

# Education, Children and Families Committee

10am, Tuesday, 13 December 2016

## Early Years Disability Services Grant Programme 2017-2019

Item number	7.7
Report number	
Executive/routine	
Wards	All

### Executive Summary

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This report provides a description of a small grant programme set up to replace the service previously delivered by Capability Scotland along with a recommendation for a grant award of £140,057 to The Yard Adventure Centre.

### Links

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Coalition pledges	<a href="#">P1</a>
Council priorities	<a href="#">CO1,CO3</a>
Single Outcome Agreement	<a href="#">SO3</a>

## Early Years Disability Services Grant Programme 2017-2019

### Recommendations

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The Education, Children and Families Committee are asked to:

- 1.1 Note the consultation with parents and the resulting grant process;
- 1.2 Approve the award of £140,057 to The Yard Adventure Centre;
- 1.3 Request that a progress report be brought back to the Committee in six months.

### Background

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- 2.1 Capability Scotland was awarded, through the Children and Families Main Grants Programme, a grant of £62,248 per year for three years to run the Westerlea service. In line with awards made to other providers, this grant represented 95% of their previous award. The service provided support to families with a disabled child less than 5 years of age. The activities included family group work sessions as well as some respite provision.
- 2.2 Around the same time, Capability Scotland had advised of their plans to close the Westerlea building from which the early years service had been delivered. Council officers engaged with Capability Scotland managers to discuss where and how else the service might be provided in future. The organisation contacted the Council in writing on 8 June to state that it felt that the award was not sufficient to run the service from other locations and that the service would close as of 30 September 2016.
- 2.3 Further discussion over the summer resulted in Capability Scotland agreeing to run the service for a further three months to 31 December 2016 from Hillview (a former City of Edinburgh residential unit) to enable officers to look at alternative approaches.
- 2.4 After consultation with Commercial and Procurement Services and elected members it was agreed to run a grant programme to identify a new organisation to run a similar service from January 2016 to March 2019.

## Main report

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- 3.1 Council officers, together with a representative from the current provider, met with parent representatives to look at the priorities for the future service. Parents were then involved with officers in co-producing the final application pack for potential providers. (Overview and guidance attached as Appendix 1)
- 3.2 Organisations interested in applying were also informed that there was an offer of up to one day per week access to an Early Years Centre in each of the localities to support the service delivery. Potential applicants were also able to speak to the Service Manager at Capability Scotland to get further background information.
- 3.3 To ensure that suitable organisations were aware of the funding opportunity, eleven organisations that specialised in early years or disability services were contacted directly with an application pack. A notice was also posted out on the Edinburgh Compact website to make the wider voluntary sector aware of the grant process. This notice generated one note of interest. The closing date for applications was 23 November 2016.
- 3.4 A total of two applications were received. The applications were assessed by three officers scoring the response to each question on a scale of 0 to 3. There was a different weighting on each question to calculate a total score. Where there was a great difference in initial scoring a moderating discussion took place to agree a final score for the question. The scoring process and weightings were outlined in the guidance sent out to applicants.
- 3.5 The application from The Yard Adventure Centre received the highest score and it is recommended that an award of £140,057 is made to The Yard Adventure Centre.

## Financial impact

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- 4.1 The return of the grant award by Capability Scotland means that within the grants budget there is a balance of £15,562 for 2016-17 along with £62,248 for years 2017-18 and 2018-19.

## Risk, policy, compliance and governance impact

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- 5.1 The grant process has been run in line with the previous Main Grants programme (2016-19) and changes as recommended in the [Lessons Learnt report](#) approved by Committee in October 2016.

## Equalities impact

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- 6.1 The previous service set out to benefit families with a disabled child (Under 5) and the views of the parents have been sought to ensure that the new grants award holder will deliver a service that most closely meets these needs.

## Sustainability impact

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- 7.1 There is no sustainability impact.

## Consultation and engagement

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- 8.1 Parent representatives have met with officers on a number of occasions and have had a key input into the priorities of the programme and design of the application form.

## Background reading/external references

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[Member Officers' Working Group – Lessons Learnt from Review of Revenue Grants Programme Education, Children and Families Committee 11 October 2016](#)

### Alistair Gaw

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## Links

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<b>Coalition pledges</b>	P1 - Increase support for vulnerable children, including help for families so that fewer go into care.
<b>Council priorities</b>	CO1 - Our children have the best start in life, are able to make and sustain relationships and are ready to succeed. CO3 - Our children and young people at risk, or with a disability, have improved life chances.
<b>Single Outcome Agreement</b>	SO3 - Edinburgh's children and young people enjoy their childhood and fulfil their potential
<b>Appendices</b>	1 Grant Application overview and guidance

## **Early Years/Disability Services Grant Programme, 2017/19**

Communities and Families are looking to make a grant award to support the delivery of support services to families with a child with disability under the age of 5. The maximum award value will be £140,058 (£15,562 for 2016-17, £62,248 for 2017-18 and 2018-19).

### **Background**

Capability Scotland was awarded, through the Children and Families Main Grants Programme, a grant of £62,248 per year for three years to run the Westerlea Early Years service. The organisation has given notice that it is no longer in a position to run the service and the service will cease in December 2016.

Discussion with elected members agreed that a grant programme should be organised to identify and fund another organisation to deliver a similar service. Work has been undertaken with parents that are currently using the service to identify their priorities for a new service. It is expected that a new service would start up in January 2017.

There is the possibility of accessing space in Early Years Centres (Up to 1 full day in each of the 4 Edinburgh locality areas) to support the delivery of the service. Please contact Anne Kiely, Early Years & Childcare Manager ([anne.kiely@edinburgh.gov.uk](mailto:anne.kiely@edinburgh.gov.uk) or 0131 469 3686) should you wish to include this element in your application.

Should you wish to speak to the previous grant holder for any background information then please contact Sam Loudon, Children's Services Manager, Capability Scotland ([Sam.Louden@capability-scotland.org.uk](mailto:Sam.Louden@capability-scotland.org.uk) or 0131 347 1052)

### **Application Process**

Organisations are asked to submit an application form that is available on request from [CF.Commissioning@edinburgh.gov.uk](mailto:CF.Commissioning@edinburgh.gov.uk). The closing date for applications will be 3pm on Wednesday 23<sup>rd</sup> November 2016. A report with the award recommendation will be published on the council website on 6<sup>th</sup> December and will be discussed at the Education, Children and Families Committee on 13<sup>th</sup> December.

### **Current Delivery**

It may be helpful for you to know more about the delivery of the current service. The service operates 52 weeks of the year and delivers the following sessions:

- Music sessions: 40 minute groups led by a music specialist focusing on music as a form of communication and expression
- 0-3 and 3-5 groups: 1.5 hour groups focusing on learning through play. Structured activities using singalong to assist communication range from name recognition and messy play to themed activities, songs and outings.
- Book Group: By using a book as a theme for the group block the group can explore the story, its characters and its themes for art activities, sensory play, outings, songs and learning.
- Sensory group: delivered in a sensory room, this hour long group allows children to explore all 5 senses
- Respite: 3 hour sessions (1:1) in a learning environment for children to focus on individual development. It also helps with attachment and in preparation for transition to child and family centres/nurseries as often parents have no one else they would leave their child with.

Please note that the detail above is for information and guidance and that applicant organisations are not being expected to replicate the services in their application.

## **Parents' Views**

As this is a grant programme we do not wish to over specify the services to be delivered however we do expect applications to take into account the views of the families currently using the service. The information below is a collective note of numerous discussions held with parents;

### ***What is vital about a service to us as families?***

*The service is a place where we can learn techniques and see activities that we can use with our children at home, without feeling pressurised or observed. It provides us peer support from other parents, it's a place where we feel supported and relaxed. It, increases our self-confidence and provides us vital emotional support, it is a place we feel accepted.*

*For our children it offers them social experiences where they are accepted and can make friends, learn skills and supports their early development. Children can attend if they have additional support needs, no diagnosis is required.*

*Structured parent and child groups, led by a child development worker, allow us to learn alongside our child while the staff focus on 4 main developmental areas for each child: physical, social and emotional, behaviour and communication*

*The sense of community really matters to us and in particular the staff;*

- *They have years of skill and experience that makes what they do look effortless*

- *They are able to have structure to classes but also at ease flow with children*
- *They focus on supporting our child's communication through signalong and the use of boardmaker symbols*
- *They create a positive attitude and acceptance that we don't experience elsewhere.*
- *For us they are the crucial part!*

# City of Edinburgh Council Grant Aid Application Early Years/Disability Services Grant Programme, 2017/19

## Guidance to completing the Application Form

### INTRODUCTION

Applicants are required to complete the application form in full for your application to be considered. An incomplete application may be returned to you and could result in your application not being considered. The form has been designed to be used electronically. All applications should be completed and submitted electronically to [CF.Commissioning@edinburgh.gov.uk](mailto:CF.Commissioning@edinburgh.gov.uk) by 3pm on Wednesday 23<sup>rd</sup> November 2016. Any applications submitted after this time will not be assessed.

These guidance notes are to help you to complete your application – it is important you refer to them when you're filling in the form. If you have any questions about the form or application process, please contact us at [CF.Commissioning@edinburgh.gov.uk](mailto:CF.Commissioning@edinburgh.gov.uk) or telephone 0131 469 3457.

### Part A

#### **Organisation Details**

(1.1) Please enter the name of your organisation and the project title if this is different from the organisation name.

In regards to the delivery organisation, this should be the organisation that will have financial and managerial responsibility for the grant. Include the name of your organisation as it appears in your constitution or similar set of rules.

#### **Address and Post Code**

(1.2) This should be the address/contact details of the organisation where the grant will be managed.

#### **Principal contact name and position**

(1.3) This should be the person in your organisation responsible for the application and who can talk about it in detail if required. The other contact details we are looking for are those of the chairperson.

#### **Organisational Governance**

(1.4) Please state the type of organisation you are for example a registered charity or a registered company. If your agency is not a registered charity or company, please state if you have a Constitution / Statement of Aims / Memorandum and Articles. (Relevant documents must be supplied on request)

#### **OSCR Registration Number**

(1.5) Please enter your registration number if you are registered with the Office of the Scottish Charity Regulator (OSCR)

#### **Companies House Registration Number**

(1.6) Please enter your registration number if you are registered with Companies House.



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### **Volunteers**

(2) If your organisation benefits from the efforts of volunteers (including those on Board/Management Groups), this question asks you to state what policies you have in place for the participation of volunteers within your organisation. For the purposes of definition a volunteer is; someone giving their time, knowledge and skills without remuneration involved in directly providing the service or forming part of the management arrangements. Please tick the policies/guidelines that you have in place.

### **Work with children and/or adults at risk**

(3) If your organisation undertakes work which involves working with children and/or vulnerable adults please indicate if you have policies and procedures to minimize risk of any abuse. You may be asked to supply copies of these policies.

### **Support In Kind**

(4.1, 4.2, 4.3) A range of organisations receive additional support alongside their grant sum (commonly known as support-in-kind) and it is important that this is appropriately taken into account when asking the Council to consider a grant request. Should your organisation receive any support in-kind directly or will feature this as part of your proposals please identify this for property, posts or other types of support.

### **Equalities Groups**

(5) Please tick the equalities groups which you will be targeting with the grant money. Please note that you should only tick those groups you are deliberately targeting for the proposed service. For example, if you run an older persons' day service which happens to be attended by both men and women you should **not** tick

'men' and 'women'. This is because your service is targeting the general needs of older people. However, if as part of the grant money you will fund a men's only group within the day service, you should tick 'men' as an equality group. This is because you will be using the money to target the particular needs of men.

### **Accounts and Auditing**

(6) The level of accounts and auditing for your organisation which is required to be submitted to the Council is in line with the requirements of the Office of the Scottish Charity Regulator (OSCR). You are expected to supply a copy of your latest annual independently examined / audited accounts with this application.

The Table below provides a brief summary of the statutory requirements for the format and external scrutiny of accounts. Note however that where there is a constitutional requirement for audit within a charity's governing document or any applicable enactment that sets out this requirement, this takes precedence over the income and asset thresholds outline below.

Further details and guidance should be sought at [www.oscr.org.uk](http://www.oscr.org.uk).

**City of Edinburgh Council Grant Aid Application**  
**Early Years/Disability Services Grant Programme, 2017/19**  
**The Statutory Financial Thresholds for the Format and External Scrutiny of**  
**Accounts – Accounting Periods Beginning On or After 1 April 2008.**

Gross income	Format of accounts*		External scrutiny of accounts**	
Less than £100,000	***Non-company charities: receipts & payments accounts	Charitable companies: fully accrued accounts	Non-company charities: independent examination by a person with requisite skills	Charitable companies: independent examination by a qualified person
£100,000 to £499,999	Fully accrued accounts		Independent examination by a qualified person	
£500,000 and over			Audit	

\*Preparers of accounts also need to consider any relevant requirements of the charity's governing document in understanding the format of accounts to be prepared – there may be a provision requiring accrued accounts to be prepared for example which would overrule the above threshold requirements.

\*\*Note that gross assets of the charity must also be considered when determining the method of external scrutiny that the charity requires – where the assets are at least £2.8million and accrued accounts are prepared, an audit is required under the 2006 Regulations.

Details of the format and external scrutiny of accounts are provided in OSCR's Accounts Guidance which is available from the website, [www.oscr.org.uk](http://www.oscr.org.uk).

**Bank Details**

(7) You are asked to give the bank account details for your organisation so that payment arrangements can be set up should your application be successful. The information submitted here should be consistent with the proof of bank account that you are sending in with this application.

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## Early Years/Disability Services Grant Programme, 2017/19

### Part B

#### **Description of activities or services**

(1.1) Please supply a description of the activities and services to be delivered. The answer should include details of provision including, number of contacts and/or service users and as well as where and when service will be provided (days and weeks). The project should demonstrate that it has considered a number of factors including:

- Suitable opening hours
- Premises suited to the needs of the client group
- Safe and accessible location
- Good public transport links
- Specific transport provided
- Information from existing parents regarding the previous service
- Systems that reduce impact when demand outstrips availability

#### **Output/Outcome targets**

(1.2) The targets identified should be SMART (specific, measurable, achievable, realistic and time-bound). The outcomes identified clearly link to the activity and targets.

**(1.3) How will you ensure that the staff team employed has the appropriate qualifications, skills, experience and attitude to working with disabled children and their families?** A key feature of the service for the parents will be the skills, knowledge and experience of the staff team. Please provide evidence in your answer that demonstrates that your staff team will have the appropriate skills, knowledge and experience to work confidently with the families and what training may be required e.g. signalong, boardmaker? Also, do you have capacity within your current staff team to deliver this service or do you have to recruit?

**(1.4) How will you ensure that the individual needs of disabled children are met in groupwork sessions?** Here you are asked to describe the methods that you will put in place to meet the variety of needs within the group. You may wish to refer to communications methods e.g. signalong and boardmaker, types of play as well as the physical resources that you may use.

**(1.5) Please describe how you will capture and record the progress of individual children.** Please think about the outcomes and outcome measures you will use and how you might work with parents to capture and celebrate a child's progress.

**(1.6) Please state how you will deliver a flexible service that responds to the changing needs of individual families.** If you have not already stated it in your answer to question 1.1, please list what you will do to ensure your service is able to support continued attendance when family circumstances change e.g. siblings attending sessions during school holidays or following a change in pre-school hours etc. Some families will have non-disabled siblings so please outline how activities delivered at this time will accommodate these siblings (where appropriate) to allow the family to continue to attend.

**(1.7) Please state how you monitor and evaluate your service for quality and effectiveness, including how you measure the impact of your service and how you will support the families to give feedback to support service improvements.** The application should give evidence of effective monitoring and

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evaluation systems in place to measure the quality and effectiveness of the intervention. These might include:

- Use of monitoring information to improve procedures, policies etc.
- Ongoing engagement with families
- Evidence of independent verification of outcomes
- Accessing a range of information sources for evaluation purposes
- Elements of external scrutiny

#### Scoring

The assessing officer will be using the following point scale;

0	Unacceptable	Fails to meet the criteria/does not demonstrate an ability to meet criteria
1	Poor	Meets some elements of the criteria but contains insufficient/limited detail or explanation to demonstrate how the criteria will be fulfilled
2	Acceptable	Information provided is relevant, addresses a broad understanding of what's required but may lack details on how the criteria will be fulfilled in certain areas
3	Good	Information provided is relevant, sufficiently detailed to demonstrate a good understanding of what's required. Provides detail on how almost all (approx. 90%) the criteria will be met.

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### Weighting

The scores given to the questions will not all have the same value and the weighting of these scores is shown in the table below.

Criteria	Weighting	Maximum score
Description of activities or services	4	12
Output/Outcome targets	4	12
Staff team	4	12
Individual needs in a groupwork context	3	9
Individual Progress	2	6
Flexible Service	1	3
Monitoring and Evaluation	3	9
Maximum total Score		63

### Part C Financial Information

There are two spreadsheets you are required to fill in, the first gives details about the level of award you are requesting and how it is calculated. The second shows financial projections for your organisation/project for the current year and the three years of award. Please note that any cell that is in grey is locked and so you will not be able to enter any information in it.

#### Grant Requested

Please give details of the costs of staff posts which are to be funded by the grant. In the columns 'Salary Level, Full time equivalent, Associated Costs, Total', you must give the full costs of the post. Please also tell us what percentage of the post is to be funded by the grant. You do not have to fill in the final column as there is a formula within these cells to make the calculation.

If your application is to fund other spending as well as or instead of staff salaries, i.e.; other costs, please use this table to provide a financial break down of how you will spend the grant applied for. Please provide descriptions for each line of expenditure.

#### Edinburgh Living Wage

If your request is to fund salary and associated costs, you are asked to indicate whether this will be compatible with the Capital Coalition's objective in strengthening the application of the Edinburgh Living Wage of £7.85 per hour across the city. There is a simple yes/no dropdown list for you to use.

#### Financial Projections

In order to consider applications for grant aid, the Council requires current and accurate financial information so as to assess the overall financial position of your organisation as a whole. You are asked to complete these projections for the current year (2015-16) and for the three years of the grant request (2016-17, 2017-18, 2018-19).

In the income section, you must indicate under the relevant CEC (City Of Edinburgh

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Council) Department the sum provided, the type of funding received and any discrete income from Council sources.

The Council needs to be aware the levels and purpose of any reserves held by your organisation. You will get this from your latest accounts. Please note that the Council does not anticipate any of its grant funds to be allocated towards accrual of reserves. As a guide, the Council defines reserves as follows;

<b>Type</b>	<b>Explanation</b>
Designated Reserve	Transfer of income to a specific account over a period of time for use on a specific project in the future (savings for a building improvement, new equipment, etc).

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Restricted Funds	These are accumulated balances in relation to income and expenditure, which have been given for a specific purpose.
General Reserve	This is sometimes referred to as accumulated surplus. This represents the surplus & deficits built up over time from the main activities of the organisation. It is unlikely to be equal to the cash/bank figure but will represent the net assets, cash, debtors/creditors and reserves levels of the organisation.

You are asked to complete these figures as at 31<sup>st</sup> March 2016. You will not need to put in any further reserves figures as there are calculations in the spreadsheet to complete these for subsequent years.

### Part D - Declaration

Two people from your organisation must sign the form. One of these must be an office bearer (board/management committee).