

# Public Document Pack



To: Councillor Taylor, Convener; Councillor Carle, Vice Convener; Councillors Donnelly, Boulton, Cooney, Copland, Lesley Dunbar, Flynn, Greig, Hutchison, Len Ironside CBE, Laing, Malik, Nicoll, Noble, Samarai, Jennifer Stewart, Townson and Young; and Mr M Paul (Teacher Representative (Secondary Schools)), Mr A Rafferty (Parent Representative (Secondary Schools)), Mrs A Tree (Third Religious Representative), Mrs I Wischik (Roman Catholic Religious Representative), Mrs L Bruce (Parent Representative - Primary Schools) (Parent Representative (Primary Schools)), Miss P Scott (Teacher Representative - Primary Schools) (Teacher Representative (Primary Schools)) and Reverend H Steel (Church of Scotland Representative)

Town House,  
ABERDEEN 18 January 2017

## **EDUCATION AND CHILDREN'S SERVICES COMMITTEE**

The Members of the **EDUCATION AND CHILDREN'S SERVICES COMMITTEE** are requested to meet in Council Chamber - Town House on **THURSDAY, 26 JANUARY 2017 at 2.00 pm.**

FRASER BELL  
HEAD OF LEGAL AND DEMOCRATIC SERVICES

### **BUSINESS**

#### **PRESENTATION**

- 1.1 Presentation and Q&A session with the Imagineers from the Children's Parliament Project
- 1.2 Imagining Aberdeen (Pages 5 - 8)

#### **REQUESTS FOR DEPUTATION**

- 2.1 None received at this stage.

## **MINUTES**

- 3.1 Minute of the Meeting of 17 November 2016 - for approval (Pages 9 - 24)

## **COMMITTEE BUSINESS STATEMENT**

- 4.1 Committee Business Statement (Pages 25 - 28)

## **REFERRALS**

- 5.1 None received at this stage

## **EDUCATION AND CHILDREN'S SERVICES FINANCE, PERFORMANCE AND SERVICE WIDE ISSUES**

- 6.1 2016/17 General Fund Revenue and Capital Budget Monitoring 2016/17  
(Pages 29 - 46)
- 6.2 Education and Children's Services Directorate Performance Report  
(Pages 47 - 92)
- 6.3 Education and Children's Services 2012-2016 Key Outcomes Report - to follow
- 6.4 Recruitment and Selection Procedures for Teachers: Bi-Annual Update  
(Pages 93 - 96)

## **EDUCATION**

- 7.1 Statutory Consultation - Consultation Reports on the proposals to remove an area of dual school zoning for Fernielea School and Hazlehead School, and to make changes to the primary and secondary school zones in the vicinity of a new housing development at Maidenraig in Aberdeen (Pages 97 - 120)
- 7.2 Out of School Care Policy and Good Practice Guidelines (Pages 121 - 134)
- 7.3 Commemorative Plaques (Pages 135 - 140)

**AT THIS JUNCTURE, EXTERNAL MEMBERS OF THE COMMITTEE WILL DEPART**

## **CHILDREN**

- 8.1 Draft Children's Services Plan 2017-2020 (Pages 141 - 190)
- 8.2 Self-Directed Support Progress and Assurance Report (Pages 191 - 222)

To access the Information Bulletins for this Committee please use the following link:  
[\*\*Education & Children's Services Committee Information Bulletin\*\*](#)

Should you require any further information about this agenda, please contact Allison Swanson, tel 01224 522822 or email [aswanson@aberdeencity.gov.uk](mailto:aswanson@aberdeencity.gov.uk)

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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education and Children's Services</b>
DATE	<b>26<sup>th</sup> of January 2017</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Imagining Aberdeen</b>
REPORT NUMBER	<b>ECS/17/005</b>
CHECKLIST COMPLETED	<b>Yes</b>

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### **1. PURPOSE OF REPORT**

To advise the Committee on the views of three hundred children who imagine Aberdeen as a place where every child is healthy, happy, safe and doing their best.

### **2. RECOMMENDATION(S)**

That the views and requests of children are noted.

Children have expressed their views on what key actions adults and services should take. These are:

- Tell children you love them
- Be kind to us
- Give us support when we need it
- All children need enough to eat
- School should be a joyful place
- Families should spend time together
- There should be enough trees and flowers everywhere
- Everyone need to be respected
- Remember we love to play
- We all need to have our say at home and at school
- No-one should feel left out or unwanted
- All playgrounds and parks should be dog-poo free
- All families need to live in a lovely street with nice neighbours.

### **3. FINANCIAL IMPLICATIONS**

There are no financial implications.

#### **4. OTHER IMPLICATIONS**

There are no other implications.

#### **5. BACKGROUND/MAIN ISSUES**

Children's Parliament has been working with three hundred children from Bramble Brae, Manor Park, Riverbank and Tullos primary schools; as they imagine Aberdeen as a place where every child is healthy, happy, safe and doing their best. Twenty of the three hundred children have become Imagineers. Five children from each of the schools were then selected to take forward the ideas of their peers and their 'imaginings' on a multi-paneled mural.

Children's Parliament staff have continued to engage with the four schools, working with teachers to embed a rights based approach to address attainment issues and improve relationships. This project, called 'Doing your best' is already having a very positive effect in the schools.

Following from their film launch in August, the Imagineers have presented their ideas to a City Wide Head Teachers' meeting, presented at the Integrated Children's Services conference, engaged with Aberdeen City Council employees in the foyer at Marischal and have taken part in three community engagement events. The mural has also been on display in Marischal and the City Library.

The Children's Parliament will present at Aberdeen Learning Festival and are looking to develop a lottery funded project in Torry, which will support families in their communities. The Imagineers also plan to present to full council later in the year, and their vision for Aberdeen is being incorporated into the new Children's Service plan 2017-2020.

Reports from phase one of the work with the children are published on the Imagining Aberdeen blog. They report on children's insight about what human dignity means to children and describe what children, families and communities need to flourish. To view them visit: <http://bit.ly/aberdeenprojectreports>

The Imagineers have created their vision for Aberdeen; they now want to know what you can do to make it happen.

#### **6. Improving Customer Experience –**

The views of children will be taken into consideration when planning/reviewing policies and projects

#### **Improving Staff Experience –**

Staff will be enabled to talk to children and young people about their views, and be confident to give feedback.

**Improving our use of Resources –**

Resources will be targeted more effectively, as they will be aligned to the wants and needs of children and young people.

**Corporate –**

The involvement of young people in their communities and city, and the realisation of children's rights, is a priority in the LOIP

**7. MANAGEMENT OF RISK**

If children's views are not taken into account there is a negative risk to the council's reputation and also to the services being delivered to young people.

**8. BACKGROUND PAPERS**

Links to the reports from the Imagineers can be found here:

[https://blogs.glowscotland.org.uk/glowblogs/imaginingaberdeen/files/2016/06/BrambleBrae\\_Imagining-Aberdeen\\_phase-1-report-RS.pdf](https://blogs.glowscotland.org.uk/glowblogs/imaginingaberdeen/files/2016/06/BrambleBrae_Imagining-Aberdeen_phase-1-report-RS.pdf)

[https://blogs.glowscotland.org.uk/glowblogs/imaginingaberdeen/files/2016/06/ManorPark\\_Imagining-Aberdeen\\_phase-1-report-RS.pdf](https://blogs.glowscotland.org.uk/glowblogs/imaginingaberdeen/files/2016/06/ManorPark_Imagining-Aberdeen_phase-1-report-RS.pdf)

[https://blogs.glowscotland.org.uk/glowblogs/imaginingaberdeen/files/2016/06/Riverbank\\_Imagining-Aberdeen\\_phase-1-reportRS.pdf](https://blogs.glowscotland.org.uk/glowblogs/imaginingaberdeen/files/2016/06/Riverbank_Imagining-Aberdeen_phase-1-reportRS.pdf)

[https://blogs.glowscotland.org.uk/glowblogs/imaginingaberdeen/files/2016/06/Tullos\\_Imagining-Aberdeen\\_phase-1-reportRS.pdf](https://blogs.glowscotland.org.uk/glowblogs/imaginingaberdeen/files/2016/06/Tullos_Imagining-Aberdeen_phase-1-reportRS.pdf)

**9. REPORT AUTHOR DETAILS**

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## EDUCATION AND CHILDREN'S SERVICES COMMITTEE

ABERDEEN, 17 November 2016. Minute of Meeting of the EDUCATION AND CHILDREN'S SERVICES COMMITTEE. Present:- Councillor Taylor, Convener; Councillor Carle, Vice-Convener; and Councillors Donnelly, Boulton, Cooney, Copland, Crockett (as a substitute for Councillor Ironside CBE), Lesley Dunbar, Flynn, Grant (as a substitute for Councillor Malik from article 7 onwards), Hutchison, Laing, MacGregor (as a substitute for Councillor Samarai), Malik (up to article 6), Nicoll, Noble, Jennifer Stewart, Townson, Young and Yuill (as a substitute for Councillor Greig). External Members (to article 17 only):- Mr Mike Paul (Teacher Representative (Secondary Schools)) and Mrs Irene Wischik (Roman Catholic Religious Representative).

**The agenda and reports associated with this minute can be located at the following link:-**

<http://committees.aberdeencity.gov.uk/ieListDocuments.aspx?CId=504&MId=3885&Ver=4>

**Please note that if any changes are made to this minute at the point of approval, these will be outlined in the subsequent minute and this document will not be retrospectively altered.**

### GOOD NEWS

1. The Convener advised the Committee as to a number of good news stories as follows –

- **Spectra 2016**

On 5 October Spectra 2016 – Aberdeen's spectacular festival of light won the festival of the year award at the drum Scottish event awards 2016. The partnership with the arts-led production company Curated Place delivered the four-night light festival in early February, pairing leading international artists with Scottish collaborators creating North East's most successful event.

- **Pupils impress Chinese delegation with their mandarin skills**

Pupils from Danestone Primary School showed off their language skills to a delegation from Wuhan University in China, along with representatives from Aberdeen University's Confucius institute in early October.

Danestone Primary School and Oldmachar Academy, along with Forehill, Glashieburn, Greenbrae and Middleton Park Schools form the only associated school group in the country offering a non European language as part of the curriculum between primary 1 and secondary 6. The delegation also visited Oldmachar Academy where they met the Lord Provost and pupils and staff including Head Teacher, Judith Mohamed.

It was great to see Aberdeen University's Confucius institute working so closely with Danestone Primary School and Oldmachar Academy in teaching pupils mandarin. Being able to communicate in language spoken by 16% of the world's population would

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open up new horizons for our children. The Convener was proud that Aberdeen schools were leading the way in Scotland as being the first to offer a non European language as part of the curriculum from primary 1 upwards. Having partner schools in Wuhan would also help pupils in Aberdeen appreciate and understand their culture.

The visitors from Aberdeen and Wuhan universities were hugely impressed with what they saw. It was truly inspirational seeing the P1 class, who had only been at school for 8/9 weeks sing three songs to the delegation in mandarin.

Learning mandarin was much more than just learning a foreign language. Being able to talk two or more languages would increase overall attainment. Being better able to learn across all subjects was a major influence in investing the time and effort to introduce mandarin into the curriculum. The partnership with the University of Aberdeen Confucius institute had been invaluable. They helped the Service secure individual partner schools in the city of Wuhan and provide each of the schools with a native mandarin speaking volunteer who work with schools for a whole year and support mandarin teaching. It was also an honour to have Vice Principal Li Fei seeing the amazing work we are doing together and to work with the Service on building further research and teaching collaborations.

- **Teachers brave night in the Tolbooth museum for charity**

Nine brave teachers from seven Aberdeen secondary schools, took part in a pre-Halloween night inside Aberdeen's historic, and supposedly haunted Tolbooth museum, Castle Street, on Saturday 29 October 2016, in aid of charity.

The teachers took up the challenge on behalf of two charities: friendly access and me too magazine, a local what's on guide for children with additional support needs. The nine spent the evening with a paranormal team and their ordeal was streamed live on the 'I'm a teacher, get me out of here' Facebook page and on YouTube. The public voted by text message on which teacher had the dubious privilege of being allowed to stay in the Tolbooth until midnight.

£4220 was raised on the night, and was being shared between the two charities, and it was great that one of Aberdeen's most historic buildings was the focal point in the teachers' fund raising efforts.

The teachers who took part in the event were: John Naples-Campbell (Dyce Academy), Lisa Cairney (Harlaw Academy), Emma Noble (Hazlehead Academy), Thomas Simpson (Bucksburn Academy), Michael Cully (Oldmachar Academy), Rachel Craig (Northfield Academy), Kirsty Irvine (Hazlehead Academy), Shaun Netherway (Dyce Academy) and Barry Gartland (Torry Academy) The Convener, on behalf of Committee, thanked the teachers and Ethel Stewart, Museum Liaison Officer, for giving up their Saturday evening to fund raise for these charities.

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- **Innovative approach to helping looked after children wins award**

Aberdeen City Council's children's social work team received a prestigious award for its innovative approach to helping looked after children. The Herald Society 'young people's project of the year' award had been given jointly to Aberdeen City Council and Aberdeenshire Council for their work on the Permanence and Care Excellence programme (PACE).

The PACE programme was a national multi-agency approach to reducing delays and difficulties experienced by children in Scotland who could not be cared for by their parents. PACE, which saw multi-agency teams working in partnership with the centre for excellence for looked after children in Scotland, was developed with the belief that improvement should put children and young people first and focus on the needs of each individual child and how to achieve long-term permanence rather than remaining in temporary care settings. By making changes to systems and practice a significant reduction in the delays children experience had been achieved.

Aberdeen City Council was invited to participate in the PACE programme in 2014, and since then had significantly contributed to achieving stability in looked after children's care arrangements here in the North East of Scotland. Receiving this prestigious award was testament to the Council's commitment to all looked after children ensuring that they each receive the support that was best suited to them as individuals. By doing so, we could help give them emotional and legal security which would allow them to be children. The Committee congratulated the staff involved who helped achieve this accolade.

- **Art attack at Kaimhill School**

Pupils at Kaimhill School had gained recognised arts qualifications thanks to a week-long arts initiative which saw them participate in creative workshops, where they met local artists and created their own artwork. Primary one to primary three pupils gained discover awards. Primary four to primary six pupils achieved explore awards and Primary seven pupils received bronze awards. All of which were accredited by Trinity College London.

The arts award takeover was led by social enterprise See Think Make, which delivered training and support to schools, arts organisations, libraries, museums and youth groups who wanted to accredit their creative activity for young people aged 0-25 years-old and the aim was to encourage and help create opportunities for more young people in Scotland to gain a recognised qualification in the arts in as fun, simple and flexible way possible. The takeover was funded by Aberdeen City Council, awards for all (Big Lottery), youth arts collective north east and time to shine. It was also supported by the University of Aberdeen.

The Convener attended the arts takeover finale event and saw what an ambitious and innovative initiative it was which gave the pupils of Kaimhill School the opportunity to participate in high quality arts activity with a difference. Not only was it educational and

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fun, it gave pupils the chance to be creative and gain a recognised qualification. The Committee congratulated the acting Head Teacher, Susie Webster for taking this initiative forward and delivering a successful week for the children at Kaimhill School.

### **INFORMATION BULLETIN - BRAESIDE SCHOOL REPAIR COSTS**

2. At this juncture, Councillor Nicoll moved as a procedural motion, seconded by Councillor Hutchison:-  
that item 2 (Braeside School Repair Costs) on the information bulletin be included on today's agenda for full consideration.

On a division, there voted:- for the procedural motion (10) - Councillors Copland, Flynn, Hutchison, MacGregor, Nicoll, Noble, Jennifer Stewart, Townson and Yuill and Mrs Irene Wischik; against the procedural motion (10) - Convener; the Vice Convener; and Councillors Boulton, Cooney, Crockett, Donnelly, Lesley Dunbar, Laing, Malik; and Young; declined to vote (1) – Mr Mike Paul.

There being an equality of votes, in terms of Standing Order 15(5), the Convener exercised her casting vote against the procedural motion.

**The Committee resolved:**  
to reject the procedural motion.

### **MINUTE OF THE MEETING OF 8 SEPTEMBER 2016**

3. The Committee had before it the minute of its meeting of 8 September 2016.

**The Committee resolved:**

- (i) to approve the minute as a correct record; and
- (ii) in relation to resolution (iii) of item 11 (ALEO Governance Update: Garthdee Alpine Sports Limited), to note that the Head of Policy, Performance and Resources would meet with Councillor Townson directly regarding the developments regarding the Transfer Agreement and Funding Service Provision between Aberdeen City Council and Garthdee Alpine Sports.

### **COMMITTEE BUSINESS STATEMENT**

4. The Committee had before it a statement of pending and outstanding committee business which had been prepared by the Head of Legal and Democratic Services.

**The Committee resolved:**

- (i) in relation to item 3 (Countesswells School Zone – Braeside Building), to note that an information bulletin report was available and therefore to delete the item;

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- (ii) to delete items 1 (Residential Children's Services Review and Redesign Programme), 2 (2015/2016 Revenue Budget Monitoring – Out of Authority Placements), 4 (Payment Controls in Children's Social Work), and resolutions (i) and (iii) of item 8 (Children and Young People (Scotland) Act 2014)) subject to the decisions taken later on today's agenda;
- (iii) in relation to resolution (ii) of item 8 (Children and Young People (Scotland) Act 2014)), to agree that a report be submitted to the Committee's meeting on 29 May 2017; and
- (iv) to otherwise note the updates contained therein.

### **MOTIONS LIST**

5. The Committee had before it a list of motions prepared by the Head of Legal and Democratic Services.

**The Committee resolved:**

to note that a report on the Motion by Councillor Yuill was to be considered later on today's agenda.

### **2016/17 GENERAL FUND REVENUE AND CAPITAL BUDGET MONITORING - ECS/16/070**

6. With reference to article 8 of the minute of the meeting of the Education and Children's Services Committee of 8 September 2016, the Committee had before it a report by the Director of Education and Children's Services and the Head of Finance which advised members of the current year revenue budget to date for the Education and Children's Service, and outlined any areas of risk, and management action being taken in this regard.

**The report recommended –**

that the Committee consider and note the report and the information on management action and risks that was contained therein.

The Convener, seconded by the Vice Convener moved:-

that the Committee –

- (1) note the contents of the report;
- (2) note the decision by the Scottish Government to set up an Attainment Fund, and to agree with the Scottish Parliament, that the SNP Scottish Government's decision to collect Aberdeen City Council Tax payers money and redistribute Aberdeen City Council tax payers monies in the central belt and beyond undermined the principal of local accountability and autonomy;
- (3) instruct the Chief Executive to write to the Deputy First Minister of Scotland and Cabinet Secretary for Education and the Cabinet Secretary

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- for Finance and the Constitution asking both of them to outline the mechanism with which the additional income raised from the increase in Council tax bands E-H would be calculated and passed to the Scottish Government and to provide details of the actual or estimated amount, and methodology, Aberdeen City Council would receive back from the Scottish Government from the new Attainment Fund; and
- (4) refer the reported overspend position in relation to the Aberdeen Treasure Hub to the February 2017 meeting of the Audit, Risk and Scrutiny Committee.

Councillor Flynn, seconded by Councillor Nicoll moved as an amendment:-

that the Committee –

- (a) note the report;
- (b) note the decision taken by the Scottish Parliament on 3 November 2016 to implement an increase in Council tax bands E-H from April 2017;
- (c) agree that these changes were an improvement upon the current system and would help foster a more fair and equal Scotland;
- (d) believe that all children, regardless of where they were born and then brought up by their parents/carers, should have access to the best educational opportunities available;
- (e) commend the Scottish Government's attempts to increase attainment across Scotland and recognise the positive impact which success on this front would have for both Aberdeen and Scotland as a whole; and
- (f) refer the reported overspend position in relation to the Aberdeen Treasure Hub to the February 2017 meeting of the Audit, Risk and Scrutiny Committee.

On a division, there voted:- for the motion (13) – the Convener; the Vice Convener; and Councillors Boulton, Cooney, Crockett, Donnelly, Lesley Dunbar, Laing, Malik, Jennifer Stewart, Young and Yuill and Mrs Irene Wischik; for the amendment (7) – Councillors Copland, Flynn, Hutchison, MacGregor, Nicoll, Noble and Townson; declined to vote (1) – Mr Mike Paul.

**The Committee resolved:**

- (i) to adopt the motion;
- (ii) to request the Head of Inclusion to submit a report on escort costs following completion of the review of inclusion, particularly the criteria for escorts and the impact of the review on escort costs;
- (iii) to request the Head of Policy, Performance and Resources, by way of email, to advise the Committee of the total monies paid to Constantine for storage during the art gallery redevelopment and the terms of the initial contract with Constantine and whether this had been extended; and
- (iv) to request the Head of Policy, Performance and Resources, by way of email, to confirm to Councillor MacGregor that all of the works required in respect of the new Dyce 3G pitch and the areas immediately surrounding the pitch had been completed.

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**EDUCATION AND CHILDREN'S SERVICES - 2015-16 ANNUAL PERFORMANCE (STATUTORY PERFORMANCE INDICATORS) REPORT - ECS/16/065**

7. The Committee had before it a report by the Director of Education and Children's Services which provided a summary of the 2015/2016 annual performance (statutory performance indicator) outcomes covering the work of the Education and Children's Services Directorate.

**The report recommended –**

that the Committee -

- (a) note the content of the report; and
- (b) note the detailed Education and Children's Services 2015-16 Annual Performance (Statutory Performance Indicator) outcomes contained within Appendices A and B.

**The Committee resolved:**

- (i) to approve the recommendations;
- (ii) to instruct officers to bring forward, to the January 2017 meeting of the Committee, a summary report detailing key progress since May 2012;
- (iii) to request the Head of Children's Services, by way of email, to provide Councillor Copland with a breakdown of the number of new child protection registrations and the number of children who came off the register in 2015/2016; and
- (iv) to request the Senior Democratic Services Manager to review the method for the circulation of colour copies of reports for future meetings of the Committee.

**ABERDEEN CITY 2016 INSIGHT BRIEFING - ECS/16/061**

8. The Committee had before it a report by the Director of Education and Children's Services which provided an update on (1) the most recent Aberdeen City attainment data in the Scottish Government senior phase (S4 to S6) national benchmarking tool, Insight; and (2) the current trends in attainment in the senior phase, including the Scottish Qualification Authority (SQA) performance, in Aberdeen City for the academic session 2015/2016, using the local and national benchmarking measures from Insight.

**The report recommended –**

that the Committee -

- (a) note the information provided in the report;
- (b) note the progress made in relation to the four national benchmark measures for attainment and achievement in the senior phase in our secondary schools using Insight and the local and national benchmarking measures; and
- (c) acknowledge the hard work and dedication of pupils and staff which had resulted in their successes in examinations and other courses and awards.

**The Committee resolved:**

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to approve the recommendations.

**STATUTORY CONSULTATION - CONSULTATION REPORTS ON THE PROPOSALS TO MAKE CHANGES TO THE SCHOOL ZONE BOUNDARIES FOR NORTHFIELD ACADEMY AND ST MACHAR ACADEMY, AND TO REMOVE TWO AREAS OF DUAL ZONING BETWEEN BROOMHILL SCHOOL, AIRYHALL SCHOOL AND FERRYHILL SCHOOL - ECS/16/062**

9. With reference to article 3 of the minute of the meeting of the former Education, Culture and Sport Committee of 7 February 2013, the Committee had before it a report by the Director of Education and Children's Services which advised on the outcome of recent statutory consultations on the proposals to make changes to the school zone boundaries for (1) St Machar Academy and Northfield Academy; and (2) the primary school zone boundaries for Broomhill School, Airyhall School and Ferryhill School.

**The report recommended –**

that the Committee agree to implement the following proposals:

1. For the St Machar Academy and Northfield Academy rezoning proposal:
  - to rezone an area of housing within the Manor Park and Bramble Brae School zones, from the St Machar Academy zone to the Northfield Academy zone; and
2. For the Broomhill School, Airyhall School and Ferryhill School rezoning proposals:
  - to remove an area of dual school zoning for Broomhill School and Airyhall School, and to include this area within the zone for Broomhill School only, from 1 August 2017; and
  - to remove an area of dual school zoning for Broomhill School and Ferryhill School, and to include this area within the zone for Broomhill School only, from 1 August 2017.

The Convener, seconded by the Vice Convener moved:-

that the Committee approve the recommendations in the report and instructs officers to prepare a proposal document for public consultation on the proposal to rezone the area of ground which lay south of North Deeside Road and was currently in the Airyhall School zone to the Broomhill School zone.

Councillor Yuill, seconded by Councillor Jennifer Stewart moved as an amendment:-  
that the Committee –

- (1) approve the proposal in respect of the St Machar Academy and Northfield Academy to rezone an area of housing within the Manor Park and Bramble Brae School zones, from the St Machar Academy zone to the Northfield Academy zone;



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- (2) approve the proposal to remove an area of dual school zoning for Broomhill School and Ferryhill School, and to include this area within the zone for Broomhill School only, from 1 August 2017; and
- (3) take no action in respect of the proposal to remove an area of dual school zoning for Broomhill School and Airyhall School.

On a division, there voted:- for the motion (18) – the Convener; the Vice Convener and Councillors Boulton, Cooney, Copland, Crockett, Donnelly, Lesley Dunbar, Flynn, Grant, Hutchison, Laing, MacGregor, Nicoll, Noble, Townson, and Young and Mrs Irene Wischik; for the amendment (2) – Councillors Jennifer Stewart and Yuill; declined to vote (1) – Mr Mike Paul.

**The Committee resolved:**  
to adopt the motion.

#### **MATTER OF URGENCY**

**The Convener intimated that she had directed in terms of Section 50(B)(4)(b) of the Local Government (Scotland) Act 1973 that the following item could be considered as a matter of urgency so that the Committee could determine the name of the new Academy South of the City and announce this to the pupils and local community as soon as possible.**

#### **NAMING OF THE NEW ACADEMY SOUTH OF THE CITY - ECS/16/080**

**10.** The Committee had before it a report by the Director of Education and Children's Services which sought approval for the name of the new South of the City Academy which would replace Kincorth Academy and Torry Academy.

**The report recommended:**  
that the Committee –

- (a) note the engagement with pupils, staff and wider community to find a name for the new South of the City Academy and the scores registered for each shortlisted name;
- (b) agree that following the public consultation the Academy be called Lochside Academy; and
- (c) to otherwise note the content of the report.

**The Committee resolved:**  
to approve the recommendations.

#### **APPROVAL TO TENDER FOR SCHOOL EQUIPMENT MAINTENANCE AND REPAIR SERVICES - ECS/16/068**

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**11.** The Committee had before it a report by the Director of Education and Children's Services which sought approval to conduct procurement processes to enter into contracts for equipment inspection, maintenance and repair services for a variety of educational, outdoor play and PE equipment in schools.

**The report recommended:**

that the Committee –

- (a) instruct officers of Education and Children's Services and Commercial and Procurement Services, in collaboration with Aberdeenshire Council, to conduct an open tender process for the Provision of Educational Equipment Inspections for a variety of equipment within schools;
- (b) instruct officers of Education and Children's Services and Commercial and Procurement Services, in collaboration with Aberdeenshire Council, to enter into Call Off Contract(s) under the ESPO (Eastern Shires Purchasing Organisation) Framework Agreement 107 for the Provision of PE and Fitness Equipment Inspections within schools, leisure sites and community centres and Framework Agreement 115 for the Provision of Outdoor Play Equipment Inspections within schools; and
- (c) approve the estimated expenditure for these procurements as detailed in section 3 of the report.

**The Committee resolved:**

to approve the recommendations.

**UPDATE ON PROGRESS TOWARDS IMPLEMENTING THE RECOMMENDATIONS OF THE INCLUSION REVIEW - ECS/16/063**

**12.** With reference to article 11 of the minute of the meeting of the Education and Children's Services Committee of 2 December 2014, the Committee had before it a report by the Director of Education and Children's Service which provided an update on progress made towards implementing the recommendations of the Inclusion Review.

**The report recommended –**

that the Committee –

- (a) note the content of the report; and
- (b) note the progress made in implementing the recommendations of the Inclusion Review.

**The Committee resolved:**

to approve the recommendations.

**INDEPENDENT MULTI-AGENCY REVIEW - ECS/16/072**

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**13.** The Committee had before it a report by the Director of Education and Children's Service which presented the conclusions and recommendations from the report produced by Andrew Lowe following his review of the circumstances surrounding the death of Bailey Gwynne.

**The report recommended –**  
that the Committee –

- (a) note the content of the summary document outlining the independent review's conclusions and recommendations;
- (b) accept those recommendations in the report pertaining to the Council;
- (c) note that officers would bring further reports on relevant matters to the Committee as necessary; and
- (d) note that the Chief Executive would share the summary document and the Council's decisions in relation to it with the Scottish Government.

**The Committee resolved:**  
to approve the recommendations.

**UPDATE ON PROGRESS TOWARDS IMPLEMENTING THE ANTI-WEAPON /KNIFE STRATEGY AND ITS ALIGNMENT TO THE RECOMMENDATIONS OF THE INDEPENDENT REVIEW CARRIED OUT AFTER THE INCIDENT AT CULTS ON 28TH OCTOBER 2015 - ECS/16/074**

**14.** The Committee had before it a report by the Director of Education and Children's Service which sought approval of the anti-weapon/knife strategy and advised of its alignment to the recommendations of the Independent Review carried out after the incident at Cults on 28 October 2015.

**The report recommended –**  
that the Committee –

- (a) approve the strategy;
- (b) note the additional and supporting activities;
- (c) note the commitment to wider training, development and implementation contained within the strategy; and
- (d) note the partnership working across the Northern Alliance local authorities to deliver this strategy collectively.

**The Committee resolved:**  
to approve the recommendations.

**REDEVELOPMENT OF PROVOST SKENE'S HOUSE - ECS/16/071**

**15.** With reference to article 30 of the minute of the meeting of the Finance, Policy and Resources Committee of 20 September 2016, the Committee had before it a report

EDUCATION AND CHILDREN'S SERVICES COMMITTEE  
17 November 2016

by the Director of Education and Children's Services which provided an update regarding the redevelopment of Provost Skene House.

**The report recommended –**

that the Committee –

- (a) note and agree the proposals for Provost Skene House and the important link role this project had in further enhancing the cultural offering to the city residents and visitors to Aberdeen; and
- (b) otherwise note the content of the report.

**The Committee resolved:**

- (i) to approve the recommendations; and
- (ii) in respect of the redevelopment of Provost Skene House, to request the Head of Policy, Performance and Resources, by way of email, to (a) provide the Committee with confirmation from the contractor that the foundations of the building had not been damaged by the ongoing works at Marischal Square and information on the current condition of the building; (b) to advise whether the option of connecting the building to the combined heat and power line had been explored, and if yes, why this had not been a suitable option; and (c) to advise of the membership of the Steering Group established to advise the design team.

**AWPR PUBLIC ART - ECS/16/064**

16. With reference to article 10 of the minute of the meeting of the Communities, Housing and Infrastructure Committee of 27 October 2015, the Committee had before it a report by the Director of Education and Children's Services which provided a response to the request that officers consider the feasibility of a major item of public art alongside the Aberdeen Western Peripheral route.

**The report recommended –**

that the Committee –

- (a) approve the content of the report; and
- (b) should, in the future, a source of funding be identified, to instruct officers to report to the Committee on the options for commissioning a piece of public art.

**The Committee resolved:**

- (i) to approve the recommendations; and
- (ii) to remove the motion from the Motions List.

**THE STRATEGY FOR AN ACTIVE ABERDEEN 2016-26 - ECS/16/075**

17. With reference to article 13 of the minute of the meeting of the Education and Children's Services Committee of 2 June 2016, the Committee had before it a report by

EDUCATION AND CHILDREN'S SERVICES COMMITTEE  
17 November 2016

the Director of Education and Children's Services which presented the finalised Strategy for an Active Aberdeen 2016-2026.

**The report recommended:**

that the Committee –

- (a) note the feedback received by the Active Aberdeen Partnership during the consultation process with relevant agencies and stakeholders; and
- (b) note and adopt the Strategy for an Active Aberdeen.

**The Committee resolved:**

to approve the recommendations.

**At this juncture, the external members of the Committee departed.**

**CHILDREN AND YOUNG PEOPLE (SCOTLAND) ACT 2014 - ECS/16/066**

18. With reference to article 19 of the minute of the meeting of the Education and Children's Services Committee of 8 September 2016, the Committee had before it a report by the Director of Education and Children's Services which provided further detail on the financial implications for Children's Social Work of implementing the Children and Young People (Scotland) Act 2014.

**The report recommended:**

that the Committee –

- (a) note the anticipated financial implications of implementing the Children and Young People (Scotland) Act 2014; and
- (b) request a report to the Committee in autumn 2017 providing an update on the anticipated financial implications.

**The Committee resolved:**

to approve the recommendations.

**PAYMENT CONTROLS WITHIN CHILDREN'S SOCIAL WORK – UPDATE - ECS/16/073**

19. With reference to article 15 of the minute of the meeting of the Education and Children's Services Committee of 24 March 2016, the Committee had before it a report by the Director of Education and Children's Services which provided an update on the implementation of the recommendations within the Audit, Risk and Scrutiny report on payment controls within Children's Social Work.

**The report recommended:**

that the Committee –

EDUCATION AND CHILDREN'S SERVICES COMMITTEE  
17 November 2016

- (a) note the report and the progress made by the Service in response to the earlier recommendations; and
- (b) request a subsequent update in June 2017, following the implementation of the first two areas of service to be commissioned under the Public Social Partnerships approach.

**The Committee resolved:**

to approve the recommendations.

**OUT OF AUTHORITY PLACEMENTS: CHILDREN'S HOMES AND RESIDENTIAL SCHOOLS - ECS/16/067**

**20.** With reference to article 6 of the minute of the meeting of the Education and Children's Services Committee of 24 March 2016, the Committee had before it a report by the Director of Education and Children's Services which advised of (1) the Council's current position in respect of out of authority placements; (2) the actions being taken by the Service to reduce the number of out of authority placements; (3) the cost per child of an out of authority placement; and (4) the improvements from the development of the Centre for Excellence and implementation of the inclusion review.

**The report recommended:**

that the Committee note the work undertaken by officers to transform social work and inclusion services to provide both appropriate care and effective education for the City's most vulnerable children and keep them within Aberdeen City wherever possible.

**The Committee resolved:**

- (i) to approve the recommendation; and
- (ii) to request the Head of Children's Services and the Head of Inclusion to provide the Committee, by way of email, with a detailed breakdown, profile and explanation for (a) the number of children in out of authority placement and (b) the age profile of the children and young people placed out of authority; and (c) the cost of out of authority placements.

**REVIEW OF RESIDENTIAL CHILDCARE - ECS/16/069**

**21.** With reference to article 14 of the minute of the meeting of the Education and Children's Services Committee of 24 March 2016, the Committee had before it a report by the Director of Education and Children's Services which presented the conclusions of the review of residential childcare and sought approval of the proposed changes to the model for service delivery.

**The report recommended:**

that the Committee –

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17 November 2016

- (a) approve the proposed purpose, structure and role of residential childcare and the residential estate, in meeting the needs of Aberdeen's looked after children;
- (b) note the changes of designations of key posts which better reflected the needs of the service and the updated workforce regulatory requirements set out by the Scottish Social Services Commission; and
- (c) note the revised staffing structure set out in Appendix 1.

**The Committee resolved:**

- (i) to approve the recommendations; and
- (ii) to request the Head of Children's Services to submit a report in six months' time regarding the operation of residential childcare establishments.

- **COUNCILLOR ANGELA TAYLOR, Convener**

EDUCATION AND CHILDREN'S SERVICES COMMITTEE  
17 November 2016



EDUCATION AND CHILDREN'S SERVICES

COMMITTEE BUSINESS

26 JANUARY 2017

Please note that this statement contains a note of every report which has been instructed for submission to this Committee. All other actions which have been instructed by the Committee are not included, as they are deemed to be operational matters after the point of committee decision.

Reports which are overdue are shaded.

	<u>Minute Reference</u>	<u>Committee Decision</u>	<u>Update</u>	<u>Lead Officer(s)</u>	<u>Report Due</u>
1.	Education and Children's Services Committee 2 June 2016, article 9	<p><b><u>PVG Check - Cross Service Recruitment Procedures</u></b></p> <p>The Committee resolved, amongst other things, to agree that the arrangement in place be reviewed on a six monthly basis by Human Resources and Education and Children's Services.</p>	A report is on the agenda.	Head of Policy, Performance and Resources	26/01/17
2.	Education and Children's Services Committee 8 September 2016, article 14	<p><b><u>Torry – Proposed New Primary School With Early Learning and Childcare Facilities and Community Hub</u></b></p> <p>The Committee resolved, amongst other things, to instruct officers to feedback the responses to the formal consultation to a future meeting of this Committee.</p>		Head of Policy, Performance and Resources	1/3/17

3.	Education and Children's Services Committee 8 September 2016, article 16	<p><b><u>Transformation of Pupil Support Services</u></b></p> <p>The Committee resolved, amongst other things, to note that it was likely this work would result in no young people being educated within one building as detailed in the report. If this was the case, the building would be 'mothballed'. A further report would be submitted to a future meeting of the Committee.</p>		Head of Inclusion	01/06/17
4.	Education and Children's Services Committee 8 September 2016, article 16	<p><b><u>Children and Young People (Scotland) Act 2014</u></b></p> <p>The Committee resolved, amongst other things:</p> <p>(i) request a report in January 2017 which detailed the allowance paid to remunerate foster and kinship carers who cared for young people in a Continuing Care placement;</p> <p>(ii) note the Scottish Government's programme for Scotland 2016/2017; further note the financial implications as set out in paragraph 3; and instruct the Chief Executive to write to the Deputy First Minister and Cabinet Secretary for Education and Skills, asking for a guarantee that the funding provided by Scottish Government for the implementation of delivering the new statutory duties imposed by the Children and Young People (Scotland) Act 2014 would be sufficient to cover the costs imposed by statute and for the Chief Executive to report back on the response received.</p>		Head of Children's Services	01/06/17  Dependent on when response is received.

5.	Council 6 October 2016	<b><u>Future Primary Education Provision in Tillydrone and Old Aberdeen</u></b>  Council agreed, amongst other things, to agree that a consultative report be prepared for a future special meeting of the Education and Children's Services Committee in February 2017.		Head of Policy, Performance and Resources	1/3/17
6.	Education and Children's Services 17/11/16 article 6	<b><u>Escort Costs</u></b>  The Committee resolved, amongst other things, to request the Head of Inclusion to submit a report on escort costs following completion of the review of inclusion, particularly the criteria for escorts and the impact of the review on escort costs.		Head of Inclusion	01/06/17
7.	Education and Children's Services 17/11/16 article 7	<b><u>Education and Children's Services Performance</u></b>  The Committee resolved, amongst other things, to instruct officers to bring forward, to the January 2017 meeting of the Committee, a summary report detailing key progress since May 2012.	<b>A report is on the agenda.</b>	Head of Policy, Performance and Resources	26/01/17
8.	Education and Children's Services 17/11/16 article 18	<b><u>Children and Young People (Scotland) Act</u></b>  The Committee resolved, amongst other things, to request a report to the Committee in autumn 2017 providing an update on the anticipated financial implications.		Head of Children's Services	14/9/17
9.	Education and Children's Services 17/11/16 article 18	<b><u>Payment Controls within Children's Social Work</u></b>  The Committee resolved, amongst other things, to request a subsequent update in June 2017, following the implementation of the first two areas of service to be commissioned under the Public Social Partnerships approach.		Head of Children's Services	01/06/17

10.	Education and Children's Services 17/11/16 article 21	<p><b><u>Review of Residential Childcare</u></b></p> <p>The Committee resolved, amongst other things, to request the Head of Children's Services to submit a report in six months' time regarding the operation of residential childcare establishments.</p>		Head Children's Services	of 01/06/17
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**Annual Reports**

## ABERDEEN CITY COUNCIL

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<b>COMMITTEE:</b>	Education & Children's Services
<b>DATE:</b>	26 January 2017
<b>DIRECTOR:</b>	Gayle Gorman
<b>TITLE OF REPORT:</b>	2016/17 GENERAL FUND REVENUE & CAPITAL BUDGET MONITORING
<b>REPORT NUMBER:</b>	ECS/17/007

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### 1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to
- i) bring to Committee Members notice the current year general fund revenue and capital budget performance to date for the Services which relate to this Committee; and
  - ii) advise on any areas of risk and management action.

### 2. RECOMMENDATION(S)

- 2.1 It is recommended that the Committee:
- i) consider and note this report and the information on management action and risks that is contained herein

### 3. FINANCIAL IMPLICATIONS

#### **General Fund Revenue**

- 3.1. The total revenue budget amounts to £218.3m net expenditure. The Directorate is forecast to be in line with budget. Cost pressures are emerging in parts of the service, but work is in hand to identify how these pressures can be mitigated in order to maintain the current forecast.

- 3.2. Further details of the financial implications are set out in section 5 and appendix A attached.

#### **3.3. General Fund Capital**

The monies required to fund these projects are achieved through external borrowing, capital receipts and grant income. These projects are all accommodated within the Non-Housing Capital Programme. Any underspend, carry forward or overspend will have implications for the programme. As part of the Council's five year business plan, capital

expenditure is now monitored within a five year timescale where appropriate. This has given budget holders the ability to profile across the full five years. In year monitoring will continue, alongside monitoring the complete Capital Programme.

#### **4. OTHER IMPLICATIONS**

##### **General Fund Revenue**

- 4.1 None

##### **Non Housing Capital**

- 4.2 There are no other implications at this time but as projects progress or indeed fail to progress then other implications may arise and will be reported at an appropriate Committee.

#### **5. BACKGROUND/MAIN ISSUES**

- 5.1 The Service revenue monitoring reports and associated notes are attached at Appendix 1.

##### **Financial Position and Risks Assessment**

##### **General Fund Revenue**

- 5.2 The significant areas contributing to the overall funding pressure are as follows:

	<b>£'000</b>
a) Staff costs (Excluding Escorts)	(2,100)
b) Escorts costs	180
c) Teachers Long term Absence budgets	140
d) Out Of Authority Placements	2,600
e) Energy & Water costs	(340)
f) Unitary Charge Payments	(180)

##### (a) Staff Costs

The staff underspend reflects the vacancy levels within the service. These may vary as staff posts are filled and others become vacant.

##### (b) Escorts Costs

The School escorts budget is forecast to be £180k over budget. A review of processes to evaluate the requirement for an escort has been completed and shared with colleagues in schools. It is anticipated that this will reduce future spend on escorts in line with the reduction in transport costs. Linked with the reduction in the numbers of children

requiring to be transported across the city to have their needs met, this budget should reduce in line with the reduction in transport costs

(c) Teachers Long Term Absence budgets

This budget provides cover for situations where cover is required for teachers who are absent from school for over 10 teaching days. Reasons for such cover include Maternity, paternity and illness cover. This is very much a needs led budget which fluctuates on a month to month basis. Finance staff are currently reviewing these costs.

(d) Out of Authority Placements

Officers from across the directorate are undertaking a rigorous review of case files, systems and processes. In addition, the review of our children's homes, combined with a foster care recruitment drive will ensure we are better able to meet the needs of some of our most vulnerable young people within Aberdeen City.

The financial position at 31 October 2016 is that this budget is projecting an overspend of £2.6M, (Children's Social Work £1.7M and Inclusion £900K).

It should be noted that this budget is subject to external factors outwith our direct control. This includes decisions made by Children's Hearing Panel and the need to respond to children and young people who require specialist care.

(e) Energy & Water costs

Energy and water budgets are expected to be £340K underspent across the service. This is based upon previous years charges adjusted for contractual changes.

(f) Unitary Charge Payments

The Unitary Charge Budget is estimated to be £180K under budget mainly as a result of reduced insurance costs.

## **Non Housing Capital Programme**

The Service Determined Minimum Required is assessed every month by services with support from the SIP Programme Manager and officers from the Programme Management Office, Asset Management and Finance. New governance arrangements implemented in December have introduced a more robust milestone approach to project monitoring which is driving financial re-profiling exercises across the capital plan.

Appendix 2 shows a breakdown by project of spend to date and applicable supporting information.

## **6. IMPACT**

### **Improving Customer Experience –**

Accurate budget monitoring and forecasting assists the Council to plan and design our services around current and future customer needs as much as possible.

### **Improving Staff Experience –**

Good financial information improves good financial management and helps to track how successful management initiatives, such as service redesign, have been.

### **Improving our use of Resources –**

As a public sector organisation, the Council has a legal duty to be open, transparent and accountable for spending public funds.

### **Corporate -**

Aberdeen the Smarter City:

#### *Smarter Governance (Participation)*

Accurate budget monitoring and forecasting contributes to the process of Smarter Governance.

#### *Smarter Environment (Natural Resources)*

Accurate budget monitoring and forecasting contributes to the process of Smarter Environment.

### **Public –**

The Council has a duty to ensure that best value is considered in all of its operations and this report helps to inform that process.

## **7. MANAGEMENT OF RISK**

### **General Fund Revenue**



To ensure that a balanced budget is achieved the service will need to consider options available to reduce net expenditure.

## **8. BACKGROUND PAPERS**

Financial ledger data extracted for the period.

## **9. REPORT AUTHOR DETAILS**



Brian Dow  
Finance Partner  
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As at Period 7 2016/17	Figures for Total Project		
Education & Children's Services	Approved Budget	Expenditure to Date	Forecast Expenditure
	£'000	£'000	£'000
New Brimmond School	12,679	12,716	12,947
New ASN School (previously Raeden Centre project)	18,500	7,765	18,500
Art Gallery Redevelopment - Aberdeen Treasure Hub	6,140	6,517	6,594
Art Gallery Redevelopment - Main Contract (HLF)	30,000	10,753	30,000
New Academy to the South - ICT Infrastructure	1,000	0	1,000
New Academy to the South - Infrastructure Improvements	1,500	0	1,500
New Milltimber Primary	13,000	0	13,000
Kingsfield Childrens Home	1,550	0	1,550
Music Hall Refurbishment	1,000	600	1,000
Greenbrae Primary Extension and Internal Works	4,631	3,040	4,631
Stoneywood Primary	13,000	1,320	12,960
Dyce 3G Pitch	748	704	748
Refurbish Throughcare Facility - 311 Clifton Road	825	658	825
Tillydrone Primary School	17,000	3	17,000
Torry Primary School and Hub	20,000	0	20,000
	<b>141,573</b>	<b>44,076</b>	<b>142,255</b>

- The Aberdeen Treasure Hub project is awaiting its final test form the fire suppression system due to take place in late January 2017. The insurers have been advising the contractors on the actions required to achieve a pass of the fire suppression system with the insurance limit for the building was raised to £20 million at the beginning of October 2016. Once the testing has been approved an insurance value of £100 million will be allocated to the building and the art works.
- Works on the Art Gallery are progressing. The project remains on green status, with a planned handover date of 22 May 2017. As of 17 January 2017, the fundraising total pledges amounted to £2.879 million.
- Brimmond Primary opened at the end of October 2015. Officers from the E&CS Estates team are reviewing data supplied from HubCo and their appointed contractor.

- The Greenbrae extension and refurbishment project has seen claims from the contractor for contract delays. The contract administrator and ECS Estates team are assessing ways to mitigate any additional costs which are deemed to be valid. For example, the project includes a variety of energy saving measures, and there may be mitigating actions available on total costs by use of the Council's Energy Efficiency Fund.
- The tender for the new Stoneywood Primary has been awarded, within the budget allowed, however the planning consent includes 25 conditions which require to be costed. The appointed contractor has also offered a reduction in contract costs if the Council will accept a 6 to 8 week delay to the project to allow adoption of a different construction technique. Available developer obligation agreements have also been confirmed, and a total project cost and funding solution is being developed. The project remains on amber status until these issues are resolved.
- The ASN school construction is proceeding as planned.
- The purchase of Kingsfield Children's Home is being re-assessed in the wider context of an estates review of Children's Social Work. The District Valuer has supplied a recommended purchase price, which has been presented to the landlord for consideration. Most recent valuation by surveyor indicated a fall in value of the property given wider market conditions. An option appraisal is currently being carried out and the output will be presented to the Strategic Asset and Capital Board.
- Plans to re-occupy 311 Clifton Road will take place once the fire sprinkler installation has received a satisfactory approval from the relevant authorities.
- Lochside Academy continues to proceed to programme.

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ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2016/2017

DIRECTORATE :

As at 31 October 2016	Year to Date				Forecast to Year End			CHANGE FROM LAST REPORT £'000
ACCOUNTING PERIOD 7	Full Year Revised Budget £'000	Revised Budget £'000	Actual Expenditure £'000	Variance Amount £'000	Forecast Actual £'000	Variance Amount £'000	Variance Percent %	
Head Of Service- Childrens Social Work	39,421	23,087	24,614	1,527	40,360	1,279	3.2	338
Head of Service - Education Services	156,761	97,487	92,072	(5,415)	155,536	(1,225)	(0.8)	(76)
Head of Service - Inclusion	16,356	9,516	9,186	(330)	16,548	192	1.2	(15)
Head Of Service- Resources	5,772	3,506	3,685	179	5,708	(64)	(1.1)	(54)
<b>TOTAL</b>	<b>218,310</b>	<b>133,596</b>	<b>129,557</b>	<b>(4,038)</b>	<b>218,152</b>	<b>182</b>	<b>0.1</b>	<b>193</b>

ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2016/ 2017

Education & Children's Services

Summary of Income & Expenditure - Year to ACCOUNTING PERIOD 7; As at 31 October 2016

HEAD OF SERVICE : HEAD OF CHILDREN'S SOCIAL WORK

As at 31 October 2016

ACCOUNTING PERIOD 7	Full Year revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Forecast Actual	Variance	Variance Percent	CHANGE FROM LAST REPORT
	£'000	£'000	£'000	£'000	£'000	£'000	%	
STAFF COSTS	18,111	10,575	10,754	179	17,321	(790)	-4.4%	0
PROPERTY COSTS	416	335	326	(9)	428	12	2.9%	1
ADMINISTRATION COSTS	282	170	106	(63)	149	(133)	-47.2%	9
TRANSPORT COSTS	567	333	362	29	560	(7)	-1.2%	4
SUPPLIES & SERVICES	1,009	580	298	(282)	845	(164)	-16.3%	25
COMMISSIONING SERVICES	18,557	10,825	12,099	1,274	20,555	1,998	10.8%	199
TRANSFER PAYMENTS	927	541	712	171	1,293	366	39.4%	100
<b>GROSS EXPENDITURE</b>	<b>39,869</b>	<b>23,359</b>	<b>24,656</b>	<b>1,298</b>	<b>40,811</b>	<b>1,282</b>	<b>3.2%</b>	<b>338</b>
LESS: INCOME								
GOVERNMENT GRANTS	(381)	(222)	(30)	192	(335)	46	-12.2%	0
OTHER GRANTS					0	0	0.0%	0
FEES & CHARGES	(42)	(25)	(2)	22	(42)	0	-0.3%	0
OTHER INCOME	(25)	(25)	(10)	15	(74)	(49)	0.0%	(0)
<b>TOTAL INCOME</b>	<b>(448)</b>	<b>(272)</b>	<b>(42)</b>	<b>230</b>	<b>(451)</b>	<b>(3)</b>	<b>0.6%</b>	<b>0</b>
<b>NET EXPENDITURE</b>	<b>39,421</b>	<b>23,087</b>	<b>24,614</b>	<b>1,527</b>	<b>40,360</b>	<b>1,279</b>	<b>3.2%</b>	<b>338</b>

<u>BUDGET TO DATE MONITORING VARIANCE NOTES</u>	<u>PROJECTED VARIANCE £'000</u>	<u>CHANGE £'000</u>
<b><u>Staff Costs</u></b> The main areas of forecast underspend are arising as a result of the difficulty in recruiting qualified staff. This is having a knock effect in implementing the RSW model which will also affect achievement of reductions in the reduction of Out Of Authority costs	(790)	0
<b><u>Property Costs</u></b> The annual forecast reflects expected savings on energy budgets.	12	1
<b><u>Administration costs</u></b> No significant variances from budget are forecast for this item.	(133)	9
<b><u>Transport costs</u></b> This is mainly Staff Travel and related costs which are expected to be £80K greater than budget. This is in line with previous years expenditure levels.	(7)	4
<b><u>Supplies &amp; Services</u></b> This saving is in relation to equipment, furniture, catering and other expenditure for the Early Years Change Fund and Intensive Support & learning.	(164)	25
<b><u>Commissioning</u></b> The main variance is in relation to Out Of Authority Placements linked to this Head Of Service. This is expected to be £1.9M in excess of budget.	1,998	199
<b><u>Transfer Payments</u></b> Forecast is based upon current client numbers and expenditure. This is subject to review by the Children with Disabilities Working Group. Forecast reflects back dated payments for fostering and adoption upon the introduction of changed payments levels	366	100
<b><u>Other Income</u></b> No significant variances from budget are forecast for this item.	(49)	(0)
	<b>1,279</b>	<b>338</b>

ABERDEEN CITY COUNCIL  
REVENUE MONITORING 2016/ 2017

Education & Children's Services: Education Services

Summary of Income & Expenditure - Year to ACCOUNTING PERIOD 7; As at 31 October 2016

HEAD OF SERVICE: EDUCATION

As at 31 October 2016

ACCOUNTING PERIOD 7	Full Year revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Forecast Actual	Variance	Variance Percent	CHANGE FROM LAST REPORT
	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	115,400	67,362	66,929	(433)	114,793	(607)	-0.5%	13
PROPERTY COSTS	26,088	17,700	16,746	(954)	25,555	(533)	-2.0%	29
ADMINISTRATION COSTS	803	469	381	(88)	711	(92)	-11.5%	(5)
TRANSPORT COSTS	288	169	179	9	391	103	35.7%	(23)
SUPPLIES & SERVICES	10,764	7,556	5,860	(1,696)	10,701	(63)	-0.6%	(33)
COMMISSIONING SERVICES	3,095	1,794	1,747	(48)	3,047	(48)	-1.6%	20
TRANSFER PAYMENTS TOTAL	9,794	6,767	5,423	(1,343)	9,721	(73)	-0.7%	(43)
<b>GROSS EXPENDITURE</b>	<b>166,233</b>	<b>101,818</b>	<b>97,265</b>	<b>(4,552)</b>	<b>164,919</b>	<b>(1,314)</b>	<b>-0.8%</b>	<b>(43)</b>
LESS: INCOME								
GOVERNMENT GRANTS	(1,157)	(933)	(1,352)	(419)	(1,160)	(3)	0.3%	27
OTHER GRANTS	(1,161)	(731)	(805)	(74)	(1,247)	(86)	7.4%	(34)
FEES & CHARGES	(3,727)	(2,146)	(1,781)	365	(3,556)	171	-4.6%	(27)
RECHARGES	(410)	(29)	(27)	2	(410)	0	0.0%	0
OTHER INCOME	(3,017)	(491)	(1,228)	(737)	(3,010)	7	-0.2%	1
<b>TOTAL INCOME</b>	<b>(9,472)</b>	<b>(4,331)</b>	<b>(5,193)</b>	<b>(862)</b>	<b>(9,383)</b>	<b>89</b>	<b>-0.9%</b>	<b>(33)</b>
<b>NET EXPENDITURE</b>	<b>156,761</b>	<b>97,487</b>	<b>92,072</b>	<b>(5,415)</b>	<b>155,536</b>	<b>(1,225)</b>	<b>-0.8%</b>	<b>(76)</b>



<u>BUDGET TO DATE MONITORING VARIANCE NOTES</u>	<u>PROJECTED VARIANCE £'000</u>	<u>CHANGE £'000</u>
<b><u>Staff Costs</u></b>		
There have been two Strain on Superannuation fund payments totalling £95k for staff members, one of the central teams and one from the Culture team. This is not being offset by vacancies at present.	(607)	13
Teachers Long term Absence is forecast to be £140k greater than budget.		
<b><u>Property Costs</u></b>		
The Unitary Charge budget is expected to be underspent by £350K as a result of contract monitoring efficiencies and a one off property insurance rebate.	(533)	29
Energy budgets are expected to be £200K less than budgeted in line with previous years expenditure levels after taking account of contractual changes plus adjustments for energy charges linked to the Art gallery and Museum collections centre which is now complete.		
Art Gallery Redevelopment is incurring £75k of removal costs		
Water Charges are expected to be £140k less than budget		
Additional prop-erty costs for Modular accomodation are forecast to be £70K		
<b><u>Administration costs</u></b>		
No significant variances from budget are forecast for this item.	(92)	(5)
Spend is forecast to be in line with last financial year.		
<b><u>Transport costs</u></b>		
Due to the inability to achieve the agreed service option relating to use of alternative sites for PE provision at Aberdeen Grammar School & Harlaw Academy there has been an adverse variance of £50k.	103	(23)
<b><u>Supplies &amp; Services</u></b>		
Savings are expected to be achived in this area. There is expected to be an underspend in relation to the Big Noise Tony progamme of £100K	(63)	(33)
<b><u>Commissioning Services</u></b>		
No significant variance from budget are forecast for this item.	(48)	20
<b><u>Transfer payments</u></b>		
No significant variances from budget are forecast for this item.	(73)	(43)
<b><u>Income - Government Grants</u></b>		
An increase in Sport Scotland Grant funding is forecast for 2016/17 (100k)	(3)	27
<b><u>Other Grants</u></b>		
An over recovery is anticipated	(86)	(34)
<b><u>Income - Fees &amp; Charges</u></b>		
Due to the Art Gallery being closed for redevelopment the income targets associated with this building will not be achieved. (190k)	171	(27)
There is an anticipated under recovery on Childcare income (30k)		
<b><u>Recharges</u></b>		
Common good recharges are expected to be in excess of budget (27k)	0	0
<b><u>Income - Other Income</u></b>		
No significant variance from budget are forecast for this item.	7	1
	<b>(1,225)</b>	<b>(76)</b>

As at 31 October 2016								CHANGE FROM LAST REPORT
ACCOUNTING PERIOD 7	Full Year revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Forecast Actual	Variance	Variance Percent	
	£'000	£'000	£'000	£'000	£'000	£'000	%	£'000
STAFF COSTS	13,035	7,525	7,298	(227)	12,563	(472)	-0.7%	27
PROPERTY COSTS	275	162	124	(38)	259	(16)	-5.7%	0
ADMINISTRATION COSTS	38	22	13	(10)	49	11	28.1%	2
TRANSPORT COSTS	78	45	50	5	83	5	6.5%	3
SUPPLIES & SERVICES	741	106	176	70	570	(171)	-23.1%	(12)
COMMISSIONING SERVICES	3,080	1,768	1,660	(108)	4,032	952	30.9%	59
<b>GROSS EXPENDITURE</b>	<b>17,247</b>	<b>9,629</b>	<b>9,320</b>	<b>(308)</b>	<b>17,556</b>	<b>309</b>	<b>1.8%</b>	<b>79</b>
LESS: INCOME								
OTHER GRANTS	(175)	(95)	(103)	(8)	(264)	(89)	0.0%	(60)
FEES & CHARGES	(8)	(4)	(3)	2	(7)	1	-11.7%	(0)
OTHER INCOME	(708)	(13)	(28)	(15)	(737)	(29)	4.1%	(34)
<b>TOTAL INCOME</b>	<b>(891)</b>	<b>(113)</b>	<b>(135)</b>	<b>(22)</b>	<b>(1,008)</b>	<b>(117)</b>	<b>13.1%</b>	<b>(94)</b>
<b>NET EXPENDITURE</b>	<b>16,356</b>	<b>9,516</b>	<b>9,186</b>	<b>(330)</b>	<b>16,548</b>	<b>192</b>	<b>1.2%</b>	<b>(15)</b>

**BUDGET TO DATE MONITORING VARIANCE NOTES**

	PROJECTED VARIANCE £'000	CHANGE £'000
<b><u>Staff Costs</u></b>		
The bulk of this underspend lies within devolved staffing budgets. Escorts staffing is expected to be £180k over budget after mitigating virements. Work is ongoing with this Head Of Service to identify other mitigating savings which can be used to reduce this.	(472)	27
<b><u>Property Costs</u></b>		
No significant variances from budget are forecast for this item.	(16)	0
<b><u>Administration costs</u></b>		
No significant variances from budget are forecast for this item.	11	2
<b><u>Transport costs</u></b>		
No significant variances from budget are forecast for this item.	5	3
<b><u>Supplies &amp; Services</u></b>		
The reduced estimate reflects the changes in profiled spend for GIRFEC	(171)	(12)
<b><u>Commissioning Services</u></b>		
The forecast variance reflects the high level of commitments in respect of Out Of Authority Placements (£900K), only partial achievement of the Speech & Language Therapy savings.(£50k)	952	59
<b><u>Income - Government Grants</u></b>		
No significant variances from budget are forecast for this item.	0	0
<b><u>Income - Other Grants</u></b>		
No significant variances from budget are forecast for this item.	(89)	(60)
<b><u>Income - Fees &amp; Charges</u></b>		
No significant variances from budget are forecast for this item.	1	(0)
<b><u>Income - Recharges</u></b>		
No significant variances from budget are forecast for this item.	0	0
<b><u>Income - Other Income</u></b>		
Per Capita Recoveries of £10K and an adjustment to the Contingent Liability for DEM of £164k are reflected within this heading.	(29)	(34)
	192	(15)

Education & Children's Services  
 Summary of Income & Expenditure - Year to ACCOUNTING PERIOD 7; As at 31 October 2016  
 HEAD OF SERVICE : POLICY

As at 31 October 2016								CHANGE FROM LAST REPORT
ACCOUNTING PERIOD 7	Full Year revised Budget	Revised Budget	Actual Expenditure	Variance Amount	Forecast Actual	Variance	Variance Percent	
	£'000	£'000	£'000	£'000	£'000	£'000	%	
STAFF COSTS	4,053	2,364	2,335	(29)	3,910	(143)	-3.5%	35
PROPERTY COSTS	388	280	192	(87)	279	(109)	-28.1%	(71)
ADMINISTRATION COSTS	267	171	78	(93)	197	(70)	-26.2%	10
TRANSPORT COSTS	26	13	10	(3)	22	(4)	-15.4%	(9)
SUPPLIES & SERVICES	1,035	689	1,067	378	1,295	260	25.1%	(11)
COMMISSIONING SERVICES	82	35	33	(2)	88	6	7.2%	(0)
TRANSFER PAYMENTS	255	149	128	(20)	255	0	0.0%	0
<b>GROSS EXPENDITURE</b>	<b>6,106</b>	<b>3,701</b>	<b>3,843</b>	<b>142</b>	<b>6,046</b>	<b>(60)</b>	<b>-1.0%</b>	<b>(46)</b>
LESS: INCOME								
GOVERNMENT GRANTS	(296)	(172)	(128)	44	(297)	(1)	0.3%	(1)
FEES & CHARGES	(38)	(22)	(6)	16	(18)	20	-52.7%	16
OTHER INCOME	0	0	(23)	(23)	(23)	(23)	0.0%	(23)
<b>TOTAL INCOME</b>	<b>(334)</b>	<b>(195)</b>	<b>(158)</b>	<b>37</b>	<b>(338)</b>	<b>(4)</b>	<b>1.2%</b>	<b>(8)</b>
<b>NET EXPENDITURE</b>	<b>5,772</b>	<b>3,506</b>	<b>3,685</b>	<b>179</b>	<b>5,708</b>	<b>(64)</b>	<b>-1.1%</b>	<b>(54)</b>

<u>BUDGET TO DATE MONITORING VARIANCE NOTES</u>	<u>PROJECTED VARIANCE £'000</u>	<u>CHANGE £'000</u>
<b><u>Staff Costs</u></b> Forecast reflects current year to date vacancies as well as projections for the remainder of the	(143)	35
<b><u>Property Costs</u></b> A review of property costs has identified some savings associated with closed premises.	(109)	(71)
<b><u>Administration costs</u></b> A review of Administration budgets has identified a number of small underspends, mainly linked with property moves and closures	(70)	10
<b><u>Transport costs</u></b> No significant variances from budget are forecast for this item.	(4)	(9)
<b><u>Supplies &amp; Services</u></b> Additional Modular Accommodation has been leased for 3 schools for the new school session. Although there is expected to be a partial offset by utilising developers contributions, this has had a knock on effect into this area of budget expenditure	260	(11)
<b><u>Commissioning</u></b> No significant variances from budget are forecast for this item.	6	(0)
<b><u>Transfer Payments</u></b> No significant variances from budget are forecast for this item.	0	0
<b><u>Government Grants</u></b> No significant variances from budget are forecast for this item.	(1)	(1)
<b><u>Income - Fees &amp; Charges</u></b> No significant variances from budget are forecast for this item.	20	16
<b><u>Other Income</u></b> No significant variances from budget are forecast for this item.	(23)	(23)
	(64)	(54)



## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education and Children's Services</b>
DATE	<b>26<sup>th</sup> January 2017</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Education and Children's Services Directorate Performance Report</b>
REPORT NUMBER	<b>ECS/17/002</b>
CHECKLIST RECEIVED:	<b>Yes</b>

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### **1. PURPOSE OF REPORT**

The purpose of this report is to:

- Provide Elected Members with a summary of the Quarter 2, Education and Children's Services (E&CS) Directorate performance outcome data from 1<sup>st</sup> July up to and including 30<sup>th</sup> September 2016

### **2. RECOMMENDATION(S)**

The Committee is asked to:

- Note and approve the standing E&CS Directorate Performance Reports for the Quarter 2 period to 30<sup>th</sup> September 2016 attached at Appendices A and B.

### **3. FINANCIAL IMPLICATIONS**

There are no financial implications arising directly from the report.

### **4. OTHER IMPLICATIONS**

#### **4.1 Legal**

Local Authorities are required to act as set out in the Local Government Act 1992, and as defined within the Direction provided by the Accounts Commission, in respect of their Public Reporting obligations and;

#### 4.2 Property, Equipment, Employee and Health and Safety Implications

There may be other property, equipment, employee or health and safety implications linked to the Directorate-wide health and safety performance measures. Any related implications under this heading are managed by the Directorate as a matter of course in accordance with best practice.

#### 4.3 The report is designed for information purposes only and no Equalities and Human Rights implications are involved either in its preparation or the recommendations contained within the body of the Report.

### 5. BACKGROUND/MAIN ISSUES

#### 5.1 The detail contained within this Report relates to a core selection of Quarterly Key Service Performance Indicators, reflecting outcomes against the Education, and Children's Social Work, Services alongside Directorate wide performance measures which also encompass the Inclusion and Policy, Performance and Resources Services.

These Indicators are encompassed within the standing quarterly presentation templates provided within Appendices A and B.

N.B. Members are advised to note that 2015-16 annual data contained in these appendices has previously been considered at this and other Committees through Directorate and corporate performance reports.

### 6. IMPACT

#### Improving Customer Experience

Analysis and publication of performance data and, in particular, the use of benchmark and trend information, offers the Directorate the opportunity to critically evaluate the extent to which it is currently meeting customer needs and, as required, re-align delivery methodologies to ensure that, in particular, children's experiences and outcomes are continuously improving.

#### Improving Staff Experience

Transparency of performance reporting, in terms of outputs and outcomes, offers staff with the opportunity to gain insight into areas of good practice within the Directorate, in particular those where improvement might be required. Importantly, it also helps employees to recognise where their contributions are materially influencing and driving the work of their Service.



## Improving our use of Resources

This Report aligns with the principles of Best Value whereby local authorities are required to evidence and evaluate the extent to which resources are used effectively and efficiently in the delivery of services to stakeholders.

### Corporate

Reporting to Committee is an essential governance requirement of the Directorate and Council's performance management arrangements, by which Elected Members may seek assurance that performance improvement activity is evidenced and robust.

The measures reported against ensure linkage to the Administration's Policy Statement 'Smarter Aberdeen', covering:

#### Smarter Living Outcome;

"We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self-esteem"

"We will improve access to and increase participation in arts and culture by providing opportunities for citizens and visitors to experience a broad range of high quality arts and cultural activities."

#### Smarter People Outcome;

"We will provide a high quality education service within our schools and communities which will improve attainment and life chances of our children and young people to achieve their full potential in education, employment or training.

Implementation of the Reclaiming Social Work model, and its intended outcomes within Children's Social Work, also link to the wider Strategic Priorities of the 'Aberdeen: the Smarter City' plan through the following model objectives:

#### Smarter Governance – Participation:

- Implementing the Reclaiming Social Work model to work in partnership with families within their local community to improve their overall wellbeing and outcomes.
- Delivering a Public Social Partnership (PSP) approach with third sector partners to co-design commissioned services to support Reclaiming Social Work.

#### Smarter Living – Quality of Life:

- Supporting priority families.
- Promoting and secure and lasting attachments for children.

- Implementing the Getting It Right for Every Child (GIRFEC) model

Smarter People – Social and Human Capital:

- Attracting and retaining a high quality workforce to support learning and teaching and the implementation of Reclaiming Social Work.
- Ensuring partnership approaches are supporting children and young people.
- Enabling all young people in Aberdeen to achieve sustainable and positive destinations.

Smarter Mobility

“We need to maximise digital connectivity for the benefit of all people and the development of business in the City.”

Public

The report is designed for information purposes only and no specific Equalities and Human Rights implications are involved either in its preparation or the recommendations contained within the body of the Report.

Transparency in our performance reporting is a key component of our Public Performance Reporting requirement, which is subject to annual review by Audit Scotland.

## **7. MANAGEMENT OF RISK**

The nature of this report is not such that a risk assessment of options is necessary as the content is for information only.

However, the regular reporting of performance is itself mitigation against the risk that the Council’s Public Performance Reporting might be regarded as insufficient for the purposes of meeting the obligations placed upon it.

## **8. BACKGROUND PAPERS**

Appendix A: Directorate Performance Report Scorecard 1<sup>st</sup> July to 30<sup>th</sup> September 2016

Appendix B: Directorate Performance Report Trend Charts and Narrative – 1<sup>st</sup> July to 30<sup>th</sup> September 2016.

## 9. REPORT AUTHOR DETAILS

Co-ordinated/Co- Authored by:

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☎ 01224 522137

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David Bliss, Planning & Development Manager

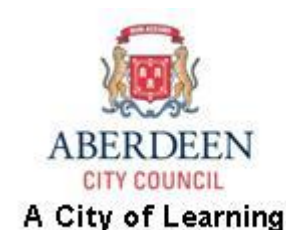
☎ 01224 522048

✉ [DBliss@aberdeencity.gov.uk](mailto:DBliss@aberdeencity.gov.uk)

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# Education and Children's Services Performance Scorecard - Quarter 2, June to September 2016

**Report Author:** Alex Paterson  
**Generated on:** 8th December 2016



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Improving Customer Experience											
Performance Measure	2015/16 Baseline	July 2016	August 2016	September 2016	Q3 2015/16	Q4 2015/16	Q1 2016/17	Q2 2016/17	Status	Long Trend	2016/17 Target
	Value	Value	Value	Value	Value	Value	Value	Value			
% combined positive outcomes from Education Scotland and Care Inspectorate inspections of local authority and partner provider settings (early learning and childcare, primary, secondary)	93.5%				100%	100%	100%	100%			95%
Number of Looked After & Accommodated Children with an allocated social worker		434	438	442	465	472	487	493			
Percentage of Looked After & Accommodated Children with an allocated social worker					99%	99%	99%	99%			Maximise
Number of children with an allocated social worker	1665	1587	1648	1631	1654	1601	1630	1631			
Children with an allocated social worker (%)					89%	89%	92%	94%			Maximise
The total number of complaints received per quarter - Education and Children's Services	126				23	36	31	126			Minimise
% of complaints resolved within time	71.9%				86.4%	54.3%	55.2%	51.9%			Maximise
% of complaints upheld against closed (Stage 1 & 2 combined)	41.3%				54.5%	40.0%	24.1%	25.9%			Minimise

% of FOISA requests replied to within timescale - Education and Children's Services	92%	100%	100%	90%	94%	87%	71%	96%			85%
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### Improving Staff Experience

Performance Measure	2015/16 Baseline	July 2016	August 2016	September 2016	Q3 2015/16	Q4 2015/16	Q1 2016/17	Q2 2016/17	Status	Long Trend	2016/17 Target
	Value	Value	Value	Value	Value	Value	Value	Value			
Average number of days lost through sickness absence per employee in a rolling 12-month period	8.0	8.3	7.9	8.1							10.0

H&S Employee Non-Reportable - Education and Children's Services	270				44	94	79	75			Minimise
H&S Employee Reportable Incidents - Education and Children's Services	10				2	2	0	0			Minimise

### Improving Use of Resources

Performance Measure	2015/16 Baseline	July 2016	August 2016	September 2016	Q3 2015/16	Q4 2015/16	Q1 2016/17	Q2 2016/17	Status	Long Trend	2016/17 Target
	Value	Value	Value	Value	Value	Value	Value	Value			
Headcount of Agency Staff - Education & Children's Services	709	16	19	19	53	53	36	54			Reduce
Establishment Control: FTE - Education and Children's Services	3,262	2,754	3,290	3,308	3,225	3,255	3,249	3,117			Maintain
Vacancies rate - Funded vacancies compared to Funded Establishment - Education & Children's Services	6.45%	20.64%	6.71%	6.22%	10.54%	6.66%	7.03%	11.14%			6.0%

**Smarter Living – Quality of Life**

Performance Measure	2015/16 Baseline	July 2016	August 2016	September 2016	Q3 2015/16	Q4 2015/16	Q1 2016/17	Q2 2016/17	Status	Long Trend	2016/17 Target
	Value	Value	Value	Value	Value	Value	Value	Value			
Total number of library visits - person; virtual	1,429,835	119,587	129,847	126,587	354,491	377,454	370,447	376,021			Increase
Number of visits to libraries - person	891,810	72,007	78,840	76,468	211,056	222,885	225,406	227,315			Increase
Number of visits to libraries - virtual	538,025	47,580	51,007	50,119	143,435	154,569	145,041	148,706			Increase
Number of visits to/usages of council funded or part funded museums - person; enquiries; outreach; virtual (2016)	1,094,948	125,040	105,265	97,914	310,691	354,540	328,377	328,219			Increase

**Smarter People – Social and Human Capital**

Performance Measure	2015/16 Baseline	July 2016	August 2016	September 2016	Q3 2015/16	Q4 2015/16	Q1 2016/17	Q2 2016/17	Status	Long Trend	2016/17 Target
	Value	Value	Value	Value	Value	Value	Value	Value			
Percentage of Activity Agreement completers entering a Positive Destination	76.7%				63.6%	72.2%	75%	88.9			77%

Number of Looked After Children		556	553	562	610	636	640	637			
Number of LAC looked after at home		109	111	111	124	135	130	123			
Percentage of LAC looked after at home (%)		20%	20%	20%	20%	21%	20%	19%			Increase
Number of LAC looked after in Kinship		121	118	121	126	129	126	131			
Percentage of LAC looked after in Kinship (%)		22%	21%	22%	21%	20%	20%	21%			Increase
Number of LAC looked after in		251	254	254	253	271	281	272			

Foster Care											
Percentage of LAC looked after in Foster Care (%)		45%	46%	45%	41%	43%	44%	43%			Decrease

Smarter Mobility											
Performance Measure	2015/16 Baseline	July 2016	August 2016	September 2016	Q3 2015/16	Q4 2015/16	Q1 2016/17	Q2 2016/17	Status	Long Trend	2016/17 Target
	Value	Value	Value	Value	Value	Value	Value	Value			
Wi-Fi access users in Library Learning Centres and Learning Access Points	36,365	4,359	5,241	5,101	9,642	12,674	14,546	14,701			Increase

Legend – Narrative against data shaded in blue is provided within Appendix B and captures the most currently available information. Figures shaded in grey are provided for background purposes only. 2015-16 baseline data has previously been considered by Committee through Directorate and corporate annual reporting covering the 12 month fiscal period.

PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving/Increasing		Improving/Increasing
	Warning		No Change		No Change
	OK		Getting Worse/Decreasing		Getting Worse/Decreasing
	Unknown				
	Data Only				

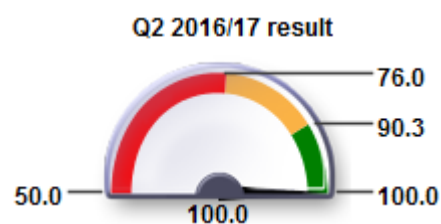


## Appendix B – Education and Children’s Service Performance Trend Charts- June to September 2016

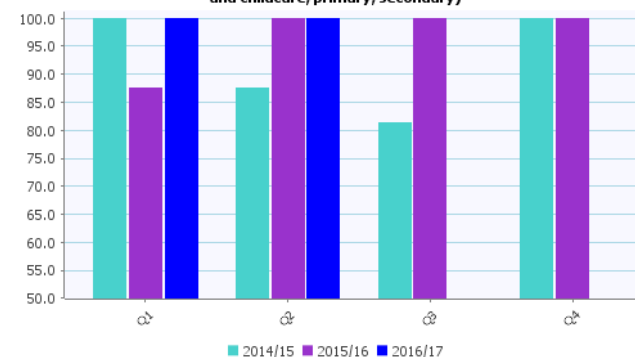
Report Author: Alex Paterson  
Generated on: 8th December 2016

### Shaping Aberdeen – Improving Customer Experience

#### Percentage of positive formal inspections of Early Learning and Education Establishments per academic year



ECS Edu ESCI Com Combined positive outcomes from Education Scotland and Care Inspectorate inspections of local authority and partner provider settings ( early learning and childcare, primary, secondary)



#### Why is this important?

This measure serves as a formal indicator of the quality of education, support and care provision afforded to children within local authority and funded partner provider Early Years, Primary and Secondary school settings, through a combination of peer-based and self-evaluation evidence.

#### Benchmark Information:

There is presently no direct capacity for benchmarking of this measure although Education Scotland outcomes for schools and early years establishments in each academic year from 2011/12 onwards, including those for 2015/16, (pending publication) are compared with the national baseline and where made available, against the Authority’s formal HMle benchmark group. <http://www.educationscotland.gov.uk>

Information relating to the drill-down national outcomes of Care Inspectorate work, which can be used as a point of comparison, is beginning to be shared with local authorities but has yet to be presented in a consistent publication format that is accessible enough to allow inter-authority comparison. <http://www.careinspectorate.com/>

**Target:**

The target for this measure, which combines outcomes from Education Scotland and Care Inspectorate inspections of both local authority and partner provider education, early learning and childcare settings, is set at an averaged 95% for the 2016-17 academic year. The target figures for sub-indicators against each inspection regime, relating to local authority provision alone, are 100% for the academic year.

**Intelligence:**

This is a new Directorate measure, populated from existing data, designed to align specifically with the academic year. The outcome for Quarter 2 was 100% which encompassed a single inspection of partner provider Early Years and Childcare establishments by the Care Inspectorate over the three-month period. There were no publications of Education Scotland inspections during the quarter.

**Responsible Officer:**

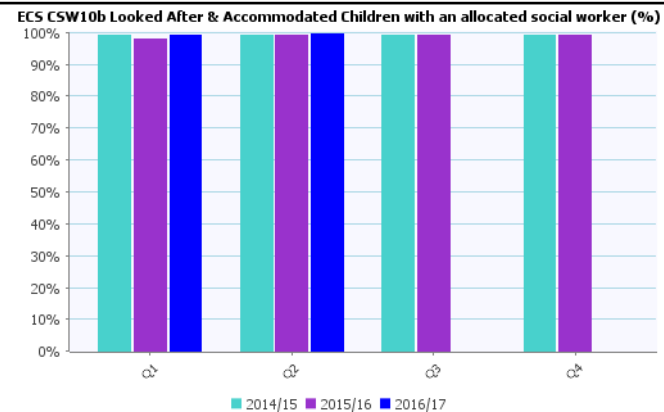
Andrew Griffiths

**Last updated**

Q2 2016/17

## Percentage of children who are looked after and accommodated children with an allocated social worker

Q2 2016/17 result  
99%



### Why is this important?

The extent to which looked after and accommodated children are supported by an allocated social worker is one of a suite of core customer experience measures reflecting the service's impact within this population of vulnerable children.

### Benchmark Information:

National benchmark data relating to looked after and accommodated children are collated during July of each year. It is published during the national information release through the Children Looked After Statistics report in March of the following year. For example, data for July 2015 was published in March 2016.

<http://www.scotland.gov.uk/Topics/Statistics/Browse/Children/PubChildrenSocialWork>

### Target:

The Service aims to maximise the percentage of looked after and accommodated children with an allocated social worker, considering changes in status and case transfer times at the snapshot point, which can result both in minor (+/- 1-2%) variations in quarterly outcomes.

### Intelligence:

At the snapshot point on 30<sup>th</sup> September 2016, 99% (493 from a total of 496) of looked after and accommodated children were allocated to a social worker. This maintains the service's positive pattern against this measure and meets the target expectations set out for this indicator

**Responsible Officer:**

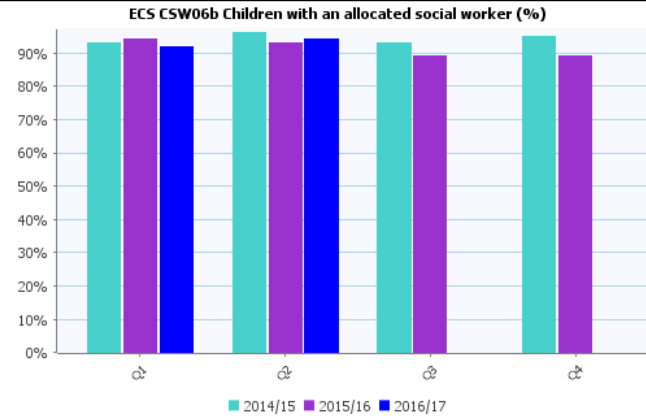
Bernadette Oxley

**Last updated**

Q2 2016/17

**Percentage of children with an allocated social worker**

**Q2 2016/17 result**  
94%



**Why is this important?**

The extent to which children under the care or oversight of Children’s Social Work are supported by an allocated social worker is one of a suite of core customer experience measures reflecting the Service’s impact within the population of vulnerable children.

**Benchmark Information:**

National benchmark data relating to children supported by Children’s Social Work is collated during July of each year. It is published during the national information release through the Children Looked After Statistics report in March of the following year. For example, data for July 2015 was published in March 2016.

<http://www.scotland.gov.uk/Topics/Statistics/Browse/Children/PubChildrenSocialWork>

**Target:**

The Service aims to maximise the percentage of children that it supports through an allocated social worker, considering changes in status and case transfer times at the snapshot point, which can result both in minor (+/- 1-2%) variations in quarterly outcomes.

**Intelligence:**

94% of the 1,731 children supported by Children’s Social Work as at 30<sup>th</sup> September 2016 had an allocated social worker. This outcome consolidates the sustained improvement in performance against this measure which has been evidenced over the past 15 months.

Recruitment to some key posts within Children’s Social Work proves to be an on-going challenge. However, the Service has continued to ensure that children with the greatest need and vulnerability are prioritised in terms of allocation.

Due to staff turnover and operational pressures there will always be a small number of cases which do not have an allocated social worker at the snapshot point although operational overview of these cases is maintained through para-professionals and Team Management to ensure that increasing need is responded to appropriately

**Responsible Officer:**

**Last updated**

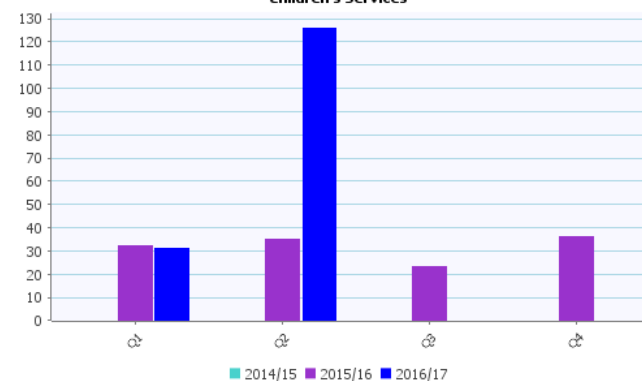
Bernadette Oxley

Q2 2016/17

## The total number of complaints received

Q2 2016/17 result  
126

ECS Complaints The total number of complaints received per quarter - Education and Children's Services



### Why is this important?

The information provided by the corporate Complaints Handling process is used to inform service improvements and planning. It should be noted that this information excludes complaints addressed through formal statutory frameworks related to school education and children's social work

### Benchmark Information:

The Scottish Complaints Handling Procedure specifies several measures including handling times, types of complaints and outcomes as well as lessons learnt. It is presently not possible to identify relevant benchmark comparisons for the number of complaints for the Directorate outwith tracking of trend patterns.

### Target:

The Directorate aims to minimise the number of complaints received as part of the engagement and communication frameworks reflected within its Service Business Plans

### Intelligence:

The number of complaints received over Quarter 2 rose significantly in comparison with both the previous quarter and comparative quarters, totalling 126 complaints as opposed to 32 and 31 respectively.

As was noted in the Report to Committee in September 2016, the volume of recorded complaints during 2016/17 was likely to increase substantially because of the Complaints Improvement programme which is raising awareness of the requirement to record complaints that are

being handled at the frontline (Stage 1) and introduction of online forms which has made the corporate recording of complaints at the frontline possible. As such, the figures for Quarter 2 are not directly comparable with those previously reported and should be regarded as a baseline for future comparison.

**Responsible Officer:**

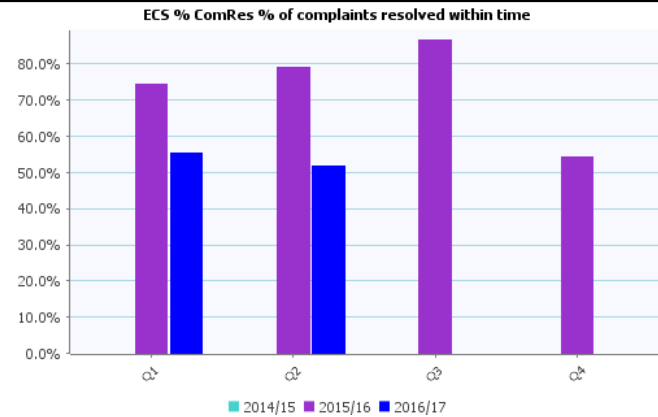
Euan Couperwhite

**Last updated**

Q2 2016/17

**% of complaints resolved within time**

**Q2 2016/17 result**  
51.9%



**Why is this important?**

The Scottish Complaints Handling Procedure specifies that all complaints must be acknowledged within 3 working days. Frontline complaints (Stage 1) should be completed in 5 working days and Investigation complaints (Stage 2) within 20 working days.

**Benchmark Information:**

Where appropriate, the Directorate seeks to benchmark its performance against this measure in the context of trend analysis and through comparison with both Council and other Directorate performance. This quarterly figure is below the Council outcome (63.2%) although above the levels recorded by two other Directorates

**Target:**

The Directorate aims to maximise the proportion of complaints which are resolved within the specified timescale

**Intelligence:**

51.9% of complaints received during the three-month period were resolved within the specified timescale. This is marginally below the figure recorded against the previous quarter and below that achieved in the most previous quarterly periods which reflects delayed outcomes against a few more complex Stage 2 complaints and, in part, the impact of the school vacation period.

In the context of the SLGBF Family Group network, there is currently some discussion around the extent to which the targets set by the Scottish Complaints Handling Procedure might be adjusted to reflect the circumstances relating to complaints received by local authorities that relate to education services over the course of the extended Summer break.

**Responsible Officer:**

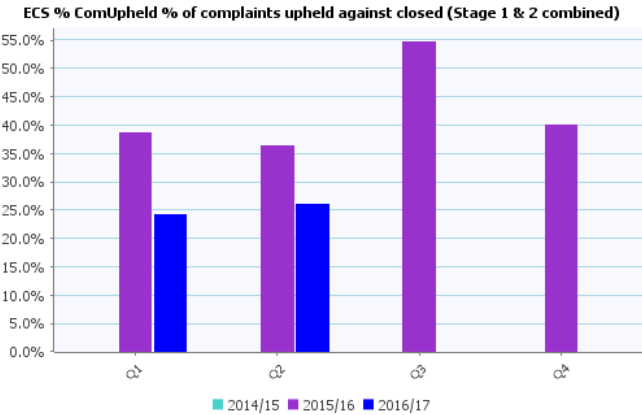
Euan Couperwhite

**Last updated**

Q2 2016/17

**% of complaints upheld against closed (Stage 1 & 2 combined)**

**Q2 2016/17 result**  
25.9%



**Why is this important?**

In combination with assessment of the number of complaints and timelines for the provision of responses, the proportion of complaints which are upheld is a measure of the extent to which the Council is meeting the provisions of the Scottish Handling Complaints Procedure and, more critically, the quality of service being provided.

**Benchmark Information:**



Where appropriate, the Directorate seeks to benchmark its performance against this measure in the context of trend analysis and through comparison with both Council and other Directorate performance. In this context, the Quarter 2 outcome is ahead of both the corporate figure and the majority of other Directorates

**Target:**

The Directorate aims to minimise the proportion and number of complaints which are upheld at Stages 1 and 2 received as part of the engagement and communication frameworks reflected within its Service Business Plans

**Intelligence:**

Of the 126 complaints received, 25.9 % were upheld at Stages 1 and 2 combined with just over 36% being upheld at Stage 1, and none of those moving to investigation at Stage 2 being upheld. Although this is above the prior quarter's outcome it sustains the substantive long term improvement trend being recorded against this measure

**Responsible Officer:**

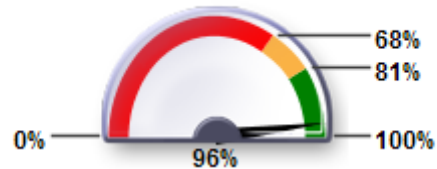
Euan Couperwhite

**Last updated**

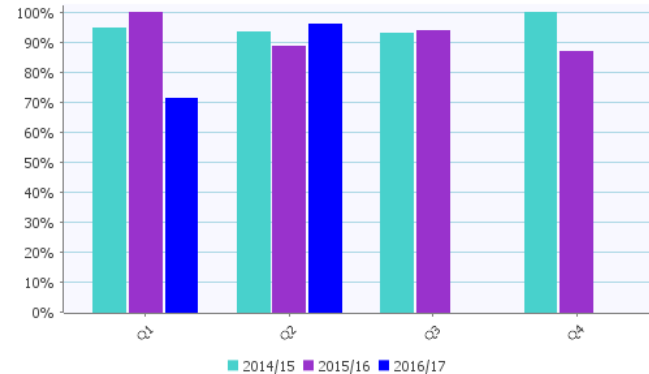
Q2 2016/17

**% of FOISA requests replied to within timescale**

Cumulative result for Q2 2016/17 as of September 2016



ECS FOISA % of FOISA requests replied to within timescale - Education and Children's Services



**Why is this important?**

The purpose of this Indicator is to capture and reflect the Directorate's capacity for meeting the obligatory response timelines relating to the

Freedom of Information (Scotland) Act that requires responses to be provided within 20 working days.

**Benchmark Information:**

At present, there is no suitable external benchmark information relating to the Directorate's performance although internal comparisons are made against both corporate level performance and that of other Directorates.

**Target:**

The corporate level 2016-17 improvement aim for responses to FOISA requests within the prescribed timescale is set at 85%

**Intelligence:**

An averaged 96% of FOISA requests received by the Directorate were responded to within the specified timescale over the course of Quarter 2 with a monthly range of between 60% in June to 80% in April. This reflects a substantive improvement against the previous quarterly period with fewer delays in responses and less need for revisions to responses submitted to the FOISA team

**Responsible Officer:**

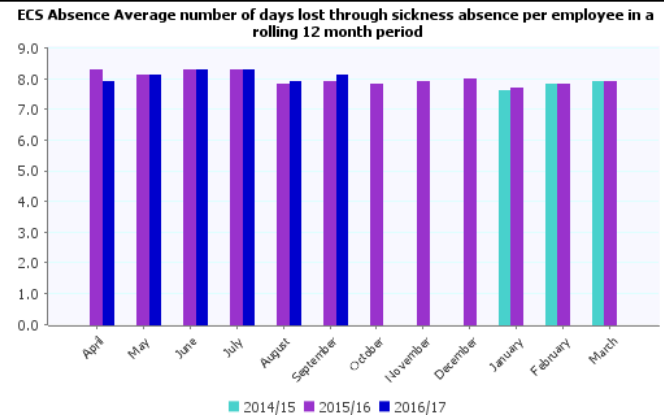
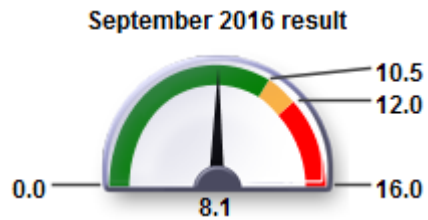
Euan Couperwhite

**Last updated**

Q2 2016/17

## Shaping Aberdeen – Improving Staff Experience

### Average number of days lost through sickness absence – rolling 12-month average



#### Why is this important?

The extent to which employee's health and wellbeing is maintained and staff are supported, through the application of Council policies, to prevent and mitigate against the impacts of ill-health, is central to the Council's relationship with its employees.

**Benchmark Information:**

The Directorate aims to consistently reduce the number of days lost through illness absence in comparison with previous patterns, the corporate target and other Directorates within the Council.

<http://councilcommittees/documents/s55850/Sickness%20Absence%20Update.pdf>

<http://councilcommittees/documents/s56905/6a%20Annual%20Report%20April%202015-%20March%202016.pdf>

The Council is part of a Local Government Benchmarking Forum with other Scottish Local Authorities looking at absence levels. The forum will be meeting on a regular basis and seeks to learn from best practice in other Local Authorities. Lessons learned from this exercise will be developed and implemented as appropriate at Directorate level.

**Target:**

The corporate target for the average number of days lost through illness is 10 days. For this quarterly period, the corporate figure for the Council sits at 10.2 days

**Intelligence:**

At the snapshot point on 30<sup>th</sup> September, the Directorate recorded an average number of days lost per employee of 8.1 days which was marginally higher than in August but below that of most 2016-17 period monthly outcomes. This provides for a mean year to date figure of 8.1 days, 0.1% higher than that recorded against 2015-16 which is an unchanged position from Quarter 1.

At this level, the outcome for the Directorate compares favourably against those Council services involved in 'front line delivery' and the wider corporate metric.

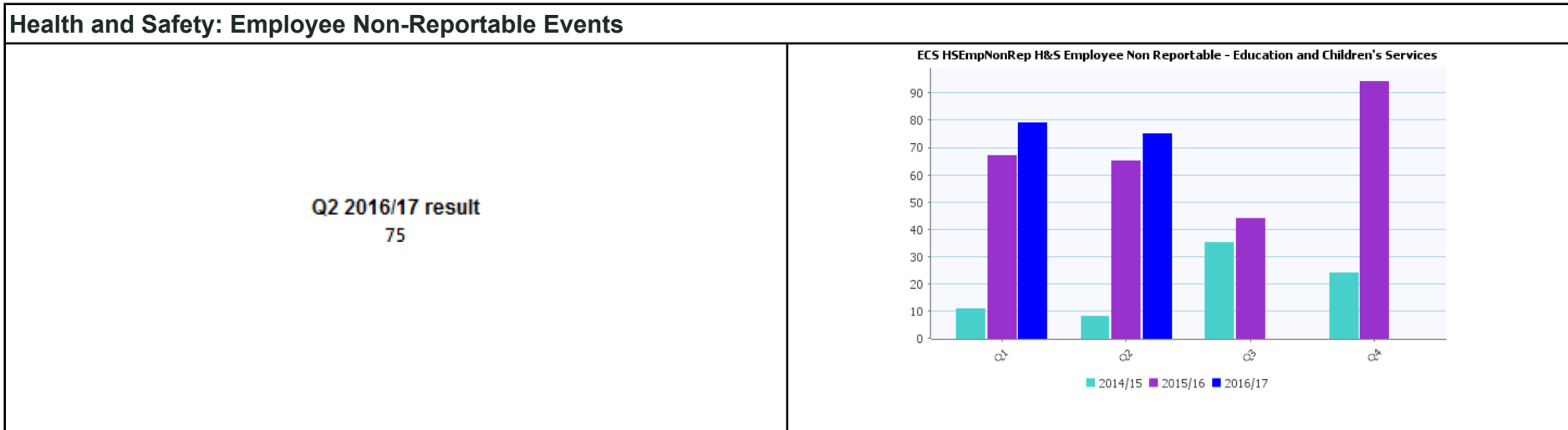
Draft data from the SLGBF 2015-16 release indicates that Teaching Absence levels for the previous year were the lowest in the City's comparative family grouping and below the Scotland average.

**Responsible Officer:**

Euan Couperwhite

**Last updated**

September 2016



**Why is this important?**

The Council is committed to making health safety and wellbeing a high priority in all our activities and establishing a positive health and safety culture.

**Benchmark Information:**

The Directorate’s extended suite of reportable and non-reportable accidents, incidents and near miss outcomes are considered and benchmarked through the Corporate Health and Safety Committee on a regular basis.

[http://councilcommittees/documents/s62962/HS%20Annual%20Update%201%20Oct%2015%20to%2030%20Sep%2016\\_final.pdf](http://councilcommittees/documents/s62962/HS%20Annual%20Update%201%20Oct%2015%20to%2030%20Sep%2016_final.pdf)

It should be noted that changes to the Council’s reporting procedures, implemented in full across the 2015-16 reporting period within the Directorate, do not enable direct comparison with the data from 2014-15

**Target:**

The Directorate aims to minimise the number of reportable and non-reportable events on a consistent basis over the course of the next two years and establish the potential for additional benchmarking against comparator Services within other authorities.

**Intelligence:**

Over the course of Quarter 2, there were a total of 75 non-reportable accidents/incidents and near misses, a reduction against the prior quarterly period, although ten more than was recorded during the same quarter in 2015-16.

**Responsible Officer:**

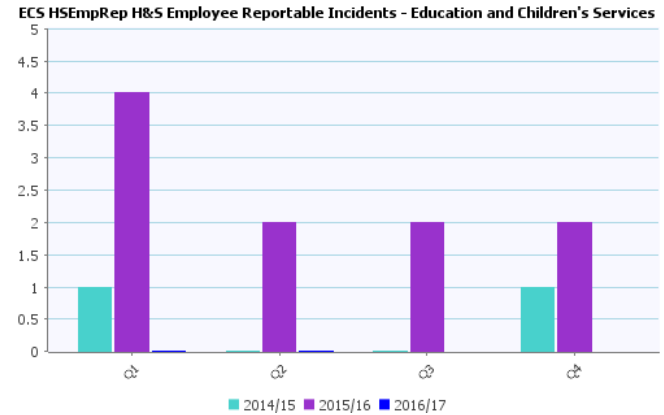
Euan Couperwhite

**Last updated**

Q2 2016/17

**Health and Safety: Employee Reportable Events**

Q2 2016/17 result  
0



**Why is this important?**

The Council is committed to making health safety and wellbeing a high priority in all our activities and establishing a positive health and safety culture.

**Benchmark Information:**

The Directorate's full range of reportable and non-reportable accidents, incidents and near miss outcomes are considered and benchmarked through the corporate Health and safety Committee on a regular basis.

[http://councilcommittees/documents/s62962/HS%20Annual%20Update%201%20Oct%2015%20to%2030%20Sep%2016\\_final.pdf](http://councilcommittees/documents/s62962/HS%20Annual%20Update%201%20Oct%2015%20to%2030%20Sep%2016_final.pdf)

**Target:**

The Directorate aims to minimise the number of reportable and non-reportable events on a consistent basis over the course of the next two years and establish the potential for additional benchmarking against comparator Services within other authorities.

**Intelligence:**

There were no reportable accidents/incidents or near misses recorded during Quarter 2 which suggests that the significant emphasis within the Directorate on embedding of training and awareness of accident prevention, in particular, in regards to instances where serious harm may occur, is an influencing factor.

**Responsible Officer:**

Euan Couperwhite

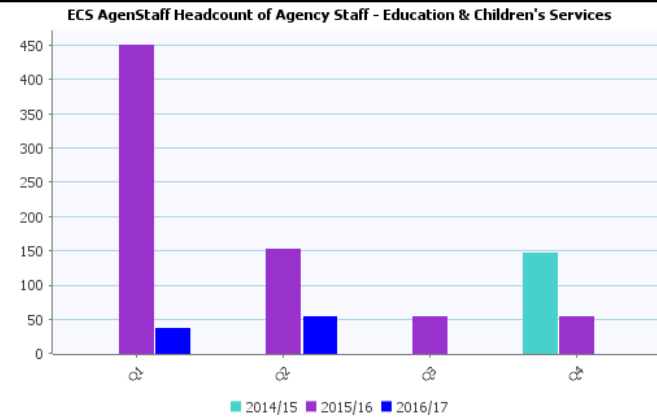
**Last updated**

Q2 2016/17

## Shaping Aberdeen – Improving our Use of Resources

### Headcount of Agency Staff

Cumulative result for Q2 2016/17 as of September 2016  
54



#### Why is this important?

Use of external staff resource is sometimes unavoidable, for example where permanent employees are absent due to long-term ill-health. In general terms, however, use of external support should be minimised and more efficient methods of filling essential posts for prolonged periods found.

#### Benchmark Information:

At present, there is no comparable Directorate level benchmark information available against this measure. Corporately, efforts are being made to identify peer- based opportunities for comparison with other authorities through the Scottish Local Government Benchmarking Framework

#### Target:



The Directorate is presently reviewing the relevance of applying a target figure for monthly or quarterly outcomes as some operational aspects of front line service delivery are impacted directly by seasonal influences which are most effectively addressed through use of short term agency employment. At this time, the Directorate aim is to minimise the use of agency employees as an average across each 12-month period

**Intelligence:**

The headcount of agency staff use during Quarter 1 was 54 which, although higher than in Quarter 1 maintains the trend of reducing reliance on this resource in comparison with both previous quarterly periods and as a ratio to the Directorate’s Establishment Control figure.

Members are asked to note that the outcomes recorded against Quarters 1 in 2015/16 is a function of an administrative transfer and recording process involved in development of the new measure and offers significantly exaggerated data.

**Responsible Officer:**

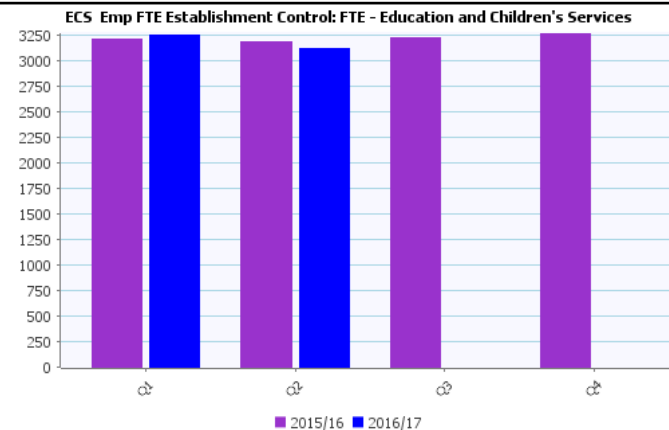
Euan Couperwhite

**Last updated**

Q2 2016/17

**Full Time Equivalent Employees**

Average result for Q2 2016/17 as of September 2016  
3117



**Why is this important?**

Monitoring of a range of employee based measures, including FTE levels, enables the Directorate to monitor the overall use of employee resource within the context of existing budgets, assists in signposting potential issues around recruitment/employee retention and informs

future budget planning.

**Benchmark Information:**

At present, there is no comparable Directorate level benchmark information available on this indicator although local authority data relating specifically to teacher and social work practitioner numbers is captured in annual national publications. The extent to which this information provides capacity for robust performance measure benchmarking of the Directorate's overall structure is relatively limited.

**Target:**

There are no targets set for this measure although the Directorate uses this data in combination with other data-sets, to assess the health of its workforce planning, budgeting and recruitment policies.

**Intelligence:**

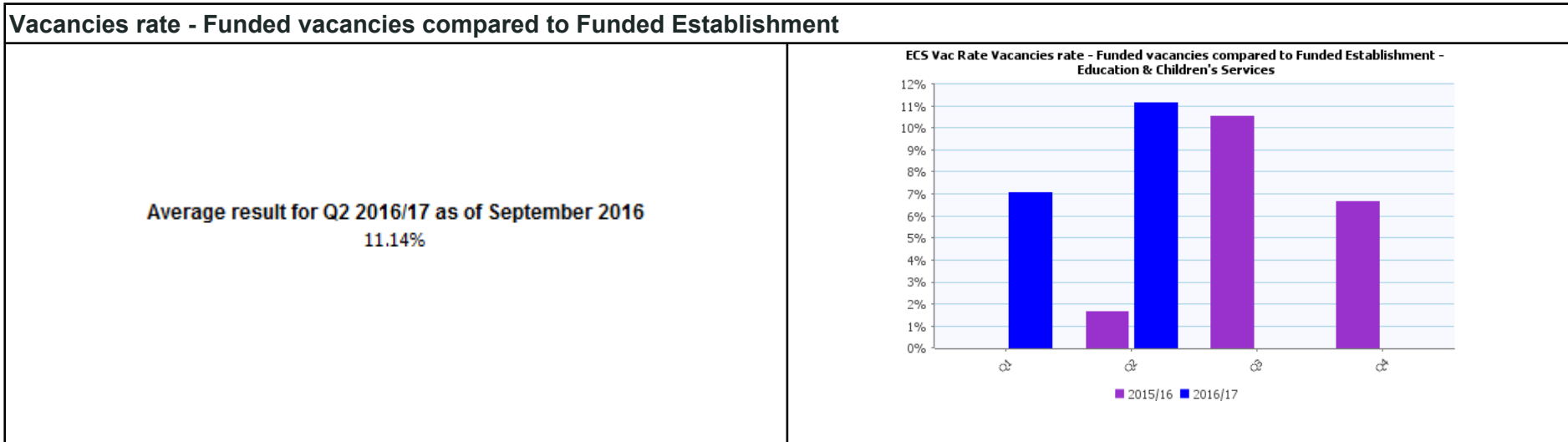
In comparison with the prior quarter, the average level of FTE employees fell marginally in Quarter 2 to an averaged 3,117 with 65 posts fewer than in the previous year period. This is influenced, to an extent, by a large reduction in FTE positions in July that reflects the conclusion of temporary and term-based posts which is being processed and recorded more effectively within the administrative framework

**Responsible Officer:**

Euan Couperwhite

**Last updated**

Q2 2016/17



**Why is this important?**

Monitoring of a range of employee based measures, including vacancy levels, enables the Directorate to monitor the overall use of employee resource within the context of existing budgets, assists in signposting potential issues around recruitment/employee retention and informs future budget planning.

**Benchmark Information:**

At present, there is no comparable Directorate level benchmark information available on this indicator although the Directorate intends to reflect on the outcomes at Council level and across the Directorates in addition to comparing historical trend patterns. In this respect, the averaged quarterly outcome for the Council, (all services) was 9.0% with the figures for the other two major directorates sitting at 7.9% and 12.9% respectively.

**Target:**

The Directorate has set an improvement aim target of an averaged 6% across the 2016-17 academic year

**Intelligence:**

The average of monthly vacancy rates across Quarter 2 was just over 11%, which is heavily influenced by the 'migration' from fixed, probationary and academic year contracts at conclusion of the Summer term, and is a function of the administrative calculation process.

Discounting impact of this exercise, the 'true figure' for the quarter is nearer to 6.5%, with indications that the outcomes for the early part of Quarter 3 and year to date are sitting at 6% and 6.9% respectively.

**Responsible Officer:**

Euan Couperwhite

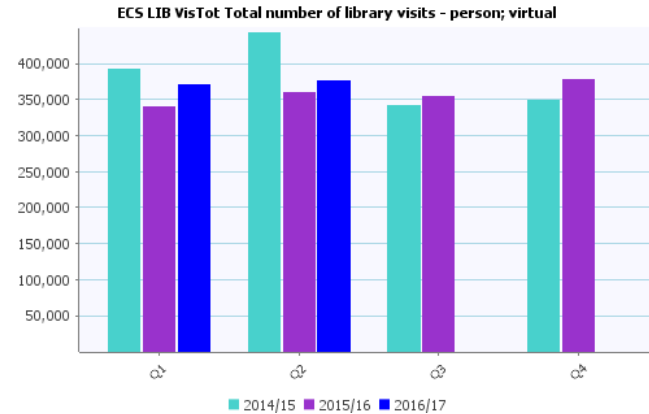
**Last updated**

Q2 2016/17

### Smarter Living - Quality of Life

#### Number of visits to Libraries and Information services

Cumulative result for Q2 2016/17 as of September 2016  
376,021



#### Why is this important?

This shows the overall level of engagement with the Library and Information Service incorporating the two main channels through which accessibility to the community is delivered.

#### Benchmark Information:

The capacity for operational benchmarking of Library and Information Services outcomes and outputs at a national level is provided through an annual CIPFA publication which is normally released in March of each subsequent fiscal year.

Limited benchmarking of a restricted suite of measures relating to spend per visit is also published through the Scottish Local Government Benchmarking Project with information linking to comparative user satisfaction being made available through release of the Scottish Household Survey outcomes. This information is normally released in the January of each subsequent fiscal year.

**Target:**

The number of visits to Libraries is a direct contributing metric towards Smarter Living Strategic Objective 2 “We aspire to be recognised as a place of excellence for culture and arts ...” which aims to increase attendances and visits to places of culture by 70,000 by 2017/18. In this instance, whilst no specific target for this metric against 2016/17 has been set, the Service seeks to increase active use of the Library and Information Service as an intermediate aim towards meeting of the above Objective.

**Intelligence:**

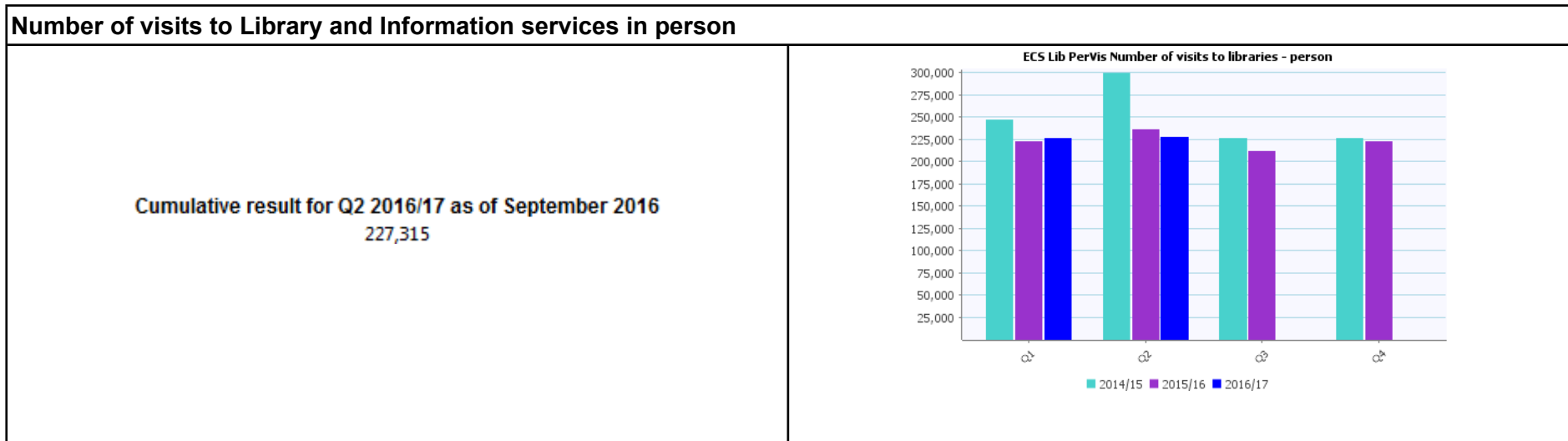
Over the course of Quarter 2, there were a total of 376,021 visits to Library and Information Services provision, slightly ahead of both the prior quarter and the same period in 2015-16. This represents a sustained upwards trend which has now been demonstrated over the past twelve months albeit that the figures are below that recorded in the first two quarters of 2014-15 which were heavily influenced by hosting of the Wild Dolphins exhibitions..

**Responsible Officer:**

Andrew Griffiths

**Last updated**

Q2 2016/17



**Why is this important?**

This shows the number of active visits in person to Library and Information Services venues and associated ‘outreach’ events

**Benchmark Information:**

The capacity for operational benchmarking of Library and Information Services outcomes and outputs at a national level is provided through an annual CIPFA publication which is normally released in March of each subsequent fiscal year.

Limited benchmarking of a restricted suite of measures relating to spend per visit is also published through the Scottish Local Government Benchmarking Project with information linking to comparative user satisfaction being made available through release of the Scottish Household Survey outcomes. This information is normally released in the January of each subsequent fiscal year.

**Target:**

The number of visits to Libraries in person is a direct contributing metric towards Smarter Living Strategic Objective 2 “We aspire to be recognised as a place of excellence for culture and arts ...” which aims to increase attendances and visits to places of culture by 70,000 by 2017/18. In this instance, whilst no specific target for this metric against 2016/17 has been set the Service seeks to increase active use of the Library and Information Service as an intermediate aim towards meeting of the above Objective.

**Intelligence:**

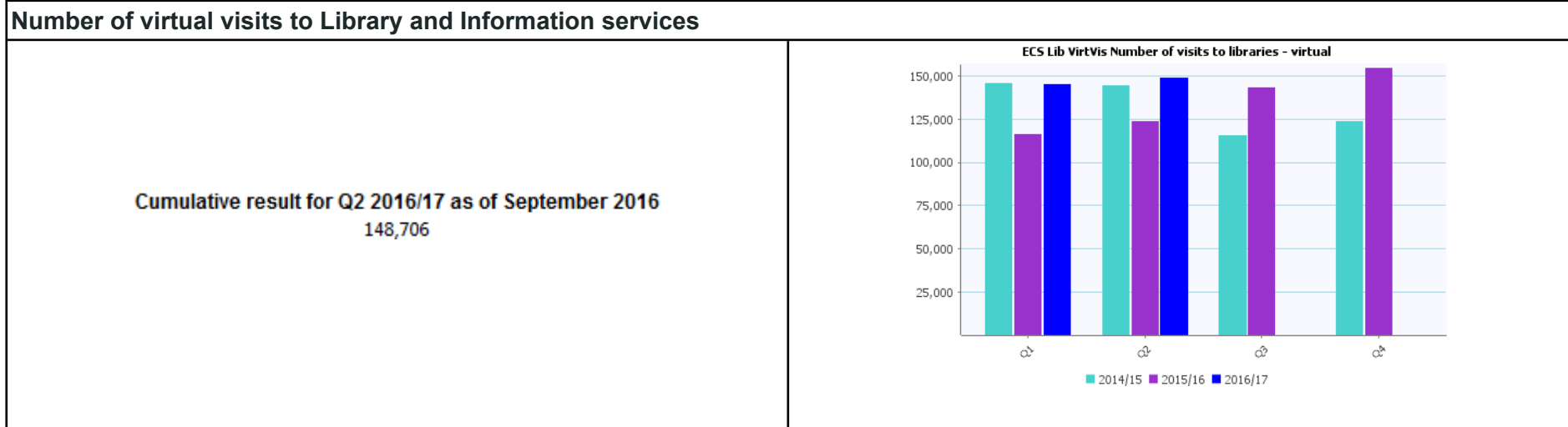
Visits in person to the Library and Information Service showed a small increase (+0.8%) against the prior quarter although the figure of 227,315 was below that recorded in Quarter 2 of 2015-16. (-3.4% ) The half-year outcome of 452,000 is very similar to that of the previous year with quarterly outcomes showing a level of long term stability that would appear to be anecdotally counter to that being experienced in other local authority areas.

**Responsible Officer:**

**Last updated**

Andrew Griffiths

Q2 2016/17



**Why is this important?**

This indicator provides evidence of the extent to which the Service is modernising and enhancing access to services through the delivery of digitally based platforms, including web-based information, enquiry/membership services and catalogue provision

**Benchmark Information:**

The capacity for operational benchmarking of Library and Information Services outcomes and outputs at a national level is provided through an annual CIPFA publication which is normally released in March of each subsequent fiscal year.

Limited benchmarking of a restricted suite of measures relating to spend per visit is also published through the Scottish Local Government Benchmarking Project with information linking to comparative user satisfaction being made available through release of the Scottish Household Survey outcomes. This information is normally released in the January of each subsequent fiscal year.

**Target:**

The number of visits to Libraries is a direct contributing metric towards Smarter Living Strategic Objective 2 “We aspire to be recognised as a place of excellence for culture and arts ...” which aims to increase attendances and visits to places of culture by 70,000 by 2017/18. In this instance, whilst no specific target for this metric against 2016/17 has been set, the Service seeks to increase active use of the Library and Information Service as an intermediate aim towards meeting of the above Objective.



**Intelligence:**

The outcome for Quarter 2 reflects both short and long term improvement against prior and previous quarters with 148,706 visits, some 23,000 visits ahead of the same quarter in 2015-16, representing the second highest quarterly figure over the course of the monitoring period. This reflects a generic increase in use across a range of digital sites, including catalogues and on-line self-service membership management tools and demonstrates the sustained nature of growth against this indicator.

**Responsible Officer:**

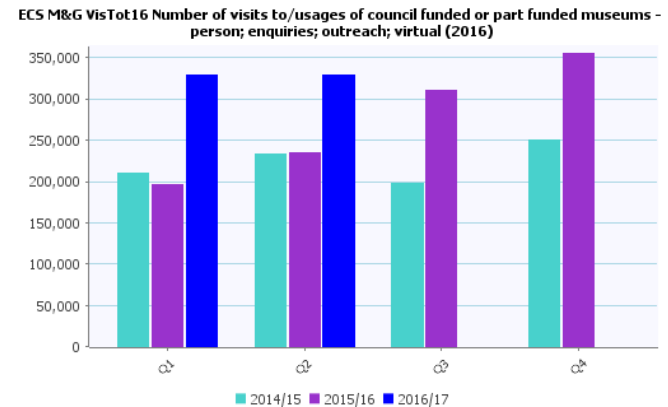
Andrew Griffiths

**Last updated**

Q2 2016/17

**The total number of visits to/usages of Council funded or part funded museums and galleries ((in person, virtual, enquiries, outreach)**

Cumulative result for Q2 2016/17 as of September 2016  
328,219



**Why is this important?**

This shows the number of active users of the Museums and Galleries service. It also demonstrates the range of channels used to engage with customers and incorporates the trend towards increasingly electronic methods of service delivery along with the contribution of outreach projects delivered by the Service

**Benchmark Information:**

The capacity for a degree of operational benchmarking of the Museums and Galleries Service outcomes and outputs against comparator authority and national levels is provided through an annual CIPFA publication normally released in October of each subsequent fiscal year.

Limited benchmarking of a restricted suite of measures relating to spend per visit is also published through the Scottish Local Government Benchmarking Project (SLGBP) with information linking to comparative user satisfaction being made available through release of the Scottish Household Survey outcomes. This information is normally released in January of the subsequent fiscal year,

Through the SLGBP Family Group network, local authorities are discussing development of a range of potential alternative measures which will better capture and enable reflection against comparative impacts delivered by museum and gallery services

**Target:**

The number of visits to the Museums and Galleries Service is a direct contributing metric towards Smarter Living Strategic Objective 2 “We aspire to be recognised as a place of excellence for culture and arts ...” which aims to increase attendances and visits to places of culture by 70,000 by 2017/18.

In this instance, whilst no specific target for this metric against 2016/17 has been set the Service seeks to increase use of and visits to the Museums and Galleries Service as an intermediate aim towards meeting of the above Objective.

**Intelligence:**

There was a total of 328,219 combined visits to/usages of Museum and Galleries services over the three month period. This is very similar to that recorded against the prior quarter and substantially in advance of the same periods in the previous two years.

The majority of this figure relates to virtual visits which were around 85,000 (+ 41%) greater than in Quarter 2 of 2015-16, although slightly below the two prior quarter figures of over 300,000. Visits in person to the two museum venues also noted a positive increase of around 9,000 attendances on 2015-16 with a total footfall of 38,286 (+30%).

At this level, this is the highest number of attendances recorded against the two sites since the same period in 2014-15, only marginally behind the combined figure (39,200) which is the six year maximum for attendances, with the Tolbooth achieving a peak figure of nearly 9,900 visits and the Maritime Museum almost equalling the previous best recorded outcome for the venue.

Enquiries and outreach visits complete the suite with 645 recorded usages over the period, around 11% above that in 2015-16.

**Responsible Officer:**

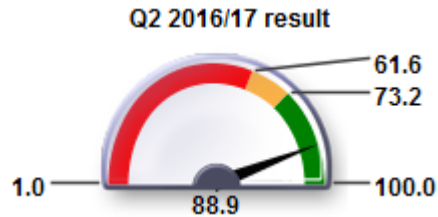
Andrew Griffiths

**Last updated**

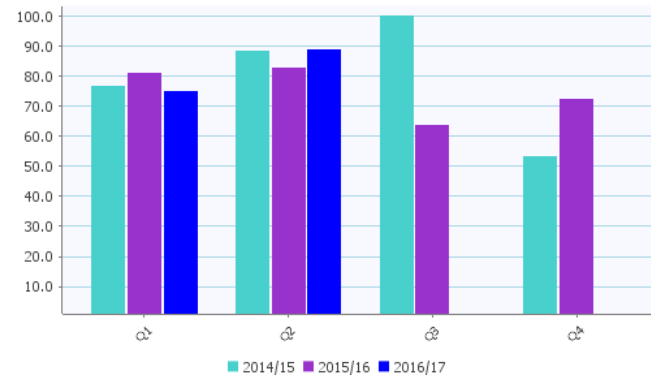
Q2 2016/17

**Smarter People – Social and Human Capital**

**Percentage of Activity Agreement completers entering a Positive Destination**



**ECS AA Completer Percentage of Activity Agreement completers entering a Positive Destination**



**Why is this important?**

The extent to which the local authority and partners, through direct intervention and support for those who are identified at an early stage as being at risk of entering a negative destination on leaving formal education, can mitigate against this, is a core outcome which links directly to the National Performance Benchmark Participation Measure for education in Scotland, and the Aberdeen Guarantees agenda

**Benchmark Information:**

Benchmarking of a range of leaver destination outcomes is provided through publication of Scottish Government data-sets covering initial, sustained and specific cohort outcomes on an annual basis. Presently, this information is published through several separate releases at different levels of detail by the Scottish Government <http://www.gov.scot/Publications/2016/06/4523>

**Target:**

This metric materially contributes to the Smarter People agenda through Strategic Objective 6: We will increase the percentage of school leavers achieving a positive destination to 93.15% by 2017. The Aberdeen Guarantees aim for 2016-17 is to maintain the upwards trend in outcomes for Activity Agreement completers, match the national figure (presently 75%) and achieve the local target figure of 77%

**Intelligence:**

Of the nine participants engaged by the Activity Agreement team over the course of Quarter 2, eight individuals had achieved a positive destination at conclusion of the period, providing for an outcome of 88.9%. This is the second highest figure for a quarter over the three year comparison trend period and, in combination with the Quarter 1 outcome, offers a year to date figure of 82.3%

**Responsible Officer:**

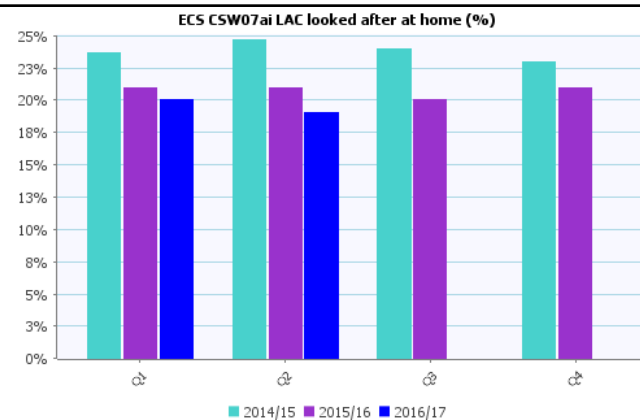
**Last updated**

Andrew Griffiths

Q2 2016/17

## The percentage of looked after children who are looked after at home

**Q2 2016/17 result**  
19%



### Why is this important?

The principle of assisting families to remain together in a supported environment is key to delivery of Children's Social Work's strategic objectives. However, the needs of the child are always prioritised and a child is kept at home with their family only when safe to do so.

### Benchmark Information:

National benchmark data relating to the balance of care is collated during July of each year. It is published during the course of the national information release through the Children Looked After Statistics report in March of the following year. For example, data for July 2015 was published in March 2016.

<http://www.scotland.gov.uk/Topics/Statistics/Browse/Children/PubChildrenSocialWork>

### Target:

At present, Aberdeen City Council is slightly below the national average for the percentage of looked after children supported at home. However, one of the key outcomes for Reclaiming Social Work (RSW) is to support families to care for their children at home. As RSW beds in we will begin to see an increase in the proportion and numbers of looked after children supported to remain at home, bringing Aberdeen in line with the national average

### Intelligence:

Of the 637 children looked after placements of 611 individuals during Quarter 2, 123 (19%) were recorded as being looked after at home. This was marginally fewer than in previous quarters, although the rate has remained relatively constant for the last six quarters, fluctuating by 1-2% around a baseline 20% figure. The proportion at July 2015 was 23% for Aberdeen City and although we are staying broadly the same, the national proportion of children looked after at home has been reducing from 32% in 2012 to 25% in 2015.

**Responsible Officer:**

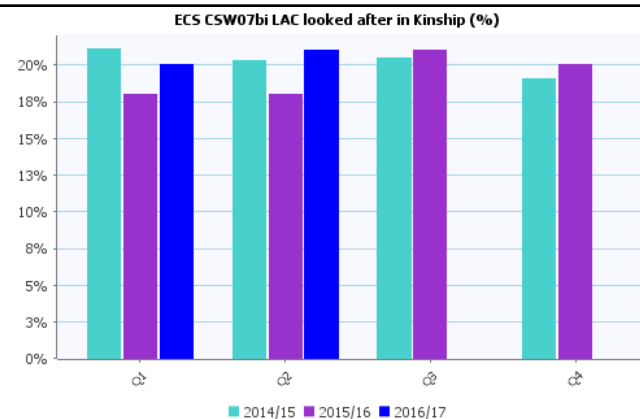
**Last updated**

Bernadette Oxley

Q2 2016/17

## The percentage of looked after children who are looked after in a kinship care arrangement

Q2 2016/17 result  
21%



### Why is this important?

Aberdeen City Council in collaboration with partners, the Scottish Government and CELCIS, is participating in the PACE (Permanence & Care Excellence) programme. This is aimed at improving the decision making for children who cannot be cared for by their parents. One of the key areas of this work is to ensure that kinship options are robustly explored as early as is possible in the care episode while also making sure that kinship carers are provided with the appropriate support to enable them to care for the child.

### Benchmark Information:

National benchmark data relating to the balance of care is collated during July of each year. It is published during the course of the national information release through the Children Looked After Statistics report in March of the following year. For example, data for July 2015 was published in March 2016.

<http://www.scotland.gov.uk/Topics/Statistics/Browse/Children/PubChildrenSocialWork>

### Target:

At present, the proportion of looked after children in Aberdeen living in a kinship placement is lower than the annual proportion for comparator areas and the national average by 3% and 6% respectively. One of the aims of RSW is that there will be fewer children accommodated in foster care and residential and that more remain with family and in a kinship arrangement.

**Intelligence:**

Over the course of Quarter 2, 131 looked after children were in a kinship care arrangement (i.e. with friend/relatives). This was 21% of the 637 placements during the quarter. This is 3% more than in the same period in 2015-16, when 114 placements out of a total of 622 child placements were in a kinship arrangement, maintaining the upwards trend direction for this measure.

**Responsible Officer:**

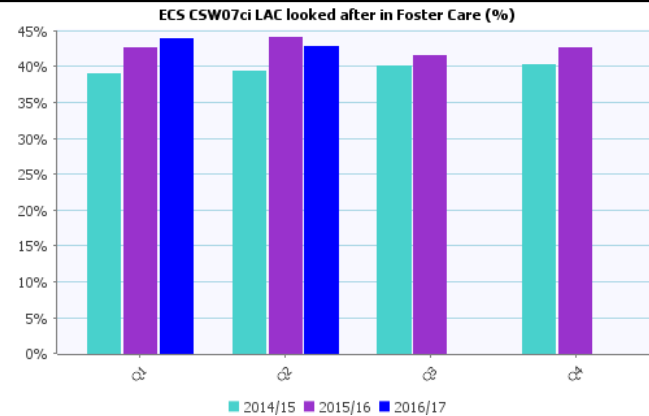
Bernadette Oxley

**Last updated**

Q2 2016/17

**The percentage of looked after children who are looked after in foster care**

Q2 2016/17 result  
43%



**Why is this important?**

Wherever possible and appropriate to the needs of the child, we would seek to place children who cannot be cared for at home or by kin in a family –based placement. This recognises that the outcomes for children in such an environment are generally better than in some other care settings.

**Benchmark Information:**

National benchmark data relating to looked after children is collated during July of each year. It is published during the national information release through the Children Looked After Statistics report in March of the following year. For example, data for July 2015 was published in March 2016.



<http://www.scotland.gov.uk/Topics/Statistics/Browse/Children/PubChildrenSocialWork>

**Target:**

There is no specific target for the percentage of looked after children in foster care, although in recognition of the potential benefits for those children placed in this type of provision, the Service aims to ensure accessibility to quality foster care where staying at home with family or in kinship arrangements is not possible. However, the Service continues to increase the supply of local foster carers to ensure children are placed near to their family and communities and also to reduce the financial cost.

Development of fostering services will be taken forward in 2017 to support foster carers to provide high quality care for vulnerable children who exhibit challenging behaviours as a result of their early life experiences. It is hoped this will reduce the numbers of placements that breakdown which can require a different and more expensive care placement

**Intelligence:**

At Quarter 2, the proportion of looked after children who were placed in foster care was 43%. Of the total of 637 looked after children placements across the quarter, 270 were in foster care. This performance maintains the long-term improvement trend against this measure, falling just short of the three-year highs for the percentage of looked after children in foster care recorded in Quarter 2 of 2015-16 and Quarter 1 of 2016-17

**Responsible Officer:**

Bernadette Oxley

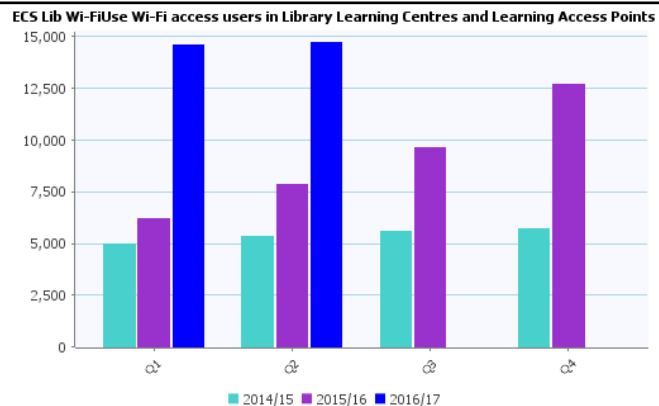
**Last updated**

Q2 2016/17

## Smarter Mobility – Transport and ICT

### The number of Netloan Wi-Fi Access Users in Library Learning Centres and Access Points

Cumulative result for Q2 2016/17 as of September 2016  
14,701



#### Why is this important?

The extent to which increasing digital accessibility is a driver of current and future use of library services is a key measure within both local and national improvement agendas relating to library use

#### Benchmark Information:

The capacity for operational benchmarking of Library and Information Services outcomes and outputs is provided through an annual CIPFA publication which is normally released in December of each year. The metadata descriptor around this measure is currently being discussed within the CIPFA Cultural Statistics in Scotland Working group to ensure alignment of this measure across local authority calculations.

#### Target:

There is no specific target attached to this measure but the outcome aligns indirectly with the Smarter Mobility Outcome: We need to maximise

digital connectivity for the benefit of all people....

**Intelligence:**

Over the course of Quarter 2, there were 14,701 users registered against Wi-Fi platform provision linked to Library and Information Services either through access to the Service's discrete existing network or support of the City Connect network. This outcome is similar to that recorded in the prior quarter and significantly in advance of the previous year period where this figure was just over 7,600.

Whilst a large proportion of this substantial increase likely relates to the latter, the impact of this enhanced capacity is delivering raised levels of engagement with, and use of, digitally based library services.

**Responsible Officer:**

**Last updated**

Andrew Griffiths

Q2 2016/17

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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education and Children's Services</b>
DATE	<b>26 January 2017</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Recruitment and Selection Procedures for Teachers: Bi-Annual Update</b>
REPORT NUMBER	<b>ECS/17/009</b>
CHECKLIST COMPLETED	<b>Yes</b>

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### **1. PURPOSE OF REPORT**

- 1.1 The purpose of this report is to provide Committee with an update on the recruitment and selection process for teachers which allows new employees to take up post without the need for the Council to have received an approved PVG Disclosure form, which demonstrates that there is nothing to bar an individual working with children and young people.

### **2. RECOMMENDATION(S)**

- 2.1 It is recommended that Committee agree:

- (i) That the existing arrangements which allow teaching staff to be employed prior to the PVG Disclosure procedures being completed and a PVG form being received by the Council is stood down with immediate effect;
- (ii) That, with immediate effect, all new employees appointed to teaching posts will not take up employment with the Council until a PVG form has been received and approved by the appropriate officer(s), which is in line with the corporate policy; and
- (iii) Otherwise note the content of this report.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no direct financial consequences arising from the implementation of the recommended change to teacher recruitment procedures.

#### **4 OTHER IMPLICATIONS**

##### **Human Resources**

- 4.1 At present there is 1 individual teacher who is yet to receive a PVG form for their employment with the Council, although all hold recent PVG forms from their previous employer or the General Teaching Council for Scotland.
- 4.2 Should Committee agree to the recommendations set out in Section 2 of this report, new procedures will be issued to all Head Teachers instructing them that on no circumstances should any individual commence employment in a teaching post without the Council having first received a satisfactory enhanced PVG form. This will bring the Education Service into line with all other Council Services.

#### **5. BACKGROUND/MAIN ISSUES**

- 5.1 For some time the Council has carried a high level of vacancies in its teaching posts. As at 14 December 2016, there were 102.00 FTE teaching vacancies, split across the following sectors:

<b>SECTOR</b>	<b>TEACHING VACANCIES (FTE)</b>
Primary	73.00
Secondary	29.00
	<b>102.00</b>

- 5.2 Included in the above figures are 16.00 FTE vacant Primary Head Teacher posts which represents 34% of the Primary total. A recent publication from the Scottish Government on the number of teacher vacancies has highlighted that Aberdeen City Council has the highest number of vacant teaching posts in Scotland.
- 5.3 Recognising the high levels of vacant teaching posts, previous reports to the Finance, Policy and Resources and Education and Children's Services Committees have outlined the processes which were put in place to ensure that suitably qualified candidates could start at the earliest opportunity. This required the following actions to be in place:
- The preferred candidate to have a recent enhanced PVG form from either GTCS or their former employer; and

- The school to have completed a risk assessment on the mitigating actions which would be in place prior to the individual starting employment; and
- An application made to Disclosure Scotland for an enhanced PVG prior to the individual commencing employment.

5.4 Since the reports to the June cycle of Committee meetings, a major investigation has begun into allegations of historical sexual abuse within the world of football in both England and Scotland. It is therefore felt necessary that the Council should amend the currently approved procedures in place for Education Services in respect of the appointment of teachers. Although there has never been a case of any individual employed as a teacher under the current scheme having been accused of any inappropriate behaviour of a sexual nature, it is believed that adopting the Council wide policy relating to individuals who work with children and young people will ensure the most stringent procedures possible are in place. Should Committee agree to the recommendations set out in Section 2 above, they will be implemented with immediate effect.

## **6. IMPACT**

### **6.1 Improving Staff Experience**

This will ensure that any new teachers employed by the Council can take up post without the need for mitigating actions having to be put into place until an enhanced PVG form has been received by the Council. This will improve the ability for other staff to be deployed to other functions which enhance learning and teaching.

The counter point is that it may take additional time for staff to take up the length of time for a PVG to be returned to the Council can vary but in general is greater than 2 weeks.

### **6.2 Improving Customer Experience**

Adopting the corporate recruitment policy will improve the safety of all children and young people attending Aberdeen schools.

### **6.3 Improving our use of Resources**

As stated above, having staff deployed to learning and teaching functions rather than overseeing other staff delivers better value and use of resources.

### **6.4 Corporate**

This change in practice will bring schools into line with the corporate policy.

## **7. MANAGEMENT OF RISK**

- 7.1 Adoption of the corporate policy will minimise the risk of children and young people being placed in harm.

## **8. BACKGROUND PAPERS**

Education and Children's Services Committee – 2 June 2016 - Recruitment and Selection Procedures for Teachers – Referral from the Audit and Risk Committee of 9 March 2016.

Finance Policy and Resources Committee – 7 June 2016 - Recruitment and Selection Procedures for Teachers – Referral from the Audit and Risk Committee of 9 March 2016

## **9. REPORT AUTHOR DETAILS**

Euan Couperwhite  
Head of Policy, Performance and Resources  
[ecouperwhite@aberdeencity.gov.uk](mailto:ecouperwhite@aberdeencity.gov.uk)  
Tel: 01224-522073



## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education and Children's Services</b>
DATE	<b>26 January 2017</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Statutory Consultation – Consultation Reports on the proposals to remove an area of dual school zoning for Fernielea School and Hazlehead School, and to make changes to the primary and secondary school zones in the vicinity of a new housing development at Maidencraig in Aberdeen.</b>
REPORT NUMBER:	<b>ESC/17/003</b>
CHECKLIST:	<b>Yes</b>

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### 1. PURPOSE OF REPORT

To report to Committee on the outcome of recent statutory consultations on the proposals to remove an area of dual school zoning for Fernielea School and Hazlehead School, and to make changes to the primary and secondary school zones in the vicinity of a new housing development at Maidencraig in Aberdeen.

### 2. RECOMMENDATIONS

- (i) It is recommended that the Committee agrees to implement the following proposals:

**For the Fernielea School and Hazlehead School rezoning proposal:**

- To remove an area of dual school zoning for Fernielea School and Hazlehead School, and to include this area within the zone for Hazlehead School only, from 1 August 2017.

**For the Maidencraig rezoning proposal:**

- To adjust the school zone boundaries for Fernielea School, Kingswells School, Hazlehead Academy and the new Countesswells secondary school, to accommodate the new housing development at Maidencraig, with effect from 1st August 2017.

### 3. FINANCIAL IMPLICATIONS

There are no cost implications for the changes to these school zones.

## **4. OTHER IMPLICATIONS**

Legal – The public consultations have complied with the requirements of the Schools (Consultation) (Scotland) Act 2010 and the Children and Young People (Scotland) Act 2014. As these proposals do not refer to the proposed closure of any school in either consultation exercise, any decision to implement them by this Committee cannot be called in by Scottish Ministers.

Resources – Officer time and expenditure associated with these consultation exercises has been met from existing service budgets.

Personnel – Implementation of the recommendations will not result in any significant personnel implications.

Health and safety – There are no implications or risks related to this report.

Policy – there are no policy implications or risks related to this report.

## **5. BACKGROUND/MAIN ISSUES**

### **5.1 School Reorganisation Proposals**

These proposals contribute to a widespread programme to manage the school estate across the city arising from both the review of secondary schools and primary schools which were previously reported to Committee on 28 October 2010 and 7 February 2013.

The statutory consultations were carried out as result of an instruction from Education, Culture and Sport on 7 February, 2013.

### **5.2 Educational Implications**

The Education Authority has a programme to ensure the provision of an affordable and suitable education service for all its pupils. Implementation of these proposals will assist in the delivery of these objectives, thereby meeting the Council's statutory obligations as set out in the Education (Scotland) Act 1980 (as amended).

### **5.3 Statutory Consultation Feedback**

The Consultation Report and associated maps for the proposed changes to the school zone boundaries for Fernielea School and Hazlehead School can be found at Appendix 1 of this report, and Appendix 2 contains the Consultation Report and associated maps for the proposed changes to the school zones in the vicinity of the Maidenraig housing development.

The following sections provide a synopsis of the written submissions, public consultation meetings and the reports from Education Scotland, and the Service's response to these.

### **5.3.1 Fernielea School and Hazlehead School Rezoning Proposals**

(a) Methodology

All requirements of the Schools (Consultation) (Scotland) Act 2010 as amended were met in full.

(b) Feedback from Stakeholders and Education Scotland

There was a very low response to this consultation. A public consultation event was held on 21 September 2016 to discuss the proposals, and the event was not attended by any members of the public.

No written comments were received in response to the consultation.

In its report on the proposal, Education Scotland noted that there would be clear educational benefits if the proposed changes to the school zones for Fernielea and Hazlehead Schools are implemented, as this would allow children to attend the school which is geographically closest to their home, helping the schools to maintain a clear and distinct association with their communities.

The report also highlighted that accepting the proposal would remove ambiguity in relation to the school catchment areas in this part of Aberdeen.

(c) Overall View of the Proposal

Officers were satisfied that no comments had been received which would have caused them to review the merits of the proposals to remove an area of dual school zoning for Fernielea School and Hazlehead School, and to include this area within the zone for Hazlehead School only, from 1 August 2017.

During the course of the public consultation a minor error was discovered in the consultation proposal document, where the streets contained within the current dual zone area were listed. This list included Fernielea Road, which is only partially contained within the dual zone area. The document did not make it clear that only the southern section of Fernielea Road falls within the dual zone area, and so it is only this section which would be affected by the proposed changes.

However, the maps illustrating the proposed changes to the school zone boundaries, which were included within the consultation proposal document, clearly show that only the southern section of Fernielea Road would be rezoned to Hazlehead School, and that the northern section of the road would remain within the Fernielea School zone.

Given that the maps correctly showed the dual zone area and the streets and parts of streets which would be affected by the proposals, it was not

considered necessary to review the merits of the proposals as a result of this minor error in the text of the proposal document.

Consequently it is recommended that Councillors approve the original proposals, which are set out in the consultation report and illustrated in the associated maps at Appendix 1.

### **5.3.2 Maidencraig Rezoning Proposals**

#### **(a) Methodology**

The consultation met of all the requirements of the Schools (Consultation) (Scotland) Act 2010 as amended.

#### **(b) Feedback from Stakeholders and Education Scotland**

There was a low response to this consultation. A public consultation event was held on 22 September 2016 to discuss the proposals, and the event was not attended by any members of the public.

One written comment was received in response to the consultation. This was submitted by email from Kingswells School's Parent Council, who expressed support for the proposal. A copy of this email is provided at Appendix 3.

In its report on the proposal, Education Scotland noted that the proposal if accepted would offer educational benefits to the children and young people who may reside in the areas of land covered by the proposal.

The Education Scotland report also highlighted that accepting the proposal would address issues of providing safe walking routes to school, as children living in the affected area would no longer be required to cross the busy A944 Langstracht road in order to walk to school.

Finally the report suggested that the Council should clarify any arrangements it has in place for the younger siblings of any children living in the areas of land affected by the proposal at the time of implementation.

The Council's response to this request for clarification is included in the Consultation Report at Appendix 2.

#### **(c) Overall View of the Proposal**

Officers were satisfied that no comments had been received which would have caused them to review the merits of the proposals to adjust the school zone boundaries in the vicinity of the Maidencraig development, from 1 August 2017.

Consequently it is recommended that Councillors approve the original proposals, which are set out in the consultation report and illustrated in the associated maps at Appendix 2.

## **6. IMPACT**

### **6.1 Improving Customer Experience**

The implementation of the rezoning proposals for the schools concerned will help to ensure sustainable and manageable pupil rolls in these areas of the city, which in turn will help to ensure that pupils attending the schools have access to high quality learning and teaching. It will also help to ensure that pupils living in the affected areas have access to safe walking routes to school.

### **6.2 Improving Staff Experience**

Implementation of the proposals will allow school staff to plan for children's learning more effectively.

### **6.3 Corporate**

#### **Aberdeen the Smarter City**

- (i) We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self-esteem.
- (ii) Working with our third, public and private sector partners, we will provide opportunities for lifelong learning which will develop knowledge, skills and attributes of our citizens to enable them to meet the changing demands of the 21st Century.
- (iii) Again, working with partners, we will create a City of Learning which will empower individuals to fulfil their potential and contribute to the economic, social and cultural wellbeing of our communities.
- (iv) We will aim to have a workforce across the city which has the skills and knowledge to sustain, grow and diversify the city economy.

### **6.4 Public**

A full Equality and Human Rights Impact Assessment has been submitted for this report.

## **7. MANAGEMENT OF RISK**

There is not expected to be a significant operational risk arising from the implementation of the proposals. Having followed all applicable legislation, the Council will be perceived as having taken account of the result of the consultation process.

If the proposals are not accepted, a road safety risk would arise for children who may be living within the Maidencraig housing development in future, given that those children zoned to Kingswells School or the new Countesswells secondary school would be required to cross the A944 Langstracht road in order to travel to school. Accepting the proposals would remove this risk, as these children would instead be zoned to Fernielea School and Hazlehead Academy, and would therefore not be required to cross the A944 in order to travel to school.

## **8. BACKGROUND PAPERS**

Appendix 1 Consultation Report on the proposals to remove an area of dual school zoning for Fernielea School and Hazlehead School, from 1 August 2017

Appendix 2 Consultation Report on the proposals to make changes to the primary and secondary school zones in the vicinity of the new housing development at Maidencraig in Aberdeen, from 1 August 2017

Appendix 3 Email received from Kingswells School's Parent Council, providing feedback on the Maidencraig rezoning proposals

## **9. REPORT AUTHOR DETAILS**

Andrew Jones  
Service Manager, Assets & Finance

Tel: (01224) 523042

## **Appendix 1**



### **CONSULTATION REPORT Fernielea School and Hazlehead School Dual Zone**

This Consultation Report has been compiled in response to the recent public consultation on the proposal to remove an area of dual school zoning for Fernielea School and Hazlehead School in Aberdeen. The document summarises the responses received on the proposal set out below and Aberdeen City Council's response to the verbal and written comments submitted by interested parties, in compliance with the Schools (Consultation) (Scotland) Act 2010 and the Children and Young People (Scotland) Act 2014.

#### **Proposal:**

**To remove an area of dual school zoning for Fernielea School and Hazlehead School, and to include this area within the zone for Hazlehead School only, from 1 August 2017.**

Maps illustrating the proposed changes to the above school zone boundaries are included at Annex A of this report.

## **1. METHODOLOGY**

This consultation was conducted in accordance with the Schools (Consultation) (Scotland) Act 2010 and the Children and Young People (Scotland) Act 2014. All requirements of the legislation have been met.

## **2. INVOLVEMENT OF STAKEHOLDERS**

### **2.1 Public Event**

A public consultation event was held on 21 September 2016 to discuss the proposals. The event took place at Hazlehead School commencing at 7.00pm. The event was not attended by any members of the public.

### **2.2 Comments Received**

No written comments were received in response to this consultation.

### **2.3 Education Scotland Report**

An essential element of the statutory consultation process is the involvement of Education Scotland, whose report is provided as Annex B of this Consultation Report.

In its report, Education Scotland noted that there would be clear educational benefits if the proposed changes to the school zones for Fernielea and Hazlehead Schools are implemented, as this would allow children to attend the school which is geographically closest to their home, helping the schools to maintain a clear and distinct association with their communities.

The report also highlighted that accepting the proposal would remove ambiguity in relation to the school catchment areas in this part of Aberdeen.

## **3. COMPLIANCE WITH SECTION 9(1) OF THE SCHOOLS (CONSULTATION) (SCOTLAND) ACT 2010 AND CONSIDERATION OF THE PROPOSALS**

Following the conclusion of the consultation period, Section 9(1) of the Schools (Consultation) (Scotland) Act 2010, requires the Council to review the relevant proposal, having had regard to any written representations that have been received by it during the consultation period, any oral representations made to it at the public meeting held on 21 September, and Education Scotland's report.

In terms of Section 10(2) (e) of the said Schools (Consultation) (Scotland) Act 2010, the Consultation Report is required to contain a statement explaining how the Council complied with its duty under the above Section 9(1) of the Act.

With relation to Section 9(1) of the 2010 Act and having considered all of the information received during the consultation process, officers are satisfied that no comments have been received which would have caused them to review the merits of the proposals to remove an area of dual school zoning for Fernielea School and



Hazlehead School, and to include this area within the zone for Hazlehead School only, from 1 August 2017.

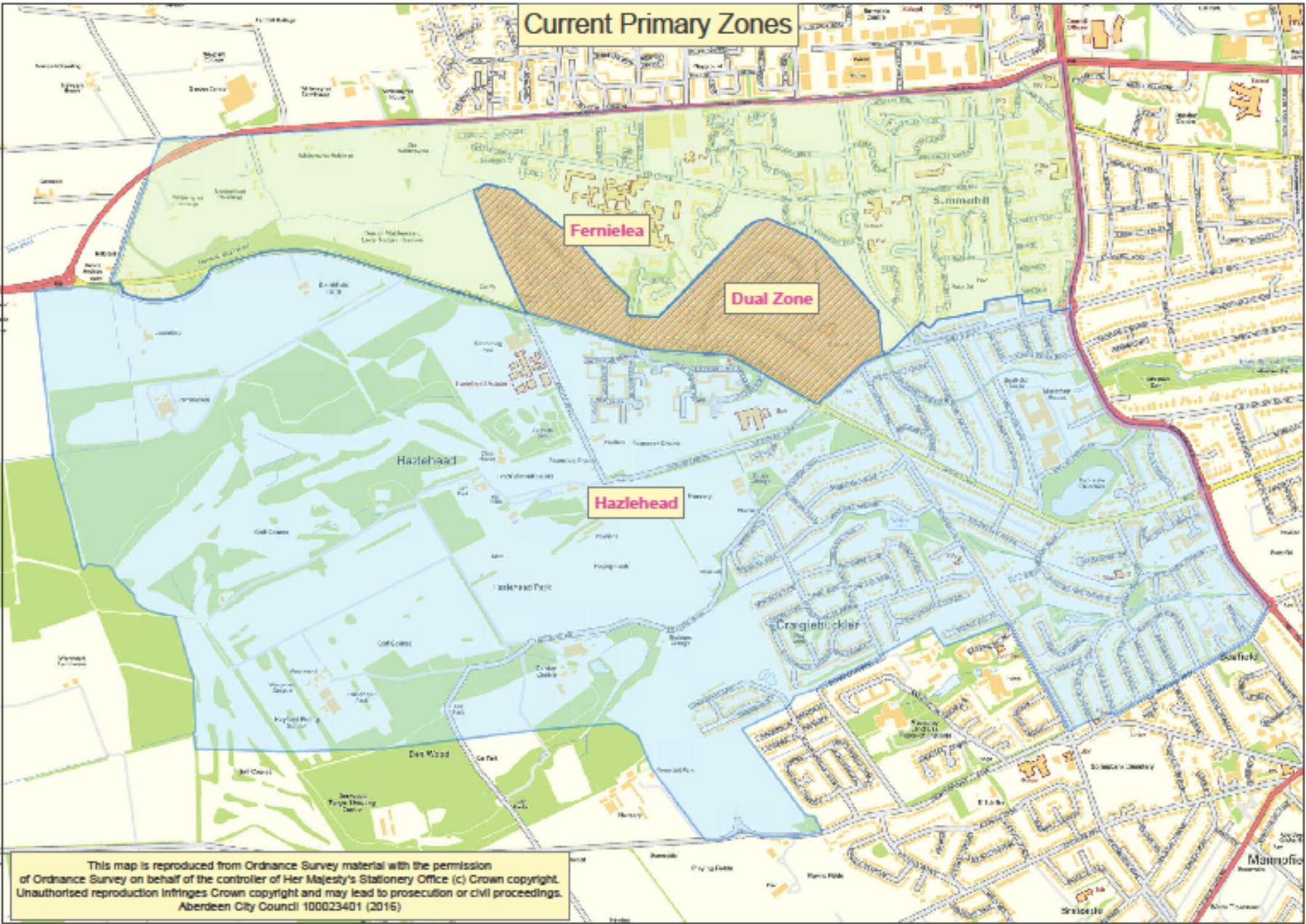
#### **4. RECOMMENDATION**

It is recommended that the Education and Children's Services Committee agrees to implement the proposal to:

Remove an area of dual school zoning for Fernielea School and Hazlehead School, and to include this area within the zone for Hazlehead School only, from 1 August 2017.

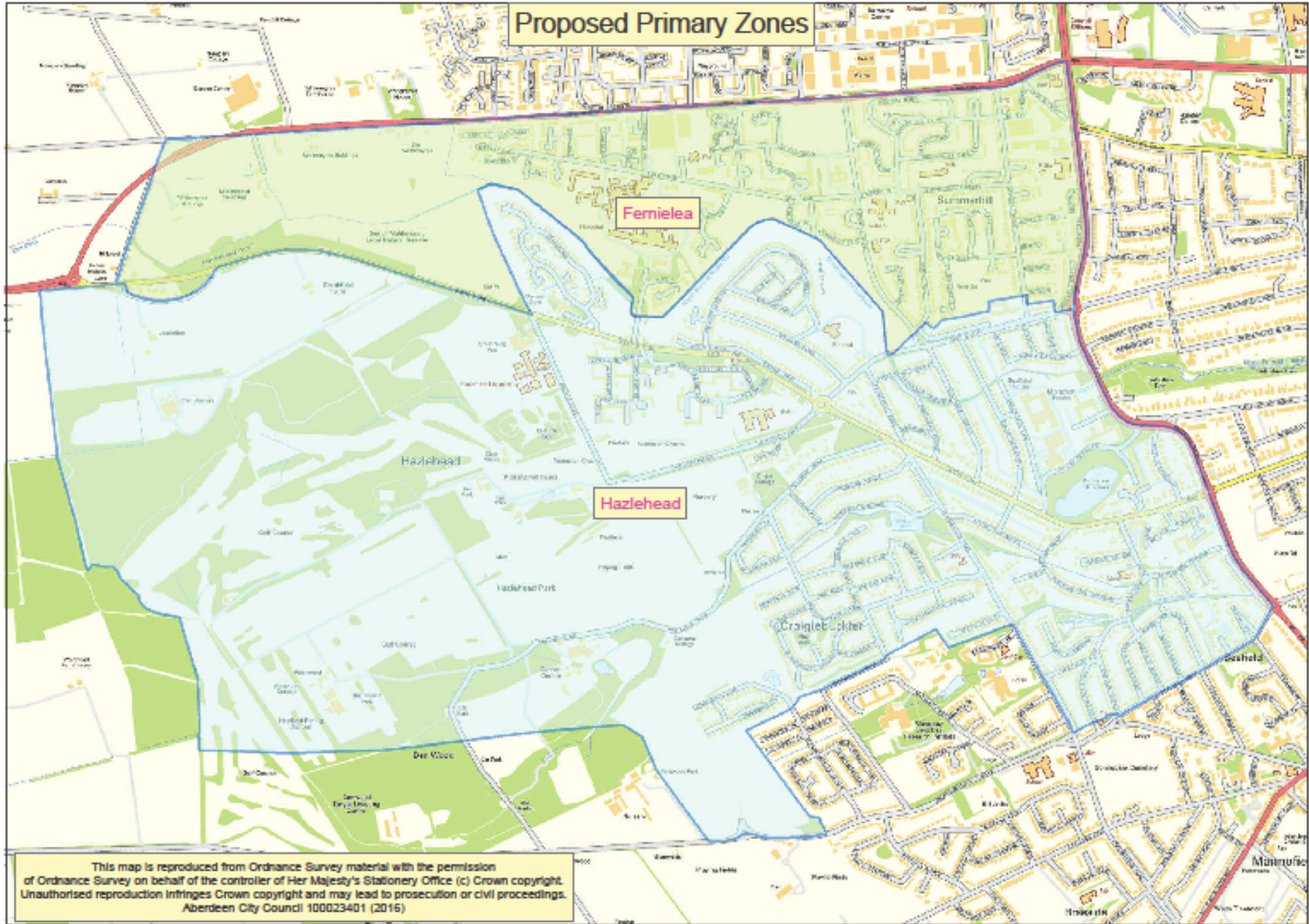
**Gayle Gorman**  
**Director of Education and Children's Services**  
**January 2017**

### Fernielea School and Hazlehead School Dual Zone: Proposed Changes



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## REPORT FROM EDUCATION SCOTLAND

**Report by Education Scotland addressing educational aspects of the proposal by Aberdeen City Council to remove an area of dual zoning for Fernielea School and Hazlehead School and to include this area within the zone for Hazlehead School only, from 1 August 2017.**

### 1. Introduction

1.1 This report from Education Scotland has been prepared by HM Inspectors in accordance with the terms of the *Schools (Consultation) (Scotland) Act 2010* and the amendments contained in the *Children and Young People (Scotland) Act 2014*. The purpose of the report is to provide an independent and impartial consideration of Aberdeen City Council's proposal to remove an area of dual zoning for Fernielea School and Hazlehead School and to include this area within the zone for Hazlehead School only, from 1 August 2017. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include a copy of this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision. Where a council is proposing to close a school, it needs to follow all legislative obligations set out in the 2010 Act, including notifying Ministers within six working days of making its final decision and explaining to consultees the opportunity they have to make representations to Ministers.

#### 1.2 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the schools and children likely to become pupils within two years of the date of publication of the proposal paper;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

#### 1.3 In preparing this report, HM Inspectors undertook the following activities:

- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents; and

- visits to the site of Fernielea School and Hazlehead School, including discussion with relevant consultees.

## **2. Consultation Process**

2.1 Aberdeen City Council undertook the consultation on its proposal with reference to the *Schools (Consultation) (Scotland) Act 2010* and the amendments in the *Children and Young People (Scotland) Act 2014*.

2.2 The statutory consultation period ran from 22 August 2016 to 7 October 2016. The proposal document was issued to appropriate stakeholders and copies were also made available at a range of locations in the vicinity of the schools affected. It was also made available on the Aberdeen City Council website and offered in a range of languages on request. A public meeting was held at 7 pm on 21 September 2016 at Hazlehead School. No members of the public attended this meeting. Stakeholders were invited to respond to the consultation by completing and sending in a form attached to the proposal, by writing to the council or by sending an email. No responses were received to the consultation.

## **3. Educational Aspects of Proposal**

3.1 The council justifiably considers that school rolls will be sustainable and viable in this area if the proposal is implemented, and that this will ensure that effective teacher staffing levels are maintained. This will have clear educational benefit for the children at both schools involved.

3.2 There is significant educational benefit in allowing children to attend the school which is geographically closest to their home, helping the schools to maintain a clear and distinct association with their local communities. These communities will be better defined if the proposal is implemented.

3.3 Children, young people and staff at Fernielea School and Hazlehead School are in favour of the proposal and do not find any aspect of it controversial. They are reassured that children who live in the dual zone will still be able to attend Fernielea School, and that their siblings will be able to join them, keeping families together. They also approve of the clarity which will result from the removal of the dual zone.

## **4. Summary**

This proposal has clear educational benefits which are accepted and endorsed by stakeholders. It will remove ambiguity in relation to catchment areas and will clarify the communities served by each of the schools.

**HM Inspectors  
Education Scotland  
October 2016**

## Appendix 2



### **CONSULTATION REPORT Maidencraig Rezoning**

This Consultation Report has been compiled in response to the recent public consultation on the proposal to make changes to the primary and secondary school zones in the vicinity of a new housing development at Maidencraig in Aberdeen. The document summarises the responses received on the proposals set out below and Aberdeen City Council's response to the verbal and written comments submitted by interested parties, in compliance with the Schools (Consultation) (Scotland) Act 2010 and the Children and Young People (Scotland) Act 2014.

#### **Proposal:**

**To adjust the school zone boundaries for Fernielea School, Kingswells School, Hazlehead Academy and the new Countesswells secondary school, to accommodate the new housing development at Maidencraig, with effect from 1<sup>st</sup> August 2017.**

Maps illustrating the proposed changes to the above school zone boundaries are included at Annex A of this report.

## **1. METHODOLOGY**

This consultation was conducted in accordance with the Schools (Consultation) (Scotland) Act 2010 and the Children and Young People (Scotland) Act 2014. All requirements of the legislation have been met.

## **2. INVOLVEMENT OF STAKEHOLDERS**

### **2.1 Public Event**

A public consultation event was held on 22 September 2016 to discuss the proposals. The event took place at Hazlehead Academy commencing at 7.00pm. The event was not attended by any members of the public.

### **2.2 Comments Received**

One written comment was received in response to this consultation. This was submitted by email from Kingswells School's Parent Council, who expressed support for the proposal to rezone an area of the new Maiden Craig housing development from Kingswells School to Fernielea School.

In its response the Parent Council agreed that it would not make sense to send any children from the Maiden Craig development to Kingswells, for the following reasons:

- 1. Peer groups and friendships*
- 2. The capacity issues currently experienced at Kingswells*
- 3. Lack of a safe route to Kingswells school from the Maiden Craig development.*

No other written responses to the consultation were received.

### **2.3 Education Scotland Report**

An essential element of the statutory consultation process is the involvement of Education Scotland whose report is provided as Annex B of this Consultation Report.

In its report, Education Scotland noted that the proposal if accepted would offer educational benefits to the children and young people who may reside in the areas of land covered by the proposal. It noted that if the proposal is accepted, all children in the proposed Maiden Craig south-east development would be entitled to attend Fernielea School and Hazlehead Academy, and that this has the potential to enable the housing development to establish its own sense of community. This would help the children and young people in this area to settle confidently into their new schools.

The Education Scotland report also highlighted that accepting the proposal would address issues of providing safe walking routes to school, as children living in the affected area would no longer be required to cross the busy A944 Langstracht road in order to walk to school.

Finally the report suggested that the Council should clarify any arrangements it has in place for the younger siblings of any children living in the areas of land affected by the proposal at the time of implementation.

### **3. THE COUNCIL'S RESPONSE TO ISSUES RAISED DURING THE CONSULTATION PERIOD AND CONTAINED WITHIN THE EDUCATION SCOTLAND REPORT**

The Education Scotland report suggested that the Council should clarify its arrangements for children who may be living in the affected areas at the time of implementation of the proposals. The Council's response to this is as follows:

- Should there be any children living in the small area of land affected by the proposals, who are already attending Kingswells School or Bucksburn Academy prior to the changes being implemented, then these children would be entitled to remain at Kingswells School or Bucksburn Academy. They would not be expected to move schools as a result of these changes.
- Should there be any children living in the small area of land affected by the proposals who have not yet reached primary school age when the changes are implemented, and who when they reach primary school age have older siblings already attending Kingswells School, then these children would be entitled to also attend Kingswells School, in order to keep family groups together.
- Similarly, should there be any children living in the small area of land affected by the proposals who have not yet reached secondary school age when the changes are implemented, and who when they reach secondary school age have older siblings already attending Bucksburn Academy, then these children would be entitled to also attend Bucksburn Academy, in order to keep family groups together.

No other issues were raised during the consultation period or within the Education Scotland report.

### **4. COMPLIANCE WITH SECTION 9(1) OF THE SCHOOLS (CONSULTATION) (SCOTLAND) ACT 2010 AND CONSIDERATION OF THE PROPOSALS**

Following the conclusion of the consultation period, Section 9(1) of the Schools (Consultation) (Scotland) Act 2010, requires the Council to review the relevant proposal, having had regard to any written representations that have been received by it during the consultation period, any oral representations made to it at the public meeting held on 22 September, and Education Scotland's report.

In terms of Section 10(2) (e) of the said Schools (Consultation) (Scotland) Act 2010, the Consultation Report is required to contain a statement explaining how the Council complied with its duty under the above Section 9(1) of the Act.

With relation to Section 9(1) of the 2010 Act and having considered all of the information received during the consultation process, officers are satisfied that no comments have been received which would have caused them to review the merits of the proposals to make changes to the primary and secondary school zones in the vicinity of the new housing development at Maidencraig in Aberdeen.



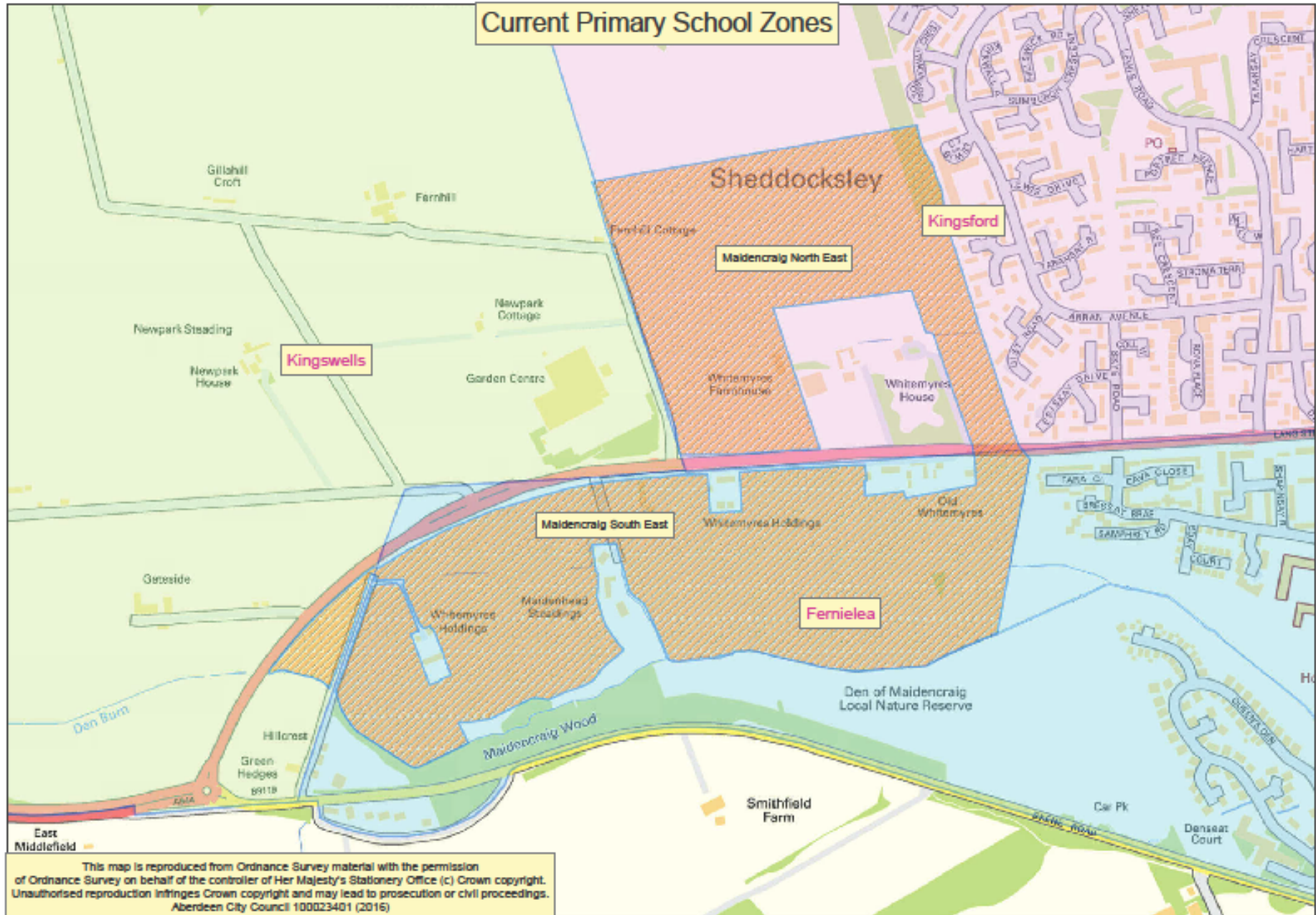
## **5. RECOMMENDATION**

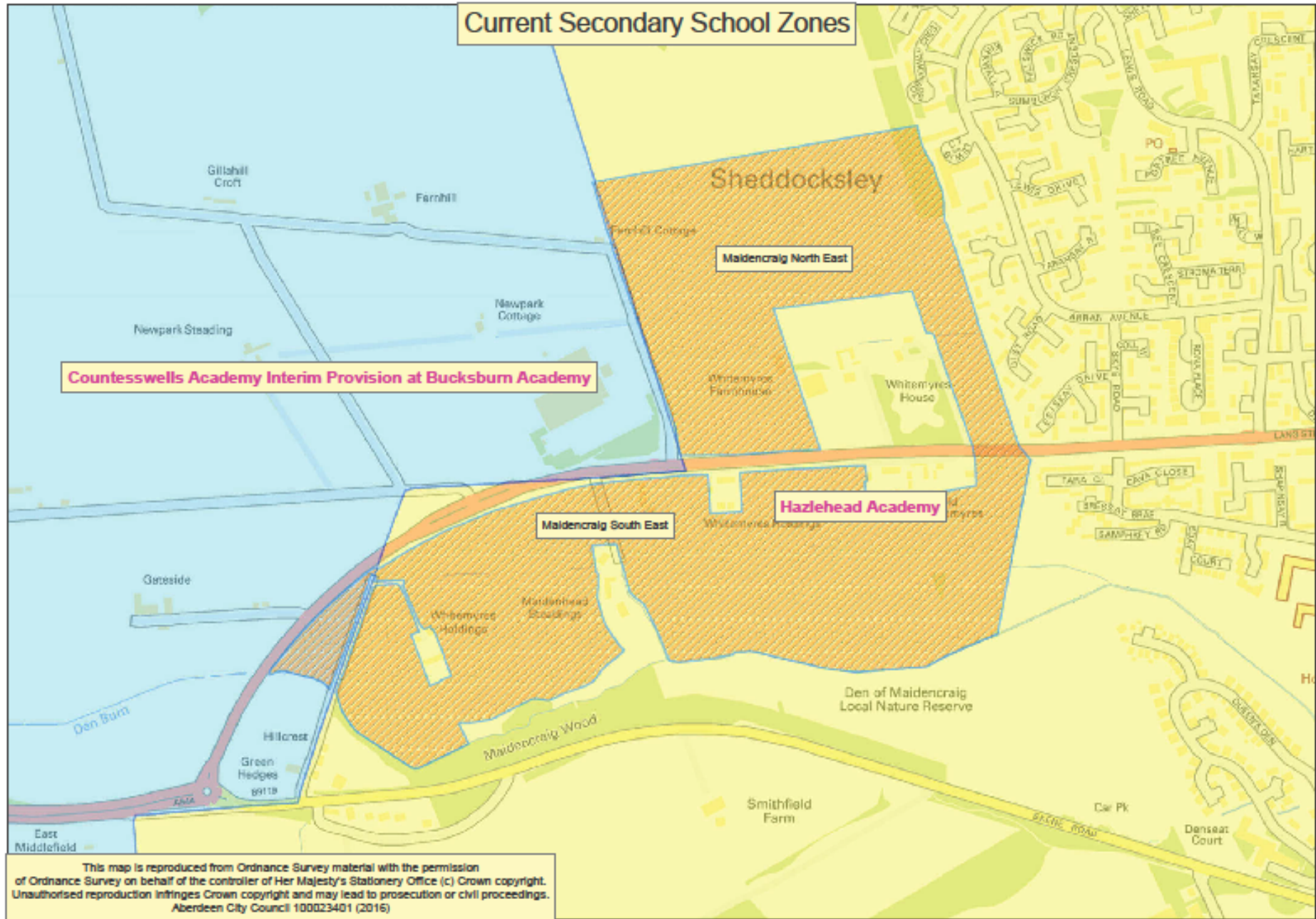
It is recommended that the Education and Children's Services Committee agrees to implement the proposal to:

Adjust the school zone boundaries for Fernielea School, Kingswells School, Hazlehead Academy and the new Countesswells secondary school, to accommodate the new housing development at Maidenraig, with effect from 1st August 2017.

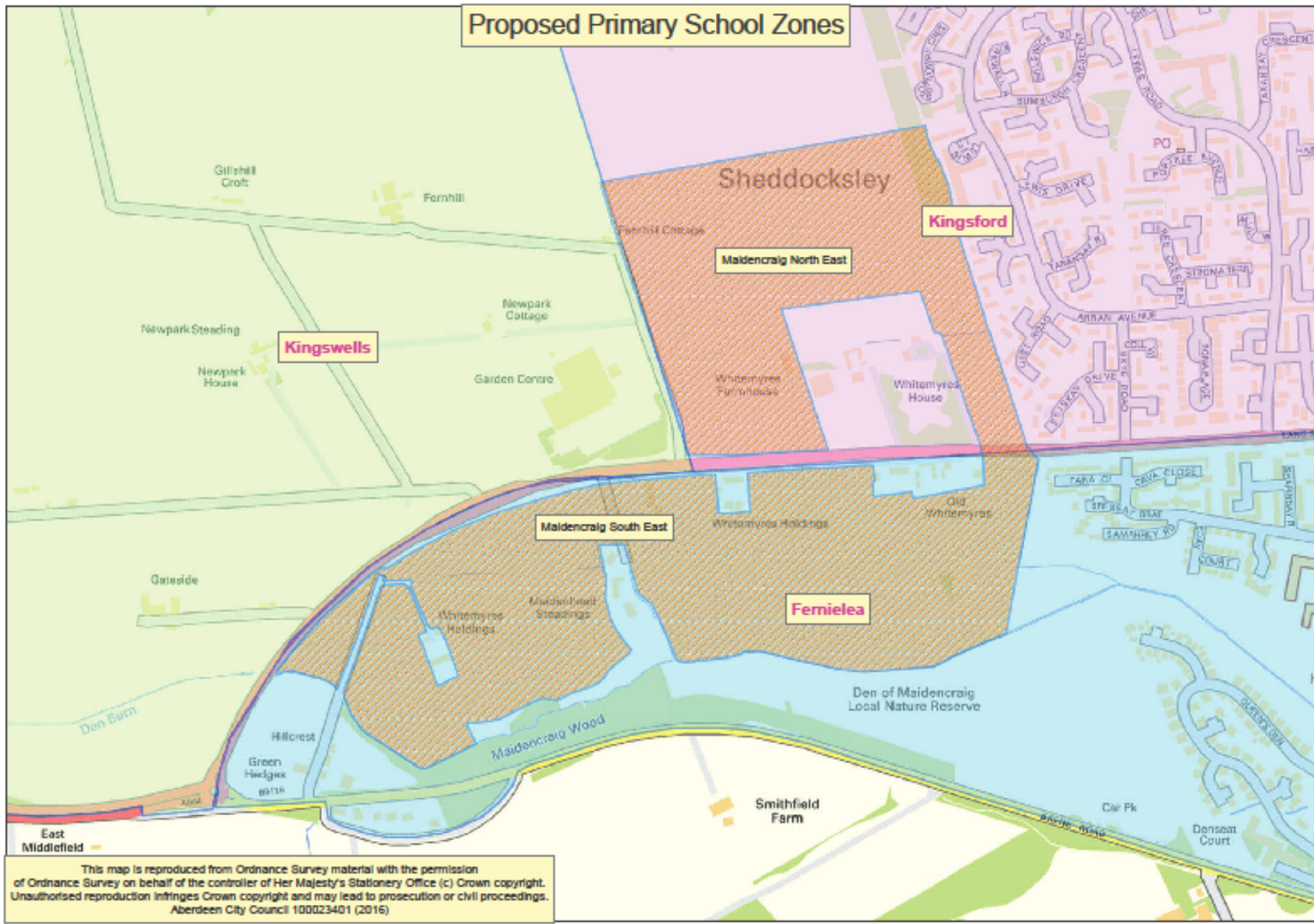
**Gayle Gorman**  
**Director of Education and Children's Services**  
**January 2017**

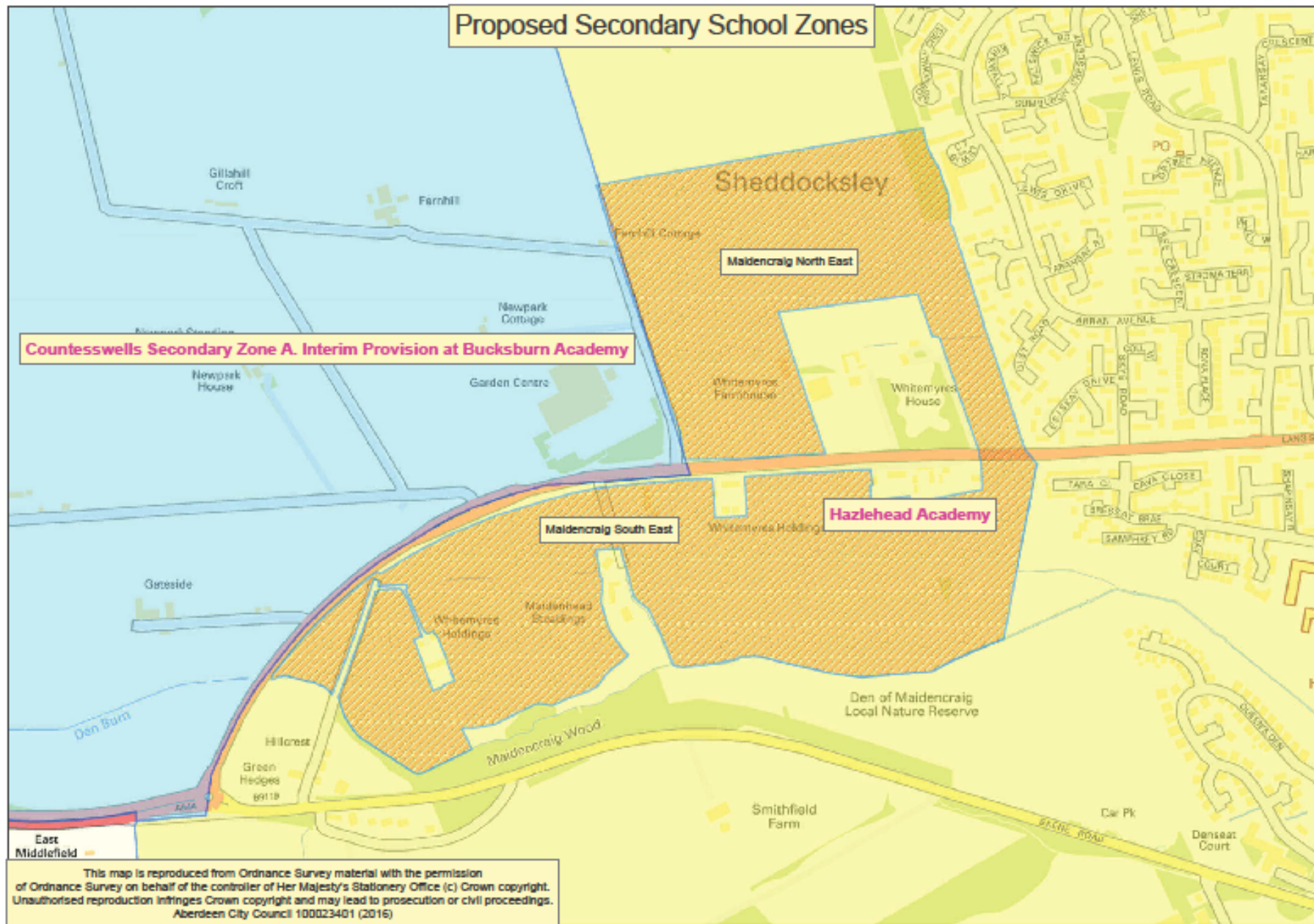
### Maidencraig Rezoning: Proposed Changes











## REPORT FROM EDUCATION SCOTLAND

**Report by Education Scotland addressing educational aspects of the proposal by Aberdeen City Council to adjust the school zone boundaries for Fernielea School, Kingswells School, Hazlehead Academy and the new secondary school being planned at Countesswells.**

### 1. Introduction

1.1 This report from Education Scotland has been prepared by HM Inspectors in accordance with the terms of the *Schools (Consultation) (Scotland) Act 2010* and the amendments contained in the *Children and Young People (Scotland) Act 2014*. The purpose of the report is to provide an independent and impartial consideration of Aberdeen City Council's proposal to adjust the school zone boundaries for Fernielea School, Kingswells School, Hazlehead Academy and the new secondary school being planned at Countesswells. Section 2 of the report sets out brief details of the consultation process. Section 3 of the report sets out HM Inspectors' consideration of the educational aspects of the proposal, including significant views expressed by consultees. Section 4 summarises HM Inspectors' overall view of the proposal. Upon receipt of this report, the Act requires the council to consider it and then prepare its final consultation report. The council's final consultation report should include a copy of this report and must contain an explanation of how, in finalising the proposal, it has reviewed the initial proposal, including a summary of points raised during the consultation process and the council's response to them. The council has to publish its final consultation report three weeks before it takes its final decision. Where a council is proposing to close a school, it needs to follow all legislative obligations set out in the 2010 Act, including notifying Ministers within six working days of making its final decision and explaining to consultees the opportunity they have to make representations to Ministers.

#### 1.2 HM Inspectors considered:

- the likely effects of the proposal for children and young people of the schools; any other users; children likely to become pupils within two years of the date of publication of the proposal paper; and other children and young people in the council area;
- any other likely effects of the proposal;
- how the council intends to minimise or avoid any adverse effects that may arise from the proposal; and
- the educational benefits the council believes will result from implementation of the proposal, and the council's reasons for coming to these beliefs.

#### 1.3 In preparing this report, HM Inspectors undertook the following activities:

- consideration of all relevant documentation provided by the council in relation to the proposal, specifically the educational benefits statement and related consultation documents, written and oral submissions from parents and others; and

- visits to the sites of Fernielea School, Kingswells School, Bucksburn Academy and Hazlehead Academy, including discussion with relevant consultees.

## **2. Consultation Process**

2.1 Aberdeen City Council undertook the consultation on its proposal with reference to the *Schools (Consultation) (Scotland) Act 2010* and the amendments in the *Children and Young People (Scotland) Act 2014*.

2.2 The consultation process ran from 22 August 2016 to 7 October 2016. During this period the council held a public meeting at Hazlehead Academy. Statutory consultees, including Parent Councils of each of the schools involved, were informed of the consultation in writing. Consultation documentation was published on the Aberdeen City Council website and copies were available for public consultation at several venues in the city during the consultation period, including the schools concerned and public libraries. A proforma and an email address were made available for submissions. The council received one email submission which supported its proposal. No one attended the public meeting.

## **3. Educational Aspects of Proposal**

3.1 This proposal involves very minor changes to the zone boundaries of the four schools involved and only a very small number of pupils are likely to be affected. The proposal would mean that any pupils who may reside in the small areas of land covered by the proposed changes would now no longer require to cross the busy A944 Langstracht road in order to walk to school. The proposal also means that all children in the proposed Maidencraig south-east development would be entitled to attend Fernielea School and Hazlehead Academy. This has the potential to enable the Maidencraig south-east area to develop its own sense of community and to help children and young people in this area to settle confidently into their new schools. The proposal will lead to very minor changes to the school rolls of the affected schools. It offers educational benefits to those children and young people who may reside in the areas covered by the proposal.

3.2 All parents, pupils and staff who met with HM Inspectors support the proposal. Although the proposal is likely to affect a very small number of learners, there is widespread agreement that the small changes to the zone boundaries make good sense.

## **4. Summary**

Aberdeen City Council's proposal to make the very minor changes to the zone boundaries of the four schools identified in its proposal has clear educational benefits. Although only a very small number of children or young people are likely to be directly affected, the proposal addresses issues of providing a safe walking route to school and is likely to help promote the new Maidencraig housing development's own sense of identity. All stakeholders who met with HM Inspectors agree with the proposal. In taking its proposal forward, the council should clarify any arrangements which it may have in place for the younger siblings of any children who reside in the small areas of land affected by the proposal at the time of implementation.

**HM Inspectors  
Education Scotland  
October 2016**



## **Appendix 3**

### **Maidencraig Rezoning**

#### **Email Submission**

14/09/16 – Comment

Dear School Estates Team

I am writing to you on behalf of Kingswells Parent Council to advise you of our views on the current consultation regarding the rezoning of the Maidencraig area.

Having looked at the proposed changes to the school zones we would be delighted to support your proposals. This decision has been reached on the basis of the welfare of children living in the Maidencraig development in that it makes no sense to send any children from the development to Kingswells for the following reasons:

1. Peer groups and friendships
2. The capacity issues currently experienced at Kingswells
3. Lack of a safe route to Kingswells school from the Maidencraig development.

Should you have any queries regarding our standing on this consultation then please do not hesitate to get in touch.

Kindest Regards

Chair, Kingswells PC

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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education and Children's Services</b>
DATE	<b>26 January 2017</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Out of School Care Policy and Good Practice Guidelines</b>
REPORT NUMBER	<b>ECS/17/001</b>
CHECKLIST COMPLETED	<b>YES</b>

---

### **1. PURPOSE OF REPORT**

- 1.1 To seek approval of the revised and updated Out of School Care Policy and Good Practice Guidelines (November 2016).
- 1.2 The purpose of the Out of School Care Policy and Good Practice Guidelines is to promote improvement and embed quality within provision in Aberdeen, and to establish links between out of school care and other local and national strategies and policies e.g. *Building the Ambition, Aberdeen Play Policy and Nurtured Outcome Group Action Plan*. It seeks to develop innovative and inclusive services in partnership with communities, schools, parents and carers, children and young people and a wide range of external agencies.
- 1.3 To reaffirm Aberdeen City Council's commitment to out of school care as part of the wider early learning and childcare expansion agenda.

### **2. RECOMMENDATION(S)**

- 2.1 For Education and Children's Services Committee to approve the revised and updated Out of School Care Policy and Good Practice Guidelines (November 2016).
- 2.2 To instruct officers to disseminate the revised and updated policy widely to all out of school care partners across the city; and
- 2.3 To instruct officers to establish a process for monitoring the completion and review of Out of School Care Policy Agreements.

### **3. FINANCIAL IMPLICATIONS**

- 3.1 There are no additional financial implications as a result of agreeing this updated policy.
- 3.2 Our Development Officers currently support feasibility studies to assess demand in local areas and offer support in setting up and establishing new out of school care provision.
- 3.3 We provide small start-up grants via Childcare Strategy funding for partners establishing new out of school provision and then organisations are required to become sustainable based on parental fees.
- 3.4 Out of school care staff are supported to meet SSSC requirements by accessing funding to undertake qualifications.

#### **4. OTHER IMPLICATIONS**

- 4.1 Aberdeen City Council provides free Priority of Access to Educational Establishment Lets (in line with Aberdeen City Council Educational Establishment Lets Policy).
- 4.2 Out of school care provisions are entitled to standard cleaning arrangements as part of the Local Authority let.
- 4.3 As part of the Local Authority let agreement, out of school care provisions are also entitled to utilise janitorial services for reporting faults, repairs and general maintenance as required, as well as any health and safety issues.

#### **5. BACKGROUND/MAIN ISSUES**

- 5.1 The Scottish Government expansion of early learning and childcare programme is to deliver a further increase in entitlement from 600 to 1140 hours for eligible 2 year olds, 3 and 4 year olds, and an expansion of childcare services for school age children by 2020. The policy intention is to ensure we deliver high quality ELCC services to improve outcomes for children and to remove barriers for working and studying parents to support economic growth in Scotland.
- 5.2 We are currently reviewing our own childcare services to better align them with the proposed Government expansion programme. Therefore when children get their full early learning and childcare entitlement in 2020 we will focus on provision for under 2s and out of school care and holiday provision for school age children to meet additional demand.
- 5.3 Aberdeen City Council's Out of School Care Policy was first developed in 2003. It was updated in 2008 and again in 2011 to take account of the integrated children's services agenda and the strategy to develop an integrated early years, childcare and family support services model.

- 5.4 The policy has been revised and updated in 2016 to bring it up-to-date with modern out of school care requirements and to reaffirm Aberdeen City Council's commitment to out of school care as part of the wider early learning and childcare expansion agenda.
- 5.5 Aberdeen City Council recognises that childcare is central to the social and economic development of the city, enabling parents and carers to engage confidently with employment and employability opportunities; economically supporting themselves and their children.
- 5.6 Childcare is also a major positive influence in improving outcomes for children in terms of their wellbeing, learning and development. Access to high quality early learning and childcare develops confident young people who are better able to lead their own learning, fully participate in their own communities and interact positively with their peers.
- 5.7 The purpose of this policy is to promote improvement and embed quality within provision in Aberdeen, and to establish links between out of school care and other local and national strategies and policies e.g. *Building the Ambition, Aberdeen Play Policy and Nurtured Outcome Group Action Plan*. It seeks to develop innovative and inclusive services in partnership with communities, schools, parents and carers, children and young people and a wide range of external agencies.
- 5.8 This policy ensures access to high quality services for all children regardless of need, background or ability as set out in the [Children and Young People \(Scotland\) Act 2014](#) and it acknowledges the significance of children's rights, the [United Nations Convention on the Rights of the Child 1989](#) which was approved by the UK Government in 1991 and adopted by Aberdeen City Council in 1996.
- 5.9 The policy incorporates good practice guidelines including access to premises, resources, communication and a policy agreement to ensure there is clarity about the commitment and approach.
- 5.10 There are currently 41 after school clubs in Aberdeen providing 1581 places; 24 breakfast clubs providing 1101 places; and 39 holiday playschemes providing 1404 places. (*Source: Family Information Service*)
- 5.11 Some out of school care provision is delivered directly by Aberdeen City Council and some is delivered by our partners. The majority of out of school care is delivered in schools buildings. The Out of School Care Policy and Good Practice Guidelines have been revised and updated to ensure we have a clear understanding of the policy commitment to out of school care in the city and the need to work together in order to deliver high quality, flexible and affordable out of school care provision which meets the needs of children and parents.

- 5.12 Aberdeen City Council's policy is that all schools will work with parents and out of school care providers to establish and support out of school care in all education establishments where there is sufficient demand.
- 5.13 A comprehensive and wide consultation has been undertaken during the process of revising and updating this policy: the Nurtured Outcome Group and all its associated early learning and childcare partners and Development Officers; Head Teachers; Assets and Facilities Teams; and Policy and Performance Team.
- 5.14 One of the recommendations received during the consultation process was to establish a process for monitoring the completion and review of Out of School Care Policy Agreements. The formal agreement ensures shared protocols are in place for communication and resources. For example, priority of access and free lets, suitable premises, shared equipment, access to kitchen facilities and storage etc.

## **6. IMPACT**

### **Improving Customer Experience –**

A key feature of this policy is to work with parents and existing and future childcare partners to best meet the needs of children, families and communities, including school communities.

Furthermore, this policy expresses a commitment to see, hear, listen and respond to children and ensure that out of school care represents a positive experience within which they are fully engaged.

### **Improving Staff Experience –**

The policy incorporates good practice guidelines including access to premises, resources, communication and a policy agreement.

The formal agreement ensures shared protocols are in place for positive lines of communication and shared resources.

### **Improving our use of Resources –**

The policy incorporates good practice guidelines including access to premises, resources, communication and a policy agreement.

The agreement ensures shared protocols are in place for positive communication and shared resources.

### **Corporate -**

Aberdeen City Council recognises that childcare is central to the social and economic development of the city, enabling parents and carers to engage confidently with employment and employability opportunities; economically supporting themselves and their children.

### **Public –**

This policy ensures access to high quality services for all children regardless of need, background or ability as set out in the [Children and](#)

[Young People \(Scotland\) Act 2014](#) and it acknowledges the significance of children's rights, the [United Nations Convention on the Rights of the Child 1989](#) which was approved by the UK Government in 1991 and adopted by Aberdeen City Council in 1996.

## **7. MANAGEMENT OF RISK**

- 7.1 Aberdeen City Council recognises that childcare is central to the social and economic development of the city, enabling parents and carers to engage confidently with employment and employability opportunities; economically supporting themselves and their children.
- 7.2 Childcare is also a major positive influence in improving outcomes for children in terms of their wellbeing, learning and development. Access to high quality early learning and childcare develops confident young people who are better able to lead their own learning, fully participate in their own communities and interact positively with their peers.
- 7.3 This report seeks to reaffirm Aberdeen City Council's commitment to out of school care as part of the wider early learning and childcare expansion agenda in order to develop innovative and inclusive services in partnership with communities, schools, parents and carers, children and young people and a wide range of external agencies.
- 7.4 The approval of the revised and updated Out of School Care Policy and Good Practice Guidelines will therefore support the social and economic development of the city by enabling parents and carers to engage in employment opportunities and will also improve outcomes for our children in terms of their wellbeing, learning and development.
- 7.5 No further risks have been identified during the completion of the EHRIA.

## **8. BACKGROUND PAPERS**

Aberdeen City Council Out of School Care Policy and Good Practice Guidelines (Revised and Updated November 2016)

## **9. REPORT AUTHOR DETAILS**

Louise Beaton  
Early Years Manager  
Education and Children's Services  
[lbeaton@aberdeencity.gov.uk](mailto:lbeaton@aberdeencity.gov.uk)  
Telephone: 01224 764794

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**ABERDEEN**  
**CITY COUNCIL**

## **Out of School Care Policy and Good Practice Guidelines**

**Promoting the value of high quality out of  
school care provision**

**Revised and Updated November 2016**

# **Aberdeen City Council**

## **Out of School Care Policy and Good Practice Guidelines**

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# Aberdeen City Council

## Out of School Care Policy and Good Practice Guidelines

### 1. Introduction

Aberdeen City Council recognises that early learning and childcare is central to the social and economic development of the city, enabling parents and carers to engage confidently with employment and employability opportunities; economically supporting themselves and their children.

Early learning and childcare is also a major positive influence in improving outcomes for children in terms of their wellbeing, learning and development. Access to high quality early learning and childcare develops confident young people who are better able to lead their own learning, fully participate in their own communities and interact positively with their peers.

Aberdeen City Council's policy is that all schools will work with parents and out of school care providers to establish and support out of school care in all educational establishments where there is sufficient parental demand.

This policy ensures access to high quality services for all children regardless of need, background or ability as set out in the [Children and Young People \(Scotland\) Act 2014](#) and it acknowledges the significance of children's rights, the [United Nations Convention on the Rights of the Child 1989](#) which was approved by the UK Government in 1991 and adopted by Aberdeen City Council in 1996.

### 2. Policy Purpose

The purpose of this policy is to promote improvement and embed quality within provision in Aberdeen, and to establish links between out of school care and other local and national strategies and policies e.g. *Building the Ambition*, *Aberdeen Play Policy* and *Nurtured Outcome Group Action Plan*. It seeks to develop innovative and inclusive services in partnership with communities, schools, parents and carers, children and young people and a wide range of external agencies.

A key feature of this policy is to work with existing and future partners to best meet the needs of children, families and communities, including school communities.

This policy expresses a commitment to see, hear, listen and respond to children and ensure that out of school care represents a positive experience within which they are fully engaged.

# Aberdeen City Council

## Out of School Care Policy and Good Practice Guidelines

### 3. Structure and Delivery of Out of School Care

The **Integrated Children's Services Board** tasks the **Nurtured Outcome Group** to oversee the expansion, support and sustainability of out of school care in all neighbourhoods in the city. It will continue to develop services as mixed models of provision, with private, parent run, local authority and social enterprise managed services and make best use of the wide range of fiscal supports available to support provision. It will be responsible for the quality improvement and integration of provision within wider children's services.

High quality, flexible and affordable out of school care requires commitment from a number of partners in order to promote the expansion and development of services.

The Local Authority and all partners will therefore:

1. Promote the value of high quality provision as part of the wider Children's Services Plan priorities.
2. Provide free Priority of Access to Educational Establishment Lets (in line with Aberdeen City Council Educational Establishment Lets Policy) for ALL services and support the development of high quality out of school care as a priority to meet the National Care Standards for Children up to the Age of 16.
3. Acknowledge the contribution to the economic development of the city made by out of school care by continuing to provide access to Local Authority establishments at no cost to the service provider.
4. Promote the significance of out of school care within local communities by negotiating access to non Local Authority establishments at reasonable cost.
5. Ensure that out of school care services are developed following consultation with children and parents.
6. Ensure that establishments and providers jointly participate in planning to deliver year round provision that meet the requirements of the Care Inspectorate, Environmental Health and other regulatory bodies.
7. Ensure that effective communication systems are in place to allow regular and positive discussion between providers, heads of establishment and other significant stakeholders.
8. Promote out of school care provision as a positive aspect of a school / centre's range of services to parents / carers.
9. Ensure that each child's out of school care experience promotes positive outcomes, effective interventions and constructive learning and development in line with Curriculum for Excellence four capacities to enable them to become successful learners, confident individuals, responsible citizens and effective contributors.

## **Aberdeen City Council Out of School Care Policy and Good Practice Guidelines**

### **4. Good Practice Guidelines for Establishments on Out of School Care Development and Support**

- **Nurtured Outcome Group**

Offers support and advice to providers. Early Learning and Childcare Development Officers provide practical advice and on-going support with quality improvement planning and training for staff and parent management groups.

- **Access to Premises**

Aberdeen City Council will provide free Priority of Access to Educational Establishment Lets (in line with Educational Establishment Lets Policy). Aberdeen City Council reserves the right to vary the provision of appropriate accommodation for out of school provision within local authority premises, in order to meet the changing needs of schools and establishments over time.

As far as is possible, access to non Local Authority premises should be negotiated with the same elements present as below and within the attached Out of School Care Policy Agreement.

- **Communication**

In line with the formal agreement, the appointed member of staff - Head or Depute Head of Establishment - and the Co-ordinator of the out of school care provision will meet on a regular basis to monitor and review any pertinent procedures regarding shared use of the premises as well as discussing any issues arising. These meetings should take place at least once per term.

In order to encourage better two-way communication and to help with safeguarding of the children, it is recommended that out of school care provision supply the school / centre with an attendance list, detailing the children attending the club, with appropriate consent from parents.

All children attending the provision will have a Care Plan in place which pays full regard to Getting it Right for Every Child (GIRFEC) procedures. In relation to multi-agency working, it may be beneficial to have a staff member involved in review meetings, where appropriate, to maintain a consistent approach between the school and out of school care provision. Again this should be with appropriate consent from parents.

- **Access to Resources**

The provision will require access to some essential resources in order to deliver its services to the highest standard and in line with Care Inspectorate requirements. As far as possible, the provision should be able to share school / centre equipment, and in return make arrangements for full payment for materials used, and, within resource limitations, contribute to the replenishment, refurbishment and replacement of equipment.

## **Aberdeen City Council Out of School Care Policy and Good Practice Guidelines**

The formal agreement ensures shared resource protocols are in place. A minimum requirement should include use of:

- **Photocopier**
- **Computer**
- **WIFI / Internet Access**
- **Physical Play and Equipment**
- **Areas for art, music, games and quiet time**
- **Dedicated area for display of work**
- **Noticeboard for information and legal notices**
- **Staff Rest Areas**
- **Appropriate toilet areas, including disabled access**
- **Use of suitable kitchen area for snack preparation and baking activities**
- **Use of dishwasher, if available, with clear responsibilities for emptying and filling etc.**
- **Janitorial & Cleaning Arrangements, with emergency and out of hours contact numbers provided to all key holders.**
- **Registered Space in line with Care Inspectorate requirements including:  
Confidential meeting and storage space**

The out of school care provision is entitled to standard cleaning arrangements as part of the Local Authority let which should be flexible and responsive to the needs of the provision, in particular to holiday periods.

The co-ordinator of the provision should be a designated key / fob holder for the school / centre, due to the out of hours nature of the provision and should be fully briefed on security arrangements and alarm systems.

As part of the Local Authority let agreement, the provision should be entitled to utilise janitorial services for reporting faults, repairs and general maintenance as required, as well as any health and safety issues.

The janitor will be responsible for arranging regular fire alarms in consultation with the out of school care service to implement fire drill procedures in line with Care Inspectorate requirements.

The out of school care provider will be responsible for replacing items damaged or broken within its setting. The school / centre remains responsible for large items of maintenance and repair.

# **Aberdeen City Council**

## **Out of School Care Policy and Good Practice Guidelines**

- **Promotion of Out of School Care**

Providing out of school care is seen as a key service and can influence parents' choice of school.

Schools should promote the availability of out of school care on a regular basis by the following means:

1. Advertise the provision by distributing information leaflets through the school bag mail outs, in the school newsletter and on school notice boards;
2. Include the provision in any site visits and give information to potential new pupils / parents;
3. Include the provision in the P1 new starts programme by inviting the Co-ordinator to attend induction and open days;
4. Promote and publicise the service through regular updates to the Parent Council and PTA;
5. Enable the provision to host open days / evenings for parents coinciding with the school's parent-consultation days / evenings.

**For help with language/interpreting and other formats of communication support, please contact 01224 764501.**

**Standard info and languages to be inserted**

# Aberdeen City Council Out of School Care Policy and Good Practice Guidelines

## Out of School Care Policy Agreement

Location of service: \_\_\_\_\_

In order to deliver high quality, flexible and affordable out of school care provision, which meets the needs of children and parents, and represents an important element within the learning and development of all children, any new or existing service requires a commitment to joint working. Signatories agree to adhere to the Out of School Care Policy and Good Practice Guidelines and all parties involved in the provision of out of school care agree to:

1. Provide suitable premises equipped with sufficient age appropriate furniture to the provision, which meets the childcare needs of families within the local community.
2. Acknowledge out of school care provision as a learning environment which promotes children’s development within the four capacities - to enable each child or young person to be a successful learner, a confident individual, a responsible citizen and an effective contributor.
3. Provide priority of access and free lets within Aberdeen City Council educational establishments for the purpose of delivering out of school care, with appropriate setup / dismantle time in line with regulated Care Inspectorate guidelines, including janitorial services throughout the let.
4. Agree lets in advance of the new school year, in line with internal lets. This should include holidays and in-service days. A date should be agreed for the annual agreement review.
5. Support providers to access suitable community premises for the purpose of out of school care development and delivery. **(See Good Practice Guidelines Item 4)**
6. Share ACC / other equipment, printers, photocopiers and small games equipment on the basis that only competent and authorised persons are allowed to use it.
7. Provide confidential meeting space for the purpose of meeting parents, supporting staff inductions / support and supervision sessions.
8. Provide access to kitchen facilities for snack preparation and appropriate baking activities, which meet risk benefit assessments, food safety legal requirements and include adequate space and secure storage of perishable and non-perishable foodstuffs. Use of dishwasher if available and clear guidance on responsibilities of usage.
9. Provide reasonable solutions for the secure storage of equipment and service documentation, children’s files and seasonal resources.
10. Promote positive relationships throughout the school / centre management and community. **(See Promotion of Out of School Care)**

<b>Provider:</b>	<b>Signed:</b>	<b>Date:</b>
<b>Head of Establishment:</b>	<b>Signed:</b>	<b>Date:</b>

1 <sup>st</sup> Annual Review Date:	2 <sup>nd</sup> Annual Review Date:	3 <sup>rd</sup> Annual Review Date:	4 <sup>th</sup> Annual Review Date:
Signed:	Signed:	Signed:	Signed:
Date:	Date:	Date:	Date:
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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education and Children's Services</b>
DATE	<b>26 January 2017</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Commemorative Plaques</b>
REPORT NUMBER	<b>ECS/16/004</b>
CHECKLIST COMPLETED	<b>Yes</b>

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### 1. **PURPOSE OF REPORT**

The purpose of this report is to seek Committee approval to proceed with current applications for the Commemorative Plaque scheme.

### 2. **RECOMMENDATION(S)**

It is recommended that the Committee agree:

- To note that the non standard plaque for James Clerk Maxwell will be replaced with a round commemorative plaque;
- To approve the current nominations for new Commemorative Plaques;
- To instruct officers to proceed with these nominations, pending relevant permission and funding guarantees.

### 3. **FINANCIAL IMPLICATIONS**

All applicants to the Commemorative Plaque scheme agree to underwrite the manufacture and erection costs for proposed plaques, as per the plaque policy adopted by the Education and Leisure Committee in 2002.

### 4. **OTHER IMPLICATIONS**

Nil.

## 5. BACKGROUND/MAIN ISSUES

The Education and Leisure committee adopted the following plaque policy for Commemorative Plaques in 2002:

- That the nominated person is worthy of commemoration, that they are of national or international standing or of such outstanding local importance as to deserve a plaque. They should be regarded either within their profession as eminent or be recognisable to the well-informed passer by.
- That the nomination is vetted by relevant museums and galleries officers and subject to final approval by the appropriate council committee.
- That the person or group who have made the nomination make available finance necessary to see the plaque created, shipped and installed.
- That the person in question is dead and where appropriate any living relative has granted their consent to the erection of the plaque.
- That an appropriate location for the plaque has been found. Appropriate means that either the person lived within the building upon which the plaque will be fixed or they worked there for a significant period and that the location of the plaque is such that members of the public will normally be able to view it from a public road or street without needing to enter upon private property. It will be necessary to have permission from those either resident within that building or those who work there. Consent will also be required from those who own the building.
- That the plaque will conform to the normal dimensions of other commemorative plaques within Aberdeen City. That is to say that they are cast aluminium, round, 20 inches in diameter and with white raised lettering on a fawn background.
- That no notice of sponsorship will occur on the plaque. However notice of sponsorship will occur on the plaques information on the City Council's Corporate Website and in any forthcoming versions of the plaque leaflet. Aberdeen City Council will retain ownership of the plaque.
- That the wording on the plaque should be in normal English, with exceptions where a piece of fiction or such like is being indicated.

Following a request from the University of Aberdeen, the following existing plaque will be replaced by a round commemorative plaque, part of a national scheme from the Institute of Physics. Aberdeen is the only city in Scotland to have two plaques sponsored by the Institute of Physics.

- **James Clerk Maxwell (1831-1879)** Pioneering physicist of electromagnetic radiation, molecular science and colourimetry.



Proposal to replace the existing non-standard plaque on 131 Union Street with a round commemorative plaque, as part of the national scheme run by the Institute of Physics. All relevant permissions secured.

The following applications have been received for Commemorative Plaques in 2016. All nominations have been vetted by officers and meet the above criteria. Final committee approval is now sought to proceed with the following nominations:

- **Margaret Myles (1892-1988)** Pioneer author and lecturer in midwifery. Proposal for a round commemorative plaque at Aberdeen Maternity Hospital. All relevant permissions secured.
- **G S McLennan (1883 – 1929)** Gordon Highlanders Champion Piper, pre-eminent composer and bagpipe maker. Proposal for a round commemorative plaque at 2 Bath Street (McLennan commercial address). All relevant permissions secured.
- **Dr Agnes Thomson (1880-1952)** Anaesthetist, Lecturer and General Practitioner at Children's hospital in Castle St, one of the first women in Aberdeen to gain 3 Degrees and a founder members of the Aberdeen Mother and Baby Home. Proposal for a round commemorative plaque at 13 Albert Terrace (Thomson's practice address). All relevant permissions secured.
- **Nan Shepard (1893-1981)** Celebrated Scottish author and poet. Proposal for a round commemorative plaque at 503 North Deeside Road, Cults (Shepard's residential address) or St Andrews Street (place of work). Pending permission of building owner(s).
- **Harriet Warrack (1825-1910)** Founder of Albyn School. Proposal for a round commemorative plaque at 2 Queen's Gate (Warrack's residential address). Pending permission of building owner(s).
- **Annie Abernethie Quibell (1851-1927)** Noted Egyptologist. Proposal for a round commemorative plaque at 13 Bon Accord Square (Quibell's place of birth). Pending permission of building owner(s).
- **Nora Christina Cobban Griffith (1870-1937)** Noted Egyptologist. Proposal for a round commemorative plaque at Kings College (Griffith's place of work). Pending planning permission and permission of building owner(s).
- **Caroline Agnes Isabella Phillips** Women's Social & Political Union campaigner & secretary (Suffragette). Proposal for a

round commemorative plaque at 14 View Terrace (Phillips' residential address). Pending permission of building owner(s).

Further information on these individuals is available on request.

## 6. **IMPACT**

### **Improving Customer Experience –**

Customers are better served by re-establishing a systematic and transparent process for approval of these permanent civic methods of recognition. Additional approved plaques throughout the city will improve public awareness of the national and international impact of people closely associated with Aberdeen.

### **Improving Staff Experience –**

Staff have a responsibility to respond in an appropriate and timely manner to public suggestions for new civic plaques. Committee approval enables staff responsible to meet the expectations of heritage partners and supportive customers. Increasing the number of civic plaques creates an increased network of points of interest for the tourism agenda.

### **Improving our use of Resources –**

Proceeding promptly with this large batch of nominations will allow us to deal with batch orders, reducing the overall staff time required.

### **Corporate –**

The commemorative plaque scheme supports the following aims of Aberdeen – the Smarter City:

We will embrace the distinctive pride the people of Aberdeen take in their city and work with them to enhance the sense of well-being here, building strong communities which look out for, and look after one another.

Working with our third, public and private sector partners, we will provide opportunities for lifelong learning which will develop knowledge, skills and attributes of our citizens to enable them to meet the changing demands of the 21st century.

### **Public –**

Public interest in the Commemorative Plaque scheme remains high, as evidenced by the large number of nominations received this year. This is due to continued interest in local history and particularly in the successful individuals associated with the city historically.

## 7. **MANAGEMENT OF RISK**

Not proceeding with these nominations carries a medium risk of negative reputational damage.

8. **BACKGROUND PAPERS**

Education and Leisure Committee in May and August 2002.

9. **REPORT AUTHOR DETAILS**

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## ABERDEEN CITY COUNCIL

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COMMITTEE	<b>Education &amp; Children's Services</b>
DATE	<b>26th January 2017</b>
DIRECTOR	<b>Gayle Gorman</b>
TITLE OF REPORT	<b>Draft Children's Services Plan 2017-2020</b>
REPORT NUMBER	<b>ECS/17/006</b>
CHECKLIST COMPLETED	<b>Yes</b>

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### **1. PURPOSE OF REPORT**

The report provides Committee with a Pre Consultation Draft of the Children's Services Plan 2017-2020 for comment and approval. This is a statutory plan required to be published before the first of April 2017. The plan also forms the basis of the Aberdeen City Council Integrated Children's Services Partnership contribution to the first 3 year cycle of the Community Planning Aberdeen Local Outcome Improvement Plan.

### **2. RECOMMENDATION(S)**

That the Committee notes the content of the Draft Aberdeen City Integrated Children's Services Plan 2017-2020 and approves release for Formal Consultation.

Elected members are also asked to note that:

- (1) It is a statutory requirement that the final Aberdeen City Integrated Children's Services Plan 2017-2020 is completed before April 1<sup>st</sup> 2017;
- (2) Elected Members will have further opportunity to provide feedback on the plan's content and development as part of the formal consultation.
- (3) The finished Children's Services Plan will be presented to full council on the 21<sup>st</sup> of June 2017

### **3. FINANCIAL IMPLICATIONS**

Production and development of the plan will have no immediate financial implications save publication costs, which will be met by the Integrated Children's Services budget.

On publication of the plan it is the intention of the Children's Service's Board to undertake an evaluation of the financial implications of implementing the plan across the whole partnership and subsequently a review of implications on delivery of the plan.

### **4. OTHER IMPLICATIONS**

As previously indicated this is a statutory plan the requirements of which are fully laid out in the Draft Children & Young Peoples Act Statutory Guidance.

### **5. BACKGROUND/MAIN ISSUES**

Aberdeen City's Integrated Children's Services Partnership (ICS) Plan (2011-2015)<sup>1</sup> came to a close last year. Towards the completion of this plan the Partnership was inspected between August and October 2014, receiving a positive report published on the 4<sup>th</sup> of March 2015.<sup>2</sup>

For the past year the ICS has been working towards the completion of a Joint Inspection Action Plan based on the recommendations of the inspection report. This work has been carried out as an interim plan over this past academic year with the final submission of progress of actions sent to the Care Inspectorate on the 29<sup>th</sup> of July 2016. A committee report summarising the progress of actions across the year was presented to the Education & Children's Services Committee on the 8<sup>th</sup> of September 2016.

In line with the draft statutory guidance provided by the Scottish Government in relation to the Children & Young Peoples Act (2014), each Local Authority and associated Health Board is required to produce a joint 3 year plan to be published no later than the 1<sup>st</sup> of April 2017 and running till the 1<sup>st</sup> of April 2020. This document is to be referred to as a Children's Services Plan (replacing the previous Integrated Children's Services Plan terminology).

Section 3 of the statutory guidance states that the Children's Services Plan must align with existing plans. Most directly it has to align with:

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<sup>1</sup> Link: [Aberdeen City Integrated Children Services Plan 2011-2015](#)

<sup>2</sup> Link: [Care Inspectorate Joint Inspection Report Aberdeen City \(4<sup>th</sup> March 2015\)](#)

- The Community Planning Partnership Local Outcome Improvement Plan
- And the Local Health Board's Strategic Plan (Child Health 2020).

Other strategies, legislation and plans that it should align with include but are not limited to:

- The Community Justice Act,
- Community Empowerment Bill,
- Aberdeen City CPP Community Empowerment, Engagement and Participation Strategy;
- Section 1 of the Children & Young Peoples Act's Statutory Guidance to ensure UNCRC Articles are embedded in the planning and development process.

Aberdeen City ICS began working towards the development of the new Children's Services Plan in June 2016. During June/July the partnership contributed a range of metrics and actions for the Local Outcome Improvement Plan (LOIP) under the 'Prosperous People - Children are Our Future' section. These actions, metrics and priorities outlined in the LOIP formed the basis of initial discussions on how the Children's Services Plan should be shaped so as to ensure that they explicitly link<sup>3</sup>.

Two Evaluation and Review meetings were held with the ICS Board members to determine a draft plan structure.

The ICS Board suggested a number of criteria for the plan including that it should: be understandable to children and young people; be considerably more concise than the previous plan (15-20 pages max, excluding graphics); clearly link directly to the LOIP; explicitly reflect the UNCRC Articles; follow the C&YP Act's statutory guidance relating to plan development and the UNCRC; as far as practicable be driven by the views of children and young people; align with existing cross partnership strategies and plans.

The draft version presented here meets all but two of these criteria. Firstly, the final document will likely be longer than 20 pages of content, given the requirements of content. Secondly, due to the detail required in the plan, it has not been possible to draft it in a child friendly manner. However, a child-focused summary version will be produced for publication alongside the final plan.

Through August 2016 - December 2016 the ICS Board and Outcome Groups were tasked with evaluating their current action plans with a view to developing actions for the next 3 years to link with the LOIP.

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<sup>3</sup> Link: [Community Planning Aberdeen: Local Outcome Improvement Plan 2016-2026](#)

From the 5<sup>th</sup> September 2016 – 7<sup>th</sup> November 2016 (culminating with the ICS Conference) extensive stakeholder engagement was carried out with children and young people from ages 4-18, as well as parents. This was to ensure that young children, young people and families had an opportunity to help shape the priorities for the ICS over the period of the 2017 to 2020 plan.

On the 12<sup>th</sup> of December 2016 a pre-consultation draft of the Children's Services Plan was presented to the ICS Board for comment from immediate ICS Outcome Group Members.

Formal consultation of the plan is intended to run throughout February; with a final draft intended for publication by mid-March 2017 subject to amendments made from feedback from the consultation.

## **6. IMPACT**

### **Improving Customer Experience –**

The purpose of the plan is to outline how we will improve supports for children young people and their families over the next three years in consultation with stakeholders and after a thorough examination of data on children and young people the Partnership aims to improve customer experience in 4 key areas:

- Youth Engagement and Inclusion to ensure mechanisms for young people to play an active role in decision making as well and ensure the inclusion of all young people regardless of circumstances;
- Closing the poverty, education and health gap for children and young people by providing integrated supports;
- Improving Health and Wellbeing, particularly on issues such as anxiety, depression and bullying;
- Community Safety and Environment, improving and expanding outdoor spaces for children and young people as well as ensuring they feel safe at home.

More comprehensive details of these themes and customer/stakeholder feedback can be found in the plan

### **Improving Staff Experience –**

The plan will support measures within the partnership to improve upskill and expand Children's Services across all key sectors.

This will include:

- Highlighting and promoting examples of good practice



- Supporting each other to develop a shared partnership approach to recruitment and retention
- Creating mechanisms to ensure staff feedback throughout the partnership is used to inform service developments and improvements

### **Improving our use of Resources –**

The plan is intended to support Children & Young Peoples Services Partners across the city to share resources and expertise to improve outcomes for children and young people. It will provide opportunities for joint commissioning and project implantation on a wide range of service development in the coming years.

Further details on resource requirements and implications will form part of the review alluded to in section 2 above.

### **Corporate –**

Smarter Living Priorities:

“We will enhance the physical and emotional wellbeing of all our citizens by offering support and activities which promote independence, resilience, confidence and self-esteem.”

“We will improve access to and increase participation in arts and culture by providing opportunities for citizens and visitors to experience a broad range of high quality arts and cultural activities.”

Smarter Living – Quality of Life:

- Supporting priority families.
- Promoting and secure and lasting attachments for children.
- Implementing the Getting It Right for Every Child (GIRFEC) model to ensure that every child and young person in Aberdeen enjoys being young and at the same time feels safe, healthy, active, nurtured, achieving, responsible, respected and included.

Smarter People Priorities:

“We will provide a high quality education service within our schools and communities which will improve attainment and life chances of our children and young people to achieve their full potential in education, employment or training.”

Implementation of the Reclaiming Social Work model, and its intended outcomes within Children's Social Work, link to and fulfil the ambitions of the 'Aberdeen: the Smarter City' plan.

Smarter People – Social and Human Capital:

Attracting and retaining a high quality workforce in all areas of Child Services including but not limited to:

- Teacher Staff
- Early Learning and Childcare Practitioners
- Social Work
- Health Care Services
- Community Learning and Development

- Ensuring partnership approaches are supporting children and young people.

- Enabling all young people in Aberdeen to achieve sustainable and positive destinations.

Smarter Governance – Participation:

- Implementing the Reclaiming Social Work model to work in partnership with families within their local community to improve their overall wellbeing and outcomes.

- Delivering a Public Social Partnership (PSP) approach with third sector partners to co-design commissioned services to support Reclaiming Social Work. The Service Business Plans provide an 'operational' link which ensures that service, team and personal objectives are aligned to both the Directorate Business Plan and Council's Strategic Business Plan priorities and reflect performance management outcomes consistent with those objectives.

### **Public –**

This report should be of great interest the public. It is principally aimed as a public document that outlines how the Local Authority catchment of Aberdeen intends to support partners and communities to improve the lives of children and young people.

Further care will be taken to ensure that a summary Child/Young Person accessible version of this plan is developed for publication alongside the finished report to ensure that they are fully informed of the implications of the plan and ensuring that they have a continues opportunity to contribute to development and rollout of the plan within the 3 year time frame

## **7. MANAGEMENT OF RISK**

The action plan that will be linked to the Children's Services plan as well as embedding the Improvement Methodology (explained in more detail in the plan) will be used to develop an infrastructure within the partnership through its Improvement and Performance Group to mitigate against Risks and track performance improvements across the partnership throughout the 3 year lifespan of the plan

## **8. BACKGROUND PAPERS**

Community Planning Aberdeen Strategic Assessment  
Community Planning Aberdeen Local Outcome Improvement Plan  
NHS Grampian Child Health 2020  
Community Justice Act  
Children & Young Peoples Act Statutory Guidance  
Community Empowerment Bill  
Aberdeen City CPP Community Empowerment, Engagement and Participation Strategy  
Draft Aberdeen City Community Justice Outcome Improvement Plan

## **9. REPORT AUTHOR DETAILS**

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# **Integrated Children's Services Aberdeen**

## **Outcome Improvement Plan for Children & Young People**

*[FIRST DRAFT – For Limited Circulation among Outcome Group Members]*

The following draft of 2017-2020 Integrated Children's Services (ICS) Plan is an outline of the content intended for the formal consultation draft. An update will be circulated on Friday the 16<sup>th</sup> of December 2016 pending last updates from ICS Outcome Group representatives at the Integrated Children's Services Board on Monday 12<sup>th</sup> of December 2016. The update will contain a detailed draft breakdown of actions from each of the ICS Outcome Groups. In addition, the draft consultation document will be sent to NHS Senior Leadership Team on Tuesday, 13<sup>th</sup> December 2016. A version of this updated draft will be circulated to the 27<sup>th</sup> of January 2017 Education & Children's Services Committee, for comment and approval for formal consultation. Formal consultation is intended to run through February 2017 (Dates TBC). A final draft will be circulated for approval at Full Council on the 15<sup>th</sup> of March 2017, and subsequently submitted to Scottish Government by April 1<sup>st</sup> 2017, with a formal launch of the plan will be scheduled for early April.

### **Structure**

The structure of this document is drafted in such a way as to meet the requirements of the Children & Young People (Scotland) Act 2014, outlining: how the plan links with the Community Planning Partnership's (CPP) Local Outcome Improvement Plan; how ICS is ensuring that GIRFEC and the principles of the UNCRC are embedded within its structure; demonstrable use of quantitative data and qualitative stakeholder feedback to establish core priorities; intended mechanisms for self-evaluation; and (pending updates on ICS Outcome Group Action Plans) the key actions, mechanisms and indicators for assessing impact.

This Integrated Children's Services Plan also has to serve the purpose of the CPP Children are the Future Outcome Improvement Group Action Plan (OIG). To this end the format of the plan below closely matches the content requirements of these plans based on the draft template for the CPP Locality Plans, as it is intended for the OIG Action Plans to follow a similar structure.

### **Format**

The ICS Board suggested a number of criteria for the plan including: ensuring that the document is understandable by children and young people; it is considerably more concise than the previous plan (15-20 pages max, excluding graphics); it should easily link directly to the Local Outcome Improvement Plan (LOIP); it should explicitly reflect the UNCRC Articles; follow the C&YP Act's statutory guidance relating to plan development and the UNCRC; as far as practicable be driven by the views of children and young people; align with existing cross partnership strategies and plans.

This version meets all but two of these criteria, given the requirements of content it is likely that the final document will be longer than 20 pages of content. Given the detail required in plan, it has not been fully possible to draft it in a child friendly manner. However a child focused summary version will be produced for publication alongside the final plan

*“No matter where they live or whatever their needs, children and young people and their families should always know where they can find help, what support might be available and whether that help is right for them” GIRFEC – 10 Core Components*

## **Our Vision**

Our ambition is to support every child, irrespective of their circumstances, to grow, develop and reach their full potential. We want Aberdeen to be a city where there is equality of outcomes and opportunities for all our children. Our priorities reflect the importance we place on supporting equity of access to education, supporting families to provide the best care they can for their children. We will also invest in the health, including mental health and wellbeing, of our children and young people.

Investment in children is increasingly seen as one of the best and most valuable long-term investments we can make. Investing shared resources to target prevention and early intervention for children and young people is central to tackling inequality and improving life chances. Living in deprivation, often can contribute to poorer outcomes for children and young people. Research has shown that children who live in persistent deprivation are: less likely to achieve academically; meet developmental milestones; experience poor health and are at higher risk of behavioural problems.

Throughout our strategic and multi-agency approaches, we will work to ensure the seamless delivery of children’s services at all stages of child development and growth. The foundation of an individual’s health and wellbeing is laid early in childhood. The period from conception to 2 years of age is of critical importance in a child’s development. Positive development during pregnancy and in the critical months post-birth is essential for ensuring the best possible start. By reducing teenage pregnancies, maternal smoking and increasing breastfeeding rates, we will help ensure that children have the best opportunity to reach their developmental milestones. Aberdeen City offers rich opportunities for all children and young people to achieve and become responsible, confident and contributing adults. Through implementing future focused engagement and participation strategies across Aberdeen City, we will continue to ensure that children and young people are respected and included citizens in their city.

## **Primary Drivers**

In delivering this priority, we will focus our energy and efforts on working together to achieve the following core priorities. These are the principal driving factors that our Integrated Children’s Services Partnership believes need to be addressed to be successful in ensuring children are the future.

- 1. Children have the best start in life – children in Aberdeen City are healthy, happy and safe, and enjoy the best possible childhood***
- 2. Children are safe and responsible – children and young people are safe from all forms of harm***
- 3. Children are respected, included and achieving – children and young people are listened to, respected, valued and involved in the decision-making process***

## Introduction

This plan outlines how the Services working across the Local Authority catchment of Aberdeen City will come together to share resource and services over the next 3 years to improve the outcomes of children and young people. It also forms the basis of our first 3 year cycle of work to achieve the 10 year objectives laid out in our Community Planning Aberdeen Local Outcome Improvement Plan (LOIP) 2016-2026, under the Prosperous People: Children are Our Future thematic priority.

The purpose is to provide partners and services an overview of the strategic aims of Integrated Children's Services across the city. Our Joint Inspection reflected our need as an ICS Partnership to better evidence how we use data to set our strategic objectives and monitor change. In that vein this plan aims to show how we have used both quantitative data and qualitative feedback from our stakeholders to establish a core set of objectives in line the Children and Young People (Scotland) Act's statutory guidance.

### National Context:

The Scottish Government's ambition is that 'Scotland is the best place to grow up and bring up children'. In order to achieve this every public body and area of governance that works with or for children and young people is expected to uphold and embed the Articles of the United Nations Convention on the Rights of the Child at every level of service. There are 54<sup>1</sup> articles in all, each outlining in detail the basic rights of every child, these are summarised into 4 core principles:

- Non-discrimination
- Devotion to the best interests of the child
- The right to life, survival and development
- Respect for the views of the child

In order to support public bodies the Getting it Right for Every Child (GIRFEC) approach was developed to ensure that any practitioners helping children and their families, work in a way that fully embraces UNCRC. The Children & Young Peoples (Scotland) Act 2014 now enshrines these responsibilities in law outlining in detail how the Getting it Right for Every Child principles will be implemented at both a strategic and operational level across all services for children and young people. As part of this legislation each Local Authority and related Health Board [in this case Aberdeen City Council and NHS Grampian] has a statutory responsibility to develop a 3 year plan outlining the measures they will take to ensure that every child and young person gets the best possible start in life. The act ensures that:

- (a) Children's Services in the area are provided in a way which:
- i. Best safeguards, supports and promotes the wellbeing of children in the area concerned
  - ii. Ensures that any action to meet needs is taken at the earliest appropriate time and that, where appropriate ,action is taken to prevent the need arising
  - iii. Is the most integrated from the point of view of the recipients , and
  - iv. Constitutes the best use of available resource

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<sup>1</sup> The full list of articles can be found here: <https://www.unicef.org.uk/what-we-do/un-convention-child-rights/>

- (b) That the related services in the area are provided in the way which, so far as consistent with the objects and proper delivery of the service concerned, safe guards supports and promotes the wellbeing of children in the area concerned

The GIRFEC definition of wellbeing is important as it reflects all the core aspects of a child or young person's development that services need to support in order to ensure they have the best possible start in life. These include, the following themes collectively referred to as the SHANARRI indicators:

- **Safe:** protected from abuse neglect or harm
  - *[Related UNCRC Articles: 11, 19, 22, 32, 33, 34, 35, 36, 37, 38]*
- **Healthy:** experiencing the highest standards of physical and mental health, and supported to make healthy safe choices
  - *[Related UNCRC Articles: 3, 6, 24, 39]*
- **Achieving:** receiving support and guidance in their learning – boosting their skills, confidence and self-esteem
  - *[Related UNCRC Articles: 4, 18, 28, 29]*
- **Nurtured:** having a nurturing and stimulating place to live and grow
  - *[Related UNCRC Articles: 4, 5, 18, 20, 21, 25, 27]*
- **Active:** offered opportunities to take part in a wide range of activities – helping them to build a fulfilling and happy future
  - *[Related UNCRC Articles: 31]*
- **Respected:** to be given a voice and involved in the decisions that affect their well-being
  - *[Related UNCRC Articles: 2, 3, 4, 8, 12, 13, 14, 16, 17, 18]*
- **Responsible:** taking an active role within their schools and communities
  - *[Related UNCRC Articles: 4, 5, 18, 20, 21, 25, 27]*
- **Included:** receiving help and guidance to overcome social, educational, physical and economic inequalities; accepted as full members of the communities
  - *[Related UNCRC Articles: 4, 5, 18, 20, 21, 25, 27]*

## Local Context

On the 22<sup>nd</sup> of August 2016, Community Planning Aberdeen released its Local Outcome Improvement Plan (LOIP). This is a 10 year plan running from 2016 to 2026 that sets out how services within Aberdeen will work with communities across the city to improve the lives of all Aberdeen residents to make it '...a place where all people can prosper'. The LOIP covers three key themes and five priority areas of work within which the CPP intends to improve outcomes for those in the city these include:

- Prosperous Economy: Aberdeen Prospers
- Prosperous People i: Children are our Future
- Prosperous People ii: People are resilient, included and supported when needed
- Prosperous Place: Empowered, resilient and sustainable communities
- Enabling Technology: Creating a Digital Place



Each of the priority themes has been given an Outcome Improvement Group to take responsibility for the delivery and governance of the measures put in place to make the improvements. Aberdeen's Integrated Children's Services Partnership has the responsibility of governing the Children are the Future Thematic and its associated improvement measures.

## **Aberdeen Integrated Children's Services Partnership**

Aberdeen Integrated Children's Services (ICS) Partnership is responsible for the coordination and development of strategic planning for services for children and young people across the city. This includes Aberdeen City Council, NHS Grampian, Police Scotland, and the Third Sector (in Aberdeen represented by ACVO: Aberdeen's Council of Voluntary Organisations). There are many other local partner services that support us through membership on our outcome groups.

Our Chief Officers Group and ICS Board provide strategic leadership, ensuring that we are working towards our core priorities. Our Improvement and Performance Group is responsible for monitoring and tracking progress towards our overall aims

There are several different Outcome Groups in the partnership that look at different areas of work related to children and young people including:

- **The Healthy and Active Outcome Group** (Lead Partner: NHS Grampian): responsible for coordinating support services around health (as well as health in the early years), wellbeing and physical activity.
- **The Nurtured Outcome Group** (Lead Partner: ACC Early Years Team): responsible for all the services that support under 5 year olds, their parents and families.
- **The Achieving Outcome Group** (Lead Partner: Aberdeen Guarantees Partnership): this group tracks attainment and wider achievement in schools, extracurricular supports out with school; as well as the supports for young people once they leave school.
- **The Responsible Outcome Group** (Lead Partner: Police Scotland): this group covers the work of services that deal with youth crime; partners involved in ensuring that young people don't become offenders; and support for community and the domestic safety of children and young people.
- **The Respected & Included Outcome Group** (Lead Partner: ACVO): the group coordinates all of the youth engagement work across the partnership to make sure that young people's views are taken into consideration when the partnership makes decisions.
- **The GIRFEC Implementation Outcome Group** (Lead Partner: ACC Inclusion Team); This group has the responsibility of developing and coordinating the implementation of GIRFEC across the partnership

We also have representation of the partnership from the **Child Protection Committee** who ensure that children and young people are safe from harm both in and out of the home. Whilst this group is not directly driven by the ICS Partnership, given its status as a statutory body, it fulfils the function a 'Safe' outcome group but reports directly to our Community Planning Partnership

## Children and Young People in Aberdeen

In May 2016 Community Planning Aberdeen published the Aberdeen City Strategic Assessment 2015/16<sup>2</sup>. The document offers a comprehensive overview of statics in a range of areas of interest across the city, reviewing the impact of historical trends and local context on the lives of all Aberdeen citizens. Considerable data was gathered on the status of children and young people across the city. Some of the information below has been further supplemented by new data where published.

### Youth Population Overview

The population of Aberdeen City Children and Young People aged 0-25 is set to increase from 72,308 to 87,852 (21%), by the year 2037.

Birth Rates in the city have increased considerably since 2005 where there was a recorded 2,061 births, this has since increased to 2,609, an increase of 21%. This is despite a peak of 2,688 in 2012, and a dip to 2,500 in 2013. Nevertheless this is likely to have a significant impact on the capacity of Early Learning and Childcare services as well as the School Estate.

This is further influenced by a projected increase in school age pupils, which based on the 2015 based school roll forecasts are set to increase in primary from 13,292 in 2015 to 16,072 (17.3%) and in Secondary from 8,660 to 11,233 (23%). These projections are heavily influenced by 3 large housing developments around the periphery of the city, namely: Countesswells, Grandhome and Charleston with a combined 9,300 homes scheduled to be built.

There are numerous other sites which are likely to impact on increases in the youth population. The Aberdeen Local Development Plan was adopted on 29<sup>th</sup> February 2012. It shows what land is being allocated to meet the city's development needs over the next 10-20 years. It identifies housing land to accommodate over 20,000 homes on greenfield sites and between 5,880 to 9,477 homes on brownfield land and, of that, 1,106 homes are located within regeneration areas.

The full implications of the economic downturn in Aberdeen on the impact of house buying in these new developments has not been fully assessed but may well impact on future roll projection, which may have to be revised down accordingly. However development plans are still in place to expand educational provision in these areas in anticipation of the possible increases.

### Parents and Early Years

#### Health

##### Teenage Pregnancy<sup>3</sup>

In Aberdeen over the last ten years teenage pregnancy rates among the under-20s and under-18s have halved, while the under-16 rates have fluctuated between 11 (in 2006) and 4.5 (2008) per 1,000 females aged 13-15.

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<sup>2</sup> The full Strategic Assessment can be found here: <http://communityplanningaberdeen.org.uk/strategic-assessment-and-dashboard/>

<sup>3</sup> Extracts taken from NHS Grampian Teenage Pregnancy Report October 2016

The under-20 rate increased slightly in 2007 to 64.3 per 1,000 females aged 15-19 then decreased steadily to 32.9 in 2015. The under 18-rate had a similar pattern decreasing from 48.7 (2007) to 23.3 (2015) per 1,000 females aged 15-17.

Teenage pregnancy rates in areas of high deprivation are consistently higher in Aberdeen than in other areas that have higher average rates. This is due to the relative affluence of Aberdeen residents, which weights the average to the experience of the least deprived young people who have the lowest rates of pregnancy. This means that Aberdeen is not performing as well as could be expected given its relative wealth.

### **Breastfeeding**

Breastfeeding rates in Aberdeen have remained fairly static between 2010/11 and 2014/15. In 2014/15, 63.4% of babies in Aberdeen were breastfed at first visit and 45.5% were exclusively breastfed. This was considerably higher than the Scottish average of 48.3% and 35.2% respectively.

Having said this, breastfeeding rates among those living in deprived communities is considerably lower. Women in the affluent areas in Aberdeen such as the West End are more than four times as likely to breastfeed as those living in the more deprived communities.

### **Smoking during Pregnancy**

Aberdeen City has a statistically lower (better) percentage of women smoking during pregnancy compared with the Scottish average (15% of pregnant women in Aberdeen City reported being a smoker at their initial booking appointment, compared to 20% of pregnant women across Scotland)

### **Substance Misuse**

Across Scotland, it is estimated that there are around 65,000 children affected by parental alcohol misuse and between 40- and 60,000 children are affected by parental drug misuse.

On the 31<sup>st</sup> July 2014, 162 concerns were raised for children at child protection case conferences in relation to children on the Child Protection Register. Of these concerns, 54 were in relation to parental substance misuse, parental alcohol misuse, or parental drug misuse (some of the drug and alcohol misuse)

### **Early Years Provision**

#### **Pre School Provision<sup>4</sup>**

In June 2016, 91% of all eligible children in Aberdeen City in their pre-school year and 80% in their ante pre-school year received funded early learning and childcare places in the city.

In session 2015/16 funded places were provided for: 26.5% of eligible 2 year old children; 80.1% of eligible 3 year olds; 90.8% of eligible 4 year olds; and all children in their deferred year who were eligible.

#### **Childminders**

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<sup>4</sup> Information sourced from the Nurtured Outcome Group Audit 2016/17

In June 2016, there were 151 registered childminders in Aberdeen, with 878 registered places and 209 vacancies. There are 71 childminders in Aberdeen North, compared with 54 in Aberdeen South and 26 in Aberdeen Central. More affluent communities such as Oldmachar, Dyce, Balgownie & Donmouth and Cove have the highest number of childminders, whereas numbers of childminders in or close to areas of deprivation such as Woodside and Hazlehead have only one childminder each; or Heathryfold, Cummings Park and Old Aberdeen which currently have no child minders.

### **Recruitment and Retention**

The major challenge for the sector is recruiting and retaining skilled and dedicated staff that have the ability to achieve the qualifications required to progress their career in childcare. The 2016 training needs census and analysis found that 39 managers in Aberdeen's early learning and childcare workforce were participating in the BA Childhood Practice and 10 in the Professional Development Award Childhood Practice qualification. A further 70 staff required access to one of these qualifications. There are 39 managers and 23 lead practitioners who need to build credits towards the SQA Professional Development Award. Childcare staff pay scales, together with the challenge of achieving the required qualifications may mean that junior staff leave the sector for jobs with less responsibility and higher pay and that senior staff who have achieved the degree level qualification move on to higher-paying jobs.

### **School Age Young People**

#### **Health**

##### **Obesity**

In 2014/15 the BMIs of 1,894 P1 children in Aberdeen were measured. Based on epidemiological thresholds, 77.3% had a healthy weight, slightly higher than the Scottish average (77.1%), while 12.0% and 9.8% were classed as at risk of being overweight and obese, respectively. Based on clinical thresholds, in 2014/15 84.6% had a healthy weight (Scottish average 84.8%); 8.5% were classed as overweight, 3.2% as obese and 3.4% as severely obese, each slightly lower than the Scottish average, except for severely obese (Scottish average 2.5%).

##### **Alcohol and Drug Use**

90% of thirteen year olds and 70% of fifteen year olds surveyed in the City reported that they had never smoked – 3% and 4% higher than the Scottish figures respectively. The proportion of pupils, in both cohorts, that have never smoked has been increasing both in the city and nationally since 2002.

##### **Mental health and Wellbeing**

The last survey on mental health and wellbeing among 13 and 15 year old young people in Aberdeen was carried out by SALSUS in 2013 using the Warwick Edinburgh Wellbeing Scale. A score can range between 14-70, with 40 to 59 considered average. The Young people surveyed in Aberdeen were rated within the average. 13 year old boys (52.8) and 15 year old girls (46.5) had a higher average score than the Scottish average at 51.3 and 45.1 respectively. 15 year old boys (48.9) and 13 year old girls (48.4) had a lower score than the Scottish average (50.2 and 45.1 respectively)

The Scottish government set a target of a maximum wait of 18 weeks from referral to treatment to Child and Adolescent Mental health services. In 2015 63% patients in NHS Grampian were seen within the 18 week period compared to the Scottish rate at over three-quarters (76%)

On the 31<sup>st</sup> of December 2015 NHS Grampian employed 9.8 full time equivalent clinical staff in CHAMS services per 100,000 populations, the second lowest rate in Scotland

## Education

### Attainment

Young people assessed as having Literacy and Numeracy at SQF level 4 are considered to have the necessary basic levels literacy and numeracy (L&N). In Aberdeen city as a whole this has increased from 2012 with 73.9% of young people achieving SQF level 4 L&N to 86.6%. This is higher than virtual comparator at 83.9%.

SQF Level 4 L&N among other cohorts in Aberdeen however is lower.

For those from the 30% most deprived communities there has been an increase from 52.7% in 2012 to 75.5% in 2015. Higher than our virtual comparator at 70.7%

For looked after children SQF level 4 L&N was 28%. This has been a significant increase since a low of 2.63% in 2013, but there is still more that can be done to improve this further

### Post School Destinations

#### Aspirations of Young Leavers

In 2015 launched an aspiration survey directed at young people intending to leave school. Eleven out of the 12 secondary schools took part in the survey with over 2000 respondents. Results indicated that:

- The majority of respondents linked educational success to getting a good job and there was no significant difference in this response between affluent and deprived areas.
- The majority of respondents had aspirations but it appears that key factors that impacted on aspirations where gender and deprivation.

For instance, as illustrated in the table below aspirations for male and female leavers varied somewhat:

Predominantly Male	Predominantly Female
Engineering	Health & Medicine
Sport, Leisure & Sport Science	Admin, Management & Business
Computing & ICT	Law
	Art & Design

There were also significant differences between aspirations in areas of affluence and deprivation

- When asked if they needed to go to college or university to achieve what they wanted to in life the percentage unsure in the affluent area was (17%) compared to deprived area (27%)

- When asked if they think they would enjoy going to college or university? The percentage unsure in the affluent area was (16%) compared to deprived area (31%).
- When asked if they think they have the ability to do well in university?
- The percentage unsure in the affluent area (14.6%) compared to deprived area (31.9%).
- Similar levels in affluent and deprived areas aspired to a modern professional occupation (teachers, social workers etc.) whereas there was significant more from the affluent areas identifying in the traditional occupations category (Doctors Lawyers etc.)

#### Aspirations for Level of Qualifications

	National 4 or 5	Highers and Advanced	University degree	College certificate or	Trade or vocational certificate	I don't know
Affluent area	4.60%	17.90%	61.80%	5.40%	1.30%	9.00%
Deprived area	31.40%	30.20%	14.90%	15.60%	6.10%	1.80%

#### Which of the following best describes what you would like to be doing when you are 20?

	University	Job	University and job	College/ training	Don't know
Affluent area	41.70%	11.50%	32.60%	3.10%	11.20%
Deprived area	9.30%	48.60%	20.20%	13.70%	8.20%
City	27.10%	24.20%	31.40%	7.70%	9.50%

#### Positive Destinations Overview

Overall initial positive destinations across Aberdeen city schools have increased from 85.6% in 2010/11 to 90.1% in 2014/15. Figures peaked in 2012/13 at 91.1% but have declined by 1% since then. These figures have remained fairly stable over the past three year these figures are very closely aligned with the Scottish average which in 2014/15 was slightly higher at 93.0%

#### Positive Destinations by category

City wide, Higher Education has been the highest leaver destination across the past 5 years and has shared a converse relationship to Further Education which has been the second highest leaver destination each year except 2013/14 where it was briefly taken over by Employment (26.2% compared to 25.5%). In 2014/15 both Higher and Further Education increased together at the same time as Employment decreased.

Higher Education was at its lowest in 2012/13 at 34.1% but has since increased each year up to 38.1% in 2014/15. Further Education was at its lowest in 2011/12 at (25.4%) and then peaked in 2012/13 at 27.9%. Employment saw a year on year increase from its lowest in 2010/11 at 21.4% increasing to 26.1% at its peak in 2013/14. This year (2014/15) it decreased to its lowest in 5 years at 21.9%

The Unemployed Not Seeking and Unknown categories have changed very little across the 5 years (0.0% and -0.8% respectively) with some variance between years. Unemployed Seeking has been

slightly higher 11.3% at its highest in 2010/11 down to its lowest in 2012/13 (6.8%). In the previous 2 years this has increased to 7.8% (2014/15).

### **Positive Destinations in In Deprived Communities**

In 2014/15 Positive destinations among those young people in the 30% most deprived communities was considerably lower than among their peers, 82.6% compared to the Aberdeen average of 90.1% in the same year. It was also lower than the Scottish average for young people in the 30% most deprived communities at 89.2%

### **Positive Destinations Among Looked After Children**

Positive destinations among Looked After Children have increased between 2011/12 to 2014/15 from 54.4% to 72%. It should be noted that this figures are greatly affected by the small numbers within the cohort but even at its highest in 2014/15 this is still somewhat lower than the national average of 74.6%

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## What Do Our Young People Say?

### Imagining Aberdeen

Over the course of 2016/17 The Scottish Children's Parliament has been working with young people in four Aberdeen schools, 20 young people (Imagineers) have worked with their peers to Imagine a future Aberdeen where all Children and young people can be healthy, happy, safe and do their best. The young people developed mural of Aberdeen as the best possible city for them as well as produced their own community reports and a film. They have been supported to become representatives for Children and Young People and spoken directly to political representatives, public bodies, event presenting a key note address at our annual Integrated Children's services Conference. These are the 13 priorities that they challenged us to support them with in order to achieve their vision:

1. Tell Children that you love them
2. Be kind to us
3. Give us support when we need it
4. All children need enough to eat
5. School should be a joyful place
6. Families should spend time together
7. There should be trees and flowers everywhere
8. Everyone needs to be respected
9. Remember we love to play
10. We all need to have our say at home and at school
11. No one should feel left out or unwanted
12. All playgrounds and parks should be dog poo free
13. All families need to live in a lovely street with nice neighbours

### We all need to have our say, at home and in school

As part of the development of our new children's services plan and to meet our Imagineers to challenge ensure young people have their say we are committed to including the voices of young people as part of our decision making process and to ensure that we take into consideration what they perceive to be the core issues for children and young people.

Throughout the process of the development of this plan we have engaged with young people across the city in the planning and development process, these have included focus groups engagement events and attendance at our Annual Integrated children's services conference. Approximately 255 young people took part in the research from 34 settings representing youth forums, schools and key groups of young people. Ages ranged between 4-18. In each case we asked young people to outline key priority area of work from their perspective using the SHANARRI indicators as themes to discuss different aspects of life in Aberdeen<sup>5</sup>.

We have also engaged with adults both parents through our parent council; and partners and practitioners at our Integrated Children's Services Conference. In many respects their views mirrored those of young people

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<sup>5</sup> A full report on these findings can be found here: [INSERT LINK HERE](#)



The collectively the following themes emerged from our stakeholder engagements:

**Health and wellbeing:** mental health; bullying; healthy eating; smoking, e-cigarettes, drug and alcohol use were identified as key areas of concern by young people. These included feeling unable to get mental health support when needed, waiting too long to get it, or not knowing where to get information; a need to increase awareness and decrease stigma among those with mental health and additional support needs; better information and education around healthy eating and healthy eating options in schools. These concerns were also shared by adults particularly parent who also unclear where they could go to get help to support their child

**Participation in leisure, play and cultural activities:** providing more and improving existing outdoor spaces; providing more clubs and groups and increasing participation among young people; and addressing the specific needs of young people. This included a desire for activities for older young people both indoor and outdoor. This was also reflected by adults who felt that the cost of existing activities was high, and that transport cost for getting to and from activities that do exist was prohibitive for children and young people

**Community safety:** improving safety in play areas and parks; addressing exposure to alcohol and drug use in the community; addressing exposure violent and antisocial behaviour in the community; improving road safety; improving lighting in the community; and promoting online safety. Adults also felt a need for safer community spaces. In addition seeking information on online bullying and general safety as well as wanting to be more comfortable with letting their children out to play.

**Ensuring that the voices of children and young people are heard:** Promoting channels for engagement with children and young people; maintaining communication around key issues; increasing representation of different groups of children and young people; using different methods to engage with children and young people; encouraging and enabling children and young people to take on active roles in community development. Many of the young people felt that, particularly in school there were mechanisms to support them to get their voices heard. However this was not always the case in the wider community, that though they were listen to they did not often see the impact that their views had on changes to the services that support them.

**Ensuring that children and young people with additional needs are treated fairly and equally:** increasing opportunities for young people with additional support needs to engage in work place experiences and youth groups; providing more support to care experienced young people in terms of safe housing, working to increase trust in, and improve relationships with, service providers, facilitating participation in different activities, and improving support provided in through care; increasing support for young carers through more regular support groups and promotion of awareness of relevant issues; increasing support for young people who are at high risk of not entering into employment, further/higher education or training by promoting acceptance of different learning styles and speeds, providing advice and guidance in terms of career choices, and focusing on the development of life skills, employment skills and confidence.

## **Putting it all Together- Our Children's Services Priorities:**

Through the analysis of data on children and young people as well as stakeholder engagement it is possible to see how we can begin to achieve our 3 Primary Drivers outlined in our vision. The data shows a picture of Aberdeen that has seen improvements in health early years, education and leaver destinations, however there are still core areas we can improve on in order to meet our aims:

### **Give us support when we need it, No one should feel left out or unwanted**

#### **1. Closing the Gap**

The National improvement framework outlines the need for all local authorities to improve the educational and wellbeing outcomes for all young people, by closing the gap between those most and least in need of support. This can only be achieved through multiagency working. The information clearly shows that we can do better to support young people and their parents in these areas. For Aberdeen this will include:

- Increasing and improving health supports to reduce inequalities.
- Expansion of early year's provision to meet demand for early learning and childcare across the city.
- Targeted support for those schools whose children have the most significant of needs
- Additional support to ensure that key groups such as Looked After Children or those with additional support needs can be supported and educated in their local community
- Targeted support for those young people least likely to gain a positive destination on leaving school

### **We all need to have our say at home and at school, everyone needs to be respected,**

#### **2. Youth Engagement and Inclusion**

Young people have clearly expressed their desire to be included in the decision making processes that affect them. Whilst they have expressed gratitude at the opportunity to impact on decision making in schools, we need to increase their influence in supporting Aberdeen's Integrated Children's Services partnership so that they can more explicitly see how their views come to shape their community and the services provided for them.

Not only this but young people such as those with care experience and Additional support needs have expressed a desire to create an environment that destigmatises the circumstance they find themselves in.

Actions to improve this will include:

- Expanding the development of the Rights Respecting Schools agenda across the city
- Expansion of the imagineers programme
- Further development of the Aberdeen Care Experienced group to champion the needs and voices of looked after children

- Development and implementation of a youth engagement charter that will ensure that partners effectively engage with young people in the development of projects and pieces of work that will affect them
- Presumption of mainstream , ensuring that young people with ASN are supported as far as possible can be supported in their local community with their peers and not isolated in specialist provision
- Reduced out of authority places, multiple placements for Looked After Children

## **Give us support when we need it, Be kind to us**

### **3. Health Wellbeing**

Health and wellbeing impacts across a young person's life and can affect them well into adulthood. This can impact on many areas of their life including socially, academically and in their confidence in their independence on leaving school. Young people expressed concern over bullying, anxiety and depression as well as feeling isolated and unable to get help. This is reflected in the high waiting times to be seen by consultants as well as the lack of time school nurses can dedicate to consulting with young people who feel they cannot approach their teachers on these matters. They are also reflected

Actions to improve this will include:

- Increasing availability of School Nurses to provide support to young people
- Implementation of the anti-bullying strategy
- Mapping available services and supports
- Better Communicating with young people as to where they can get help

## **All families need to live in a lovely street with nice neighbours, Families should spend time together**

### **4. Community Safety and Environment**

Both parents and young people express a desire to feel more safe in their community. Perception of issues such as anti-social behaviour and dirty environment restrict young people's desire to engage in activities in their local communities. A sentiment shared by adults

In terms of safety at home in gathering the views of young people given the nature of the group in question it is very difficult to establish the views of young people at risk at home as many young people don't feel confident to speak out, whilst its hoped that groups like the above mentioned ACE group will help to change this. It's still important to reflect that many children live in homes.

Actions to improve this will include:

#### Community Safety

- Support engagement with victims and communities and community led initiatives
- Promote responsible behaviour and support engagement with bespoke programs or conditions for young people with or at risk of anti-social behaviour
- Support the development of children and young people lead activities and opportunities

#### Child Safety

- The Reclaiming Social Work model being implemented by our Children's Social Work team will provide localised specialised support for children young people and parents who come into the care system
- The priority families Service will work to support families most in need
- Move towards kinship care to support young people in care, as far as practical and safe are supported to remain with their family

#### Improved Environment and Activities

Further development on higher quality and safer outdoor spaces are key priority for our CPP partner outcome improvement group, Empowered, Resilient and Sustainable Communities. More information on this can be found in our Local Outcome Improvement Plan

## How Will We Know If We've Made A Change?

Aberdeen's CPP is dedicated to using the quality improvement methodology set out in The 3-Step Improvement Framework for Scotland's Public Services. This Framework was designed to prompt self-assessment and debate to unlock and channel collective knowledge and energy towards a common goal of real and lasting improvement.

Throughout the three years of this plan's development we will use the improvement framework within our ICS structure to respond to both local and national improvement priorities. This will enable us to create the conditions for improvement to empower and engage local leaders in each outcome group to deliver the outcomes we want with children, young people and families in Aberdeen.

We will embed the use of the Model for Improvement to provide a clear change method which is understood by everyone across children's services. We will build capacity and capability in Quality Improvement through a comprehensive programme of learning opportunities for Integrated Children's Services:

- Delivery of two QI Learning Programmes during 2017 to support development of knowledge and skills to progress improvement efforts across children's services
- Develop a QI Learning Network to offer continued professional development opportunities to practitioners who have already had some QI learning experiences and may be able to support future learning programmes or provide QI support within their own teams.
- Develop local partnerships to make best use of resources, expertise and learning from across the Community Planning Partnership
- Develop the Improvement Coach capacity
- Engage with national partners (e.g. Scottish Government, NHS Education for Scotland) to test other approaches to develop capacity across the whole system

We will develop systems and approaches to support both high level improvement and small scale projects to be progressed through the use of the Model for Improvement, allowing us to test and learn together about what works to meet local needs. We will consider how this approach might articulate with existing practice, so that it is seen as an integral part of improvement planning. This will allow us to use our full knowledge to identify the right changes and prioritise those that are likely to have the biggest impact on our aims. Sharing the learning across our children's services will ensure improvement is spread everywhere it is needed.

By learning together we will reach our shared aims and this will be evidenced at a population level through the following measures:

At least 85% of Children within each SIMD quintile of the CPP will have reached all of their developmental milestones at time of their 13 -15 month child health review

At least 85% of Children within each SIMD quintile of the CPP will have reached all of their developmental milestones at time of their 27 – 30 month review

At least 85% of children within each SIMD quintile of the CPP will have reached all of their

developmental milestones by the time of their 4-5 year child health review

At least 85% of children within each SIMD quintile will have successfully achieved:

CfE Early level literacy, numeracy and are progressing in health and wellbeing as evidenced by SHANARRI indicators by the end of primary 1

CfE First level literacy, numeracy and progressing in health and wellbeing as evidenced by SHANARRI indicators by the end of primary 4

CfE Second level literacy, numeracy and progressing in health and wellbeing as evidenced by SHANARRI indicators by the end of primary 7

CfE Third level literacy, numeracy and progressing in health and wellbeing as evidenced by SHANARRI indicators by the end of secondary 3

At least 95% of young people within each SIMD quintile of the CPP will go on to a positive participative destination on leaving school

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## Appendix 1: Draft Action Plan



Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
<b>Healthy &amp; Active Outcome Group</b>									
<b>LOIP Measures</b>									
				We will improve health supports and outcomes for families, children and young people	Alignment of policy and planning developments in line with the Healthfit 2020; ChildHealth 2020; and Health and Wellbeing local delivery plans.	Increase in % of babies exclusively breastfed at 6-8 week review	36.10%	46%	
						Decrease in smoking during pregnancy (3 year rolling average)	14.10%	7%	
						Improvement in child dental health [% of P1 children receiving a 'low risk' letter from basic inspection]	67.20%	77%	
<b>Supporting Work/Metrics</b>									
				Improving the wellbeing of children young people and families and reducing inequalities	To facilitate delivery of Family Nurse Partnership Model supporting and enabling first time teenage mothers with positive relationship building with their infant both pre birth and until child's second birthday	Parents taking part in the programme report feeling more confidence in their parenting			

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<b>Improving the wellbeing of children young people and families and reducing inequalities</b>	To support CEL 13 (School Nursing) SG directive refocuses role of school nursing with an emphasis on promoting general health and wellbeing and preventing ill health. Underpinned by addressing health inequalities.	Increased consultation contact time with young people currently 75% of time taken up by immunisation	25%	75%	
					To increase in breastfeeding rates in areas where the rates are significantly lower than in the more affluent areas of the city.	Increase in % of babies exclusively breastfed at 6-8 week review	36.10%	46%	
				<b>Assessing and responding to risks and need</b>	Ensure that all children have a chronology and that the quality of the chronologies is consistently high with information from all services.	Single agency casefile audit on a rolling basis to assess inclusion of information from all agencies reflects improved quality of integrated chronologies	TBC		
						Audit of HV/N records via Continuous Improvement Methodology assessed as of a high quality	TBC		

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<b>Supporting Mental health and Wellbeing for children and young people</b>	Increase provision of CHAMS Support for Children and Young People	Reduction in waiting times for consultation	63%	76% (Scottish average)	
						Increase number FTE staff per 100,000 population	9.8		
						Map and promote access to local mental health support services to children, young people, parents and practitioners	Increase in number of young people accessing supports		

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
<b>Nurtured Outcome Group Outcome Group</b>									
<b>LOIP Measures</b>									
				<b>We will expand and improve access to affordable childcare across the city</b>	Expansion of early learning and childcare and out of school care	Increase number of available early learning and childcare places(aim to meet 100% of demand by 2020/21)	4402	5000	
					Ensuring continued quality of childcare	Aim to maintain % of Early Learning and Childcare inspections at 100%	100%	100%	
						Increase proportion of positive inspection outcomes	91.40%	93.40%	
						Increased satisfaction of parents with ELCC services (proportion of parents surveyed indicating that they are happy with the services)	90.10%	93.10%	
					Workforce development and expansion within early learning and childcare services	Increase number of staff entering early learning and childcare sector	1200	2400	

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<b>We will expand and improve access to affordable childcare across the city</b>	Workforce development and expansion within early learning and childcare services	Increase in number of staff undertaking qualifications to improve quality and meet SSSC requirements:			
						Support Workers	50%	85%	
						Practitioners	86%	95%	
						Lead Practitioners	25%	75%	
						Managers	19%	75%	
				<b>We will expand supports for young Looked After Children and their families</b>	Expansion of Me2 programme to support 2 year old Looked After Children	Increase number of places available with a view to meeting 100% of demand			
				<b>Supporting Work/Metrics</b>					
				<b>Early Learning &amp; Childcare</b>	To ensure all 2, 3 and 4 year olds, who are eligible, have access to more flexible services by 2018 and to double current levels of provision by 2020.	200 2's Places by 2017			
					To expand and improve access to clearly learning and childcare	6,800 x 3 & 4 year old early learning and childcare places			
					overall expansion of early learning and childcare provision (as above)				

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<b>Early Learning &amp; Childcare</b>	Extensive programme of consultation with all stakeholders including parents of the future.	Increased local access to early learning and childcare			
						Increase in provision in			
				<b>We will tackle inequalities and close outcome and attainment gaps for children</b>	Services are delivered which mitigate against negative effects of poverty on vulnerable families	Increase uptake in services below, among those families from City ELCC settings			
						Increase Free School Meal Uptake among those eligible			
						Clothing Grants			
					Implementation and maintenance of tooth brushing programme in all nurseries and childcare settings	Increase in number of children reported as having good dental hygiene			
						Child Smile Referrals			
					Improved Educational Outcomes	% of Children reaching expected developmental milestones at the 27/30 month review		85%	

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<b>We will tackle inequalities and close outcome and attainment gaps for children</b>		% of children reach expected developmental milestones at the time the child starts school			
				<b>To expand and improve access to affordable childcare across the city in line with parental demand.</b>	Monitor demand and facilitate development of new provision				
					Consult with parents and communities regarding affordability, flexibility and quality of childcare provision	Increase in number of people able to access childcare			
					Ensure Location of childcare is appropriate, fit for purpose and meets the needs of children and families				

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<p><b>To ensure that children and young people are physically healthy and have healthy growth and development</b></p>	<p>To work with a wide range of agencies and partners to advance 'Aberdeen City of Play' as a commitment to UNCRC Article 31</p>	<p>Demonstrable Evidence that Professionals are promoting attachment led practice to parents/carers using Improvement Collaborative improvement methodology.</p>			
					<p>Promote inclusive play practice, including intergenerational approaches</p>				
					<p>To provide a wide range of self-directed play opportunities allowing children to develop resilience, confidence and awareness of risk</p>				
					<p>Mapping of play spaces, local green spaces and designated play parks</p>	<p>Numbers of children engaging with outdoor play opportunities</p>			



Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<b>To ensure that children and young people are physically healthy and have healthy growth and development</b>	A range of themes including removal of 'No Ball Games' signs indicate development towards City of Play status				
					Delivery of loose parts programme				
					Delivery of holiday programmes				
					Delivery of play sessions at Clinterty Traveller site				
				<b>Workforce Development</b>	Ensure robust career guidance programmes are in place relating to schools / communities				
					Annual review and allocation of Workforce Development and Expansion Funding				
					Undertake annual Training Needs Analysis to inform workforce planning and training needs				

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<b>To Expand the Workforce</b>	Development of an Early Learning and Childcare Academy; promoting a partnership approach to ELCC as a positive career opportunity, recruitment training and career pathways retention of staff	Increase in ELCC professionals as evidenced in training needs analysis			
					Expansion of Skills for Work Programme in partnership with schools	Increase in school leavers enduring ELCC based courses			

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
<b>Achieving Outcome Group</b>									
<b>LOIP Measures</b>									
				<b>We will maximise the employment, education and training opportunities for all school leavers</b>	<b>Engage partners to expand &amp; improve provision of post school learning &amp; employment opportunities for young people</b>	Increase in the proportion of young people entering positive destinations upon leaving school	91.1%	95.0%	Aberdeen City Council
						Increase the Proportion of 16-19 year olds recorded as participating in education, employment or training	91.0%	94.0%	Aberdeen City Council
						Increase in % of young people progressing into a positive destination on completion of an	77.0%	82.0%	Aberdeen City Council
<b>Supporting Work/Metrics</b>									
				Improve promotion of Aberdeen Guarantees to increase the number of young people engaging with career support	Website Users	33,075	TBC	Aberdeen Guarantees	
					Website Page views	116,184	TBC		
					Facebook reach	87,703	TBC		
					Twitter Reach	171,819	TBC		
				Expand partner provision of Activity Agreements	Proportion of participants progressing onto further learning, training or work	77%	82%	Activity Agreements	

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<b>We will maximise the employment, education and training opportunities for all school leavers</b>	Expand partner provision of Activity Agreements	Proportion of participants progressing onto further learning, training or work	77%	82%	Activity Agreements
					ASPIRE North, Schools for Higher Education Programme [MORE INFO NEEDED]	Proportion of participants from Aberdeen City schools progressing onto Positive Destination from using the scheme	*2014/15 Latest available 94%	TBC	ASPIRE North, Schools for Higher Education Programme
					Expand provision of achievement awards through City Campus	Overall numbers + Proportion of awards compared to available places and enrolments	TBC		City Campus
					Retain the proportion of young people on the Careers Ready programme achieving a positive destination on completion	Proportion of participants from Aberdeen City schools progressing onto Positive Destination	100%	100%	Careers Ready
					Increase Employability Fund provision (SDS)	Proportion of participants progressing onto Positive Destination	94%		SDS
					Foundation Apprenticeships	Proportion of Enrolments and awards, (Nb 2 year programme in S5/6)	9 Enrolments to date		Foundation Apprenticeships
					Keen4Work	Proportion of participants progressing onto Positive Destination	Baseline TBC		Keen4Work Programme
					Work Placements	Measures TBC	Baseline TBC		Work Placements

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<p><b>As a partnership, we aim to create an inclusive environment, to ensure every young person has the opportunity to reach their potential. We seek to raise aspirations and improve access to opportunities for people from disadvantaged backgrounds.</b></p>	<b>LOIP Measures</b>				
					<p><b>Support and development of wider access projects and provision which is targeted at areas of deprivation</b></p>	<p>Increase in the proportion of young people from regeneration areas entering positive destinations upon leaving school</p>	82.60%	85%	Aberdeen City Council
					<b>Supporting Work/Metrics</b>				
					<p>RGU Engagement Programme</p>	<p>Number of young people from deprived communities supported into higher education</p>	TBC	TBC	RGU
					<p>ASPIRE North Schools for Higher Education Programme</p>	<p>Progression rate to higher education on completion of the programme</p>	20.50%		

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<b>We will ensure that all children are supported to live and be educated in their local community</b>	<b>LOIP Measures</b>				
					<b>All young people with Additional Support Needs are educated in their local community in line with 'Aberdeen City Inclusion Review' recommendations</b>	Percentage of pupils identified as having an additional support need educated in their local community.	80%	95%	ACC
						Reduction in Number of young People with ASN being transported	559	400	ACC
						Decrease no. of LAC educated out with the local authority (snapshot June 16, subject to variances in total LAC population)	232	100	ACC
				<b>We will close the outcome gap for all children and young people</b>	<b>Partnership working to evaluate and deliver targeted support to schools and their local communities</b>	Improve Proportion of Positive School Inspection Outcomes (Quality Indicators/ Primary and Secondary School Combined)	90%	100%	ACC
						Reduce Attainment Gap between highest and lowest achieving 20% (Tariff Scores)	1752	1600	ACC
						Increased LAC Attainment (% of LAC achieving Literacy and Numbers at SQF Level 4 or above)	28%	50%	ACC

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
<b>Responsible Outcome Group</b>									
				<b>We will ensure all children and young people are supported to be responsible and contributing citizens</b>	<b>LOIP Measures</b>				
					<b>Improvements in early intervention supports for offenders/victims and parents</b>	Reduce no. young people suspected/accused of multiple crimes	190	150	
						Reduce youth crime (No. of children accused/ suspected of offence)	652	457	
						Reduce exclusion rates (per 1000 pupils)	40	25	
						Increase no. young people engaged in diversionary activity programmes	TBC	Increase by 5%	
<b>Supporting Work/Metrics</b>									
				<b>Reduce Youth Crime: reduce the involvement of young people in the commission of crime, encourage responsible behaviour</b>	Support engagement with victims and communities and community led initiatives	Reduction of young people of young people charged with a crime or offence	TBC	TBC	TBC
					Monitor early intervention processes	Reduction of total number of offences committed by young people	TBC	TBC	TBC

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<b>Reduce Youth Crime: reduce the involvement of young people in the commission of crime, encourage responsible behaviour</b>	Promote responsible behaviour and support engagement with bespoke programs or conditions	Reduction in CSP Hubdata on antisocial behaviour reports	TBC	TBC	TBC
					Develop intelligence led processes to maximise the allocation of resources	Number of Young People Engaging and Complying with Partner programs	TBC	TBC	TBC
				<b>Increase active citizenship by developing opportunities for meaningful engagement and participation within their communities and empower children and young people to reach their potential</b>	Encourage active engagement including traditional non engagers.	Introduction of consultation and feedback sessions with children and young people	TBC	TBC	TBC
					Mapping of existing universal and prioritised provisions	Number of input / information sessions delivered to children and young people	TBC	TBC	TBC
					Support the development of children and young people lead activities and opportunities	Record uptake of mental health provision	TBC	TBC	TBC
					Promote the inclusion of young people on representative groups.	SALSUS survey returns	TBC	TBC	TBC
					Enhance the opportunities for the most vulnerable young people through a coordinated allocation of local projects				



Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
					Develop the opportunity for peer led mentoring, education and support facilitated and led by young people				
				<b>Improve access to information and services to equip children and young people with the necessary skills and knowledge to make safer choices and engender informed risk management</b>	Identify young people's needs and gaps in service provision through meaningful engagement	Introduction of consultation and feedback sessions with children and young people	TBC	TBC	TBC
					Ensure clear signposting to identified services	Number of input / information sessions delivered to children and young people	TBC	TBC	TBC
					Refine proactive responses to known risks such as drug and alcohol misuse.	Record uptake of mental health provision	TBC	TBC	TBC
					Develop timeous reactive responses to emerging trends such as CSE / Online safety.	SALSUS survey returns	TBC	TBC	TBC

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<b>Develop and use an effective communications strategy by listening to the voices of young people; identify effective means of communication; celebrate their contribution</b>	Identify existing successful communication methods and utilise for our purposes	Likes/Views/ comments on social media threads			
					Explore opportunities for young people to participate within Children Services planning	Level of feedback captured following any engagement activity / opportunity.			
					Achieve engagement with the young people;	Young people attendance or representation at future 'Responsible Outcome' groups			
					Develop an accessible platform or structure to allow partners to communicate with young people.	Inclusion of Young People's thoughts and suggestions within meetings and Strategies overseen by partners.			

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
<b>Respected and Included Outcome Group Outcome Group</b>									
<b>LOIP Measures</b>									
				<b>We will implement a citywide strategy to promote participation of children and young people and children's rights across the partnership</b>	Implement relevant aspects of the Children & Young Peoples Rights and Participation Strategy	Number of Schools S&Q, VSE HMIE reports identifying pupil participation as a key area of strength	TBC Dec 17	Increase by 20%	
					Promote Youth Democracy and political literacy, in accordance with ICS participation strategy	Increased number of established forums where by young people can participate in youth democracy	TBC Dec 17	Increase by 20%	
<b>Supporting Work/Metrics</b>									
				<b>Develop a coordinated partnership approach to engaging young people in youth democracy</b>	Map activity of youth engagement across the partnership	Audit the extent to which the current engagement work meets the requirements of the charter	TBC April 2018		
					Create a youth engagement charter with the support of young people				
				<b>Increase participation of young people in the development of partnership work/projects</b>	Promote and use the Idea's Hub as a mechanism to increase youth participation	Increase in number of young people using the Ideas Hub			

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation	
1	2	3	4				Baseline	2021		
<b>GIRFEC Outcome Group</b>										
<b>Supporting Work/Metrics</b>										
				<b>To improve quality and consistency of chronologies and assessment practices, in order to ensure that quality assessment leads to effective early intervention</b>	Audit effectiveness of current practice (sampling) and level of practitioner confidence to establish a baseline based on 6 point scale.	Positive evaluation of the impact of the module – 90% reporting it has improved practice.	TBC April 2018	90%		
						Develop an on-line training module addressing next steps identified from audit.				
						with 90% attendees attending face to face training report improved practice.	TBC April 2018	90%		
						Develop exemplification and FAQs to support consistency to host on Girfec website.	Increased traffic on the Girfec website.	-	-	

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<b>To improve quality and consistency of chronologies and assessment practices, in order to ensure that quality assessment leads to effective early intervention</b>	Face to face training to be offered to partners across a locality upon request. The multidisciplinary training programme to continue to include the course, Using and Sharing Chronologies to Get It Right.	Repeat sampling and practitioner confidence Improvement in quality and consistency of chronologies evidenced by improvement in scaling from baseline sample.			
					Identify barriers to accessing face to face training and remedy.				
					Formalise communication strategy to inform those across the partnership of updates .				
				<b>Maximise the Impact of Multi Agency meetings on outcomes for children and young people</b>	Sampling-questionnaire devised for all partners to plan. Results informing next steps including	90% of parents, carers and children and young people report that they are active participants in the process after one year			

Children's Services				Aim	Action	Measure/Evaluation	Measures of Improvement		Lead Officer/ Organisation
1	2	3	4				Baseline	2021	
				<b>Children, young people and families are confident that our Girfec processes will support their children and young people</b>	Establish focus group to provide feedback on our approaches and inform next steps	Focus Group report confidence and knowledge of our Approach			
					Engage with parental groups widely across the city to both share approaches and inform next steps	Negligible number of complaints regarding the process			
					Engage with parental groups widely across the city to both share approaches and inform next steps	Negligible number of complaints regarding the process			
				<b>Work in collaboration with the CPP to evaluate how effectively Girfec processes have reduced the number of children at risk</b>	Trend of reduced referrals to the Children's Reporter.				
					Trend of Reduced referrals to the Reception Team				
					Trend of reduced number of Out of Authority placements				



3.3

<b>2015 / 2016</b>	£127,537		The figure carried forward is £303,701.30 on the adult social care balance sheet. S58900 06586. This has not been spent.
<b>2016 / 2017</b>	£127,537	2015/2016 and 2016/2017 was rounded to £255,000 and awarded as an earmarked reserve. Currently £150,000 has been spent against it and it is anticipated that it will be fully spent by the year end.	The figure carried forward is £303,701.30 on the adult social care balance sheet. S58900 06586. This has not been spent and is carried forward.
<i>Table 1 – Scottish Government Funding</i>			

### 3.4 Financial Resource

### 3.5 ACC funded posts

3.6 ACC staff costs to support the permanent SDS team (*Table 2, p.4 – ACC funded posts 2012 -2017*); it is to be noted that although the SDS coordinator has been funded from the SDS budget during 2015 - 2016, the post was not carrying out any functions for the SDS team. The post has now been backfilled from January 2017 to undertake duties in the SDS team.

3.7

<b>ACC Funded Posts 2012 – 2017</b>				
<b>Year</b>	<b>Year-end staff costs</b>	<b>Estimated year end staff costs</b>	<b>Scottish Government Funding</b>	<b>Cost to ACC</b>
<b>2012/2013</b>	132,734.60	132,734.60	0.00	132,734.60
<b>2013/2014</b>	184,409.79	184,409.79	-59,249.44	125,160.35
<b>2014/2015</b>	213,001.17	213,001.17	-181,442.19	31,558.98
<b>2015/2016</b>	251,546.27	251,546.27	-127,342.14	124,204.13
<b>2016/2017</b>	202,171.23	269,561.64	-112,596.58	156,965.06
<i>Table 2 – ACC funded posts</i>				

### 3.8 Personal Budgets

3.9 The implementation of the Act requires significant transformation in the way that support from social work and health will be arranged and delivered. Regardless of the approach to the implementation of the Act, there are risks in relation to seeking a different pattern of supports as the new arrangements for choice using the four options are implemented.



- 3.10 Currently personal budgets are allocated from social work budgets only; as implementation is progressing there is increased need to consider joint budgets and to free up resources from within existing NHS, Social Work and Education and Children's Services in order to allocate those resources based on supported people's choices.

#### **4. OTHER IMPLICATIONS**

##### **4.1 Self-employed workers and carers**

Due to highlighted risks the employment of self-employed workers a decision supported by legal has been made, all workers who are disclosing a self-employed status must complete a self-employed declaration and disclosure. Guidance on the differences between employing a personal assistant or self-employed worker is on the MyLife portal Aberdeen <https://aberdeencity.mylifeportal.co.uk/home/> to ensure workers stating they are self-employed have the appropriate insurances and HMRC registration, paying their tax and national insurance contributions, where applicable.

#### **5. BACKGROUND/MAIN ISSUES**

##### **5.1 Terms of Report**

In November 2010 the Scottish Government produced its 10 year Strategy for Self-Directed Support (SDS) with the aim of SDS becoming the mainstream route to care and support for all who are assessed as eligible for support. The SDS strategy is part of the broader reform agenda, including the integration of health and social care and the Getting it Right for Every Child (GIRFEC).

- 5.2 The SDS National Strategy acknowledges the development of a local SDS Strategy to address the overarching goal to implement Self Directed Support within Aberdeen City. The Strategy is to address the need for people who use services to understand their rights and responsibilities and the options available through the Social Care (Self-directed Support) (Scotland) Act 2013. The Act, implemented on 1<sup>st</sup> April 2014, enshrines in law the key principles that already inform best practice. The Community Care (Direct Payments) Act 1996 is superseded by the 2013 Act and the Act extends eligibility for SDS to support for carer's where they have been assessed by the authority as requiring support services.

- 5.3 It is recognised in Aberdeen that the focus on SDS has been diverted, firstly due to resource implications, posts not being recruited to and then secondly due to the resource required to project manage the Joint Inspection of Older Peoples Services September 2015 – 2016 by the project manager. Notwithstanding SDS continues to be driven forward and the transition in how we assess, commission and deliver services across the city continues.

##### **5.4 i) Assessment Process and evidencing the four options**

The aim in both adult and children's service is to ensure outcome focused assessment and support planning is person centred rather than service led and provides personalised support which is tailored to support the individual to achieve their identified outcomes. During the assessment it is critical that the supported person is informed they may not be eligible for services and if the assessment shows that they are eligible for services, they can have a choice as to how they wish their support to be provided. The assessor will discuss the four options and what each option will mean for the supported person. The four options will be discussed in more detail when the support plan is agreed.

Currently best practice promotes the active involvement of supported people and carers in the assessment and care management process, adults, older people's and children's services need to incorporate full discussion of the four SDS options to ensure supported people have enough information, advice and support, to make an informed choice of the options.

#### **ii) Resource Allocation Systems**

The review and development of an approach to resource allocation that is transparent and fair across all service areas, will be based on the identification of a planning budget to meet any support needs identified through assessment.

Once a support plan is developed the planning budget amount will be approved ensuring that an individual's needs and outcomes are met this is known as the personal budget.

Resource allocation system for adults will allocate estimated cash amounts no greater than the national residential care home rate. Service managers do increase this level of resource most often to a maximum no greater than the average cost of care for a specialist residential placement for that service user group. Exceptions to this rule include end of life care; living and dying well.

For children it is proposed the resources will be allocated through the provision of a Child's Plan based on an assessment of wellbeing as stipulated in the Children and Young People (Scotland) Act 2014.

#### **iii) SDS Panel**

An SDS panel is being established to consider the need to allocate resources above specific levels; levels are yet to be agreed and will be in January 2017. The SDS panel will be expected to report such arrangements to committee on a six monthly basis.

#### **iv) Review of historical direct payments**

Review of direct payments across the city, reviews of all direct payments are to be time lined, this has been highlighted in the recent SDS Audit.

Development of resources to support the review of historical direct payments is in discussion; this will support a consistent approach at the same time not disadvantaging supported people in the interim.

**v) Risk appetite and positive risk taking: engage and consult with supported people to ascertain their risk appetite and to support the communication of hazards and risk**

Supported people have the right, the same as us, to purchase GAS from any company, organisation, club or supplier, including those considered to be 'off' framework. Those suppliers considered as off framework, are of the highest risk to supported people. Risks vary from high charges, misuse of public money, unregistered agencies, live in workers; unfree labour, paid at potentially less than the living and minimum wage, tax evasion and organised crime. Those who are exposed are already the most vulnerable in society and may become more visible to those with the intent to cause harm or those who are criminally minded.

Engagement and communication of risk is critical, due to the significant sum of public money in the public domain, the risk of misuse and illegal activity is becoming more predominant across Scotland. Due to the potential impact of the risks liaison and partnership working is on course with Police Scotland, Adult Protection, Social Work Scotland, Self- Directed Support Scotland, Care inspectorate etc.

By raising public awareness, engaging, consulting and communicating with supported people and supporting them to develop a risk appetite will reduce the likelihood of the risk occurring.

**vi) Development of a communication strategy**

The SDS Communication Strategy will also address the need for people who use services to understand their rights and responsibilities.

**vii) Market Facilitation**

Development of an approach that will ensure preventative services are available and that there will be an appropriate response to crisis.

The progress of contractual arrangements to ensure that choice of providers and types of support can be developed and working with third sector and independent providers to identify capacity and capability to provide both informal and formal supports which promote independence, choice and control.

This area of work is being progressed in Adult services by the ACHSCP and contracts and commissioning.

## **6. IMPACT**

### **Improving Customer Experience –**

#### 6.1 Values and Ethos

The Acts' values and ethos are based on person centred principles, the personalisation agenda, self-directing principles and on an outcomes focus. The fundamental principles of SDS are 'choice' and 'control'. 'Choice' is about the person choosing how they live their life, where they live and what they do with their life. 'Control' is about the individual determining and executing how they wish their support to be delivered, when it should be provided, how and where the support will take place.

- 6.2 The integration of adult health and social care in Scotland has one of its four key principles, health and social care services should be firmly integrated around the needs of individuals, their carers and other family members. SDS implementation offers the opportunity to promote and deliver greater partnership working with key partners and stakeholders.

### **Improving Staff Experience –**

#### 6.3 Key Requirements of the Act

Practitioners now have a legal duty with regard to the following principles when engaging with all individuals who are assessed and those who are then eligible for support.

#### 6.4 These form new legal duties:

- Involvement
- Informed choice
- Collaboration
- Dignity
- Participation

### **Improving our use of Resources –**

- 6.5 Successful implementation of the Act is dependent on practitioners keeping values and principles central within their practice.

- The local authority must collaborate with people through co-production of the assessment and support plan and subsequent implementation of that plan ( known as the Child's Plan for children and young people);
- To ensure that individuals and partners have as much involvement in their assessment as they want and they are treated with dignity;
- To ensure following assessment where a person has been determined to have eligible needs then they must have as much involvement in determining the outcomes to be achieved by the provision of support as they want;

- To offer options over how that support is organised purchased and delivered;
- That people will be provided with all reasonable assistance to enable them to make an informed choice of SDS option;
- A relevant amount of resource (personal budget) which the individual can make decisions about appropriate supports. A relevant amount is a reasonable estimate by the authority of the cost of securing the provision of support for the supported person. This should be fair and equitable regardless of the choice of delivery.

## 6.6 Four Options

The Act gives people four options of how their care and support is delivered, empowering people to decide how much ongoing choice, control and responsibility they want over their own support arrangements. The Act places a duty on Local Authorities to offer people the four choices.

- 6.7 The Scottish Government is clear within the National Strategy that while the options (*table 3- p8 four options*) should be made available to everyone assessed as being eligible for support, this concept should not be imposed on anyone. Where the supported person decides not to choose an option, the authority will select, arrange and manage the support on their behalf (option 3).

Option 1 – Direct payment	Option 2 – Directing your own support, individual service fund	Option 3 – Commissioned Support	Option 4 – Combination of options 1 -3
the personal budget is paid directly to the supported person or their legal representative. The personal budget can be utilised to purchases goods, activities and services, from any agency or organisation or employ their own personal assistant. This option provides the maximum choice, control and flexibility.	the personal budget is administered by the authority or a third party administrator. The supported person directs the authority or 3 <sup>rd</sup> party to purchase goods, activities and services that they choose.	the personal budget is agreed and through discussion and agreement with the supported person, the goods, activities and services will be selected, arranged and managed by the authority on their behalf.	the supported person uses a mixture of options 1, 2 and 3 to meet different parts of their support plan.
The goods, services and activities can be a whole range of innovative arrangements that meet an individual's assessed outcomes provided that their support needs are met.			
<i>Table 3 – four options</i>			

## Corporate -

### 6.8 Aberdeen City Project Work Streams 2015 -2017

A project management approach is being adopted with the provision of overarching leadership, governance and oversight via the SDS Project Board chaired by the Planning and Development Manager. Strategic and operational delivery of SDS implementation is provided by the project manager and the SDS team and the SDS programme project board and frontline Social Work practitioners.

- 6.9 There is a wide range of activity underpinning SDS implementation these can be grouped into seven key areas; these have formed the basis of the SDS project work streams.
- 6.10 The seven work streams (*Table 4 – p. 9 Aberdeen City Project Work Streams 2015 -2017, seven work streams*) outline the detail of project plans and activity and set out the planned delivery process for the implementation of SDS.

<b>Aberdeen City Project Work Streams 2015 -2017</b>		
<b>1</b>	<b>Community Care Personalisation</b>	<p>The Community Care Personalisation remit includes the review and redesign of community care service delivery in line with the requirements of the Act and the move to more personalised, outcomes-focused assessment and support planning and SW/care management processes and the development of appropriate information and advice services.</p> <p>The introduction of the Act provides an opportunity to further develop the outcomes-focused assessment and care management work already undertaken and to build on achievements in promoting independent and community based living options for supported people. Resources will only be allocated where we have a duty to meet need and would be at an unacceptable level of risk should no support be provided.</p> <p>The identification of eligibility will form part of the conversations with supported adults.</p>
<b>2</b>	<b>Finance and Resource Allocation Systems</b>	<p>The Finance and Resource Allocation Systems remit includes the identification of all budgets which will form the basis for the review and development of appropriate resource allocation and individual budget systems which will then be piloted and evaluated.</p>
<b>3</b>	<b>Children and Families</b>	<p>The Children and Families remit includes the development and implementation of SDS and the four options within children and families' the set up application and agreement forms will evidence the options being offered, ensuring that processes are compatible with the delivery of the GIRFEC agenda and the provision of a single plan, known as a Child's Plan for children and young people. This necessitates close partnership working.</p> <p>The approach adopted considers the relative need of individuals using the SHANARRI indicators as part of the National Practice Model. The assessment process will ensure that resources are only allocated where we have a duty to meet need and not providing support would result in an unacceptable level of risk. As such the identification of eligibility will form part of the conversations with children and young people during the assessment phase.</p>
<b>4</b>	<b>Procurement and Legal</b>	<p>The Procurement and Legal remit includes ensuring the development and delivery of SDS in Aberdeen City is compliant with all relevant legislation and regulations and to consider the impact of SDS on future contracting, commissioning and service provision.</p>
<b>5</b>	<b>IT and Technical</b>	<p>The IT and Technical remit includes identifying and developing appropriate IT infrastructure for SDS implementation and appropriate IT information management systems particularly in relation to resource allocation and personal budget management systems and programmes; careFirst and MyLife Portal.</p>

<b>6</b>	<b>Workforce Development</b>	The Workforce Development remit includes identifying and developing training programmes for operational and other relevant staff and delivering this training, in partnership with key stakeholders and partners (option 1 direct payment and option 2 directing your own support).
<b>7</b>	<b>Communication</b>	The Communication Strategy remit includes the development of a Communication Strategy underpinning SDS implementation and the development of engagement proposals to effectively inform, consult and involve service users, carers and relevant stakeholders in the local development and delivery of SDS.

*Table 4 - seven work streams*

6.11 The project manager recognises that SDS cannot be delivered in isolation but must take account the wider public services landscape, including building community capacity and working in partnership to maximise the use of available resources. In approaching SDS implementation within a wider context, the project manager acknowledges the complexity of the processes to achieve this and believes the approach will ultimately lay effective foundations for the future delivery of care and support across social policy services within a climate of economic constraint.

#### 6.12 **Option 1**

Implementation of option 1- direct payment has necessitated a complete redesign of processes. The redesign has been informed through discussion with Finance, careFirst, Service Managers, Supported People and Practitioners.

6.13 A key driver for change is the upskilling of practitioners. It is critical that practitioners are confident and competent to support informed choice and to drive the culture change across the city.

6.14 There have been a variety of practitioner engagement strategies ranging from drop in sessions, attendance at team meetings, SDS team and Police Scotland event highlighting risks; organised crime, tax evasion and money laundering to mandatory workshops for practitioners and engagement and learning events continue to occur with practitioners to support them to put processes into practice.

Stakeholder events have ranged from pensions regulator events highlighting pension requirements to employers to supporting and guiding people in receipt of a personal budget on how to challenge bad practice.

6.15 A critical aspect of successful implementation of option 1 has been the development of a robust financial escalation process. Monitoring paperwork includes the return of receipts, bank statements and invoices to evidence how personal budgets have been spent. Audits take place to evidence how the public purse is spent to meet assessed outcomes and support needs whilst ensuring that people are not coming to financial harm. Where these are not submitted, the finance team invoke the escalation process. The process includes a comprehensive range of letters and there is now a clear time line and process documents to embed the financial audit function.

- 6.16 In children's services the escalation process has resulted in the approximate return of £320,619 for year 2016 (full year workings) and £103,154 in 2017 (year to date).

Sum of Amoun		Period											Grand Total
Year	Cost centre	1	2	3	4	5	6	7	8	9	11	12 (blank)	Grand Total
2016	S59810				-6235.27	-6649.48					-3590.4		-16475.15
	S59820	-4165.91	-30487.82	-5867.76	-47144.87	-30370.09	-33345.52	-49635.46			-35303.38	-28897.22	-265218.03
	S59830			22.28		-24167.6		-3900	-3206.85		-5382.5	-2291.35	-38926.02
2016 Total		-4165.91	-30487.82	-5845.48	-53380.14	-61187.17	-33345.52	-53535.46	-3206.85		-44276.28	-31188.57	-320619.2
2017	S59810	-4228.93	-12427.04	-2000			-2707.83	-18744.25	-14542.09	-452.25			-55102.39
	S59820	-2927.38	-5616.83	-4470.6			-2713.73	-5718.23	-1308.4				-22755.17
	S59830	-8152.67		-8256.66	-587.54	-3721.37		-2989.8	-1588.88				-25296.92
2017 Total		-15308.98	-18043.87	-14727.26	-587.54	-3721.37	-5421.56	-27452.28	-17439.37	-452.25			-103154.48
(blank)	(blank)												
(blank) Total													
Grand Total		-19474.89	-48531.69	-20572.74	-53967.68	-64908.54	-38767.08	-80987.74	-20646.22	-452.25	-44276.28	-31188.57	-423773.68

In adult services £153,276 is returned to the authority in 2016 (full year workings) and £343,459 2017 year to date.

## Public –

- 6.17 SDS implementation offers the opportunity to promote and deliver greater partnership working with key partners and stakeholders. Supported people will be offered the opportunity to have more choice and control as is the want of the Act.
- 6.18 An EHRIA is not required for this report as the purpose of the report is to provide assurance to the Integration Joint Board (IJB), Education and Children's Service (ECS) and key stakeholders that implementation of the Social Care (Self-Directed Support) (Scotland) Act 2013 is progressing in Aberdeen City.
- 6.19 For the purpose of this report after consideration of the screening questions the need for a PIA has not been identified.

## 7. MANAGEMENT OF RISK

- 7.1 Please see (*Appendix A p.11-31*) Internal Audit Report Self- directed Support Action Plan October 2016.

## 8. BACKGROUND PAPERS

- 8.1 No background papers, as detailed by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above report.



9. **REPORT AUTHOR DETAILS**

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# ABERDEEN

## CITY COUNCIL

### **Internal Audit Report**

### **Self- Directed Support Action Plan**

**Report No. AC1617**

**Date of issue: October 2016**

### **Recommendations**

**Issued to:**

Judith Proctor, Chief Officer, Aberdeen City Health and Social Care Partnership  
Tom Cowan, Head of Joint Operations, Aberdeen City Health and  
Social Care Partnership Alex Stephen, Chief Finance Officer,  
Aberdeen City Health and Social Care Partnership  
Kevin Toshney, Interim Head of Strategy and Transformation, Aberdeen City Health  
and Social Care Partnership  
Richard Ellis, Interim Director of  
Corporate Governance Gayle  
Gorman, Director of Education &  
Children's Services  
Euan Couperwhite, Head of Policy, Performance  
and Resources Bernadette Oxley, Head of  
Children's Social Work  
Steven Whyte, Head of Finance

## GRADING OF RECOMMENDATIONS

GRADE	DEFINITION
<b>Major at a Corporate Level</b>	The absence of, or failure to comply with, an appropriate internal control which could result in, for example, a material financial loss, or loss of reputation, to the council.
<b>Major at a Service Level</b>	<p>The absence of, or failure to comply with, an appropriate internal control which could result in, for example, a material financial loss to the Service/area audited.</p> <p>Financial Regulations have been consistently breached.</p>
<b>Significant within audited area</b>	<p>Addressing this issue will enhance internal controls.</p> <p>An element of control is missing or only partial in nature.</p> <p>The existence of the weakness identified has an impact on a system's adequacy and effectiveness.</p> <p>Financial Regulations have been breached.</p>
<b>Important within audited area</b>	Although the element of internal control is satisfactory, a control weakness was identified, the existence of the weakness, taken independently or with other findings does not impair the overall system of internal control.

## RECOMMENDATIONS

No.	RECOMMENDATION	SERVICE RESPONSE ACTION	AUDIT COMMENT/ POSITION	GRADING	RESPONSIBLE OFFICER	IMPLEMENT. DATE	PROJECT GROUP (Name and job title and contact details)	UPDATE TO AUDIT (Date and detail )	STATUS In progress Complete © Issue (I) Risk (R)  (to be cross referenced with SDS project plan)
1. 2.1.2	The Service should ensure the appropriate Committees are provided with updates on progress with implementing the timetable for Self-Directed Support.	Agreed. Six monthly committee updates will be provided to the IJB and Education Culture and Sport.		Significant within audited area	SDS Project Manager	October 2016	GC	Arranged to attend committee and draft paper sent on 15 <sup>th</sup> Sept 2016. Attendance at IJB did not occur due to the SDS Audit being finalised and shared with PM on 24 <sup>th</sup> October 2016.  Alex Stephen has requested that the PM	IP  Extended to 31 <sup>st</sup> January 2017 to allow for committee cycles.

								<p>prepares a report to the next IJB. PM will be attending IJB in January 2017 thereafter PM will report to the Audit and Performance Systems Committee bi monthly as well as six monthly to IJB. SDS has such significance to the business it is agreed that bi monthly reporting will support the culture change and implementation of the Act across adult services and Health. As per discussion with Kevin Toshney.</p>	
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								ECS – to ascertain committee cycle for 2017 GC in discussion with Aisling McQuarrie and Gayle Gorman.	
2. 2.1.5	The Service should ensure it can demonstrate that appropriate options have been offered to all eligible service users.	Agreed. The Board will be asked to consider a timeline to ensure all reviews are completed and all four options are offered where it is appropriate.  New paperwork, applications, and six week reviews will begin to capture this data for supported people. Workshops to support implementation will commence in August 2016.  Where it is not deemed appropriate		Significant within audited area	Interim Head of Strategy and Transformation  SDS Project Manager	31 <sup>st</sup> January 2017	SDS board and OP assessment group; Lindsay Flockhart lead. careFirst	The SDS board reached agreement 3 <sup>rd</sup> Nov to pull statistics from careFirst to evidence the risk. Stats are being pulled relating to people in receipt of the 4 options of the SDS Act, historic DP cases and commissioned packages of care. The stats will	IP

		to offer all options to a supported person this will be evidenced in their assessment, support plan and/or risk assessment and management plan.						<p>evidence start dates of packages, date of last review, and cost of packages.</p> <p>Agreement reached to consider how best to complete all reviews. Advertise for a SDS social Worker to review all high risk cases. To be discussed at board 20<sup>th</sup> Dec 2017.</p> <p>Statistics requested from careFirst Nov 2016.</p>	
3. 2.2.3	Finance should update its Direct Payments procedure to reflect the current	Agreed. Finance procedures will be updated to reflect the process for scanning all monitoring paperwork.		Important within audited area	Finance Support Officer	October 2016	Finance procedures for all SDS functions project group: Paul Hewitt Laura-Leigh	The reconciliation spreadsheet and process has been reviewed and implemented.	IP January No audits until Jan 2017 Extended to 31 <sup>st</sup> January

	scanning and storage processes.						Murray Gosia Cieslak Azia Aslam SDS team input	This requires updating within the finance procedures.  The document is a work in progress as there are other elements that require updated. I have a member of the team on teacher work placement until the end of the week, when she returns this will be progressed.	2017 to allow for procedures to be updated.
4. 2.2.6	Finance should ensure that all relevant documents are scanned onto the shared drive correctly, including review of	Agreed. A review of existing scanned documents will take place.		Significant within audited area	Finance Support Officer	October 2016		This was actioned, although the procedure requires to be updated to reflect the new scanning process.	R



	existing scanned documents to ensure they are complete.								
5. 2.2.14	<p>The Service should reduce the number of days allowed for late returns before suspending payments.</p> <p>The Service should ensure all users are aware of and are consistently following the correct Direct Payments monitoring and escalation procedures.</p> <p>The Service should</p>	<p>Agreed.</p> <p>A new 24 Day escalation process has been developed to supersede the current process. This will ensure limited payments are made where non return is evident.</p> <p>New audit letters and the escalation process (using activities) will be developed on CareFirst.</p> <p>Letters and e-mails will be sent to supported people as part of the new process, all letters will sit in CareFirst.</p>		Significant within audited area	SDS project careFirst Team Manager	31 <sup>st</sup> March 2017	Implemented Comms to all in receipt of DP – Finance	<p>Complete - Escalation process has been updated and letters are populated from careFirst. Information shared with practitioners and sits on MyLife portal. This has been live since May 2016.</p> <p>Audit letters are in careFirst-finance to use these.</p> <p>07/11/2016- Activities in careFirst are in development.</p>	<p>C</p> <p>IP</p> <p>C</p>

	<p>review whether the audit return process can be managed through CareFirst, then ensure all relevant parties have appropriate access to do so.</p> <p>The Service should consider whether the financial monitoring process can be made more proportionate to the level of risk involved in each instance.</p>	<p>Upskilling and engagement with practitioners and supported people is required to ensure they are all familiar with the new process.</p> <p>The 'My life' portal will be updated and an individual communication with each supported person in receipt of a DP will be completed.</p> <p>Escalation data will be pulled from CareFirst and presented to the SDS Board by Finance on a monthly basis.</p> <p>A timeline will be developed for the introduction of proportionate monitoring. Supported people who are recognised as requiring support at assessment will</p>					<p>Comms to all in receipt of DP – Finance</p> <p>Comms to all in receipt of DP – Finance</p> <p>GC Finance – PH TG</p>	<p>Once this system development is completed escalation data stats will be pulled and reported to SDS board monthly. List to be provided to careFirst post project group.</p> <p>07/11/2016 - Proportionate monitoring – update finance processes- project group Mon 14<sup>th</sup> Nov 2016.</p> <p>Monthly update to SDS board.</p>	<p>IP</p> <p>IP</p> <p>IP</p>
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		provide monthly monitoring statements. This will be reduced where audits are satisfactory. Where they are not, consideration will be given as to whether extra support is required i.e. payroll, i- connect or op2 is more suitable. Payroll support will be offered to all in the first instance. All supported people in receipt of a personal budget may be asked for paperwork at any given time as an aspect of quality assurance.					Activities list and proportionate monitoring short life project group: Gaynor Clarke, Paul Hewitt, Gosia Cieslak, Azia Aslam, Eleanor Low. Naming schedule in development for careFirst		IP
<b>6. 2.3.5</b>	The Service should ensure processes are in place to demonstrate that appropriate segregation of duties and	The Service considers that sufficient checks and processes are already in place. It is established practice that Social Workers and other Practitioners have a delegated authorisation level	Service position noted. In the absence of segregation of duties there remains a risk of fraud or error, however this is partly	Significant within audited area	SDS Project Manager	No implementation date.	Lead S.M's and Carol simmers. PM chair.	Financial authorisation levels to be reviewed. PM meeting with relevant SM's and Carol Simmers who is carrying out a piece of work on	IP

	delegated authority levels have been applied to all new or revised care packages.	up to which they may create and approve service agreements. There are six weekly professional supervision meetings, and quality assessment checks of 10% of case files are completed by line management.	mitigated by the review activities described. The Service has accepted the risk.					careFirst data. This will then be passed back to careFirst to progress.  24 <sup>th</sup> Nov – authorisation level meeting, consistency across service areas (where possible).  Authorisation levels will then be built into careFirst i.e. this will enable flagging when authorisation limit is exceeded and business objects reports to be extracted.	
7. 2.3.6	The Service should complete new style	Agreed. Actions as noted above at 2.1.5 will address this point.		Important within audited area	SDS Project Manager	October 2016  Implemented		07/11/2016 – DP application, set up and	C

	application forms for all service users following a change or review.							agreement is live in careFirst.  As agreed at SDS board 03/11/2016 SDS four options document is to be built into careFirst in the interim to ensure evidence of all four options being offered at assessment stage.  The future plan is to have this question built into the assessment process. Review of outcome focused assessments is underway this will enable stats to be pulled	IP
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								on the four options.	
8. 2.3.10	The Service should ensure calculations and service agreements are completed and entered correctly and consistently.	<p>Agreed. There is a need for consistency in recording, although it should be noted that the notes field is limited to 250 characters.</p> <p>A consistent method of recording information and better understanding of the process and system will lead to better quality data and reduce the risk of error.</p> <p>New Direct Payment forms, and changes to forms on CareFirst, have made the requirements clearer.</p> <p>Finance role is to input data as provided by the Service, however further information</p>		Important within audited area	CareFirst Team Manager Finance Support Officer	Implemented		The calculations are checked by finance and a cross check occurs against the spreadsheet this catches any input errors.	C

		or clarification will be sought from practitioners where appropriate.							
<b>9.</b> <b>2.3.11</b>	The Service should ensure information for service users is reviewed for accuracy before it is sent.	Agreed. New forms have been developed on CareFirst to automate the process, reducing the scope for error.		Important within audited area	CareFirst Team Manager	Implemented		Complete	C
<b>10.</b> <b>2.3.14</b>	Finance should ensure that the payments spreadsheet s are complete and correct. Payments should not be made until discrepancies or omissions have been corrected.	Creditor numbers on the spreadsheet are for information only and are not a key control in the payment process. Spreadsheets are not the primary control to compare CareFirst records with payment runs: checks are in place prior to this stage within CareFirst. Spreadsheets are however still used as an additional check.		Significant within audited area	Finance Support Officer	Implemented		Complete	C
<b>11.</b> <b>2.3.15</b>	The Service should ensure an	Agreed. The most recent form has authorisation by		Significant within audited area	SDS Project Manager	Implemented		Complete	C

	authorisation process is put in place for cash payments.	service manager written into the process.							
<b>12.</b> <b>2.4.2</b>	The Service should finalise and implement the Contributing to Your Care and Support Policy and guidance.	Agreed. The relevant committee report was approved, but has not been developed into a policy/guidance document. This will be completed and implemented.		Significant within audited area	Interim Head of Strategy and Transformation	31 <sup>st</sup> March 2017	Carol Simmers	07/11/2016- Reviewing Policy and Guidance.	IP
<b>13.</b> <b>2.4.3</b>	Finance should ensure Financial Assessments are carried out annually for all service users and that sufficient staff have been trained and have access to complete Financial Assessment work timeously in the event of	Agreed. This activity was transferred to the Finance team shortly before the audit commenced, and Residential care assessments had been prioritised. Cover is now in place, and CareFirst reports have been set up to highlight upcoming reviews and assist in scheduling.		Significant within audited area	Finance Support Officer	Implemented		Complete	C



	absences.								
<b>14.</b> <b>2.5.5</b>	Finance should log the receipt of all monitoring returns, and ensure audit returns are reviewed promptly, and overdue returns followed up timeously.	Agreed. Returns are now being logged on a spreadsheet. Going forward the stage of completion of reviews will be recorded on CareFirst, and will be monitored.		Significant within audited area	Finance Support Officer CareFirst Team Manager	October 2016		07/11/2016- this is to be built into careFirst.  This was actioned. We have kept a clear track of returns and a record of average days to process for each service.	C
<b>15.</b> <b>2.5.6</b>	Finance should ensure that excess funds are recovered promptly following their identification.	Agreed. Following conclusion of the escalation process (see actions at 2.2.14) recovery will be progressed by raising invoices via efinancials, which can then be followed up through the corporate recovery process.		Important within audited area	Finance support officer	31 <sup>st</sup> January 2017		Raising invoices to collect DP surplus is in development. Currently we write out and request the surplus to be repaid, by raising invoices in the future this will streamline the process.	IP
<b>16.</b>	The Service	Agreed. Guidance		Significant	SDS Project	Implemented		Can, cannot	C

2.5.10	should develop guidance in respect of activities and spending Direct Payments funds.	has been developed and made available in 'My Life' and within 'My Life' link to the SDS area on The Zone for practitioners.		within audited area	Manager			spend and negotiated spend is accessible to all supported people and practitioners on the MyLife portal.	
17. 2.5.11	The Service should consider whether a further layer of approval is necessary for unusual or high value cases.	Agreed. Consideration will be given to a board/resource panel that covers and represents all service areas, including Finance, NHS, Adult and Children's Social Care. Consideration needs to be taken to the needs of the LD and MH current panels to ensure the support of the senior practitioner is not lost. If agreed supported activities which are unusual, high cost, unique, negotiable as per can/cannot spend guidance (see 2.5.10) would be taken to the panel.		Important within audited area	SDS Project Manager	November 2016	PM SDS board – agreement	07/11/2016 – LD and CS have a group that consider all packages. PM to develop this group to incorporate representation from IJB/audit and risk/performance/ECS and Health as well as AS, LD and OP this SDS panel will consider negotiated spend, equipment that cannot be funded by NHS or LA.	IP Extended to 31st January 2017

		The development of a 'board' to ensure consistency of approach; eligibility criteria, negotiated spend and so on will benefit the Service. This may require a change in culture, and difficult conversations to be had with supported people where the new legislation does not support historical spend.							
18. 2.5.12	The Service should ensure sufficient information is available to those carrying out monitoring reviews to determine whether service user expenditure included within monitoring returns is appropriate.	Agreed. The Service is working with Practitioners, Finance and the CareFirst team to improve communication and embed a consistent approach across service areas. Changes are being considered to develop and better coordinate the current separate financial monitoring (Finance) and care needs (Practitioners)	Significant within audited area	SDS Project Manager	31 <sup>st</sup> March 2017		Option2 paperwork contains details of what outcomes will be met and goods, activities and services will be purchased. The option 1 and 2 paperwork will then be merged so that finance can access	IP	

		reviews.						what spend is for and against. Proportionate monitoring will then flow into the social work review loop annually.	
19. 2.5.14	Approval from the Head of Finance should be sought to write off the debt or the funds should be recovered.	Not Agreed. Finance and the Service do not consider that a debt has accrued in this case. If the service user did not contribute to their direct payment account, they cannot have purchased services with that money, and therefore no chargeable service has been provided. The service user's contribution towards their care is not available to be recovered by the Council – it is only possible to recover excess funds paid by the Council.	The service user committed to paying a proportion of their care costs and has not done so. Had the Service area identified this at an earlier stage it could have reviewed and adjusted the care plan and payments as appropriate (see 2.5.15). In the interim the Service has provided more funds	Significant within audited area				Not Agreed	N/A

			<p>than necessary to meet its share of the care being purchased. However, actions agreed as part of this Internal Audit report should ensure that such cases are identified and addressed at an earlier stage.</p>						
<p><b>20.</b> <b>2.5.15</b></p>	<p>The Service should ensure that in cases where contributions are not being paid, or care not being purchased to the level anticipated, the service users' needs and outcomes are reviewed timeously</p>	<p>Agreed. This is a collaborative approach based on the financial audit, which may evidence that contributions are not being made. This will then require to be flagged with the relevant practitioner to ensure at review this can be discussed and considered, as to whether the supported persons</p>		<p>Significant within audited area</p>	<p>Lead Service Manager</p>	<p>Implemented</p>		<p>Review will pick this up and development of SDS Social worker post will further progress this action.</p>	<p>C IP</p>

		needs and outcomes are being met and their SDS arrangement reviewed.							
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