

Notice of meeting and agenda

Education, Children and Families Committee

10.00 am, Tuesday, 5 March 2013

European Room, City Chambers, High Street, Edinburgh

This is a public meeting and members of the public are welcome to attend

Contact

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1. Order of business

- 1.1 Including any notices of motion and any other items of business submitted as urgent for consideration at the meeting.

2. Declaration of interests

- 2.1 Members should declare any financial and non-financial interests they have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest.

3. Deputations

- 3.1 If any

4. Minutes

- 4.1 Education, Children and Families Committee 11 December 2012 (circulated) – submitted for approval as a correct record

5. Key decisions forward plan

- 5.1 Education, Children and Families Committee Key Decisions Forward Plan - May – October 2013 (circulated)

6. Business bulletin

- 6.1 Education, Children and Families Committee Business Bulletin (circulated)

7. Executive decisions

- 7.1 Strategic Management of School Places: P1 and S1 intakes for August 2013 – report by the Director of Children and Families (circulated)
- 7.2 School Holiday Respite/Playschemes for Disabled Children and Young People – report by the Director of Children and Families (circulated)
- 7.3 Integrated Literacy Strategy– report by the Director of Children and Families (circulated)
- 7.4 Inspection of Children's Services in Edinburgh – report by the Director of Children and Families (circulated)
- 7.5 Schools Energy Report – report by the Director of Services for Communities (circulated)
- 7.6 Improving Positive Destinations - report by the Director of Children and Families (circulated)

(Note: A short DVD will be shown at the meeting).

- 7.7 Children and Families Revenue Budget Monitoring 2012/13 – Month 9 Position to 31 December 2012 - report by the Director of Children and Families (circulated)
- 7.8 Achieving Excellence Performance Report to October 2012 - report by the Head of Legal, Risk and Compliance (circulated)

8. Routine decisions

- 8.1 Paolozzi Prize for Art – report by the Director of Children and Families (circulated)
- 8.2 Children and Young People’s Health and Wellbeing – report by the Director of Children and Families (circulated)
- 8.3 Sports and Outdoor Education Unit – report by the Director of Children and Families (circulated)
- 8.4 Appointments to Working Groups – report by the Director of Corporate Governance (circulated)
- 8.5 Social Work Complaints Review Committee of 23 January 2013 – report by the Chair of the Social Work Complaints Review Committee (circulated)

9. Motions

- 9.1 By Councillor Main – Commercial Access to Parents and Children in Schools

“This committee notes that

1. commercial companies offering curriculum subject tutoring have been invited into primary schools to do ‘taster sessions’ in curriculum time classes.
2. some commercial tutoring companies offer financial incentives to Parent Councils and schools to encourage access to children and parents and to encourage parent to buy products and services.
3. schoolbag letters home to parents can give the impression that companies are endorsed by the Council. Information from some companies gives the impression that they are approved providers of services.
4. parents have expressed concerns that the commercial companies are being allowed direct access to them and their children by Edinburgh Schools.

Committee therefore requests that a report is prepared within one cycle setting out a clear policy for schools with regard to direct access to children and to providing information to parents on offers of commercial services, with the presumption that such service offers should be restricted.”

Carol Campbell

Head of Legal, Risk and Compliance

Committee Members

Councillors Godzik (Convener), Key (Vice-Convener), Aitken, Austin Hart, Brock, Child, Nick Cook, Corbett, Day, Dixon, Fullerton, Howat, Jackson, Keil, Lewis, Lunn, Main, Redpath, Rust, Shields, Burns (ex-officio) and Cardownie (ex-officio).

For Education items – Marie Allan, Rev Thomas Coupar, Allan Crosbie, Craig Duncan, Lindsay Law and John Swinburne.

Information about the Education, Children and Families Committee

The Education, Children and Families consists of 22 Councillors, 3 religious representatives, 2 teacher representatives and 1 parent representative and is appointed by the City of Edinburgh Council. The Education, Children and Families Committee usually meets every eight weeks.

The Education, Children and Families Committee usually meets in the European Room in the City Chambers on the High Street in Edinburgh. There is a seated public gallery and the meeting is open to all members of the public.

Further information

If you have any questions about the agenda or meeting arrangements, please contact Morris Smith, Committee Services, City of Edinburgh Council, City Chambers, High Street, Edinburgh EH1 1YJ, Tel 0131 529 4227, e-mail morris.smith@edinburgh.gov.uk or Susan Weir, Tel 0131 529 4107, e-mail susan.weir@edinburgh.gov.uk .

A copy of the agenda and papers for this meeting will be available for inspection prior to the meeting at the main reception office, City Chambers, High Street, Edinburgh.

The agenda, minutes and public reports for this meeting and all the main Council committees can be viewed online by going to www.edinburgh.gov.uk/cpol.



City of Edinburgh Council Plans for Rising Rolls in the Primary Sector and Impact on James Gillespie's Primary School

Paper for the Education, Children and Families Committee, Tuesday 5th March 2013

Background

- In the last full inspection of James Gillespie's Primary School (June 2004), the inspection report noted that "*limitations in the nature and quality of the accommodation impacted upon pupils' learning experiences. Most classrooms were relatively small and offered limited scope for providing a range of active learning opportunities. Some areas of the school had poor ventilation. There was very limited storage space. At times, noise from open areas impacted upon learning and teaching in classrooms.*"
- The follow-up report (October 2006), noted that "*the education authority had agreed to the installation of two temporary classroom units in August 2006, to relieve pressure on accommodation... However, overall, conditions in which pupils were learning had not yet improved significantly. The impact of noise on some teaching areas and the quality of ventilation had not been effectively addressed.*" The implementation of the temporary classrooms in 2006 provided the school with sufficient space to create an adequate teaching and learning environment for the 14 classes in the school. Noise and other related issues have remained.
- During the consultation for the James Gillespie's campus rebuild in 2011-12, JGPS parents were consulted on rebuild plans. This included provision of two additional classrooms within the existing building to replace the temporary classrooms positioned next to the school.
- The revised plans were proposed based on the premise that, whilst the new high school would take over part of the existing playground, this loss would be compensated by a new playground area to be built in the space vacated by the temporary classrooms. The school involved the children in designing the new garden and play areas that would be created in this space.
- The City of Edinburgh Council informed the parent body in Summer 2012 that it now intends to retain the temporary classrooms at JGPS to accommodate the projected rise in school rolls in South Edinburgh, despite the creation of two new classrooms as part of the current James Gillespie's campus rebuild.
- The City Council's Forum on Children and Families Estate Evaluation (August-October 2012) reported the potential impact of the rise in school rolls and identified three main routes to address this: provision of new schools or permanent capacity in existing schools, changing catchment areas and provision of temporary classrooms.

- This matter was discussed at the January and February meetings of the JGPS Council. Parents are concerned that the education provision at the school could suffer if JGPS is forced to accommodate additional classes at the school without full consideration of the facilities required.
- A public meeting was held on 27th February 2013 hosted by the Marchmont & Sciennes Community Council and attended by over 120 parents from the school. At this meeting, Cllr Paul Godzik and Lindsay Glasgow outlined the projected rise in P1 intake and the proposed retention of the temporary units to accommodate two additional classes. The introduction of composite classes was also discussed.

Points for the Committee

1. Communication

- JGPS parents have been concerned in the past about a lack of significant communication between the City Council and the parent body regarding plans for the school, including perceived lack of transparency and reversal of decisions. We believe that this does not represent the best example of partnership working, and we are committed to engage with the Council to ensure that decisions are made which protect and enhance the education of our children.
- JGPS parents cannot understand why the issue of rising school roles was not considered in the redevelopment of the James Gillespie's campus. We recognise that there is little that can now be done about this.
- The JGPS Council welcomes the City Council's attendance at the recent public meeting and the offer of continued meetings with Cllr Godzik and Lindsay Glasgow. We consider this dialogue an essential ongoing activity to ensure that informed decisions are made, and are encouraged by the City Council's response.
- The 'Strategic Management of School Places: P1 and S1 Intakes for August 2013' report paragraphs 2.26-2.31 (agenda item 7.1) does not identify JGPS as a specific primary school increasing its capacity in 2013 to address the rise in P1 intake.

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| <ul style="list-style-type: none"> • The Committee is asked to include James Gillespie's Primary School within the <i>Strategic Management of School Places: P1 and S1 Intakes for August 2013</i> report (Agenda item 7.1), increasing the visibility of our school's needs. • The Committee is asked to ensure that consultation and planning activities are conducted in a timely fashion so that a range of options for addressing the increase of pupil numbers can be considered before decisions are made, avoiding any sense of a <i>fait accompli</i>. We are keen to support regular meetings between City Council representatives and the JGPS Council to ensure this is achieved. |
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2. Short Term Solution

- The JGPS Council recognises the City Council's need to increase the intake of P1 children due to the rise in the likely population of in-catchment children.
- The JGPS Council also recognises that prediction of the numbers of P1 enrolments in advance is an inexact science due to a number of factors (deferment, movement in/out of catchment, private sector education, new housing etc). However, it seems clear that the roll is JGPS is likely to rise for the next 5 years, and after that period is unlikely to fall to its 2010 level.

- The current temporary classrooms are in a poor state of repair, as confirmed by the recent condition survey, with Health and Safety risks which need to be addressed. It is not clear if repair of these units is cost-effective.
- The specific nature of the school buildings at JGPS is should not be forgotten. The school is an open-plan building, with a tight internal footprint. Noise between classrooms is a continual feature and the staff work hard to minimise the impact of activities across different classes.
- At last week's public meeting, Cllr Godzik and Lindsay Glasgow confirmed that there are no plans to develop JGPS into a three-stream school and that the number of classes will not exceed 16. JGPS is unlikely to accept any further out-of-catchment admissions, and the temporary units will be refurbished to become fit for purpose, or will be replaced. The tight nature of the existing school estate was acknowledged and it was confirmed that none of the current general purpose space in JGPS is suitable to be used as additional classrooms. The JGPS parents welcomed these assurances.
- Parents are nonetheless concerned that the addition of two classes of children may have a detrimental effect on their children's education at the school, particularly given the open-plan nature of the school and the absence of any planned increase in GP space. They wish to be reassured that there are detailed plans in place to mitigate these concerns.

- The Committee is asked to conduct an impact assessment of the proposed introduction of additional classes to the school, to be completed by May 2013 with recommendations to be implemented by August 2013. The terms of reference of this assessment would include consideration of the JGPS open-plan environment, impact on GP space, size of school hall and dining areas, playground space, education resources and the impact of composite classes. Consideration should be given to multiple different P1 intake scenarios within these plans.
- The Committee is asked to confirm the minimum standard for classroom accommodation, and the cost/benefit case for refurbishing or replacing the existing JGPS units.

3. Long Term Solution

- Given that there is a projected rise in P1 intake in South Edinburgh, and that many of the existing schools are close to or exceeding their capacity (Sciennes 101%, JGPS 97%, Bruntsfield 97%, Preston St 110%, Liberton 93% with prioritised placement requests out of the school), there would seem to be a strong case for increasing the capacity of primary education in South Edinburgh.
- Three options are described in the Forum on Children and Families Estate Evaluation papers:
 - We consider temporary accommodation an unsatisfactory long-term response
 - Changing catchment areas requires extensive consultation and may provide (only) a partial solution to the problem for JGPS
 - The time required to scope, fund, consult, design and build a new school is understood to be extensive (3-4 years) and there seems no reason to delay an initial study.

- The Committee is asked to conduct an immediate study on the options and plans for establishing a new school within South Edinburgh, working in partnership with parents in affected schools

Education, Children and Families Committee

10.00 am, Tuesday, 11 December 2012

Present

Councillors Godzik (Convener), Key (Vice-Convener), Aitken, Austin Hart, Brock, Child, Nick Cook, Corbett, Dixon, Gardner (substituting for Councillor Day), Howat, Jackson, Keil, Lewis, Lunn, Main, McVey (substituting for Councillor Fullerton), Redpath, Rust and Shields.

Also present for Education items

Marie Allan, Rev Thomas Coupar and Allan Crosbie.

1. Convener's Award for Outstanding Achievement

The Committee congratulated the Career Academies of Liberton, Tynecastle and Forrester High Schools on achieving the Convener's Award for Outstanding Achievement.

2. Sunday Times Award: Scottish State Secondary School of the Year

The Committee congratulated Boroughmuir High School on being named Scottish State Secondary School of the Year by the Sunday Times.

3. Education, Children and Families Committee Key Decisions Forward Plan – March - May 2013

The Education, Children and Families Committee Key Decisions Forward Plan for the period March to May 2013 was presented.

Decision

To note the Key Decisions Forward Plan for March to May 2013.

(Reference – report by the Director of Children and Families, submitted).

4. Education, Children and Families Committee Business Bulletin

The Education, Children and Families Business Bulletin for 11 December 2012 was presented. The Director outlined an amendment to section 2 (Advice and Conciliation Service) of the Bulletin reflecting that one exceptional complaint had been investigated internally, but also externally over some months, elements of which were still outstanding and might result in a referral to the Scottish Public Services Ombudsman (SPSO).

Decision

- 1) To note the information in the amended Business Bulletin.
- 2) In respect of the exceptional complaint outlined in the Bulletin:
 - To note that Committee could not comment on an ongoing complaint.
 - In the interest of all parties, the exceptional complaint be brought to a speedy conclusion, and referred to the SPSO for external scrutiny, if deemed necessary by the complainant.
 - To request the Director to report on the outcome of the exceptional complaint, including any implications for the complaints procedures.
- 3) That a visit be arranged for Committee members to the Family Nurse Partnership.

(Reference – report by the Director of Children and Families, submitted)

5. Early Years Provision – Proposal for the Development of Provision in the Tollcross Area – Relocation of Services from Grassmarket Nursery School to Tollcross Primary School

Authority was sought to consult on a proposal to develop and enhance nursery provision in the Tollcross area by relocating the delivery of preschool education from Grassmarket Nursery School to premises based in Tollcross Primary School from August 2013.

Motion

- 1) To approve that a statutory public consultation be carried out on the proposed relocation of services from Grassmarket Nursery School to Tollcross Primary School, continuing with the current management arrangements with Lochrin Nursery School.

- 2) To delegate authority to the Director of Children and Families to develop a detailed consultation paper on the basis of the option outlined in the report.
- 3) To note the intention to return to the May 2013 meeting of the Council with the outcome of the consultation process for a decision on the proposal.
- 4) To replace recommendation 4 in the Director's report with – "To request that future usage of the Grassmarket Nursery building be examined and reported back to Committee."

- moved by Councillor Godzik, seconded by Councillor Key.

Amendment

- 1) To note the increasing school rolls for nurseries in the next four years, the extreme pressure on nursery places south of Tollcross and the waiting list for nearby Cowgate.
- 2) To note that there was new social housing in Quartermile and new building proposed around Fountainbridge which was likely to impact further on the call for nursery places and accommodation.
- 3) To ask for a further report that:
 - a. includes forecasts for the next three years of expected roll for Tollcross, old town city nurseries, including the Cowgate, and the area directly south of Tollcross.
 - b. includes forecasts for the next three years of local population needs for nursery provision for Tollcross, and the surrounding areas in the old town and south of Tollcross.
 - c. considers the case for the temporary relocation of staff and children to Tollcross until such time as the numbers increase.
 - d. provides a communications plan for the development of the nursery numbers in the Grassmarket.
 - e. considers how best to retain and maintain the current nursery buildings until needed as a nursery or an alternative use can be found.

- moved by Councillor Main, seconded by Councillor Corbett.

Voting

The voting was as follows:

For the motion – 20 votes

For the amendment – 3 votes

Decision

To approve the motion by Councillor Godzik.

(Reference – report by the Director of Children and Families, submitted.)

6. Implementation of Revised Secondary School Management Structures

Progress was outlined on the implementation of revised Secondary School Management Structures in all 23 City of Edinburgh Secondary Schools. Clarification was provided on a number of points raised by members.

Motion

- 1) To note the report.
- 2) That Children and Families continue to review the impact of implementation on staff, pupil attainment, and Curriculum for Excellence and in doing so address the issues raised in the surveys of teachers, outlined in the Director's report and in the recent EIS paper, and report to the Education, Children and Families Committee on these matters before the end of June 2013, along with a full financial breakdown of savings delivered.
- 3) That Children and Families continue to work with Trade Union representatives to review the long-term impact of the Revised Secondary School Management Structures and report back before the end of December 2014.

- moved by Councillor Godzik, seconded by Allan Crosbie.

Amendment

In similar terms to the motion, with an addendum to include a review of the impact on staff from the Review of Guidance.

- moved by Councillor Aitken, seconded by Councillor Rust.

Voting

For the motion – 17 votes.

For the amendment – 6 votes.

Decision

To approve the motion by Councillor Godzik.

(References – Education, Children and Families Committee 8 March 2012 (minute item 8); report by the Director of Children and Families, submitted.)

7. Review of Pupil Support in Primary Schools

The process and strategy to review pupil support in Primary Schools was presented.

Decision

- 1) To note and approve the process for carrying out the Review of pupil support in Primary Schools.
- 2) To note and approve the specific areas for consideration within the Review.

(References – Education, Children and Families Committee 21 June 2012 (minute item 8); report by the Director of Children and Families, submitted.)

8. Review of Community Access to Schools (CATS)

Approval was sought to progress work streams identified by the Project Team established to review community access to schools.

Decision

- 1) To note progress to date.
- 2) To note that the approved report remit included an audit of “the costs of operating that sit alongside this activity”. Therefore adds to the scope of the Review:
 - To establish the costs of operating in the Schools and facilities for community access.
 - To consider how the income and expenditure, including costs currently funded by individual school budgets, such as heat and light, might be brought together in the same budget so as to provide clear and realistic costs of community access.
- 3) That the Project Team provide a number of proposals for consideration in March 2013 with timelines for implementation.
- 4) That the report be referred to the Culture and Sport Committee for its interest.

(References – Education, Children and Families Committee 9 October 2012 (minute item 11); report by the Director of Children and Families, submitted.)

9. Additional Support Needs Planning and Performance Update

An update on performance, trends and planning in relation to provision for additional support needs was presented.

Decision

- 1) To note the trend in the growth in additional support needs in Edinburgh and the underlying driving factors.
- 2) To note the continuing progress in service improvement.
- 3) To approve the strategic direction for Additional Support Needs provision to address current and future needs and improve performance.

(References – Education, Children and Families Committee 15 November 2011 (minute item 7); report by the Director of Children and Families, submitted.)

10. Educational Attainment/Improvements in Performance 2012

A summary of the analysis of attainment in the City of Edinburgh's schools for the year 2011-2012 was presented.

Decision

- 1) To note the levels and evaluations of attainment/improvements in performance.
- 2) To note that the strategies deployed to raise attainment/improvements in performance continued to show success.
- 3) To agree to the priority areas identified to raise attainment/improvements in performance.
- 4) To agree to receive further annual reports on attainment/improvements in performance.

(Reference – report by the Director of Children and Families, submitted.)

11. Youth Work Survey, Report and Interactive Map

A recent youth work survey, report and online map of youth work services in Edinburgh showed that young people had access to a wide range of opportunities. The key positive features of the youth work report were presented.

Decision

- 1) To note the diversity of youth work provision across the city, in terms of location, activities, target groups and youth workers.
- 2) To consider the application of the mapping process to other services across the city.
- 3) To recognise the large amount of volunteer hours generated by youth work in the city at a value of at least £444,000 per annum.
- 4) To note work to ensure that youth work agencies, both in house and partners, had access to premises fit for purpose and that access was free or at minimum cost.
- 5) To congratulate all those involved in producing the youth work services report and interactive map.

(Reference – report by the Director of Children and Families, submitted.)

12. Children and Families Department – Revenue Budget Monitoring 2012/13 – Month Six Position to 30 September 2012

The month six revenue monitoring position for the Children and Families Department was presented.

Decision

To note the report and the projected balanced budget position for the Children and Families Department at month six.

(Reference – joint report by the Directors of Corporate Governance and Children and Families, submitted.)

13. Education, Children and Families Committee Policy Development and Review Sub-Committee – Work Programme and Proposed Arrangements for Meetings

Decision

- 1) To approve the items set out in Appendix 1 to the report for inclusion in the Work Programme.
- 2) To agree the format for conducting the meetings and the setting up of Working Groups.

- 3) To agree that the composition of each of the four Working Groups on Improving Community Access to Schools, Strengthening Support for Pupils with Behavioural Difficulties, Estate Strategy and Rising Rolls and Early Years should be two Labour, two SNP, one Conservative, one Green and one Liberal Democrat with one religious, teacher or parent representative, and the Committee would decide how to fill any vacancies.
- 4) That the Head of Legal, Risk and Compliance seek nominations for the vacancies on the Working Groups.
- 5) To note that the Working Group for Estate Strategy and Rising Rolls would replace the Forum on Children and Families Estate Evaluation set up by Committee on 21 June 2012.
- 6) To agree that recommendations from the Policy Development Sub-Committee be referred to the Education, Children and Families Committee for approval.
- 7) To refer the Work Programme to the Policy Development and Review Sub-Committee.
- 8) To refer the report to the Corporate Policy and Strategy Committee.
- 9) To note that the resources, stakeholder input and time required for development of policy, would vary dependent on the type and extent of any policy initiative.
- 10) To note that the number of sub-groups meeting at any one time would vary according to the policy work being undertaken by Committee members.
- 11) To note that the members of the Committee had wide ranging areas of interests and of expertise across the Directorate.
- 12) To note that the Working Groups would embrace a spirit of cross party working and cooperative ethos.
- 13) To agree a simple mechanism for a member to call for a sub-group to be set up to consider a particular policy area to be considered.
- 14) That a review of the Working Groups be conducted in one year's time.

(Reference – report by the Director of Children and Families, submitted.)

14. Primary School Deferrals

An update was provided on the management of deferral requests for entry to primary school at P1 following revision to the procedure for application. Research had been undertaken to follow up unsuccessful deferral requests to find out how children had managed transition to P1.

Decision

- 1) To commend the research and implementation programme.
- 2) That Group briefings be arranged to provide details of the research undertaken.

(References – Education, Children and Families Committee 15 November 2011 (minute item 9); report by the Director of Children and Families, submitted.)

15. Children’s Hearing (Scotland) Act – Administrative Agreement

A single Area Support Team to oversee the administration of the Children’s Panel in Edinburgh had been established. Detailed discussion on staffing and other support for the new system had taken place with the Scottish Government, Children’s Panel Advisory Committee (CPAC) Co-chairs, and the Children’s Panel Chair. An administrative Agreement which was welcomed by both the CPAC and Panel, had been concluded for a 3-year period commencing 24 June 2013.

Decision

To note the report.

(References – Education, Children and Families Committee 15 November 2011 (minute item 14); report by the Director of Corporate Governance, submitted.)

16. Appointments to Working Groups

A vacancy had arisen in membership of certain Working Groups following the resignation of Councillor Rose.

Decision

- 1) To appoint Councillor Rust to the Consultative Committee with Parents and the Corporate Parenting Member/Officer Group.
- 2) To note there was no requirement to appoint a replacement to the Forum on Children and Families Estate Evaluation, as this group would be replaced by one of the short-life Working Groups set up in terms of the Work Programme report, as detailed at item 13 above.

(Reference – report by the Director of Corporate Governance, submitted.)

Education, Children and Families

[May - October 2013]

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Coalition pledges and Council outcomes
1	Children and Families Service Plan 2013-16	21/05/13	All	Director: Gillian Tee Lead officer: Karen Brannen 0131 469 3494 karen.brannen@edinburgh.gov.uk	P1 – P7 CO1 – CO6
2	School Session Dates 2014/15	21/05/13	All	Director: Gillian Tee Lead officer: Graham Douglas 0131 469 3131 graham.douglas@edinburgh.gov.uk	
3	Early Years Strategy Progress Report	21/05/13	All	Director: Gillian Tee Lead officer: Aileen Mclean 0131 469 3300 aileen.mclean@edinburgh.gov.uk	P1, P6 CO1
4	Proposed Extension to Kirkliston Primary School	21/05/13		Director: Gillian Tee Lead officer: Billy MacIntyre 0131 469 3366 billy.macintyre@edinburgh.gov.uk	P3, P4
5	Parental Engagement	21/05/13	All	Director: Gillian Tee Lead officer: Moyra Wilson	P5

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Coalition pledges and Council outcomes
				0131 469 3066 moyra.wilson@edinburgh.gov.uk	CO1 – CO6
6	Vision for Schools	21/05/13	All	Director: Gillian Tee Lead officer: John Heywood 0131 529 3294 john.heywood.2@edinburgh.gov.uk	P1 – P7 CO1 – CO6
7	Early Years and Early Intervention Change Fund	21/05/13	All	Director: Gillian Tee Lead officer: Alistair Gaw 0131 469 3388 alistair.gaw@edinburgh.gov.uk	P1, CO1, CO3, CO6
8	Community Access to Schools	21/05/13	All	Director: Gillian Tee Lead officer: David Bruce 0131 469 3795 david.bruce2@edinburgh.gov.uk	P4 CO1 - CO6, CO10
9	Co-operative Education and Childcare	21/05/13	All	Director: Gillian Tee Lead officer: Mike Rosendale 0131 529 2218 mike.rosendale@edinburgh.gov.uk	P5, P6 CO1, CO6
10	Inspection of Children's Services	21/05/13	All	Director: Gillian Tee Lead officer: Alistair Gaw 0131 469 3388 alistair.gaw@edinburgh.gov.uk	P1 CO1 – CO6
1	Parental Engagement Strategy Review	08/10/13	All	Director: Gillian Tee Lead officer: Moyra Wilson	P5

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Coalition pledges and Council outcomes
				0131 469 3066 moyra.wilson@edinburgh.gov.uk	CO1 – C06
2	Getting It Right for Every Child	08/10/13	All	Director: Gillian Tee Lead officer: Lynne Porteous 0131 529 2423 lynne.porteous@edinburgh.gov.uk	P1, P5
3	Performance Report Special Schools	08/10/13	All	Director: Gillian Tee Lead officer: Rosie Wilson 0131 469 3960 rosie.wilson@edinburgh.gov.uk	P1, P5
4	Self Evaluation Progress Report	08/10/13	All	Director: Gillian Tee Lead officer: Ros Sutherland 0131 469 3445 ros.sutherland@edinburgh.gov.uk	P5
5	Social Work Services for Children with Disabilities	08/10/13	All	Director: Gillian Tee Lead officer: Carol Chalmers 0131 469 3348 carol.chalmers@edinburgh.gov.uk	P1
6	Annual Review of Service Strategy for Looked After and Accommodated Children and Young People	08/10/13	All	Director: Gillian Tee Lead officer: Scott Dunbar 0131 469 3123 scott.dunbar@edinburgh.gov.uk	P1
7	Family and Community Support Services	08/10/13	All	Director: Gillian Tee Lead officer: Donny Scott	P1

Item	Key decisions	Expected date of decision	Wards affected	Director and lead officer	Coalition pledges and Council outcomes
				0131 469 3017 donny.scott@edinburgh.gov.uk	
8	Children and Families Standards and Quality report	08/10/13	All	Director: Gillian Tee Lead officer: Karen Brannen 0131 469 3494 karen.brannen@edinburgh.gov.uk	P5

6.1 Business bulletin

Education, Children and Families Committee

10am, Tuesday, 5 March 2013

European Room, City Chambers, High Street, Edinburgh

Education, Children and Families Committee

Convener:	Members:	Contact:
<p>Convener</p> <p>Councillor Paul Godzik</p>  <p>Vice-Convener</p> <p>Councillor David Key</p> 	<p>Cllr Paul Godzik (Convener)</p> <p>Cllr David Key (Vice-Convener)</p> <p>Cllr Elaine Aitken</p> <p>Cllr Norma Austin Hart</p> <p>Cllr Deidre Brock</p> <p>Cllr Maureen Child</p> <p>Cllr Nick Cook</p> <p>Cllr Gavin Corbett</p> <p>Cllr Cammy Day</p> <p>Cllr Denis Dixon</p> <p>Cllr Cathy Fullerton</p> <p>Cllr Sandy Howat</p> <p>Cllr Allan Jackson</p> <p>Cllr Karen Keil</p> <p>Cllr Richard Lewis</p> <p>Cllr Alex Lunn</p> <p>Cllr Melanie Main</p> <p>Cllr Vicki Redpath</p> <p>Cllr Jason Rust</p> <p>Cllr Alastair Shields</p> <p>Cllr Andrew Burns (ex officio)</p> <p>Cllr Steve Cardownie (ex officio)</p> <p>For education items:</p> <p>Marie Allan (religious representative)</p> <p>Rev Thomas Coupar (religious representative)</p> <p>Allan Crosbie (teacher representative)</p> <p>Craig Duncan (religious representative)</p> <p>Lindsay Law (parent representative)</p> <p>John Swinburne (teacher representative)</p>	<p>Morris.Smith</p> <p>Senior Committee Officer</p> <p>Tel: 529 4227</p> <p>John Heywood</p> <p>Departmental Assistant to the Convener</p> <p>Tel: 529 3294</p>

Recent news

Sustainable Travel Accreditation and Recognition for Schools (STARS)

The Road Safety Team in Services for Communities will be taking part in an exciting new project to encourage more children to cycle to school.

A successful bid for funding to Intelligent Energy Europe means Edinburgh is part of an EU wide group and will be working with twelve other cities to promote active travel and cycling in particular in Edinburgh schools.

STARS will target the school run for the following reasons;

- these journeys account for a large proportion of regular travel by households
- they lead to congestion and increased carbon emissions.
- The distance of the journey to school is almost always under 5km making cycling a definite option.
- Targeting children and young people is the key to long term culture change.

STARS wants to achieve a 5% modal shift from the car to cycling. The project will focus on a pan EU programme of accreditation where schools can work towards recognition of their efforts in promoting sustainable transport, especially cycling.

A variety of toolkits and guidance templates will be provided to schools to assist with the following:

- Setting up a led ride
- Setting up a cycling club
- Providing cycle training to pupils
- Implementing road safety campaigns
- The Youth Travel Ambassador Scheme

Background

Further information on STARS can be found on [Streets Ahead – Road Safety in Edinburgh](#)

or by contacting Caroline Burwell, Road Safety Manager on 0131 469 3668/ or email transport.roadsafety@edinburgh.gov.uk

Community Access to Schools (CATS)

The Working Party that has been created to support the review of Community Access to Schools(CATS) has met once on the 18th January 2013 and is due to meet next on the 28th February 2013.The Project team created to take forward the review has met on a number of occasions since the last committee most recently on the 7th February 2013.The Project Team will inform the Working Party of progress and help inform the content of the CATS Committee report to be presented in May 2013.

The key areas of scrutiny and development are the current levels of access and demand, the relationship between schools facilities and other facilities in close proximity to the schools e.g. Edinburgh Leisure, CLD centres. A city-wide approach to make use of facilities to meet local community need is proposed. There is a need to better understand current schemes of charges and to propose a scheme of charges that is a bit easier for local people to understand and that takes account of the quality of facility and the ability of people to pay. The CATS review will also interrogate current costs associated with current arrangements including staffing, revenue, energy, with the intent to reduce energy cost where possible and be more efficient.

The current management arrangements for CATS will also be a key feature of this review and alternative approaches will be explored and recommendations brought forward to Committee. A decision has been taken to focus on 4 clusters in the city where a more in depth analysis will be undertaken in terms of what can be done differently to achieve the outcome of best use of best facilities and better partnership working with communities and providers. Those clusters are Gracemount, Castlebrae, Craigroyston and Queensferry.

Other key areas of interest of the CATS are the centralising of administration and processing of lets, the possibility of an online booking and payment

Report to the Education, Children and Families Committee: [Community Access to Schools](#)

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system and the need to explore building on all of the existing excellent practice in schools, adult education programmes, CLD provision and partnership working with Edinburgh Leisure, Culture and Sport ,Services for Communities etc.

Promotion of School Meals

We continue to promote school meals and work with our three partner catering providers to ensure uptake in every school is maximised. We continue to target and consult with schools showing a low uptake in order to identify ways in which to promote and improve the school meals service. We also continue to identify and promote examples of best practice in terms of effective management of the dining environment and the dining experience.

School Meals Uptake Data

An exercise has been undertaken to assimilate and analyse all available data on overall school meals uptake throughout the entire city. The results, showing uptake by academic year, are detailed in the table below. In the 2011/12 school year more than 2.25 million school meals were delivered.

	2008/09	2009/10	2010/11	2011/12
Primary	31.0%	32.9%	32.3%	34.7%
Secondary	13.6%	14.9%	14.7%	15.2%
Special	62.7%	68.8%	63.5%	66.6%

Whilst this data is considered sufficiently robust to show overall trends it should be treated with caution. The following points should, in particular, be noted:

- the data regarding the number of meals taken comes from monthly returns received from each school and the level of accuracy is dependent on the degree of rigor applied by each school in completion;
- the level of uptake is calculated as a percentage of the school roll at the start of the academic year and not based on actual attendance. This will tend understate the uptake percentage shown above as absences will not be taken into consideration.

Although, as explained above, the data used has its

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obvious limitations it is currently the only means at our disposal to allow a consistent perspective across the entire estate to be measured and reported. An analysis of the update by school for the last two years is included in Appendix 1.

The overall uptake of school meals for the 2011/12 school year has increased in the main volume sectors of primary and secondary to a **four year high**. Uptake levels suffered a reduction during 2010/11 due to the number of days lost through school closures as a result of the bad weather during the winter of 2010 but have now fully recovered.

Forthcoming activities:

APPENDIX 1**Analysis of uptake for all Secondary Schools**

School	2010/11	2011/12
Balerno High School	10.8%	9.7%
Boroughmuir High School	5.3%	5.1%
Broughton High School	20.7%	19.4%
Castlebrae Community High School	25.7%	35.2%
Craigmount High School	19.0%	17.0%
Craigroyston Community High School	31.3%	30.7%
Currie High School	8.4%	10.4%
Drummond Community High School	15.4%	18.3%
Firhill High School	14.4%	16.6%
Forrester High School	22.8%	23.3%
Gracemount High School	15.9%	17.6%
Holy Rood High School	19.2%	20.3%
James Gillespies High School	7.2%	7.4%
Leith Academy	10.0%	10.1%
Liberton High School	24.5%	23.9%
Portobello High School	6.0%	8.1%
Queensferry High School	21.2%	22.7%
St Augustine's RC High School	19.8%	19.4%
St Thomas of Aquins High School	11.0%	11.8%
The Royal High School	11.1%	10.7%
Trinity Academy	9.1%	9.7%
Tynecastle High School	19.8%	20.8%
WHEC	33.7%	34.3%

Analysis of uptake for all Special Schools

School	2010/11	2011/12
Braidburn	76.1%	80.5%
Gorgie Mills	67.2%	58.3%
Kaimes	25.0%	25.5%
Oaklands (1)	94.2%	115.1%
Pilrig Park	65.7%	65.5%
Prospect Bank	70.5%	64.3%
Redhall	54.0%	58.9%
Rowanfield	62.0%	77.4%
St Crispin's	92.0%	90.9%
Woodlands	59.7%	68.9%

(1) The uptake in 2011/12 is shown as being over 100%. This is being investigated and is most likely to be as a result of using the school roll as at the start of the school term as the base for calculating uptake; if the roll (and number of meals taken) has subsequently risen then this would distort the calculation.

Analysis of uptake for all Primary Schools

School	2010/11	2011/12
Abbeyhill PS	38.0%	36.7%
Balgreen PS	37.5%	32.9%
Blackhall PS	29.6%	33.7%
Bonaly PS	27.4%	26.9%
Broomhouse	57.6%	60.1%
Broughton PS	31.5%	36.3%
Brunstane PS	54.8%	63.6%
Bruntsfield PS	35.1%	43.3%
Buckstone PS	17.2%	16.2%
Canal View PS	62.5%	62.4%
Carrick Knowe PS	25.9%	31.6%
Castleview PS	74.4%	76.9%
Clermiston PS	26.9%	31.1%
Clovenstone PS	51.8%	60.3%
Colinton PS	21.6%	30.3%
Corstorphine PS	21.7%	25.8%
Craigentiny PS	34.8%	47.8%
Craiglockhart PS	21.1%	25.5%
Craigour Park	37.5%	45.4%
Craigroyston PS	53.5%	59.9%
Cramond PS	20.9%	22.4%
Currie PS	27.0%	30.2%
Dalmeny PS	34.4%	36.9%
Dalry PS	45.9%	40.4%
Davidson's Mains PS	27.9%	34.2%
Dean Park PS	25.3%	29.1%
Duddingston PS	22.0%	25.2%
East Craigs PS	28.4%	29.7%
Echline PS	16.8%	22.5%
Ferryhill PS	46.1%	46.4%
Flora Stevenson PS	32.3%	34.8%
Forthview PS	59.7%	58.3%
Fox Covert	29.2%	30.4%
Gilmerton PS	34.9%	44.0%
Gracemount PS	35.7%	39.4%
Granton PS	35.3%	16.1%

School	2010/11	2011/12
Gylemuir PS	21.8%	25.3%
Hermitage Park PS	28.4%	27.7%
Hillwood PS	39.2%	33.7%
Holy Cross RC PS	29.1%	30.9%
James Gillespie's PS	28.1%	28.6%
Juniper Green PS	23.6%	24.7%
Kirkliston PS	22.7%	28.8%
Leith PS	42.3%	44.4%
Leith Walk PS	42.9%	40.0%
Liberton PS	27.3%	31.6%
Longstone PS	24.2%	25.2%
Lorne PS	35.7%	39.2%
Murrayburn PS	37.5%	39.8%
Nether Currie PS	18.2%	23.8%
Newcraighall PS	30.2%	34.4%
Niddrie Mill PS	58.1%	59.1%
Oxgangs PS	28.7%	28.9%
Parson's Green PS	28.3%	33.7%
Pentland PS	26.0%	31.4%
Pirniehill PS	53.5%	49.8%
Prestonfield PS	29.8%	35.2%
Preston Street PS	36.7%	34.1%
Queensferry PS	18.2%	20.4%
Ratho PS	12.1%	19.7%
Roseburn PS	21.6%	22.6%
Royal Mile PS	58.1%	62.2%
Sciennes PS	30.3%	32.3%
Sighthill PS	43.7%	49.3%
South Morningside PS	15.1%	17.3%
St Catherine's RC PS	46.0%	49.9%
St Cuthbert's RC PS	34.8%	34.1%
St David's RC (PPP)	40.9%	42.2%
St Francis' RC PS	53.2%	58.6%
St John's RC PS	26.0%	18.4%
St John Vianney PS	25.4%	42.9%
St Joseph's RC	41.9%	39.7%
St Margaret's RC PS	18.8%	23.3%
St Mark's RC PS	32.4%	38.7%

School	2010/11	2011/12
St Mary's RC PS Edinburgh	36.7%	41.0%
St Mary's RC PS Leith	29.8%	31.6%
St Ninian's RC PS	34.2%	33.4%
St Peter's RC PS	38.3%	39.7%
Stenhouse PS	42.3%	40.3%
Stockbridge PS	35.2%	35.4%
The Royal High Primary School	32.5%	36.7%
Tollcross PS	35.2%	34.0%
Towerbank PS	26.0%	27.3%
Trinity PS	34.7%	35.2%
Victoria PS	44.4%	47.2%
Wardie PS	34.0%	37.2%

Education, Children and Families Committee

10am, Tuesday, 5 March 2013

Strategic Management of School Places: P1 and S1 Intakes for August 2013

Item number	7.1
Report number	
Wards	All

Links

Coalition pledges	P2 , P3 and P4
Council outcomes	CO1 , CO2 and CO3
Single Outcome Agreement	SO3

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Executive summary

Strategic Management of School Places: P1 and S1 Intakes for August 2013

Summary

This report is an annual report which sets out accommodation and placement issues for the anticipated P1 and S1 intakes for the forthcoming school year, i.e. August 2013. The report recommends a series of strategies to manage intakes, including setting intake limits for some schools.

Recommendations

It is recommended that the Committee notes the content of this report and agrees the following recommendations:

1. Prioritise placing requests out of the following schools:
 - East Craigs Primary School
 - Liberton Primary School
2. Delegate authority to the Director of Children and Families to prioritise baptised Roman Catholics into the following schools:
 - Fox Covert RC Primary School
 - Holy Cross RC Primary School
 - St Catherine's RC Primary School
 - St Cuthbert's RC Primary School
 - St David's RC Primary School
 - St Francis RC Primary School
 - St John's RC Primary School
 - St Mark's RC Primary School
 - St Mary's RC (Edinburgh) Primary School

- St Mary's RC (Leith) Primary School
 - St Ninian's RC Primary School
 - St Peter's RC Primary School
 - St Thomas of Aquin's RC High School
3. Refer this report to the first meeting of the Estate Strategy and Rising Rolls Working Group of the Policy Development and Review Sub-Committee.

Measures of success

Implementation of a strategic approach to the management of school places which will result in a consistent and equitable approach to allocating places across the school estate;

Being able to accommodate catchment demand at all non-denominational schools;

Being able to provide sufficient places in the Roman Catholic sector to meet baptised Roman Catholic demand.

Financial impact

The revenue implications of P1 and S1 intakes and class organisations contained in this report have been included in budget planning provision for 2013/14. In the current financial climate the need to ensure efficient use of resources from the Children and Families budget is paramount. This means that there is a need to manage carefully the number of classes formed.

Equalities impact

This report sets out issues related to the accommodation provided by schools that may impact on the Council's ability to offer pupils the opportunity to attend their catchment school. By prioritising placing requests out at non-denominational primary schools that are experiencing accommodation issues, the Council is responding to the wishes of the parents concerned and ensuring places are available for those pupils wishing to attend their catchment school. No issues exist in the non-denominational secondary school estate.

The Council endeavours to make available places for all baptised Roman Catholic pupils who wish to attend a Roman Catholic primary school. By prioritising baptised Roman Catholic pupils into Roman Catholic schools, the Council can ensure that this is achieved. Accordingly, there will be no negative impact on equalities groups.

Sustainability impact

The P1 and S1 intake process is managed so that efficiencies are achieved in terms of the number of classes formed, staff allocated and the accommodation utilised. More efficient use of school accommodation will reduce the running costs of the estate and mitigate the impact of population growth.

Consultation and engagement

Proposed class organisations were shared with Head Teachers at the end of January, with Head Teachers encouraged to share the proposals with their Parent Councils.

Background reading / external references

Not applicable.

Strategic Management of School Places: P1 and S1 Intakes for August 2013

1. Background

- 1.1 This report identifies schools where accommodation issues may arise as a result of P1 and S1 intake numbers in August 2013. It is based on the findings of a Children and Families Working Group that meets in January each year as part of the annual P1 and S1 intake process. The report recommends strategies to address these issues and ensure a consistent and equitable approach is taken to accommodating catchment pupil numbers and, where possible, placing requests across the school estate. This report is based on the most up to date information available at the time, however the numbers will change prior to the August start of session.
- 1.2 In the current financial climate achieving efficiencies in terms of the number of classes formed, staff allocated and accommodation utilised remains critical as a means of protecting core school budgets and delivering best value for the city. The Council endeavours to respect parental choice wherever it can be achieved without additional cost.
- 1.3 This report illustrates a continuation of the growth reported in the 2012 Strategic Management of School Places report. It shows an increase in the P1 intake between 2011/12 and 2012/13 along with an increase in the overall P1-P7 roll during the same period. Increases in the birth rate since 2005 mean that a continuation of this pattern of growth in the primary sector is likely over at least the next 4 years. Accordingly, it is anticipated that the number of pupils entering P1 in August 2013 will be higher than in August 2012.

2. Main report

Intake Projections for August 2013

- 2.1 The start of session P1 intake for 2012 was 4,359 pupils. P1 intake projections, which are derived from previously recorded birth rates, show an increase in the P1 intake of 3.5% between 2012 and 2013. P1 registrations for August 2013 currently stand at 4,632 - a 3% increase on the equivalent time in the process last year – supporting the trend reported by the P1 intake projections. Accordingly, based on P1 registrations to date, a P1 intake of 4,489 is estimated for August 2013. Intakes always fall between this stage of the

process and the start of session; the degree to which the number of registrations will actually fall is determined by the number of deferrals yet to be notified, movement out of the city and loss to the private sector.

- 2.2 Despite increasing demand for places in the primary sector, room for growth in the primary school estate continues to exist in a number of areas of the city. However, it is recognised that spare places may not always be located conveniently for areas experiencing increased localised demand. This is illustrated in the 'Occupancy Levels' section of this report which follows below.
- 2.3 In the secondary sector, the number of S1 registrations suggests that, after over 5 years of constant decline, a small increase in the S1 intake for 2013/14 is likely. In August 2012 the S1 intake was 3,174 following 3,242 registrations at this time in 2012. The number of registrations for August 2013 is currently 3,336 with an estimated intake of 3,266. However, projections suggest a regular increase in the S1 intakes will not occur until 2017.

Occupancy Levels

- 2.4 Growth in the number of pupils entering P1 in the 2012/13 academic year and a change in the way that capacity is calculated has resulted in an increase in the percentage of primary schools with an occupancy rate of greater than 100% and a decrease in the percentage of schools with an occupancy rate of less than 60% (see Table 1 below).
- 2.5 However, 13% of schools remain less than 60% occupied and there are currently around 5,000 spare places across the primary school estate.

Table 1: Primary Schools Occupancy Levels Start of Session 2012/13

Occupancy Level	Primary Schools		Change on 2011/12
	Number	%	%
Over 100%	10	11.5%	+7.5%
81-100%	44	50.5%	-1.5%
61-80%	22	25%	-1%
60% and under	11	13%	-5%
Total	87	100%	

- 2.6 In the secondary sector, over half of schools are at least 80% occupied with 4 operating beyond their notional capacity (see table 2 below). However, the number of schools over 80% occupied was higher in 2011/12. Furthermore, in 2012/13, the number of schools under 60% occupied has seen a slight increase.

These patterns illustrate the fall in secondary school rolls experienced in recent years.

Table 2: Secondary Schools Occupancy Levels Start of Session 2012/13

Occupancy Level	Secondary Schools		Change on 2011/12
	Number	%	%
Over 100%	4	17%	-
81-100%	9	40%	-4%
61-80%	7	30%	-
60% and under	3	13%	+4%
Total	23	100%	

2.7 Occupancy levels for individual schools are listed in Appendix 1.

Provision of School Places

2.8 The Council manages provision of school places using principles and practices that have been applied since the inception of the City of Edinburgh Council and which are in line with the Education (Scotland) Act 1980, as amended and the Gaelic Language (Scotland) Act 2005. These fundamental principles are summarised below:

- Pupils living in the City of Edinburgh Council area have priority over incoming requests from outside the Council area;
- The Council will endeavour to accommodate catchment pupils at their catchment school;
- Placing requests for non-catchment pupils should be met, subject to available capacity;
- Adoption and implementation of legislation on class sizes; the Education (Lower Primary Class Sizes) (Scotland) Regulations 1999 (as amended) that introduced a class size maximum of 25 for P1 and 30 for P2 to P3;
- The most efficient arrangement of class size and provision of teaching staff is sought for each school after taking account of demand for catchment places;
- When considering an "additional teacher" the Council takes into account the global number of teachers required across the estate and not the historic number of teachers required at individual schools;

- Additional classes are not normally created to specifically cater for non-catchment placing requests in the primary sector. This includes the potential need to create additional classes in subsequent years beyond the P1 stage;
- First year intake limits, classroom size restrictions and limits on the overall pupil numbers will be applied where necessary to assist in managing school provision;
- Separate catchment boundaries are drawn for denominational and non-denominational schools at both primary and secondary school level (pupils have the option of attending either catchment school, subject to availability of places);
- The catchment boundaries for the City of Edinburgh Council's Gaelic Medium Education establishments covers the Edinburgh and Lothians area;
- In areas of the City falling outwith established catchment areas (for example, the new Waterfront development), the Council defines which establishment is an 'appropriate school' for pupils – normally judged on distance and geography;
- Where catchment pupils exceed the capacity of their non-denominational catchment school, priority may be given to pupils that have made a placing request to attend a school outwith their catchment area. Children who are prioritised out into a non-catchment school will be first to be allocated places in that school after all the registered catchment children for that school have places;
- Where catchment applications for denominational schools exceed capacity, priority will be given to baptised Roman Catholics;
- One place per class is normally reserved for incoming catchment pupils where possible until 31 July when granting placing requests (this number is higher where there is significant catchment movement);
- Team teaching arrangements may be implemented where catchment numbers are expected to exceed capacity based on P1 class sizes of 25. This normally involves raising the P1 intake to multiples of 30 so that they can meet class size maxima in P2 and P3;
- Composite classes, including at P1/2, are part of the normal organisation in many schools, and are generally formed according to the following principles:
 - i. Age is the main criterion for selecting pupils for composite classes;
 - ii. A composite would not normally be formed if there were fewer than five pupils coming from a particular year stage;

- iii. It is not policy to composite over three year stages except where there are very low numbers of pupils at particular stages;
 - iv. Reorganising and recompositing a class structure is sometimes allowed to make additional places available for pupils in an individual school; but significant reorganising or recompositing will not be used where to do so would give rise to a potential detriment to the existing pupils at the school;
 - v. Exceptional circumstances will be looked at on a case by case basis and will be agreed by the Head Teacher and relevant staff within the Children and Families Department.
- Positive Action schools receive additional funding which is sometimes used to create additional classes. Non-catchment pupils would not be restricted in these cases as they would not generate the need for the Department to employ an additional teacher;
 - Five places are reserved for pupils with additional needs at the following schools which are designated providers of support for children with additional needs:
 - Craigmount High School;
 - Drummond Community High School;
 - Leith Academy;
 - Oxfangs Primary School;
 - St Thomas of Aquin's High School.
 - The Authority has the flexibility to reserve places for inclusion in special classes at the following primary schools which are designated providers of support for children with additional needs:
 - Broughton
 - Craigentenny
 - Murrayburn
 - Royal Mile
 - St Cuthbert's RC
 - Stenhouse

- 2.9 The Committee on Pupil/Student Support, which includes a representative from each of the political parties and a church representative, meet to determine the order of pupils on waiting lists for individual schools.

Oversubscribed Roman Catholic Schools

- 2.10 It is proposed that where there are oversubscribed Roman Catholic (RC) schools the following points will be actioned:

- Priority will be given to catchment Baptised Roman Catholics (BRC) in allocating places.
- In the event that there are insufficient places for all catchment BRC then BRC may be prioritised into other RC schools.
- Non BRC, or BRC who choose not to be prioritised into another RC school, who do not obtain a place at their catchment RC school will not be prioritised out to other schools. Such children would be expected to first revert to their non-denominational catchment school.

- 2.11 None of the above affects a parent's statutory right to make a placing request to any school.

Catchment Registration and Placing Requests

- 2.12 Catchment registration and the handling of placing requests across the City is a major but routine organisational procedure undertaken by the Department on an annual basis. This process commences in November with schools being asked to register their catchment children, and parents being asked to make their placing requests by mid-December. Head Teachers are involved throughout the process and are asked to consult with parents in early February where necessary to share with them plans for P1 intakes and class organisations for August. Schools have been made aware that class organisations can change between now and the start of the session.

- 2.13 Local ward members are encouraged to attend these meetings. It is stressed at this stage that numbers of pupils do change, sometimes on a daily basis, as a result of parents making late registrations often requiring changes to class organisations. The initial figures are analysed during January to establish class organisations and identify any accommodation issues and identify where catchment pupil numbers might exceed school capacity. Proposed intakes are based on these figures. The process continues to be managed by the Department through to the start of session in August. Appendix 2 sets out the process.

- 2.14 The process is characterised by complex patterns of pupil flows across the city and a constantly evolving picture as late applications are made and pupils are withdrawn. Nearly all schools experience a drop between the number of

catchment P1 pupils registered in January and the number taking up a place in August. In many schools this drop can be significant, with nearly a third of schools in 2012 experiencing a drop of 20% or greater. This drop is explained by parents successfully making a placing request to another school, deciding to defer entry, choosing the private sector or moving house within the time-span.

- 2.15 These changes make it difficult not to over-plan for placements and many schools which initially appear to have more catchment pupils than can be accommodated in January 2013 are likely to have no difficulty in ultimately accommodating their catchment intake in August 2013. It also means that some placing requests refused in April will be successful by August. There can, however, be no guarantees and some schools require careful monitoring of their numbers throughout the process. The final organisation of the P1 classes may not be known until late in the process at some schools because of complex cross catchment movement of pupils.

Class Sizes

- 2.16 Council policy on class size is in line with class sizes originally prescribed by the SJNC (TSSE) Scheme of Salaries and Conditions of Service for Teaching Staff in School Education (1994), and the Education (Lower Primary Class Sizes) (Scotland) Regulations 1999 (as amended). These set out maximum class sizes of 25 at P1; 30 at P2-P3; 33 at P4-P7; and 25 for composite classes at any year stage.
- 2.17 In the August 2013 intake, P1 classes of up to 25 or composite classes with a mix of P1 and P2 pupils with a maximum of 25 will be the arrangement in most schools. Where the number of catchment pupils indicates that classes of 25 will not accommodate these pupils, it will be necessary to create larger teaching groups with additional teaching staff being allocated. In these cases, the additional teachers will, where accommodation allows, be used either to organise an additional class or to organise a team teaching approach.
- 2.18 In some primary schools with small classrooms, accommodation restrictions limit the scope for creating classes over 30 in P4-P7 or team teaching classes of greater than 30. Appendix 3 lists those primary schools where such limitations apply to some or all of the class bases, and Appendix 4 illustrates secondary school intake limits.

Parental Choice

- 2.19 Many schools across the city are experiencing increased demand from their own catchment population for P1 places. This, along with the implementation of a class size maximum of 25 pupils at P1 from August 2011, has had the effect of reducing the number of places available for non-catchment pupils. Accordingly, the percentage of non-catchment placing requests being refused rose from 37% in 2011 to 47% in 2012.

- 2.20 Communications with parents continue to encourage them to learn more about their catchment school by arranging a visit and talking to staff and other parents. Many schools conduct their own open day during the registration period and, in September 2012, a citywide open day was organised which gave parents the opportunity to visit their local school without prior arrangement.
- 2.21 While the number of non-catchment placing requests registered in January 2013 is approximately 14% lower than the equivalent time in 2012, it is anticipated that the percentage of requests being refused will continue to rise as demand from catchment populations continues to grow.
- 2.22 With regard to the secondary sector, falling rolls have resulted in the number of non-catchment placing requests refused not exceeding 10% since 2007. Refusals dipped to a low of 4.4% in 2011 before returning to 9% in 2012.

New Accommodation in the Estate

- 2.23 A report to the Education, Children and Families Committee on 9 October 2012 outlined the issue of a forecast rise in primary rolls of 20% by 2019. This report highlighted the need for additional accommodation at some schools to meet catchment demand in forthcoming years, and outlined an annual process of delivering new accommodation where required. The report highlighted five schools where projections suggested additional accommodation would be required for 2013; Balgreen, Granton, Trinity, Wardie and Victoria. Committee gave delegated authority to the Director of Children and Families to confirm whether the additional accommodation would be required for 2013 once pupil registration numbers were known at the end of January.
- 2.24 On the basis of low catchment numbers, it has been identified that Balgreen does not require additional accommodation for 2013. The Department has been proceeding with the remaining four projects, and planning approval for three of the school extensions has been achieved/is anticipated. Delivery of the new accommodation at these schools is still on schedule for August 2013. However the Department is currently in discussion with Planning about a solution for the fourth, Victoria. It should be noted that the catchment numbers for Victoria can be contained within a seven class organisation, and the current school building has capacity for seven classes. Accordingly, based on current numbers, the school does not require the additional accommodation for August 2013. The justification for continuing with the project was based on potential pupil numbers being generated from new housing in the area.
- 2.25 Providing additional accommodation for the primary school estate will continue on an annual basis, with immediate work focussing on which schools may need additional accommodation for August 2014. The outcome of assessment will be considered by the Estate Strategy and Rising Rolls Working Group of the Policy Development and Review Sub-Committee and reported to Committee in due

course. It is anticipated that the first meeting of the Working Group will be in May 2013.

Accommodation Issues at Individual Schools

- 2.26 The schools noted below are those that require a particular action to manage their intakes. It should be noted that placing requests will require to be refused at many other schools following normal procedures. Schools where placing requests may be refused are listed at Appendix 5.

Primary Schools

Liberton Primary School

- 2.27 Liberton Primary School currently has 71 registered catchment pupils, of whom 9 have requested other schools and a further 3 are expected to defer entry. Due to the physical size of all but the P1 classroom, class sizes at Liberton Primary school are limited to 30 pupils. Accordingly, as a double stream primary school, to allow the current P1 intake to be accommodated in future years, an intake limit of 60 P1 pupils with three teachers is proposed.
- 2.28 Given the normal trend of loss of pupils between now and the start of session, it is anticipated that the catchment numbers will drop to allow an intake of 60. It is recommended that priority be given to any placing requests out of this school to complement this natural drop. An intake of 60 pupils would require that a team teaching approach be in place for one year.

Action: Prioritise placing requests out of Liberton Primary School.

East Craigs Primary School

- 2.29 East Craigs Primary School currently has 74 registered catchment pupils, of whom 6 have requested other schools; no deferrals have yet been notified. The capacity of the school will allow a P1 intake limit of 60 pupils with three teachers is proposed. This is the same organisational arrangement as is currently in place.
- 2.30 The accommodation provided by the classrooms in the school is sufficient to allow a team teaching approach which would be in place for one year.
- 2.31 Given the normal trend of loss of pupils between now and the start of session, it is anticipated that the catchment numbers will drop to allow an intake of 60. It is recommended that priority be given to any placing requests out of this school to complement this natural drop.

Action: Prioritise placing requests out of East Craigs Primary School.

Roman Catholic Primary School Provision

2.32 In the past five years the number of pupils attending a Roman Catholic primary school has grown by 15% compared to growth of 3% in the non-denominational sector. Furthermore, P1 registrations for places at Roman Catholic primary schools have increased from 15.8% of all P1 registrations in January 2012 to 16.9% in January 2013. Accordingly, in January 2013, the number of P1 catchment registrations for places in 12 out of 15 Roman Catholic primary schools are generating a requirement for an additional teacher or placing pressure on the available accommodation.

2.33 Given the normal trend of loss of pupils between now and the start of session, it is anticipated that numbers will drop in all Roman Catholic schools to allow the majority of those who have registered to receive a place. However, catchment applications currently exceed places available. Accordingly, as a precautionary measure, the Department has requested that the following schools collect evidence of baptism from their applicants in case prioritisation of baptised Roman Catholic pupils should be necessary:

- Fox Covert RC Primary School
- Holy Cross RC Primary School
- St Catherine's RC Primary School
- St Cuthbert's RC Primary School
- St David's RC Primary School
- St Francis RC Primary School
- St John's RC Primary School
- St Mark's RC Primary School
- St Mary's RC (Edinburgh) Primary School
- St Mary's RC (Leith) Primary School
- St Ninian's RC Primary School
- St Peter's RC Primary School

2.34 However, at St Mary's RC (Leith) Primary School an estimated 49 of the 80 registered catchment pupils are baptised Roman Catholics and it is considered that, while this number may fall between January and August, with a P1 intake limit of 30 pupils, prioritisation alone may not be sufficient to allow all baptised Roman Catholics to be accommodated.

- 2.35 Accordingly, from August 2013, St Mary's RC (Leith) Primary School will be required to increase from its current 11 class organisation to a 12 class organisation by converting one of their three General Purpose spaces into a classroom. St Mary's (Leith) will be one of the schools considered as part of the wider estate expansion strategy referred to earlier in the report, to provide a solution to this issue.

Action: Delegate authority to the Director of Children and Families to prioritise baptised Roman Catholics into the schools listed in section 2.31;

Secondary Schools

St Thomas of Aquin's RC High School

- 2.36 St Thomas of Aquin's High School currently has 152 registered catchment pupils and an S1 intake limit of 140 pupils. 5 places are also reserved for pupils with Moderate Learning Difficulties. It is anticipated that numbers will drop to allow the majority of those who have registered to receive a place. However, catchment applications currently exceed places available. Accordingly, as a precautionary measure, the Department has requested that the school collect evidence of baptism from their applicants in case prioritisation of baptised Roman Catholic pupils is necessary.

Action: Prioritise baptised Roman Catholics into St. Thomas of Aquin's RC High School.

3. Recommendations

It is recommended that the Committee notes the content of this report and agrees the following recommendations:

- 3.1 Prioritise placing requests out of the following schools:
- East Craigs Primary School
 - Liberton Primary School
- 3.2 Delegate authority to the Director of Children and Families to prioritise baptised Roman Catholics into the following schools:
- Fox Covert RC Primary School
 - Holy Cross RC Primary School
 - St Catherine's RC Primary School
 - St Cuthbert's RC Primary School
 - St David's RC Primary School

- St Francis RC Primary School
- St John's RC Primary School
- St Mark's RC Primary School
- St Mary's RC (Edinburgh) Primary School
- St Mary's RC (Leith) Primary School
- St Ninian's RC Primary School
- St Peter's RC Primary School
- St Thomas of Aquin's RC High School

3.3 Refer this report to the first meeting of the Estate Strategy and Rising Rolls Working Group of the Policy Development and Review Sub-Committee.

Gillian Tee

Director of Children and Families

Links

Coalition pledges	<p>P2. Hold the maximum P1 class size at 25 and seek to reduce class sizes in line with Scottish Government recommendations</p> <p>P3. Rebuild Portobello High School and continue progress on all other planned school developments, while providing adequate investment in the fabric of all schools</p> <p>P4. Draw up a long-term strategic plan to tackle both over-crowding and under use in schools</p>
Council outcomes	<p>CO1. Our children have the best start in life, are able to make and sustain relationships and are ready to succeed</p> <p>CO2. Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities</p> <p>CO3. Our children and young people at risk, or with a disability, have improved life chances</p>
Single Outcome Agreement	<p>SO3. Edinburgh's children and young people enjoy their childhood and fulfil their potential</p>

Appendices	1	School Occupancy Levels
	2	P1 Intake August 2013: Timetable
	3	Primary School Class Size Limits
	4	Secondary Schools Intake Limits
	5	Primary Schools: Potential Placing Request Status

Appendix 1

School Occupancy Levels

The occupancy levels in the following tables are based on the capacity and school roll as they were at the time of the September 2012 census.

Primary Sector

School	Occupancy Rate (%)	School	Occupancy Rate (%)	School	Occupancy Rate (%)
Abbeyhill	69	Ferryhill	89	Prestonfield	70
Balgreen	87	Flora Stevenson	97	Queensferry	88
Blackhall *	99	Forthview	85	Ratho	57
Bonaly	94	Fox Covert ND	96	Roseburn	91
Broomhouse	62	Fox Covert RC	79	Royal Mile	60
Broughton	105	Gilmerton	79	Sciennes	101
Brunstane	52	Gracemount	77	Sighthill	61
Bruntsfield	97	Granton *	82	South Morningside	92
Buckstone	94	Gylemuir	89	St Catherine's RC	97
Canal View	54	Hermitage Park	86	St Cuthbert's RC	73
Carrick Knowe	73	Hillwood	67	St David's RC	105
Castleview	49	Holy Cross RC	87	St Francis' RC	71
Clermiston	93	James Gillespie's	97	St John Vianney RC	109
Clovenstone	42	Juniper Green	95	St John's RC	91
Colinton	49	Kirkliston	79	St Joseph's RC	78
Corstorphine*	103	Leith	55	St Margaret's RC	83
Craigentiny	42	Leith Walk	59	St Mark's RC	75
Craiglockhart	74	Liberton	93	St Mary's RC (Edin)	87
Craigour Park	86	Longstone	82	St Mary's RC (Leith)	96
Craigroyston	45	Lorne	99	St Ninian's RC	76
Cramond	94	Murrayburn	87	St Peter's RC	97
Currie	84	Nether Currie	70	Stenhouse	68
Dalmeny	94	Newcraighall	84	Stockbridge	93
Dalry	84	Niddrie Mill	64	The Royal High	105
Davidson's Mains	93	Oxgangs	86	Tollcross	110
Dean Park	97	Parson's Green	85	Towerbank*	111
Duddingston	91	Pentland	90	Trinity *	111
East Craigs	89	Pirniehall	78	Victoria *	72
Echline	78	Preston Street	110	Wardie*	99

* Capacity expected to be expanded for August 2013/14 following capital works.

Secondary Sector

School	Occupancy Rate (%)	School	Occupancy Rate (%)	School	Occupancy Rate (%)
Boroughmuir	110	Trinity Academy	93	Queensferry	76
James Gillespie's	107	Craigmount	91	Liberton	75
The Royal High	103	Balerno	90	Forrester	73
St Thomas of Aquin's	102	Currie	86	Craigroyston	67
Firrhill	98	Holy Rood	85	Tynecastle	59
Gracemount	97	St Augustine's	79	Wester Hailes	40
Leith Academy	95	Broughton	77	Castlebrae	33
Portobello	93	Drummond	77		

Appendix 2

GRANTS, AWARDS & PLACEMENTS

P1 Intake August 2013: Timetable

1	w/c 29 October 2012	<p>Adverts notifying parents of registration week and of their right to make a placing request placed in the Scotsman, Evening News and Metro.</p> <p>Posters advertising registration week sent to nursery and primary schools, doctors' surgeries, leisure centres, libraries and all main council establishments</p>
2	w/c 5 November 2012	<p>Information booklets and application forms for non-catchment placing requests sent to all nursery and primary schools.</p> <p>Primary schools issued with proposed class organisation forms for 2013/14.</p> <p>Letter to Head Teachers alerting them that information on proposed P1 intakes and class organisations for 2013/14 will be sent to them on 25 January 2013 and recommending that Head Teachers provisionally organise Parent Council meetings for week commencing 28 January 2013 to discuss these.</p>
3	12 November 2012	Registration week commences for catchment pupils.
4	16 November 2012	Registration week ends for catchment pupils.
5	23 November 2012	Deadline for schools to return proposed class organisation forms to Devolved Resources and Support and to record all registered catchment pupils on SEEMIS.
6	24 December 2012	CEC closing date for receipt of all non-catchment placing requests.
7	December 2012 /January 2013	Non catchment placing requests recorded on SEEMIS.
8	16, 17 January 2013	Internal meetings held to discuss and assess the demand for places in all primary schools, propose intake limits and class organisations for 2013/14.

		Thereafter schools who may be included in the annual Education, Children & Families Committee report contacted.
9	W/c 21 January 2013	Preparation of report for Education, Children & Families Committee and additional short internal meetings held, as required, to clarify exact numbers/changing circumstances. Preparation of reports for the Committee on Pupil/Student Support. This Committee decides on an order of priority for all placing requests for oversubscribed schools.
10	25 January 2013	Information on proposed P1 intakes and class organisations issued to Head teachers
11	W/c 28 January 2013	Parent Council meetings take place, where appropriate.
12	28 January 2013	Application forms for Catchment Enrolment issued to parents, if required, for any primary schools oversubscribed for catchment pupils.
13	8 February 2013	Closing date for receipt of applications for Catchment Enrolment.
14	Mid February 2013	Letter on draft staffing allocations sent to schools.
15	27 February 2013	Final Education, Children & Families report published
16	Throughout February & March 2013	Home to school distances measured by the Information and Research Team for priority order for placing requests for all oversubscribed schools.
17	5 March 2013	Education, Children & Families Committee meeting
18	8 March 2013	Reports for the Committee on Pupil/Student Support sent to Committee Services
19	15 March 2013	Statutory deadline for parents to submit a placing request that must be responded to by 30 April 2013. For requests received after 15 March the authority has 2 months in which to respond.
20	19 & 20 March 2013	Meeting of the Committee on Pupil/Student Support to determine priorities for placing requests for all oversubscribed schools.

21	31 March 2013	CEC closing date for delayed entry to Primary 1
22	w/c15 April 2013	<p>Schools advised of catchment and non catchment intake. Decision on non-catchment placing requests issued to parents in writing.</p> <p>28 day period for parents to submit an appeal against the refusal of their request commences.</p> <p>Waiting lists for all oversubscribed schools now in operation.</p> <p>Preparation of reports for the Placing in Schools Appeal Committee commences.</p>
23	30 April 2013	Statutory deadline for issuing the outcome of placing requests, received by 15 March 2013, to all parents.
24	10 May 2013	CEC closing date for second choice non-catchment placing requests (where parents were refused their initial placing request).
25	24 May 2013	Decisions on second choice applications issued to parents and schools
26	Late May/June 2013	Placing in Schools Appeal Committee hearings.
27	14 August 2013	Responsibility for the allocation of places and maintenance of the waiting lists passed to Head Teachers.

Appendix 3

PRIMARY SCHOOLS CLASS SIZE INTAKE LIMITS

A number of primary schools have physical accommodation restrictions due to the size of their classrooms. This means that while it would be possible within the Regulations to form a class size of over 30 pupils (beyond P4/7 stage) or to deliver team teaching for a class of up to 41 pupils, the size of the classrooms within the school poses the main constraint. The table below identifies the schools that have a capacity restriction of 30 pupils on all or part of their class bases.

Primary Schools with Class Size Restrictions

Primary School	No of Class Bases Limited to 30
Balgreen	14
Echline	14
Granton	8
James Gillespie's	14
Liberton	13
South Morningside	6
St John's RC	12
St Mary's RC	10
Stenhouse	14
The Royal High	14
Towerbank	9
Victoria	5
Wardie	14

Appendix 4

SECONDARY SCHOOLS INTAKE LIMITS SET BY THE COUNCIL

Secondary School	S1 Intake Limit
Balerno Community High	160
Craigmount High	260
Firrhill High	220
Holy Rood RC High	240*
Leith Academy	180
St Thomas of Aquin's RC High	140
Trinity Academy	180
Boroughmuir High	200
Currie High	180
Gracemount High	120
James Gillespie's High	200
Portobello High	260
The Royal High	220

* subject to annual review

Note: The school intake limits are imposed to prevent a school from becoming overcrowded and exceeding its notional capacity. Some High Schools where over occupancy has not been an issue do not have S1 intake limits.

Appendix 5

PRIMARY SCHOOLS: POTENTIAL PLACING REQUEST STATUS

Schools listed below are where some non-catchment places will be available by August but not all placing requests will be granted:

Balgreen
Blackhall
Bonaly
Bruntsfield
Buckstone
Carrick Knowe
Clermiston
Corstorphine
Craiglockhart
Craigroyston
Cramond
Dean Park
Duddingston
Ferryhill
Flora Stevenson
Forthview
Gilmerton
Gracemount
Granton
Gylemuir
Hermitage Park
Juniper Green
Leith
Leith Walk
Murrayburn
Oxgangs
Pirniehall
Preston Street
Prestonfield
Roseburn
Sciennes
South Morningside
St Francis' RC
Stenhouse
The Royal High
Tollcross
Towerbank
Trinity
Wardie

Schools listed below are where all placing requests are likely to be refused:

Broughton
Craigour Park
Davidson's Mains
East Craigs
Fox Covert ND
Fox Covert RC
Holy Cross RC
James Gillespie's
Liberton
Pentland
Queensferry
St Catherine's RC
St Cuthbert's RC
St David's RC
St John's RC
St Mary's RC (Edin)
St Mary's RC (Leith)
St Ninian's RC
St Peter's RC
Stockbridge

Education, Children and Families Committee

10am, Tuesday, 5 March 2013

School Holiday Respite/Playschemes for Disabled Children and Young People

Item number	7.2
Report number	
Wards	All

Links

Coalition pledges	P1
Council outcomes	CO1 , CO2 , CO3 , CO4 , CO5 , CO6
Single Outcome Agreement	SO3

Gillian Tee

Director of Children and Families

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Executive summary

School Holiday Respite/Playschemes for Disabled Children and Young People

Summary

The purpose of this report is to provide an update on the current position within the respite playscheme service and to highlight the positive changes planned for both 2013/14 and 2014/15.

Recommendations

To recommend that the Education, Children and Families Committee agree:

1. That all disabled children and young people are entitled to receive up to 6 weeks of service per year by 2014/15
2. That children attending St Crispin's and Braidburn Schools receive an entitlement of 6 weeks service from April 2013
3. From August 2013 new pupils at Oaklands school receive a 6 week allocation to ensure equity with other children and families
4. That Council officers begin preparations to undertake a tendering process in 2013/14 for respite playschemes to ensure compliance with EU legislation.

Measures of success

- All children and young people with a disability will be entitled to 6 weeks of respite playscheme service by April 2014.
- The service continues to meet the needs of parents/carers who have a disabled child evaluated through parental engagement.
- Families feel more supported during this time and this will be measurable
- The City of Edinburgh Council award contracts upon completion of a tendering process to experienced and competent providers.

Financial impact

The current budget for this service is £456,000. This will be increasing to £506,000 in 2013/14 and £812,000 for 2014/15 as a result of additional funding from the Council through the Early Years Change Fund.

Equalities impact

This service area has a large degree of relevance to equalities, diversity and human rights and an Equalities Impact Assessment (EQIA) will be carried out. Due regard is being paid to the findings of the consultation responses, and these will continue to underpin the development of this service area in the future. The EQIA report will be available on the Council's website.

There is a need to:

- Incorporate an equalities perspective throughout the tendering process
- Ensure children and young people from black and minority ethnic and other protected groups are supported to access our service
- Ensure systems are in place to monitor access to our service
- Ensure providers continue existing work to encourage a more balanced equality profile of staff across the staff in this service area
- Ensure activities undertaken within the service reflect the diversity of children and young people accessing them.

Sustainability impact

There are no adverse impacts arising from this report.

Consultation and engagement

Extensive consultation and engagement has taken place prior to the service being developed and will be ongoing during the planned tendering process. The range of consultations includes:

- July 2012 all children and young people attending the summer service were asked their opinions of the service. This was undertaken in partnership with the Commissioning Team and involved designing a consultation for young people with a range of disabilities.
- August 2012 all parents and carers and siblings of children with a disability were consulted on the Commissioning Plan which included the school holiday respite service.
- October 2012 all parents and carers of children attending the summer service were asked their opinions of the service and to provide feedback on specific aspects of service development.
- Each service provider undertook their own consultation after the summer service to ascertain how they could develop future delivery.

In addition to the above there are positive links and partnership working within various aspects of the playscheme delivery, for example; training offered and delivered by NHS Lothian.

Background reading / external references

None

School Holiday Respite/Playschemes for Disabled Children and Young People

1. Background

- 1.1 Support to Children and Young People oversee the delivery of the School Holiday Respite (playscheme) service. This service supports families who have a child with a disability who may; struggle with the change in routine during the school holidays; not be able to access any locally based or mainstream services; may enter into crisis and possible family breakdown due to being unable to cope with their child's challenging behaviour and who become isolated due to a lack of services able to support their disabled child.
- 1.2 The services provide structure and routine and are set up to reflect the length of the school day. Staff are highly knowledgeable and experienced and are able to offer consistency in behavioural strategies and communication strategies which support the child and the family. The service also ensures children with a disability are able to take part in age appropriate activities which are fun, challenging, with peers and socially inclusive.

Current Position

- At present approximately 400 children and young people with a disability receive a service. This ranges from between 1-12 weeks of service per year.
- There is a current disparity in access to provision based on which Special School a child attends. Pupils attending Oaklands School can access up to 12 weeks of service whilst a pupil at Braidburn School can access only 2 weeks.
- The service is set up to offer a range of provisions which include; autism spectrum disorder, complex health care needs, challenging behaviour, outdoor activities and residential camps and access to an adventure play venue, The Yard.
- Children must be aged 5 and be eligible to have started school to receive a service and can remain until they turn 18 and continue to remain in full time school education.

- Parents and carers contribute towards the cost of the service, including transport, by paying £25 per week if they are in receipt of income support and £45 per week if they are in employment.
- These services are planned and delivered by a range of voluntary and private organisations.

2. Main report

2.1 There are significant changes planned for this service area and include, for 2013/14:

- an increase in service delivery for children and young people attending St.Crispin's and Braidburn Schools from 3 weeks of service to 6 weeks of service. This will take effect in 2013.
- All other providers will continue to provide the existing level of service delivery for 2013, but this will increase in 2014.
- a tendering process which will look at increasing and improving service delivery for 2014/15 and will involve ongoing consultations with parents and carers and potential providers within the market.

2.2 For 2014/15 there are further developments planned which include:

- Awarding the contracts upon completion of the tendering process
- Increasing the service capacity to offer 6 weeks of service to those children and young people who want it
- Bringing the allocation to new children at Oaklands School in line with all other children and young people with a disability across Edinburgh.
- Working with providers to offer:
 - Wrap around childcare attached to the existing service to support parents and carers in work, training or education
 - Drop in family swim sessions at pools based within Edinburgh's Special Schools
 - More locally based services which support community development and help parents and carers to develop local informal networks of support.

3. Recommendations

To recommend that the Education, Children and Families Committee agree:

- 3.1 That all disabled children and young people are entitled to receive up to 6 weeks of service per year by 2014/15
- 3.2 That children attending St Crispin's and Braidburn Schools receive an entitlement of 6 weeks service from April 2013.
- 3.3 From August 2013 new pupils at Oaklands school receive a 6 week allocation to ensure equity with other children and families.
- 3.4 That Council officers begin preparations to undertake a tendering process in 2013/14 for respite playschemes to ensure compliance with EU legislation.

Gillian Tee

Director of Children and Families

Links

Coalition pledges	P1. Increase support for vulnerable children, including help for families so that fewer go into care
Council outcomes	CO1. Our children have the best start in life, are able to make and sustain relationships and are ready to succeed CO2. Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities CO3. Our children and young people at risk, or with a disability, have improved life chances CO4. Our children and young people are physically and emotionally healthy CO5. Our children and young people are safe from harm or fear of harm, and do not harm others within their communities CO6. Our children and young people's outcomes are not undermined by poverty and inequality
Single Outcome Agreement	SO3. Edinburgh's children and young people enjoy their childhood and fulfil their potential
Appendices	1. Outcomes and Priorities

Appendix 1

OUTCOMES AND PRIORITIES

Our aim is to ensure that all services we commission help us to achieve the Council's and the Edinburgh Children's Partnership's outcomes for children and young people in Edinburgh. These align with national outcomes, the single outcome agreement, and respond to internal and external (inspection) evaluation findings.

Edinburgh's outcomes are:

- Outcome 1. Our children have the best start in life, are able to make and sustain relationships and are ready to succeed
- Outcome 2. Our children and young people are successful learners, confident individuals and responsible citizens making positive contribution to their communities
- Outcome 3. Our children at risk or with a disability have improved life chances
- Outcome 4. Our children and young people are physically and emotionally well
- Outcome 5. Our children are safe from harm or fear of harm, and do not harm others within their communities
- Outcome 6. Our children and young people's outcomes are not undermined by poverty and inequality

[Extract from 'Children and Families Service Plan 2012-15](#)

Education, Children and Families Committee

10am, Tuesday, 5 March 2013

Integrated Literacy Strategy

Item number	7.3
Report number	
Wards	All

Links

Coalition pledges	P5
Council outcomes	CO2 , CO3
Single Outcome Agreement	SO3

Gillian Tee

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Executive summary

Integrated Literacy Strategy 2012/13

Summary

This report outlines strategies and progress with priorities in the Integrated Literacy Strategy action plan 2012/13. The Strategy ranges from Early Years literacy to Adult Literacies. It reflects the vision and principles of the Scottish Government's National Literacy Action Plan. It aims to improve educational outcomes for all learners, in particular the most disadvantaged children and young people, through a focus on early literacy skills. Improving outcomes for the lowest attaining children and young people (the lowest achieving 20%) is also priority.

The Strategy provides targeted interventions to meet the needs of learners who require additional opportunities and support to address a range of barriers to success in reading and writing. It also includes wider literacy developments for all learners within Curriculum for Excellence (CfE). It is founded on a partnership approach and delivered by a number of interdisciplinary teams from the Education, Children and Families department and other partners such as Edinburgh City Libraries, NHS Lothian, universities, Book Trust Scotland.

In recognition of its leading work in literacy, in 2012 City of Edinburgh Council (CEC) was one of 5 local authorities invited by the Scottish Government to support improvements in literacy at a national level by becoming a Literacy Hub for other authorities. An inter-authority partnership with Mid, East and West Lothian and Scottish Borders Councils has been established to take this forward. The purpose is to improve literacy outcomes for young people through co-operation and development at strategic and operational levels. This partnership is supported by Scottish Government funding.

Recommendations

To recommend that the Education Children and Families Committee:

1. Notes the continued progress with priorities within the Edinburgh Integrated Literacy Strategy action plan 2012-13.
2. Notes where successful strategies are in place.

Measures of Success

This report is based on:

- Evaluations of work streams within the Integrated Literacy Strategy
- Reports to the Education, Children and Families Literacy Strategy Board and to the Scottish Government

Financial impact

There are no financial implications contained in this report.

Equalities impact

There are considered to be no infringements of the rights of the child in the strategies employed to improve literacy. In schools, those most at risk of not securing positive literacy outcomes are identified at an early stage and support put in place. For Looked after Children and those in Positive Action and secondary schools, targeted intervention is aligned with the Integrated Literacy Strategy.

Sustainability impact

There are no adverse impacts arising from this report.

Consultation and engagement

A wide range of partners contribute to our strategies and outcomes for improving literacy.

Background reading / external references

The Integrated Literacy Strategy Action Plan 2012/13

https://orb.edinburgh.gov.uk/downloads/file/12032/integrated_literacy_action_plan_2012-13

The National Literacy Action Plan

www.scotland.gov.uk/Resource/Doc/328493/0106192.pdf

[Literacy Report to Education Children and Families Committee March 2012](#)

[Attainment Report to Education Children and Families Committee December 2012](#)

Integrated Literacy Strategy 2012/13

1. Background

This report provides members of the Education, Children and Families Committee with an overview of progress with priorities in the Integrated Literacy Strategy 2012/13 action plan and includes:

- Early Years Literacy
- Primary Literacy
- Secondary Literacy
- Adult Literacies
- An update on progress with inter-authority literacy
- Feedback from the supported self evaluation of literacy carried out with inspectors from Education Scotland from February to June 2012.

2. Main report

2.1 Early Years Literacy

2.1.1 All early years settings continue to embed their implementation of strategies to identify and support the development of early literacy.

2.1.2 Targeted interventions are in place in PA areas. Practitioners are supported to use a range of effective approaches and interventions for early literacy and communication. These include training, guidance about appropriate interventions to use at this stage and ways of evaluating the impact of these. An initial evaluation produced by Queen Margaret University of the highly - regarded CEC 0-5 *Up, Up and Away* resource has shown that using this has a positive impact on children's development of foundation literacy skills.

2.1.3 Children in PA establishments and appropriate special schools are supported to have access to books through a targeted, sustainable book gifting initiative for 4 year olds, developed in liaison with Family Learning. For 2012/2013 match funding to sustain book gifting has been agreed between Edinburgh City Libraries and Learning and Information Services (schools). Co-ordination with national campaigns to promote reading continues.

2.1.4 A city wide Peers Early Education Partnership (PEEP) programme has been developed for parents using existing resources. Practitioners from a variety of early years settings continue to be trained and evaluation of the impact of the programme is under way. To further support parental engagement with reading, over 200 professionals in Edinburgh have been trained in the play@home parenting programme since 2010.

2.2 Primary Literacy

2.2.1 Approaches to standardised assessment in primary are currently under review as part of a wider review of all standardised assessments 3-15, with changes to be implemented from session 2013-2014. Measurable CEC literacy targets, based on performance in these assessments will be set at key stages 3-15.

2.2.2 Consistent and effective approaches to reading for all learners in P1, including in special schools where appropriate, are in place. *Literacy Rich Edinburgh*, the CEC P1 phonics reading programme, is now well- embedded in 80 out of 87 primary schools. Training for 140 teachers new to P1 in 2012-13 was completed in September 2012. Feedback on implementation in 2011-12 was very positive. Early indications from standardised assessment scores carried out in a number of schools where the programme is being followed show particularly positive reading gains for children.

2.2.3 The *Literacy Rich Edinburgh P2 programme* is in development. The working draft will be completed by March 2013 and will be issued to all primaries and appropriate school support services staff for trialling and comments from March – May 2013. The resource will then be amended and published. Training will be offered to P2 teachers in early September 2013.

2.2.4 *Fresh Start* is a targeted literacy intervention programme for learners in upper primary who have not made the expected progress in literacy. It was piloted in 19 schools in PA areas in 2012. The majority of schools reported a definite perceived, positive impact on learners. This was across a range of literacy skills as well as in confidence and enjoyment in learning. A full evaluative report, which will include quantitative data, will be available by August 2013. *Fresh Start* will be implemented in a further 20 primary schools in session 2013-14.

2.2.5 Looked after Children (LAC) in all Edinburgh schools also receive targeted intervention within the Strategy to improve their reading skills. Evidence from several primary schools involved in the Quick Reading Log project suggests that focussing on LAC pupils is producing good results. Work to compensate for lack of reinforcement at home for the LAC At Home cohort has also been initiated in conjunction with Barnardo's and Children First. This work, known as Reading Befrienders, has some case study data suggesting success. Identifying staff in residential units who can take literacy work forward remains a priority and a model of delivering training, where a critical mass of staff can be identified, is felt to be the way forward.

- 2.2.6 Children and Families with City of Edinburgh Libraries also fund a Reading Champion for Looked after Children and young people. The focus of his work is to develop reading programmes with Looked After and Accommodated Children, carers, library staff and other partners and to provide training to care staff. From November 2011 to May 2012, the Reading Champion delivered a *Young Readers' Programme* with funds from the National Literacy Trust which assisted the children and young people of eleven residential care units to make three informed selections of books to own. This led to the spread of successful themed events to other care units and cohorts of children, and the continued sharing and recommendation of books on a personalised level. Children were given the opportunity to visit the Edinburgh International Book Festival, host authors in their schools and to take the lead in buying books for themselves and their unit libraries.
- 2.2.7 A pilot on progressive vocabulary teaching continues in a PA primary school led by a Speech and Language Therapist from NHS Lothian. The approach continues to be defined and extended from its starting point in the nursery class so that guidance and resources will be available for all stages from Nursery to Primary 7. The report of the Nursery parent interviews conducted last session, and detailing the positive findings, is now available. Further assessment of impact is on-going.
- 2.2.8 A consistent and active approach to teaching writing continues to be implemented for learners across all primary schools, School Support Services and where appropriate, special schools. Extensive training opportunities, in-school support and teaching materials have been put in place to enhance this. Every school and Support Service has at least one practitioner who has attended official training; most schools now have more than one person trained. To date 32 schools have had whole staff training. Evaluation of the impact of this approach in improving outcomes for learners is under way, with a full report available by August 2013.
- 2.2.9 A training and resource package on assessment, reporting and moderation in reading and writing within CfE is in place. This is to support practitioners' understanding of standards of performance within the new CfE levels. This is being delivered to School Support Services staff and at cluster and individual school level. All primary, secondary and appropriate special schools will have undergone the training by the end of June 2013.

2.3 Secondary Literacy

- 2.3.1 Targeted interventions to improve the reading skills of young people in S1 and S2 at greatest risk of not achieving functional levels in reading, is in place in all secondary schools, most commonly the *SRA Corrective Reading Programme*. In 2013 all schools have been asked to measure the progress of young people who are participating in reading recovery programmes, using standardised assessments. This took place in August 2012 and will be repeated in May/June

2013. The results will be collected across the city. This will enable schools to report back on progress within their own establishments and allow evaluation of literacy improvement across Edinburgh.

2.3.2 Targeted secondary intervention also includes established partnership work with Speech and Language Therapy in 7 Edinburgh secondary schools. The focus is collaborative working on a range of vocabulary acquisition and active reading strategies. In December 2012, Education Scotland inspectors identified literacy as a strength in the school most recently involved.

2.3.3 Work with secondary staff from all curricular areas to extend and develop the literacy skills of all learners in line with CfE is well -established. There are literacy co-ordinators in all primary and secondary schools, in some special schools and School Support Services. There are regular network meetings. Extensive materials and support resources, including a self-evaluation toolkit, are available on the CEC Literacy and English Glow site.

2.3.4 During session 2012-2013, all secondary school staff will receive training on Reading Strategies across Learning provided in partnership with Speech and Language Therapy staff. In addition, schools have been offered individual support and further resources to embed and consolidate strategies.

2.3.5 A comprehensive package of support for the new national exams continues to be developed and made available on Glow. This includes extensive materials, training, advice and guidance to Curricular Leaders and other practitioners on all aspects of curriculum planning and assessment.

2. 4 Adult Literacies

2.4.1 Community Learning and Development (CLD) continues to provide a range of family learning activity for parents and carers in PA schools and early years establishments to enhance children's readiness for school and to support parents in the development of children's pre-literacy and literacy skills.

2.4.2 In 2011/12 the target for parental participation in family learning was exceeded and reached 848. The trend for participation over the last three years indicates significant increases in participation.

2.4.3 A Departmental Review evidenced the value that parents, school and nursery staff put on family learning. Innovation and creativity underpinned much of Family Learning work .Two research projects are being undertaken to measure impact of family learning on parents' and children's learning. First, a longitudinal study on impact over 3 years and secondly a study that will report in August 2013 on the impact of family learning and adult literacy on parents' and young adults' reading abilities and attitudes.

2.4.4 CLD is the lead partner in the Edinburgh Literacies Partnership (ELP), a forum of providers including CLD, libraries, colleges, NHS, Criminal Justice Authority

and voluntary organisations. The major strand of adult literacy provision is to work with learners to improve their own and their families' life chances through literacy learning around Employability, Financial Literacy, Core Skills, work with young adults 16-25 years, and English as a Second Language.

- 2.4.5 CLD continued to develop its training programme with staff to support the inclusion of CfE Experiences and Outcomes into their forward planning work thereby promoting literacy across CLD work.

2.5 Inter-authority Literacy Hub

2.5.1 Since Edinburgh was identified in 2012 as one of the 5 national Literacy Hub authorities, we have led work on a Scottish Government funded inter-authority project with East Lothian, West Lothian, Midlothian and Scottish Borders Councils. The project is designed to share and develop best practice in engaging the hardest to reach young people and families with reading, with particular focus on the Early Years and post-16 Literacies. A steering group and an operational group made up of a wide range of representative stakeholders from across the partnership have met regularly since October 2012 and work to deliver inter-authority action plan priorities.

2.5.2 Objectives include: a sharing of the Edinburgh Integrated Literacy Strategy approach with partner authorities to promote the development of a Literacy Strategy in their own authority and a conference and showcase event for literacy leaders in August 2013. This will highlight best practice from across Hub authorities on engaging hard to reach groups with reading. There will be a series of keynote deliveries and interactive workshops. A collated, electronically-available, inter-authority directory of literacy best practice will be made available.

2.6 Supported Self Evaluation in Literacy

2.6.1 Two inspectors from Education Scotland worked with CEC lead officers for literacy and other literacy practitioners to support our own self- evaluation of the impact of identified priorities within the Integrated Literacy Strategy and operational practices.

2.6.2 Strengths identified by Education Scotland included:

- Strong commitment from a range of staff to improving self-evaluation in literacy
- Growing awareness in looking at impact on learners
- Willingness to reflect and review progress as the SSE process evolves
- Staff keen to reflect on their practice and open to new ideas and approaches to improve outcomes for children and young people.

2.6.3 Aspects for development:

- Continue to build capacity in all staff in ensuring self-evaluation is not an end in itself and reflects the improvement 'journey' and the impact and outcomes demonstrated.
- Continue to develop better synergies across stages and services (e.g. pre-school, primary and CLD) especially around CfE, and improve further joint self-evaluation and sharing of good practice.
- Develop approaches to strengthening coherence between early years and primary one with reference to assessment, planning and monitoring across the early level.
- Consider the value of the 'chain of impact' approach in measuring impact and outcomes in the work of CLD.

2.6.4 Lead officers continue to engage in professional reflection around these recommendations and continue to work to implement them.

2.7 Impact

2.7.1 A number of impacts of the Integrated Literacy Strategy and SQA attainment in English were noted in CEC 2012 Attainment Report as follows:

2.7.2 Early Years

- The development of the *Up, Up and Away* resource and the expansion of the already comprehensive programme of training and support to improve literacy achievement and outcomes for children across the city is a key strength.

2.7.3 Primary

- The Integrated Literacy Programme, *Fresh Start Reading* Programme shows early signs of contributing to improved levels of literacy for P6/7 learners in targeted schools. A full evaluation of this programme will be available in August 2013.
- By the end of P1, for reading, in 2011-12, improved outcomes are evidenced through a reduction in those scoring less than 85 on standardised assessment.
- By the end of P4 and P7, for reading, in 2011-2012, numbers of pupils with standard scores below 89 are broadly in line with the expectations of the test.

2.7.4 Secondary

- In 2012-13, a key Integrated Literacy Strategy interventions for the lowest attaining 20% was introduced in all secondary schools. The SRA Fast Track corrective reading programme shows early indications of improved outcomes. A full evaluation will be available by August 2013.
- In 2012, there was an increase in the number of pupils achieving a level 3 English qualification. At 96.8% this was the highest performance in the last 5 years and was better than both the national performance at 96.4% and our comparators performance of 96.3%.
- In 2012, by the end of S5 there was notably strong performance in Higher and Intermediate 2 English.
- Over the last 5 years to 2012, there has been a strong positive pattern in S5 and S5/6 attainment at Higher English. City of Edinburgh is ranked 3rd in terms of comparator authorities. Over the last 4 years, there has been a strong positive pattern in S5 and, in particular, S5/6 attainment at Intermediate 2 where City of Edinburgh is ranked 1st in terms of comparator authorities.

3. Recommendations

To recommend that the Education, Children and Families Committee:

- 3.1 Notes the continued progress with priorities within the Edinburgh Integrated Literacy Strategy action plan 2012-13.
- 3.2 Notes where successful strategies are in place.

Gillian Tee

Director Children and Families

Links

Coalition pledges	P5 Seek to ensure the smooth introduction of the Curriculum for Excellence and that management structures within our schools support the new curriculum
Council outcomes	CO2 Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities.

Single Outcome Agreement	CO3 Our children and young people at risk, or with a disability, have improved life chances SO3 Edinburgh's children and young people enjoy their childhood and fulfil their potential
Appendices	1.Integrated Literacy Action Plan 2012/13

Appendix 1

**City of Edinburgh
Education, Children & Families**

Integrated Literacy Action Plan

Session 2012-2013

City of Edinburgh Literacy Action Plan 2012 – 2013 Workstream: EARLY YEARS

Priority	Key Actions	Success Criteria	Timescales	Lead
To ensure that all early years settings continue to embed their implementation of strategies to identify and support the development of early literacy using the CIRCLE resource "Up, Up and Away."	Ensure remaining centres receive training and have a copy of the resource. Ensure special schools are involved as appropriate. Psychological services, support co-ordinators and VTSS working in EY settings will encourage and support them in their use of the resource	All establishments will have accessed training and have a copy of the resource. Continue to evaluate use and impact of the resource.	December 2012 October 2012-June 2013	Heather Gorton Assistant Principal Psychologist Lorraine Cameron Support Co-ordinator Eve Lyon Quality Improvement Officer Heather Gorton Claire Evitt SW
	Organise recall sessions for all establishments so that those who have the resource can receive further input and advice on it's use.	All establishments to attend recall sessions and be given further advice and support The use of the resource by Day carers providing targeted support to children in at risk groups will also be evaluated and further supported through recall sessions.		
	'Visual labelling' packs will be given out, with guidance on their use, as part of this recall to further support literacy in EY settings	Evaluate impact of use within centres and plan supported self-evaluation. Pilot and monitor use and impact.	January-June 2013	Julie Baxter (VTSS)
			September-December 2012	Early Years Team including 0-3 Development Officer
To ensure that all training to support 0-3 includes a focus on emphasis on early communication.	Support the use of the literacy environmental checklists in EY establishments		January-June 2013	
	Plan future training.			
	Support the use of the literacy environmental checklists in EY establishments			
	Develop individual literacy checklist for children to be used at the point of transition		Aug 2012-June 2013	

Priority	Key Actions	Success Criteria	Timescales	Lead
To continue to ensure that all settings in PA areas use a range of effective approaches and interventions to support early literacy and communication.	<p>Support settings in the use of the flow chart, literacy action page, resource matrix and evaluated intervention table.</p> <p>In positive action settings organise cluster based training sessions on supporting children's early communication skills, using existing Speech and Language Therapy Training Programme</p> <p>Continue to assess scope for vocabulary teaching in EYs</p>	<p>All positive action settings will be using this guidance.</p> <p>This will be evaluated by psychological services as part of their end of year review process.</p> <p>Map who has already had training and identify who still needs it.</p> <p>Plan and organise further training; ensure a long term evaluation of impact of the training is built into this process.</p>	<p>Jan-June 2013</p> <p>October-November 2012</p>	<p>Heather Gorton Lorraine Cameron Sandra Clapperton SLT</p> <p>Marion Rutherford Speech and Language Therapist</p>
To ensure that children in PA establishments (and Rowanfield) are supported in literacy development through a sustainable book gifting initiative.	Design and implement a CEC book gifting programme ensuring liaison with family learning and library services.	<p>All children to receive accessible and engaging books/resources to support language and literacy development.</p> <p>Significant adults to receive encouragement and support to enable children to benefit from gifted resources</p>	August 2012-June 2013	Cleo Jones Information and Learning Resources Manager
To support and champion the implementation of a 24/30 month assessment for all children that includes and early assessment of children's language development.	<p>Ensure that discussions take place within partnership groups about implementation and dissemination.</p> <p>Explore feasibility of NHS practitioners providing targeted support to children in at risk groups implementing the programme within the context of their work with families</p>	Agree a risk assessment framework to ensure appropriate access to universal, targeted and intensive language/literacy support from the earliest possible age.	August 2012-June 2013	Aileen Mclean, Senior Manager (Early Years Action Fund workstream 1)

Priority	Key Actions	Success Criteria	Timescales	Lead
To ensure effective co-ordination with national initiatives such as Play, Talk, Read, Dolly Parton Imagination Library.	Ensure that good communication takes place locally between Headteachers/managers of establishments to maximise the impact of national campaigns.	Communicate CEC strategy to key partners and invite their planned contributions to a literacy improvement calendar	Ongoing	Cleo Jones
To support parents/carers in the development of their child's literacy.	Continue with the roll out of PEEP training across the city. Support EY settings in the delivery of PEEP and ongoing support in developing early literacy.	All parents have access to a PEEP group across the city. Evaluate impact of use within centres and plan supported self evaluation.	Ongoing	Pat Haikney Principal Officer Early Years and Childcare

SO 3 City of Edinburgh Literacy Action Plan 2012 – 2013 Workstream: PRIMARY AGE

Priority	Key Actions	Success Criteria	Timescales	Lead
Continue to raise attainment in literacy and English	Analyse data Provide support and challenge to identified schools Support for assessment and moderation Audit and support to develop programmes within special schools appropriate to learners needs	Proportionate support and challenge provided to identified schools All clusters have engaged in cluster moderation; special schools have engaged with relevant reference schools for moderation	August 2012-June 2013 By June 2013	Janice MacInnes, Liz Gray QIOs Rosie Wilson Special Schools Manager Morag Robertson ASL Development
	Continue to implement consistent approaches to reading in P1-3 in line with latest and best practice in active learning and meeting learning needs within CfE	Organise CPD/sharing practice Provide on-going support to schools	All schools have implemented Literacy Rich in P1. All P1 staff has attended CPD, including support staff where appropriate.	August 2012-June 2013
	Develop P2 resources	Draft P2 programme to go to all schools to trial	By March 2013	
	Monitor and evaluate impact	Consistent approaches in place	June 2013	
	Support special schools to apply effective practice relevant to their populations	Special schools are implementing consistent approaches in line with principles of effective practice within the CEC literacy strategy	From August 2012-June 2013	Rosie Wilson, Evelyn Love-Gajardo Literacy Strategy DO
	Pilot the use of the Up Up and Away environmental audit in P1 and special schools	Potential impact of environmental audit on L&T in P1 and special schools established	From August 2012-June 2013	Eve Lyon Evelyn Love-Gajardo
	Continue to promote effective use Literacy and Dyslexia guidelines through CPD, consultancy and audit of learners progress	All schools are making consistently good use of the guidelines evident in effective assessment and support for learners with additional needs and in learners' progress.	From August 2012-June 2013	Sandra Milne Head of Supporting Learning Services

Further develop approaches to literacy across learning	Co-ordinator post in every primary and special school sustained Hold regular network meetings, including a joint primary/secondary one Organise CPD/sharing practice Further develop resources and share through Glow	Every school has an identified literacy coordinator. All coordinators attend at least one network meeting. All are aware of where to access support resources/ CPD.	From November 2012-June 2013	Janice MacInnes Evelyn Love-Gajardo
	Provide CPD to support the implementation of Emotion Talks as a resource for teaching emotional vocabulary and comprehension	All schools for primary aged children have access to the resource. Evidence of effective application beginning in the teaching of Literacy, Health and Wellbeing and the Expressive Arts	August 2012-June 2013	Claire Murray DO Martin Vallely Senior Manager Professional Services
	Assess scope for enhanced vocabulary teaching in PA settings Nursery-P7 Provide CPD and resources for appropriate groups, including parents	Effective implementation of pilot and evaluation of impact on learners' reading comprehension and writing	August 2012-June 2013	Marysia Nash Speech and Language Therapist
Implement a sustained consistent reading intervention targeting the lowest 20% of learners P5-7	Implement Phase 2 of Fresh Start phonics reading programme in P5/6 in PA, Rowanfield and other identified schools, organise CPD/sharing practice Evaluate impact	Staff from 20 schools trained and delivering FS, in addition to those trained last session. Intervention will be fully evaluated at the end of the session.	From August 2012-June 2013	Sandra Milne
Promote consistent approaches to teaching writing in primary in line with best practice	Continue to organise CPD/sharing practice sessions on Big Writing Continue to develop resources and share through Glow Continue to provide support with implementation to schools Evaluate impact	Every school and appropriate support service has now had at least one member of staff who has undertaken official training Database created and regularly updated to identify trained staff. All staff can access support materials on GLOW.	August 2012-June 2013	Janice MacInnes Evelyn Love-Gajardo Liz Gray
Improve monitoring and targeted support for Looked After Children	Introduce Reading Log, Toe by Toe and Paired Reading for Looked After Children within targeted Schools	Schools with highest LAC populations will establish reading log of all Looked After Children to identify those requiring targeted support. Impact will be monitored with support of Psychological Services	August 2012-June 2013	Martin Gemmell Principal Psychologist

City of Edinburgh Literacy Action Plan 2012 – 2013 Workstream: SECONDARY AGE

Priority	Key Actions	Success Criteria	Timescales	Lead
Continue to raise attainment in literacy and English	Analyse data Support and challenge to identified departments/ leaders Support approaches to assessment and moderation Organise curriculum leader network meetings Provide support with planning for progression/ national qualifications	Support and challenge provided to all identified/ targeted departments. Every department represented at at least 2 subject leaders' meetings. All teaching staff aware of support/ resources/ CPD. All schools have engaged in cluster moderation. All English staff/depts. will receive appropriate support with planning for progression/ Nationals. All subject/sp sch leaders kept up to date on developments with National Qualifications.	From August 2012-June 2013	Liz Gray Michelle Moore Literacy and English DO Rosie Wilson Morag Robertson
Further embed effective approaches to literacy across learning in secondary provision	Hold regular network meetings for literacy co-ordinators including a joint meeting with primary co-ordinators	All schools have identified literacy coordinator. All coordinators to attend at least one network meeting.	From September 2012-June 2013	Michelle Moore Liz Gray
	Organise dedicated CPD/sharing practice and share resources on dedicated Glow page	All are aware of current CPD and how to access resources on GLOW.	January 2013	
	Identify and implement approaches to evaluate impact	Self-evaluation toolkit created and launched with all co-ordinators		
Improve the reading skills of learners in S1/2 at greatest risk of not achieving functional levels of literacy	Implement SRA or programmes for identified learners Audit and support to develop programmes within special schools appropriate to learners' needs Evaluate targeted support	All schools using SRA or programmes for identified learners. Appropriate CPD and support will be provided to staff delivering the programmes (i.e. SfL/ English) Improvement in reading skills and in standardised assessment (SWRT) in all appropriate schools	August 2012-June 2013	Morag Robertson Liz Gray
Deliver CPD to support reading comprehension across learning (Reading Strategies/ Reciprocal Reading) in all secondary provision	Development of Reciprocal Reading Strategies across learning in all schools Support schools in ways to monitor impact of implementation of strategies Provide follow-up support if needed, including evaluation of impact	Greater staff awareness of their role in reading across learning. Improved staff awareness of strategies to improve literacy outcomes for young people. Staff and pupil questionnaire data. Special schools engaged as appropriate	By end of May 2013	Michelle Moore Gill Earl, SLT Liz Gray, Morag Robertson
Improve learners' experiences in English and literacy across learning	Identify and organise high quality CPD for staff Evaluate impact	Relevant staff aware of CPD available. Feedback from CPD events to inform priorities for the future.	From September 2012-June 2013	Liz Gray Michelle Moore

City of Edinburgh Literacy Action Plan 2012 – 2013 Workstream: ADULT LITERACIES

Priority	Key Actions	Success Criteria	Timescales	Lead
Development of family learning approaches to support children's learning	Ensure that family learning activity is made available to targeted early years establishments, nurseries and Primary schools for parents of children aged 3 – 6years Develop family learning and health literacies approaches in targeted areas for parents of children aged 0 -2 years		By March 2013 By March 2013	David Bruce
Development of educational work with parents and carers to support the learning needs of looked after children	Develop strategy for involving parents and carers of looked after children by encouraging their involvement in family learning activities Facilitate the involvement of parents and carers in the course provision organised through the Supporting Parents and Carers Framework (eg Teen Triple P; The Incredible Years)			David Bruce
Development of adult literacy and numeracy and core skills provision which aims to remove barriers to progressing into or within employment	Expand the number of literacy learners who are included in Caselink as seeking progression to positive destinations Expand the number of young adults (16+) who participate in tailored literacy provision to help them achieve a positive destination	400 learners	By September 2013	David Bruce
Value is added to departmental literacies provision through the contribution of the Edinburgh Literacies Partnership	Develop the Commissioning Plan for adult literacy and numeracy services in consultation with stakeholders and learners Increase incrementally the number of adult learners who achieve all or part of their Individual Learning Plans		By April 2013 By June 2013	David Bruce

Workstream: Inter-authority Literacy Hub 2012-13

Outcome: Improved performance, reading outcomes for targeted children and young people across Hub partners

Priority	Key Actions	Success Criteria	Timescales	Lead
Inter-authority steering group established	Identify scope of grant Identify key tasks in Early Years and Adult Literacies work streams Agree on schedule of meetings	All identified partner authorities represented at steering group meetings Enhanced partnership and collegiate working within and across the identified partner authorities Summary of project given to Literacy Improvement Team	Sept 2012 onwards at regular intervals	Liz Gray
Lead Officers for project established	Identify lead officers – one Development Officer, one seconded Primary HT	Lead Officers to outline remit and identify working practices, to include best practice visits to partner authorities	Oct 2012	Michelle Moore Eileen Littlewood HT
Inter-authority operational working group established	Nominations for membership of multi-disciplinary operational group received – integrated approach Identify key tasks – including each authority's contribution to the showcase event (Aug/Sept 2013)	All nominees attend initial working group meeting Tasks agreed upon – to include best practice visits within each member's authority. Projected costings for each authority's contribution to the project to be given Consideration given to efficient ways of evaluating impact of this project.	End of Oct 2012 – nominees received Nov 2012 onwards at regular intervals	Michelle Moore Eileen Littlewood Identified officers from partner authorities
Early Years/Adult Literacies	Identify best practice from partner authorities in engagement with reading with hard to reach parents and children in the Early Years. Extend planned Literacy CPD opportunities via GLOW meet to Literacy leaders in partner authorities. Share practice at showcase event for literacy leader Plan supporting CPD 2013-14, with CEC WLD staff and equivalent from other authorities	Each authority makes a best practice contribution within identified contexts Wide representation from schools, practitioners, stakeholders across partner authorities at event Programme of CPD for and from leaders in all participating authorities by mid-January	Dec 2012 –August 2013	Eileen Littlewood/Michelle Moore Identified Early Years and adult literacies' leaders from partner authorities IT support

Education, Children and Families Committee

10am, Tuesday, 5 March 2013

Inspection of Children's Services in Edinburgh

Item number	7.4
Report number	
Wards	All

Links

Coalition pledges	P1
Council outcomes	CO1 - CO6 , CO10 - CO15
Single Outcome Agreement	SO2 , SO3 , SO4

Gillian Tee

Director of Children and Families

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Executive summary

Inspection of Children's Services in Edinburgh

Summary

- 1 To advise Members of the completion of a significant pilot inspection of services for children in Edinburgh. The inspection examined how well public services in Edinburgh work together to improve outcomes for children, especially children in need.
- 2 The inspection was a large-scale multi-agency inspection on behalf of Scottish Ministers led by the Care Inspectorate. The Care Inspectorate plans to inspect services for children across all 32 local authority areas by the end of March 2017.
- 3 In addition to the Care Inspectorate the scrutiny bodies involved were Education Scotland, Her Majesty's Inspectorate of Constabulary for Scotland, Healthcare Improvement Scotland and Audit Scotland.
- 4 The feedback from inspectors was positive. They highlighted the vision for children's services in Edinburgh, the partnership approach, child protection services, and the commitment to early intervention as particular strengths. The full inspection findings will provide a valuable agenda for continued improvement. It is expected the report will be published in March. The full findings of the inspection will be presented to the Committee in May.

Recommendations

To recommend that the Education, Children and Families Committee:

- 1 Note that this major inspection has been completed and that the findings will be presented in full at the next meeting.

Measures of success

The inspection was an evaluative inspection based on an established EFQM quality framework. The full findings will include evaluations on a six point scale.

Financial impact

No financial implications.

Equalities impact

There is no equalities impact as a result of this report.

Sustainability impact

There are no adverse environmental impacts arising from this report.

Consultation and engagement

The inspection activity included extensive engagement with staff and service users.

Background reading / external references

[Report to Education Children and Families Committee 9 October 2012.](#)

Inspection of Children's Services in Edinburgh

1. Background

- 1.1 Scottish Ministers asked the Care Inspectorate to develop a new model for the scrutiny of and improvement of services for children and young people designed around:
- Getting it right for every child
 - a strong focus on children and young people
 - joining up scrutiny.

The Care Inspectorate developed a model for inspecting services for children which aims to:

- improve outcomes for all children and young people
 - provide independent assurance about the effectiveness of services for children and particularly the most vulnerable children and young people
 - build capacity for improvement.
- 1.2 The Care Inspectorate plans to inspect services for children across all 32 local authority areas by the end of March 2017.
- 1.3 The Care Inspectorate chose Edinburgh and Orkney as pilot sites. The inspection in Edinburgh has now been completed.

2. Main report

- 2.1 Inspection activity in Edinburgh began on 12 November 2012 and completed on 30 January 2013 when inspectors gave verbal feedback to the Children's Partnership. The process will conclude with the publication of a report for Scottish Ministers, due in March 2013.
- 2.2 In addition to the Care Inspectorate the scrutiny bodies involved were Education Scotland, Her Majesty's Inspectorate of Constabulary for Scotland, Healthcare

Improvement Scotland and Audit Scotland. The team also included a young inspector.

- 2.3 The inspection team collected evidence by examining background information, reading 114 case files, attending meetings and engaging with children, young people, parents and staff from all relevant agencies.
- 2.4 The inspection focussed on services for children in need including child protection, family support services, services for children with disabilities and children who are Looked After. This included evaluation of progress in child protection, implementation of Getting it Right for Every Child and Corporate Parenting of Looked After Children.
- 2.5 The feedback from inspectors was positive. They highlighted the vision for children's services in Edinburgh, the partnership approach, child protection services, and the commitment to early intervention as particular strengths. The full inspection findings will provide a valuable agenda for continued improvement. It is expected the report will be published in March. The full findings of the inspection will be presented to the Committee in May.

3. Recommendations

To recommend that the Education, Children and Families Committee:

- 3.1 Note that this major inspection has been completed and that the findings will be presented in full at the next meeting.

Gillian Tee

Director of Children and Families

Links

Coalition pledges	P1 Increase support for vulnerable children, including help for families so that fewer go into care
Council outcomes	CO1. Our children have the best start in life, are able to make and sustain relationships and are ready to succeed CO2. Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities CO3. Our children and young people at risk, or with a disability, have improved life chances CO4. Our children and young people are physically and emotionally healthy

CO5. Our children and young people are safe from harm or fear of harm, and do not harm others within their communities
CO6. Our children and young people's outcomes are not undermined by poverty and inequality
CO10. Improved health and reduced inequalities
CO11. Preventative and personalised support in place
CO12. Edinburgh's carers are supported
CO13. People are supported to live at home
CO14. Communities have the capacity to help support people
CO15. The public is protected

Single Outcome Agreement

SO2. Edinburgh's citizens experience improved health and wellbeing, with reduced inequalities in health
SO3. Edinburgh's children and young people enjoy their childhood and fulfil their potential
SO4 Edinburgh's communities are safer and have improved physical and social fabric

Appendices

None

Education, Children & Families Committee

10am, Tuesday, 5 March 2013

Schools Energy Report

Item number	7.5
Report number	
Wards	City wide

Links

Coalition pledges	P50
Council outcomes	CO18, CO25
Single Outcome Agreement	SO3, SO4

Mark Turley

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Executive summary

Schools Energy Report

Summary

The Children and Families estate is the largest part of the Council's estate and the highest energy user accounting for half of the Council's total carbon footprint and an annual energy spend of £4.7m. Last year the 12 Council managed high schools and 6 Private Public Partnership 2 (PPP2) high schools accounted for 24% of the total footprint. The 75 Council managed primary schools and 2 PPP2 primary schools accounted for 19% of the total footprint. These figures do not include schools operated by Edinburgh Schools Partnership. Council run nursery schools accounted for less than 1% of the total carbon footprint. Targeted energy reduction across the school estate will be critical in helping the Council to meet carbon reduction targets.

Following the introduction of smart metering and the reporting requirements set out under the mandatory Carbon Reduction Commitment (CRC) there has been a significant improvement in data quality. To capitalise on this improvement in data, monitoring of energy consumption across the school estate has been reset to bring it in line with the start of the CRC in 10/11.

Sustainability and carbon reduction is a key workstream under the Integrated Property and Facilities Management (iPFM) programme. The integration of services under the iPFM programme offers a significant opportunity for Corporate Property to work with Children and Families to improve the energy efficiency of the Council's school estate.

Engaging with all property users to raise awareness of energy use is a key strategy to deliver energy savings. This will be supported by targeted investment in energy efficient technologies. Greater collaborative working enabled by the new iPFM structure will ensure that opportunities to integrate energy efficiency into property improvements are taken and maximum reductions are realised. This will include adopting an approach to recognise and prioritise energy within our repairs and maintenance strategy. Through the delivery of a comprehensive Computer Aided Facilities Management (CAFM) system there will be greater data visibility and process management enabling a more strategic and targeted approach to energy management within the school estate.

School Business Managers in all Council operated schools now have online access to energy invoice and consumption data giving budget holders greater accessibility and clarity over current and historic consumption. In addition to this, Business Managers are also able to review their smart meter. Smart meters are funded from energy efficiencies

and associated budgets. In order to deliver these efficiencies technical support and guidance is provided to school Business Managers.

Recommendations

1. Committee is asked to note the content of this report; and
2. It is recommended that a further report is submitted to committee on progress made and future plans on energy management within schools through the Integrated Property and Facilities Management (iPFM) programme.

Measures of success

The Council continues to meet legislative requirements as set out in the Energy Performance of Buildings Directive.

The Council continues to meet the reporting requirements as set out in the mandatory Carbon Reduction Commitment Energy Efficiency Scheme (CRC).

The Council maintains the improved energy data quality realised through the processes adopted to manage the CRC reporting requirements.

The Council demonstrates a reduction in energy consumption across the school estate.

Financial impact

Although condition focused, energy improvement works are included as within the £32.7m in Asset Management works over the period 2012-16.

Energy saving targets for the Council will be detailed in the Sustainability and Carbon Reduction work stream Business Case in iPFM.

Equalities impact

There are no negative equalities impacts arising as a result of this report.

Sustainability impact

There will be significant benefits arising directly from this report through investment in increased building efficiency.

Consultation and engagement

Consultation is regularly undertaken with our Sustainable Development Unit to collaborate on shared objectives.

Consultation with Eco-schools representatives is ongoing to develop ways to support the raising of energy awareness in the school curriculum.

Engagement has taken place with Business Managers through the introduction of a new Energy and Water Homepage on the Council's internal website and through the recently introduced Energy and Water Portal.

Background reading / external references

Energy Performance in Buildings Directive (Scotland) Amendment Regulations 2012 – This directive covers the requirements for Energy Performance Certificates in Scotland.

Carbon Reduction Commitment Energy Efficiency Scheme (CRC)-

(www.decc.gov.uk/en/content/cms/emissions/crc_efficiency/crc_efficiency.aspx)

This website provides guidance on the CRC scheme.

Schools Energy Report

1. Background

- 2.1 Education, Children and Families Committee considered a detailed report on the [Children and Families Asset Management Plan](#) in 15 June 2010 (Item 10). This report provided a comprehensive statement on the condition, sufficiency and suitability of schools across the city. The school estate is large and diverse, ranging from very modern to Victorian buildings, and this diversity presents a number of challenges in improving energy efficiency. While a number of programmes have been undertaken to reduce energy consumption and improve CO2 emissions the variability in size, age, occupancy levels, operating patterns and condition of the estate has meant that energy reduction strategies cannot be uniformly applied. The Council has therefore had to target the areas of greatest efficiency gain where funding has allowed and opportunities have presented themselves. The Council recently achieved the Carbon Trust Standard in acknowledgement of its commitment to reducing carbon emissions.

2. Main report

- 2.1 Council wide monitoring of the energy efficiency of buildings, and energy usage and carbon emissions is undertaken by Services for Communities and the Sustainable Development Unit. The information presented in table 1 below details consumption across the school estate from 2010/11 (the baseline year for CRC).

Table 1 Electricity and gas usage 2010/11 – 2011/12

Property Type	2010/11			2011/12						
	Electricity (MWh)	Gas (MWh)	Oil (MWh)	Electricity (MWh)	% Change Electricity	Gas (MWh)	% Change Gas	Oil (MWh)	% Change Oil	
High Schools	13,249	45,627		12,811	-3.30%	41,619	-8.80%			
Primary Schools	9,856	34,835	2,363	9,736	-1.20%	31,028	10.90%	1,750	-26%	
Nursery Schools	1,368	3,901		1,331	-2.70%	3,709	-4.90%			
Special Schools	487	1,605	1,364	472	-3.10%	1,168	27.20%	1,070	-22%	
Total	24,960	85,968	3,727	24,350	-2.40%	77,524	-9.80%	2,820	-24%	
Degree Days*	2735			2308						-15.6%

*Degree days are a measure of the difference between a baseline temperature and actual outdoor temperature multiplied by the number of days. In the UK the standard baseline temperature is 15.5°C.

2.2 Between 2010/11 and 2011/12 consumption of electricity reduced by 2.5% and consumption of gas reduced by 10% across the school estate. In a standard school over 50% of energy use is derived from heating requirement. Therefore, in order to take these figures in context it is necessary to consider the difference in the severity of the weather. Using the standard degree day metric, the winter in 2010/11 was 10% colder than the 20 year average whilst the winter in 2011/12 was 7% milder. The majority of reduction in consumption between 2010/11 and 2011/12 will be the result of the milder winter and therefore a reduced requirement for heat. The influence of weather on consumption will depend on how the heating is controlled and managed in individual buildings therefore it is not possible to derive a direct correlation across a wide range of sites.

2.3 Following the introduction of smart metering and the reporting requirements set out under the mandatory Carbon Reduction Commitment (CRC) there has been a significant improvement in data quality. The Council has invested resource in

its energy data validation and reporting, resulting in a greater level of assurance over data quality. To reflect this, the baseline for the school energy report has been set at 2010/11 providing a full audit trail on which to monitor future consumption in school properties.

- 2.4 The remainder of this report sets out the action that has been taken to reduce energy usage across the Council's schools since the last report and details the further works planned.

Energy Performance Certificates (EPC)

- 2.5 Energy Performance Certificates became a statutory requirement under the EU Energy Performance of Buildings Directive which took effect from 4 January 2009. When the directive first came into force, all public buildings over 1000m² that are regularly accessed by members of the public were required to display a current EPC. This limit has reduced to 500m² and is scheduled to reduce further to 250m² in 2015. The initial surveys commissioned by the Council targeted buildings down to a floor area of 500m² in anticipation of the change to requirements. In order to ensure future compliance a new wave of EPC surveys will be required for public buildings down to 250m². The information obtained from an EPC relates specifically to design of the building based on a simplified model. The certificate includes a section on recommendations to improve the efficiency of the building. This assessment has been incorporated into the asset management process to inform and direct the current programme of investment. The works undertaken are focused on delivering improvements that will allow reduced energy consumption.

Energy Investment Programme

- 2.6 Since 2007/08 the Council has invested over £3m in energy investment and water conservation measures. The investment made in energy related projects since 2007/08 is shown in table 2 below.

Table 2 Investment Works in Schools 2007/08 - 2011/12

Table 2	2007/08	2008/09	2009/10	2010/11	2011/12	Total
	£	£	£	£	£	£
Investment Works	1.613m	0.429m	0.709m	0.287m	0.104m	3.142m

- 2.7 Works included upgrading boiler plant, the conversion of a coal fired boiler to a gas fired boiler at Liberton High school, estate wide thermostatic controls, lighting controls, swimming pool heat recovery plant, loft insulation and water conservation measures. The 2007/8 Schools Energy Investment Programme won a Green Apple Award for Energy Efficiency. To inform this energy improvement programme 86 schools have been audited for energy efficiency

and thermal imaging was used for the first time in the Council's schools to identify building inefficiencies and inform the investment programme. This was the first time that this information was available on this scale and it forms the basis of current investment programmes.

Integrated Property Facilities Management (iPFM)

- 2.8 Sustainability and carbon reduction is a key workstream under the Integrated Property and Facilities Management (iPFM) programme. The integration of services under the iPFM programme offers a tangible opportunity for Corporate Property to work with Children and Families to improve the energy efficiency of the Council's school estate. Central to the iPFM programme, the delivery of a comprehensive computer aided facilities management (CAFM) system will allow greater data visibility and process management. This will enable a more strategic and targeted approach to energy management within the school estate.
- 2.9 Engaging with all property users to raise awareness of energy use is a key strategy to deliver energy savings. The Council have signed up to the Carbon Trust's Carbon Management Awareness Campaign to help support and guide our awareness campaign. To aid the campaign we will draw on support from across the Council. This will include integrating the campaign into the eco-schools programme.
- 2.10 Continuing to target investment in energy efficient technologies will be integral to reducing consumption. Greater collaborative working enabled by the new iPFM structure will facilitate the integration of energy efficiency into property improvements. This will include recognising and prioritising energy within our repairs and maintenance strategy. To support this, energy use across schools is monitored against key performance indicators.

Future Asset Management Works

- 2.11 Asset Management works for Children and Families in the Capital Investment programme 2012-16 total £32.7m. A number of major projects including the new Boroughmuir, James Gillespie's and Portobello high schools and extensions to Towerbank and Corstorphine primary schools are also included in the capital programme. Each of these projects will, through the replacement, extension and upgrading of buildings, make a major contribution to improved energy efficiency.
- 2.12 Future planned energy improvement works across the school estate over the next 3 years include projects to upgrade mechanical and electrical plant, wiring and pipe work, and enhance the fabric of schools. Recent boiler works have included the replacement of the boilers at South Morningside, Towerbank, Tollcross, Buckstone and St Margaret's primary schools and Pilrig Park special school. Work is underway to finalise the replacement programme for 13/14.

Smart Metering Programme

- 2.13 During 2010/11 a programme of smart metering was approved by the Finance and Resources committee. There are now 129 smart electricity meters across 103 schools, 91 smart gas meters across 68 schools and 108 smart water meters across 85 schools providing half hourly profile consumption data and monthly actual reads for invoices. Smart meters have greatly reduced the number of estimated invoices given greater visibility over actual consumption at a property helping to identify and monitor the inefficient operation of plant and equipment. It has benefited our invoice validation process and reduced the uplift charges for reporting estimated consumption under the CRC.
- 2.14 Smart meters are funded from energy efficiencies and associated budgets. In order to deliver these efficiencies access to technical support and guidance is available to school Business Managers. Properties are able to access smart metering data can be through the Council's Energy and Water Portal (see paragraph 2.17).
- 2.15 It has not been possible to install smart meters in every building. In some instances the supply or meter would require significant investment before it would be able to accommodate a smart meter. There are alternative ways to monitor consumption in more detail. Periodic meter reads can inform detailed consumption analysis. Investing in sub metering or monitoring consumption through the Building Environmental Management System (BEMS) can also add value.

Central Energy Efficiency Fund (CEEF)

- 2.16 The Council has access to a £1.2m revolving fund from the Scottish Government. This fund can be used to invest in energy and carbon reduction projects across the Council's operational portfolio. The funding is in the form of a loan and is paid back over a maximum of 5 years from the savings accrued through the investment. The school estate has been a major beneficiary from the fund and since 2007/8 the Council has invested £0.888m using the fund.

Energy and Water Portal

- 2.17 School Business Managers in all Council operated schools now have online access to energy invoice and consumption data. This provides budget holders with greater accessibility and clarity over current and historic consumption. Going forward, it also offers Business Managers the opportunity to track monthly consumption against set targets. Meter reads can be submitted through the portal allow properties to improve the accuracy of their invoicing and consumption monitoring.

Building Energy Management Systems (BEMS)

- 2.18 The Council has an extensive portfolio of BEMS systems covering all the major properties in the Council operational portfolio. All high schools and the majority of primary schools have these systems. It is widely accepted that automated controls systems are the most effective way of controlling heating within buildings and Building Standards require that optimised control equipment is fitted as a minimum standard.
- 2.19 BEMS are an automated intelligent controls system pre programmed to manage the heating for an individual property. The system and controls are located within individual schools. BEMS systems are monitored remotely by an external contractor. As service delivery patterns change the control systems can be adjusted to reflect these changes. In a number of schools an element of local control is available through the application of thermostatic radiator valves (TRV's) though this is not suitable for all properties.
- 2.20 The Council's BEMS systems are in urgent need of upgrading to reflect changes in technology, in particular a change to open protocol systems that can use a variety of components from different suppliers. Many systems are now obsolete making it difficult to source replacement components. Improving the communication links for BEMS from dial up phone lines to Ethernet connections, as part of a wider upgrade strategy, would offer greater resilience and monitoring capabilities. The Council does operate some modern systems within newer and refurbished schools within the estate. Going forward, there is a need to modernise and standardise the Council's approach to BEMS. A BEMS strategy is currently under development. This will give an over view on the best way forward for existing systems and outline requirements for new systems.

Wave 3 Schools

- 2.21 The new Wave 3 schools will have an environmental responsibility, not just in terms of resources and materials used in their construction, but also in terms of operation and maintenance during their lifetime. Ideally, the building will become a learning tool, demonstrating sustainable principles and promoting environmental awareness. The achievement of a minimum of Building Research Establishment Environmental Assessment Method (BREEAM) 'very good' is now a Council priority for all new building projects.

Energy Contracts

- 2.22 Utility contracts are now procured through Procurement Scotland under Scottish Government guidelines. The Council is a partner in the Procurement Scotland Electricity, Gas and Water contracts. The contracts came into force in August 2010, June 2010 and April 2011 respectively and are renewed periodically.

Feed in Tariffs

- 2.23 Legislation came into force in July 2010 that allows local authorities to supply electricity to the national grid. The UK government, in common with other EU governments, introduced a Feed in Tariff (FiT) scheme that applies to renewable energy generation. The predominant method of generation is Solar PV, though the tariff applies to generation using any renewable source e.g. wind, water or combined heat and power.
- 2.24 The UK Government revised the feed in tariffs available for Solar PV. This impacted significantly on the financial viability of Solar PV. Further restrictions that determine the level of feed in tariff available to a property based on the energy efficiency rating further restricts the scope for the Council at this stage. Whilst it is expected that micro renewables will help deliver the Councils long term energy needs targeting inefficient use of energy in properties will deliver greater financial and carbon efficiencies over the short term.

Alternative Financial Mechanisms

- 2.25 There are alternate financial mechanisms that the Council could utilise to invest in energy efficient technologies. The Green Deal is a scheme that allows loans to be taken out against energy efficiency measures with repayments made against energy bills. Instalment payments will be inline with the expected energy saving and will attach to the property rather than the individual. The scheme is open to the domestic, commercial and public sector. Interest rates on loans are expected to be around 7.5%. As such currently prudential borrowing provides a more cost effective financing solution for schools.
- 2.26 An Energy Service Company (ESCo) is a commercial organisation that provides energy solutions including energy efficiency and power generation projects. ESCos will deliver complete solutions from design and installation to ongoing maintenance and operation. Energy savings are usually used to payback the capital investment through a fee levied by the ESCo. Often the risk of a shortfall in predicted savings is borne by the ESCo. Both the Green Deal and ESCos offer opportunities for large scale investment; however, borrowing would likely be higher than that otherwise available to the Council.

3. Recommendations

- 3.1 Committee is asked to note the content of this report; and
- 3.2 It is recommended that a further report is submitted to committee on progress made and future plans on energy management within schools through the Integrated Property and Facilities Management (iPFM) programme.

Mark Turley

Director of Services for Communities

Links

Coalition pledges	P50. Meet greenhouse gas targets, including the national target of 42% by 2020
Council outcomes	CO18. Green – We reduce the local environmental impact of our consumption and production CO25. The Council has efficient and effective services that deliver on objectives
Single Outcome Agreement	SO3. Edinburgh’s children and young people enjoy their childhood and fulfil their potential SO4. Edinburgh’s communities are safer and have improved physical and social fabric
Appendices	None

Education, Children and Families Committee

10am, Tuesday, 5 March 2013

Improving Positive Destinations

Item number	7.6
Report number	
Wards	All

Links

Coalition pledges	P5 , P7
Council outcomes	CO2 , CO3 , CO9
Single Outcome Agreement	SO3

Gillian Tee

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Executive summary

Improving Positive Destinations 2011/12

Summary

The purpose of this report is to provide an update on strategies and progress towards improving school leaver destinations and our target of equalling the national average. The report shows an overall improvement in positive destinations when compared with the same census last year and highlight the success of 16+ Learning Choices Groups in schools, activity agreements and The Edinburgh Guarantee. The report links attainment outcomes and positive destination outcomes in order to monitor the effectiveness of strategies to support the lowest achieving school leavers. Destination information in this report is based on the School Leavers Destination Report 2011/12 carried out by Skills Development Scotland as a snapshot of destinations on the 15th October 2012 for young people who left Edinburgh's 23 secondary schools on Dec 20th 2011 and May 31st 2012.

Recommendations

The Education Children and Families Committee is requested to:

1. Note the contents of this report, the improvement and trends in positive destinations;
2. Note the progress of strategies in school and post school
3. Agree to receive a further report in June 2013 after the follow up census which gives us an indication of sustained destinations.

Measures of success

This report is based on:

- The School Leaver Destinations Report for 2011/12 compiled by Skills Development Scotland
- Attainment figures 2012
- Activity agreement figures January 2013
- Edinburgh Guarantee information and data January 2013.

Financial impact

There are no financial implications contained in this report.

Equalities impact

There are considered to be no infringements of the rights of the child in any of the strategies employed to improve positive destinations. In schools those most at risk of not securing a positive destination are identified at an early stage and support aligned through each school's 16+ Learning Choices Partnership Group. Specific measures identified in the equalities impact assessment of August 2012 are being implemented in the appropriate time frame.

Sustainability impact

There are no adverse impacts arising from this report.

Consultation and engagement

A wide range of partners contribute to our strategies and outcomes for improving positive destinations.

Background reading / external references

[Positive Destinations Report to Education Children and Families Committee January 2012](#)

[Positive Destinations Report to Education Children and Families Committee October 2012](#)

The Edinburgh Guarantee Website

<http://theedinburghguarantee.co.uk/>

Improving Positive Destinations 2011/12

1. Background

- 1.1 This report provides members of the Education, Children and Families Committee with a summary of school leaver destinations from Edinburgh's 23 secondary schools for Winter leavers 2011 and Summer leavers 2012 and includes:
- Overview of progress
 - Individual school statistics broken down by destination
 - Three year trend
 - Comparison to national average
 - Highlights individual school progress
 - Analysis of the 'unemployed seeking ' category
 - Reports on impact of 16+ Learning Choices, Activity Agreements and The Edinburgh Guarantee.
- 1.2 Positive destination categories are: Higher Education (HE); Further Education (FE); Training; Employment; Voluntary Work and Activity Agreements. Other destinations are: Unemployed Seeking; Unemployed Not Seeking and Not Known.
- 1.3 The School Leaver Destinations Report 2009/10 recorded 82.5% of Edinburgh's school leavers in positive destinations, the lowest percentage that year of all local authorities. In the following two years, despite the challenges of the recession Edinburgh's positive destinations performance has steadily improved achieving 87.4% positive destinations in 2010/11 and 88.3% in 2011/12.

2. Main report

- 2.1 The total number of school leavers for Edinburgh in 2011/12 was 3,240 which is 183 fewer than the previous year 2010/11.
- 2.2 Edinburgh's positive destinations 2011/12 have improved on the previous year 2010/11 by 0.9% and continues the positive trend. This is the highest level of

positive destinations reported since 1997/8. In comparison to other local authorities Edinburgh has progressed from being 32nd in 2009/10 to 25th in 2010/11 and 24th in 2011/12. (Appendix 1)

Three Year Figures Positive Destinations:

2011/12	88.3% in positive destinations
2010/11	87.4% in positive destinations
2009/10	82.5% in positive destinations

2.3 In comparison to the national average for positive destinations the differential - 1.6% is practically unchanged from 2010/11 (-1.5%)

Table 1: Positive Destinations by Percentage Three Year Comparison against the National Average

YEAR	EDINBURGH	SCOTLAND	VARIANCE
2011/12	88.3%	89.9%	-1.6%
2010/11	87.4%	88.9%	-1.5%
2009/10	82.5%	86.8%	-4.3%

2.4 The number of ‘unemployed seeking’ leavers continues to decrease and this year is Edinburgh’s lowest ever recorded figure.

Three Year Figures’ Unemployed Seeking’:

2011/12	334 unemployed seeking leavers (10.3%)
2010/11	394 unemployed seeking leavers (11.5%)
2009/10	538 unemployed seeking leavers (15.8%)

2.5 By destination category there are increased figures for Higher Education (+2.4%), Activity Agreements (+1.4%) and Voluntary Work (+0.2%). Further Education, Employment and Training are all down by 1.0% on the previous year. This roughly mirrors national trends but for employment where the national average shows a 0.5% increase.

Table 2: Destinations by Percentage and Destination Category Three Year Figures

Destination	2009/10	2010/11	2011/12
Higher Education	36.8	36.7	39.1
Further Education	25.2	25.7	24.7
Training	3.5	5.3	4.3
Employment	16.4	18.7	17.7
Voluntary Work	0.6	1.0	1.2
Activity Agreements	-	-	1.4
Total +ve	82.5	87.4	88.3
Other Destinations			
Unemployed and seeking	15.8	11.5	10.3
Unemployed and not seeking	1.4	0.8	1.2
Destination unknown	0.3	0.3	0.2
Total Other	17.5	12.6	11.7

Table 3: Edinburgh and Scotland 2011/12 v 2010/11 by Destination Category Percentage Point Variance

	HE	FE	Training	Employment	Vol Work	Activity Agreement	Unemploy Seeking	Unemp not seeking
Edinburgh	2.4%	-1.0%	-1.0%	-1.0%	0.2%	1.4%	-1.2%	0.4%
Scotland	1.5%	-0.3%	-1.0%	0.5%	-0.1%	0.4%	-1.2%	0.1%

2.6 12 of the 23 secondary schools have increased the percentage of leavers in positive destinations in comparison to 2010/11 with 9 of these schools sustaining

- a two year upward trend. Ten schools are now performing above the national average. (Appendices 2a, and 2b)
- 2.7 A range of support is in place to enable leavers with low attainment secure a positive destination. 85% of those who gained at least 5 awards at SCQF level 3 secured a positive destination (compares to 88.3% for the whole SLDR). (Appendix 3)
 - 2.8 16 + Partnership Groups in schools are key to making the difference focusing on early intervention and identifying those most at risk of not achieving a positive destination. Led by a Depute Head teacher partners include Skills Development Scotland, Community Learning and Development, voluntary agencies and activity agreement coordinators. Adopting a Getting it Right approach these groups assign lead responsibilities, align support and provision to young people well in advance of school leaving, over the transition period and into an after care period.
 - 2.9 Activity agreements since inception in December 2011 have engaged 327 young people age 16 -19 years. This financial year 179 young people have engaged with 65 already progressing to positive destinations fairly evenly split between employment, further education and training. (Appendix 4)
 - 2.10 The Edinburgh Guarantee has delivered 1000 additional opportunities for 16 – 19 year olds including 100 modern apprenticeships with City of Edinburgh Council, 16 modern apprenticeships in Registers of Scotland and 35 paid internships at Standard Life (5 of these already converted into jobs).
 - 2.11 The Edinburgh Guarantee has harnessed business support to better prepare school leavers to make a success of the world of work. Career Academies now in 9 secondary schools provides 5th year participants with guru lectures, mentoring from the business world and paid placements over the summer holiday. Now in year two of the programme initial feedback records 1st year participants as extremely positive about their experience.
 - 2.12 The City of Edinburgh Council has entered into a partnership with Recruitwork an online recruitment tool to make Edinburgh Guarantee opportunities more directly accessible to young people. All Edinburgh Guarantee opportunities will be displayed on the website. Through a series of roadshows youngsters in school and post school will be encouraged to register and upload their CVs. Employers will be able to match individuals into current and future vacancies.

3. Recommendations

To recommend that the Education Children and Families Committee:

- 3.1 Note the contents of this report, the improvement and trends in positive destinations;
- 3.2 Note the progress of strategies in school and post school
- 3.3 Agree to receive a further report in June 2013 after the follow up census which gives us an indication of sustained destinations.

Gillian Tee

Director Children and Families

Links

Coalition pledges	<p>P5. Seek to ensure the smooth introduction of the Curriculum for Excellence and that management structures within our schools support the new curriculum</p> <p>P7. Further develop the Edinburgh Guarantee to improve work prospects for school leavers</p>
Council outcomes	<p>CO2. Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities.</p> <p>CO3. Our children and young people at risk, or with a disability, have improved life chances</p> <p>CO9. Edinburgh residents are able to access job opportunities.</p>
Single Outcome Agreement	<p>SO3. Edinburgh's children and young people enjoy their childhood and fulfil their potential</p>
Appendices	<p>Appendix 1 4 Year Comparison Local Authorities</p> <p>Appendix 2a Individual school destinations by percentages 2011/12</p> <p>Appendix 2b Individual school destinations by number 2011/12</p> <p>Appendix 3 Attainment and Destinations 2011/12</p> <p>Appendix 4 Activity agreements statistics April 2012 – January 2013</p>

Appendix 1

Percentage of School Leavers in Positive Destinations by Local Authority (Four year comparison (2008/09 – 2011/12))

Local Authority	Total Number of Leavers	Positive Destinations			
	2011/12	2008/09	2009/10	2010/11	2011/12
Aberdeen City	1,818	82.7	85.6	85.6	88.4
Aberdeenshire	2,691	90.1	91.4	92.2	93.6
Angus	1,133	87.3	88.3	89.0	93.5
Argyll & Bute	935	87.4	87.8	89.8	90.1
Clackmannanshire	543	85.7	87.9	84.8	87.8
Dumfries & Galloway	1,638	89.7	87.7	88.3	87.3
Dundee City	1,200	81.5	83.2	88.7	90.0
East Ayrshire	1,098	84.7	88.4	88.4	89.9
East Dunbartonshire	1,254	90.7	92.0	93.1	94.7
East Lothian	972	83.4	86.1	86.8	88.1
East Renfrewshire	1,354	92.9	94.5	93.3	95.3
Edinburgh City	3,240	82.3	82.5	87.4	88.3
Eilean Siar	310	88.3	94.3	92.6	95.5
Falkirk	1,566	82.1	84.2	87.9	90.3
Fife	3,770	85.7	86.6	91.8	89.6
Glasgow City	4,411	83.9	84.1	86.4	87.6
Highland	2,495	85.1	86.7	89.4	90.7
Inverclyde	861	89.9	89.1	88.4	94.8
Midlothian	978	78.4	83.1	85.2	85.4
Moray	1,033	88.2	90.9	88.4	91.8
North Ayrshire	1,431	84.5	85.5	90.7	89.7
North Lanarkshire	3,519	85.7	85.7	85.9	87.4
Orkney Islands	239	93.9	93.9	89.3	93.7
Perth & Kinross	1,283	88.6	88.5	90.7	92.8
Renfrewshire	1,733	84.7	88.8	89.3	87.7
Scottish Borders	1,181	87.4	88.3	92.3	90.9
Shetland Islands	265	91.7	90.6	90.9	90.9
South Ayrshire	1,173	88.0	87.4	89.7	88.5
South Lanarkshire	2,881	86.7	86.2	87.4	89.8
Stirling	990	88.0	85.6	88.2	87.7
West Dunbartonshire	938	83.0	88.1	91.5	92.6
West Lothian	1,854	81.9	84.1	89.0	89.8
Scotland	50,892	85.7	86.8	88.9	89.9

Appendix 2a

City of Edinburgh Council SLDR 2011/12 (Initial Destination Percentages)												
School	Total Leavers	Higher Education	Further Education	Training	Employment	Voluntary Work	Activity Agreements	Unemployed Seeking	Unemployed Not Seeking	Not Known	% Pos	% Other
Balerno Community High School	125	52.0%	24.8%	0.8%	11.2%	2.4%	0.0%	7.2%	1.6%	0.0%	91.2%	8.8%
Boroughmuir High School	188	68.6%	16.0%	3.2%	9.0%	0.0%	0.0%	3.2%	0.0%	0.0%	96.8%	3.2%
Broughton High School	181	35.9%	35.9%	1.7%	12.7%	2.8%	0.0%	10.5%	0.6%	0.0%	89.0%	11.0%
Castlebrae Community High School	52	1.9%	26.9%	19.2%	21.2%	3.8%	19.2%	5.8%	1.9%	0.0%	92.3%	7.7%
Craigmount High School	221	44.8%	20.8%	3.6%	17.6%	0.5%	0.5%	10.4%	1.8%	0.0%	87.8%	12.2%
Craigroyston Community High School	63	3.2%	33.3%	11.1%	12.7%	3.2%	6.3%	27.0%	1.6%	1.6%	69.8%	30.2%
Currie Community High School	139	54.0%	20.9%	2.2%	14.4%	1.4%	0.0%	5.8%	1.4%	0.0%	92.8%	7.2%
Drummond Community High School	77	23.4%	35.1%	9.1%	14.3%	0.0%	0.0%	15.6%	2.6%	0.0%	81.8%	18.2%
Firrhill High School	176	54.0%	13.6%	3.4%	19.3%	0.6%	0.6%	7.4%	1.1%	0.0%	91.5%	8.5%
Forrester High School	107	17.8%	35.5%	1.9%	16.8%	0.0%	1.9%	26.2%	0.0%	0.0%	73.8%	26.2%
Gracemount High School	103	30.1%	22.3%	6.8%	15.5%	1.0%	3.9%	18.4%	0.0%	1.9%	79.6%	20.4%
Holy Rood RC High School	151	37.7%	21.2%	2.6%	21.2%	1.3%	0.7%	13.2%	2.0%	0.0%	84.8%	15.2%
James Gillespie's High School	196	49.5%	18.9%	2.0%	14.8%	1.0%	0.5%	12.8%	0.5%	0.0%	86.7%	13.3%
Leith Academy	161	30.4%	33.5%	4.3%	21.1%	0.0%	0.0%	9.3%	1.2%	0.0%	89.4%	10.6%
Liberton High School	110	16.4%	30.9%	4.5%	25.5%	0.9%	4.5%	13.6%	3.6%	0.0%	82.7%	17.3%
Portobello High School	251	36.7%	21.1%	6.4%	22.3%	2.4%	1.2%	9.2%	0.8%	0.0%	90.0%	10.0%
Queensferry Community High School	138	47.1%	24.6%	1.4%	19.6%	2.2%	0.0%	5.1%	0.0%	0.0%	94.9%	5.1%
St Augustine's High School	130	33.8%	33.1%	1.5%	13.8%	0.0%	1.5%	12.3%	2.3%	1.5%	83.8%	16.2%
St Thomas Of Aquin's High School	121	51.2%	23.1%	3.3%	15.7%	1.7%	0.8%	3.3%	0.8%	0.0%	95.9%	4.1%
The Royal High School	202	50.0%	23.3%	2.5%	17.3%	1.5%	0.0%	4.0%	1.0%	0.5%	94.6%	5.4%
Trinity Academy	159	37.1%	20.8%	5.7%	24.5%	1.9%	0.0%	8.2%	1.9%	0.0%	89.9%	10.1%
Tynecastle High School	114	16.7%	31.6%	7.0%	26.3%	0.0%	3.5%	14.9%	0.0%	0.0%	85.1%	14.9%
Wester Hailes Education Centre	75	5.3%	29.3%	16.0%	18.7%	0.0%	6.7%	18.7%	5.3%	0.0%	76.0%	24.0%
City of Edinburgh Council	3,240	39.1%	24.7%	4.3%	17.7%	1.2%	1.4%	10.3%	1.2%	0.2%	88.3%	11.7%
Scotland	50,892	37.3%	26.8%	4.6%	19.8%	0.4%	0.9%	8.4%	1.3%	0.4%	89.9%	10.1%
Comparison of percentages (LA to Scotland)		1.7	-2.0	-0.4	-2.2	0.8	0.5	1.9	-0.1	-0.2	-1.6	

Appendix 2b

City of Edinburgh Council SLDR 2011/12 (Initial Destination Figures)												
School	Total Leavers	Higher Education	Further Education	Training	Employment	Voluntary Work	Activity Agreements	Unemployed Seeking	Unemployed Not Seeking	Not Known	Total Positive	Total Other
Balerno Community High School	125	65	31	1	14	3		9	2		114	11
Boroughmuir High School	188	129	30	6	17			6			182	6
Broughton High School	181	65	65	3	23	5		19	1		161	20
Castlebrae Community High School	52	1	14	10	11	2	10	3	1		48	4
Craigmount High School	221	99	46	8	39	1	1	23	4		194	27
Craigroyston Community High School	63	2	21	7	8	2	4	17	1	1	44	19
Currie Community High School	139	75	29	3	20	2		8	2		129	10
Drummond Community High School	77	18	27	7	11			12	2		63	14
Firrhill High School	176	95	24	6	34	1	1	13	2		161	15
Forrester High School	107	19	38	2	18		2	28			79	28
Gracemount High School	103	31	23	7	16	1	4	19		2	82	21
Holy Rood RC High School	151	57	32	4	32	2	1	20	3		128	23
James Gillespie's High School	196	97	37	4	29	2	1	25	1		170	26
Leith Academy	161	49	54	7	34			15	2		144	17
Liberton High School	110	18	34	5	28	1	5	15	4		91	19
Portobello High School	251	92	53	16	56	6	3	23	2		226	25
Queensferry Community High School	138	65	34	2	27	3		7			131	7
St Augustine's High School	130	44	43	2	18		2	16	3	2	109	21
St Thomas Of Aquin's High School	121	62	28	4	19	2	1	4	1		116	5
The Royal High School	202	101	47	5	35	3		8	2	1	191	11
Trinity Academy	159	59	33	9	39	3		13	3		143	16
Tynecastle High School	114	19	36	8	30		4	17			97	17
Wester Hailes Education Centre	75	4	22	12	14		5	14	4		57	18
City of Edinburgh Council	3,240	1,266	801	138	572	39	44	334	40	6	2,860	380
Scotland	50,892	19,000	13,614	2,356	10,088	227	458	4,260	674	215	45,743	5,149

SQA Attainment of 2011-2012 Leavers
Nos. and Percentages of Pupils

Appendix 3

Destination	Nos. Leavers	Nos. Pupils who have attained			
		one award in English and Maths at SCQF level 3+	5+ awards at SCQF level 3 +	5+ awards at SCQF level 4 +	5+ awards at SCQF level 5 +
Positive Destinations					
Activity Agreement	37	27	20	4	
Employed	557	541	535	468	268
Further Education	759	711	711	611	325
Training	134	117	108	56	16
Total Positive Destinations	1487	1396	1374	1139	609
Negative Destinations					
Unemployed Seeking (Negative)	314	263	245	151	60
City of Edinburgh Total	1801	1659	1619	1290	669

Nos. Pupils who have not attained			
one award in English and Maths at SCQF level 3+	5+ awards at SCQF level 3 +	5+ awards at SCQF level 4 +	5+ awards at SCQF level 5 +
10	17	33	37
16	22	89	289
48	48	148	434
17	26	78	118
91	113	348	878
51	69	163	254
142	182	511	1132

	%age Pupils who have attained			
Positive	84	85	88	91
Unemployed Seeking	16	15	12	9

%age Pupils who have not attained			
64	62	68	78
36	38	32	22

Notes:
3238 pupils in the SDS January SLDR dataset

- A. 3074 pupils in the SLDR dataset had a matching record in the 2012 examination diet (Performance Indicators)
- B. 112 pupils in the SLDR dataset had more than one record in the 2012 examination diet (attainment gained at different schools over time)
- C. 52 pupils in the SLDR dataset had no matching record in the 2012 examination diet. Possible that no attainment gained yet or no attainment gained in the 2012 diet but may have previous attainment in a different examination diet or in another authority

Data in the tables above sourced from note A

Appendix 4

Community Learning and Development - Activity Agreement Hubs										
								WHERE?		
Area	Voluntary Organisations	Hub	Total no Engaged	Total no still Engaging	Total Progressed	Employment	College	Training	School	Dis-engaged
EAST										
		CASTLEBRAE (JAN '12)	18	14	2	2	0	0	0	2
NORTH										
	CITADEL (MAR '12)		9	6	3	0	3	0	0	0
		LEITH (SEPT '12)	7	6	0	0	0	0	0	1
		WEST PILTON (JAN '12)	18	9	6	2	2	1	1	3
SOUTH										
	CANONGATE YOUTH PROJECT		1	1	0	0	0	0	0	0
		GRACEMOUNT (DEC '11)	33	5	19	7	6	5	1	9
WEST										
		DRUMBRAE (JUNE '12)	0	0	0	0	0	0	0	0
S WEST										
		GATE 55 (NOV '12)	24	12	11	5	2	4	0	1
		TYNECASTLE (DEC '11)	24	7	12	3	5	2	2	5
CENTRAL										
	6VT (JULY '12)		15	8	3	1	2	0	0	4
	BARNARDOS		7	5	2	0	1	1	0	0
	MOVE ON		7	1	4	1	1	2	0	2
	ACTION GROUP		1	1	0	0	0	0	0	0
	VENTURE TRUST		1	0	1	1	0	0	0	0
	RATHBONE		3	3	0	0	0	0	0	0
	VOLUNTEER EDIN		11	7	2	1	1	0	0	2
		JANUARY 2013	<u>179</u>	<u>85</u>	<u>65</u>	<u>23</u>	<u>23</u>	<u>15</u>	<u>4</u>	<u>29</u>

Ages				
	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>
Castlebrae	6	11	1	0
Leith	5	2	0	0
Citadel	2	4	0	1
West Pilton	0	9	8	1
Gracemount	14	14	5	0
6VT	3	4	4	4
Drumbrae	0	0	0	0
Gate 55	4	13	4	4
Tynecastle	6	12	6	0
	<u>40</u>	<u>69</u>	<u>28</u>	<u>10</u>

Education, Children and Families Committee

10am, Tuesday, 5 March 2013

Children and Families Department Revenue Budget Monitoring 2012-13 – Month Nine Position to 31st December 2012

Item number	7.7
Report number	
Wards	All

Links

Coalition pledges	P30
Council outcomes	CO1-CO6 , CO25
Single Outcome Agreement	SO3

Gillian Tee

Director of Children and Families

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Executive summary

Children and Families Department Revenue Budget Monitoring 2012-13 – Month Nine Position to 31st December 2012

Summary

The purpose of this report is to advise Committee of the month nine revenue monitoring position for the Children and Families Department.

Recommendations

It is recommended that the Education, Children and Families Committee

1. notes the contents of this report and the projected balanced budget position for Children and Families Department at month nine.

Measures of success

The measure of success will be the achievement of a balanced, or better, budget position for the Children and Families Department revenue budget for 2012-13.

Financial impact

There are no direct financial implications arising from this report.

Equalities impact

There is no relationship between the matters described in this report and the public sector general equality duty.

There are no equalities implications arising from this report.

Sustainability impact

There are no adverse environmental impacts arising from this report.

Consultation and engagement

As is the norm, there has been no external consultation and engagement in producing this report.

Background reading / external references

None

Children and Families Department Revenue Budget Monitoring 2012-13 - Month Nine position to 31st December 2013

1. Background

- 1.1 The purpose of this report is to present Children and Families Department's financial position at month nine.

2. Main report

2012-13 Revenue Budget Position

- 2.1 The total revised net budget for Children and Families Department is £393.7m. This includes budget virements totalling £3.1m which have been processed during the first nine months of 2012-13.
- 2.2 At month nine, the Children and Families Department is projecting a balanced budget position for 2012-13. This is in line with the position reported at month six.
- 2.3 In arriving at the month nine position a number of budget pressures have been identified. However these are fully offset by savings from a programme of planned and implemented management action.
- 2.4 Key pressures managed by the department include:
- Fostering, adoption and kinship placements - £1.7m
A current pressure of £1.6m relates to the full year impact of higher than budgeted growth levels in placements in 2011-12. A further £0.1m is projected as a contingency for further growth during the remainder of 2012/13.
 - Educational support in other local authorities - £0.5m
This pressure relates to payments to other local authorities for foster children in the City of Edinburgh Council's care who have foster placements outwith the city and who have additional educational support needs.
 - Review of janitorial support in schools - £0.8m

The delivery of this approved saving has been delayed pending the finalisation of the integrated property and facilities management internal improvement plan.

Management Action

- 2.5 The programme of management action reflects a combination of savings from staff turnover and vacancy control, income generation and maintaining a number of projected budget under spends across the service. The department also received an additional allocation of funding from the Scottish Government relating to residual sums from the teachers' induction scheme.
- 2.6 Initiatives funded through the Early Years Change Fund, to recruit more Edinburgh Council foster carers and enhance family support services, are in the process of being implemented. These actions are targeted to help reduce pressure on the fostering budget.

Savings Implementation Plans

- 2.7 Savings totalling £7.8m were approved as part of the 2012-13 revenue budget.
- 2.8 The 2012-13 savings programme is closely monitored and is largely on track to be delivered. Management action has been put in place to address any budget pressures that have emerged during the year to ensure the delivery of a balanced budget position.

3. Recommendations

It is recommended that the Education, Children and Families Committee:

- 3.1 notes the contents of this report and the projected balanced budget position for Children and Families Department at month nine.

Gillian Tee

Director of Children and Families

Links

Coalition pledges	P30. Continue to maintain a sound financial position including long-term financial planning
Council outcomes	CO1. Our children have the best start in life, are able to make and sustain relationships and are ready to succeed CO2. Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities CO3. Our children and young people at risk, or with a disability, have improved life chances CO4. Our children and young people are physically and emotionally healthy CO5. Our children and young people are safe from harm or fear of harm, and do not harm others within their communities CO6. Our children and young people's outcomes are not undermined by poverty and inequality CO25. The Council has efficient and effective services that deliver on objectives
Single Outcome Agreement	SO3. Edinburgh's children and young people enjoy their childhood and fulfil their potential
Appendices	None

Education, Children and Families Committee

10am, Tuesday 5 March 2013

Achieving Excellence Performance Report to October 2012 – referral from Corporate Policy and Strategy Committee

Item number	7.8
Report number	
Wards	All

Links

Coalition pledges	All
Council outcomes	All
Single Outcome Agreement	All

Carol Campbell

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Terms of Referral

Achieving Excellence Performance Report to October 2012

Terms of referral

The Corporate Policy and Strategy Committee on 22 January 2013 considered a report providing an update on performance against specific targets and outcomes across the Council's Performance Framework for the period to October 2012.

The Corporate Policy and Strategy Committee agreed:

- 1) To note performance and agree actions for improvement for the period to October 2012.
- 2) To note that the performance information would be reported to the Governance, Risk and Best Value Committee for further scrutiny at its performance meeting on 24 January 2013.
- 3) To refer the report to all Executive Committees or Sub-Committees for further scrutiny.
- 4) To note and agree the key messages in the Audit Scotland report 'Managing performance: are you getting it right?' which had been integrated into the Council's Performance Framework.
- 5) To ask members to advise the officers of any particular indicators they wished reported to Committee in detail.

For decision/action

The Corporate Policy and Strategy Committee has referred the attached report to the Education, Children and Families Committee for further scrutiny.

Background reading / external references

Corporate Policy and Strategy Committee 22 January 2013

Links

Coalition pledges	All
Council outcomes	All
Single Outcome Agreement	All
Appendices	Report by the Director of Corporate Governance

Corporate Policy and Strategy Committee

10am, Tuesday 22 January 2013

Achieving Excellence Performance Report to October 2012

Item number	
Report number	
Wards	All

Links

Coalition pledges	All
Council outcomes	All
Single Outcome Agreement	All

Alastair D Maclean

Director of Corporate Governance

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Achieving Excellence Performance Report to October 2012

Summary

This report provides an update on performance against specified targets and outcomes across the Council's Performance Framework for the period to October 2012.

It provides an overview displayed through a Corporate Dashboard with further explanations of performance and actions.

This report also provides an in-depth analysis of performance against the Council Strategic Outcomes as outlined in the Council's Performance Framework.

Recommendations

It is recommended that the Corporate Policy and Strategy Committee:

1. Note performance and agree actions for improvement for the period to October 2012.
2. Note that this performance information will be reported to the Governance, Risk and Best Value Committee for further scrutiny at its performance meeting on 24 January 2013.
3. Refer this report to all Executive Committees or Sub-Committees for further scrutiny.
4. Review and agree the key messages in the Audit Scotland report '[Managing performance: are you getting it right?](#)' which have been integrated into the Council's Performance Framework.

Measures of success

This report provides detail on performance against specified targets across the Council's Performance Framework.

Financial impact

The financial impact is set out within the Council's Performance Framework.

Equalities impact

Reducing poverty, inequality and deprivation is integrated within the Council's Performance Framework.

Sustainability impact

The sustainability impact is set out within the Council's Performance Framework.

Consultation and engagement

Priorities and outcomes have been developed in consultation with stakeholders.

Background reading / external references

The [Council's Performance Framework](#) approved by Council on 25 October 2012.

The Audit Scotland report '[Managing performance: are you getting it right?](#)' which focuses on accountability, scrutiny and the importance of having a strong performance culture within Councils. This was reported as part of the Council's Performance Framework report in October 2012.

Achieving Excellence Performance Report October 2012

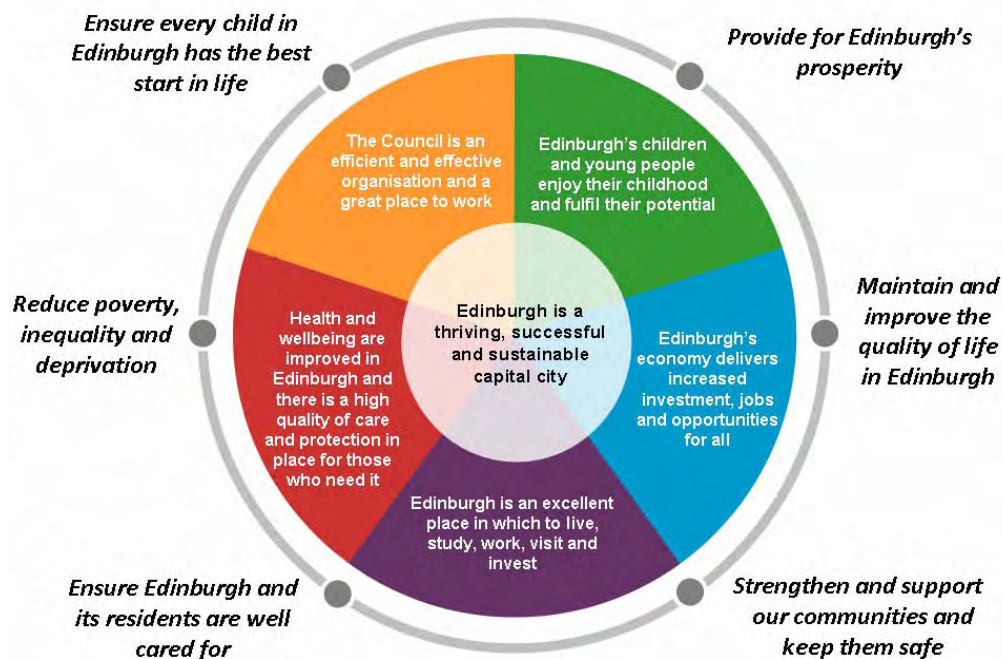
1. Background

- 1.1 This report provides an update on performance against specified targets and outcomes across the Council's Performance Framework for the period to October 2012.





2. Main report

- 2.1 The Council's Performance Framework is set out in the diagram below and takes account of the Council's vision, five themes containing the strategic outcomes and the Capital Coalition pledges.




Council's Performance Framework



Corporate Dashboard


- 2.2 The Corporate Dashboard in [Appendix 1](#) provides an overview of performance in meeting Council outcomes to October 2012. Further detailed information by indicator is provided in [Appendix 2](#).
- 2.3 A total of 59 indicators are reported across the Corporate Dashboard. The current position for all areas shows that, in the most recent period for which data is available:
-  29 indicators met or exceeded target in the most recent period for which data is available
 -  17 indicators missed target but are considered within acceptable tolerance
 -  8 indicators missed, or are forecast to miss target, and
 -  5 indicators are provided as data only, with no specified target
- 2.4 To support scrutiny of performance, each Director has provided a note on each theme within the framework. These notes summarise performance and are used to facilitate discussions and scrutiny. Further details on these notes and commentary on specific issues of performance are provided in [Appendix 2](#).
- 2.5 The following is a high-level analysis of performance across each theme in the framework:

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




-  6 indicators have met or exceeded target including indicators relating to literacy, attainment, attendance and secondary school exclusions.
-  4 indicators show performance as below target, but within tolerance, including indicators relating to school leaver destinations, physical education, responses to bullying and satisfaction with schools. As the data in Appendix 1 shows, all but one of these indicators shows an improvement in trend performance over recent time periods.
-  3 indicators show performance as below target over the most recent time period. These include indicators relating to primary school exclusions, placements with Council foster carers and children looked after at home. Further comments on

performance in these areas are provided in Directors notes provided in [Appendix 1](#).


Edinburgh's economy delivers increased investment, jobs and opportunities for all:



-  All 3 indicators under this theme have met or exceeded target for the most recent period. This includes indicators relating to supporting the creation and safeguarding of jobs in the city, supporting investment in development and regeneration and helping people into work and learning. Targets are being reviewed for 2013/14 to ensure they remain appropriate and challenging.

Edinburgh is an excellent place in which to live, study, work, visit and invest:




-  8 indicators which have met or exceeded target. These include indicators relating to the provision of good quality, affordable housing; the creation of a safe city and communities; the promotion of well informed, engaged communities; the protection of Edinburgh as an attractive, well maintained city; and, the management of clean streets and open spaces.
-  4 indicators show performance as below target, but within tolerance levels. These include indicators on rent lost on empty homes, refuse collection and re-offending rates for sexual or violent crimes. Comments on this performance are provided in the Directors notes.
-  1 indicator in this theme shows performance below target over the most recent time period. This relates to the indicator on advice that avoids homelessness. As the notes in [Appendix 2](#) show, although still below target this shows general improvement over the past 12 months. A housing options review and implementation plan is being progressed to deliver further improvements.

Health and Wellbeing are improved in Edinburgh and there is a high quality of care and protection for those who need it:

-  2 indicators have met or exceeded target. These indicators related to supporting Edinburgh's carers and increasing the proportion of older people with high levels of need supported at home.

-  4 indicators show performance as below target but within tolerances. These include indicators relating to the reduction of hours of care required following reablement, direct payments, timely support to people with addictions, and satisfaction with adult care services.
-  1 indicator shows performance below target for the period. This relates to respite nights in care homes. As the notes in appendix 2 show, efforts are ongoing to address the current levels of delay, including work to secure additional support to enable people to move onwards from hospital.

The Council is an efficient and effective organisation and a great place to work:

-  10 indicators have met or exceeded target. These indicators relate to outcomes including ensuring Edinburgh continues to be a leading cultural city, ensuring the Council has an excellent reputation for customer service and ensuring the Council has efficient and effective services that deliver on our objectives.
-  5 indicators show performance as below target but within tolerances. These include indicators relating to sickness absence, Council tax collection rates, attendance at indoor facilities managed by Edinburgh Leisure, delivery of budget savings, and the proportion of major projects over £5m being managed outwith CPO (but with CPO engagement)..
-  3 indicators show performance below target for the period examined here. These include indicators relating to freedom of information response rates and time taken to process new benefit claims or changes of circumstances. Notes on performance against all of these indicators are included in [Appendix 2](#).

Strategic Outcomes in Focus

- 2.6 In addition to the Corporate Dashboard which tracks key indicators, performance against outcomes is integrated into the Council's Performance Framework.
- 2.7 As set out in the Strategy Maps in [Appendix 4](#), performance indicators are aligned to key objectives, outcomes, strategies and risks. There are 26 Strategic Outcomes and these will be reported to Committee on a rolling basis.

2.8 [Appendix 3](#) outlines performance against the five themes in the framework with a focus on the following outcomes:

Framework Theme	Strategic Outcome	Focus
Edinburgh's children and young people enjoy their childhood and fulfil their potential	SO1 - Our children have the best start in life, are able to make and sustain relationships and are ready to succeed SO3 - Our children and young people at risk, or with a disability, have improved life chances	Improve support in early years so that children reach appropriate developmental and social milestones. Improve life chances for Looked After Children including increasing the focus on Corporate Parenting. Improve early support for children with Additional Support Needs (ASN). Improve early support for families so that fewer children need to be looked after, with particular focus on addressing the impact of drug and alcohol misuse.
Edinburgh's economy delivers increased investment, jobs and opportunities for all	SO8 - Edinburgh's economy creates and sustains jobs opportunities.	Supporting businesses
Edinburgh is an excellent place in which to live, study, work, visit and invest	SO16 - Well-housed - People live in a good quality home that is affordable and meets their needs in a well-managed Neighbourhood	People can live in a home they can afford; live in a warm, safe home in a well-managed neighbourhood; and move home if they need to.
Health and wellbeing are improved in Edinburgh and there is a high quality of care and protection in place for those who need it	SO13 - People are supported to live at home	Supporting older people to live at home.
The Council is an efficient and effective organisation and a great place to work	SO24 - The Council has efficient and effective services that deliver on objectives	Benefits claims performance

2.9 Performance of the 'Edinburgh's children and young people enjoy their childhood and fulfil their potential' theme will be scrutinised at the Governance, Risk and Best Value Committee on 24 January 2012.

Strategy Maps

- 2.10 As reported in the Council's Performance Framework report in October, the Council has reviewed its performance framework through strategy mapping to ensure that performance measures are delivering on objectives and longer-term outcomes. The latest Strategy Maps are included in [Appendix 4](#).
- 2.11 The maps are currently under review to ensure that they remain relevant and robust. This review is aligned to the financial year and will be updated by March 2013 in consultation with stakeholders. Any changes to the strategy maps will be discussed with Elected Members and reflected in the quarterly performance reports.

Ongoing developments of the Council's Performance Framework

- 2.12 Through the establishment of the Council's Performance Framework, officers considered Audit Scotland report '[Managing performance: are you getting it right?](#)' which focuses on accountability, scrutiny and the importance of having a strong performance culture within Councils. This was reported as part of the [Council's Performance Framework](#) approved by Council on 25 October 2012.
- 2.13 Effectively managing performance and improvement helps councils demonstrate that they are delivering efficient and effective services to communities and are making the best use of resources. Members are asked to review and agree the key messages in the report to ensure the Council continues to deliver a strong performance culture. The key messages in the report are:
- Everyone in the council has a role to play in managing performance.
 - Councillors need good-quality performance information to make well-informed decisions, scrutinise performance and identify areas for improvement.
 - Performance measures must reflect a council's priorities if it is to assure itself that its objectives are being met.
 - Managing performance is important for governance and accountability.
 - An effective performance management culture, led by both officers and councillors, is essential.
 - Performance information must be acted on to improve outcomes.
 - Self-evaluation and review activity form an important part of continuous improvement.

Benchmarking

- 2.14 The Improvement Service plans to publish a set of 67 indicators that have been developed in conjunction with CoSLA and SOLACE. These will be published in February 2013 and will be incorporated into the Council's Performance Framework thereafter. These indicators are derived from existing financial and activity information that councils supply to the Scottish Government and data for two years will be presented. The objective is to link cost and performance data and facilitate comparisons among councils, as well as providing contextual information and explanations from councils. More information will be reported to Committee when details are finalised. The Accounts Commission has recently agreed that these indicators will replace the set of 25 national statutory performance indicators (SPIs) from 2013/14 onwards.

IBM Cognos Business Analytics System

- 2.15 A Corporate Dashboard is being developed using the Cognos business analytics system. This system will provide online access to performance, management information and business analysis for senior officers and elected members.
- 2.16 The dashboard will provide information centred on four themes: Finances, People, Customers, and Outcomes. A prototype dashboard will be available for demonstration and testing by CMT during December and the live system will be in place by February 2013. This approach will replace all paper-based performance reports for CMT and Elected Members in due course. The Cognos system is expandable and further metrics and analytics will be added in the future.

3. Recommendations

- 3.1 It is recommended that the Corporate Policy and Strategy Committee:
- 3.1.1 Note performance and agree actions for improvement for the period to October 2012.
 - 3.1.2 Note that this performance information will be reported to the Governance, Risk and Best Value Committee for further scrutiny at its performance meeting on 24 January 2013.
 - 3.1.3 Refer this report to all Executive Committees or Sub-Committees for further scrutiny.
 - 3.1.4 Review and agree the key messages in the Audit Scotland report '[Managing performance: are you getting it right?](#)' which have been integrated into the Council's Performance Framework.

Alastair D Maclean

Director of Corporate Governance

Links

Coalition pledges All

Council outcomes All

Single Outcome Agreement All

Appendices

The links below can be used to navigate through this report:

[Appendix 1: Corporate Dashboard](#)

[Appendix 2: Corporate Dashboard Indicator Detail](#)

[Appendix 3: Strategic Outcomes](#)

[Appendix 4: Strategy Maps](#)

Appendix 1: Corporate Dashboard

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

Director's notes:

Areas showing good performance

Attainment – all seven of the national priority indicators show year-on-year improvement since 2008. All are in line (within one percentage point) or better than our Comparator Authorities' average. Almost all are in line with or better than the national average. Performance is particularly good at Level 5 and 6 with improving the attainment of the lowest achieving pupils remaining a priority.

Attendance - latest figures from the school management system shows improvement at both primary and secondary. National data is not yet available.

Areas for improvement

Primary school exclusion – data for 2011/12 is not yet available as a rate per 1,000 (will be published in February 2013). However, our figures for the year 2011/12 show an overall improvement in instances of temporary exclusion as a result of close monitoring and revised policies and procedures. We therefore expect this indicator to show improvement.

Placements with Edinburgh foster carers and Percentage of children looked after at home – Work is being undertaken through the Early Years Change Fund Action Plan and Steering Group to increase the proportion of Looked After Children who are looked after at home and to increase the proportion of Looked After Children who are placed with CEC foster carers. Progress will be closely monitored. Additionally where targets are found to be inappropriate, these will be revised. This work includes a new foster care campaign to recruit more Edinburgh foster carers.

Teenage pregnancy – although this figure is outwith target and shows a slight increase on the figure for last year, the overall trend is a reduction from over 9 in 2006/07. There is a joint-agency approach to addressing this issue which will be done through the Children's Partnership. A Risk-taking Behaviours Policy has been developed to support a more integrated approach to personal and social education and sexual health seminars for S5 pupils are now well-established. A pilot of risk-taking behaviour seminars for S4 pupils is forthcoming.

Outcome Progress

	2009/10	2010/11	2011/12	Target	Status	Trend
Children's literacy at P1	89%	88%	90%	90%		
Attainment at the end of S6	50.2%	52.9%	55.1%	51%		
S4 pupil attainment (Lowest 20%)	56	62	N/A	57		
School leavers' destinations	82.5%	87.4%	N/A	88.9%		
Primary school attendance	94.8%	94.5%	95.2%	95%		
Secondary school attendance	91.1%	91%	92.7%	91.2%		
Primary school exclusions	11	13	N/A	11		
Secondary school exclusions	69	55	N/A	69		

Children who need to be looked after	1,297	1,342	1,398	N/A		
Placements with Council foster carers	65%	60%	57%	63%		
PE in primary schools	22.4%	62%	80%	85%		
PE in secondary schools	21.7%	43%	70%	80%		
Teenage pregnancies	8.1	8.3	N/A	7.4		
Response to bullying at S2	N/A	67%	73%	75%		
Satisfaction with schools	N/A	94%	91%	93%		
	Aug-12	Sep-12	Oct-12	Target	Status	Trend
Children looked after at home	28%	27%	27%	N/A		

Edinburgh's economy delivers increased investment, jobs and opportunities for all

Director's notes:

Performance on all three indicators exceeds the targets set, assuming straight line progress. It is acknowledged that there will inevitably be peaks and troughs in jobs and investment, which will affect future performance. It is therefore too early to draw conclusions on whether the targets have been set at the correct level and the effectiveness of the measurement data. To ensure that the targets and measures are robust, City Development commits to a review of the Economy theme performance monitoring framework by the end of the first year of the Operational Plan in March 2013.

Outcome Progress

	Jan-Mar 2012	Apr-Jun 2012	Jul-Sep 2012	Target	Status	Trend
Support the creation and safeguarding of jobs	N/A	193	364	334		
Support investment in development and regeneration	N/A	£68M	£73M	£33M		
Support the movement of unemployed people into work or learning	N/A	490	1,036	1,000		

Edinburgh is an excellent place in which to live, study, work, visit and invest

Director's notes:

1. The cost of refuse collection - the introduction of new shift patterns and routes will help to reduce the cost of managing waste.
2. The introduction of Managed Weekly Collections (MWCs) is intended to support reductions to landfill.
3. Rent lost on empty homes - it should be noted that performance is still better than the 2011/12 Scottish Local Authorities average of 1.3%.
4. A housing options review and implementation plan is being progressed to deliver further improvements in preventing homelessness.

Outcome Progress















	Aug-12	Sep-12	Oct-12	Target	Status	Trend
Completed criminal justice orders	75.4%	74.7%	67.1%	65%		
Tenants' satisfaction with repairs	93%	100%	96%	96%		
Cost of refuse collection	£71.36	£72.07	£73.58	£70.33		
Response to noise complaints	99%	99%	100%	99%		
Letting empty homes	24	22	22	22		
Rent lost on empty homes	0.56%	0.57%	0.56%	0.4%		
Visits to libraries	284,967	256,789	263,901	256,711		
Waste Landfilled (projection)	132,088	128,273	131,645	131,222		
Advice that avoids homelessness	56%	53%	52%	55%		
Planning applications in 2 months	89.1%	91.4%	90.8%	90%		
	Jan-Mar 12	Apr-June 12	July-Sept 12	Target	Status	Trend
Cleanliness of streets (CIMS)	71	72	72	72		
Re-offending: sexual or violent crimes	1	1	1	0		
	2009	2010	2011	Target	Status	Trend
Satisfaction with the Neighbourhood as a place to live	92%	89%	90%	86%		

Health and Wellbeing are improved in Edinburgh and there is a high quality of care and protection for those who need it

Director's notes:

1. Delayed discharge continues to be a problem for flow in NHS beds. In order to ensure there is capacity to support people being discharged home, domiciliary care capacity was increased by 12.7% in the first seven months of 2012/13. The number of people waiting for a care home place whilst in hospital was 39 at the October delayed discharge census. The number of patients waiting longer than six weeks has remained stable. There will be a requirement to reduce further to a maximum of four weeks by 31 March 2013.
2. The balance of care has increased and is now slightly ahead of trajectory, due to the large increase in domiciliary care provision.
3. The number of people starting substance misuse treatment increased by a third in October compared with September. Despite this large increase in demand, 83% of people started treatment within three weeks, a small fall on performance in September.

Outcome Progress





















	Aug-12	Sep-12	Oct-12	Target	Status	Trend
<u>Respite nights in care homes (18+)</u>	1,743	1,604	N/A	1,486		
<u>Late discharge from hospital</u>	16	20	21	0		
<u>Reduction in care by reablement</u>	43.2%	39.2%	39.5%	40%		
<u>Direct payments</u>	734	741	745	751		
<u>Substance misuse: timely treatment</u>	81%	85%	83%	85%		
<u>Balance of care for older people</u>	30.3%	30.4%	31.4%	30.8%		
<u>Satisfaction with Adult Care Services</u>	79%	79%	78%	80%		



















The Council is an efficient and effective organisation and a great place to work

Director's notes:

1. The menu of indicators have been refreshed following a review of performance reporting across the service.
2. Further work is underway to develop targets for the indicators where these are appropriate.
3. Both benefits indicators are below target as a result of an increase of over 23% in the volume received and a national change in process (ATLAS). It should be noted that the Council's administration cost compares favorably with other Scottish cities and error rates have remained below challenging DWP thresholds.

Outcome Progress

	Aug-12	Sep-12	Oct-12	Target	Status	Trend
Sickness absence (Council)	4.5	4.5	4.5	4		
Staff numbers	15,010	14,949	14,992	N/A		
Staff turnover rate	7.66%	7.94%	7.84%	N/A		N/A
Number of attendances per 1,000 population for all pools operated by Edinburgh Leisure	N/A	726	N/A	697		
Number of attendances per 1,000 population for all indoor facilities operated by Edinburgh Leisure	N/A	577	N/A	601		
Museum and Galleries total annual attendances (fin year)	N/A	509,592	584,187	454,057		
Customer satisfaction across all channels (sample)	N/A	89.1%	90.21%	90%		
Customer Hub Enquiries resolved at first point of contact	N/A	79%	80.6%	80%		
Number of face to face transactions through Customer Hub	N/A	7,587	10,453	10,500		
Number of digital transactions (email/web) through Customer Hub	N/A	7,256	8,197	6,500		
% of major projects over £5M being managed outwith CPO (but with CPO engagement)	N/A	36%	36%	80%		

FOI response	72%	83%	70%	100%		
Proportion of Council Tax Collected	44.3%	52.7%	61.4%	61.5%		
Proportion of Business Rates (NDR) Collected	35.24%	47.39%	59.28%	58.78%		n/a
Progress against LTFP to deliver revenue savings, 2012/13 (Council-wide) (£k)	N/A	N/A	24,046	27,391		n/a
Aged Debtors – Value of debt more than 90 days old (annual indicator)	N/A	£14.81M	£14.38M	£15.03M		
Days to process New Benefit Claims	32.74	34.24	35.4	24		
Days to process Benefit Change of Circumstances	13	13.39	13.32	10		
	2009	2010	2011	Target	Status	Trend
% customers who are satisfied that it is easy to find information they want from the Council (EPS)	59%	67%	68%	60%		
% customers who are satisfied that the Council keeps them informed about the services it provides (EPS)	58%	58%	61%	60%		
Satisfaction with Management of the City	35%	57%	46%	N/A		

Appendix 2: Corporate Dashboard

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

Director's notes:

Areas showing good performance

Attainment – all seven of the national priority indicators show year-on-year improvement since 2008. All are in line (within one percentage point) or better than our Comparator Authorities' average. Almost all are in line with or better than the national average. Performance is particularly good at Level 5 and 6 with improving the attainment of the lowest achieving pupils remaining a priority.





Attendance - latest figures from the school management system shows improvement at both primary and secondary. National data is not yet available.










Areas for improvement



Primary school exclusion – data for 2011/12 is not yet available as a rate per 1,000 (will be published in February 2013). However, our figures for the year 2011/12 show an overall improvement in instances of temporary exclusion as a result of close monitoring and revised policies and procedures. We therefore expect this indicator to show improvement.


Placements with Edinburgh foster carers and Percentage of children looked after at home – Work is being undertaken through the Early Years Change Fund Action Plan and Steering Group to increase the proportion of Looked After Children who are looked after at home and to increase the proportion of Looked After Children who are placed with CEC foster carers. Progress will be closely monitored. Additionally where targets are found to be inappropriate, these will be revised. This work includes a new foster care campaign to recruit more Edinburgh foster carers.

Teenage pregnancy – although this figure is outwith target and shows a slight increase on the figure for last year, the overall trend is a reduction from over 9 in 2006/07. There is a joint-agency approach to addressing this issue which will be done through the Children's Partnership. A Risk-taking Behaviours Policy has been developed to support a more integrated approach to personal and social education and sexual health seminars for S5 pupils are now well-established. A pilot of risk-taking behaviour seminars for S4 pupils is forthcoming.

Indicator	2009/10	2010/11	2011/12	Target	Status	Latest Note
Children's literacy at P1	89%	88%	90%	90%		Age appropriate development measures for 0-5s and primary school age are being developed. This interim measure is based on the baseline numeracy and literacy tests at entry to P1.
Attainment - 5+ at Level 5 by the end of S6	50.2%	52.9%	55.1%	51%		This data is a 3-year rolling average with the latest figure relating to the three-year average (09/10 - 11/12) of the percentage of the relevant S4 cohort achieving at least five awards at SCQF Level 5 or above by the end of S6. Performance in this indicator is better than both the national average of 52.6% and the comparator authorities' average of 51.7%.
S4 pupil attainment (Lowest 20%)	56	62	N/A	57		Latest performance data relates to 2010/11 pre-appeal. Targets are based on forward projection of past 5 years' performance and revised due to significant improvement on the 2009/10 figure of 56.
School leavers' destinations	82.5%	87.4%	N/A	88.9%		The figure of 87.4% relates to leavers from session 2010/11 and shows

Indicator	2009/10	2010/11	2011/12	Target	Status	Latest Note
						an improvement of 4.9%. The current target is to equal the national average which for 2010/11 is 88.9%.
Primary school attendance	94.8%	94.5%	95.2%	95%		The figure of 95.2% relates to performance over the school year 2011/12 and is taken directly from the schools' management system. This shows a significant improvement from the figure in 2010/11. No national data is available for 2011/12 as this will now be published once every two years. The national average was 94.8% in 2010/11.
Secondary school attendance	91.1%	91%	92.7%	91.2%		The figure of 92.7% relates to performance over the school year 2011/12 and is taken directly from the schools' management system. This shows a significant improvement from the figure in 2010/11. No national data is available for 2011/12 as this will now be published once every two years. The national average was 91.1% in 2010/11.
Primary school exclusions	11	13	N/A	11		Data relates to school session 2010/11. Monitoring of exclusions using this definition is in its infancy and targets may be revised in future
Secondary school exclusions	69	55	N/A	69		Data relates to school session 2010/11. Edinburgh currently performs favourably in comparison with the national picture. Monitoring of exclusions using this definition is in its infancy and targets may be revised in future.
Children who need to be looked after	1,297	1,342	1,398			Data is the figure as at the end of March 2012. We do not set targets for this measure as the safety of children is paramount although the aim is to use early intervention techniques to minimise the number of children who need to be looked after.
Placements with Council foster carers	65%	60%	57%	63%		57% is the figure as at the end of March 2012. Ability to meet the challenging targets is dependent on the success of the recent recruitment drive and future demand for places.
PE in primary schools	22.4%	62%	80%	85%		There has been significant improvement in the percentage of primary schools delivering 120 minutes of quality curriculum PE since 2009/10 when it was 22.4%. A challenge remains to improve to the 100% target by 2014.
PE in secondary schools	21.7%	43%	70%	80%		There has been significant improvement in the percentage of secondary schools delivering 120 minutes of quality curriculum PE since 2009/10 when it was 21.7%. Note that the target has been revised to 2 periods rather than 2 hours of PE to accommodate timetabling in secondary schools. A challenge remains to improve to the 100% target by 2014.
Teenage pregnancies	8.1	8.3	N/A	7.4		The 2010/11 NHS Lothian target is 7.4 per 1000 (ISD release 28 June 2009). Data are reported as a three year rolling average with a decrease from 173 to 160 from 2005/07 to 2008/10 in Edinburgh. These figures are higher than the national average which was 7.4 in 2008/10, a reduction from the previous period when it was 7.6.




Indicator	2009/10	2010/11	2011/12	Target	Status	Latest Note
School's response to bullying at S2	N/A	67%	73%	75%		Tentative, challenging targets have been set, aiming eventually to reach 100% by 2014/15.
Satisfaction with schools	N/A	94%	91%	93%		Data is taken from the survey of parents and carers from the question 'Overall, I am happy with the school'. The data shows high levels of satisfaction with the challenging target of reaching 100% by 2015.

Indicator	Apr 12	May 12	Jun 12	July 12	Aug 12	Sep 12	Oct 12	Target	Status	Latest Note
Children looked after at home	27%	27%	27%	27%	28%	27%	27%			

2. Edinburgh's economy delivers increased investment, jobs and opportunities for all

Director's notes:










Performance on all three indicators exceeds the targets set, assuming straight line progress. It is acknowledged that there will inevitably be peaks and troughs in jobs and investment, which will affect future performance. It is therefore too early to draw conclusions on whether the targets have been set at the correct level and the effectiveness of the measurement data. To ensure that the targets and measures are robust, City Development commits to a review of the Economy theme performance monitoring framework by the end of the first year of the Operational Plan in March 2013.


Indicator	Q1 2012	Q2 2012	Target	Status	Latest Note
Support the creation and safeguarding of jobs	193	364	334		
Support investment in development and regeneration	£68M	£73M	£33.4M		The target here is based on a three year period. While performance this quarter is ahead of target, we will continue to monitor performance against target over the next two quarters and review the target at that time.
Support the movement of unemployed people into work or learning	490	1,036	1,000		



3. Edinburgh is an excellent place to live, study, work, visit and invest


Director's notes:

1. The cost of refuse collection - the introduction of new shift patterns and routes will help to reduce the cost of managing waste.
2. The introduction of Managed Weekly Collections (MWCs) is intended to support reductions to landfill.
3. Rent lost on empty homes - it should be noted that performance is still better than the 2011/12 Scottish Local Authorities average of 1.3%.
4. A housing options review and implementation plan is being progressed to deliver further improvements in preventing homelessness.

Indicator	Apr 12	May 12	Jun 12	July 12	Aug 12	Sep 12	Oct 12	Target	Status	Latest Note
Completed criminal justice orders	63.8%	65.2%	77.5%	71.4%	75.4%	74.7%	67.1%	65%		Performance drops for orders ending in October but is still above target.
Tenants' satisfaction with repairs	96%	94%	96%	98%	93%	100%	96%	96%		
Rent lost on empty homes	0.58%	0.55%	0.56%	0.55%	0.56%	0.57%	0.56%	0.4%		Above target for 2012/13 which in monetary terms is currently £106,407. The cash value is increasing as re-let times remain similar to last year and rents are increasing. The rent loss has decreased slightly from 0.57% in September 2012 to 0.56% in October 2012. This is an annual end of year target and there will be variations during the reporting periods.
Cost of refuse collection	N/A	£70.95	£70.65	£70.69	£71.36	£72.07	£73.58	£70.33		The main reason for the increase from August has been the additional transitional costs incurred with the move to managed weekly collections (MWC).
Response to noise complaints	100%	99%	99%	98%	99%	99%	100%	99%		399/400
Letting empty homes	22	21	20	21	24	22	22	22		
Visits to libraries	248,006	262,318	253,559	265,081	284,967	256,789	263,901	256,711		
Waste Landfilled (projected)	125,271	127,537	127,614	129,022	132,088	128,273	131,645	131,222		Figures have been adjusted to include all municipal waste arising. Predictions were made of the likely impact of the introduction of managed weekly collections (MWC). Tonnages have been greater than anticipated but it is still too early to accurately predict the longer term impact of MWC.
% of housing advice cases which do not go on to present as homeless	54%	50%	52%	53%	56%	53%	52%	55%		807 households presented for advice and assessment, 383 went on to have a homeless assessment. 424 households had an

Indicator	Apr 12	May 12	Jun 12	July 12	Aug 12	Sep 12	Oct 12	Target	Status	Latest Note
										advice only interview. Although still below target this shows general improvement over the past 12 months. A housing options review and implementation plan is being progressed to deliver further improvements. Staff consultation sessions based on SHR feedback will be held in December to drive this forward.
Householder Planning applications in 2 months	92.6%	94.6%	90.7%	91.8%	89.1%	91.4%	90.8%	90.0%		








Indicator	Q3 2011	Q4 2011	Q1 2012	Q2 2012	Target	Status	Latest Note
Cleanliness of streets (CIMS)	69	71	72	72	72		Figures relate to performance for September 2012 (2nd Quarter 2012/13).
Re-offending: sexual or violent crimes	N/A	1	1	1	0		This shows performance for the quarter ending September 2012. The next update will be for the quarter ending December 2012.

Indicator	2009	2010	2011	Target	Status	Latest Note
Satisfaction with the Neighbourhood as a place to live	92%	89%	90%	86%		Satisfaction with neighbourhood as a place to live shows a high level of consistency. No individual neighbourhood has seen a significant fall in satisfaction over this period.

4. Health and wellbeing are improved in Edinburgh and there is a high quality of care and protection for those who need it

Director's notes:


1. Delayed discharge continues to be a problem for flow in NHS beds. In order to ensure there is capacity to support people being discharged home, domiciliary care capacity was increased by 12.7% in the first seven months of 2012/13. The number of people waiting for a care home place whilst in hospital was 39 at the October delayed discharge census. The number of patients waiting longer than six weeks has remained stable. There will be a requirement to reduce further to a maximum of four weeks by 31 March 2013.
2. The balance of care has increased and is now slightly ahead of trajectory, due to the large increase in domiciliary care provision.
3. The number of people starting substance misuse treatment increased by a third in October compared with September. Despite this large increase in demand, 83% of people started treatment within three weeks, a small fall on performance in September.











Indicator	Apr 12	May 12	Jun 12	July 12	Aug 12	Sep 12	Oct 12	Target	Status	Latest Note
Respite nights in care homes (18+)	1,519	1,473	1,571	1,696	1,743	1,604	N/A	1,486		The number of respite bed nights increased in August. There is a time-lag of one month in receiving information on respite provision.
Late discharge from hospital	1	4	2	10	16	20	21	0		Efforts are ongoing to address the current levels of delay, including regular teleconferencing between NHS and Council colleagues. Work is ongoing to secure additional packages of care to enable people to move out of hospital.
Reduction in care by reablement	36.6%	46%	36%	30.4%	43.2%	39.2%	39.5%	40%		Performance has improved slightly but remains just below target.
Direct payments	671	680	680	711	734	741	745	751		The number of people receiving a direct payment increased in September, but fell short of the target of a net increase of ten people per month.
Proportion of cases meeting the three week target timescale from referral to start of treatment for drugs and alcohol	68%	77%	78%	79%	81%	85%	83%	85%		The percentage of people waiting less than 3 weeks has fallen slightly since last month (85% down to 83%). however, the number of people starting a service in October increased by 74 to 303 from 229 in September.
Balance of Care: Proportion of older people receiving an intensive service who are at home at end of period	29.8%	30%	30.1%	30.5%	30.3%	30.4%	31.4%	30.8%		The balance of care has remained fairly stable over the last few months, but is slightly behind target.
Satisfaction with Adult Care Services	81%	81%	80%	79%	79%	79%	78%	80%		Performance remains stable.



5. The Council is an efficient and effective organisation




Director's notes:

1. The menu of indicators has been refreshed following a review of performance reporting across the service.
2. Further work is underway to develop targets for the indicators where these are appropriate.
3. FoI performance has been adversely affected by requests relating to Property Conservation, 85% of requests relating to other subjects have been met on time. Improvement actions are being put in place to address performance.
4. Both benefits indicators are below target as a result of an increase of over 23% in the volume received and a national change in process (ATLAS). It should be noted that the Council's administration cost compares favorably with other Scottish cities and error rates have remained below challenging DWP thresholds.

Indicator	Apr 12	May 12	Jun 12	July 12	Aug 12	Sep 12	Oct 12	Target	Status	Latest Note
Sickness absence rate	4.6	4.6	4.6	4.6	4.5	4.5	4.5	4.0		Rounding has increased the value shown by 0.05%, absence has fallen by 0.01% since last period.
Staff numbers (FTE)	15076	15061	14918	14900	15010	14949	14992	N/A		This is an increase of over 40 FTE since last period, and results from Business Gateway staff transferring to the Council under TUPE and the recruitment of care workers and care assistants in HSC.
Staff turnover rate	8.78%	8.72%	7.99%	7.92%	7.80%	7.74%	7.63%	7.66%		Turnover rate for permanent staff.
Edinburgh Leisure: Number of attendances per 1,000 population for all pools operated by Edinburgh Leisure	N/A	742	N/A	643	N/A	726	N/A	697		Target exceeded. Admissions to pools were 4% ahead of target and 34% above the figure for this period in 2011.
Edinburgh Leisure: Edinburgh Leisure: Number of attendances per 1,000 population for all indoor facilities operated by Edinburgh Leisure	N/A	613	N/A	562	N/A	577	N/A	601		Target not met but within tolerance. Admissions were, however, 6% above the corresponding figure in 2011.
Museum and Galleries total annual attendances (fin year)	N/A	N/A	N/A	N/A	N/A	509,592	584,187	454,057		On track to exceed annual attendance target.

Indicator	Apr 12	May 12	Jun 12	July 12	Aug 12	Sep 12	Oct 12	Target	Status	Latest Note
Customer satisfaction across all channels (sample)*	N/A	N/A	N/A	N/A	N/A	89.1%	90.21%	90%		Following a slight dip in performance in September caused by enquiries relating to the changes in bin collections performance has recovered and is above target.
Customer Hub Enquiries resolved at first point of contact*	N/A	N/A	N/A	N/A	N/A	79%	80.6%	80%		Following a dip in September caused by issues relating to the changes to bin collections performance has recovered and is again ahead of target.
Number of face to face transactions through Hub*	N/A	N/A	N/A	N/A	N/A	7,587	10,453	10,500		This measure now includes general counter enquiries and licensing which accounts for the sharp increase from the September figure. This is a new measure which will be subject to review as more data is gathered. Visit numbers however will be impacted by changes in service offerings, e.g. the planned expansion of controlled parking zones.
Number of digital transactions (email/web) through Hub*	N/A	N/A	N/A	N/A	N/A	7,256	8,197	6,500		Although performance is well above target this was in significant part driven by a threefold increase in e-mails relating to enquiries about the changes to bin collections.
% of major projects over £5M being managed outwith CPO (but with CPO engagement)	N/A	N/A	N/A	N/A	N/A	36%	36%	80%		28 Major projects have been identified, of which 10 have CPO engagement. Further projects to be added from Change Plan. Target will be reviewed once full list is agreed.
FOI response	88%	82%	83%	77%	72%	83%	70%	100%		Performance has been adversely affected by requests relating to property conservation, 85% of requests relating to other subjects are met on time.
Proportion of Council Tax Collected	10.08%	18.8%	27.24%	35.8%	44.3%	52.7%	61.4%	61.5%		Year to date performance is 61.4%. 61.5% target is based on corresponding rate for last year.
Proportion of Business Rates (NDR) Collected	0.3%	8.84%	15.89%	24.87%	35.24%	47.39%	59.28%	58.78%		59.28% is the year to date performance. Ahead of target (58.7%) based on previous year's collection rate for the same period.
Progress against LTFP to deliver revenue savings, 2012/13 (Council-wide) (£k)	N/A	N/A	N/A	N/A	N/A	N/A	24,046	27,391		A full update regarding progress in the delivery of budget savings will be included in the revenue monitoring report to be considered by the Finance and Budget Committee on 17 January.
Aged Debtors – Value of debt more than 90 days old (annual indicator)	N/A	N/A	N/A	N/A	N/A	£14.81M	£14.38M	£15.03M		The percentage of Accounts Receivable debt over 90 days old is 60.29% of the total debt outstanding as at 12/11/12. This has decreased from 65.43% as at 05/09/12 and is primarily due to Statutory Repairs debt

Indicator	Apr 12	May 12	Jun 12	July 12	Aug 12	Sep 12	Oct 12	Target	Status	Latest Note
										over 90 days old of £7,672,742. Excluding Statutory Repairs the amount of debt over 90 days old is £6,706,531 equating to 44.62%.
Days to process New Benefit Claims	28.36	28.76	29.89	32.06	32.74	34.24	35.4	24		The time to process new Benefit Claims was 35.4 days against a target of 24 days, based on the 3 DWP reporting periods from 14/07/12 to 13/10/12. The cumulative year to date performance is 32.49 days. The year end outturn for 2011/12 was an average of 36.23 days against a target of 29 days. Recent performance has been badly affected by staff holidays and IT system downtime. Increased resources have been authorised from December and improvement will follow with the aim of achieving the target of 24 days during the first quarter of next year.
Days to process Benefit Change of Circumstances	7.08	7.55	8.53	12.12	13	13.39	13.32	10		The time to process Benefit Change of Circumstances was 13.32 days against a target of 10 days, based on the 3 DWP reporting periods from 14/07/12 to 13/10/12. The cumulative year to date performance is 10.89 days. The year end outturn for 2011/12 was an average of 14.84 days against a target of 10 days. Recent performance has been badly affected by staff holidays and IT system downtime. Increased resources have been authorised from December in order to get us back on track to hit the annual target of 10 days for the 2012/13 outturn performance. The combined Right Time Indicator (RTI) is 16.81 days against a target of 13 days.

Indicator	2009	2010	2011	Target	Status	Latest Note
% customers who are satisfied that it is easy to find information they want from the Council (EPS)	59%	67%	61%	60%		Results of the Edinburgh Peoples Survey 2012 are likely to be published in February 2013.
% customers who are satisfied that the Council keeps them informed about the services it provides (EPS)	58%	58%	62%	60%		Results of the Edinburgh Peoples Survey 2012 are likely to be published in February 2013.
Satisfaction with Management of the City	35%	57%	46%			Results of the Edinburgh Peoples Survey 2012 are likely to be published in February 2013.

Key									
	PI is below target and tolerances.		PI is below target but within tolerances.		On target.		This PI cannot be calculated.		Data-only PI, no target set.

Appendix 3: Strategic Outcomes

Pledge Area

Ensure every child in Edinburgh has the best start in life.

Strategic Outcome(s)

SO1 - Our children have the best start in life, are able to make and sustain relationships and are ready to succeed

SO3 - Our children and young people at risk, or with a disability, have improved life chances

Objective(s)

Improve support in early years so that children reach appropriate developmental and social milestones.

Improve life chances for Looked After Children including increasing the focus on Corporate Parenting.

Improve early support for children with Additional Support Needs (ASN).

Improve early support for families so that fewer children need to be looked after, with particular focus on addressing the impact of drug and alcohol misuse.

Summary

This briefing is presented under four headings moving through a 'journey of need' from the early years, to 'Children in Need', to Child Protection to Children Looked After. Detail is given of how well we are doing and what improvement activity is being or will be undertaken in each of the four areas. Appendix 2 shows details of relevant performance indicators. These are as published in the Children and Families Standards and Quality Report, the annual report of performance for the service area, reported to the Education, Children and Families Committee on 9 October 2012.

Work across all of the following areas is underpinned by the Early Years Change Fund Action Plan.

Background

The number of 3-4 year olds in the city is estimated to have increased by 20% to around 10,200 between 2007 and 2011. The number of pre-school places has increase by 8% over the past two years to accommodate the rising numbers. Pre-school establishment provision currently consists of nine Child and Family Centres, 16 nursery schools (one with a specialist class), 69 nursery classes (one with a specialist class) and five Early Years Centres. The authority is also in partnership with around 120 pre-school

providers per year who provide pre-school education and care. Early Years work is underpinned by an Early Years Strategy which is routinely monitored and reported to Committee.

Good progress is being made in implementing *Getting it right for every child* and there is strong joint agency commitment to identifying and meeting children's needs earlier and more effectively. However, we know there is a significant increase in the number of children and young people living in homes where there is problematic substance use or domestic violence and that many of these children are on the 'edge of care'.

The number of reported Child Protection referrals has shown an increase in recent years with around 1,900 in 2011. The number of children on the Child Protection Register continues to fluctuate, with the annual reported figures ranging from 235 to 311 over the last five years. The number of children on the Child Protection Register in Edinburgh at the end of March 2011 was 266. There have been significant improvements in child protection services since the Child Protection Action Plan was implemented following an inspection by HMIE in 2007 and follow up inspection in 2009. The plan continues to be developed and implemented and improvements are continuing. Close monitoring through the Children and Families Social Work Performance Management Group has also been successful in ensuring improvements.

The number of children requiring to be looked after was 1,362 as at the end of July 2011 with 410 of those looked after at home and 515 in foster care. This figure has shown a steady rise with a 14% increase between 2006 and 2011. The make up of this population over this period has changed significantly with 40% more children placed with foster carers and 20% fewer staying at home. The demand for foster care places continues to increase.

Linkages

In addition to contributing to delivering the Capital Coalition Pledge "Ensure every child in Edinburgh has the best start in life", activity in this area contributes towards the Edinburgh Partnership objective to ensure that "Edinburgh's children and young people enjoy their childhood and fulfil their potential".

How are we doing and what else do we need to do?

Early Years

What's working well?

- 100% of pre-school establishments were judged by the Care Inspectorate in inspection reports to be *good* or better. Of the early years establishments inspected by Education Scotland, all were graded as *positive*.

- All Local Authority nursery staff and 89% of voluntary and private sector staff meet qualification standards.
- Good performance in literacy and numeracy on entry to P1 has been maintained at around 90% using a standardised baseline assessment.
- Two nurseries have received national awards.
- Nearly 850 parents and carers have participated in Family Learning opportunities.

What else do we need to do?

- Plan for the provision of a minimum of 600 hours of early learning and childcare per annum.
- Strengthen support for vulnerable children, particularly for pre-birth to aged five Looked After Children.
- Further improve levels of literacy and numeracy by P1.
- Increase the availability of flexible, affordable childcare including through the development of a childcare cooperative.

Children in Need

What's working well?

- Mainstreaming the *Getting it right for every child* approach is well underway.
- HMIE strategic visit and review of services reported improved inter-agency working.
- Fewer children and young people are permanently excluded from school.
- Identification and support of young carers is improving.

What else do we need to do?

- Provide more systematic early support for families with an emphasis on behaviour change.
- Implement a Single Child's Plan for all children and young people who require this.
- Develop and implement the role of the key worker / trusted professional for each child in need.
- Improve data collection and information-sharing about adults with problematic substance use living in households where there are children whose lives are being affected.

- Distribute resources more equitably based on levels of need and demographics.

Child Protection

What's working well?

- Supervision visits being carried out within the 15 day timescale has continued to improve and was 98% in 2011/12.
- The percentage of children re-registered on the Child Protection Register within two years has reduced from 11% to 6%.
- Good system of case file audits now in place with improvements identified and implemented.
- Case file audits show that the quality of the case files in terms of meeting children's needs has improved.

What else do we need to do?

- Continue to regularly monitor performance at the local and individual level, where required, with high quality exception reporting in place to identify and implement improvements.
- Develop and implement a strategy to further engage children and their families with the services they receive.
- Ensure required improvements, identified through performance monitoring, case file audits, inspection findings, Child Protection Action Plan etc are implemented.
- Build on the results of the 3 month pilot of qualitative case evaluation.

Looked After Children

What's working well

- Educational outcomes for Looked After Children has improved with the latest Scottish Government publication showing that attendance, attainment and positive destinations have increased and are above the national average.
- Reviews of Looked After Children being carried out within timescales has improved to 81%.
- A Corporate Parenting Action Plan has been developed with partners and in consultation with young people to improve opportunities and outcomes for Looked After Children.
- Family Based Care received grades of *very good* across all quality statements in July 2012.

What else do we need to do?













- Improve care planning, and outcomes, for those leaving care.
- Increase the percentage of Looked After Children who are looked after at home.
- Further improve outcomes for Looked After Children, particularly exclusions from school, so that the outcomes for this group of children are closer to the average for other children in the city.
- Increase the percentage of those in foster care who are placed with City of Edinburgh foster carers.
- Provide good quality accommodation for all looked after children and ensure care leavers have access to safe, affordable, housing.















Next Steps

Next steps in this area are underpinned by the Children and Families Service Plan and Standards and Quality Report













Achieving Excellence Performance Briefing







Edinburgh's children and young people enjoy their childhood and fulfil their potential - SO1 and SO3

Performance Indicator	2009/10	2010/11	2011/12	Current Target	Status	Long Term Trend	Note	Assigned To
	Value	Value	Value					
Percentage of pre-school settings achieving positive (satisfactory or better) inspection reports	N/A	85%	87%	88%			Latest data taken from 93 Education Scotland inspections (28 April 2008-31 March 2012) of all local authority and partner provider pre-school settings. National performance is 92%. The latest year's performance showing 92% receiving positive Education Scotland inspection reports. 100% of establishments inspected between July 2010 and June 2011 were rated Good, Very Good or Excellent by the Care Inspectorate.	Aileen Mclean
Percentage of children entering P1 with a baseline numeracy score of 85 or more	91%	90%	91%	92%			Age appropriate development measures for 0-5s and primary school age are being developed. This interim measure is based on the baseline numeracy and literacy tests at entry to P1.	Aileen Mclean
Percentage of children entering P1 with a baseline literacy score of 85 or more	89%	88%	90%	90%			Age appropriate development measures for 0-5s and primary school age are being developed. This interim measure is based on the baseline numeracy and literacy tests at entry to P1.	Aileen Mclean
Percentage of private sector and voluntary sector early years/childcare workers who meet SSSC requirements	83%	89%	N/A	89%			Previous target of 84% has been surpassed and the target now is to maintain at 89% to reflect annual turnover of staff. 100% of Local Authority staff are qualified.	Gillian Hunt; Aileen Mclean
Percentage of partner provider pre-school establishments with access to qualified teacher	37%	37%	N/A	37%			By increasing the number of early years peripatetic teachers, additional teacher support has been provided to 50% of partner provider nurseries.	Aileen Mclean
Numbers of parents and carers participating in Family Learning opportunities in targeted schools and nurseries	481	750	848	800				David Bruce

Performance Indicator	2009/10	2010/11	2011/12	Current Target	Status	Long Term Trend	Note	Assigned To
	Value	Value	Value					
Percentage of P1 to P3 classes of 18 or less	14.5%	16.5%	15.3%	20%			Current performance data taken from pupil census in September 2011. Our priority in reducing class sizes further is to focus on Positive Action schools. Latest information (as at 11 September 2012) shows 51% of P1 pupils in PA schools in classes of 18 or fewer and 76% in classes of 20 or fewer. The long-term target is for P1-P3 pupils in all Positive Action schools to be in class sizes of 18 or fewer where physical accommodation allows.	Ron Waddell
Child Protection								
Number of children on the Child Protection Register	228	251	225					Andy Jeffries
Percentage of initial child protection case conferences taking place within timescales	86%	78.7%	81%	100%			Note the latest performance shows improvement over the previous year and standard changed from 28 days to 21 days. Performance relating to 28 days was 95%	Andy Jeffries
Percentage of children added to the CPR within the last year who had been de-registered within the preceding two years	11%	6%	6%				The aim is to minimise but targets are not set as we must respond to need. Individuals are monitored on a monthly basis.	Andy Jeffries
Percentage of initial visits made within 15 days of a new supervision requirement	86%	85%	98%	100%			Performance in this indicator has significantly improved since it was 48.7% in 2006/07.	Andy Jeffries
Percentage of reports (IARS and SBRs) including offence focussed reports submitted on time	53%	65%	77%	75%			75% is the national target. 77% is the full year figure published by SCRA in July 2012. This indicator has been the subject of rigorous monthly monitoring and sustained improvement activity, resulting in continuous improvement since it was 36.9% in 2008/09. The 75% target has been exceeded for the first time. The national figure for 2011/12 is 56%.	Andy Jeffries
Looked After Children								
Number of children who need to be looked after	1,297	1,342	1,398				Data is the figure as at the end of March 2012. We do not set targets for this measure as the safety of children is paramount although the aim is to use early intervention techniques to minimise the	Alistair Gaw

Performance Indicator	2009/10	2010/11	2011/12	Current Target	Status	Long Term Trend	Note	Assigned To
	Value	Value	Value					
							number of children who need to be looked after.	
Number of children who need to be looked after (rate per 1,000 0-18)	15.4	15.1	15.4				We aim to reduce the overall number of children who need to be looked after through early support for children and families (while still responding to need). The total number of Looked After Children as at end of July 2011 was 1,359. The national rate was 14.6 and the HMIE comparator authority rate was 18.2.	Alistair Gaw
Number of children starting to be looked after and accommodated	N/A	287	305				Latest performance data relates to information from April 2011 - March 2012 and counts the number of Looked After Children becoming accommodated throughout the year.	Scott Dunbar; Andy Jeffries
Numbers of parents and carers participating in Family Learning opportunities in targeted schools and nurseries	481	750	848	800			The number of parents and carers benefiting from Family Learning Provision is increasing steadily.	David Bruce
Numbers of children using family based day care services	N/A	141	141	150			Data is as at the end of March 2011. The aim is to improve the already good performance. This also contributes to SO1 and the Early Years Strategy.	Scott Dunbar
Percentage of units/services achieving Care Inspectorate inspection reports with average gradings of Good or better	50%	86%	N/A				Performance is for Young People's Centres, Residential, Secure and Fostering and Adoption services for financial year 2010/11. Due to a change in the way in which the Care Inspectorate carries out inspections it is not possible to calculate a comparable figure for 2011/12. All Family Based Care inspections achieved gradings of Good, Very Good or Excellent across all quality indicators inspected.	Scott Dunbar
Number of available emergency foster placements	8	8	N/A	9			Significant increase in recruitment for emergency carers for children aged 12 and over.	Scott Dunbar
Number of children per annum leaving accommodation through adoption	40	46	49	50				Scott Dunbar
Percentage Looked After and Accommodated Children's reviews taking place within statutory timescales	N/A	62%	81%	70%			The aim is to sustain the significant improvement already made in the performance for this indicator (62% in 2010/11).	Andy Jeffries

Performance Indicator	2009/10	2010/11	2011/12	Current Target	Status	Long Term Trend	Note	Assigned To
	Value	Value	Value					
Percentage of children placed in full-time foster care with City of Edinburgh Council foster carers	65%	60%	57%	63%			57% is the figure as at the end of March 2012. Ability to meet the challenging targets is dependent on the success of the recent recruitment drive and future demand for places.	Scott Dunbar
Percentage of formerly looked after children with pathway coordinators	55%	43%	50%	55%			Data is as at the end of July 2012. Work has been undertaken during 2011/12 to ensure accurate recording of Pathway Coordinators.	Scott Dunbar
Percentage of formerly looked after children with pathway plans	8%	9%	54%	55%			Recording issues have previously had a significant negative impact on the reported figure. Work has been undertaken during 2011/12 to put in place a process for the ongoing recording of Pathway Plan information at the time of reviews for young people and this, combined with a one off exercise to address previous recording issues, has led to the significant improvement in the figure for 2011/12.	Scott Dunbar
Percentage of those eligible receiving aftercare services	N/A	82%	84%				City of Edinburgh performs very well in this measure when compared to the national position (65%). Aim is to maintain performance. Data is as at end July 2011.	Scott Dunbar
Percentage of looked after children receiving after care service who are economically active	30%	36%	N/A	35%			This indicator relates to the Economic Activity of young people receiving aftercare, where their status is known by the service. The higher figure for 2010 is primarily due to an increased focus on the recording of such information. This figure compares favourably with the national figure of 22%.	Scott Dunbar
Percentage of half days school attendance for Looked After Children	N/A	88.6%	88.7%				Targets are under development and will be completed once full trend information is available	Alistair Gaw

Performance Indicator	2009/10	2010/11	2011/12	Current Target	Status	Long Term Trend	Note	Assigned To
	Value	Value	Value					
							and the first review of the Corporate Parenting Action Plan has taken place. Latest performance data shows a slight improvement on the previous year with performance better than the national average of 88.6%.	
Rate of exclusion for Looked After Children (per 1,000 population)	N/A	303	332				Targets are under development and will be completed once full trend information is available and the first review of the Corporate Parenting Action Plan has taken place. Latest performance data shows a slight improvement on the previous year with performance worse than the national average of 326.	Alistair Gaw
Average tariff score for Looked After Children	N/A	78	84				Targets are under development and will be completed once full trend information is available and the first review of the Corporate Parenting Action Plan has taken place. Latest performance data shows a slight improvement on the previous year with performance better than the national average of 79.	Alistair Gaw
Percentage of Looked After Children entering a positive destination on leaving school	N/A	60%	63%				Targets are under development and will be completed once full trend information is available and the first review of the Corporate Parenting Action Plan has taken place. Latest performance data shows a slight improvement on the previous year with performance better than the national average of 55%.	Alistair Gaw

Pledge Area

Edinburgh's economy delivers increased investment, jobs and opportunities for all

Strategic Outcome(s)

Edinburgh's economy creates and sustains job opportunities

Edinburgh's residents are able to access job opportunities

Edinburgh draws new investment in development and regeneration

Objective(s)

Support businesses

Summary

This briefing gives detailed information on progress towards the Pledge Area: Edinburgh's economy delivers increased investment, jobs and opportunities for all.

The strategy map for this Pledge Area shows the Strategic Outcomes listed above relating to job creation, investment in development and improving access to jobs. These outcomes are fulfilled by the four objectives contained in the Council's Economic Strategy – Invest in development and regeneration, support inward investors, support businesses and help unemployed people into work or learning.

These programmes are led by the Economic Development Service with contributions from other Council Service Areas as required. This report provides an overview of performance against Key Performance Indicators, and a more in-depth update on progress towards one of these four programmes: "support businesses". Activity to support this programme is particularly relevant in this period with the opening of the new one-door Business Gateway Service. Updates on other programmes will be provided in future briefings.

Background

Support businesses is one of the Council's four programmes in its Economic Strategy for 2012-17, "A Strategy for Jobs", which works towards the pledge area described above. The recent period has seen a significant range of activities geared to improving the coordination of services to businesses in the city through Business Gateway. The importance of this strand of work was emphasised in the 2011 Edinburgh Economic Review, which emphasised the role of small businesses and High Growth Firms as a source of potential new jobs in the city.

The Economic Strategy includes three specific targets for the Council to deliver over the period 2012-15. Among these, the Strategy targets states the Economic Development Service will “support the creation and safeguarding of 2,000 jobs (net) in Edinburgh”. Business Gateway services are vital to the jobs targets outlined in the strategy as many new jobs emerge from new business start ups and growing businesses.

The report “[Economic Development Service - Key Performance Indicators November 2012](#)” provides an overview of performance, reporting on progress to date against the three Key Performance Indicators contained in the Economic Strategy. The figures used to measure progress against the targets associated with these indicators, are gathered from a variety of sub-indicators summarised on the strategy map and explained more fully in the technical appendix to the Economic Development Service’s (“the Service”) Operational Plan. The report shows that performance is ahead of target on all three indicators. To avoid complacency however, and ensure that the targets and measures are robust, the report commits to a review by the end of the first year of the Operational Plan. In particular, the report notes that the Service has supported the creation and safeguarding of 172 jobs (net) between 1 July and 1 September 2012, and 364 jobs (net) since 1 April 2012. Performance is therefore currently ahead of target by 31 jobs. As the report shows, the majority of jobs reported for this period were generated through the council’s activities to support businesses.

These activities include:

- Business Gateway
- The “Inspiring Enterprise” support programme for potential high growth companies
- Support for social, young and creative entrepreneurs
- Financial support for businesses, and
- The Interreg “Inspiring Open Innovation” programme.

Linkages

The activities discussed in this briefing make a direct contribution towards the Capital Coalition Pledge to “provide for Edinburgh’s prosperity”. Recognising the importance of a healthy economy to the city’s wellbeing, the activities covered in this briefing also provide a contribution towards the other Pledges in the diagram. In particular, the focus of the Council’s new Economic Strategy on jobs is directly relevant to the Coalition Pledge to “reduce poverty, inequality and deprivation”.

How are we doing?

The key achievement in the most recent period on supporting businesses has been the transfer of Business Gateway staff to a new in-house one-door

service, integrating business support activities with the Building Standards and Planning Services.

This new one-door facility within Waverley Court was formally opened by Sir Tom Farmer during a celebration event on 13 November 2012. This opening marks a significant milestone for the economic strategy towards delivering a key objective that “businesses in the city will have a single point of contact for all business-facing Council services.” The move responds to calls from the business community over a period of years for a more joined-up approach to supporting businesses. It has been a key issue raised as part of the Service’s performance auditing process, and a recurring point of debate for the Edinburgh Business Forum and the Economic Development Strategic Partnership.

In addition to this service, the 13 November event also marked further developments in the Council’s offering for businesses. These include:

- Development of the Edinburgh Business Gateway Partnership, marked by the signing of a new partnership agreement with Edinburgh College. This partnership supports the development of more integrated business support offering between local and national agencies
- The launch of a new broadband grant scheme for small and medium sized enterprises (SMEs). This scheme is part of the Council’s Connected Capital Programme
- The launch of a new ‘one-door approach’ to development consents.

The Council has also reached an agreement with Creative Scotland and Edinburgh College to provide new business and incubation space for creative and digital media companies in Leith.

Further to this theme, the Council’s Economic Strategy 2012-17 includes a commitment to “improve the ability of local firms to benefit from supplier opportunities in the private and public sector”. Towards this commitment, a Business Showcase was arranged on 15 October, providing an opportunity for five innovative Edinburgh firms – Vegware, re:D, Chop-Cloc, Wastesites Ltd, and Brightcare - to present and profile their services to senior council managers at an extended CMT meeting. This represents an innovative example of the ‘whole council’ approach to economic development outlined in the Economic Strategy.

Alongside these operational activities is an ongoing programme of research and analysis aimed both at understanding the reasons underlying the performance being reported, and providing a firm evidence base for resulting interventions. In the “support businesses” programme, this research has included work to identify the scale and needs of High Growth Firms in the city. More recently, the research programme has built on the work carried out for the 2011 Edinburgh Economic Review to further

understand the types and support needs of entrepreneurs in the city.. Further research on this strand will be carried out in November to support the development of the Edinburgh Business Gateway Partnership.

What else do we need to do?

Future priorities for the service under the support businesses theme include:

- A mapping exercise detailing business support activities across the city is to be completed and a report will be presented to the EDSP. This will inform the further development of the Edinburgh Business Gateway Partnership and a detailed delivery plan for 2013/14
- Development work to take place to align Social Enterprise support with the new co-operative capital initiative
- The Princes Trust Youth Business Scotland (formerly PSYBT) now form part of the Business Support team and will be part of the ongoing integration.
- Heriot Watt's Transnational Converge Challenge business plan competition will be held and will involve students from different countries pitching ideas and networking.
- The Turing festival will be fully evaluated, which will inform how the festival develops in 2013
- An Open Innovation project e-zine will be completed before the end of 2012.

Next Steps

Next steps for actions on this theme are outlined in the [Economic Development Service Operational Plan for 2012-15](#).

Pledge Area

Edinburgh is an excellent place to live, study, work, visit and invest

Strategic Outcome(s)

SO16 - Well-housed

Objective(s)

The City Housing Strategy 2012-17 is the plan for ensuring that the Well-housed objective is met. It aims to ensure that people can:

- Live in a home they can afford
- Live in a warm, safe home in a well-managed neighbourhood
- Move home if they need to

Summary

The City Housing Strategy sets the Council's vision and objectives in relation to housing and regeneration.

Edinburgh is a strong performer in comparison to other local authorities. Performance is improving in terms of the number of affordable homes being delivered, the quality of homes and homelessness prevention. However, performance in relation to rent arrears, fuel poverty and length of time spent in temporary accommodation is proving more challenging.

An improvement programme is in place to address performance in these areas and performance is monitored regularly through the Housing and Regeneration Management Team.

Background

Edinburgh is a growing city, with high housing costs. For the city to continue to thrive it needs a healthy housing market that responds to the changing environment and needs of its residents. This is particularly challenging in the current economic climate and given the impact of the programme of welfare reforms.

To deliver its objectives, the City Housing Strategy needs to address three key questions:

- Are enough homes being built to support a growing city;
- Are homes affordable to heat and manage; and
- Are people able to move home when they want to?

Housing performance is monitored monthly at Housing and Regeneration Management Team and the Housing and Regeneration Performance Monitoring Framework ensures:

- Close links between performance monitoring and strategy and policy development
- A robust information management process to ensure consistent reporting
- Performance monitoring that reflects the outcomes of the Social Housing Charter
- Routine benchmarking to identify areas for improvement
- A system for identifying risk and triggering action

The Housing and Regeneration Improvement Programme contains a range of projects that will deliver service redesign and performance improvements. Delivery of this programme is managed through the Housing and Regeneration Strategic Projects Board.

Linkages

'Well-housed' supports a number of Strategic Outcomes, Capital Coalition Pledge Areas and Single Outcome Agreement outcomes. In particular, the City Housing Strategy and Well-housed outcome supports three key areas:

- Edinburgh's economy delivers increased investment, jobs and opportunities for all – housing contributes to economic development in two ways:
 - Through investing in and supporting new supply which provides a much needed boost to the construction industry
 - Ensuring homes are available to people coming to the city to work.
- Health and wellbeing are improved in Edinburgh and there is a high quality of care and protection in place for those who need it – the Housing and Regeneration service and the City Housing Strategy ensure that vulnerable people are supported to remain in their own homes. By providing accessible, adaptable homes and a range of housing support services, delayed discharge is being addressed and unnecessary admissions to hospital and care are being prevented.
- Edinburgh's children and young people enjoy their childhood and fulfil their potential - having a safe, good quality home helps to ensure that children are getting the best start in life.

Well-housed supports the following Coalition priorities:

- Provide for Edinburgh's prosperity
- Maintain and improve the quality of life in Edinburgh

- Strengthen and support communities and keep them safe
- Reduce poverty, inequality and deprivation

How are we doing?

The Edinburgh's Housing and Regeneration service is a top performer, having been graded AAB (the best in Scotland) for Housing Management, Homelessness and Asset Management respectively by the Scottish Housing Regulator.

A summary of the Well-housed performance monitoring framework can be found at Appendix 1. This shows performance against the principle performance indicators over the past four years.

Landlord service:

Benchmarking against the other urban local authorities in Scotland shows Edinburgh performs well.

	Comparative performance		
	2009/10	2010/11	2011/12
Current tenant arrears as percentage of net rent due*	3	2	2
% of homeless people provided with a Council home who maintained their tenancy for at least 12 months	4	6	4
Average length of time a Council house is empty between tenancies	1	2	1
Council houses that meet the Scottish Housing Quality Standard	3	1	2

*(based on 8 urban LAs with stock)

New supply:

- The Council has accessed a significant share of the Scottish Government's pot for delivering affordable homes. Edinburgh is one of only two councils that administers this funding directly and has done so efficiently and effectively since taking this over in 2004.
- Edinburgh gets excellent value for money from public investment in new homes. The Council's leverage rate for affordable homes is better than the Scottish average and is improving.
- The Council is at the forefront of innovation in relation to delivering more affordable homes and has taken advantage of all opportunities to increase supply:

- National Housing Trust
 - On-lending to Registered Social Landlords
 - Mid market rent
 - Affordable Housing Policy
- New council homes are also being built for the first time in a generation. This is bringing forward sites that otherwise would not have been developed.

Strengths –

- In March 2012, 1,400 new affordable homes were under construction across the city. There are another 1,555 new affordable homes approved for site start. In 2011/12 there was around £200m of direct and indirect investment in housing in the city, supporting 2,000 jobs. This is delivering new affordable homes right across the city. A strategic business case is being developed with a view to ensuring that we continue to deliver this number of affordable homes.
- Since 2009 the Council has secured £9.1m worth of Scottish Government funding to support council house building. The Scottish Government has confirmed the total amount of subsidy available for the new supply of affordable housing by the Council and its housing association partners in Edinburgh over the next three years will be £24.094m in 2012/13, £22.138m in 2013/14 and £32.512m in 2014/15.
- The Council's Housing Revenue Account (HRA) Business Plan has been commended by the Scottish Housing Regulator and identified as best practice. The Business Plan was developed jointly between Housing and Regeneration and Finance and embraces both the HRA landlord and resources for new supply.
- Investment to modernise existing Council homes has resulted in 75% of all Council homes now meeting the Scottish Housing Quality Standard (SHQS) and the Council is on track to complete the SHQS programme by 2015. Improvements in energy efficiency of new and existing homes will help to reduce fuel poverty.

Areas for Improvement -

- Although performance is strong in comparison to other local authorities, rent arrears performance is an area of concern in advance of welfare reform which will have a major impact on income. The number of households in arrears and the average value of the debt outstanding are increasing. The rent service is currently being redesigned to address the significant changes in

payment culture and the increased level of advice and assistance that will need to be provided for households.

- On a typical night in Edinburgh, around 2,500 people will spend the night in temporary accommodation. Housing advice is helping to prevent people from becoming homeless. The percentage of advice cases that did not go on to present as homeless has increased from 30% in 2007/08 to 47% in 2011/12. However, people are spending too long in temporary accommodation and the target for increasing access to the private rented sector is not being met.
- A recent enquiry into the Council's homelessness service by the Scottish Housing Regulator found that the Council was providing a good service, but needed to focus more on providing a wider range of housing options and early intervention.
- In 2011/12 an average of 151 people bid for each Council or housing association home that was available to let. Although performance in terms of delivering new supply is good, further improvement is required to ensure housing need can be met.

What else do we need to do?

Actions to share strengths and get even better

- Continue to support the development of homes of all types across the city and work with the Scottish Government, lenders, funding institutions and landlords to increase the supply of private rented homes.
- Continue to build homes with high levels of energy efficiency through the 21st Century Homes programme and include energy efficiency in future investment models for Council homes. Make use of Scottish Government funding for area based energy efficiency schemes to maximise uptake of energy efficiency measures in Edinburgh. The Council is also working with other city councils to help people take advantage of the Green Deal.

Priority actions to address areas for improvement

- An action plan has been developed following an audit of arrears cases. This is now being implemented by Neighbourhood offices and through the Rent Service Redesign project.
- Continue to focus on early intervention and prevention, with a shift towards providing a housing options service. This will reduce the need for people to go into temporary accommodation and help to ensure people have access to the most appropriate type of home. This is being taken forward through the Housing Options Service Redesign and Temporary Accommodation Review.

- Ensure home owners and council tenants are aware of their responsibilities to maintain their home and neighbourhood and provide encouragement for responsible behaviour. This is being taken forward through the Property Conservation Service Redesign in relation to homeowners. The Council is working with Edinburgh Tenants Federation to develop and reinforce clear messages on tenant responsibilities.

Next Steps

Continue to develop the HRA Business Plan to ensure delivery of more affordable homes and take forward Housing and Regeneration Improvement Programme.

Pledge Area

Health and Wellbeing are improved in Edinburgh and there is a high quality of care and protection for those who need it

Strategic Outcome(s)

People are supported to live at home

Objective(s)

Supporting older people to live at home.

Summary

Significant progress has been made in Edinburgh to achieve a shift in the balance of care, in line with the national Reshaping Care for Older People strategy. Investments in community based services and the development of new models of care enable a greater number of older people to be supported at home for longer.

Shifting the balance of care from care homes and hospitals to people's own home carries challenges and risks. People with high levels of support needs are vulnerable and require effective, high quality care. Recent press coverage at national and local level illustrates the risks to people posed by poor quality support.

Key issues raised in this briefing, which impact on the quality of care in people's home include: the availability, recruitment and retention of care workers, the length of visits and consistency of care workers visiting people's homes and ensuring services have the capacity to fund growing demands, both in terms of increasing numbers of older people and increasing levels of need at a time of financial constraints.

Many of these issues apply nationally and locally, and we continue to work with the Scottish Government and our local partners to improve the outcomes of older people being supported to live independently at home.

This briefing gives information on progress towards the pledge & objective and presents performance across key support services (detailed information available in Appendix 1).

Background

Services contributing to the objective are wide ranging and provided by partners across the voluntary and private as well as a range of statutory services. Challenges include demographic pressures and financial constraints (driving down costs, which impact adversely on staff recruitment, retention and training).

Linkages

This objective links to Coalition Pledges:

- **P37** – Examine ways to bring the Council, care home staff and users together into co-operatives to provide the means to make life better for care home users.
- **P38** – Promote direct payments in health and social care.
- **P43** – Invest in health living and fitness advice for those most in need.

This objective links to Single Outcome Agreement:

- **SO2** – Edinburgh’s citizens experience improved health and wellbeing, with reduced inequalities in health.
- **SO4** – Edinburgh’s communities are safer and have improved physical and social fabric.

How are we doing and what else do we need to do?

Balance of Care: Significant progress has been made in Edinburgh to achieve a shift in balance of care. The percentage of older people with high level needs, cared for at home increased from 14% in 2002 – 30% in 2012 (2018 Target – 40%). This has been achieved through investment in community based services and by changing the way services are provided.

Re-Ablement

Doing well:

- Service has received a number of national awards and the target of 40% reduction in support needed is generally being achieved
- Service user feedback mechanisms are used to improve practice

What else do we need to do?

- Address system capacity in mainstream domiciliary to ensure support is available for people after reablement (and intermediate care)
- A “Health Check” of the service by an external consultant to enable performance to match that of the best performance throughout UK.

Domiciliary Care

Doing well:

- Volume of provision has increased over recent years as has evening and weekend provision. The overnight service has also increased from 3 to 5 teams, making around 100 visits per night (Funded by Change Fund).
- Range of QA mechanisms including multi-agency QA groups, external scrutiny, service user feedback, recruitment and induction processes.
- Care Inspectorate graded all aspects of in-house service Grade 4 (Good) with 1 receiving Grade 5 (Very Good).

- New contracts with independent sector were informed by views of users.

What else do we need to do?

- Comparative volumes: we ranked below average (19th of 32) for volume of provision and 27th for 2012/13 budgeted net expenditure for people aged 75+.
- System capacity – end of October: 143 people with no service in either hospital or the community, or requiring more service in the community waiting for a combined total of 1,401 hours. The average number of days to wait for package of care to be matched was 18 days.
- System capacity – beginning of January: 101 people with no service in either hospital or the community, or requiring more service in the community waiting for a combined total of 964 hours. The average number of days to wait for package of care to be matched was 6 days.
- Review adequacy of short visits (10% for 15 mins and 57% for 30 mins); user feedback is that they feel staff are rushed.
- Care Inspectorate grading for independent sector (ranging from Grade 2 Weak to Grade 4 Good); improvements needed to consistency and punctuality of workers.

Intermediate Care

Doing well:

- Service remodelled to improve access, responsiveness and quality of service
- Development of “in-reach” to hospitals and integrated falls pathway; additional staffing through Change Fund

What else do we need to do?

- Ensure balance of focus to support both people at risk of hospital admission *and* facilitating timely discharge.

Telecare

Doing well:

- 6,614 (5,553 aged 75+) emergency response visits to older people Sept 2011 - Aug 2012 with low proportion (3%) of people admitted to hospital.
- 2011/12, 99% of people surveyed (~500) were satisfied with quality of service.

What else do we need to do?

- Need to increase telecare support by 10% (75+) and introducing technology to support dementia sufferers and their carers.

Accommodation

Doing well:

- New Care Home at Drumbrae will be opened in March 2013. New models of accommodation created eg. Elizabeth Maginnis Court.

What else do we need to do?

- Continue with the reprovion programme for 17 care homes. There are eight care homes that still require to be reprovided.

Equipment and Adaptations

Doing well:

- Additional staff recruited through the Change Fund
- Increased provision: 2,038 recipients 65+ in May 2010 to 2,509 in Aug 2012.
- Crisis response deliveries increased from 131 in Aug 2011 to 227 in Aug 2012.

What else do we need to do?

- Continue to meet increasing demand

Preventative Services

Doing well:

- An additional £4.8m over 4 years has been invested in community capacity building and prevention, through the Change Fund.

What else do we need to do?

- Develop strategic approach to investment & evaluation of preventative services.

Pledge Area

The City of Edinburgh Council is an efficient and effective organisation and a great place to work

Strategic Outcome

The Council has efficient and effective services that deliver on objectives

Objective

Provide excellent, efficient and accessible customer services that deliver on continuous improvement and our statutory duties.

Summary

This briefing gives detailed information on progress towards the Pledge Area of, “The City of Edinburgh Council is an efficient and effective organisation and a great place to work”. The Strategy Map for this area (appendix 1) shows four Strategic Outcomes in this Area

- The Council communicates effectively internally and externally and has an excellent reputation for customer care.
- The Council has efficient and effective services that deliver on objectives.
- The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives.
- The Council supports, invests in and develops our people.

The direction of travel is underpinned by a number of complimentary activities Customer Access Strategy CATS Internal Improvement Plan and development of an ICT Strategy.

- Trend of increasing time to process new Benefit Claims and change in circumstances.
- However this should be viewed against a background of increased levels of benefits claims.
- Increased volumes of work due to the introduction of Atlas by HRMC and DWP.
- Maintenance of high levels in the accuracy of processing.
- Independent evidence indicating the efficiency of work undertaken.

Background

- The number of days to process both New Benefit Claims and Benefits Change in circumstances is below target and on a

deteriorating trend. The composite of both processes is a turnaround of 16.8 days against a target of 13 days.

- However the Council has been operating against a backdrop of substantially increased volumes. Benefits processes have increased from 153,244 (April to November 2011) to 188,945 (April to November 2012). This equates to 23.30% increase in volumes.
- ATLAS work which highlights changes in circumstances requiring action from HMRC and DWP commenced in March 2012 and to date 58,917 processes have been received (March to November 2012). This is a substantial contributor to the increased workload including issues with accuracy and duplication and this pressure has been widely acknowledged by other Councils.
- It was independently verified by CIPFA in 2008/09 that Edinburgh is an efficient operation with the Administration Cost per Case being the lowest of the four Scottish cities. Aberdeen £45.29, Dundee £78.41, Edinburgh £35.88, Glasgow £42.72.
- Throughout this time the operation has maintained an impressive level of quality. CEC is obligated to measure errors rates which are independently verified by Audit Scotland. The LA error rate is currently recorded at 0.42% against a DWP lower threshold of 0.48%.
- Similarly the level of Complaints experienced by the Service is impressive at 0.1%. Moreover it has been acknowledged by Audit Scotland, that Benefits Processing is the most complex processing activity undertaken by Local Authorities.

Linkages

Customer Hub Team are working collaboratively across CEC to implement the Customer Access Strategy which as agreed by CMT and Community and Neighbourhood Committee aims to

- Develop a single, intelligent view of our customer with insight into stated and un-stated needs;
- Present a single view of the Council to customers;
- Increase levels of customer satisfaction;
- Deliver cost effective access channels to suit individual customer needs – “digital by choice not by default”
- A programme of Business Processes Review with co-design by customers and stakeholders;

- Effective and proactive customer communication and stakeholder engagement;
- An “assess and decide” model for Social Care and other referral and advice services; and
- Workshops will be held with each service area to identify key opportunities for process improvement and increased customer satisfaction. It is worth noting that following previous work on Achieving Excellence, this approach is already being used in developing the role of Social Care Direct in supporting Health and Social Care and Children and Families. The output of these workshops will be brought to a cross service workshop to identify common themes and to develop a prioritised implementation plan.
- It is anticipated that this initiative will deliver efficiencies in the CATS operation thereby allowing resources to be targeted appropriately.

How are we doing?

Deliver Continuous Improvement

Audit Scotland carried out a risk assessment of the Council's Housing and Council Tax Benefit service in July 2012 which has been reported to the Governance, Risk and Best Value Committee. Key Findings included, “the council has strengthened the security and quality of the benefits service. In addition, the achievement of the Customer Service Excellence accreditation is commendable and reflective of the work done to meet the needs of customers.”

However it also noted “the speed of processing new claims and change of circumstances, performance has only recently started to improve. It will be important for the council to ensure this improvement is sustained”

Principal initiatives to improve turnaround times include

- Promotion of Strategic Channel Shift, focusing on the prioritisation of the most labour intensive processes and where a known integrated solution exists for straight through processing to back office system. There are a number authorities in England and Wales who have successfully implemented solutions and this is widely acknowledged as the key transformational opportunity in CATS.
- Increased levels of “one and done” resolution, supported by the development of the Customer Hub
- Process review activity, to ensure processes remains streamlined and effective.

- Tactically engage specialised agency resource to tackle peak volume demands as solution of last resort. Specifically Capita have been commissioned to undertake Benefits Processing from 3rd December with a view to tackle Work in Progress to enable processing target days to be satisfied.

What else do we need to do?

- Continuously monitor performance level, and ensure visibility of Performance Indicators to all Stakeholders.
- Embed methods to identify and implement continual process improvements as part of Business as usual activity.
- Work with other colleagues in CEC to develop a Centre of Excellence for LEAN methodologies to ensure processes continue to be conducive to best value.
- Identify areas where CATS can add value to Cross Council Services - Explore opportunities for end to end Processes, minimise handovers, move to online integrated process.
- Work with Customers to understand your requirements and tailor our service.
- Build robust integrated internal control framework supported by the development of the Business Hub.
- Deliver CATS internal Improvement Programme
- Driving further automation of Atlas, (Change of Circumstance) processes.

Next Steps

In conclusion the Performance Indicators support that Benefits Processing is a complex operation which CEC deliver to a high level of quality and efficiency. However the delivery of turnaround times require improvement and CATS are progressing cost efficient solutions to improve this performance.

Appendix 4: Strategy Maps

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

Edinburgh's economy delivers increased investment, jobs and opportunities for all

Edinburgh is an excellent place to live, study, work, visit and invest

Health and Wellbeing are improved in Edinburgh and there is a high quality of care and protection for those who need it

The City of Edinburgh Council is an efficient and effective organisation and a great place to work

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

WHO? STAKE HOLDERS AREA

Customers / Service users
Eg pupils, parents/carers, families, staff

Partners
Eg NHS, Police, voluntary sector

Delivery partners
Eg voluntary organisations, commissioned services, NHS, Police

STRATEGIC OUTCOMES

SO1 - Our children have the best start in life, are able to make and sustain relationships and are ready to succeed

SO2 - Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities

SO3 - Our children and young people at risk, or with a disability, have improved life chances

SO4 - Our children and young people are physically and emotionally healthy

SO5 - Our children and young people are safe from harm or fear of harm, and do not harm others within their communities

SO6 - Our children's and young people's outcomes are not undermined by poverty and inequality (=EQ)

WHAT? PRIORITIES

Improve support in early years so that children reach appropriate developmental and social milestones (SO1)

Improve the educational attainment of the lowest achieving pupils (SO2)

Improve life chances for Looked After Children including increasing the focus on Corporate Parenting (SO3)

Improve early support for children with Additional Support Needs (ASN) (SO3)

Improve early support for families so that fewer children need to be looked after, with particular focus on addressing the impact of drug and alcohol misuse (SO3)

Improve health outcomes for children, including healthy weight, sexual health, emotional health and wellbeing and drug and alcohol misuse (SO4)

Increase the number of young people who enter and sustain positive destinations (SO6)

HOW? STRATEGIES

Key Strategies / Plans / Drivers

Children and Families Asset Management Plan

Integrated Literacy Strategy

The Edinburgh Guarantee

Early Years Change Fund

Corporate Parenting Action Plan

Children and Families Capital Investment Programme

Single Outcome Agreement

Integrated Plan for Children and Young People

Early Years Strategy

Parental Engagement Strategy

Supporting Communities

Joint Health Improvement Plan

Commissioning Strategies and Plans

Getting It Right for Every Child

Curriculum for Excellence

DO. PERFORMANCE INDICATORS

SO1.1 Children's early years development, learning and care are improved

- * Pre-school setting inspection reports
- * P1 entry baseline literacy and numeracy scores
- * Access to qualified teacher in pre-school settings
- * Parent / carer participation in learning
- * Pre-school hours provided by Council
- * Reduce P1-P3 class sizes P2

SO2.1 Children and young people have high quality learning experiences and their learning needs are met P5

- * School inspection reports
- * Exam results SOA
- * Average tariff scores
- * Parents and carers satisfaction
- * School condition P3
- * School occupancy P4

SO2.2 Young people are confident individuals, effective contributors & responsible citizens

- * School attendance
- * School exclusions
- * School participation / awards for environment, respect and citizenship
- * Individual DoE awards
- * Free music tuition
- * Selections for regional or national sport squads
- * Open youth work
- * Youth Parliament elections turnout

SO3.1 Children who need support are identified earlier and receive the right level of service for the right amount of time

- * Children who need to be looked after SOA
- * Children who are looked after at home SOA
- * Children who are looked after and accommodated SOA
- * Children using family-based day care service P6

SO3.2 Children in need of protection receive the help they need straight away

- * Initial visits within 15 days of supervision requirement
- * Reports submitted to SCRA within timescale
- * Initial child protection case conferences taking place within timescale
- * Child protection re-registrations

SO3.3 Looked after children cared for & supported P1

- * Care commission inspection reports
- * Emergency foster placements available
- * Adoptions of looked after children
- * Reviews within time
- * Children placed in CEC foster care
- * Children with pathway co-ordinators / plans
- * Aftercare service given to those eligible

SO3.4 Looked after children have improved outcomes

- * Looked after children's school attendance
- * Looked after children's exclusion rate SOA
- * Looked after children's average tariff score SOA
- * Looked after children going to positive destinations after school SOA

SO3.5 Children and young people with disabilities and their families are supported

- * Assessed children receiving SCYP-funded service
- * Section 23s assessed
- * Overnight respite nights not in care home
- * Children in day care
- * Families accessing direct payment
- * Occupational therapist provision

SO4.1 Children and young people are healthy

- * Health promoting community centres / residential services
- * Quality PE curriculum delivery
- * Active schools participation
- * P7s achieving level C5 swimming
- * Eligible primary school breakfast club provision
- * P1-P3 receiving nutritious free meals
- * % satisfied with sport and leisure EPS activities for children and young people (tbc)

SO4.2 Young people make health protective choices in relation to food, substance use and relationships

- * Use of Alcohol Brief Interventions
- * 15 boys and girls regular smokers SOA
- * 13-15 year olds drinking 1+ times a week SOA
- * 13-15 year olds who have used drugs in the previous month SOA

SO4.3 Children have increased resilience and wellbeing

- * S5 confident about having healthy sex life at appropriate time
- * Primary children say they can usually deal with a problem
- * Primary children who ask for help when they need it
- * Primary children who feel they have lots to be proud of

SO5.1 There is a reduction in the number of young people who offend

- * Children referred to SCRA on offence grounds
- * Young people exiting Youth Offending system not re-entering this or Criminal Justice Service within two years
- * Number of young people (12+) receiving 5+ referrals on offence grounds to SCRA in previous 6 months

SO5.2 Children are safe from harm and fear of harm

- * S2 pupils feel school deals well with bullying
- * Pupils feel safe in school
- * Pupils who feel able to speak to an adult if there are worried or upset about something
- * Working With Men domestic abuse programme participation

SO6.1 School leavers enter positive, sustainable destinations P7 & P29

- * School leavers who go on to positive destinations SOA
- * School leavers in positive follow-up destination SOA
- * Economically active looked after children receiving after care service

SO6.2 Communities are strong and resilient, citizens are supported to make positive changes

- * Young people in 16+ non-formal learning
- * Young people CLD supported to engage in Activity Agreements
- * Adults achieving their learning goals
- * Non-English speakers receiving tuition
- * Adult learning opportunities available

RISKS

Failure to provide effective protection and care to vulnerable children and young people

Demographic pressures on school rolls, early years programmes and vulnerable groups of children and young people

Failure to provide quality learning and care environments

Failure to deliver best value and use of our resources as budgets reduce

Failure to retain right level of staff resource with the right skills

Edinburgh's economy delivers increased investment, jobs and opportunities for all

Internal: Managers, staff and Elected Members

External: public, business community, partner agencies, government and outside bodies

Edinburgh draws new investment in development and regeneration

Edinburgh's economy creates and sustains jobs opportunities

Edinburgh residents are able to access job opportunities

Invest in the city's development and regeneration

Support inward investment

Support businesses

Help unemployed people into work or learning

City of Edinburgh Council
Economic Strategy 2012-17

Economic Development
Service Operational Plan
2012-15

Support new physical investment in Edinburgh

Key performance indicators

* Total value of physical investment supported by Economic Development Service (EDS)

Target: support £200m of physical investment (net) over the period 2012-15

Comprised of:

Invest in the city's development and regeneration

Capital projects (1.1)

* No. physical development projects supported by the EDS **P15, P17**

* Value of physical development projects supported by the EDS **P15, P17**

Associated activities and outcomes

Priority investment zones (1.2)

City management & town centre development (1.3)
Review delivery mechanisms (1.4)

* Analysis of delivery against key outcomes outlined in EDS operational plan 2012-15

Support the creation and safeguarding of jobs in Edinburgh

Key performance indicators

* Total number of jobs created or safeguarded through EDS activities **SOA**

Target: support the creation and safeguarding of 2,000 jobs (net) over the period 2012-15

Comprised of:

Invest in the city's development and regeneration

Capital projects (1.1)

* No. construction jobs created through supported development and regeneration projects **SOA**

Support Businesses

Business support (3.2)

* No. jobs created/safeguarded through supporting business activities **SOA P16**

Support new investment by Edinburgh businesses (3.6)

* No. jobs created/safeguarded through East of Scotland Investment Fund loans approved **SOA P16**

Support Inward Investment

Attract new investment (2.1)

* No. jobs created/safeguarded through inward investment support activities **SOA P15**

Associated activities and outcomes

Support Businesses

A single access point to the Council (3.1)

Business Support (3.2)

Encourage innovation (3.3)

Support key sectors (3.4)

Enhance and support local supply chains (3.5)

Support new investment by Edinburgh businesses (3.6)

Support inward investment

Attract new investment (2.1)

Support new investors (2.2)

Improve the city's competitiveness (2.3)

* Analysis of delivery against key outcomes outlined in EDS operational plan 2012-15

Citizen Perceptions

* % feel that personal financial situation has got better / worse over last 12 months **EPS**

* % confident about current and future job / career prospects in Edinburgh **EPS**

Help unemployed people into work and learning

Key performance indicators

* No. employability service clients supported into work or learning **SOA**

Target: support the movement into work or learning of 6,000 people over the period 2012-15

Comprised of:

Help unemployed people into work or learning

Early intervention on unemployment (4.3)

&
Providing employability support for regeneration areas and vulnerable individuals (4.5)

* No. employability service clients supported into work or learning **SOA**

Helping school leavers and young people (14-19yrs) make the transition into work (4.4)

* No. young people supported into work or learning **SOA P7, P29**

Support Businesses

Business support (3.2)

* No. unemployed clients supported into self employment **SOA P16**

Associated activities and outcomes

Help unemployed people into work or learning

Coordination of employability services (4.1)

&
Supporting those in low paid and insecure employment (4.4)

* Analysis of delivery against key outcomes outlined in EDS operational plan 2012-15

Citizen Perceptions

* % feel qualified for the work they currently do **EPS**

Failure to deliver a whole council approach to economic development

Changing budget priorities and impact on ability to meet delivery expectation

Ineffective external partner relationship management impacts on services and financial returns

Failure to maintain strong reputation of the service

Growth and development of the city is affected by external economic circumstances

Edinburgh is an excellent place to live, study, work, visit and invest (Part A)

PLEDGE AREA

WHO: STAKE HOLDERS

STRATEGIC OUTCOME

Internal: Elected Members, Neighbourhoods and Neighbourhood Partnerships
External: Residents, Landlords, Visitors, Scottish Government, Customers, Funders, Suppliers, Partners, Developers, Investors, Agents, Community groups, Amenity organisations and government agencies

<p>Well-housed</p> <p>People live in a good quality home that is affordable and meets their needs in a well-managed Neighbourhood</p>	<p>Clean</p> <p>Edinburgh's streets and open spaces are clean and free of litter and graffiti</p>	<p>Green</p> <p>We reduce the local environmental impact of our consumption and production.</p>	<p>Attractive Places and Well maintained</p> <p>Edinburgh remains an attractive city through the development of high quality buildings and places and the delivery of high standards in the maintenance of infrastructure and public realm</p>	<p>Culture, sport and major events</p> <p>Edinburgh continues to be a leading cultural city where culture and sport play a central part in the lives and future of citizens</p>
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WHAT: OBJECTIVES

<p>People live in a home that they can afford</p>	<p>We will engage, educate and encourage people to take responsibility for helping keep Edinburgh a clean and green city.</p>	<p>We will only send waste to landfill that cannot be prevented, reused, recycled or recovered for energy</p>	<p>Protect and enhance the Built and Natural Environment</p>	<p>Manage a major investment programme to deliver good quality, well maintained roads and pavements</p>	<p>Effectively support and manage festivals and major events</p>
<p>People live in a warm, safe home in a well-managed Neighbourhood</p>	<p>We will achieve high standards of maintenance and cleanliness in our open spaces</p>	<p>Contribute fully to CO2 greenhouse gas, air quality and safety targets</p>	<p>We will manage our green spaces in a way that creates diverse and attractive landscapes that people will visit, use and enjoy</p>	<p>Promote high quality and sustainable design and healthy living and working environments</p>	<p>Maintain and increase participation in sport and physical activity</p>
<p>People can move home if they need to</p>		<p>We will meet the demand for allotments and community food growing</p>		<p>Deliver a proactive planning and place making service</p>	<p>Protect and develop collections, historic buildings and monuments of cultural and heritage value</p>

HOW: STRATEGIES

City Housing Strategy	Edinburgh Waste and Recycling Strategy	Parks and Gardens Strategy	Strategic and Local Development Plans	Lighting Strategy	Open Space Strategy	Thundering Hooves Action Plan
Tenant Participation Strategy	imProve it Air Quality Action Plans	Sustainable Edinburgh Strategy 2020	Built & Natural Heritage Strategy		Road Asset Management Plan	Events Strategy A range of cultural and sport strategies

DO: PERFORMANCE INDICATORS

<p>People live in a home they can afford:</p> <ul style="list-style-type: none"> Increase in Income collection as a % of the gross rent due Increase in number of affordable homes approved & homes completed P8 SOA Reduction in % of households in Edinburgh who are fuel poor Letting times SPI Rent lost on empty homes SPI Current rent arrears as a % of the net amount due SPI <p>People live in a warm safe home in a well managed neighbourhood:</p> <ul style="list-style-type: none"> % of homes meeting the SHQS SPI SOA Reduction in % of disrepair/serious disrepair in private homes % of tenants satisfied with repairs to their home SPI % housing repairs completed on target SPI <p>People can move home if they need to:</p> <ul style="list-style-type: none"> Increase in % of all homeless assessment cases housed by Private Rented Sector % of advice cases that do not go to present as homeless SPI Reduction in average amount of time in temporary accommodation Increase in % of households who are assessed as homeless who are in priority need % cases reassessed within 12 months of completion of duty in permanent accommodation SPI % of homeless people provided with permanent accommodation SPI 	<p>Clean:</p> <ul style="list-style-type: none"> Tonnes to landfill P49 household waste recycled and composted P52 SPI EPS Customer satisfaction Delivery of Waste strategy milestones Delivery of imProve it and programme milestones net cost of refuse collection per premise SPI net cost of refuse disposal per premise SPI CIMS/LEAMS P44 SPI Street cleansing complaints – dog fouling, graffiti, fly tipping and weed growth EPS Customer satisfaction Community clean-ups <p>Green:</p> <p>Meeting environment and safety targets:</p> <ul style="list-style-type: none"> Greenhouse gas emissions from transport Nitrogen dioxide concentrations % agree the Council cares about the environment. EPS Reduction Co2 emissions in council properties P51 <ul style="list-style-type: none"> Green Flag Award P48 Park Quality Assessments Landscape Quality Standards Number of Friends of Parks Groups, Number of events held in Greenspaces Number of community garden schemes Allotment Plot Total & waiting list Customer satisfaction EPS Delivery of ImProve it programme milestones 	<p>Attractive Places:</p> <ul style="list-style-type: none"> Planning performance framework <ul style="list-style-type: none"> Planning applications processing SPI Environmental Quality Assessments Development plan milestones Successful appeals as a % of planning applications SPI Building Standards balanced scorecard Value of development Number of listed building requiring investment % of development on brownfield sites Improved customer satisfaction <ul style="list-style-type: none"> Green Flag Award P48 Park Quality Assessments Landscape Quality Standards Number of Friends of Parks Groups Number of events held in Greenspaces <p>Well-maintained</p> <ul style="list-style-type: none"> % road network in need of maintenance (RCI) SPI % of street light repairs within 7 days Average time to repair traffic signal fault % of bridges in need of maintenance % of road defects repaired within 3 working days 	<ul style="list-style-type: none"> Achieve 80% of targets within Culture and Sport business plans Attract one major new event to the city per year Maintain or increase the numbers of those attending existing core events Number of attendances and attendances per 1000 population for all pools and indoor facilities operated by Edinburgh Leisure SPI Visits to museums and galleries (per 1000 population) SPI Attendance at council-funded festivals (ticketed and unticketed) and theatres (Festival City Theatres Trust, Traverse, Lyceum) Attendances to Usher Hall ,Church Hill Theatre and Assembly Rooms Council-funded theatres and Usher Hall online ticket sales as a percentage of total sales Increase page views for Assembly Rooms, Usher Hall and Museums and Galleries websites Maintain or increase the level of National standard or VisitScotland grading or external accreditation for key cultural venues. P31 % satisfied with access to sport and leisure facilities in Edinburgh (tbc) EPS % believe that Festivals make Edinburgh better EPS % who personally benefit from Edinburgh's festivals EPS
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RISKS

Recession and welfare reform increases homelessness	Falls in property values impact on money available for Regeneration Investment Programme	Failure to meet recycling and landfill targets	Loss of Campus Building premises may result in loss of staff time/services	Project governance (poor cost control, contract management etc) may impact on the capital and change programmes of the Council.	Lack of investment in infrastructure hinders development
	Severe winter weather results in services being compromised	Failure to achieve behavioural change impacting on the ability to keep the City clean and green	Changes in waste volumes and composition	Recession holds back investment in the City and its built heritage	

Edinburgh is an excellent place to live, study, work, visit and invest (Part B)

PLEDGE AREA

WHO? STAKE HOLDERS

STRATEGIC OUTCOME

WHAT? OBJECTIVES

HOW? STRATEGIES

DO. PERFORMANCE INDICATORS

RISKS

Internal: Elected Members, Neighbourhoods and Neighbourhood Partnerships
External: Residents, Landlords, Visitors, Scottish Government, Customers, Funders, Suppliers, Partners

Safe
 Residents, visitors and businesses feel that Edinburgh is a safe city

Moving efficiently
 Edinburgh has a transport system that improves connectivity and is green, healthy and accessible

Well engaged and well informed
 Communities and individuals are empowered and supported to improve local outcomes and foster a sense of community

Create safer city and communities by appropriate regulation and education and by promoting and encouraging acceptable behaviours

Reduce crime and antisocial behaviour

Improve public protection

Improve community perceptions of safety and security

Manage city travel to increase travel by bike, foot and public transport and reduce car use

Ensure reliable inclusive access, especially to the City Centre, and improve public realm

Develop integrated services as one stop neighbourhood places for engagement, employability, leisure and learning.

Continue to develop the Neighbourhood Partnership approach to improve local services, performance and outcomes.

Provide a dynamic 21st Century Library Service that is high quality, continually improving, efficient and responsive to local people's needs and aspirations.

Community Policing Model Policy

Anti Social Behaviour Strategy

Violence Reduction Programme

Food Health & Safety Plan

Hate Crime Strategy

Joint Health Protection Plan

Road Safety Action Plan

Transport 2030 Vision

Public Realm Strategy

Active Travel Action Plan

Local Transport Strategy

Local Community Plans

Next Generation Library and Information Services Strategy

Safe:

- Number of ASB complaints per 10k population **SOA**
- % of ASB complaints resolved
- Number of repeat ASB complaints
- Satisfaction with how ASB complaints dealt with
- Number of Group 1-5 crimes
- % of residents perception of feeling safe after dark **EPS SOA**
- Domestic Noise complaints: average time (hours) between the time of the complaint and attendance on site **SPI**
- Trading Standards: % of consumer complaints completed within 14 days **SPI**
- Trading Standards: % of business advice requests completed within 14 days **SPI**
- Number of food safety hygiene inspections completed on time
- Preparation of food premises in A, B and C inspection categories
- Number of public health complaints by priority
- Number of pest control complaints by priority
- Water testing programme completed on time
- Health & Safety inspections of commercial properties completed on time

Note
 Outcome indicators for Licensing, Food, Health and Safety, public health, pest control & H&S tbc. Green flag indicators for cemeteries tbc.

Road Safety:

- Road traffic casualties **P46**
- Pedestrian and cyclist casualty rates
- Killed and seriously injured **SOA**
- % of cyclists who feel safe using roads **EPS**

Manage City Travel:

- Proportion of all journeys and of journey to work / education made on foot / by bus / car / cycle etc.
- Overall motor traffic levels – million vehicle kilometres

Ensuring access and improving public realm:

- Journey time variability - car and public transport
- Working age population within 30mins of city centre by public transport
- City centre pedestrian activity
- Satisfaction with public transport **EPS**
- Access to services without a car
- Disabled people - unmet travel demand
- Access for disabled passengers (David Lyon to confirm – Fleet)

Libraries:

- Number of library transactions **P35**
- Number of visits (per 1000 population)
- Number of e-resource use and transactions **SPI**
- Under 16s attending library events
- PC usage
- Membership figures
- Satisfaction with libraries **EPS**

Neighbourhood Partnerships:

- Impact and delivery of outcomes in Local Community Plans (x12)

Community Engagement:

- Community engagement as measured by the VOICE tool **(tbc)**
- Measurement of progress against the National Standards for Community Engagement **(tbc)**
- Impact of targeted engagement; consultation, events, focus groups **(tbc)**

Community Councils:

- Engagement measures **(tbc)**
- Funding **(tbc)**

Neighbourhoods:

- satisfaction with neighbourhoods (x12) as a place to live **EPS SOA**
- satisfaction with management of neighbourhoods (x12) **EPS**
- satisfaction with being able to have a say on local services (x12) **EPS SOA**
- satisfaction that different backgrounds can get on well together (x12) **EPS SOA**

National reform of Police and Fire Service may distract from local priorities.

Welfare Reform & ongoing economic slowdown impacts on ASB & Crime levels

Economic slowdown impacts on H&S in businesses increasing higher risk establishments

Unfavourable investment decisions by third parties, increases in need for bus service or other support

Lack of infrastructure investment leads to deterioration of roads, bridges etc

Reputational damage and financial loss.

Welfare reform has a major impact on citizens and services

PLEDGE AREA

Health and Wellbeing are improved in Edinburgh and there is a high quality of care and protection for those who need it

WHO? STAKE-HOLDERS

Internal: Elected members, managers, staff, trade unions

External: service users, carers and citizens; NHS; third sector; private and voluntary sector care providers; community groups, neighbourhood partnerships; police, Scottish Prison Service and courts; Scottish Government, Cosla, ADSW, Inspectorates; DWP; other local authorities

STRATEGIC OUTCOMES

1 Improved health and reduced health inequalities (=EQ)	2 Preventative and personalised support is in place	3 Edinburgh's carers are supported	4 People are supported to live at home	5 Communities have the capacity to help support people	6 The Public are protected
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WHAT? OBJECTIVES

A Improve Health and Wellbeing (1)	B Reduce Poverty and inequalities (1)	C Develop preventative services (2)	D Develop effective personalised services (2)	E Improve support for carers (2,3,4,5)	F Help people improve and maintain their independence (2, 3, 4, 5)	G Develop community capacity to provide support (5)	H Support, develop and make the best use of our staff (1,2,3,4,5,6)	I Improve the quality of services (2, 3,4,6)	J Improve public protection (1, 2, 4, 5, 6)
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HOW? STRATEGIES

Health (NHS) and Social Care (LA) Integration (A-J)	Personalisation Strategy (D)	Prevention Strategy (C)	"Towards 2012" (Carers Strategy) (E)	Health Inequality Framework (D)	Anti-Poverty Strategy (B)	Commissioning Strategies & Plans (A-J)	Workforce Development Strategy (H,I)	Adult, Child & Public Protection Strategies (J)
Reshaping Care for Older People (A, C-I)	Disability Strategies (A, C-I)	"A Sense of Belonging" (Mental Health) (A, C-I)	"Choose Life" (suicide prevention) (A, C-I)	Addictions Strategies (A, C-I)	"Live well in Later Life" (A, C-G)	Homelessness Strategy (B,F)	Human Rights and Equalities Strategy (B,G,I)	Reducing re-offending strategy (C,J)

DO. PERFORMANCE INDICATORS (* measures under development)

<p>Improve health for all (A) * Life expectancy at birth SOA * Gap in life expectancy SOA * Premature mortality rates SOA * Uptake rates of health eating* * Uptake of leisure & fitness* P42 & P43</p> <p>Improved health for young people (A, B) * % of school children who are obese * % of school children who smoke, drink & take drugs * Uptake of healthy school meals * P1-P3 receiving nutritious free meals</p> <p>Improved mental health and wellbeing (A, E, F) * Suicide rates * Mental wellbeing scores*</p> <p>Improved health for people with learning disabilities (A, E, F) * People supported with health & wellbeing* * People supported with sexual health & awareness*</p> <p>Improved health for people with physical disabilities (A,E,F) * People with strokes or MS provided with rehabilitation* * People helped to return to work*</p> <p>Improved health for people with addictions and blood borne viruses and improved outcomes for their children (A,E,F) * People supported to prevent or reduce dependency* SOA * Access times to addictions treatment * People supported to prevent transmission of infection* * People provided with detox and rehabilitation services* P12 * People supported beyond addiction*</p>	<p>Reducing inequalities Reducing health inequalities (B) * Gap in life expectancy between areas SOA Reducing poverty (B) * People given employability advice* * People given uptake & money advice* * People given fuel poverty action or advice* * People given emergency payments*</p> <p>Develop preventative services and personalised support (C,D) * Social Care Personalisation Programme – project monitoring * People receiving reablement and rehabilitation * Levels of Self-Directed Support uptake SPI * Support to people with lower level needs* * People assessed by homelessness teams* * People provided with advice*</p>	<p>Edinburgh's Carers are supported (E) * Volume of respite provided SPI SOA * People given outcome focused carers' assessments * Carers provided with direct payments to meet their own needs* P38 * Uptake of online volunteering service* P39 * Carers with emergency alternative arrangements in place to cover their unavailability*</p>	<p>Improved Health (NHS) and Social Care (LA) Integration (All) * Delayed discharge counts F, H SOA * Balance of care for older people F, H * Emergency bed use SOA * Waiting list measures Supporting older people to live at home (F,H) SOA * Impact measures of reablement * Measures of domiciliary care flexibility SPI * Reduced isolation *</p> <p>Supporting people with disabilities to live at home (F,H) * No. people provided with rehabilitation * No. people supported to leave school* * No. people supported to improve independence* * No. people supported to take up with employment*</p> <p>Support for people with mental health problems (F,H) * People supported by Intensive Home Treatment Teams* * Access time to Child and Adolescent MH services*</p> <p>Supporting people with addictions and blood borne viruses to live at home (F,H) * People in supported tenancies*</p>	<p>Increased community capacity (D,G) * Change Fund initiatives to support older people – project monitoring * Profiles of Neighbourhood Partnership activity* * Profiles of Community Council activity* * No. volunteers recruitment or supported*</p> <p>Improving Quality of Care (I) P37 * Service user feedback * Care provider performance statistics * Single and en-suite care home provision SPI * Care staff qualification levels SPI * Monitoring of improvement plans following Inspection * Overview of engagement with stakeholders in service planning and improvement</p> <p>Sound Resource Management (All) * Budget planning for demography * Monthly budget monitoring of spend and service volumes Addressing the impact of Welfare Reform * Staff recruitment, training and retention policy</p>	<p>Improve public protection arrangements (E,H,I) * Assessing and managing risks to adults and children * Staff training and qualification profiles * Protection –related inspection results * Time taken to support and protect children in need * Time to adult and child protection case conferences * Reoffending rates * Managing high risk offenders (MAPPA) * Criminal justice orders successfully completed * No. high risk offenders supported in residential facilities * % agree the Council provides protection and support for vulnerable people EPS</p>
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RISKS

Insufficient financial and human resources to meet health and social care needs to an acceptable standard (1-6)	Impact of Welfare Reform increases poverty and demand and reduces charging income (1-6)	Personalisation/ Self Directed Support reduces stability of internal and purchased care markets (1-6)	Budget reduction controls and efficiency programme fail to deliver balanced budget (1-6)	Major incidents cause disruption to services (1-6)	Re-offending by dangerous offenders (1-6)
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The City of Edinburgh Council is an efficient and effective organisation and a great place to work

WHO? PLEDGE-AREA
STAKE-HOLD-ERS
STRATEGIC OUTCOMES
WHAT? OBJECTIVES
HOW? STRATEGIES

Internal: Managers, staff and Elected Members

External: public, partners, government and outside bodies

The Council communicates effectively internally and externally and has an excellent reputation for customer care.

The Council has efficient and effective services that deliver on objectives.

The Council engages with stakeholders and works in partnership to improve services and deliver on agreed objectives.

The Council supports, invests in and develops our people.

Achieve transformational change and improve the Council's reputation

Provide excellent, efficient and accessible customer services that deliver on continuous improvement and our statutory duties

Lead and support the internal governance of the council to achieve best practice.

Support our people to do their jobs well

Engages well with partners and stakeholders to deliver on shared outcomes for communities

Support political management to deliver effective decision making that is transparent, accountable and based on consensus

Overarching business plan in development

Reputation / Comms. Strategy	Achieving Excellence 2012 -17	Customer Access Strategy	Governance Review	ICT Strategy	Long term financial plan	Corporate Projects / Change Programme	Single Outcome Agreement	OD Strategy People Plan	Corporate Asset Management Plan	IPFM Change Programme	Tenant Participation Strategy	Framework to Advance & Rights 12/17
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DO. PERFORMANCE INDICATORS (tbc measures under development)

Achieve transformational change and improve the Council's reputation

Change Programme and Key Projects

- * Projects completed within time, budget
- * ROI of Transformational Projects per relevant FTE
- * PROSCI staff trained

Self-Evaluation

- * Impact analysis of improvements from self evaluation (statutory and non-statutory)

EFQM Business Excellence

- * Track progress to Gold 5* Stars

Staff Perceptions

- * % feel reasons for change are well communicated
- * % feel involved in decision making
- * % understand the need for change
- * % support the need for change
- * % change is well managed

Citizen Perceptions

- * % satisfaction with value for money **EPS**
- * % satisfaction with city management **EPS**
- * % feel the Council is easy to contact **EPS**

Reputation Tracker

- * Reputation tracker survey (tbc)
- * Social media analytics (tbc)

Journalist Perceptions Survey (tbc)

- * Responses meet journalist needs
- * Media tracking and analysis

Local, National & International Awards

- * Applications submitted
- * Awards long / short-listed / won

Communications

- * Analysis of campaign / project impact
- * Spokesperson interviews

Ability to deliver and innovate

- * Impact made through access to EU funding

Provide excellent, efficient and accessible customer services that deliver on continuous improvement and our statutory duties

Customer Experience

- * Analysis, trends of complaints / compliments
- * Complaints to Ombudsman / upheld
- * Satisfaction with complaint handling
- * Customer Care Standards
- * Satisfaction with key services (**all maps**)
- * Achievement of Customer Excellence accreditation / # of partials and best practise

Contact Centre

- * Calls answered in 30 seconds / drop rate
- * First time resolution
- * Ratio of complaints vs tasks
- * Cost per transaction

Information Compliance

- * Responded to within statutory timescales
- * Internal review appeals (upheld / partial release / full release)
- * Appeals to the Scottish Information Commissioner (upheld / partial release / full release)

Records & Archives

- * Records Centre performance

Records Management

- * Audit of services evaluating statutory elements of RMP

Legal Services

- * Critical deadlines are met
- * Fee earner utilisation (80% target)

Customer Research

- * Impact analysis of consultation / research

Risk & Audit

- * Service risk self-assessments completed

Well Maintained Properties

- * Total running costs of Council buildings
- * % of accommodation that is in a satisfactory condition **SPI**

Property Rationalisation

- * Reduction in floor area
- * Generate Capital receipts
- * Increased rental income
- * Decrease level of backlog maintenance

Lead and support the internal governance of the council to achieve best practice

Performance & Planning

- * Outcomes on track / achieved
- * % of reports on time (include error rate)

ICT

- * Availability of critical systems
- * ICT projects within time, budget
- * ICT procurements compliant with strategy

Finance P30

- * Actual revenue spend as a % of budget
- * Comparison of actual Outturn against Forecast for Revenue and Capital
- * Insurance: Net Cost / Cost per £k value insured for property and motor insurance
- * Treasury maximise funding a) Cash fund performance compared to benchmark and b) the reduction of the Loans Fund Pool Rate compared to other LAs.
- * Final Accounts which are submitted on time, compliant with ACOP, unqualified and with high standard of feedback received from external audit on working papers
- * Support service costs as a % of spending
- * % spend with contracted suppliers
- * % of procurement spend in local EH
- * Procurement savings achieved
- * Benchmark cost per £M for the accounting function

Corporate and Transactional Services

- * Debt recovery % / time
- * New benefits claims processed within 29 days
- * % of business rates collection
- * % Council Tax collection rate **SPI**
- * cost of collecting Council Tax per dwelling **SPI**
- * gross admin per benefit case **SPI**
- * Invoices paid within 30 days **SPI**

Business Continuity

- * Maintain accreditation to British Standard for business continuity (BS25999)
- * Maintain ISO9001 accreditation for emergency planning function
- * Chief Officer Training (100% target)

Audit

- * Achievement of Audit Plan ISO 9000/2008 standards met (100% target)

Support our people to do their jobs well

Staff Engagement

- * % Staff survey response rate
- * % skills needed to do job effectively
- * % have clear work objectives
- * % L&D activities help to develop career
- * % feel treated fairly at work
- * Programme of Talkabouts, Away Days, etc
- * Staff recognition / award scheme

Managing Attendance

- * Sickness absence rate **SPI**
- * Sickness absence triggers

People Planning & Development

- * People Plan tracked corporately
- * PRD completion
- * Average PRD score
- * Impact of training spend on performance
- * Recruitment timescales
- * Satisfaction with learning and development
- * No. staff registered with the Scottish Social Services Council
- * No. staff meet qualification requirements of registration per year

Investors in People

- * IIP actions delivered / Impact Analysis

Human Resources

- * FTE / staff numbers
- * Staff turnover rate
- * VERA / redundancy **P26**
- * Disciplinary actions taken
- * Grievances lodged / dealt with effectively
- * Recruitment numbers / costs **P25**
- * recruitment within timescales
- * Accidents reported to Health and Safety Executive

Equalities

- * % of the highest paid 2% and 5% of earners that are women **SPI**
- * % key services with ERIA
- * Equality outcomes on track / achieved
- * & of employment diversity targets met
- * equal pay monitoring

Support political management to deliver effective decision making that is transparent, accountable and based on consensus

Governance

- * Deliver web-casting e-petitions and e-voting
- * Progress review of governance arrangements (six-monthly)
- * % of agendas issued within 3 working days
- * % of action sheets issued within 1 working
- * Impact analysis of actions

Support to Elected Members

- * Satisfaction with Elected Member support

Coalition Pledges

- * Performance reported on time with 6 monthly and annual reporting
- * Capital Coalition Pledges on track / achieved

RISK

Risk management and business continuity

- * Compliance with legislation
- * Protecting public interest
- * Risk analysis of business
- * Avoidance of liability

Reputational and financial impact of post-ABM, property conservation, trams

Lack of progress on workforce planning and management

ICT problems impact customer service / delivery of essential services

Welfare reform has a major impact on citizens and services

Information security breaches lead to loss of confidential data

Industrial relations negatively impacted, hard to retain key staff

Education, Children and Families Committee

10am, Tuesday, 5 March 2013

Paolozzi Prize for Art

Item number	8.1
Report number	
Wards	All

Links

Coalition pledges	P5
Council outcomes	CO2
Single Outcome Agreement	SO3

Gillian Tee

Director of Children and Families

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Executive summary

Paolozzi Prize for Art

Summary

The purpose of this report is to provide an update to the Education Children and Families Committee on the Paolozzi Prize for Art.

Recommendations

The Committee is asked to:

1. Note progress to date
2. Note that an update will be reported annually.

Measures of success

The measures of success for the Paolozzi Prize for Art will be:

- Most High Schools nominate one, two or three pupils for the Paolozzi Prize for Art
- Nominated pupils, their art teacher and a family member attend the Award Ceremony
- Pupils are proud to be nominated and have their achievement recognised.

Financial impact

- In 2012/13 the prize will be funded from the Arts and Learning concerts and events budget, costing c. £3,500
- Consideration should be given to securing future sponsorship of the prize.

Equalities impact

There are no adverse impacts arising from this report.

The Paolozzi Prize for Art is targeted at young people considering a career in art. The categories are designed to be fully inclusive and to ensure all schools make

nominations based on pupils' aptitude and attitude. A specific category has been designed for pupils who have to overcome barriers to achieve their potential.

Sustainability impact

There are no adverse impacts arising from the report.

Consultation and engagement

A small group of secondary art teachers and the QIO with responsibility for aesthetic studies have been consulted.

The Education Department of the National Galleries of Scotland has been consulted and is supporting the Award Ceremony.

Background reading / external references

None

Paolozzi Prize for Art

1. Background

- 1.1 Arts and Learning is developing creativity and creative learning in Edinburgh. The Paolozzi Prize for Art is designed to acknowledge pupils' artistic ability and also to celebrate achievement, inclusion, innovation and creativity.
- 1.2 Arts and Learning is co-ordinating the first Festival of Arts and Creative Learning for Edinburgh's children and young people in March and April 2013. The Paolozzi Prize for Art is one of the key high profile festival events. Promoting the Paolozzi Prize as part of the development of creativity and creative learning in Edinburgh capitalises on the growing awareness and interest in creativity among school staff, colleagues and partners.
- 1.3 Creativity and Creative Learning is supported by Education Scotland with increasing prominence in Curriculum for Excellence. The development of creativity skills among learners is a key focus and the Paolozzi Prize for Art contributes to this agenda.

2. Main report

- 2.1 The prize is for pupils studying art and design in the senior phase. Many of them will aspire to a career in art and may consider applying to one of Scotland's art colleges. The prize was launched in March 2012 as part of the Year of Creative Scotland with pupils from Balerno High School and Yolanda Tartaglia, Eduardo Paolozzi's sister.
- 2.2 Each of Edinburgh's high schools is invited to nominate up to 3 pupils under the following categories
 - Talent and Creativity
 - Overcoming Barriers
 - New Directions.
- 2.3 The judges are all Paolozzi scholars and experts and will be announced to the public during the week beginning Monday 25th February. This will coincide with the date when the Paolozzi Prize for Art opens for nominations. Information on how to nominate pupils is sent to every secondary Head Teacher and

Curriculum Leader with responsibility for expressive arts in Edinburgh high schools. Nominations can be made by email or submitted via the Arts and Learning pages on the Council's website.

- 2.4 The Award Ceremony will take place at the National Gallery of Scotland on the Mound and the date is Tuesday 16th April 2013 (one judge is still to confirm availability). Each nominated pupil, their art teacher and family members will be invited to the Award Ceremony.
- 2.5 There will be 4 prize winners, one in each of the 3 categories and an overall winner to be decided by the judges. Submissions can be in any artistic medium and the prizes are:
 - Overall winner who will receive £500.00
 - 3 category winners each receiving £250.00
 - All nominated pupils will be offered an opportunity to visit the National Gallery and participate in Paolozzi workshops at times to be agreed.
- 2.6 Work in any medium can be submitted. Because most submissions will be course work it will be submitted to SQA in late April/early May and will therefore not be available for public exhibition till later in the year. The later exhibition will be used to publicise the 2014 prize.
- 2.7 Arts and Learning is currently programming the first Festival of Arts and Creative Learning which will showcase the arts and creative work by Edinburgh's children and young people. The Paolozzi Prize for Art will be one of the festival's key high profile events.

3. Recommendations

The committee is asked to:

- 3.1 Note progress to date
- 3.2 Note that an update will be reported annually.

Gillian Tee

Director of Children and Families

Links

Coalition pledges	P5. Seek to ensure the smooth introduction of the Curriculum for Excellence and that management structures within our schools support the new curriculum
Council outcomes	CO2. Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities.
Single Outcome Agreement	SO3. Edinburgh's children and young people enjoy their childhood and fulfil their potential
Appendices	None

Education, Children and Families Committee

10am, Tuesday, 5 March 2013

Children and Young People's Health and Wellbeing

Item number	8.2
Report number	
Wards	All

Links

Coalition pledges	P1 , P5
Council outcomes	CO4
Single Outcome Agreement	SO3

Gillian Tee

Director of Children and Families

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Executive summary

Children and Young People's Health and Wellbeing

Summary

Good progress is being made towards achieving the commitments within the Integrated Plan for Children and Young People and the Children and Families Service Plan that our children and young people are physically and emotionally healthy. The priorities for action focus on sexual health, substance misuse, emotional health and wellbeing and child healthy weight.

Recommendations

The Committee is recommended to:

1. note the work to date to address the priority actions;
2. note the Plan to address areas for improvement.

Measures of success

Overall progress is measured using a suite of indicators within the Integrated Plan for Children and Young People and the Children and Families Service Plan to ensure that our children and young people are physically and emotionally healthy. All have challenging targets and progress is regularly monitored and reported through Senior Management Team and Committee as well as to the Children's Partnership.

Several areas of work within this area were selected as examples of good practice during the recent Joint Inspection of Children's Services in Edinburgh.

Financial impact

All work identified in this area is delivered within existing budgets.

Equalities impact

All work within this area seeks to address inequalities both in terms of provision of resources and impact on outcomes for children and young people. There are no negative impacts arising from this work.

Sustainability impact

There are no adverse economic, social or environmental impacts resulting from these areas of activity.

Consultation and engagement

All areas of work highlighted in the report include significant elements of consultation and engagement with children and young people and with wider groups of stakeholders, appropriate to the content of the work.

Background reading / external references

None

Children and Young People's Health and Wellbeing

1. Background

- 1.1 The work taken forward under this heading contributes to the Strategic Outcome: Our children and young people are physically and emotionally healthy.
- 1.2 The objectives of the work are to develop effective policies, sustainable programmes and flexible resources which support the delivery of health improvement services for children, young people and families in schools, establishments and community settings.
- 1.3 The specific priority actions are designed to improve children and young people's health outcomes in the following key areas: emotional and mental health, sexual health, child healthy weight and drugs and alcohol misuse.

2. Main report

- 2.1 **Mental Health & Emotional Wellbeing:** 65 schools and early years settings have engaged with Growing Confidence: 68 schools engaged with the pupil well-being questionnaire with responses from over 11,600 P3-P7 pupils this year: 202 vulnerable pupils benefited from attending Seasons For Growth groups this year: 469 staff (including Head Teachers) have been trained in Confident Staff, Confident Children this year: 408 parents/carers have benefited from Raising Children with Confidence, of these a quarter came from positive action areas. 95% of parents/carers found the course valuable, 91% said that it had a positive impact on their relationship with their children and 47.5% said they had observed positive changes in their children directly attributable to their attendance at the course. The results of the survey have shown 77% of primary children saying they can usually work out a way to deal with a problem (up from 72%) and 88% saying they ask for help when they need it (up from 86%). Growing Confidence has now been fully mainstreamed and is developing work into the secondary sector as well as building on the previous work within early years and primary settings. This whole area of work was held up as an example of good practice in the recent inspection process
- 2.2 **Sexual Health and Wellbeing:** the multi-agency five year vision for sexual health in Lothian (2011 – 2016) includes: that there are fewer unintended pregnancies; and that people make confident and competent decisions about sex. Sexual Health Seminars continue to be delivered to S5 pupils and the

inspection process highlighted this as an example of good practice in our secondary schools. Feedback from 1,002 pupils last year gave the seminar an overall acceptable score of 89% (up from 85% the year previous). 93% totally or mostly agreed the seminar helped them understand how to protect themselves and their partners from sexual risks: 92% of pupils totally or mostly agreed that the seminar made them feel more confident at being able to have a healthy sex life at a time that was appropriate: 95% of pupils totally or mostly agreed that they would recommend the seminar to other schools and the same amount also agreed that it was a valuable addition to their schools sexual health programme.

A Risk Taking Behaviours Programme has been developed to evolve this seminar into a programme for S4 pupils that looks at sex, drugs and alcohol in a more integrated manner. This programme will be tested in 2 high schools and modified accordingly. This will help us take forward an approach which is becoming more prevalent across Lothian and nationally and the work within City of Edinburgh will feed into a national approach to Risk Taking Behaviours which is being coordinated by Health Scotland.

The latest data available for teenage pregnancy rates are from 2008-10 and the table below shows that in Edinburgh the overall rates (for young women aged under 20) continue to decline and demonstrate better than national average performance. However, the rate for under 16s is higher than the national average and work to address this will continue to be a priority for the coming year.

Teenage pregnancy rates (expressed as per thousand and averaged over 3 years)						
	Aged <16		Aged <18		Aged <20	
	2007/09	2008/10	2007/09	2008/10	2007/09	2008/10
Edinburgh	8.1	8.3	41.3	37.8	46.8	42.6
Scotland	7.6	7.4	39.9	37.9	52.9	50.2

2.3 **Substance Use (tobacco, alcohol and drugs):** the substance misuse statistics from the Scottish Schools Adolescent Lifestyle and Substance Use Survey (2010) show general improvement, mirroring national statistics.

- The percentage of young people in Edinburgh drinking once a week or more has reduced from 32% in 2006 to 18% in 2010
- The percentage of young people in Edinburgh who are regular smokers reduced from 14% in 2006 to 13% in 2010

- The percentage of young people in Edinburgh who have used or taken drugs in the previous month reduced from 15% in 2006 to 11% in 2010.

The development of a Service Specification and care pathways for a Young People's Substance Misuse Service will be complete in February 2013 with service development to take place from April 2013. Key stakeholders / service providers have been integral to the development process and this will meet an identified gap in service provision currently.

A needs assessment of services for children and families affected by parental substance misuse was completed in December 2012. Agencies involved in the process included NHS Lothian (midwifery, adult treatment, Public Health, Child and Adolescent Mental Health Services, school nursing), City of Edinburgh Council (Children & Families Social Work, Residential Care, Youth Offending, early years), and voluntary sector (support services for Children Affected by Parental Substance Misuse (CAPSM), young carers, befriending). The recommendations from the report include implications for service development and workforce development and the implementation of these will be taken forward in partnership by the Children, Young People & Families Sub-Group of Edinburgh Alcohol and Drug Partnership whose priorities include 'The impact of parental alcohol and drug use on children and young people is reduced'.

A Children and Families worker is currently located for one session a week in the South East Recovery Hub in Edinburgh with a view to improving co-ordination of adult treatment services with those working with CAPSM to increase early intervention. Early indications are positive with a growing number of referrals in the first months of operation. Only one of the families referred to date had existing social work involvement demonstrating that these are appropriate and timely referrals.

63 Children & Families staff, Police and voluntary sector youth workers have benefited from Alcohol Brief Interventions training.

Strong partnership working evidenced particularly through the Children, young people and families Sub Group and Commissioning Group of the Edinburgh Alcohol and Drug Partnership. Funding allocated to priority areas of work as a result (eg Long Acting Reversible Contraception in South Edinburgh, staffing within Throughcare and After Care team and upskilling the early years workforce in respect of alcohol and drug issues).

- 2.4 **Child Healthy Weight** Edinburgh's partnership approach to child healthy weight extends across physical health (healthy eating and physical activity) and emotional health and wellbeing. The revised 2011 child healthy weight HEAT target required that 2,268 overweight and obese children in Lothian, at or above the 91st body mass index centile, underwent an intervention over three years. Edinburgh's response addresses prevention at a population level as well as providing treatment (Get Going weight management programme) for higher risk

children and their families. The obesity rate at P1 in Edinburgh is generally improving with the latest figure (2010/11) of 9.4% - representing approximately 356 children - below the national average of 10.1% for the first time. Work in this area was one of the illustrations of good practice highlighted in the recent Joint Inspection of Children's Services with particular emphasis placed on strong partnership working and the engagement of children, young people and families in the programmes.

Extensive consultation resulted in Primary school work (P1-7, whole school approach), secondary school programmes (S3 girls) and community-based programmes with parents/ carers including child development sessions. The evaluation of the most established primary school programme was positive with a measurable impact in intervention schools vs control schools in knowledge and attitudes for healthy eating and physical activity. We continue to recruit schools into this programme.

2.5 Health Promoting Units The Children and Families Service Plan also has a target that all residential care units will be accredited at Tier 2 of a 3 Tier model of health promotion by March 2015. There is a multi agency steering group which oversees this accreditation process which is defined in clear guidance for all units. 75 % of units are expected to submit at Tier 2 by March 2013: the units still to achieve a Tier 1 award are expected to do so by this same date and to begin working on Tier 2.

2.6 Future Actions In addition to consolidating these areas of work, future plans include:

- To work collaboratively with colleagues within CEC and NHS Lothian to produce a guide for schools on promoting positive mental health and signposting to resources and services as required. Test in minimum 2 high schools
- Test Risk taking Behaviours Seminars and evaluate impact and levels of engagement and satisfaction: modify programme accordingly for citywide roll-out
- Development of effective ways of gathering Edinburgh data on substance use and misuse, sexual health and risk taking behaviours through pupil surveys
- Increase efforts to prevent pregnancies in under 18s and address inequalities in sexual health which currently exist in most deprived areas as against most affluent (7.9 times higher in under 16s, 6.9 times higher for under 18s).

3. Recommendations

The Committee is recommended to:

3.1 note the work to date to address the priority actions

3.2 note the Plan to address areas for improvement.

Gillian Tee

Director of Children and Families

Links

Coalition pledges	P1. Increase support for vulnerable children, including help for families so that fewer go into care P5. Seek to ensure the smooth introduction of the Curriculum for Excellence and that management structures within our schools support the new curriculum
Council outcomes	CO4. Our children and young people are physically and emotionally healthy
Single Outcome Agreement	SO3. Edinburgh's children and young people enjoy their childhood and fulfil their potential
Appendices	None

Education, Children & Families Committee

10am, Tuesday 5 March 2013

Sports and Outdoor Education Unit

Item number	8.3
Report number	
Wards	All

Links

Coalition pledges	P5
Council outcomes	CO1 , CO2 , CO3 , CO4 , CO10 , CO20
Single Outcome Agreement	SO2 , SO3

Gillian Tee

Director of Children and Families

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Executive summary

Sports and Outdoor Education Unit: Routine Report

Summary

The Sports and Outdoor Education Unit (SOEU) provides front line service delivery for children and young people in schools and in community settings. The body of work within the Unit is wide ranging and covers team and individual sports, outdoor learning, residential outdoor centres, the acquisition of achievement awards, the support of school to club links and the development of school based sports hubs.

The Sports and Outdoor Education Unit consists of Sports Coaches, Outdoor Instructors, Swimming teachers, Modern Apprentices and other staff members who lead the learning and coaching, organise tournaments and festivals, adventure activity trips, coach and support others to do so or are involved in planning aspects of getting children and young people more active, more often.

This year the Unit were awarded the Director's Award for the 'Paralympic Experience' as well as winning the 'Partnership Working' award for the 'Get Set for the Games' project. The previous year we won the Convener's Award for the JASS programme. All these projects required a high degree of partnership working and engagement with a range of partners and different agencies. Partnership working is at the heart of all our work.

Recommendations

The Committee is asked to:

1. Note the scope of work.
2. Note the impact on key outcomes.

Measures of success

We can demonstrate quantitative data and we can also demonstrate qualitative impact through other indices - skill acquisition, personal achievement, teamwork and confidence.

Financial impact

All work is delivered within existing budgets. The SOEU attracts a high level of external funding (in excess of two and a half million pounds per annum).

Equalities impact

A significant number of programmes and projects are specifically targeted at addressing inequality and deprivation. Some key examples are featured in the Report section.

Sustainability impact

There are no adverse economic, social or environmental impacts resulting from these areas of activity. Learning for sustainability and environmental education are a key part of our Outdoor Learning Strategy.

Consultation and engagement

All areas of work require significant levels of consultation and engagement.

Background reading / external references

N/A

Sports and Outdoor Education Unit: Routine Report

1. Background

- 1.1 The work of the SOEU makes a significant contribution to these key strategic outcomes: 'Our children and young people are physically and emotionally healthy' and to 'Successful Learners, Confident Individuals'.

2. Main report

The key areas of work are as follows:

2.1 Active Schools

Active Schools is currently made up of 15 full time and 13 part time Active Schools Co-ordinators, (ASC's). There is an ASC based in each of the 23 High Schools across the city and the ASC service the High School and feeder primary schools for that High School.

Last year, (2011/12) over 12,600 children and young people took part in Active Schools clubs each term (7600 primary; 5000 Secondary). Of this total 52% in Primary Schools and 49% in High Schools were girls. The city is 4% above the national average in primary schools and 6% above the national average in the High Schools in girls' participation. Other key facts are as follows:

Active Schools offer 53 different Extra Curricular activities, the top ten of these include Football, Dance and Movement, Basketball, Hockey, Rugby Union, Gymnastics, Badminton, Netball, Tennis and Volleyball.

There are approx 8,000 activity sessions run each term, 39% of these sessions are run by volunteers and 57% of the sessions have volunteers in assistance. Active Schools are currently working with 936 volunteers.

Active Schools currently develop and support pathways for children and young people from schools to 114 local community clubs.

2.2 City of Edinburgh Schools Sports Academy/Scottish Football Association Performance School

Developing potential is a key aspect of our work. The City of Edinburgh Schools Sports Academy is an extra-curricular programme and takes place on Friday afternoons and midweek evenings plus a summer camp. It is a stepping stone programme designed to assist our school pupils achieve selection to East of

Scotland Regional Squads and then onto National squads. We have over the period of the last few years consistently achieved an 80% success rate. There are at present 76 athletes in the 2012-13 programme (44 boys and 32 girls). There are nineteen different Secondary Schools represented in the programme. There are currently four sports in the programme – Badminton (19), Basketball (14), Cricket (26) and Girls Football (17). Discussions are currently in progress with the National Governing Bodies regarding Rugby and Cycling entering the programme.

The programme is divided into two categories – a Development phase (generally S1/S2 pupils) and a Performance programme (generally S3 pupils and above). We have developed an excellent partnership with Edinburgh College and this year we are piloting a 'B Tech module with the senior pupils. This year we have introduced a set of new Primary School 'player development' programmes (which takes place once a week).

Scottish Football Association Performance School

This is a S1 curricular based programme where the pupils all attend Broughton High School. Their academic programme is organised to allow football coaching on four days of the week plus the Friday afternoon slot. The coaching is led by a dedicated SFA coach on a full time contract supported by coaches from Hearts and Hibs. This programme emanated from our Sports Academy and together with Falkirk Council we piloted the programme in its early years of development.

This is now a National initiative across seven different regions of the country. The programme dubbed the 2020 initiative (designed to produce better club and international players by this date) is designed to last four academic years with the intended outcome for many of these players being a Professional football contract at sixteen. There are currently 11 players in the S1 programme.

The trials process for the SFA Performance School started in early February and there was such a tremendous response (130 boys and girls) that the first stage trial had to be scheduled over two days.

2.3 Cycle Training

The City of Edinburgh Council has committed to training 100% of P6 children to Bikeability Level 2 by 2016-17. Edinburgh's Active Schools Co-ordinators have a remit to deliver training to staff and volunteers.

Bikeability is like the modern day cycling proficiency, with a few differences. It is designed to give children the skills and confidence they need to cycle safely on today's roads. Level 2 is taught on-road and teaches children the skills necessary to be able to negotiate most on-road situations. In 2011-12, 51 primary schools delivered Bikeability level 2.

To support schools and pupils we have been granted funding from Cycling Scotland for subsidised bike and safety equipment sales in schools with low bike

ownership. We have provided teacher cover in order to train school staff to gain a qualification as Cycle Training Assistants, and we hope to provide pool bikes to schools with positive action status where they commit to delivering Bikeability level 2 annually.

In February 2013, we were awarded £20,700 by Cycling Scotland for mentors and instructors to support the work of our volunteer trainers. This will be a great boost to all staff who need additional support and will increase the number of staff available to deliver the training.

2.4 Duke of Edinburgh Award / JASS (Junior Award Scheme Scotland)

In the calendar year 2012, 421 young people (from thirty one different groups) completed a Duke of Edinburgh Award. This represents a 15% increase on completions from 2011. The breakdown by gender in 2012 was 59% female and 41% male. In addition to existing school and open award groups, eight new groups are being created for 2013. These will be based at: Craigmillar Library; Gorgie Mills; Balerno High School; Craigmount High School; Wester Hailes Education Centre; Morningside United Church; Oxfangs Library and Wester Hailes Library.

JASS continues to grow and develop and is now running in 55% of the city's primary schools, and 37% of the secondary schools. Since 1st April 2012 over 4500 packs were sold. The target for 2013-14 is for 75% of primary schools and 40% secondary schools to be using JASS.

At the Scottish Learning Festival JASS was on the CEC stall as a flagship learning resource.

2.5 Edinburgh Primary Schools Sports Association

Children and young people progress in sport through exposure to competition. In recognition of this the Sports Unit have seconded a teacher (for one day a week) to organise the 'Edinburgh Primary Schools Sport Association Festival and Events' programme. This covers a wide range of activities – from indoor events such as Netball, Swimming, Badminton and Touch Tennis through to outdoor events as varied as Athletics, Cross Country, Cricket and Rugby. Last year 8355 children took part in EPSSA events. 88 Primary Schools took out membership of EPSSA in order to enter these events.

In addition to this we have the largest Soccer Sevens programme in the country. On Saturday mornings 177 teams (over two thousand boys and girls) represent their Primary School teams in seven –a –side matches throughout the city. This is a building block to becoming involved in club football and possibly the SFA Performance School and Girls Academy programmes.

2.6 Excursions: Policy and Practice

The Sports and Outdoor Education Unit is responsible for updating and promoting the Department's Excursions Policy and administering and monitoring

all school/centre excursions that involve adventure activities and foreign travel. Last year we processed and approved 867 of these trips.

Our Technical Advisers provide Group Leader Training and carry out spot check monitoring on trips to ensure health and safety measures are in place and best practice is being followed.

We are currently in the process of finalising a bespoke policy for children and young people living in Residential Units.

2.7 Outdoor Learning

The Sports and Outdoor Education Unit works with educational establishments to embed outdoor learning as a regular, progressive and planned curricular experience for children and young people, both in school and through their local communities. The Unit supports an outdoor learning champion in each establishment with a programme of training, support and professional development.

A particular focus through the POLE project (Pathways Outdoor Learning Edinburgh) is working with the seventeen positive action schools in the city. The unit is delivering a programme of outdoor learning for pupils and supporting the development of staff. This includes:

- Financial and logistical support to ensure that all pupils in Primary Six or Seven experience a high quality residential learning experience at Benmore or Lagganlia outdoor centres.
- Embedding outdoor learning in the curriculum through the delivery of JASS (Junior Award Scheme Scotland) and the John Muir Award.
- Opportunities for pupils to experience adventurous activities, such as mountain biking, canoeing and climbing by working with local partners to deliver after school clubs.
- The development of staff through high quality training both in school and during a 3 day residential outdoor learning course at Lagganlia Outdoor Centre.

2.8 Outdoor Woodland Learning Project

The Outdoor Woodland Learning Project (funded through the Heritage Lottery and Forestry Commission) is a further example of targeted work and is active in the communities of Craigmillar, Gilmerton and Liberton to engage schools and the local community in accessing and learning about the heritage of their local environment. This includes community workshops, CPD opportunities and the delivery of an employability project to young people who are not in employment, education and training. 90% of participants in the outdoor/environmental work skills programme to date have moved onto positive destinations, including college, apprenticeships and jobs.

The project has been placed in the categories of "Best Education Project" & "Best Environmental Project" at the upcoming National Lottery Awards.

2.9 Outdoor Centres

The Outdoor Centres at Benmore and Lagganlia are providers of high quality residential experiences to children and young people from Edinburgh. Through adventurous activities and environmental education our centres enable pupils to explore Scotland's wild places and provide a holistic and developmental experience. In the calendar year 2012 sixty four schools from Edinburgh attended either Benmore or Lagganlia (see Appendix A). Thirty seven schools undertook a residential outdoor learning week at other Centres (see Appendix B). Our third non residential centre at Bangholm in Edinburgh provides technical advice, support and delivery of adventurous activities and development programmes in the city.

With a view to further supporting and developing outdoor learning across the educational and community settings in the city, the department has developed a three year strategy for outdoor learning in the City of Edinburgh. The strategy identifies a clear and bold vision for the delivery of outdoor learning within the city, providing high quality experiences of the outdoors to all of our children and young people.

2.10 Primary Swimming

The Sports and Outdoor Education Unit employ eight Swim Specialists (5.1FTE) to deliver curricular swimming in primary schools. In 2011-12, 6490 primary children received 2655 swimming lessons using 4 primary school pools, 8 high schools and 6 Edinburgh Leisure pools. 83 schools were involved in the programme in 2011-12 (please note some schools were affected by the closure of the Royal Commonwealth Pool). The average class size is twenty five.

In 2012-13 all 87 primary schools will receive centrally funded swimming lessons. The number of lessons per pupil is dependent on pool and staff availability but the total number of lessons that each child receives is spread over their Primary School years P4-P7.

Each year the Swim Specialists deliver a swimming and diving gala which this year will be hosted at the newly refurbished Royal Commonwealth Pool where an anticipated 400 P6 swimmers will compete in teams.

Swimming Top Up

The Swimming Top Up was initially a pilot programme funded by the Scottish Government to support the improved delivery of swimming lessons for primary school children across Scotland.

The Sports and Outdoor Education Unit has worked in partnership with Edinburgh Leisure and Scottish Swimming to deliver an effective programme

which provides a swimming instructor (or instructors) to work alongside the swimming specialist to support swimming delivered in curriculum PE. The lower teacher-pupil ratios allows for more attention and support for weaker swimmers.

The pilot was so successful that Scottish Swimming awarded the SOEU and Edinburgh Leisure the national 'Learn to Swim Programme' Award. Since then through sportscotland we have received continued funding for the programme. In 2010-11, 2932 children took part in the Top Up programme. Of these, 1789 (61%) achieved level C5.

In 2011-12, 74% of P7s achieved level C5.

2.11 Physical Education

The Department is committed to achieving the Scottish Government targets of 2 hours of PE in Primary and 2 periods in Secondary Schools. To help us achieve this we have been awarded £200,000 over two years from sportscotland and Education Scotland to increase the quality and provision of PE.

To date we have:

- improved the quality of CPD for Primary PE Specialists and Secondary PE teachers
- developed PE Plans for Primary PE Specialists
- distributed a PE Physical Activity and Sport pack to all Primary Schools for use by Primary teachers
- QIOs have discussed issues and how to move forward with schools who are not achieving the 2 hours/2 periods of PE.

In January 2013, we appointed two Development Officers on a part-time basis to cover primary and secondary provision respectively. Their remits include organising and conducting working groups CPD needs, sharing practice, developing cluster work and delivering and developing CPD.

The Scottish Government now collects information on progress towards meeting the PE targets as part of the annual 'Healthy Living Survey'. The latest publication shows that, in 2012, 79% of Primary schools and 78% of Secondary had reached the target. This is a significant improvement since 2005 when only 2% of Primary schools and 17% of Secondary schools met the target.

A further role of the SOEU is to assist the inner city schools (they often lack pitch provision) find alternative facility provision at the likes of Meadowbank Stadium, the Craggs Sports Centre and the Royal Commonwealth Pool. We are also currently in the process of assisting with the James Gillespie's decant which has major implications for PE provision.

2.12 School based Community Sports Hubs

The Sports and Outdoor Education Unit has taken the lead role in developing three school based Community Sports Hubs (firstly, Forrester/St Augustine's HS Campus followed by Broughton HS and shortly a third one - The Royal High

School that is in the planning/consultative stage and is set to commence this summer). Community Sports Hubs are a national initiative designed to improve school to club links and develop partnerships with sports clubs and other community organisations. We have in the past year trebled the number of clubs now operating out of Forrester High School and Broughton High School. There are now twenty seven 'partner sports clubs' based at these campuses and this wide range of activities provides the proper pyramid for future development.

The usage figures at the Forrester campus presented as part of a recent CATS Review report to elected members were as follows: Feb 2011- Nov 2011- 20,083 users. Feb 2012 – Nov 2012 – 38,902. A 48% increase.

2.13 Sports Development

The Sports and Outdoor Education Unit has four full time Sports Development Officers and these posts and associated programmes are funded in partnership with the National Governing Bodies (Scottish Football Association, Scottish Rugby Union, Cricket Scotland and Badminton Scotland). These programmes include curricular programmes, after school clubs, organisation of festival and tournaments, player development centres, coach education and support and development of clubs through quality mark schemes.

The coach education programme is huge and each year well over a thousand volunteer sports coaches are put through a variety of courses from introductory level to UKCC Level 2. All our Sports Development Officers hold tutor status. Our ability to do this in-house is a very cost effective method and provides a high level of quality control as well as being an excellent way to develop relationships with clubs.

Club and Community Facilities

We also consult and work in partnership with clubs regarding a range of facility development issues. We are currently dealing with facility issues that involve Inverleith RFC Club and Holy Cross Academicals Cricket Club (at Arboretum), Currie RFC (at Malleny Park), The Royal High Athletic Club (at Barnton) and new proposals for Tennis and Baseball developments at Warriston.

3. Recommendations

The Committee is recommended to:

- 3.1 note the scope of work.
- 3.2 note the impact on key outcomes.

Gillian Tee

Director of Children and Families

Links

Coalition pledges	P5. Seek to ensure the smooth introduction of the Curriculum for Excellence and that management structures within our schools support the new curriculum
Council outcomes	CO1. Our children have the best start in life, are able to make and sustain relationships and are ready to succeed CO2. Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities CO3. Our children and young people at risk, or with a disability, have improved life chances CO4. Our children and young people are physically and emotionally healthy CO10. Improved health and reduced inequalities CO20. Culture, sport and major events – Edinburgh continues to be a leading cultural city where culture and sport play a central part in the lives and futures of citizens
Single Outcome Agreement	SO2. Edinburgh’s citizens experience improved health and wellbeing, with reduced inequalities in health SO3. Edinburgh’s children and young people enjoy their childhood and fulfil their potential
Appendices	A. Schools use of our own Residential Centres B. Schools use of other Residential Outdoor Centres

City of Edinburgh Council Schools that visited Benmore and Lagganlia Outdoor Centres
01/01/12 – 31/12/12 for a residential outdoor learning week.

Primary Schools	Secondary Schools	Special Schools
Abbeyhill Primary School	Boroughmuir High School	Kaimes Special School
Balgreen Primary School	Broughton High School	Prospect Bank Special School
Blackhall Primary School	Craigmount High School	Total - 2
Bonaly Primary School	Craigroyston Primary School	
Broughton Primary School	Leith Academy High School	
Brunstane Primary School	Portobello High School	
Bruntsfield Primary School	Queensferry High School	
Buckstone Primary School	St Augustines RC High School	
Castleview Primary School	Total - 8	
Cramond Primary School		
Clermiston Primary School		
Colinton Primary School		
Corstorphine Primary School		
Craiglockhart Primary School		
Duddingston Primary School		
Echline Primary School		
Gilmerton Primary School		
Gracemount Primary School		
Granton Primary School		
Gylemuir Primary School		
Hillwood Primary School		
Holy Cross Primary School		
Kirkliston Primary School		
Leith Primary School		
Leith Walk Primary School		
Liberton Primary School		
Longstone Primary School		
Murrayburn Primary School		
Parsons Green Primary School		
Pentland Primary School		
Prestonfield Primary School		
Preston Street Primary School		
Queensferry Primary School		
Roseburn Primary School		
Sciennes Primary School		
South Morningside Primary School		
St Catherine's RC Primary School		
St Cuthbert's RC Primary School		
St Francis RC Primary School		
St John's Primary School		
St Mark's Primary School		
St Mary's (Leith) Primary School		
St Mary's RC Primary School		
St Ninian's RC Primary School		
St Peter's RC Primary School		
Stenhouse Primary School		
Stockbridge Primary School		
The Royal High Primary School		
Tollcross Primary School		
Towerbank Primary School		
Trinity Primary School		
Wardie Primary School		
Total - 52		Total Schools - 62

City of Edinburgh Council Schools that visited Outdoor Centres other than Benmore and Lagganlia
01/01/12 – 31/12/12 for a residential outdoor learning week.

Primary Schools	Secondary Schools	Special Schools		
Ratho Primary School	Balerno High School	Gorgie Mills Special School		
Buckstone Primary School	Currie High School	Pilrig Park Special School		
Canal View Primary School *	Forrester High School	Redhall Special School		
Carrick Knowe Primary School	Gracemount High School	Rowanfield Special School		
Clovenstone Primary School *	Liberton High School	Total - 4		
Craigentenny Primary School *	St Thomas of Aquin's High School			
Craigour Park Primary School	The Royal High			
Craigroyston Primary School *	WHEC High School			
Currie Primary School	Total - 8	Total Schools - 37		
Dalry Primary School				
Davidson's Mains Primary School				
Dean Park Primary School				
East Craigs Primary School				
Ferryhill Primary School				
Forthview Primary School				
Fox Covert Primary School				
Juniper Green Primary School				
Lorne Primary School				
Nether Currie Primary School				
Niddrie Mill Primary School *				
Oxgangs Primary School				
Pirniehall Primary School *				
Sighthill Primary School *				
St John Vianney Primary School				
St Josephs RC Primary School				
Total - 27				

* With the support of the positive action fund for outdoor learning these schools are now attending residential at Benmore or Lagganlia during the current academic year.

Education, Children and Families Committee

10am, Tuesday, 5 March 2013

Appointments to Working Groups

Item number	8.4
Report number	
Wards	None

Links

Coalition pledges	-
Council outcomes	-
Single Outcome Agreement	-

Alastair D Maclean

Director of Corporate Governance

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Executive summary

Appointments to Working Groups

Summary

A vacancy has arisen in the membership of the following Working Groups due to the resignation of Raymond Simpson (Teacher Representative):

Consultative Committee with Parents

Joint Officer/Member Group on Corporate Parenting of Looked After Children

Recommendations

The Education, Children and Families Committee is requested to appoint a Teacher Representative to replace Raymond Simpson on the above Working Groups.

Measures of success

Not applicable.

Financial impact

Not applicable.

Equalities impact

Not applicable.

Sustainability impact

Not applicable.

Consultation and engagement

Not applicable.

Background reading / external references

Not applicable.

Education, Children and Families Committee

10am, Tuesday 5 March 2013

Recommendations of the Social Work Complaints Review Committee – 23 January 2013

Item number	8.5
Report number	
Wards	

Links

Coalition pledges	Not applicable
Council outcomes	Not applicable
Single Outcome Agreement	Not applicable

Fred Downie

Chair, Social Work Complaints Review Committee

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Recommendations of the Social Work Complaints Review Committee – 23 January 2013

Terms of Referral

The Social Work Complaints Review Committee has referred their recommendations on an individual complaint against the Children and Families Department to the Committee for consideration.

- 1 Complaints Review Committees (CRCs) are established under the Social Work (Representations) Procedures (Scotland) Directions 1996 as the final stage of a comprehensive Client Complaints system. They require to be objective and independent in their review of responses to complaints. All members of the CRC are independent of the local authority.
- 2 The CRC met in private on 23 January 2013 to consider a complaint against the Health and Social Care Department. The meeting was chaired by Donald Ness. The other Committee members present were Fred Downie and Gail Mainland. The complainant and Department representatives attended throughout.
- 3 The complainant had disagreed with the decision taken to place his child on the Child Protection Register as he felt that social work staff had been threatening and bullying; had flagrantly disregarded the views of his extended family; and had based their decision making on inaccurate information and assessments. He considered that the child protection measures taken were unnecessary and had requested an apology from social work managers for the part that social work staff had taken in the process
- 4 The complainant believed that throughout the whole process the Children and Families Department had disregarded information that he and his family were providing. He saw this as a form of bullying as the Council tried to override his family's views and were not prepared to listen.
- 5 He indicated that the family were aware of the potential risks to his child in the family home but did not agree that the possible scenarios which the department were outlining would arise. He felt that he and his family had gone to great lengths to ensure the safety of his child and indicated that he did not believe that the Child Protection Plan which had been drawn up was sufficient to protect his child. The complainant felt that any issues he had raised during the Child Protection Case Conference had been disregarded.

- 6 The complainant stressed that his family were being relied upon to provide the appropriate support to ensure his child was not taken into care. He indicated that the department were concerned that his wife's mental health would have an effect on the development of his child and that his family were being asked to provide do things which they were unable to do.
- 7 Due to the ongoing child protection issues, the complainant felt that his wife was prevented from being given the treatment which she required and therefore the whole process had not been in the interests of his wife or child.
- 8 The investigating officer indicated that the Department had recognised the wishes of the family and that it was their hope that the child would be able to remain in the family home with the appropriate support and a strategy for managing risk. For this to happen, the department had outlined various possible scenarios to enable the family to address the possible outcomes to avoid the need to separate the child from her parents during the process.
- 9 The investigating officer indicated that the case may not have been acted upon as quickly as the family would have liked, however the department had felt that the first phase was to ensure the safety of the complainant's child.
- 10 The Council did not believe that their staff had been threatening or bullying and did not accept that they had flagrantly disregarded the views of the complainant's extended family. The investigating officer felt that the department had gone to considerable lengths to engage with the whole family, take account of their views, ensure that everyone was aware of the department's concerns and that they were engaged in a plan to manage those concerns.
- 11 The Department indicated that the Child Protection measures taken and the process whereby by the complainant's child's name was placed on the Child Protection Register were issues which could not be discussed by the Complaints Review Committee.
- 12 The investigating officer felt that the issues raised in relation to the allegations made about staff members had been fully addressed on several occasions. He further indicated that he felt that staff had taken the correct action in respect of safeguarding the child and supporting the family.
- 13 The members of the Committee, the complainant and the Investigating Officer were given the opportunity to ask questions.
- 14 In summation, the complainant stressed that his primary purpose of involving the Children and Families Department was to get his wife and child the help which they required. He felt as though the whole family had been punished and put under a great deal of stress throughout the Child Protection Process. He indicated that he was unable to see how the action which had been taken was appropriate to his situation.

- 15 Following this, the complainant, her representative and the Investigating Officer withdrew from the meeting.

For decision / action

- 16 The Social Work Complaints Review Committee referred the following recommendations to the Education, Children and Families Committee:
- (i) Having considered all the papers presented and the submissions made by the complainant and the Children and Families Department, to agree that the Complaint against the Children and Families Department not be upheld.
 - (ii) To endorse the Department's view that the complaint had now been fully addressed and that staff be authorised to apply the policy on "unreasonably persistent complainers" within the procedures in relation to this complaint (but not any new, separate complaint raised by the complainant)..

Background reading / external references

Agenda and confidential papers and minutes for the Complaints Review Committee of 23 January 2013.