

# Item 4.1 - Minutes

## Education, Children and Families Committee

10.00am, Tuesday, 11 October 2016

### Present

Councillors Godzik (Convener), Fullerton (Vice-Convener), Aitken, Austin Hart, Bridgman, Cairns (substituting for Councillor Lunn), Child, Nick Cook, Corbett, Day, Donaldson (substituting for Councillor Robson), Jackson, Key, Lewis, Main, Milligan, Redpath, Rust and Tymkewycz.

### Added members for Education matters

Marie Allan, Allan Crosbie, Craig Duncan and Alexander Ramage.

## 1. Minutes

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### Decision

To approve the minute of the Education, Children and Families Committee of 24 May 2016 as a correct record.

## 2. Education, Children and Families Committee Key Decisions Forward Plan – October to December 2016

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The Education, Children and Families Committee Key Decisions Forward Plan for the period October to December 2016 was presented.

### Decision

To note the Key Decisions Forward Plan for October to December 2016.

(Reference – Key Decisions Forward Plan – October to December 2016, submitted.)

## 3. Education, Children and Families Committee Rolling Actions Log – October 2016

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The Education, Children and Families Committee Rolling Actions Log for October 2016 was presented.

### Decision

- 1) To approve the closure of actions 8, 9, 10, 23, 30 and 32.

- 2) To note that a full report on the Communities and Families Asset Management Plan (Action 5) would be presented to the Committee in December 2016.
- 3) To note the intention to report on the work of Parent Councils and Parental Engagement (Action 33) to the Committee in March 2017.
- 4) To otherwise note the remaining outstanding actions.

(Reference – Rolling Actions Log – 11 October 2016, submitted.)

#### **4. Education, Children and Families Committee Business Bulletin October 2016**

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The Education, Children and Families Committee Business Bulletin for October 2016 was presented.

##### **Decision**

To note the Business Bulletin.

(Reference – Business Bulletin – 11 October 2016, submitted.)

#### **5. Getting it Right for Special Schools – Planning for the Future**

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A summary of actions being undertaken in regard to pupils with additional support needs and special schools was submitted. A strategic review of special schools was ongoing and would take into account the opportunities arising from the replacement of St Crispin's School and consideration of areas where there was a reducing need for special school places.

The review also included a feasibility study to investigate future options for Braidburn and Oaklands and high quality provision for children with complex additional support needs into the future.

##### **Decision**

- 1) To note that changing patterns of need had implications for the future provision of special school places.
- 2) To note that the strategic review of the special school estate reflected a best value approach to enable reinvestment and improvement within existing resources.
- 3) To note that a feasibility study to investigate future options for Braidburn School and Oaklands School and high quality provision for children with complex additional support needs into the future was ongoing.
- 4) To agree that the outcome of the feasibility study be reported to Committee by March 2017.

- 5) To note that any proposals requiring significant changes to a special school including any possible school merger or restructuring would be subject to Committee approval to initiate a formal consultation process.
- 6) To note the proposals for the closure of Panmure St Ann's was the subject of a separate report at this meeting (see item 6 below).
- 7) To note the presented measures reflected the Council's priority to ensure that they had an appropriate level of specialist provision for the growing number children with complex needs arising from autism.

(References – minute of the Education, Children and Families Committee 8 December 2015 (item 12); report by the Acting Executive Director of Communities and Families, submitted)

## **6. Improving Support for Children and Young People in Need in Edinburgh – Consultation on a Proposal to Close Panmure St Ann's Special School**

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Approval was sought to commence a statutory consultation on the proposed closure of Panmure St Ann's Special School and to provide alternative services for young people with social, emotional and behavioural support needs in Edinburgh through enhanced support within local mainstream schools and to retain Gorgie Mills School facility for young people who may continue to require a special school placement.

### **Decision**

- 1) To approve that the statutory consultation on the proposed closure of Panmure St Ann's Special School was carried out by 30 June 2017, as set out in the report by the Acting Executive Director of Communities and Families.
- 2) To delegate authority to the Acting Executive Director of Communities and Families to develop a detailed consultation paper on the basis of the proposals outlined in the report.
- 3) To approve that the statutory consultation should commence in November 2016 and to note that the intention to return to a future meeting of the Full Council for a decision on the proposal.
- 4) To note that the proposal would be subject to the scrutiny of Scottish Ministers prior to implementation should the Council decide to proceed.
- 5) To approve the re-investment of £200,000 in the continued development of enhanced provision in school clusters for children and young people with social, emotional and behavioural needs attending mainstream schools in the City of Edinburgh.
- 6) To thank the Quality Improvement Manager – Special Schools for her work in engaging with, and reassuring, parents regarding the impact of the proposed closure of Panmure St Ann's on pupil's education.

(References – minute of the Education, Children and Families Committee 8 December 2015 (item 12); report by the Acting Executive Director of Communities and Families, submitted)

### **Declaration of Interests**

Councillor Godzik declared a non-financial interest in the foregoing item as a Director of The Spartans Community Football Academy.

## **7. Member/Officers' Working Group – Lessons Learnt from Review of Revenue Grants Programme**

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As previously requested by the Committee, a lessons learnt exercise had been undertaken by a member officer working group and recommendations for processing and assessing future Communities and Families Revenue Grants Programmes were submitted for approval.

Ian Brooke (Edinburgh Voluntary Organisations Council - EVOC) spoke in favour of the recommendations as a member of the working group and on behalf of the third sector. He advised that the third sector welcomed the proposed changes to the grants process.

### **Decision**

- 1) To approve the recommendations for future Communities and Families Revenue Grants programmes as detailed in section 3 of the report by the Acting Executive Director of Communities and Families (see appendix 1).
- 2) To thank the Working Group members and officers for their work under such a challenging timescale.

(References – minute of the Education, Children and Families Committee 11 February 2016 (item 1); report by the Acting Executive Director of Communities and Families, submitted.)

## **8. Further Developing Child Poverty Work in Edinburgh**

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Details were submitted of recent progress with, and resources required for, the 1 in 5: Raising Awareness of Child Poverty in Edinburgh Project. The project had been established to improve the understanding of the causes and impact of child poverty, and to begin to look at what changes schools could make to better support children from low-income families.

## **Decision**

- 1) To note the progress of the 1 in 5 Project and the proposed further developments.
- 2) To approve that the remit of this work was factored into the organisational review currently underway in Lifelong Learning in order to enable the work to be sustained and developed.

(References – minute of the Education, Children and Families Committee 24 May 2016 (item 15); report by the Acting Executive Director of Communities and Families, submitted.)

## **9. Arts and Creative Learning Update**

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An update was provided on the work of the Arts and Creative Learning Team including Creative Learning, the Paolozzi Prize for Art, employability work with young people, the Instrumental Music Service, the Youth Music Initiative, Dance Development, Screen Education Edinburgh and partnership projects with the arts and cultural sector.

### **Decision**

- 1) To note the update.
- 2) To note the progress of the Creative Learning Network funded by Education Scotland and related creative learning initiatives.
- 3) To note the progress of work with young people related to employability.
- 4) To note the progress of the Instrumental Music Service.
- 5) To note the progress of developments of the Youth Music Initiative.
- 6) To note the progress of Dance Development.
- 7) To note the progress of work carried out by Screen Education Edinburgh.
- 8) To note the level of external funding and partnership working.
- 9) To agree to receive a further report in October 2017.
- 10) That statistical information be provided in future reports on how music provision was allocated across the school estate; the report to include specific examples from pupils receiving music tuition.

(References – minutes of the Education, Children and Families Committee 6 October 2016 (item 16); report by the Acting Executive Director of Communities and Families, submitted)

## 10. Governance Arrangements and Council Support to Community Centre Management Committees - Update

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An update was provided on future governance arrangements and Council support for community centres. The organisational review for Lifelong Learning which included Community Learning and Development was scheduled to begin in Autumn 2016 and conclude in Spring 2017. This would result in the implementation of a new locality-based service of Lifelong Learning with new governance arrangements.

The involvement of community centres in this service provision, including partnership working with local people, would be critical to the success of the new service area.

### Decision

- 1) To note that the organisational review for Lifelong Learning which included Community Learning and Development concluded in spring 2017.
- 2) That a briefing session be arranged for elected members to outline progress of the review.
- 3) To request that an update report be submitted to Committee in six months time.
- 4) That a briefing session be arranged for Community Centre Management Committees to outline progress of the review.

(References – minute of the Education, Children and Families Committee 6 October 2015 (item 33); report by the Acting Executive Director of Communities and Families, submitted.)

## 11. Prince's Trust – Potential Accommodation Options

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The Prince's Trust was looking for premises to establish an employment and enterprise hub for young people in the East of Scotland. Approval was sought to investigate accommodation options in partnership with Property and Facilities Management officers.

### Decision

To request that Property and Facilities Management evaluate estate-wide options for the Prince's Trust.

(Reference – report by the Acting Executive Director of Communities and Families, submitted.)

## **12. Duncan Place/Leith Primary School**

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An update on progress regarding the work of the Duncan Place Member/Officer Working Group and the possible transfer of the remaining Duncan Place building to the local community as a Community Asset Transfer was submitted.

### **Decision**

- 1) To note the work completed to date by the Working Group.
- 2) To note that the Working Group would continue to operate and a further progress report would be submitted to Committee in 2017.
- 3) To congratulate officers and local ward members for their work in progressing the project.

(References – minutes of the Education, Children and Families Committee 6 October 2015 (item 4); report by the Acting Executive Director of Resources, submitted.)

## **13. Communities and Families Revenue Monitoring 2016/17 – Month Three Position**

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The projected month three revenue budget monitoring position for the Communities and Families directorate was outlined. The directorate was continuing to manage significant levels of budget pressure in many areas of the service. Following mitigating management action, a net residual unfunded budget pressure of £0.9m remained for which further mitigating action still required to be developed.

### **Decision**

- 1) To note the net residual budget pressure of £0.9m remaining at Month Three.
- 2) To note that approved savings in 2016/17 totalled £12.9m and that the savings programme was being closely monitored with action taken to address any highlighted risks of non delivery.

(References – minute of the Education, Children and Families Committee 6 October 2015 (item 32); report by the Acting Executive Director of Communities and Families, submitted.)

## **14. Systemic Support Services: Extension of Additional Support for Learning Contracts**

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The Finance and Resources Committee on 18 August 2016 had agreed that detailed contract planning reports should be considered by the relevant Executive Committee before being referred to the Finance and Resources Committee for approval.

Proposals to waive Contract Standing Orders (CSO) to re-align a number of smaller existing Additional Support for Learning contracts within a single strategic procurement framework were detailed.

Progress was also outlined against the strategic priorities for Additional Support for Learning (ASL) and the actions necessary to progress the ASL procurement plan.

### **Decision**

- 1) To note the report by the Acting Executive Director of Communities and Families.
- 2) To refer the report by the Acting Executive Director of Communities and Families to the Finance and Resources Committee for:
  - 2.1) approval of the extension of both Children 1<sup>st</sup> contracts to the value of £67,866 for continuing services to children, families and schools for a six month period from 1 October 2017 to 31 March 2018.
  - 2.2) approval of the extension of Canongate Youth Project Contract to the value of £40,000 per annum for continuing services to children, families and schools for a 12 month period from 1 April 2017 to 31 March 2018.
  - 2.3) approval of the extension of the My Adventure Contract to the value of £128,089 for the period of 1 January 2017 to 31 March 2018. To support the delivery of curricular activities to vulnerable learners at secondary schools in East Edinburgh.

(References – minute of the Finance and Resources Committee 18 August 2016 (item 20); report by the Acting Executive Director of Communities and Families, submitted.)

## **15. Renaming Fox Covert Roman Catholic (RC) Primary School**

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Approval was sought to rename Fox Covert RC Primary School as St Andrew's Fox Covert RC Primary School in order to build and sustain its unique identity. This was the preferred identified option following consultation with parents, pupils, staff, associated parishes and the wider community.

### **Decision**

That Fox Covert Roman Catholic (RC) primary school be renamed as St Andrew's Fox Covert RC Primary School.

(Reference – report by the Acting Executive Director of Communities and Families, submitted.)



## **16. Appointments to Sub-Committees and Working Groups 2016-17**

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The Committee was invited to appoint the membership of its Sub-Committees and Working Groups for 2016-17.

### **Decision**

- 1) To appoint the membership of the Sub-Committees and Working Groups for 2016/17 as detailed in the appendix to the report by the Acting Executive Director of Communities and Families (see appendix 2 to this minute).
- 2) To note that the Committee, at its meeting on 11 February 2016, had agreed to reconvene the Third Party Grants Short-Life Working Group to consider lessons learned from the revised grants procedures.
- 3) To note that the Edinburgh Youth Issues Forum had been replaced by Young Edinburgh Action and no longer required to be appointed.
- 4) To note that the Short-Life Working Group on School Admissions and Appeals was no longer required to be appointed as the work of this group had come to an end.
- 5) To note that the Committee on 24 May 2016 had agreed that the Short Term Working Group on Gaelic Medium Education and Capacity at James Gillespie's High School was no longer required to be appointed as the work of the group had come to an end.
- 6) To note that the Improving Community Access to Schools Working Group was no longer required to be appointed as the work of this group had come to an end.

(References – minute of the Education, Children and Families Committee 6 October 2015 (item 34); report by the Chief Executive, submitted.)

## **17. Committee Decisions – July 2015 to July 2016**

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An update was provided on decisions taken by the Education, Children and Families Committee not included on the Rolling Actions Log for the period covering July 2015 to July 2016.

### **Decision**

- 1) To note the position on the implementation of Education, Children and Families Committee decisions as detailed in the appendix to the report by the Acting Executive Director of Communities and Families.

- 2) To note that the next summary report would be presented to the Committee in March 2017.

(References – minute of the Education, Children and Families Committee 6 October 2015 (item 10); report by the Chief Executive, submitted.)

## **18. Recommendations of the Social Work Complaints Review Committee – 11 August 2016**

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Recommendations of the Social Work Complaints Committee (SWCRC) held on 11 August 2016 on a complaint against the Communities and Families Directorate were detailed.

### **Decision**

To approve the recommendations of the Social Work Complaints Review Committee of 11 August 2016.

(Reference – report by the Chair of the Social Work Complaints Review Committee, submitted.)

## **19. Councillor Godzik and Craig Duncan**

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The Committee noted both the resignation of Councillor Paul Godzik from his position as Convener, who would stand down on 26 October 2016, and Craig Duncan as Religious Representative on behalf of the Church of Scotland with immediate effect.

Members acknowledged their commitment to the work of the Committee and their contribution to the improvements to education in the City.

## **Appendix 1**

### **Recommendations for Future Communities and Families Revenue Grants Programmes**

#### **The Application Process**

Provide clear guidance and guidance notes for applicants, and set up application process support sessions.

Allocate funding within themes and/or geography which relate to the priorities of the new Edinburgh Children's Services Plan to ensure that provision is not based solely on application score but also reflects the strategic assessment across the city. This would help to regulate spending across all of the priorities identified by the Edinburgh Children's Partnership, help to encourage services in areas where need is greatest, and create a more level playing field for smaller, community-based organisations. Funding should be prioritised for areas of deprivation as based on SIMD data. A matrix model of assessment could be considered.

Apply a maximum word count per question.

Establish a small group of people to read all applications to provide a wider view of what is on offer. This will provide an early indication of which are strong, middling and weak applications.

Include a set of accounts for financial assessment alongside project information. This would be to allow Finance to assess the sustainability of the applicant organisation.

Include a question in the application form about the applicant organisation's previous achievements.

Add a question to the application form that asks applicants to demonstrate their links to the local community.

The Council should direct applicants towards independent support with writing applications.

In order to encourage funding diversity and assist assessment, the application form should include a question asking what steps each applicant organisation is taking to secure funding elsewhere. Further guidance about this will be issued in due course.

#### **Training for Assessors**

Provide assessors with mock applications to practise on or have some 'challenge' sessions where scores are challenged between individuals and groups to reinforce scoring consistency.

Use fewer assessors, in line with good practice, and provide them with longer and more in-depth training. This should include training and information on charity finance and governance.

Training for assessors should include providing a good understanding of what constitutes core costs. Further guidance about this will be issued.

### **The Assessment Process**

Set up a senior or peer review group to check a representative sample of applications.

### **The Grading/Marking Scheme**

Document the consensus discussions to provide transparency. This could also improve the quality of feedback to unsuccessful applicants.

Record all scores on a spreadsheet to eliminate any possibility of arithmetical errors.

### **General**

Continue to explore the relationship between third party revenue grants and emerging Locality models for service delivery.

Introduce a cap on the amount organisations can apply for in the Main Grants Programme.

Offer guidance to clarify what is meant by core funding and to set out Communities and Families expectations' regarding diversity of funding.

Provide a brief description (50 words) of each project/award when recommendations are made to Committee. Organisations should be asked to provide this when they apply to the fund.

Lessons from other Council departments should be taken into account when implementing recommendations.

There should be a named lead officer for the grants programme.

Benchmark the Grants Programme against wider best practice for continual improvement.

Offer unsuccessful applicants an information pack detailing other funding sources and advice.

Investigate outsourcing, and/or partnership working, for future revenue grants programmes.

Once agreed, the process, including parameters put to the sector, will be adhered to throughout the entire process.

An Equalities and Rights Impact Assessment should be completed prior to the report going to Committee so that Members are able to make decisions that take account of that information and recommendations for action.

Organisations should not be expected to submit a Business Plan as the application form provides sufficient detail on project planning and sustainability.

## **Small Grants Fund**

Invite applications to the Small Grants Fund from the beginning of November.

Include a question in the application form about the applicant organisation's previous achievements.

Set aside a large majority percentage of the Small Grants Fund for small local organisations, where small is defined based on Charity Finance Regulations.

## **Future Governance**

The Finance and Resources Committee as at March 2016 agreed the recommendations in the report "Future Governance of Council Payments to Third Parties" in particular that the Transformation Programme Payments to Third Parties Workstream would in due course (i) be incorporated into the Commercial Excellence Programme and (ii) be managed by Commercial and Procurement Services (CPS) as from 2016/17.

As of 1 April 2016, the lead function for overseeing grant management arrangements has transferred from the Strategy and Insight Division to CPS to sit alongside contract procurement. Aligning the procurement of grants and contracts for the provision of community outcomes and related services will allow for enhanced co-ordination of best practice, improved planning and avoiding duplication of effort across directorates. A key aspect of this central function will be to; (i) ensure that anticipated savings are realised and (ii) provide balanced advice to executive committees on the most advantageous investment for service users, (iii) ensure robust performance from those receiving investment and (iv) engage with service users and directorate commissioning teams to design and deliver community outcomes. The lessons learned identified above will form a central thread of this best practice.

## Appendix 2

### Appointments to Sub-Committees and Working Groups

<b>Sub-Committee on Standards for Children and Families - 9 Members – 3 Labour, 2 SNP, 2 Conservative, 1 Green and 1 Religious Representative</b>	
Councillor Godzik (Convener) Councillor Aitken Councillor Child Councillor Fullerton Councillor Lunn	Councillor Main Councillor Paterson Councillor Redpath Craig Duncan (Religious Rep)

<b>Consultative Committee with Parents – 8 members - Convener and Vice-Convener of Education, Children and Families Committee and one member from each political group and 1 Teacher Representative</b>	
Councillor Godzik (Convener) Councillor Aldridge Councillor Corbett Councillor Fullerton	Councillor Lunn Councillor Redpath Councillor Rust John Swinburne (Teacher Rep)

<b>Duncan Place Working Group – 3 members – locally elected members (Leith Ward) and</b>	
Councillor McVey (Convener) Councillor Munro	Councillor Booth

<b>Joint Officer/Member Group on Corporate Parenting of Looked After Children – 14 members - Convener and Vice-Convener of Education, Children and Families Committee and two members from each political group, 1 Religious Representative and 1 Teacher Representative.</b>	
Councillor Fullerton (Convener) Councillor Aldridge Councillor Child Councillor Nick Cook Councillor Corbett Councillor Day Councillor Godzik	Councillor Key Councillor Main Councillor Rust Councillor Shields Councillor Tymkewycz Marie Allan (Religious Rep) Allan Crosbie (Teacher Rep)