

Education, Children and Families Committee

10am, Tuesday, 11 October 2016

Committee Decisions – July 2015 - July 2016

Item number	8.5
Report number	
Executive/routine	
Wards	All

Executive summary

Following the decision of the Governance, Risk and Best Value Committee on 19 June 2014, to strengthen existing arrangements and provide greater assurance with regard to the dissemination of committee decisions, a review of actions has been undertaken by directorates to ensure that all decisions taken by the Corporate Policy and Strategy Committee, the executive committees and the Governance, Risk and Best Value Committee are progressing as expected and to highlight any exceptions. This report outlines the assurance work undertaken and details the implementation of Education, Children and Families Committee decisions covering the period from July 2015 to July 2016.

Committee Decisions – July 2015 – July 2016

Recommendations

- 1.1 To note the position on the implementation of Education, Children and Families Committee decisions as detailed in the appendix to this report.
- 1.2 To note that the next summary report would be presented to Committee in March 2017.

Background

- 2.1 The Governance, Risk and Best Value Committee on 19 June 2014 agreed increased monitoring for the dissemination and implementation of committee decisions by directorates.
- 2.2 It was agreed that an annual report outlining all decisions taken in the previous year and an update on the implementation of decisions and recommendations to discharge actions be presented to the Corporate Policy and Strategy Committee, executive committees and the Governance, Risk and Best Value Committee.
- 2.3 A report to this effect was submitted to the Education, Children and Families on 6 October 2015 outlining the status of actions for the initial November 2014 to June 2015 period. At this period there were no concerns reported to Committee and all recorded actions have since been completed.

Main report

- 3.1 When a decision is taken at committee that requires further action this is tracked and monitored by various methods.
- 3.2 Since November 2012 for the Governance, Risk and Best Value Committee and April 2014 for other committees, if a decision requires a further report to committee, it is added to the forward plan, the report schedule and the Rolling Actions Log is updated. The Rolling Actions Log is then considered by committee each cycle, ensuring that there is clear oversight of the implementation of decisions by the committee. It is also published with the committee papers, resulting in the monitoring being carried out in a transparent manner. This ensures that there are clear linkages between the decisions taken at committee and the planning of new business.

- 3.3 However, a gap existed for committee decisions that did not request a further report to Committee. The implementation of these decisions was left with individual service areas and any monitoring was not publicly available.
- 3.4 The approach agreed by the Governance, Risk and Best Value Committee on 19 June 2014 aimed to address this gap. Following the meeting a committee decisions spreadsheet was introduced to track decisions that did not require further reporting and thus would not be covered by the Rolling Actions Log. This new process aimed to ensure that the implementation of relevant actions would be recorded effectively, monitored and considered annually at each committee.
- 3.5 This spreadsheet is completed by Committee Services and directorate staff who are responsible for updating the status of actions attributed to each service area.
- 3.6 A similar report on all decisions taken in the previous year and an update on the implementation of decisions and recommendations to discharge actions will be presented to the Corporate Policy and Strategy Committee and to each executive committee annually.
- 3.7 The consideration of these reports will augment committee oversight of the implementation of decisions, resulting in an increase in accountable and transparent decision making.

Education, Children and Families Committee Decisions

- 3.8 A review of actions has been undertaken by directorates to ensure that all decisions not required to be reported back to committee are progressing as expected and to highlight any exceptions. A summary of decisions for the period July 2015 to July 2016, including status, is detailed in the appendix to this report.
- 3.9 At the Education, Children and Families Committee there have been 46 decisions made which were recorded through the committee decisions spreadsheet.
- 3.10 All 15 actions that remain open are being progressed and there are no concerns to highlight to Committee.

Measures of success

- 4.1 Annual reporting ensures the effective implementation and monitoring of committee decisions.

Financial impact

- 5.1 There are no direct financial impacts as a result of this report.

Risk, policy, compliance and governance impact

- 6.1 The improvements in business processes help ensure increased transparency and assurance across the Council's decision making processes.

Equalities impact

- 7.1 There are no direct equalities impacts as a result of this report.

Sustainability impact

- 8.1 There is no direct sustainability impact as a result of this report.

Consultation and engagement

- 9.1 The spreadsheet described is completed throughout all service areas across the Council.

Background reading/external references

[Minute of the Governance, Risk and Best Value Committee – 19 June 2014](#)

[Report to the Governance, Risk and Best Value Committee - Committee Decisions – Dissemination and Implementation and Update to member/officer Protocol – Report by Director of Corporate Governance](#)

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Links

Coalition pledges

Council outcomes CO25 - The Council has efficient and effective services that deliver on objectives.

Single Outcome Agreement

Appendices 1 – Education, Children and Families - Committee Decisions

Appendix 1 – Committee Decisions – Education, Children and Families Committee

Education, Children and Families Committee Decisions Overview			
Date	Number of Decisions	Open	Closed
06/10/15	15	3	12
08/12/15	9	2	7
01/03/16	8	1	7
24/05/16	14	9	5
Total	46	15	31

Breakdown of tasks by directorate			
Directorate	Number of Decisions	Open	Closed
Chief Executive's Office	0	-	-
City Strategy and Economy	0	-	-
Communities and Families	46	15	31
Health & Social Care	0	-	-
Resources	0	-	-
Place	0	-	-

N.B: - Tasks can belong to more than one directorate, leading to slight disparity in figures.

Outstanding Tasks in full

Item no.	Date	Directorate	Item	Decision	Status	Comments
1	06.10.15	Communities and Families	Partnership Work Between the City of Edinburgh Council and Edinburgh College	That future Service level Agreements between the City of Edinburgh Council and Edinburgh College and the South East Scotland Academies Partnership programme continue to ensure that they broaden and enrich the senior phase of education for pupils in Edinburgh schools	Ongoing	
2	06.10.15	Communities and Families	Duncan Place/ Leith Primary School	To approve the recommended way forward to provide replacement accommodation as set out in paragraph 3.17 of the report by the Executive Director of Communities and Families	Ongoing	See further update report on agenda
3	06.10.15	Children and Families/Services for Communities	Duncan Place/ Leith Primary School	To agree that a working group be established involving locally elected members, relevant officers and the Duncan Place Management Committee to take forward the discussion outlined in paragraph 3.17 (ii) of the report by the Executive Director.	Ongoing	See further update report on agenda

Item no.	Date	Directorate	Item	Decision	Status	Comments
4	06.10.15	Communities and Families	Physical Contact and Physical Intervention	That the physical contact and physical intervention procedure be implemented within special schools, special classes and the ASL Service.	Closed	Closed
5	06.10.15	Communities and Families	Physical Contact and Physical Intervention	To note that revised guidance and information would be disseminated to the wider school community at an appropriate time.	Closed	Available on the Orb for all staff to access.
6	06.10.15	Communities and Families	Playgroups and Nurseries in the Voluntary Sector	To approve an increase from £50 per head per capita to £65 per head per capita for partner provider voluntary groups.	Closed	Closed
7	06.10.15	Communities and Families	Food for Life Accreditation in Edinburgh's Schools - Update	To confirm the commitment proposed in the "Trust in the Food We Eat" report to Council on 30 May 2013, to roll-out the Soil Association Scotland's Food for Life, to attain the Bronze Catering Mark accreditation across all the other production kitchen operations, by summer 2016.	Closed	Closed
8	06.10.15	Communities	Short-Life Member Officer	To establish a short-life Member Officer	Closed	Closed - Working

Item no.	Date	Directorate	Item	Decision	Status	Comments
		and Families	Group: School Admissions/Appeals	Working Group to review the school admissions and appeals process for session 2015/16		Group established
9	06.10.15	Communities and Families	Review of Positive Action Funding in Primary Schools	That a briefing session be arranged for elected members in advance of the further consideration by the Committee in December 2015.	Closed	Closed
10	06.10.15	Communities and Families	Youth Work Services - Proposed New Contract Arrangements	To note that work was underway to consult with young people and other stakeholders to design a new set of open access youth work services across the city that Children and Families directorate would support through contractual arrangements	Closed	Closed
11	06.10.15	Communities and Families	Youth Work Services - Proposed New Contract Arrangements	To note that a report would be submitted to the Finance and Resources Committee on 29 October 2015 requesting a waiver from Contract Standing orders to enable the award of extensions of contracts to up to ten providers based on the negotiated specifications that reflect a renewed	Closed	Closed

Item no.	Date	Directorate	Item	Decision	Status	Comments
				focus on open youth work provision.		
12	06.10.15	Communities and Families	Youth Work Services - Proposed New Contract Arrangements	That a briefing session be arranged for committee members following the conclusion of the information gathering process outlined in paragraph 3.8 of the report by the Executive Director of Communities and Families	Closed	Closed
13	06.10.15	Communities and Families	Review and Redesign of Affordable Childcare Support to Children and Young people with Disabilities in Mainstream Childcare Settings	To note that a consultation/commissioning process would be carried out with stakeholders to design a new specification for the delivery of this service.	Closed	Closed
14	06.10.15	Communities and Families	Review and Redesign of Affordable Childcare Support to Children and Young people with Disabilities in Mainstream Childcare Settings	To note that a report would be submitted to the Finance and Resources Committee requesting a waiver from Contract Standing Orders to maintain current funding arrangements until 31 March 2017. This would ensure continuity of service and give sufficient time to complete the commissioning process.	Closed	Closed - report submitted to November 2015 F&R Committee

Item no.	Date	Directorate	Item	Decision	Status	Comments
15	06.10.15	Communities and Families	Appointments to Sub-Committees and Working Groups 2015/16	To re-appoint the existing Conveners of the Sub-Committees and Working Groups and the request the head of legal, risk and compliance to seek nominations from the political groups and religious teacher and parent representatives.	Closed	Closed - Nominations sought and appended to the minute.
16	08/12/2015	Communities and Families	Short Life working group : School admissions/appeals	To note the progress made to date in improving the quality of information on the admissions and appeals process available on the Council website and that further work would be undertaken to improve the quality of public information to ensure that all relevant policies and procedures could be easily accessed.	Closed	Closed
17	08/12/2015	Communities and Families	Short Life working group : School admissions/appeals	To note the principle behind 'Reserved Places' as outlined in the Admissions policy and to ensure that this was promoted to parents and all involved in the placing process through appropriate communications on a regular basis.	Closed	Closed

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18	08/12/2015	Communities and Families	Short Life working group : School admissions/appeals	To note that a formalised open recruitment and selection process would be carried out and reviewed annually (if required) to increase the number of both panel members and chairs on the independent panel.	Closed	Closed
19	08/12/2015	Communities and Families	Short Life working group : School admissions/appeals	To note the development and delivery of an annual mandatory training programme for panel chairs/members and all officers, including head teachers, who were involved in the Appeals process. Consideration would be given to the use of an external training provider where appropriate e.g. for panel members and chairs.	Closed	Closed
20	08/12/2015	Communities and Families	Short Life working group : School admissions/appeals	To recommend that the Independent Appeals Panel consider: a) Whether it was practical for the panel to provide more detailed written reasons for their decisions in order that these reasons could be communicated via Committee Services to the	Closed	Closed

Item no.	Date	Directorate	Item	Decision	Status	Comments
				parent/carer and Committee. b) Developing a formal and enhanced feedback and evaluation process to ensure that Independent Appeal Panel members receive feedback from all stakeholders.		
21	08/12/2015	Communities and Families	Short Life working group : School admissions/appeals	To continue with the short-life Working Group to oversee the delivery of the action plan.	Closed	Closed
22	08/12/2015	Communities and Families	Admissions to Mainstream Schools	To refer the policy to the short-life Working Group for consideration of how to make it more accessible to users	Closed	Closed – This was reported back to Committee on 01/03/16
23	08/12/2015	Communities and Families	Governance Arrangements and Council Support to Community Centre Management Committees	To agree that as this work was brought forward, guidance materials should be produced to support Management Committees of Community Centres to continue to operate in an effective manner and to be clear about where support could be provided if/when issues emerge. This should include contact details of service areas	Open	Ongoing

Item no.	Date	Directorate	Item	Decision	Status	Comments
				responsible for the different supports required.		
24	08/12/2015	Communities and Families	Governance Arrangements and Council Support to Community Centre Management Committees	To approve that training requirements for Community Centre Management Committees should also be assessed annually, taking into account new members and the new requirements that any change in governance arrangements would entail.	Open	Ongoing
25	01/03/2016	Communities and Families	C&F Small Grants to third parties 2016/17 - proposals for expenditure	To approve the awards to the organisations outlined in appendix one of the report by the Acting Executive Director of Communities and Families.	Closed	Closed
26	01/03/2016	Communities and Families	C&F Small Grants to third parties 2016/17 - proposals for expenditure	To note that support would be offered to unsuccessful applicants to discuss what additional internal and external assistance could be provided.	Closed	Closed
27	01/03/2016	Communities and Families	C&F Small Grants to third parties 2016/17 - proposals for expenditure	That the short-life working group on third party grants which Committee agreed to reconvene at their meeting in 11 February 2016 should also look at lessons learned from the small grants	Closed	The working group has met on 5 occasions and a report outlining lessons learnt

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				<p>process, including:</p> <ul style="list-style-type: none"> • The form and level of support provided to unsuccessful organisations. • The ability to provide part-awards. • Consideration of the ability of national organisations to bid for awards and the criteria used. • The role “localities” may play in future decision-making. • The quality assurance processes. 		from both grant processes will be presented to E,C& F Committee on 11 October 2016.
28	01/03/2016	Communities and Families	Review of positive action funding in primary schools	To approve that positive action funding in the primary sector was allocated to those schools with children living in Deciles 1 and 2 of the Scottish Index of Multiple Deprivation with a weighting of 2:1 to those pupils living in Decile 1 and a 40% threshold being used.	Closed	Closed
29	01/03/2016	Communities	Castlebrae Community High	To agree to receive a further follow	Ongoing	Scheduled for 06

Item no.	Date	Directorate	Item	Decision	Status	Comments
		and Families	School - Progress Report	through report at the Sub-Committee on Standards for Children and Families after November 2016.		March 2017
30	01/03/2016	Communities and Families	Castlebrae Community High School - Progress Report	That a briefing note be prepared for Committee members on the delivery of a new high school for Craigmillar.	Closed	Closed on 24/05/2016
31	01/03/2016	Communities and Families	Short-life working group - school admissions/appeals	To note the development of a comprehensive communications strategy which would be implemented over the course of 2016, as outlined in appendix 2 to the report by the Acting Executive Director of Communities and Families.	Closed	Closed
32	01/03/2016	Communities and Families	Short-life working group - school admissions/appeals	To note the ongoing development of an annual mandatory training programme for panel chairs/members and all officers, including head teachers, who were involved in the Appeals process was well underway.	Closed	Closed
33	24/05/2016	Communities and Families	Tynecastle Nursery	To refer the joint report to the Finance and Resources Committee for final approval of the terms and conditions, as	Closed	Closed

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				detailed in paragraph 3.5 of the joint report by the Acting Executive Director of Resources and the Acting Executive Director of Communities and Families.		
34	24/05/2016	Communities and Families	Tynecastle Nursery	To agree that a Working Group be established, including staff, parents and the project architect to bring forward these plans and to specifically look at concerns over the outdoor play/garden area.	Closed	Working Group established, issues with garden space resolved.
35	24/05/2016	Communities and Families	Local Development Plan Education Infrastructure Update	To approve that informal consultation be undertaken regarding those actions which required to be progressed imminently to ensure that any required infrastructure and/or catchment reviews could be delivered on a timely basis.	Ongoing	Informal consultations progressing and draft statutory consultations papers to be submitted to future Committees for consideration.
36	24/05/2016	Communities and Families	Local Development Plan Education Infrastructure	That East Craigs Primary School be included in the informal consultation for	Closed	East Craigs Primary School representatives

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			Update	the West Edinburgh Contribution Zone.		have been involved in the informal consultation.
37	24/05/2016	Communities and Families	Primary School Estate Rising Rolls	Based on the assessment of options set out in appendix one to the report by the Acting Director of Communities and Families, to approve the delivery of four new classrooms at Liberton Primary School for August 2017, subject to the final decision regarding the necessity for such provision being delegated to the Executive Director of Communities and Families to be taken in January 2017 (or earlier if appropriate) upon assessment of pupil registration figures.	Ongoing	Additional classes at Liberton are currently being designed and a decision on delivery will be made in January 2017 in line with the recommendation.
38	24/05/2016	Communities and Families	Primary School Estate Rising Rolls	To approve that internal reconfiguration works be undertaken at Bruntsfield and St Margaret's Roman Catholic Primary Schools to provide increased classroom provision for August 2017.	Ongoing	Plans for the provision of additional accommodation at these schools are being progressed.

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39	24/05/2016	Communities and Families	Primary School Estate Rising Rolls	To approve the detailed development of new accommodation at Trinity Primary School, subject to the final decision regarding the necessity for such provision being delegated to the Executive Director of Communities and Families to be taken in January 2018 (or earlier if necessary) upon assessment of pupil registration figures and the long-term accommodation solutions identified through any formal or informal consultation processes.	Ongoing	Additional classes at Trinity are currently being designed and a decision on delivery will be made in Jan 2017 in line with the recommendation.
40	24/05/2016	Communities and Families	Primary School Estate Rising Rolls	To approve that feasibility studies be commissioned regarding Victoria Primary School and the former Fort Primary School building to identify potential additional capacity which may be achieved in the Trinity/Victoria area.	Ongoing	Feasibility studies are in progress.
41	24/05/2016	Communities and Families	Primary School Estate Rising Rolls	To approve that a feasibility study be commissioned regarding Corstorphine Primary School to assess the viability of sub-dividing the existing dining hall.	Ongoing	Feasibility study complete and project is viable. Detailed design is being progressed.

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						Update will be provided to Education, Children and Families Committee in December.
42	24/05/2016	Communities and Families	Gaelic Medium Education and Capacity at James Gillespie's and Boroughmuir High Schools	To note that the cluster primaries for both James Gillespie's and Boroughmuir High Schools would be included in the education review outlined at paragraph 3.53 (i) of the Acting Executive Director's report at an appropriate stage.	Ongoing	Cluster primary schools will be engaged during informal consultation phase.
43	24/05/2016	Communities and Families	Recent Developments in Gaelic Education Provision in Edinburgh	To note the lessons which had been learned as set out in the joint report by the Acting Executive Directors of Communities and Families and Resources, and the possible actions identified which would be subject to consultation with the Head Teachers Executive and the Consultative Committee with Parents prior to decisions being taken regarding the	Ongoing	No changes are proposed for the 2016/17 placement process and the necessary consultation will take place for any changes to be progressed for

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				implementation, or otherwise, of any changes for the 2016/17 School Placements process.		future years.
44	24/05/2016	Communities and Families	Recent Developments in Gaelic Education Provision in Edinburgh	To refer the joint report the Acting Executive Directors of Communities and Families and Resources to the Governance, Risk and Best Value Committee.	Closed	Closed
45	24/05/2016	Communities and Families	1 in 5: Raising Awareness of Child Poverty in Edinburgh	To approve the wider 'roll out' of the 1 in 5: Raising Awareness of Child Poverty in Edinburgh project.	Ongoing	Ongoing - Update to Committee October 2016
46	24/05/2016	Communities and Families	Social Work Complaints Review Committee - 11 March 2016	To note that recommendations two and three of the SWCRC related to the Council's Housing and Regeneration Team, located within the 'Place' directorate and as such were outwith the scope of the Education, Children and Families Committee, and had therefore been passed to the Housing and Regeneration Team for consideration and action as appropriate.	Closed	Closed