

Education, Children and Families Committee

10am, Tuesday, 20 May 2014

Review of Community Access to Schools

Item number	7.7
Report number	
Executive/routine	
Wards	All

Executive summary

This report updates elected members on progress in relation to the review of Community Access to Schools (CATS).

The Education, Children and Families Committee on 10 December 2013, considered a report on the review of CATS and approved the recommendations within that report.

This report provides a further update on progress of the CATS review to date and makes recommendations for consideration in the following areas:

- Implementation of a revised CATS management/staffing structure
- Implementation of a consistent scale of charges for use of school premises
- Development of an online booking system
- Adult Education Programmes
- Communication Strategy
- Finances

Links

Coalition pledges [P4](#)

Council outcomes [CO1](#), [CO2](#), [CO4](#), [CO23](#), [CO24](#)

Single Outcome Agreement [SO4](#)

Recommendations

To recommend that the Education, Children and Families Committee:

- 1.1. Note the contents of this report.
- 1.2. Note the successes achieved to date from testing and collaborative working with partners in relation to CATS in schools across the city.
- 1.3. Note the organisational review of staffing and support the implementation of a new management/staffing structure and the phased implementation of new CATS arrangements in secondary schools, subject to consultation with staff and Trades Unions.
- 1.4. Support the phased approach to the removal of Headteacher and Depute Headteacher Community High School allowances linked to the phased implementation of new CATS management arrangements.
- 1.5. Support the phased implementation of revised charges for use of secondary school facilities, from 1 April 2015. Further work will be undertaken to consolidate the revised scale of charges including the introduction of 'commercial rates' for businesses that utilise school facilities.
- 1.6. Note the current range of charges applied for participation in Adult Education programmes citywide and support the staged implementation of revised charges commencing in autumn 2015 followed by full harmonisation of charges in autumn 2016.
- 1.7. Support the removal of internal recharges for use of school premises by schools and other Children and Families staff during normal school operating hours from 1 April 2015.
- 1.8. Note the unique arrangement, as approved by Council on 25 October 2012, of allowing bookable free access to residents of the Portobello area which will apply in perpetuity to the pitches which would be created as part of the project to build a new Portobello High School on part of Portobello Park, in the event that the school was ultimately built in that location.
- 1.9. Note the progress made in relation to the development and testing of on-line booking and payment for CATS.
- 1.10. Support the phasing of primary school lets into the CATS neighbourhood management structure.
- 1.11. Note the range of stakeholders engaged through the CATS Communication Strategy and the continued development of communications with all relevant stakeholders.

Background

2.1 In 2012 a commitment was made by the Council to review the arrangements for Community Access to Schools (CATS). A Project Team was established in November 2012 led by a Senior Education Manager, bringing together representatives of all relevant sectors, to take forward the Council's commitment.

The overall aims of the review are to:

- Maximise use of school facilities within and outwith normal school operating hours by, where possible, increasing usage of facilities by local people and ensuring provision is responsive to local needs.
 - Bring consistency to charges for use of school premises that takes account of the quality of facilities available.
 - Ensure users and potential users of school facilities can access on-line information about facilities available and enrol for adult education classes and other activities.
 - Improve collaborative working across council services including; Children and Families, Culture and Sport and library services, in addition to the development of new partnership arrangements with Edinburgh Leisure.
 - Ensure facilities are also utilised to contribute to the implementation of national sports and culture strategies.
- 2.2 To support the vision for Community Access to Schools it is proposed to implement new management/staffing arrangements for CATS across the city through an organisational review of the existing management arrangements for school based community programmes. It is recommended that the management responsibility for existing staff, and responsibility for all aspects of CATS, remains with Schools and Community Services as part of Community Learning and Development in Children and Families.
- 2.3 It is proposed that the new arrangements for the management and operation of CATS is undertaken through a new area based structure. Implementation will be phased commencing with the introduction of CATS coordinators and development workers.

Main report

3.1 Vision for Community Access to Schools: Schools are at the heart of local communities. The key ambition of the CATS review is, where possible, to increase the level of community access to schools to ensure local needs are being addressed. This will be achieved through the development of new management and staffing arrangements which maximise use of schools and increases efficiency in the use of school buildings and associated facilities.

3.2 The review of CATS has focussed on a number of key areas:

- Management and staffing arrangements
- Scheme of charges for CATS
- Development of an online booking system
- CATS Testing
- Adult Education Programmes
- Communications
- Finances

The following provides detail of progress achieved in relation to each of these areas and makes recommendations for committee consideration and approval.

3.3 **Management and Staffing Arrangements**

The CATS project team has developed a proposed management/staffing structure – see Appendix 1, that ensures CATS is supported by the required number and range of staff that protects current levels of community access, will ensure best use of resources and, where possible, deliver increased levels of community access.

Headteachers and Depute Headteachers in the eight existing designated Community High Schools currently receive a Community Allowance in addition to their salary. At the full Council meeting in February 2014, a budget reduction removing these allowances was agreed. This recognised that the expected outcomes of the Community Access to Schools Review would result in Head Teachers and Depute Head Teachers of Community High Schools no longer being required to carry out additional duties related to the delivery of Community Programmes within these schools.

Phasing of the implementation of the CATS review will require all stages to be complete before these allowances can be removed. Headteachers will continue to work closely with officers to develop the revised management arrangements in order to ensure there is no reduction in the quality of services and programmes delivered and that the new management and operational arrangements are in place.

Further consideration will be given to Wester Hailes Education Centre (WHEC) given that it has a full scale leisure centre.

Officers will continue to work closely with Organisational Development to ensure that our approach to the removal of Community Allowances is managed appropriately with a plan for stakeholder engagement and full consultation with Trades Unions and Professional Associations.

Staff and Trades Unions will be consulted on the proposed management/staffing structure as part of the consultation exercise that will be undertaken in accordance with the Organisational Review Procedure.

3.4 **Scheme of Charges**

In May 2013 committee acknowledged the complexity of developing a revised scale of charges for community access to schools that takes account of council priorities to tackle inequality, poverty and disadvantage. Significant work has been undertaken by a sub-group of the CATS project team that has resulted in the development of a revised scale of charges that addresses the large variation in existing charges applied for use of secondary school facilities and would bring consistency across the city. See Appendix 2.

Revised charges will result in some current users of secondary school facilities having to pay more but for the majority there will be little impact and in many cases charges will be reduced. It is therefore proposed that the revised scale of charges is phased in over a period of two years commencing in April 2015.

It is also proposed to remove internal recharges for school and other Children and Families staff to use secondary school facilities during normal school operating hours from 1 April 2015.

At its meeting on 25 October 2012 Council approved additional compensatory measures to be included within the proposal to build a new Portobello High School on part of Portobello Park and to be applied in the event that the school was ultimately to be built in that location. One of these measures relates to access to the two 3G pitches which it is proposed would be created as part of that project. Council has approved that, although any required use by the school for curricular or extra-curricular activities would take precedence, at times when the pitches were available and not otherwise already booked, the use of these pitches would be free to, and could be pre-booked by, residents of the Portobello area. This arrangement is unique to Portobello High School and will be applied in perpetuity with letting charges only applying to use by those from outwith the Portobello area.

Following the implementation of a new CATS management, staffing and operational structure, primary school lets will continue to be administered by the centrally based team. It is proposed that the administration of primary school lets is incorporated into the CATS neighbourhood management arrangements and this will be undertaken within the next phase of the Organisational Review.

It should be noted that current arrangements to support school's use of their facilities outwith normal operating hours will be maintained.

3.5 Development of online booking system

Testing of the online booking system for Adult Education Programmes delivered by CLD and Community High Schools will commence in April 2014 and will be fully rolled out for the term commencing September 2014.

It should be noted that in addition to online booking alternative methods of enrolment for adult education provision will continue to be offered to ensure equality of access to citywide adult learning opportunities.

3.6 CATS Testing

Throughout the review there has been a focus on developing practice and testing new approaches to support CATS. Specific areas and schools were identified for testing because parallel workstreams linked to the ambitions of the CATS review were being undertaken or because partners had expressed a willingness to engage in new approaches or practices.

3.6.1 Balerno/Currie

A key achievement is that a 3G pitch is to be installed at Balerno Community High School and the school is supporting the development of joint activities between the school and local sports clubs in addition to wider community access to this facility.

3.6.2 Queensferry Community High School

A new partnership agreement is being developed between the City of Edinburgh Council and Edinburgh Leisure regarding the management of the school's P.E. facilities outwith school operating hours. Significant Council investment (£150k) has been spent improving the sports facilities including refurbishment of the games hall and new flooring. Edinburgh Leisure reports a considerable increase in levels of public access.

3.6.3 Gracemount High School

An agreement was reached between the headteacher and Edinburgh Leisure to work together to maximise and coordinate access to the school and local leisure centre.

The CATS review group will continue to monitor the impact of these areas of testing and will look to use the lessons learned to inform the development of the citywide management of community access to schools.

3.7 Adult Education Programmes

Currently the citywide adult education programme developed and organised by CLD and the adult education programmes offered by the Community High Schools operate independently of each other and learners are charged varying rates to participate (see Appendix 3).

Implementation of new CATS management arrangements will present an opportunity to bring greater consistency to adult education provision across the city including; incorporating Community High School adult education opportunities into the citywide programme, harmonisation and full integration of processes that support the development and delivery of adult education programmes will be implemented from autumn 2015.

There is a need to also achieve consistency in charges applied for participation in adult education programmes across the city. It is therefore proposed that revisions in adult education charges are applied in two stages commencing in autumn 2015 when the charges detailed in table 1, in Appendix 4 would be applied.

In autumn 2016 it is proposed that all charges would be harmonised and consistency achieved citywide by applying the charges detailed in table 2 in Appendix 4.

3.8 Communication Strategy

A CATS communication plan has been developed in conjunction with Corporate Communications that has increased awareness across Children and Families staff about the CATS review.

Key stakeholders have been communicated with. There has been considerable consultation including; Parent Council chairs, Headteachers, service users, Neighbourhood Partnerships and a Community Council. As the review has progressed communications have continued to be developed and have engaged additional stakeholders including; a survey of a representative group of existing service users and briefings for Neighbourhood Partnerships.

Information about the Organisational Review has been posted on the Internal Review section of the Orb. Briefings have been issued to all primary, secondary and special school headteachers and the CLD management team to share with their staff. In addition, meetings have been held with Headteachers, Community Programme Managers and Trades Unions.

Further consultation will be undertaken in line with the City of Edinburgh Council's Organisational Review Procedure.

Ongoing discussions are also being held with the Integrated Facilities Management team to ensure current levels of janitorial and cleaning services within non PPP schools are sustained and any future developments related to CATS are supported.

Measures of success

- 4.1 The review of CATS will result in the achievement of a number of outcomes:
- where possible, increased levels of community access to schools;
 - achievement of efficiencies through the implementation of new management arrangements;
 - improved collaboration with stakeholders including Edinburgh Leisure and Culture and Sport;
 - effective communication and information sharing across all stakeholders;
 - online booking and payment systems tested and implemented;
 - consistency in charges applied for use of school facilities across the city;
 - consistency in charges applied for participation in adult education programmes across the city.

Financial impact

- 5.1 The current costs to support the community related work of eight community high schools is £3.2m per annum. The income generated from community access to all schools across the city is currently £1.87m per annum. Implementation of the CATS review will assist in increasing income and reducing costs e.g. by increasing footfall and reducing management costs. Efficiencies of £300,000 approved in 2013 have been achieved in financial year 2014/15.

Risk, policy, compliance and governance impact

- 6.1 Key risks to the Council should the recommendations within this report be rejected include:
- an inability to achieve increased Community Access to Schools;
 - the continuation of an inconsistent approach across the city in relation to access and charging for Community Access to Schools;
 - an inability to meet the ambitions of better coordination and improved collaboration in relation to Community Access to Schools.

Equalities impact

- 7.1 A full equalities rights impact assessment (ERIA) of the CATS review has been undertaken and a summary included with this committee report. (Appendix 5)
- 7.2 A further EIRA of the Organisational Review of staffing is being developed in consultation with the Equalities Team and will be reported at a later date.

Sustainability impact

- 8.1 There are no adverse impacts arising from this report.

Consultation and engagement

- 9.1 Consultation and engagement will continue with a wide range of partners including; primary schools, secondary schools, nursery schools, special schools, Edinburgh Leisure, Culture and Sport, local communities, voluntary organisations, current users of school facilities, staff directly or indirectly affected by the review of CATS and Trades Unions.

Background reading/external references

- [Community Access to Schools Education Children and Families Committee Report 10 December 2013.](#)

Gillian Tee

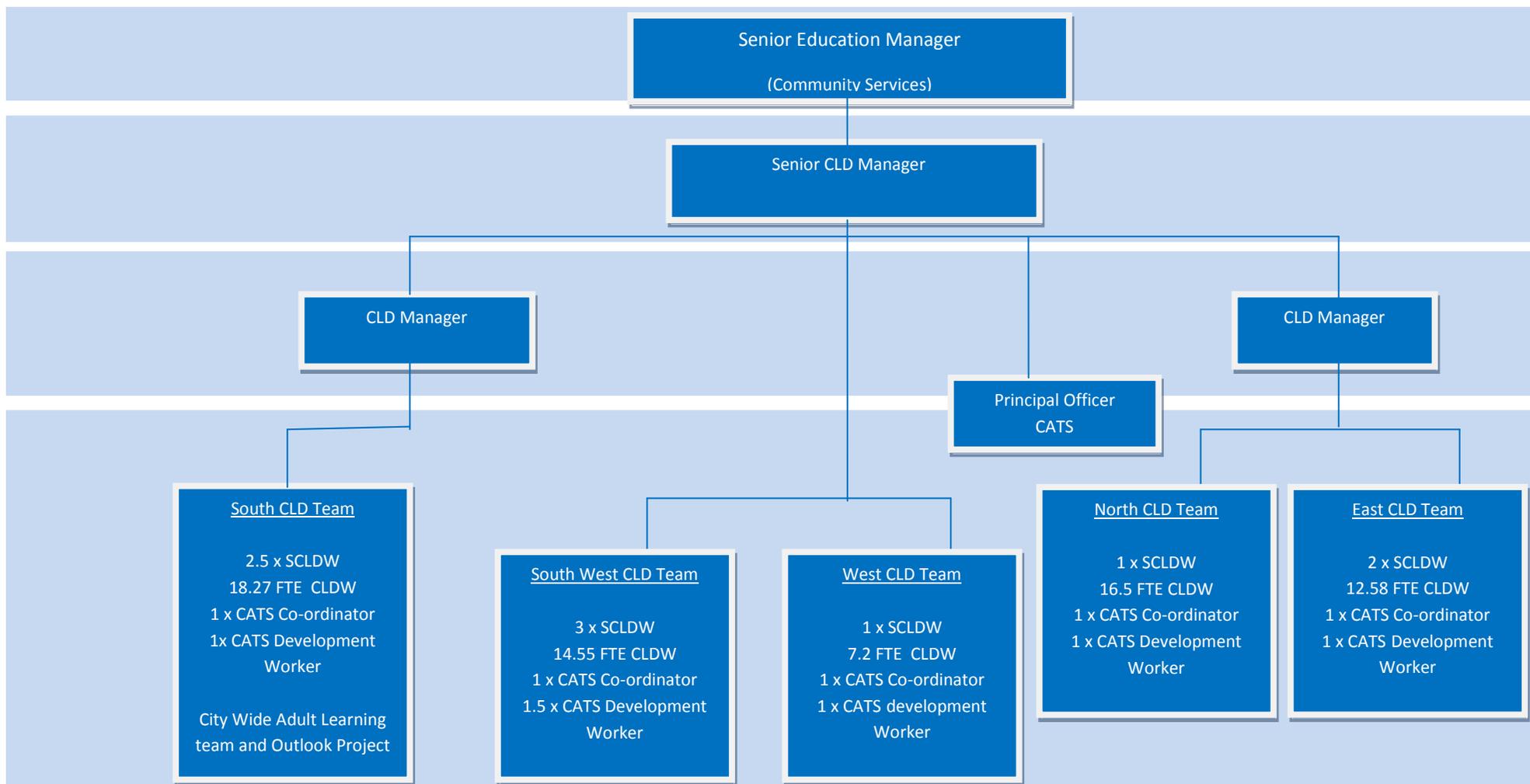
Director Children and Families

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Coalition pledges	P4 - Draw up a long-term strategic plan to tackle both over-crowding and under use in schools.
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>CO4 - Our children and young people are physically and emotionally healthy.</p> <p>CO23 - Well engaged and well informed – Communities and individuals are empowered and supported to improve local outcomes and foster a sense of community.</p> <p>CO24 - The Council communicates effectively internally and externally and has an excellent reputation for customer care.</p>
Single Outcome Agreement	SO4 - Edinburgh's communities are safer and have improved physical and social fabric.
Appendices	<p>Appendix 1- CATS/CLD Proposed Area Management Structure</p> <p>Appendix 2 – Proposed scale of Charges for Use of School Facilities</p> <p>Appendix 3 - Scale of charges for participation in Adult Education programmes citywide</p> <p>Appendix 4 - Proposed scale of charges for participation in Adult Education programmes</p> <p>Appendix 5 - Equalities Rights Impact Assessment summary</p>

CATS/CLD PROPOSED AREA MANAGEMENT AND STAFFING STRUCTURE



Key:

CLD – Community Learning and Development

SCLDW – Senior Community Learning and Development Worker

CLDW – Community Learning and Development Worker

Proposed Charges for use of School Facilities

Facility	Categories	Current Range	Average cost incurred by current users	Proposed Prices
3G Full	Adult	£50 to £75	£56.00	£52.50
Half		£25 to £30	£27.50	£32.00
1/3rd		£22.00	£26.00	£21.00
3G Full	Junior/OAP	£25 to £50	£37.00	£35.00
Half		£15.50 to £30	£22.75	£21.00
1/3rd		£11 to £17	£14.00	£14.00
3G Full	Concession			£26.25
Half				£15.50
1/3rd				£10.50
2G Pitch	Adult	£42 to £60	£52.00	£48.00
Half		£24 to £25	£24.50	£28.50
1/3rd		£16 to £20	£18.00	£19.00
2G Pitch	Junior/OAP	£20 to £59	£33.00	£32.00
Half		£16.67 to £20	£18.41	£19.50
1/3rd		£10 to £20	£13.00	£13.00
2G Pitch	Concession			£24.00
Half				£14.25
1/3rd				£9.50
Sport Hall	Adult	£23.50 to £47.50	£31.30	£35.00
Sport Hall	Junior/OAP	£11 to £25	£17.60	£23.30
Sport Hall	Concession			£17.50
Gym	Adult	£12.50 to £30	£22.00	£20.00
Gym	Junior/OAP	£9.35 to £19	£13.77	£13.30
Gym	Concession			£10.00
Bad C'rt	Adult	£6.75 to £9.20	£8.35	£8.00
Bad C'rt	Junior/OAP	£4.75 to £6.20	£5.20	£5.30
Bad C'rt	Concession			£4.00
Fit Suite	Adult			
Fit Suite	Junior/OAP			
Fit Suite	Concession			
Pool 15m x 4 lanes	Adult	£25 to £35	£32.00	£24.00
	Junior/OAP	£22.00	£22.00	£16.00
	Concession			£16.00
Pool 17m x 4 lanes	Adult	£15.41 to £38.50	£29.63	£28.00
	Junior/OAP	£22.00	£22.00	£20.00
	Concession			£20.00
Pool 25m x 4 lanes	Adult	£35.00	£35.00	£32.00
	Junior/OAP			£23.00
	Concession			£23.00
Grass Pitch	Adult	£25.75 to £42	£34.70	£10.00/hr
Grass Pitch	Junior/OAP	£12.36 to £24	£19.57	£6.60/hr
Grass Pitch	Concession			£5.00/hr
Assembly Hall	Adult	£9.61 to £75	£30.00	£26.50
Assembly Hall	Junior/OAP	£5.20 to £35	£19.00	£17.60
Assembly Hall	Concession			£13.25
Classroom	Adult	£4.40 to £25	£12.50	£5.00
Classroom	Junior/OAP	£4.30 to £25	£9.00	£5.00
Classroom	Concession			£5.00
Multi Purpose	Adult	£4.40 to £45	£17.50	£7.50
Multi Purpose	Junior/OAP	£3.50 to £45	£13.50	£7.50
Multi Purpose	Concession			£7.50
School returns indicate income generated in 2012/13 from current charges			£1,035,964	
Income forecast from implementation of proposed charges			£1,045,163	

APPENDIX 3**Table of Adult Education Programme Charges****(Applicable from September 2014)**

Provider	Standard Fee 10 weeks x 2 hours	Student Fee	Senior Citizen	Concession
CLD Citywide Adult Education Programme	£61.20	£30.60	£24.48	£13.26
Balerno Community High School	£65.00	£32.50	£32.50	£32.50
Castlebrae Community High School	£50.00	£30.00 (Under 18)	£26.00	£13.00
Craigroyston Community High School	£50.00	£25.00	£25.00	£15.00
Currie Community High School	£55.00	£27.50	£27.50	£27.50
Drummond Community High School	£58.00	£33.00	£28.50	£14.00
Leith Academy	£57.00	£31.00	£26.50	£13.00
Sth. Queensferry Community High School	£60.00	£33.00	£26.00 (60+ Not employed)	£15.00
WHEC	£59.00	£33.00	£26.00	£13.00

APPENDIX 4

Table 1 Proposed Adult Education Programme Charges from Autumn 2015

Provider	Standard Fee 10 weeks x 2 hours	Student Fee	Senior Citizen	Concession
CLD Citywide Adult Education Programme	£60.00	£30.00	£30.00	£15.00
Balerno Community High School	£60.00	£30.00	£30.00	£15.00
Castlebrae Community High School	£55.00	£30.00	£28.00	£15.00
Craigroyston Community High School	£55.00	£27.50	£30.00	£15.00
Currie Community High School	£57.50	£30.00	£30.00	£15.00
Drummond Community High School	£60.00	£30.00	£30.00	£15.00
Leith Academy	£60.00	£30.00	£28.50	£15.00
Sth. Queensferry Community High School	£60.00	£30.00	£28.00	£15.00
WHEC	£60.00	£30.00	£30.00	£15.00

Table 2 Proposed Adult Education Programme Charges from Autumn 2016

Standard Fee	Student Fee	Senior Citizen	Concession
£60.00	£30.00	£30.00	£15.00

ERIA Summary Report for Council Decision Makers



What report / CMT meeting / Committee / meeting date does this ERIA information relate to:

**Review of Community Access to Schools (CATS)
Education Children and Families Committee, 20 May 2014**

What are the main impacts on equality?

The review of CATS aims to introduce a new management and staffing structure that will ensure a more equitable service across Edinburgh, ensuring pockets of groups and communities sharing protected characteristics or experiencing socio economic deprivation or health inequality have increased opportunities to access school based provision. Currently a range of charges, including; concessionary and free, are available to participants in school based programmes and will continue. Where possible, community access to facilities, programmes and other opportunities available in the city's schools to individuals and groups will be enhanced. CATS strives to achieve a balance between contributing to meet educational, social and recreational needs of local communities and citywide.

It is envisaged there will be no negative impact on staff or any group or individual detailed in the Equality Act of 2010 or those impacted upon by socio economic deprivation or health inequality. Those who wish to utilise school facilities or engage in programmes and activities offered within schools, to pursue their educational or recreational interests, or achieve their goals will be supported to do so through the opportunities available through Community Access to Schools.

What are the main impacts on rights?

The review of CATS does not infringe any rights. A range of processes have/are being developed and implemented to inform and consult with a range of groups in relation to the review of CATS and what it aims to achieve, supporting people's right to be heard.

What are the main ERIA recommendations?

- To systematically monitor participation in school based community provision by the protected characteristics and report to the Children and Families Monitoring Group.
- Include details of how the citywide annual adult education programme is advancing equalities and meeting the other public sector duties in the annual adult education evaluation report.
- Incorporate the 3 public sector duties in the Equalities Act 2010 into a revised policy for letting and use of school premises .

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