Appendix B: Example Template E,C&S Service Improvement Plan 2013/14 - 2015/16

Improving learning opportunities to deliver better outcomes

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Priority 1 - Accelerate progress to improve learning outcomes for specific underperforming groups in particular Children and Young People with Additional Support Needs, Literacy and Adults

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P1.01a	Additional Support Needs: Analyse existing inclusion strategies and services making recommendations for improvement	31-Mar-2016	
Desired Outcome	**Strategic Partnership agrees structures and procedures which impact positively on practice and lead to improved outcomes for all children and young people**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P1.01b	Additional Support Needs: Undertake Inclusion Review and implement recommendations to improve structure and delivery of services in order to improve attainment and achievement	31-Mar-2016	
Desired Outcome	**Redesigned services are in place to meet individual needs and improve outcomes for children with additional support needs. Increased attainment and achievement for children at all stages. Accurate data gathering to inform performance**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P1.01c**	**Additional Support Needs: Establish clear criteria for assessment and identification of additional support needs**	31-Mar-2016	
Desired Outcome	**Children who require additional support are timeously and effectively assessed. Improve early intervention approaches to reduce numbers of children at Stages 3 and 4 including in specialist placements/provision**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P1.01d**	**Additional Support Needs: Develop process to reduce exclusions and removal from roll**	31-Mar-2016	
Desired Outcome	**Service improvement leads to reduction in exclusions. No child is removed from the roll of their mainstream school unless in exception circumstances agreed by Head of Service**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P1.01e**	**Additional Support Needs: Ensure clear and concise guidance on stages of intervention and mainstream support models are in place and used effectively**	31-Mar-2016	
Desired Outcome	**Inclusive practice is embedded across all services. Aberdeen City meets ASN legislative requirements and works to GIRFEC principles**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P1.01f	Additional Support Needs: Move to 'Presumption of Mainstream' improving service design and delivery to ensure improved outcomes	31-Mar-2016	
Desired Outcome		Improved outcomes for children and young people who receive additional support, including looked after children, within a mainstream setting and in specialist provision. Improve learning and teaching where 'Achievement for All' is a core approach		
Current Status		Narrative content providing status against milestones and current actions		

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P1.01g	Additional Support Needs: Implement citywide communication strategy to promote 'Presumption of Mainstreaming focused on Support for All pupils	31-Mar-2016	
Desired Outcome		Increased awareness of effective mainstream inclusive practice. Evidence of consistent use of agreed vocabulary across all key stakeholders. Core messages identified and range of effective and targeted communication streams developed to drive inclusion agenda		
Current Status		Narrative content providing status against milestones and current actions		

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P1.01h	Additional Support Needs: Provide targeted continuous professional development for identified staff on Achievement for All	31-Mar-2016	
Desired Outcome		All staff have the skills to meet the additional support needs of children. Improved links from senior phase to post school pathways that are suitable for leaver destinations for those with additional support needs. Schools investing in early intervention strategies. Improved staff confidence and skills to deal with additional support needs in mainstream provision		
Current Status		Narrative content providing status against milestones and current actions		

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P1.01i**	**Additional Support Needs: Align service delivery to support inclusive learning practices in communities**	31-Mar-2016	
Desired Outcome	**All E, C&S services are aligned to support children and young people with Additional Support Needs. Reductions in referrals to tribunals or arbitration. Transition from children to adult services is managed from S2. Transition plans are prepared timeously from P6**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P1.01j**	**Additional Support Needs: Build new Pupil Support Development Centre creating a centre of excellence to support achievement and the needs for all children**	31-Mar-2016	
Desired Outcome	**Create a centre of excellence to support Achievements For All, dissemination and staff development. Enhance partnership approach to supporting pupils with severe and complex needs**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P1.02a**	**Literacy: Review standards in literacy across the City**	31-Mar-2016	
Desired Outcome	**Raise standards of all from early years to adulthood**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P1.02b**	**Literacy: Review and refresh citywide Literacy Strategy**	31-Mar-2016	
Desired Outcome	**Numbers achieving expected levels of attainment rising. Increased numbers accessing support for literacy learning**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P1.02c**	**Literacy: Develop and deliver citywide Visual Literacy Programme**	31-Mar-2016	
Desired Outcome	**Increased engagement levels across CFE ranges in targeted schools. Pupil Voice assessments demonstrate impact on attitudes to learning (pre and post comparison) Increased engagement in 21st Century learning and raised visual literacy skills across school staff through use of integrated technologies**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P1.02d**	**Literacy: Support vulnerable families to improve literacy and language skills in early years through national initiatives such as 'Play, Talk, Read' Campaign, 'Seeds of Empathy', Early Years Bookbug Programme**	31-Mar-2016	
Desired Outcome	**Improved literacy and language skills in the early years**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P1.02e**	**Literacy: Promote the benefits of indoor and outdoor play to build on early literacy and numeracy skills**	31-Mar-2016	
Desired Outcome	**Improved literacy and language skills in the early years**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P1.02f**	**Literacy: Use Early Years Collaborative methodology to identify and extend best practice in early years**	31-Mar-2016	
Desired Outcome	**Improved literacy and language skills in the early years**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P1.03a**	**Adult Learning: Develop adult literacy and numeracy partnerships to help parents with their own literacy difficulties to support their child's literacy development**	31-Mar-2016	
Desired Outcome	**Parents are able to support their child's literacy development**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action			Timescale	Lead Officer(s)
▶	ECS.SIP.P1.03b	**Adult Learning: Increase awareness and access to adult literacy learning opportunities**		31-Mar-2016	
Desired Outcome	**Adult learners experience high quality learning and teaching which enables them to progress towards their goal and receive recognition for their achievements. SQA qualifications in adult literacy. Increasing number of adults accessing learning opportunities in their workplace**				
Current Status	Narrative content providing status against milestones and current actions				

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action			Timescale	Lead Officer(s)
▶	ECS.SIP.P1.03c	**Adult Learning: Identify and support literacy needs as part of Options for Improvement, Offender Learning Programme**		31-Mar-2016	
Desired Outcome	**Reduction in offending in target groups**				
Current Status	Narrative content providing status against milestones and current actions				

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Priority 2 - Improve health and wellbeing outcomes through more people being more active, more often and improved mental health and resilience

Status	Action			Timescale	Lead Officer(s)
▶	ECS.SIP.P2.01	**Form multi-agency project board within framework of Integrated Children's Services and GIRFEC**		31-Mar-2016	
Desired Outcome	**Parents and staff understand the importance and positive relationships in building children's resilience and wellbeing which has a positive impact on their ability to learn and develop. Every child and young person in ACC educational establishments, along with adults across the City, is enabled to develop strategies to support positive mental health and wellbeing. Improved support pathways for and increased work readiness (**				

	where out of work) among those experiencing mental health problems.
Current Status	Narrative content providing status against milestones and current actions

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P2.02	**Develop action plan to implement 'Better relationships, better learning and better behaviour' guidance**	31-Mar-2016	
Desired Outcome		**Whole school communities are positive environments with good links to communities and families**		
Current Status		Narrative content providing status against milestones and current actions		

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P2.03	**Continue to support schools to work towards Health Promoting Schools Excellence Award**	31-Mar-2016	
Desired Outcome		**Whole school communities are positive environments that support positive health choices**		
Current Status		Narrative content providing status against milestones and current actions		

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P2.04	**Ensure people of all ages, families and vulnerable groups have access to sustainable opportunities to be physically active**	31-Mar-2016	
Desired Outcome		**Increase sustained participation in regeneration area based communities. All children have access to quality physical education and physical activity opportunities in a range of settings. Demonstrate improvements in HGIOCS and HGIOCLD evaluations**		
Current Status		Narrative content providing status against milestones and current actions		

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P2.05	Introduce the Safe Swim Award to all primary schools	31-Mar-2016	
Desired Outcome		**Proportion of primary school children able to achieve and demonstrate core water competency skills is increased.**		
Current Status		Narrative content providing status against milestones and current actions		

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P2.06a	As part of Commonwealth Games 2014 Legacy Plan develop an integrated programme of PE, Active Schools and sports development across schools and communities	31-Mar-2016	
Desired Outcome		**Every child in ACC establishments has opportunities for sustained physical activity or sport. All children have access to quality physical education and physical activity opportunities in a range of settings. Show improvements in HGIOS/HGIOC&S/HGIOCLD evaluations and a higher level of quality sports provision across Aberdeen.**		
Current Status		Narrative content providing status against milestones and current actions		

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P2.06b	As part of Commonwealth Games 2014 Legacy Plan develop an integrated community based programme to enable people to become more active, included and engaged.	31-Mar-2016	
Desired Outcome		**Members of communities (including vulnerable groups) have increased opportunities to participate in sustainable physical activity or sport**		
Current Status		Narrative content providing status against milestones and current actions		

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P2.07	**Complete and implement Leisure Asset Review**	31-Mar-2016	
Desired Outcome		**Improved accessibility, quality and sustainability of leisure facility estate**		
Current Status		Narrative content providing status against milestones and current actions		

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Priority 3 - Improve and increase positive and sustained destinations for 14-25 year olds

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P3.01	**Introduce a branded commitment to offer learning and training for all 14-25 year olds**	31-Mar-2016	
Desired Outcome		**Improved positive destination outcomes for the young people of Aberdeen**		
Current Status		Narrative content providing status against milestones and current actions		

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	ECS.SIP.P3.02	**Individualise pupil pathways with the development of a pre-16 years Early Intervention Framework**	31-Mar-2016	
Desired Outcome		**Publication and sharing with schools and partners of the Early Intervention Framework.**		
Current Status		Narrative content providing status against milestones and current actions		

Status	Associated Risks	Impact	Likelihood	Risk Score	Managed By

	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P3.03**	**Implement new approach to quality improvement making intelligent use of data on pupil performance**	31-Mar-2016	
Desired Outcome	**Schools make more consistent use of data as part of school review process to secure positive and sustained destinations for pupils**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P3.04**	**Provide and extend range of vocational, academic and youth work early intervention programmes**	31-Mar-2016	
Desired Outcome	**Young people have the opportunity to access a range of learning pathways across the Aberdeen City Employability pipeline**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P3.05**	**Work with partners to support young people into positive destinations via 16+ Learning Choices and Activity Agreements**	31-Mar-2016	
Desired Outcome	**All young people in the City are offered the opportunity to participate in learning which is relevant and of interest to them individually**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Priority 4 - Extend quality cultural opportunities

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P4.01**	**Increase participation and develop pathways in expressive arts**	31-Mar-2016	
Desired Outcome	**Young people are supported to realise their creative ambitions and barriers to cultural participation are minimised or removed. Culture is recognised as a means to improve the quality of life in the City.**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P4.02**	**Build capacity in the cultural sector**	31-Mar-2016	
Desired Outcome	**Cultural organisations are more sustainable, effective, efficient and ambitious and investment directly supports the delivery of cultural priorities**			
Current Status	Narrative content providing status against milestones and current actions			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	

Status	Action		Timescale	Lead Officer(s)
▶	**ECS.SIP.P4.03**	**Develop place making**	31-Mar-2016	
Desired Outcome	**Aberdeen will be recognised as being a culturally Vibrant, Creative and Ambitious City: a place where creative people want to live and cultural organisations are encouraged to develop.**			
Current Status	**Narrative content providing status against milestones and current actions**			

Status	Associated Risks		Impact	Likelihood	Risk Score	Managed By
▶	Risk Number	Explanation of associated risk factors and treatments	Impact rating	Likelihood rating	Total Risk Score	