

# Education, Children and Families Committee

10am, Tuesday, 11 December 2012

## Policy Development and Review Sub- Committee: Work Programme and Proposed Arrangements for Meetings

Item number	7.9
Report number	
Wards	All

### Links

Coalition pledges	<a href="#">P1 to P7 inclusive</a>
Council outcomes	<a href="#">CO1 to CO6 inclusive</a>
Single Outcome Agreement	<a href="#">SO3</a>

### Gillian Tee

Director of Children and Families

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# Executive summary

## Policy Development and Review Sub-Committee: Work Programme and Proposed Arrangements for Meetings

### Summary

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The purpose of this report is to inform Committee of the Work Programme to be taken forward by the Policy Development and Review Sub-Committee in 2013 and the proposed arrangements for the meetings.

### Recommendations

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To recommend that the Education, Children and Families Committee:

1. Approves that the items set out in Appendix 1 are included in the Work Programme
2. Agrees the format for conducting the meetings and the setting up of Working Groups
3. Agrees that the composition of each of the four Working Groups should be 2 Labour, 2 SNP, 1 Conservative, 1 Green and 1 Liberal Democrat together with 1 religious, teacher or parent representative. Substitutes will be permitted from the same political group or added members category, and the Committee will decide how to fill any vacancies
4. Asks the Head of Legal, Risk and Compliance to seek nominations for the vacancies on the Working Groups
5. Notes that the Working Group for Estate Strategy and Rising Rolls will replace the Forum on Children and Families Estate Evaluation set up at Committee on 21 June 2012
6. Agrees that recommendations from the Policy Development Sub-Committee are referred to the Education, Children and Families Committee for approval
7. Refers the Work Programme to the Policy Development and Review Sub-Committee
8. Refers the report to the Corporate Policy and Strategy Committee.

## **Measures of success**

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Each item on the Work Programme has, or will have, a measure of success that indicates how its achievement will be recognised. The measure for success of the arrangements for the meetings is that it enables the successful completion of each item on the Work Programme. The work of the Sub-Committee will help to support the achievement of Children and Families' strategic outcomes and the Capital Coalition Pledges.

## **Financial impact**

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There will be no financial impact

## **Equalities impact**

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There are no adverse impacts arising from this report. This will continue to be assessed as the different strands of the Work Programme progress.

## **Sustainability impact**

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There is no sustainability impact

## **Consultation and engagement**

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Three of the items in the Work Programme (Vision for Schools; Improving Community Access to Schools; Estate Strategy and Rising Rolls) were referred to the Sub-Committee by the Education, Children and Families Committee. The Working Groups will ensure consultation and engagement with a range of stakeholders.

## **Background reading / external references**

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A summary of the Work Programme is provided in Appendix 1

## Policy Development and Review Sub-Committee: Work Programme and Proposed Arrangements for Meetings

### 1. Background

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- 1.1 In accordance with the new Governance arrangements for the City of Edinburgh Council, each Executive Committee will have a Policy Development and Review Sub-Committee. The purpose of this Sub-Committee will be to develop and agree new policies in line with the capital coalition pledges and council outcomes, and review the effectiveness of policy implementation in accordance with the agreed strategic policy direction. The Sub-Committee is intended to support enhanced public, community and stakeholder engagement in policy development and design, ensuring that a range of views can be considered.

### 2. Main report

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- 2.1 The Policy Development and Review Sub-Committee will agree and establish an annual forward plan. This will provide the focus for developing new policy and reviewing and scrutinising existing policy, which will be achieved through:
- Cross party engagement
  - Engagement with stakeholders
  - Opportunities for visits to review practice
  - Opportunities to seek expert views
- 2.2 The agenda for each Policy Development and Review Sub-Committee will be divided into two sections:
- Policy Development
  - Review and/or scrutiny
- 2.3 The agenda in the first meeting will be:
- Vision for Schools (Policy Development)
  - Establishing Short Life Working Groups
  - Educational Attainment (Policy Review and Scrutiny)

- 2.4 It is proposed to establish Short Life Working Groups to consider policy development in specific priority areas. The purpose of the Working Groups would be to assist the Sub-Committee in its task of developing policy, on a cross party basis, with input from stakeholders and external experts.

Initially, with officer support, the working groups would focus on:

- Improving Community Access to Schools – David Bruce, Senior Education Manager – Community Services
- Strengthening support for pupils with behavioural difficulties – Mike Rosendale, Head of Schools and Community Services and Alistair Gaw, Head of Support to Children and Young People
- Estate strategy and rising rolls (for implementation in 2014 onwards) – Lindsay Glasgow, Service Manager – Asset Planning
- Early Years – Aileen McLean, Senior Education Manager – Early Stages

Each Working Group would consider:

- relevant performance data
- best practice associated with the policy focus (including a programme of visits),
- views of key stakeholders
- advice from external experts

- 2.5 Working groups would report back to the Sub Committee and/or the Education, Children and Families Committee, usually within one cycle. For example, the work of the group on Community Access to Schools would inform a report to Education, Children and Families Committee in March; the group looking at support for pupils with behavioural difficulties would report back to the Sub-Committee in April.
- 2.6 Membership of working groups would be drawn from the Sub-Committee membership, with the power to co-opt stakeholders or other experts. Each Working Group (assuming that no more than 4 would operate at any time) could have 6 or 7 members (plus co-options) with a member of the Sub-Committee being appointed to the chair at the first meeting of the Working Group (or by the Sub Committee when the working group is established).
- 2.7 In addition to the named support officers, the working groups could take evidence, or seek views, from any other council officers as appropriate.

### **3. Recommendations**

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To recommend that the Education, Children and Families Committee:

- 3.1 Approves that the items set out in Appendix 1 are included in the Work Programme
- 3.2 Agrees the format for conducting the meetings and the setting up of Working Groups

- 3.3 Agrees that the composition of each of the four Working Groups should be 2 Labour, 2 SNP, 1 Conservative, 1 Green and 1 Liberal Democrat together with 1 religious, teacher or parent representative. Substitutes will be permitted from the same political group or added members category, and the Committee will decide how to fill any vacancies
- 3.4 Asks the Head of Legal, Risk and Compliance to seek nominations for the vacancies on the Working Groups
- 3.5 Notes that the Working Group for Estate Strategy and Rising Rolls will replace the Forum on Children and Families Estate Evaluation set up at Committee on 21 June 2012
- 3.6 Agrees that recommendations from the Policy Development Sub-Committee are referred to the Education, Children and Families Committee for approval
- 3.7 Refers the Work Programme to the Policy Development and Review Sub-Committee
- 3.8 Refers the report to the Corporate Policy and Strategy Committee.

## Gillian Tee

Director of Children and Families

## 4. Links

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<b>Coalition pledges</b>	<ul style="list-style-type: none"> <li>P1. Increase support for vulnerable children, including help for families so that fewer go into care</li> <li>P2. Hold the maximum P1 class size at 25 and seek to reduce class sizes in line with Scottish Government recommendations</li> <li>P3. Rebuild Portobello High School and continue progress on all other planned school developments, while providing adequate investment in the fabric of all schools</li> <li>P4. Draw up a long-term strategic plan to tackle both over-crowding and under use in schools</li> <li>P5. Seek to ensure the smooth introduction of the Curriculum for Excellence and that management structures within our schools support the new curriculum</li> <li>P6. Establish city-wide co-operatives for affordable childcare for working parents</li> <li>P7. Further develop the Edinburgh Guarantee to improve work prospects for school leavers</li> </ul>
<b>Council outcomes</b>	<ul style="list-style-type: none"> <li>CO1. Our children have the best start in life, are able to make and sustain relationships and are ready to succeed</li> <li>CO2. Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities</li> <li>CO3. Our children and young people at risk, or with a disability, have improved life chances</li> <li>CO4. Our children and young people are physically and emotionally healthy</li> <li>CO5. Our children and young people are safe from harm or fear of harm, and do not harm others within their communities</li> </ul>

**Single Outcome  
Agreement  
Appendices**

CO6. Our children's and young people's outcomes are not undermined by poverty and inequality

SO3. Edinburgh's children and young people enjoy their childhood and fulfil their potential

1. Work programme outline

# Work programme outline

## Policy Development and Review Committee

From February 2013

Title / description	Sub section	Category or type	Lead officer	Starting point	Stakeholders	Progress updates	Start date	Due date
Vision for Schools		Pledges 1 – 6 Policy Development	Gillian Tee	Draft vision produced in consultation with head teachers. Wider consultation will take place with a range of stakeholders and interested parties	School staff, parents, pupils, elected members, community groups with an interest in schools and education.	PDR Sub-Committee Feb 2013. E, C & F Committee March 2013.	4 February 2013	5 March 2013
Improving Community Access to Schools		Policy Review Pledge 04	David Bruce	Committee Report approved 9.10.12. Short Life Working Group will take forward key tasks.	Schools, community users, Edinburgh Leisure	E, C & F Committees Dec 2012 and March 2013.	4 February 2013	Report to E, C & F Committee, 5 March 2013. Implementation in August 2013.



Title / description	Sub section	Category or type	Lead officer	Starting point	Stakeholders	Progress updates	Start date	Due date
Strengthening Support for Pupils with Behavioural Difficulties		Pledge 01 Policy Review	Mike Rosendale/Alistair Gaw		School and C&F central staff, pupils, parents		4 February 2013	
Estate Strategy and Rising Rolls (2014 onwards)		Pledge 04 Policy Review	Lindsay Glasgow	Short Life Working Group has met three times and reported to E, C & F Committee. Five primary schools identified as priorities: Balgreen, Granton, Trinity, Victoria, Wardie.	School and C&F central staff, parents, pupils, elected members	PDR Sub Committee Feb 2013 and April 2013	4 February 2013	
Early Years		Pledge 01, 06 Policy Review	Aileen McLean	Launched at E, C & F Committee in January 2010. Progress of Early Years Strategy reported in June 2011 and 2012 to same	Nursery Schools, Early Years Centres, Childcare Providers and C&F central staff, children, parents, elected members	PDR Sub-Committee Feb 2013	4 February 2013	

Title / description	Sub section	Category or type	Lead officer	Starting point	Stakeholders	Progress updates	Start date	Due date
				Committee. Further progress report expected in June 2013				
Educational Attainment		Pledge 05 Policy Scrutiny	Karen Prophet	A report will be presented at the E, C & F Committee on 11 December 2012.	School and C&F central staff, pupils, parents, elected members	PDR Sub-Committee 2013	4 February 2013	