development. The one-off cost model for this scenario includes allowances for extended rent payments and running costs for the St Stephen’s building which are higher than the Sacred Heart PS decant facility. This option could see the Lady Alice PS project taken forward concurrent with the Moorfoot PS project. Both Lady Alice and St Mary’s were considered for decant to the former St Stephen’s HS. On geographical location St Mary’s is marginally closest (5.3 miles) with distance from Lady Alice PS to St Stephen’s very similar (6.4 miles). In terms of distance it should be noted that the Authority has taken forward the successful decant of Wemyss Bay PS which involved transport to the former Kings Glen PS (10.4 miles). It is assumed that this option would be subject to consultation and a further report to Committee given that this may be a concern to parents. It should also be noted however that Lady Alice PS currently has a lower condition score than St Mary’s PS which would place it ahead in terms of priority order. The location of the Nursery currently within St Mary’s PS is also a key consideration and having investigated various possibilities there is currently no defined solution for temporary decant with restricted space within and around the existing school grounds unlikely to accommodate a temporary modular accommodation solution. The Authority has not, to date, decanted and transported a nursery/early years facility, this would require further consultation and investigation of logistics, escort ratios and transport costs. The Early Years Establishment works covered in section 6.0 below indicates that the earliest timescale for completion of a new facility serving the West End of Greenock would be circa January 2018 which does not align with the timescales in Scenario 1. Considering all of the issues outlined above, Lady Alice PS has been included in Scenario 1. The location of the Nursery Class during the refurbishment will be subject to consultation but given that the accommodation was recently remodelled and refurbished (summer 2014), it is proposed that the option of leaving that area of the building operational during the works be investigated further. There would remain an option of decant and accommodating the Nursery Class within temporary modular accommodation within the school grounds subject to further consultation.

Scenario 2 – The proposals to take forward the St Ninian’s PS project as new build allows the use of the Sacred Heart PS decant facility earlier for the remaining projects. Should Scenario 1 not be the preferred option then the Lady Alice PS project could be taken forward following the completion of the Moorfoot PS project which would allow works to commence on site circa summer 2018. As in Scenario 1, the location of the Nursery Class during the refurbishment will be subject to further consultation with the same options as outlined above.

5.5 St Mary’s Primary School:

Current SEMP Timeline	Alternative Scenario 1	Alternative Scenario 2
Jul 22 – Oct 23	Jul 18 – Jul 19	Oct 19 – Oct 20

St Mary’s PS is included in the remaining SEMP programme and based on current condition and suitability ratings, the November 2015 review of the funding model included an indicative construction timeline for the project of 15 months commencing July 2022. It should be noted that in considering the acceleration of the programme it is deemed feasible to carry out the works in 12 months based on the anticipated scope and recent project experience.

Scenario 1 – This assumes use of the Sacred Heart PS decant facility following the completion of the Moorfoot PS project. This option allows sufficient time to take forward and complete the new West End of Greenock early years facility addressing the issue of decant for the Nursery within St Mary’s (as outlined in para 5.4 - Scenario 1) which would be relocated to the new facility ahead of the main school decant.

Scenario 2 – Should Scenario 1 not be the preferred solution, then the use of the Sacred Heart PS decant facility by Lady Alice PS in Scenario 2 would require the St Mary’s PS project to follow that project with the works commencing on site circa October 2019. This scenario also allows

sufficient time for the new early years facility covering the West End of Greenock to be in place (circa January 2018) addressing the decant issue for the Nursery.

5.6 Gourock Primary School:

Current SEMP Timeline	Alternative Scenario 1	Alternative Scenario 2
Apr 21 – Apr 22	Apr 18 – Apr 19	Apr 18 – Apr 19

Gourock PS is included in the remaining SEMP programme and based on current condition and suitability ratings the November 2015 review of the funding model included an indicative construction timeline for the project of 12 months commencing April 2024.

Scenarios 1&2 - This project does not rely on the use of a decant facility with the assumption being that the gym/assembly hall extension would be constructed whilst the school was operational. As such it is possible to accelerate the project within the 2020 timeline and at present a start date of April 2018 has been assumed although it would also be possible to programme the works for an April 2019 start to complete within the period. Although there will inevitably be some disruption involved, the Council has taken forward and completed a very similar project at Inverkip Primary School within a similarly restricted site. It should be noted that from initial feasibility work the Gourock PS site potentially has a gas pipe and/or culverted water course in the anticipated area of the extension. It also involves title restrictions on use of surrounding land which will have to be considered if work (temporary or permanent) is required outwith the current fenced boundary. These issues will be considered fully as part of the detailed design.

- 5.7 The proposals as presented are based on current roll projections (reviewed annually) and estimated occupancy levels across the school estate over a ten year projection period.

6.0 EARLY YEARS ESTATE

6.1 Review of Condition and Suitability

Condition: Surveys were undertaken throughout April 2014 by Watts Group PLC and have been updated by Property Services to reflect any works carried out to date. The Condition data on the Early Years Estate is reported annually through the Corporate Asset Key Performance Indicator return. Condition ratings for all properties are included in Appendix 2.

Suitability: Initial assessments for all properties have been carried out in conjunction with the Early Years Service. It is intended to develop a more detailed suitability survey tailored to Early Years facilities in the future and this work is on-going. Suitability ratings for all establishments are included in Appendix 2.

The overall condition and suitability of the majority of the Early Years Estate is good. This is largely due to the fact that a large proportion of facilities are co-located within primary schools and these have benefited from the significant investment in the School Estate over the past 10 years. However, it is clear from the condition and suitability data that there are four core properties that require the largest investment – Glenbrae Children’s Centre, Hillend Children’s Centre, Bluebird Family Centre and Kelly Street Children’s Centre. Most of these are stand-alone properties that have operated with minimal investment in recent years. Only Glenbrae has been the subject of any recent targeted investment; this included window replacement, partial toilet upgrade and rewiring circa 2011/12.

6.2 Care Inspectorate Publications

Hand Hygiene (Nov 2014): The Care Inspectorate has recently introduced specific requirements for sink provision in early years establishments to minimise the risk of cross contamination and infection. They require each playroom to be provided with separate “clean” and “dirty” wet areas. The clean side should not be adjacent to WCs as it is used for the preparation of snacks and for infants to wash hands. The dirty side is for messy activities such as water play and painting. Each requires both an adult height and an infant height sink and drainer. The clean side requires another separate wash hand basin at adult height for hygiene purposes. In some establishments where there is already a food serving kitchen, the adult height clean sink and wash hand basin can be omitted. Where space permits, the clean side should also have a dishwasher and on the dirty side a washing machine located.

Nappy Changing Facilities (Apr 2014): The Care Inspectorate has recently introduced specific requirements to make provision for Nappy Changing Areas within or adjacent to nursery playrooms. The Care Inspectorate had historically permitted nappy changing tables to be located within enlarged WC cubicles within the WC area. This is no longer considered acceptable for reasons of hygiene, pupil dignity and privacy. Changing areas should ideally be located directly off a 0-2 years or 2-3 years playroom. Where possible this can be a changing area located such that it can be accessed by both age groups. Where it had been acceptable to have the changing area behind a half height cubicle door, this door now has to be full height with full height partitions all round and any existing WC pan removed. An adult height wash hand basin is essential as are nappy storage containers, nappy bins and a waste paper bin. A nappy changing area is required for 3-5 years too but this does not have to be directly off the playroom. Where there is a changing area installed for 0-2s and or 2-3s it is acceptable for this facility to be used by the 3-5s. Where there is a 3-5 nursery class within a school and no other nappy changing area, it is acceptable for 3-5s to be changed in the school hygiene room. If there is no hygiene room available, a changing table is to be stored and taken into a suitably serviced and private room nearby.

The review of the existing facilities across the estate has established that the majority of existing facilities require a degree of adaptation/alteration to address the requirements of the above publications. A summary of the scope of works required to each establishment is included as Appendix 3.

6.3 Children and Young People Act 2014

The Children and Young People Act stated the Government’s intention to improve access to high quality, flexible and integrated early learning and childcare. The Scottish Government confirmed that Local Authorities could work towards flexible provision but must deliver 600 hours of nursery provision by August 2014. This included the intention to provide:

- a minimum provision of 600 hours of Early Learning and Childcare for all children aged 3 and 4. Flexibility for parents in employment, education and training will be extended from August 2015.
- a minimum provision of 600 hours of Early Learning and Childcare for all looked after 2 year olds.
- entitlement to 600 hours of Early Learning and Childcare for 2 year old children in workless households (announced January 2014 and passed through secondary legislation to be in place by October 2014).
- entitlement to 600 hours of Early Learning and Childcare to be extended to all 2 year old children from families eligible for free school meals from August 2015 (also covered by secondary legislation).

Capital funding has been allocated in connection with the implementation of the Act as noted in 4.2 above. This funding is being utilised to address the alterations / improvement of existing facilities to enable the allocation of extended sessions and address legislative requirements for floor space and toilet provision etc. It is also addressing the provision of new facilities i.e. at St John’s PS to address shortfall in places / lack of provision.

6.4 Progress / Works Completed

The commitments to have an extended provision in place by August/October 2014 required an early review of the impact on the estate and the existing provision. The Client Services Team and

Early Years Service identified a prioritised list of projects and these were reported to Committee in update papers (March, May & September 2014, and May 2015). Progress on capital projects has also been provided at each Committee as part of the Capital Programme Progress reporting during 2014 and 2015. A summary of the completed projects is included in the sections below.

Work completed Summer/October 2014:

- Kings Oak PS - Minor adaptations to nursery to extend provision for 3 and 4 year olds from 20 to 24 full time equivalent.
- Lady Alice PS - Adaptations to nursery to extend provision for 3 and 4 year olds from 20 to 24 full time equivalent.
- Gibshill Children's Centre - Creation of a 40 place provision for 2-3 year olds.

Work completed Easter/Summer 2015:

- Binnie Street Children's Centre – Remodelling to introduce provision for 2-3 years olds.
- Rainbow Family Centre – Minor adaptations to increase 2-3 year olds provision by 10 places.
- Wellpark Children's Centre – Adaptations to increase 2-3 year olds provision by 10 places.

Work completed October 2015:

- Larkfield Children's Centre – Remodelling and refurbishment to comply with new legislation and address core condition and suitability issues. Works commenced on site in August 2015 and were completed in October 2015. The Service was temporarily decanted to the former Garvel Deaf Centre building and within one of the modular units at the former Sacred Heart PS decant facility for the period of the works.
- St John's PS - new 24 full time equivalent nursery class provision as part of major refurbishment project completed September 2015.

6.5 Potential Future Investment

Appendix 3 provides the summary of works required to all establishments. The works in connection with infection control / personal care / hygiene, although relatively minor in scope, have a cumulative impact due to the number of establishments requiring a degree of alteration. The total cost of works in connection with the Care Inspectorate requirements across various establishments is circa £110K. This work has been completed in some of the projects already taken forward to date, the remaining works to other establishments will require to be addressed over the Easter and Summer 2016 holiday periods. A more detailed phasing plan has been prepared. The largest investment required is in connection with four establishments to address the core condition and suitability of the properties in addition to the more minor Care Inspectorate related works, more detail on each of these is included in the sections below.

Kelly Street Children's Centre / St Mary's Campus: The West End of Greenock continues to be one of the most challenging areas as there is no capacity within the Authority or Partner Early Years Establishments. There is one 3rd sector provider and one private provider. Feasibility studies of the existing Kelly Street Children's Centre indicate that there is no physical capacity to extend the provision within their current accommodation / site. The Kelly Street Children's Centre property also has the lowest condition rating (C – Poor) and is also Poor in terms of Suitability with part of the Service being provided from accommodation within the adjacent St Mary's Primary School. It should be noted that St Mary's PS is currently operating at 95% capacity and has had to utilise library space as teaching accommodation in the new 2015 term. There is also a requirement to provide an extended provision for 0-2 year olds in the area with no scope in the existing Authority establishments. The Kelly Street building is over two floors with no lift and with accommodation in areas that are poorly proportioned contributing to its overall poor suitability rating. The majority of the building is in need of major refurbishment / overhaul i.e. roofs, windows, services etc. and also requires works to bring it into line with Care Inspectorate publications. A feasibility study has been progressed via hub West Scotland on a new build West End of Greenock provision which addresses the issues noted. Sketch designs and accommodation schedules have been prepared in conjunction with the Client Services Team with an estimated cost. The indicative timeline for this project would see design works commence in March/April 2016 with a construction phase circa

April 2017 to January 2018. The current proposals are indicative and no specific site has been identified/assumed at present. If approved for progression, the initial stages of the project development will include a site option appraisal.

Bluebird Family Centre: The property received a limited refurbishment / upgrade at the time of the refurbishment of the attached St Joseph's Primary School. This is reflected in its current condition rating which is a low B (Satisfactory). There are however some major elements such as the windows, roof and curtain walling which were not addressed and require lifecycle replacement in the near future. The building is also over two floors with no lift and with accommodation in areas that are poorly proportioned contributing to an overall poor suitability rating. The property requires remodelling and refurbishment to address the core condition and suitability issues in addition to works to bring it into line with Care Inspectorate publications. Decant options are limited although it may be possible to utilise the accommodation within the Sacred Heart PS decant facility and the adjacent former Garvel Deaf Centre building (recently used by Larkfield Children's Centre during the works to their building). The cost of a full decant is significant but has been allowed in the model meantime pending further investigation of other options. The indicative timeline for this project would see design works commence in November 2015 with a construction phase circa summer 2016 to January 2017.

Glenbrae Children's Centre: The property has received some targeted investment in 2011/12 with window replacement, partial toilet refurbishment and rewiring. This is reflected in its current condition rating which is a very low B (just Satisfactory). There are however some major elements such as the external walls, roof and heating which have not been addressed and require lifecycle replacement in the near future. The building is single storey but has significant issues in terms of its internal layout and circulation with some areas poorly proportioned contributing to an overall poor suitability rating. The property requires remodelling and refurbishment to address the core condition and suitability issues in addition to works to bring it into line with Care Inspectorate publications. Historically the building has also suffered from occasional flooding due to the topography of the site and existing floor levels in relation to the surrounding area. Given the cost and disruptive nature of decant, particularly with early years facilities, an option to convert and refurbish the Aberfoyle Road offices to house Glenbrae has been investigated and is the preferred solution to provide a more suitable building without the issues of decant. As part of the investigation of provision the Out of School Care service currently operated from the Glenbrae building would relocate to the adjacent All Saints Primary School to utilise some of the spare capacity available within the core hours covered by the existing PPP contract. The indicative timeline for this project would see design works commence in March 2016 with a construction phase circa December 2016 to June 2017 subject to requirements for public consultation in connection with the proposed relocation.

Hillend Children's Centre: The property has received minimal investment in recent years. This is reflected in its current condition rating which is a very low B (just Satisfactory). There are major elements such as the external walls, roof and services which have not been addressed and require lifecycle replacement in the near future. The building has some staff accommodation on an upper floor and has some level issues in relation to access to the external areas. The overall suitability rating is however satisfactory with the main issue being related to level access to external areas from the building. The property requires remodelling and refurbishment to address the core condition and suitability issues in addition to works to bring it into line with Care Inspectorate publications. As with Glenbrae, decant options are limited however should the proposal to utilise the Aberfoyle Road accommodation for Glenbrae proceed, it would be possible to utilise the Glenbrae building as decant to allow Hillend building to be refurbished with relatively little impact given the type of accommodation and the relatively close proximity of the facilities. The indicative timeline for this project would see design works commence in November 2016 with a construction phase circa summer 2017 to January 2018.

Larkfield Children's Centre: The long term proposals for this establishment have never been clarified. Larkfield Children's Centre was established in April 2011 following the unexpected closure of the private sector partner provider Lady Bird Pre 5 Centre. The current SEMP plan includes an allowance for the demolition of the Sacred Heart building in 2024 with the assumption that the site would then be marketed for sale. It should be possible to carry out a partial demolition and retain the wing of Sacred Heart that Larkfield Children's Centre currently utilise. The heating

system was split a number of years ago to more efficiently utilise the accommodation and there has been recent significant investment (October 2015) in the facility through partial refurbishment and internal remodelling to address core suitability issues and care commission publication requirements. An allowance has been made in the current 2020 model scenarios for building fabric upgrading at or around the time of the demolition which would potentially be as early as first quarter 2020 depending on the scenario adopted. Other minor elemental upgrade / refurbishment could be taken forward in stages utilising the existing lifecycle budget.

Appendix 3 summarises the list of potential projects and investment required in the Early Years Estate over and above the £1.116m committed and either completed or in progress to date. It also provides an indication of the funding gap between what is required and the existing SEMP model allocation for refurbishment combined with the current Children and Young People Act grant funding.

6.6 Scottish Government Future Commitment

The Scottish Government have also announced proposals to increase the level of entitlement to free early learning and childcare to 1140 hours per year by 2020, for children who are 3 or 4 years old, as well as for vulnerable 2 year olds who are eligible for the 600 hours free entitlement through the Children & Young People Act 2014. It should be noted however that the current proposals do not address this level of provision and that additional capacity / accommodation would likely be required (subject to partner provider options). At this time there is no confirmed funding for this initiative. It is possible that the current community facilities review may assist in identifying under-utilised properties which could be suitable for adaptation in future should the proposals be confirmed. A more detailed update paper on the 1140 hours and implications is being prepared for submission to the January 2016 Education & Communities Committee.

7.0 IMPLICATIONS

Finance

7.1 The financial implications are summarised in the tables below and in Appendix 5 but overall have very similar net financial implications in the medium to long term:

SEMP Acceleration Financial Implications

	Option 1 £m	Option 2 £m
Contribution from SEMP Model	1.00	1.70
Contribution from Unallocated Reserves	2.40	1.50
Ongoing Loans Charges contained in existing projections	0.65	0.60
Extra Loans Charge Funding needed from 2017/18	0.26	0.28
Capital Grant Freed Up 2021/27	10.30	10.10

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
Earmarked Reserves	SEMP	2016/17	1000 Option 1 1700 Option 2		
Free Reserves	Loans Charges EMR	2017/18	2400 Option 1 1500 Option 2		

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (if Applicable)	Other Comments
SEMP	Loans Charges	2017/18	260 Option 1 280 Option 2		To be added to Budget Pressures

It can be seen that both models have broadly similar financial implications with the requirement for one off funding and on-going increase in loans charges.

7.2 Other Factors to Consider

The proposals almost fully exhaust the Loans Charge savings projected to arise when the former SRC debt drops out in 2021/22.

Given current short/medium term interest rates, there is an argument that carrying out the work in the next 3 years or so will save money in the longer term.

The acceleration will free up approximately £11 million in capital grant from the SEMP Model over the period 2020/28. This has not been factored in as a saving anywhere due to the uncertainty around what the funding will be used for but it is something that should be reflected in future SEMP and Finance Strategy updates.

Legal

- 7.3 There are no legal implications arising from this report. The projects identified within the Early Years sections support the implementation of the provision of 600 hours Early Learning and Childcare, and will ensure Inverclyde Council meets the legislative requirements of the Children and Young People Act.

Human Resources

- 7.4 There are no HR implications arising from the contents of this report.

Equalities

- 7.5 There are no direct equalities implications arising from this report.

Repopulation

- 7.6 The implementation of an Early Years Asset Management Plan/Strategy will align with the existing School Estate Strategy which has been, and continues to be, one of the Council's key

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

8.0 CONSULTATION

8.1 This report has been produced in consultation with the Corporate Director Environment, Regeneration & Resources and the Chief Financial Officer.

9.0 LIST OF BACKGROUND PAPERS

9.1 SEMP Acceleration

Watts Group PLC 2014 Condition Survey Reports

Inverclyde Council Suitability Surveys

Hub West Scotland new build St Ninian's PS feasibility study August 2015

October 2015 SEMP Funding Model

9.2 Early Years Estate

Watts Group PLC 2014 Condition Survey Reports

Care Inspectorate Publication 10 April 2014 – Nappy changing facilities in early years, nurseries and large child minding services

Care Inspectorate Publication November 2014 – Hand hygiene: information to support improvement

Client Services Feasibility Studies 2015

Technical Services Stage B (Feasibility) elemental cost estimates August 2015

Hub West Scotland new build early years establishment feasibility study August 2015

Remaining SEMP Projects

Property (alphabetical order)	Current Condition Rating & Score	Current Suitability Rating	Current EPC Rating	Sufficiency Current Roll v Capacity	Current SEMP Allowance	Current SEMP Timeline
Moorfoot Primary School	B (65.25)	B (73)	D+	294/407 (72%)	£4.647m	Jul 17 – Jul 18
St Ninian's Primary School	B (66.75)	B (72)	E+	316/388 (81%)	£5.990m	Apr 19 – Jul 20
Lady Alice Primary School	B (69.75)	B (69)	D	237/329 (72%)	£3.688m	Apr 21 – Apr 22
St Mary's Primary School	B (73.25)	B (71)	D+	329/347 (95%)	£6.114m	Jul 22 – Oct 23
Gourock Primary School	B (75.00)	B (77)	C+	224/262 (85%)	£2.036m	Apr 24 – Apr 25

Condition			Suitability			
Rating	Description	Definition	Score	Rating	Description	Definition
A	Good	Performing well and operating efficiently	> 85%	A	Good	Performing well and operating efficiently (the school buildings and grounds support the delivery of services to children and communities)
B	Satisfactory	Performing adequately but showing minor deterioration	61 – 85%	B	Satisfactory	Performing adequately but with minor problems (the school buildings and grounds generally support the delivery of services to children and communities)
C	Poor	Showing major defects and/or not operating adequately	40-60%	C	Poor	Showing major problems and/or not operating optimally (the school buildings and grounds impede the delivery of activities that are needed for children and communities in the school)
D	Bad	Economic life expired and/or risk of failure	< 40%	D	Bad	Does not support the delivery of services to children and communities (the school buildings and grounds seriously impede the delivery of activities that are needed for children and communities in the school)

Appendix 2

Current / Planned Early Years Estate

The Council currently has seven stand-alone Family/Children's Centres, and fifteen Family/Children's Centres / nursery school/classes occupying wings/areas within primary schools.

Stand Alone Family/Children's Centres

Establishment	Binnie Street Children's Centre	Year Built	1876 (Refurbished 2012)
Gross Internal Floor Area (m2)	824	Condition Rating (Score)	A (85.3)
EPC Rating	B	Suitability Rating	B
Description: Traditional stone built with pitched slated roofs. John Honeyman Category C Listed. Comprehensive refurbishment and remodeling completed 2012.			

Establishment	Gibshill Children's Centre	Year Built	1960 (Refurbished 2002)
Gross Internal Floor Area (m2)	382	Condition Rating (Score)	B (83)
EPC Rating	n/a<500m2	Suitability Rating	B
Description: Traditional brick built pebbledash finish, pitched "Decra" type roof sheeting. Comprehensive refurbishment and remodeling completed 2002. Internal alterations to create 40 place 2-3 year old provision completed summer 2014. External redecoration early 2015.			

Establishment	Glenbrae Children's Centre	Year Built	1970
Gross Internal Floor Area (m2)	548	Condition Rating (Score)	B (66.7)
EPC Rating	D	Suitability Rating	C
Description: Traditional brick built with render finish, flat felt roofs. Targeted investment 2012 (window replacement / partial toilet refurbishment / rewiring).			

Overall Condition category rating		
> 85%	Condition A	Good
60% -85%	Condition B	Satisfactory
40% -60%	Condition C	Poor
< 40%	Condition D	Bad

Appendix 2

Establishment	Hillend Children's Centre	Year Built	1958
Gross Internal Floor Area (m2)	490	Condition Rating (Score)	B (65.7)
EPC Rating	E+	Suitability Rating	B
Description: Traditional brick built with pebbledash finish, flat roofs mainly asphalt with metal covered mono-pitch section.			

Establishment	Kelly Street Children's Centre	Year Built	1930
Gross Internal Floor Area (m2)	291	Condition Rating (Score)	C (52)
EPC Rating	n/a<500m2	Suitability Rating	C
Description: Traditional brick built with clay tiled roof with a number of dormers. Extended circa. 2003.			

Establishment	Rainbow Family Centre	Year Built	2008
Gross Internal Floor Area (m2)	741	Condition Rating (Score)	A (89.6)
EPC Rating	B	Suitability Rating	A
Description: Facing brick and rendered brick cavity walls with standing seam pitched roof.			

Establishment	Wellpark Nursery	Year Built	2001
Gross Internal Floor Area (m2)	279	Condition Rating (Score)	B (75)
EPC Rating	n/a<500m2	Suitability Rating	A
Description: Steel framed with blockwork finish. Concrete pitched tiled roof.			

Overall Condition category rating		
> 85%	Condition A	Good
60% -85%	Condition B	Satisfactory
40% -60%	Condition C	Poor
< 40%	Condition D	Bad

Appendix 2

Incorporated Family/Children's Centres / Nursery Wings/Class/Schools:

Establishment	Aileymill Nursery Class	Year Built	2010
Gross Internal Floor Area (m2)	408	Condition Rating (Score)	A (-)
EPC Rating	B+	Suitability Rating	A
Description: Within Aileymill Primary School (PPP). Former Aileymill and Sacred Heart Nurseries.			

Establishment	Blairmore Nursery	Year Built	2010
Gross Internal Floor Area (m2)	348	Condition Rating (Score)	A (-)
EPC Rating	B+	Suitability Rating	B
Description: Within All Saints Primary School (PPP).			

Establishment	Bluebird Family Centre	Year Built	1960
Gross Internal Floor Area (m2)	572	Condition Rating (Score)	B (70)
EPC Rating	E+	Suitability Rating	C
Description: Block built, flat roofs throughout. Minor upgrade as part of St Joseph's PS refurbishment 2006.			

Establishment	Inverkip Nursery Class	Year Built	1900
Gross Internal Floor Area (m2)	102	Condition Rating (Score)	B (72.75)
EPC Rating	C	Suitability Rating	B
Description: Part of Inverkip Primary School. Expanded provision and comprehensive refurbishment works completed 2012.			

Overall Condition category rating		
> 85%	Condition A	Good
60% -85%	Condition B	Satisfactory
40% -60%	Condition C	Poor
< 40%	Condition D	Bad

Appendix 2

Establishment	Kilmacolm Nursery Class	Year Built	1963
Gross Internal Floor Area (m2)	175 m2	Condition Rating (Score)	C (58.5)
EPC Rating	E+	Suitability Rating	B
Description: Within Kilmacolm Primary School (works completed 2006). Formerly Carsemeadow Nursery School. Comprehensive refurbishment planned Oct 2015 – Oct 2016.			

Establishment	Kings Oak Nursery Class	Year Built	1974 (Refurbished 2006)
Gross Internal Floor Area (m2)	111	Condition Rating (Score)	B (83.25)
EPC Rating	D+	Suitability Rating	B
Description: Within Kings Oak Primary School (Formerly Oakfield PS – Refurbished 2006. Formerly Oakfield Nursery Class and Sinclair Nursery - St. Mungo's.			

Establishment	Lady Alice Nursery Class	Year Built	1938
Gross Internal Floor Area (m2)	94	Condition Rating (Score)	B (69.75)
EPC Rating	D	Suitability Rating	A
Description: Within Lady Alice Primary School. Formerly Holy Cross Nursery Class. Comprehensive refurbishment summer 2014.			

Establishment	Larkfield Children's Centre	Year Built	1959
Gross Internal Floor Area (m2)	452	Condition Rating (Score)	B (71.25)
EPC Rating	E	Suitability Rating	A
Description: Within Former Sacred Heart Primary School (Council decant facility). Partial refurbishment and remodeling completed October 2015.			

Overall Condition category rating		
> 85%	Condition A	Good
60% -85%	Condition B	Satisfactory
40% -60%	Condition C	Poor
< 40%	Condition D	Bad

Appendix 2

Establishment	Moorfoot Nursery Class	Year Built	1961
Gross Internal Floor Area (m2)	104	Condition Rating (Score)	B (65.25)
EPC Rating	D+	Suitability Rating	B
Description: Within Moorfoot Primary School.			

Establishment	Newark Nursery	Year Built	2008
Gross Internal Floor Area (m2)	346	Condition Rating (Score)	A (89.45)
EPC Rating	B+	Suitability Rating	B
Description: Within Newark Primary School. Amalgamation of former Barmoss, Highholm and Slaemuir Nurseries.			

Establishment	St Mary's PS - Kelly St Annex	Year Built	1900
Gross Internal Floor Area (m2)	95	Condition Rating (Score)	B (73.25)
EPC Rating	D+	Suitability Rating	B
Description: Within St Mary's Primary School.			

Establishment	St John's Nursery Class	Year Built	1931
Gross Internal Floor Area (m2)	171	Condition Rating (Score)	A (-)
EPC Rating	B+	Suitability Rating	A
Description: Within St John's Primary School. Under construction to complete September 2015.			

Overall Condition category rating		
> 85%	Condition A	Good
60% -85%	Condition B	Satisfactory
40% -60%	Condition C	Poor
< 40%	Condition D	Bad

Appendix 2

Establishment	Wemyss Bay Nursery Class	Year Built	1980 (Refurbished 2008)
Gross Internal Floor Area (m2)	138	Condition Rating (Score)	A (83.25)
EPC Rating	C+	Suitability Rating	B
Description: Within Wemyss Bay Primary School.			

Establishment	Whinhill Nursery Class	Year Built	1973 (Refurbished 2012)
Gross Internal Floor Area (m2)	170	Condition Rating (Score)	A (85)
EPC Rating	C	Suitability Rating	B
Description: Within Whinhill Primary School.			

Establishment	Whinhill Gaelic Nursery Unit	Year Built	1973 (Refurbished 2012)
Gross Internal Floor Area (m2)	80	Condition Rating (Score)	A (85)
EPC Rating	C	Suitability Rating	B
Description: Within Whinhill Primary School.			

Overall Condition category rating		
> 85%	Condition A	Good
60% -85%	Condition B	Satisfactory
40% -60%	Condition C	Poor
< 40%	Condition D	Bad

EARLY YEARS ESTATE - POTENTIAL FUTURE INVESTMENT REQUIRED			
Establishment name	Committed Expenditure	Estimated Cost	Description of Work/Scope
STAND ALONE ESTABLISHMENTS			
Binnie Street Children's Centre	£66,000	£25,000	Alterations to expand provision completed. Hygiene works to existing to be addressed.
Gibshill Children's Centre	£33,000	£15,000	Alterations to expand provision completed. Hygiene works to existing to be addressed.
Glenbrae Children's Centre	-	£1,137,000	Full refurbishment & remodelling of building.
Hillend Children's Centre	-	£1,031,000	Full refurbishment & remodelling of building (excl. annex).
Kelly Street Children's Centre	-	£2,390,000	New build feasibility study - cost estimate.
Rainbow Family Centre	£12,000	-	Hygiene works - High/Low sinks and/or Nappy changing
Wellpark Children's Centre	£97,000	-	Alterations to expand provision including hygiene works.
INCORPORATED ESTABLISHMENTS			
Aileymill Nursery School - Aileymill Primary School	-	£2,500	Hygiene works - High/Low sinks and/or Nappy changing
Blairmore Nursery School - All Saints Primary School	-	£2,500	Hygiene works - High/Low sinks and/or Nappy changing
Buebird Family Centre - St Joseph's Primary School	-	£1,125,000	Full refurbishment & remodelling of wing/building.
Inverkip Nursery Class - Inverkip Primary School	-	£15,000	Hygiene works - High/Low sinks and/or Nappy changing
St John's Nursery Class - St John's Primary School	£375,000	-	New provision.
Kelly Street Children's Center - St Mary's Primary School	-	Incl. Kelly Street	New build feasibility study - cost estimate.
Kilmacolin Nursery Class - Kilmacolin Primary School	£250,000	-	Full refurbishment and remodelling with main school.
King's Oak Nursery Class - King's Oak Primary School	£3,000	£20,000	Alterations to expand provision completed. Hygiene works to existing to be addressed.
Lady Alice Nursery Class - Lady Alice Primary School	£80,000	-	Alterations to expand provision completed included hygiene works.
Larkfield Children's Centre - Sacred Heart Decant Facility	£200,000	£250,000	Alterations to extend provision / meet legislative requirements / core condition and suitability.
Moorfoot Nursery Class - Moorfoot Primary School	-	-	Refurbish with main school and relocate room to align with toilets.
Newark Nursery School - Newark Primary School	-	£5,000	Hygiene works - High/Low sinks and/or Nappy changing
Pre-5 Gaelic Unit - Whinhill Primary School	-	£5,000	Hygiene works - High/Low sinks and/or Nappy changing
Wemyss Bay Nursery Class - Wemyss Bay Primary School	-	£15,000	Hygiene works - High/Low sinks and/or Nappy changing
Whinhill Nursery Class - Whinhill Primary School	-	£5,000	Hygiene works - High/Low sinks and/or Nappy changing
TOTALS	£1,116,000	£6,043,000	
ESTIMATED INVESTMENT REQUIRED			
CHILDREN & YOUNG PEOPLE GRANT FUNDING			
CURRENT MODEL SEMP CAPITAL PROGRAMME FUNDING			
POTENTIAL FUNDING GAP / SHORTFALL			
		£7,159,000	
		£2,056,000	
		£1,331,000	
		£3,772,000	

2020 Scenario 1

School Estate - Earmarked Reserves

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Earmarked Reserve b/fwd	3,461	2,942	2,811	838	336	74	151	446	723	981	1,100	1,319	1,516	1,691	1,843	1,968
Available Savings added (a)	4,584	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682
Extra Financing (b)	3,020	3,305	3,130	3,245	3,245	3,245	3,245	3,245	3,245	3,245	3,245	3,245	3,245	3,245	3,245	3,245
Prudential Schools Loan Charges (c)	-3,584	-3,920	-4,166	-4,434	-4,461	-4,548	-4,556	-4,565	-4,574	-4,584	-4,594	-4,605	-4,617	-4,629	-4,642	-4,656
Unitary Charge Payment (d)	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942
Unitary Charge Inflation Element (e)	-419	-634	-903	-1,182	-1,473	-1,775	-2,089	-2,416	-2,756	-3,110	-3,477	-3,860	-4,258	-4,671	-5,101	-5,549
Unitary Charge Funding from Inflation Contingency	419	634	903	1,182	1,473	1,775	2,089	2,416	2,756	3,110	3,477	3,860	4,258	4,671	5,101	5,549
One Off Costs (f)	-1,218	-1,089	-1,577	-945	-669	-235	0	0	0	-120	0	0	0	0	0	0
Extra Revenue Repairs (g)	-235	-263	-196	-204	-213	-221	-230	-239	-249	-258	-268	-279	-289	-300	-314	-326
Unitary Charge RSG	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096
Written Back to General Reserves (h)	-240	0	-1,000	0	0	0	0	0	0	0	0	0	0	0	0	0
Earmarked Reserve c/fwd	2,942	2,811	838	336	74	151	446	723	981	1,100	1,319	1,516	1,691	1,843	1,968	2,067

(a) £4,682k of savings have been achieved to date. Savings now complete as Sacred Heart building remains.

(b) Compensating loan charges for receipts transferred to the Capital Fund come in from 2015/16. Annual Saving of £175k taken from 2016/17. Further saving of £200k taken from 2017/18. £45k per year funding for St Stephen's in 2015/16. Additional £360k added from 2017/18.

(c) Uses a pool fund rate of 3.95% for 2015/16 and 2016/17, 3.90% for 2017/18 and 2018/19 and 4.00% from 2019/20 onwards. £50k contingency added from 2016/17. £200k saving from 2017/18. £360k additional costs fro 2017/18.

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

(e) Base at Jan 2015 RPI. Assumes 2.7% annual inflation (4% RPI discounted by factor of 1.5)

(f) Includes cost of QIO for period April 2016 to June 2018, full NDR for St Stephen's decant building for 2015/16 and 2016/17. £45k per year rent in 2015/16 to 2017/18 for St Stephen's land. £497k provision for St Stephen's demolition in 2014/15. After 2023/24 all one-off costs cease.

(g) Saving of £75k per year taken from 2016/17.

(h) £1.0m written back to General Reserves in 2016/17

2020 Scenario 2

School Estate - Earmarked Reserves

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Earmarked Reserve b/fwd	3,461	2,942	2,811	337	208	175	43	173	450	708	827	1,046	1,243	1,418	1,570	1,695
Available Savings added (a)	4,584	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682	4,682
Extra Financing (b)	3,020	3,305	3,130	3,105	3,105	3,105	3,105	3,105	3,105	3,105	3,105	3,105	3,105	3,105	3,105	3,105
Prudential Schools Loan Charges (c)	-3,584	-3,920	-4,166	-4,294	-4,321	-4,408	-4,416	-4,425	-4,434	-4,444	-4,454	-4,465	-4,477	-4,489	-4,502	-4,516
Unitary Charge Payment (d)	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942	-8,942
Unitary Charge Inflation Element (e)	-419	-634	-903	-1,182	-1,473	-1,775	-2,089	-2,416	-2,756	-3,110	-3,477	-3,880	-4,258	-4,671	-5,101	-5,549
Unitary Charge Funding from Inflation Contingency	419	634	903	1,182	1,473	1,775	2,089	2,416	2,756	3,110	3,477	3,880	4,258	4,671	5,101	5,549
One Off Costs (f)	-1,218	-1,089	-1,378	-572	-440	-444	-165	0	0	-120	0	0	0	0	0	0
Extra Revenue Repairs (g)	-235	-263	-196	-204	-213	-221	-230	-239	-249	-258	-268	-279	-289	-300	-314	-326
Unitary Charge RSG	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096	6,096
Written Back to General Reserves (h)	-240	0	-1,700	0	0	0	0	0	0	0	0	0	0	0	0	0
Earmarked Reserve c/fwd	2,942	2,811	337	208	175	43	173	450	708	827	1,046	1,243	1,418	1,570	1,695	1,794

(a) £4,682k of savings have been achieved to date. Savings now complete as Sacred Heart building remains.

(b) Compensating loan charges for receipts transferred to the Capital Fund come in from 2015/16. Annual Saving of £175k taken from 2016/17. Further saving of £200k taken from 2017/18. £45k per year funding for St Stephen's in 2015/16. Additional £220k added from 2017/18.

(c) Uses a pool fund rate of 3.95% for 2015/16 and 2016/17, 3.90% for 2017/18 and 2018/19 and 4.00% from 2019/20 onwards. £50k contingency added from 2016/17. £200k saving from 2017/18. £220k additional costs from 2017/18.

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

(e) Base at Jan 2015 RPI. Assumes 2.7% annual inflation (4% RPI discounted by factor of 1.5)

(f) Includes cost of QIO for period April 2016 to June 2018, full NDR for St Stephen's decant building for 2015/16 and 2016/17, £45k per year rent in 2015/16 to 2017/18 for St Stephen's land, £497k provision for St Stephen's demolition in 2014/15. After 2023/24 all one-off costs cease.

(g) Saving of £75k per year taken from 2016/17.

(h) £1.7m written back to General Reserves in 2016/17

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EDUCATION AND COMMUNITIES COMMITTEE**

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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

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Mr Robin Thomson	1
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Teacher Representative:

Mr Tom Tracey	1
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Corporate Director Education, Communities & Organisational Development	1
Head of Education	1
Head of Inclusive Education, Culture & Corporate Policy	1
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TOTAL 10