

# Education Operational Delivery Committee Annual Effectiveness Report 2020/2021



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## 1. INTRODUCTION

- 1.1 I am pleased to present the third annual effectiveness report for the Education Operational Delivery Committee (EODC). The annual effectiveness report informs the annual review of the Council's Scheme of Governance and enables officers to identify if any changes are required, for example, to the Committee Terms of Reference.
- 1.2 The EODC Terms of Reference were considered as part of the March 2021 Scheme of Governance review, however no changes were made as it was considered that the changes made in the previous review had provided greater clarity for officers. The statistics from this year's effectiveness report will however be considered as part of next year's review to ensure that the Terms of Reference continue to be fit for purpose.
- 1.3 The annual report continues to be a mechanism to enable the Committee to support the Council's improvement journey by demonstrating how the business of EODC contributes to the Council Delivery Plan and Local Outcome Improvement Plan. The report also provides the opportunity to reflect on the business of the Committee over the past year and to look to the Committee's focus for the year ahead.
- 1.4 While one meeting of EODC was cancelled as a result of the pandemic, the Committee has since resumed via hybrid meetings and has continued to collectively monitor performance and consider some particularly important areas of work.
- 1.5 I would like to thank Members and officers for their participation and support at EODC over the reporting period.



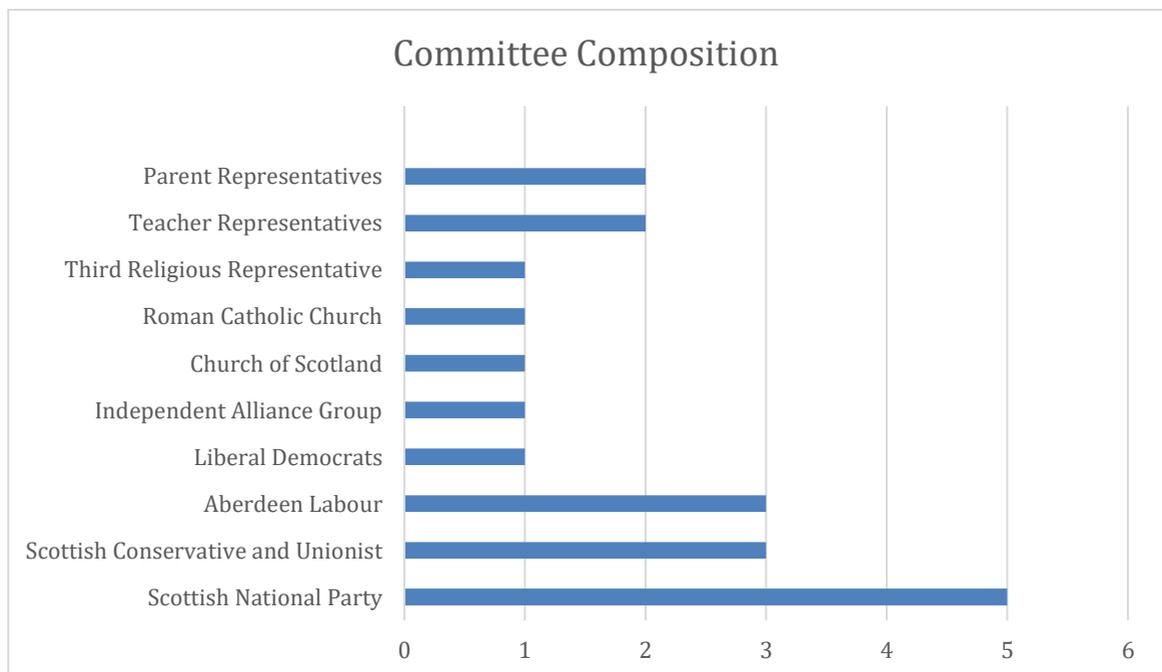
**Councillor M. Tauqeer Malik**  
Convener, Education Operational Delivery Committee

## 2. THE ROLE OF THE COMMITTEE

- 2.1 To advise on and discharge the Council’s functions as education authority as set out in the Education (Scotland) Act 1980 and all other relevant legislation and regulations where not otherwise delegated.
- 2.2 EODC also:-
- monitors the delivery of educational services undertaken as education authority and provided by Integrated Children’s and Family Services (with the exception of children’s social work services which is monitored by the Operational Delivery Committee);
  - makes recommendations in respect of school property matters to the City Growth and Resources Committee;
  - scrutinises performance; and
  - agrees changes such as school zoning arrangements (within set budgets), or makes recommendations to another committee, for improvements to functions related to education in order to ensure best value and delivery of the Council’s agreed outcomes, commissioning intentions, service specifications and service standards.

## 3. MEMBERSHIP OF THE COMMITTEE DURING 2020/2021

- 3.1 The Education Operational Delivery Committee has 13 Elected Members and 7 External Members – three religious representatives, two teacher representatives and two parent representatives. The composition is presented below.



## 4. MEMBERSHIP CHANGES

- 4.1 Councillor Wheeler was Convener of the Committee until the March 2021 meeting, with Councillor Malik as Vice Convener. From June 2021 onwards, Councillor Malik has taken on the Convener role, with Councillor Imrie as Vice Convener. During the reporting period, Councillor Houghton replaced Councillor Wheeler on the Committee.
- 4.2 Mrs Tracey Blackie stepped down as the primary/ASN parent representative with Mrs Louise Bruce taking up the role until a permanent replacement is appointed. Mrs Stephanie Brock stepped down as third religious representative and that role will now be taken up by Mr Madhav Regmi, who will join the Committee as of November 2021.

## 5. MEMBER ATTENDANCE

Member	Total Anticipated Attendances	Total Attendances	Substitutions	Nominated Substitute
<b>Councillors</b>				
Alison Alphonse	6	6		
Philip Bell	6	5	1	Barney Crockett
David Cameron	6	5	1	Miranda Radley
Lesley Dunbar	6	5	1	Sarah Duncan
Martin Greig	6	6		
Ryan Houghton	2	1	1	Avril MacKenzie / Tom Mason
Michael Hutchison	6	6		
Claire Imrie	6	6		
Sandra Macdonald	6	6		
Neil MacGregor	6	6		
M. Tauqeer Malik	6	5	1	Ross Grant
Jessica Mennie	6	5	1	Miranda Radley
Jennifer Stewart	6	5	1	Marie Boulton
John Wheeler	4	3	1	Douglas Lumsden
<b>External Members</b>				
Tracey Blackie	4	3	1	Anthony Rafferty
Louise Bruce	2	2		
Shuna Dicks	6	6		
John Murray	6	6		
Mike Paul	6	6		
Pamela Scott	6	6		
Rick Sansom	6	6		

## 6. MEETING CONTENT

6.1 During the 2020/2021 reporting period (1 May 2020 to 31 October 2021), the Committee had 6 meetings and considered a total of 35 reports.

### 6.2 Terms of Reference

The following table details how reports aligned to the Terms of Reference for the Committee.

#### Terms of Reference

Terms of Reference	Count of Terms of Reference
General Delegations to Committee 8.5	1
Remit 1.1.1	19
Remit 1.1.2	6
Remit 1.1.3	7
Remit 1.1.4	1
Remit 1.1.5	4
Remit 1.1.6	1

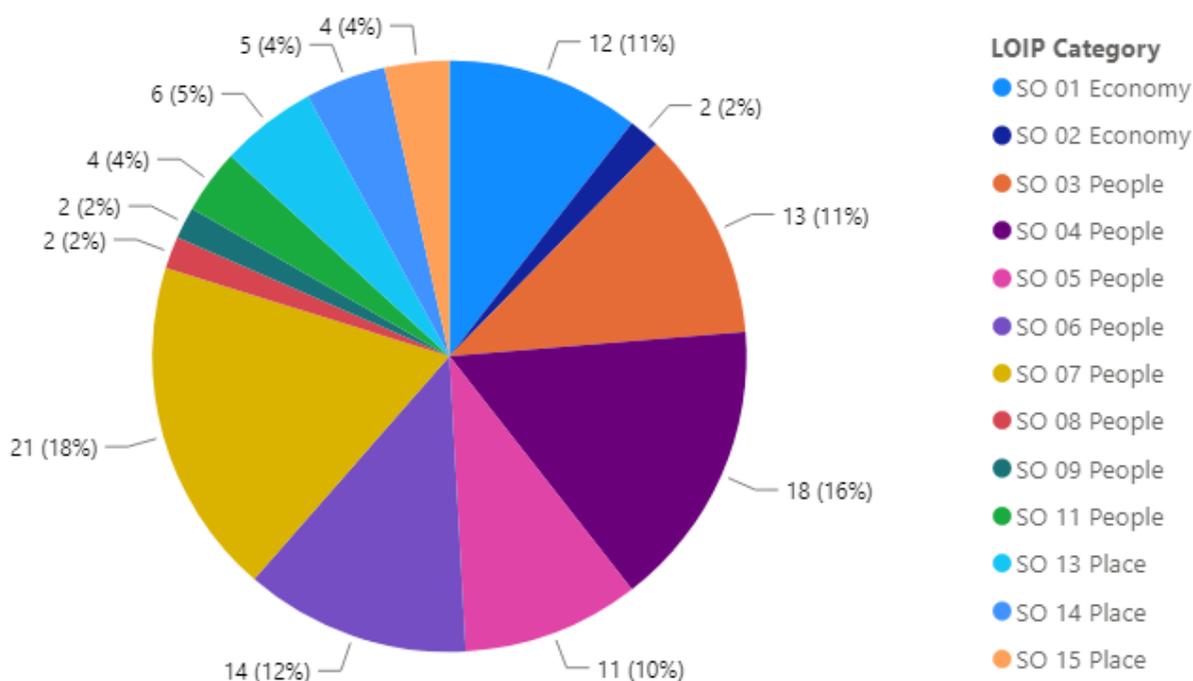
6.3 During the course of 2020/2021 the Committee received reports under each of the main Terms of Reference which indicates that the Committee has discharged its role effectively throughout the course of the reporting period. In last year's report it was noted that report authors had on occasion been struggling to identify an appropriate section of the Terms of Reference to use, which led to clarified and expanded Terms of Reference for EODC being approved by Council in March 2020. There is evidence that the revised Terms of Reference remain fit for purpose as there have been no issues raised throughout the year by report authors where they were unable to identify an appropriate Term of Reference to use. However, in line with usual practice, all Terms of Reference will still be reviewed as part of the annual Scheme of Governance Review to identify if any amendments are required.

6.4 The majority of reports have fallen under Remit 1.1.1 (To oversee, and make decisions relating to service delivery) which illustrates that the Service has continued to look for ways to improve service delivery and ensure that the Committee has oversight of any proposals.

## 6.5 Local Outcome Improvement Plan

The following table details of the 35 reports how many had a link to the themes of the Local Outcome Improvement Plan (LOIP Stretch Outcomes are appended to this report for reference – see Appendix 2). As can be seen from the chart below, EODC receives reports across the spectrum of stretch outcomes, with only stretch outcomes 10 and 12 not covered.

Reports with links to the LOIP



## 6.6 Reports and Committee Decisions

The following table details the outcome of the Committee's consideration of the 35 reports presented to it throughout the year.

Reports	Total
Number which were Exempt/Confidential	None, however there was one exempt appendix as part of the Bucksburn Academy Extension committee report
Number of reports where the Committee has amended officer recommendations	All officers recommendations were approved. Additional recommendations were occasionally added by Committee, mainly to thank officers/organisations or request additional information in relation to particular areas of interest.
Number of reports approved unanimously	32 out of the 35 reports were approved unanimously. There was division in relation to a procedural motion on the School Estate

Reports	Total
	<p>on the business planner. Reports where there was division were as follows:-</p> <ul style="list-style-type: none"> <li>• Lochside Academy – Safe Routes to Schools (September 2020 and June 2021 updates)</li> <li>• Proposed Consultation - Gaelic Medium Education</li> </ul>
<p>Number of reports requested by members during the consideration of another report to provide additional assurance and not in business planner</p>	<p>Three reports were requested which were not on the business planner.</p> <p>As part of the Free School Meals report considered in June 2021, Committee noted that secondary school free school meals uptake was still below primary school level and requested a report back as to how uptake could be improved.</p> <p>During consideration of the Education Improvement Journey / National Improvement Framework report in September 2021, Committee requested a report back on the instruction that all schools in Aberdeen be asked to explore new initiatives and ideas that the Council could look at introducing as a means of tackling climate change within their school and beyond. Also as part of the discussion on the EIJ/NIF report, Committee requested a report back on a separate evaluation of education among care experienced young people, taking into account the individual and often complex needs of looked after children; to include recommendations on how to improve outcomes and attainment among care experienced children and young people in Aberdeen City.</p>
<p>Number of Service Updates requested</p>	<p>Two service updates were requested in relation to any future changes to education provision as a result of data collected in the Education Improvement Data Surveillance report, and to provide an update on the 23 ELC capital projects. Additional service updates were circulated by officers throughout the year on any items it was felt would be of interest to Members.</p>
<p>Number of decisions delayed for further information</p>	<p>None</p>

Reports	Total
Number of times the Convener has had to remind Members about acceptable behaviour and the ethical values of Public Life	None
Number of late reports received by the Committee (i.e. reports not available for inspection by members of the public at least three clear days before a meeting)	None
Number of referrals to Council, or other Committees in terms of Standing Order 34.1	None

## 6.7 Notices of Motion, Suspension of Standing Orders, Interface with the Public

Number of notices of motion	None
Number of times Standing Orders were suspended and the specific Standing Orders suspended	None
Standing order number (ref)	N/A
Number of deputations or other indicators of interface with the public, i.e. engagement and social media.	There were no deputations in this reporting period, however there were a number of reports at Committee which had involved public consultation – for example, the Accessibility Plan, zone changes for Bucksburn Academy & Oldmachar Academy, Summer of Play etc.

## 7. TRAINING REQUIREMENTS

- 7.1** Training opportunities for Members in the financial year 2020/21 were limited due to the impact of the COVID-19 pandemic, however while there were no specific training requirements identified during the reporting period, officers did provide additional briefing sessions where it was felt this would be helpful for Members prior to consideration of reports, for example a data briefing on the Education Improvement Journey / National Improvement Framework report. Training was also provided to Members on 14 June 2021 in respect of legislation and the impact of the pandemic on children, young people and families.
- 7.2** As with previous years, officers have continued to support the Committee's External Members through hosting pre-Committee briefing sessions which enable external members to ask officers questions about any aspect of education along with seeking clarity on reports within the committee business planner. This approach has strengthened the role of External Members and encouraged scrutiny through questioning at Committee.

- 7.3** Training has also been provided to the new External Members on the Committee, which covers the Council Delivery Plan, Council structure and Local Outcome Improvement Plan, the Education service, the Council's budgetary position and procedural matters and the Scheme of Governance.
- 7.4** Further development opportunities will be considered for next year based on Committee business, officer proposals and Member feedback.

## **8. CODE OF CONDUCT – DECLARATIONS OF INTEREST**

- 8.1** No declarations of interest were made by Councillors during the reporting period. Three declarations were made by two of the External Members during the reporting period. Information in respect of declarations of interest is measured to evidence awareness of the requirements to adhere to the Councillors' Code of Conduct and the responsibility to ensure fair decision-making.

## **9. CIVIC ENGAGEMENT**

- 9.1** During the course of the year there has been statutory consultation with the public in respect of proposals to make changes to the Bucksburn Academy and Oldmachar Academy school catchment zones. There has also been statutory consultation with the public on proposals to establish catchment areas for Gaelic Medium Education provision at Hazlehead Academy and Gilcomstoun School. The results of this consultation will be reported back to EODC in January 2022.
- 9.2** There was further consultation undertaken with parents, learners, children's services staff, voluntary organisations and a range of Council functions in respect of the Accessibility Plan prior to its consideration at Committee last year. An early engagement survey was undertaken with parents and carers, parent representative groups, third sector partners, agencies, education staff including senior leadership teams, teachers and support staff to help identify key themes, challenges and positive comments on the current Minimising Exclusion policy and guidance prior to the revised version being presented to Committee for approval.
- 9.3** Ahead of approval of the Parental Engagement Plan at EODC in June 2021, a review of the impact of the 2018-2021 Plan was undertaken, with each of the themes being explored with Focus Groups of parents, the City-wide Parent Forum and through a survey issued to all parents and carers in April 2021.
- 9.4** There was also extensive consultation undertaken with children, young people and families to gather their feedback following the successful Summer of Play in 2021. Further consultation was undertaken to inform the Digitisation of the Music Service report which was presented to Committee in September 2021.
- 9.5** The External Members appointed to the Committee also ensure that there is representation on the Committee for parents, teachers and religious organisations, which ensures that those sections of the community have an avenue into the decision-making process.

## 10. OFFICER SUPPORT TO THE COMMITTEE

10.1 The table below covers the postholder or their named representative.

Officer	Anticipated Attendance	Attendances
Chief Operating Officer	6	6
Director of Customer Services	6	6
Chief Officer – Education	6	6
Chief Officer - Finance	6	6
Chief Officer - Governance	6	6

## 11. EXECUTIVE LEAD'S COMMENTS

- 11.1** As a result of the pandemic, Urgent Business Committee (UBC) in March 2020 agreed that for a set period Committees should not meet and that business of an urgent nature should instead be reported to meetings of the UBC. As a result, one meeting of EODC was cancelled in May 2020, however hybrid meetings have since resumed and the Committee has continued with its schedule of agreed meetings since September 2020.
- 11.2** I am pleased that the Committee has continued to operate well throughout the year. It can be seen from the statistics in the annual report that all business was able to be considered in public with the exception of one exempt appendix, which assists in maintaining transparency in the democratic process. I am also pleased to note that there were no late reports, as it is vitally important that members have time to make fully information decisions founded upon having access to reports in line with the timescales set out in the approved Scheme of Governance.
- 11.3** Although the pandemic has obviously had an impact, it can be seen from the statistics contained in this report that the work of the Education service has continued apace, and the Committee has considered some major pieces of work throughout the year. Officers have endeavoured to find new ways of reporting performance where statistics may have been affected by the pandemic, to ensure that the Committee can discharge its function to oversee service delivery. The Committee has received a wide range of reports on a number of important issues, for example, the Supporting Learners and Senior Phase pieces of work; the Parental Engagement Plan; the Education Improvement Journey / National Improvement Framework; the ELC Admissions Policy and the Digitisation of the Music Service.
- 11.4** The Committee has had some changes to its membership during the reporting period, and I am pleased to note that we now have a new third religious representative, Mr Madhav Regmi, who will take up his role on the Committee from November 2021. I also welcome the news that the Aberdeen City Parent Council Forum has agreed on a new representative to take up the vacant position of primary/ASN representative on EODC, and that will be reported to Council in December 2021 for ratification. It is gratifying to note that attendance at Committee by all Members has been extremely high as this enables Members to build on their knowledge over time which assists in the effective operation of the Committee.

## 12. NEXT YEAR'S FOCUS

- 12.1** As with previous years, there will be an annual review of the Scheme of Governance to be reported to Council in March 2022, and consideration will be given to any changes that may be required to the EODC Terms of Reference.
- 12.2** The main areas of business for the Committee over the next year will be the review of the ELC expansion to 1140 hours; consideration of climate change initiatives suggested by schools; consideration of the outcome of the Gaelic Medium Education statutory consultation; the School Estate plan; and an evaluation of the digitization of the music service following one year of operation. The Committee recently received a report on the Organisation for Economic Co-operation and Development Organisation (OECD) on Curriculum for Excellence and so it is anticipated that this will lead to future reports for Committee in respect of any changes in Scottish Government policy and how any changed national policies will be implemented locally. Committee will continue to have oversight of the education improvement journey reports and benefit from the significant progress being made from developments in the use of data to inform improvement.

## Education Operational Delivery Committee Terms of Reference

### PURPOSE OF COMMITTEE

To advise on and discharge the Council's functions as education authority as set out in the Education (Scotland) Act 1980 and all other relevant legislation and regulations where not otherwise delegated.

The Committee will also:

- monitor the delivery of educational services undertaken as education authority and provided by Integrated Children's and Family Services (with the exception of children's
- social work services which will be monitored by the Operational Delivery Committee);
- make recommendations in respect of school property matters to the City Growth and Resources Committee;
- scrutinise performance; and
- agree changes such as school zoning arrangements (within set budgets), or make recommendations to another committee, for improvements to functions related to education in order to ensure best value and delivery of the Council's agreed outcomes, commissioning intentions, service specifications and service standards.

### REMIT OF COMMITTEE

<b>1.</b>	<b>Service Delivery and Performance</b>	
1.1	The Committee will, in respect of educational services (early years and schools) provided by Integrated Children's and Family Services and the management of the school estate undertaken by the Corporate Landlord:-	
	1.1.1	oversee, and make decisions relating to service delivery;
	1.1.2	approve options to improve/transform service delivery relative to the functions of the Council as education authority under the Education (Scotland) Act 1980 and all other relevant legislation and regulations;
	1.1.3	scrutinise operational performance and service standards in line with the Performance Management Frameworks and consider recommendations for improvements where required;
	1.1.4	receive the cluster risk registers relative to its remit and scrutinise to ensure assurance of the controls in place;
	1.1.5	approve all policies and strategies relative to its remit; and
	1.1.6	receive reports on school inspections and peer reviews in order to ensure best practice and note any resultant improvement actions arising from those inspections and reviews.
1.2	In undertaking the aspects at 1.1, the Committee will ensure that it is acting within the budget set by Council and is supporting the delivery of the Council's agreed outcomes, commissioning intentions and service standards.	
1.3	The Committee may make recommendations to the appropriate committee(s) or sub committees on areas affecting educational services where the authority to approve sits within the remit of another committee or sub committee.	
	<b>External Membership</b>	
	The Committee's membership will include seven persons with voting rights who are not members of the Council. The seven external members will be appointed by the Council at its statutory meeting (or other meeting as appropriate) as follows:-	
1.	three persons representing religious bodies in accordance with the requirements of s124 (4) of the Local Government (Scotland) Act 1973; and	
2.	in accordance with the discretion conferred by s124 (3) of the Local Government (Scotland) Act 1973:	
	2.1	two teachers employed in educational establishments managed by the Council nominated by the Teachers' Consultative Forum, comprising one representative from primary, including nursery, and one representative from secondary; and
	2.2	two parent representatives, selected by the Aberdeen City Parent Council Forum from within its own membership, comprising one representative from primary, including nursery, and one representative from secondary.

## Appendix 2 – LOIP Stretch Outcomes (as at time of reporting period)

### Economy

1. 10% increase in employment across priority and volume growth sectors by 2026.
2. 90% of working people in Living Wage employment by 2026.

### People

3. 95% of children (0-5 years) will reach their expected developmental milestones by the time of their child health reviews by 2026.
4. 90% of children and young people will report that they feel mentally well by 2026.
5. 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026.
6. 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026.
7. Child Friendly City which supports all children to prosper and engage actively with their communities by 2026.
8. 25% fewer young people (under 18) charged with an offence by 2026.
9. 25% fewer people receiving a first ever Court conviction each year by 2026.
10. 2% fewer people reconvicted within one year of receiving a community or custodial sentence by 2026.
11. Healthy life expectancy (time lived in good health) is five years longer by 2026.
12. Rate of harmful levels of alcohol consumption reduced by 4% and drug related deaths lower than Scotland by 2026.

### Place

13. No one in Aberdeen will go without food due to poverty by 2026.
14. Addressing climate change by reducing Aberdeen's carbon emissions by 42.5% by 2026 and adapting to the impacts of our changing climate.
15. 38% of people walking and 5% of people cycling as main mode of travel by 2026

