



REPORT

To: Services Committee

29 November 2007

From: Executive Director of Education and Social Care

Developing a “Blueprint” for the Education Service

1. Introduction and Key Decisions

- 1.1 This Report asks Members to approve the terms of reference, which describes the analysis to be undertaken, the consultation process and the timescales involved in developing the “Blueprint” for the Education Service, as set out in Appendix 1.
- 1.2 The Report also invites Members to consider the timetable for all the work (schools reviews and developing the blueprint).

2. Links to Council Priorities

- 2.1 In July 2007, the Services Committee agreed a 4-year plan, as the service element of the Council’s Corporate Plan. In relation to the Schools Service, the plan states:-

‘Shetland schools’ population projection anticipate a substantial reduction in pupils within a relatively short time frame. The challenge for the authority is, therefore, to develop a modern “blueprint” for the shape of the Education Service across Shetland for 10 years time. This model will consider the educational and financial viability levels for schools, their host communities as well as important associated issues such as transport requirements. I will consider links with pre school services and life long, vocational, further and higher education and training. It will consider the development of centres of excellence, focused on particular sectors of the economy across Shetland building on existing high quality facilities. It is anticipated that significant capital investment will be required to bring some schools and facilities up to a modern standard’.

3. Background

- 3.1 The last Council undertook a review and a detailed financial analysis of the cost of the Schools’ Service. The financial analysis was presented to and noted by Services Committee in October 2007.

3.2 A School Estates Review was the culmination of the work of an external consultant, which recommended a timetable of reviews of individual schools. The timetable is as follows: -

- Sandness Primary and Skerries Secondary School – separate reports on today’s agenda, followed by: -
- Scalloway
- Burravoe
- Cullivoe
- North Roe
- Baltasound and Uyeasound
- Bressay
- Lerwick Provision

3.3 The timetable was agreed in consultation with the affected communities.

3.4 This Council has requested that an overall review of the service be undertaken so it is important to clearly set out the programme of work going forward. Prior to this work, the Council had embarked on a number of “best value” reviews of the Schools’ Service, none of which resulted in significant change to the current position.

3.5 It is important to carefully consider the timing of the work programme in 2008. One view is that the detailed schools’ reviews (set out at paragraph 3.2) should be put on hold until the “blueprint” is developed. Another view is that enough information was gathered in previous reviews to reach the conclusion that the agreed timetable is still relevant. It is feasible to continue to undertake the detailed school reviews in parallel with the developing “blueprint” concept. The themes to consider in reconsidering the structure of the Schools’ Service (as set out in Appendix 1) are similar to those explored in previous reviews and cover:-

- Educational; and
- Community; and
- Financial issues

3.6 The Head of Finance, in his report to Council on 31 October 2007, identified a £9.5 million deficit in the projected draw on Council resources for 2008/09. In that report he stated: -

‘Education spending reductions, in particular School’s expenditure, could be pursued to reflect the falls in primary/secondary school rolls (down 8% between 1996 and 2005) and by reviewing staffing levels and reorganising the school estate into larger schools with lower unit costs. Such reductions are potentially very substantial, but are controversial and will take a significant amount of time to implement. Previous attempts by successive Councils have been difficult in practice to implement, but the falls in pupil numbers and the pressure for spending cuts mean that the issue is not going to go away. Controllable expenditure in this area amounts to some £32 million per annum’.

3.7 A map identifying the current schools estate – for pre-school/nursery, primary and secondary school education is set out at Appendix 2 for information. The service is delivered by: -

- 24 nursery / primary schools/departments
- 7 Junior High Schools, including nursery, primary and secondary departments
- 2 High Schools (1 secondary only, 1 including nursery, primary and secondary departments)
- 7 Partner Providers (nursery provision).

In a total of 33 school locations throughout Shetland and 7 partner provider locations.

3.8 The scope of the review will cover: pre-school, primary, secondary, junior high schools, high schools and links to further and higher education.

4. Proposals

4.1 The draft terms of reference at Appendix 1 draws on the work done by the Schools' Service to date in previous reviews and continues that with the statement of intent as set out in the Services Committee 4-year plan. It sets some specific challenges to drive the objectives of the work programme going forward to determine whether or not Members wish to explore: -

- Securing savings on the current net revenue budget of £33 million; and
- Consolidating the current number of schools into larger units; while
- Maintaining, or enhancing, the educational experience for Shetland's pupils

4.2 In terms of the timescale and schedule for the work programme in 2008, I would propose that the Council continues with the agreed programme, set out in paragraph 3.2, whilst, at the same time, develops a "blueprint" for the Education Service.

5. Financial Implications

5.1 The analysis required to present an alternative model of schools can be done within existing staff resources.

5.2 The only way in which the Schools' Service can secure significant ongoing savings, whilst protecting equality of provision for pupils, will be to consolidate the current model of activity.

6. Policy and Delegated Authority

6.1 All educational matters stand referred to the Services Committee. The Committee has delegated authority to make decisions on matters within its remit and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision, in accordance with Section 13 of the Council's Scheme of Delegations.

- 6.2 Any decision to change the current timetable for reviewing schools (paragraph 3.2) would require a Council decision to amend the current policy.

7. Recommendations

7.1 I recommend that Services Committee: -

- a) Consider if consolidation of the current schools estate should be a driver in developing a “Blueprint” for the Education Service, and
- b) Consider if saving money on the revenue account should be a driver in developing a “Blueprint” for the Education Service; and
- c) Subject to decision on (a) and (b) above, agree the draft terms of reference at Appendix 1; and
- d) Agree to continue with the approved programme of school reviews, set out at paragraph 3.2.

November 2007

Our Ref: HAS/sa

Report No: ESCD-28-F

Developing a “Blueprint” for the Schools Service Terms of Reference (Draft No. 2 - 19 November 2007)

Purpose

To describe an educational model of service, which provides the best possible educational journey for each pupil and which is affordable to this community, in the longer term.

Political Direction

The Services Committee contribution to the Council’s Corporate Plan states,

“Shetland schools’ population projections anticipate a substantial reduction in pupils within a relatively short time frame. The challenge for the authority is, therefore, to develop a modern “blueprint” for the shape of the education service across Shetland for 10 years time. This model will consider the educational and financial viability levels for schools, their host communities as well as important associated issues such as transport requirements. It will consider links with pre school services and life long, vocational, further and higher education and training. It will consider the development of centres of excellence, focused on particular sectors of the economy across Shetland building on existing high quality facilities. It is anticipated that significant capital investment will be required to bring some schools and facilities up to a modern standard.”

School’s Service Vision Statement

“To create and maintain a framework and culture in which individual learners can strive to realise their full potential.”

Principles

- To enable the pupils to gain the literacy, numeracy and technological skills that are necessary for the 21st century
- Effective leadership and management
- A focus on the child
- Best quality learning and teaching
- Broad and balanced curriculum
- Equal quality premises and resources
- Inclusion of pupils with Additional Support Needs
- Effective partnership working
- Provision, where practical, in local setting
- Nurseries, where possible, attached to schools
- Vocational Pathways
- Commitment to efficiency and effectiveness in education, securing value for money

In 1999/2000 the Accounts Commission statutory performance indicators showed that 50% of Shetland Primary schools had occupancy rates of 60% or less. School rolls have reduced by 8% between 1996 and 2005.

Drivers for Change

(To confirm that) there is a political presumption towards consolidating the current number of schools in Shetland (currently 33).

(To confirm that) there is a political presumption towards saving money on the Schools Service. For 2008/09, the decisions taken to date on the Revenue Estimates represents a target cut of £5m per annum.

To explore with Members the practical application of the “centres of excellence” concept, with reference to national policy guidance, and identify how that might be applied in Shetland.

To ensure we are delivering the best possible education we can to the children of Shetland, within the available resources.

Tasks

To set out the legislative requirements of the services and the choices which the Council has in relation to statutory and discretionary services.

To describe what makes a “good” educational journey and environment (in terms of equality, inclusion, attainment and achievement), with reference to current Government policy and direction (such as: curriculum direction, integrated services, objectives of the Inspection process; quality assurance schemes, workforce issues).

To describe the current model and journeys which pupils currently take, with particular reference to transition points, from pre-school to primary to secondary to further or higher education or employment or training schemes.

To describe the current model in respect of pupils with Additional Support for Learning Needs, for school based and Shetland-wide services and resources. The presumption being mainstream and the consequent resource implications.

To set out how the workforce is deployed to serve the current model of delivery, with reference to minimum class sizes, pupil:teacher ratios, current primary staffing formula, composite classes, peripatetic staff, choices over curriculum delivery in secondary, recruitment and retention issues and any skills gaps.

To describe the desired outcomes from the current model, both in terms of personal skills and in terms of formal exam results, for our pupils.

To understand in detail the cost of the current model and the choices for changing fixed and variable costs.

To understand the geographical and travelling times / issues associated with the current model (with particular reference to island communities).

To set out the historical, current and projected future trends of pupil numbers and patterns of service delivery, which will include understanding the current pattern of placement requests and additional support for learning needs.

To describe the schools estate, including the condition and occupancy levels of the buildings and access to related facilities (such as Leisure Centres).

To establish any unique local factors to take into account. Including partner providers, shared management, instrumental service, knitting instructors, management time for teaching Head Teachers.

Outputs

A determination of educational and financial viability.

A statement of “Educational Entitlement” for each pupil in Shetland.

Maximum travelling times for pupils at each stage of their education.

An agreed formula for optimising staffing ratios for secondary provision.

- Pre-School

A network of pre-school services, with links to nearby primary schools, and an agreed maximum travelling time for pre-school children.

- Primary

A rationalised, affordable model of primary schools, based on reasonable travelling distances for pupils at easily accessible locations;

- For island communities; and
- For the Shetland mainland.

- Secondary

A rationalised, affordable model of secondary education, based on reasonable travelling distances for pupils, equity within curriculum choices and easily accessible locations;

- For island communities; and
- For the Shetland mainland.
- Vocational, Further, Higher and Life Long Education and Training

An extended network of vocational “pathways”, linking secondary and further/higher education and training opportunities, including the concept of Centres of Excellence.

- Provision for pupils with Additional Support Needs
- To improve the allocation of resources for pupils with Additional Support Needs, based on identified needs.

Consultation

Ongoing and specific consultation with each community will be an integral part of this study, with the involvement of pupils, parents/carers, staff, local community groups and the general public sought at each stage.

Timescales

The current programme of work includes a timetable for the evaluation of a number of schools, as follows:

- Scalloway
- Burravoe
- Cullivoe
- North Roe
- Baltasound and Uyeasound
- Bressay
- Lerwick provision

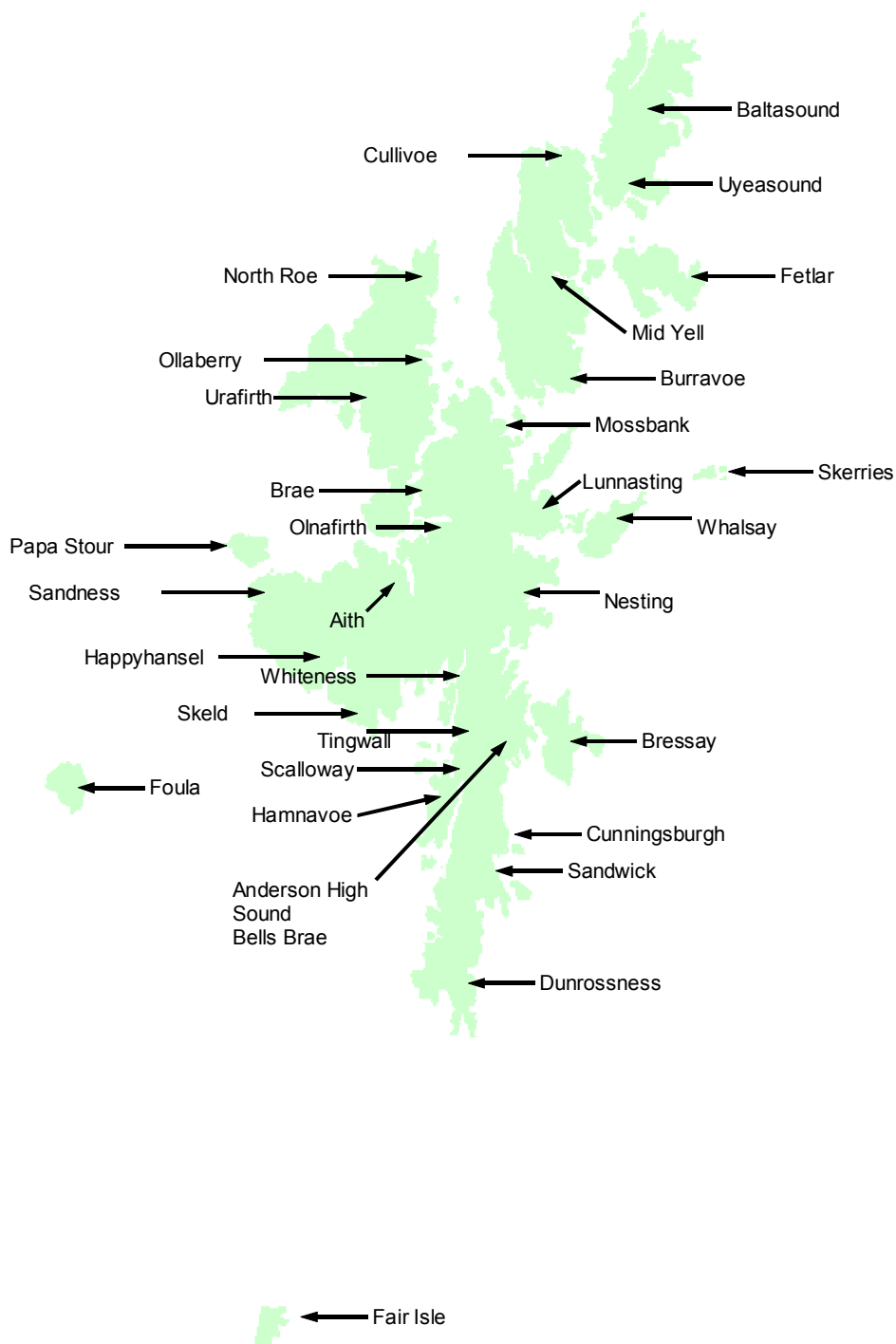
The timetable approved indicated that 2 or 3 school reviews would be completed each year. Every effort will be made to complete these reviews within an 18-month period.

The programme agreed by Services Committee set out the following timescale of activity: -

Information Sessions on Current Model – November 2007
Terms of Reference (This Report) – by December 2007
Conference – Developing the Blueprint – First Quarter 2008
Option Appraisal – Second Quarter 2008
Draft Blueprint – September 2008
Period of Consultation
Final Strategic Blueprint – Second Quarter 2009

Every effort will be made to complete as much of this work as possible by December 2008.

ALL SCHOOLS





REPORT

To: Services Committee

29 November 2007

From: Head of Schools

SKERRIES SCHOOL SECONDARY DEPARTMENT

1. Introduction

- 1.1 The purpose of this report is to consider the provision of secondary education at Skerries School
- 1.2 Skerries Secondary Department is part of Skerries School which also includes a Primary Department and a Nursery Department. The Head Teacher also teaches much of the secondary curriculum.
- 1.3 There is a visiting teacher for Music shared with the primary department and a visiting teacher for Technical Subjects. There are instructors for Art, Knitting and Home Economics.
- 1.4 There is one main teaching area for general subjects and specialist teaching areas for art/technical subjects and music which are shared with the Primary Department, there is a science laboratory. There is a library area shared with the primary and nursery departments. There is a small kitchen and dining area.
- 1.5 At present the school has one secondary pupil who, by necessity, is mainly educated on his own. All the current pupils in the school are from one family. There is another family on the island with two pre-school children.

2. Link to Council Priorities

- 2.1 Achieving Potential - The Corporate Plan 2004-2008 commits the Council to providing the best learning environment for all and to providing a Best Value Service in Education.
- 2.2 Strengthening Rural Communities – Council will do this by supporting commercial activities throughout Shetland, with preferential assistance for remote areas and seek to decentralise some public sector employment away from Lerwick.

3. Background

- 3.1 It was agreed that instead of conducting a planned Task Force Review for the Schools Service, the Interim Head of Education at the time in his role as an external consultant, examine all the documentation available from the Education Best Value Review and produce a report with his conclusions and recommendations (Min Ref: SIC 13/06).
- 3.2 The report on the Examination of the Council's Education Best Value Review was presented at Services Committee on 15 June 2006 (Min Ref: SC 33/06).
- 3.3 On 31 August 2006, a subsequent report set out the approach to be adopted by the Schools Service in undertaking this evaluation (Min Ref: SC 53/06).
- 3.4 The Head of Finance highlighted in a report to the previous Council, General Fund Expenditure Growth 2002/03 to 2006/07 (Report No F-019), that there had been significant growth well above both inflation and additional monies received, over the past four years particularly in Social Work and the Schools Service (Min Ref: SIC 88/06).
- 3.5 The Head of Finance, in his report to Council on 31 October 2007, (Report No F030-07-F) identified a £9.5 million deficit in the projected draw on Council resources for 2008/09. In that report he stated: -
- “Education spending reductions, in particular School's expenditure, could be pursued to reflect the falls in primary/secondary school rolls (down 8% between 1996 and 2005) and by reviewing staffing levels and reorganising the school estate into larger schools with lower unit costs. Such reductions are potentially very substantial, but are controversial and will take a significant amount of time to implement. Previous attempts by successive Councils have been difficult in practice to implement, but the falls in pupil numbers and the pressure for spending cuts mean that the issue is not going to go away. Controllable expenditure in this area amounts to some £32 million per annum.”

4. The Legal and Political Background

- 4.1 Education authorities have a duty to secure adequate and efficient provision of school education for their area.
- 4.2 The formal consultation requirements in relation to school closure proposals include consultation with:
- Parents of every pupil at school(s) to be closed
 - Parents of every pupil at the school(s) where children will be redistributed
 - The parent of every child who would be expected to attend the school(s) being closed within 2 years of the date of the proposal

- The Parent Council responsible for the school(s) to be closed
- The Parent Council responsible for the school(s) where the children will be redistributed
- The pupils of the school(s) to be closed
- The pupils of the school(s) where the children will be redistributed.

5. Information Gathering

Information for this report was gathered from a variety of sources. Meetings were held with School staff and parents. A public meeting was held in Skerries Hall, this was attended by almost the whole population of Skerries. The views of pupils were heard. Officers of the Council were asked to supply information and data. See Appendices A, B and C.

6. Quality of Education

- 6.1 Skerries School was inspected by HMIE in April 2005. HM Inspectors identified the following key strengths:
- The friendly, welcoming ethos and the strong sense of identity and pride in the school
 - Very close relationships between the school and the local community
 - High quality accommodation and provision of resources for learning
 - Polite, very well-behaved and motivated pupils
 - Commitment of all staff to the care and educational experiences of each pupil
 - The hard work and flexible approach of the Head Teacher and her staff in providing a broad and balanced curriculum at all stages.
- 6.2 All of the quality indicators were judged good or very good with the exception of self-evaluation which was judged fair.
- 6.3 The main points for action were to take action to improve aspects of attainment and monitoring, taking into account of the need to:
- Raise attainment in writing in English language at the primary stages
 - Develop further the setting of targets for pupils' learning
 - Monitor and evaluate more rigorously the work of the school
- 6.4 A recent follow-up report judges that the school has met the points for action indicated by the report.
- 6.5 The Quality Improvement Officer for the school visits termly to monitor standards of teaching and learning.
- 6.6 The Head Teacher has worked hard to obtain qualifications to enable her to teach several subjects at secondary level but difficulties with recruitment mean that some subjects, eg Modern Foreign Languages and specialist Physical Education cannot be offered.

- 6.7 At the time of the inspection there were two pupils in the Secondary Department so there was some opportunity for peer discussion. There are limited opportunities currently for peer discussion which would be considered an essential part of several curricula areas. The secondary pupil works jointly on topic and language work with the primary children. In the future the number of secondary pupils will mean that there will be increased opportunities for peer discussion.
- 6.8 Technical subjects are taught by a visiting teacher whose base school is Whalsay School; poor weather conditions sometimes prevent her weekly visit when flights are cancelled.
- 6.9 The secondary pupil makes about four trips a year to Whalsay School for technical subject lessons. Social studies subjects are taught by the primary teacher. Some teaching eg Home Economics is shared with the P7 pupil.
- 6.10 The secondary pupil goes to events on the mainland eg Enterprise Events and The Science Fair. He shares in trips with primary pupils eg to Scatness.
- 6.11 Parents were concerned about the dip in attainment at S1 and S2 which happens in some schools but which they said did not happen at Skerries School.

7. Internal Forces for Change: Curriculum

- 7.1 School staff feel that they are in a good position to adapt to Curriculum for Excellence, the major change underway in the Scottish Curriculum. School staff and parents value the opportunities, provided by the school's involvement with the community, for pupils to take part in intergenerational activities.
- 7.2 Parents are very aware of Curriculum for Excellence and the four capacities. They feel that three of the four; confident individuals, responsible citizens and effective communicators will not be as well developed in their children if they are "isolated in Lerwick".

8. Recruitment / Retention

The Head Teacher has been in post for some years. There are vacant teaching posts for General Subjects, Physical Education, Modern Foreign Languages and for Admin Support.

9 Financial Considerations

- 9.1 As part of the review of the Schools Estates Management, the previous Council asked for detailed financial information on the cost of the Schools Service to be presented. That report was presented in June 2007 (Min Ref: SC 29/07).

- 9.2 A further report was requested by Council for clarity. This report, (Min Ref: SC62/07) presents information to show the cost of delivering an education service in each school setting together with relevant indicators, such as teacher/pupil ratios.
- 9.3 The costs in this report arise from the report already presented to Council.
- 9.4 The roll as at September 2007 is 1. The cost per pupil as presented to the Council is £80,056. The average cost per Secondary pupil in Shetland is £10,158. The budgeted running costs of the Secondary Department are £80,056. In future years the cost per pupil will fall.
- 9.5 If the school were to be closed the immediate savings would be approximately £5,300. This figure represents the operating costs of the department. The schools meals income of £800 brings this to £4,500.
- 9.6 The long term savings (ie when redeployed staff left Council employment or filled vacant posts) would be approximately £70,130 per annum. This figure takes into account the cost of educating the secondary pupil at the Anderson High.
- 9.7 If the Secondary Department closed it is likely that the current Head Teacher would be redeployed with a conserved salary. A qualified Primary Head Teacher would be appointed; this would also mean that the existing primary teacher would have to be redeployed. Existing support staff are deployed in the primary and secondary departments. Staff will be consulted about redeployment, if following the period of formal consultation it is recommended that the school closes.
- 9.8 There would be no savings from central costs as these services would still be required by the rest of the School Estate.
- 9.9 If the department were to be closed the Council's Transport Manager estimates that the cost of transporting the pupil from Skerries to the Janet Courtney Hostel would be approximately £2,000 per year.

10 Travel Distances and Times - The Potential Implications for the Transport Strategy.

- 10.1 The Council's Transport Manager stated that the pupil would be transported from Skerries to the Janet Courtney Hostel by ferry and taxi on Sunday evening and would return by bus and ferry on Friday evening.
- 10.2 The staff, parents and the community were concerned that the sea journey is a long one and can be difficult on a night of bad weather. They asked us to research the number of ferry cancellations due to bad weather. These are as follows for trips throughout the year and are not focused just at the weekends:

- 2003: 48 cancellations
- 2004: 42 cancellations
- 2005: 73 cancellations
- 2006: 22 cancellations

10.3 Skerries residents also feel that it would be essential to send an escort on the ferry although this is not current Council Policy.

10.4 At the public meeting, Councillors asked parents if they would feel differently about possible closure if it was possible to organise flights instead of a ferry journey; they replied only if it was a daily flight.

10.5 Parents also felt that if their children were transported out of the community to school that they would miss the day to day involvement in their child's schooling and the contact they have with school staff. Parents' Evenings in Lerwick involve a long ferry journey and an overnight stay. Parents may not be able to attend because of having other children at home.

10.6 No other remote island within Shetland has a secondary department. All other children from Foula, Fair Isle, Papa Stour and Fetlar attend Anderson High School for their secondary education.

10.7 Parents and residents did not wish the Schools Service to explore alternative travel arrangements to other secondary provision in Shetland.

11. Future Pupil and Population Projections\Shifts

11.1 Population figures for the remote isles, from the 2005 publication of Shetland in Statistics for 1961-2001, are as follows:

	Skerries	Foula	Fetlar	Fair Isle	Papa Stour
1961	108	54	127	64	55
1971	101	33	96	65	24
1981	88	45	101	69	35
1991	87	42	90	67	35
2001	76	32	86	69	24

12. School Rolls – Current Numbers and Trends for Skerries Secondary Department

Year	S1	S2	S3	S4	Total Roll
2006/07	1			1	2
2007/08		1			1
2008/09	1		1		2
2009/10	1	1		1*	3
2010/11	0	1	1		2

* Christmas leaver, therefore will not be due to leave school until December 2010.

13. School Occupancy Rates

13.1 Skerries Secondary Department has capacity for 10 pupils.

14. Community Use of the School

14.1 The school is used by the community as follows:

- The public library is located in the school and is well used
- The school is used for holding meetings
- Clubs and schools from other areas use the school during the holidays
- The school is used for people to do art work
- Internet facilities are available, during the school day, and also, by arrangement in the evening and at weekends
- Courses held in the school are attended by members of the community and not just school staff
- There are Video Conferencing facilities for lectures and other adult education meetings
- The school has some adult returners to education.

14.2 Closure of the secondary department would be unlikely to impact on the majority of community use but may limit or curtail the opportunities for adult returners.

15. Rural Sustainability and Development including Housing Strategy

15.1 The community development group has applied for permission for 2 chalets so that they can attract people to work in the fish factory. The community feel that the secondary department is an additional incentive to young families to move to the island.

15.2 About eight private houses have been built in the last twenty years, and a house plan is about to be submitted to the planning department.

15.3 The local Councillor felt that during the last five years the fishing had been at its lowest ebb, the salmon had collapsed and the factory had closed; however the community had strived and got beyond the difficulties, the factory had reopened and there were plans for a new boat. He felt that this is the wrong time to close the secondary department, when things are starting to build up again in the community.

16. The Fabric of the School

Building Services state that the school is in good condition. The secondary department has a recent extension. Externally the building is in good repair. The windows have been replaced within the last ten years and the roof has been replaced within the last 15 years.

17. Placing Requests

There have been no placing requests into nor from the schools catchment.

18. The Accessibility of Recreational Trust Facilities where relevant

Secondary pupils go to Aith Leisure Centre for swimming eight times a year.

19. Provision of School Meals

School meals are cooked and served on the premises. The primary and secondary pupils eat together.

20. Unique Local Factors

20.1 Parents and members of the community are very concerned that if pupils leave the island at S1 they will lose the opportunity to learn the boating, fishing, crafting and mechanical skills that they learn from their families and other members of the community.

20.2 The feeling of the public meeting was that very little was spent on Community Care in Skerries – there are no carers in the home, home helps or meals on wheels as the community look after their own. They felt that money from social care should go to education to provide the secondary education. Other remote isles all have social care services being provided.

20.3 Past and present pupils attended the public meeting and all spoke highly of the education they had received at the school and how well it had prepared them for life. Two young people submitted letters as evidence.

20.4 A community member quoted The Human Rights Act Article 8, which talks about the right to respect of private and family life, and that there should be no interference by a public authority with the exercise of that right. She felt that closure of the secondary department would interfere with the children's right to family life.

21. Proposals

On consideration of all the above points, including the high pupil cost in Skerries Secondary Department, it is proposed that the Council should proceed to formal consultation on the closure of Skerries Secondary Department.

22. Financial Implications

Closing Skerries Secondary Department will mean savings of £73,225 with additional costs of education in the Anderson High School of £3,095. A total of £70,130 per annum.

23. Policy and Delegated Authority

23.1 In accordance with Section 13 of the Council's Scheme of Delegation, the Services Committee has delegated authority to make decisions relating to matters within its remit for which the overall objectives have been approved by Council, in addition to appropriate budget provision.

23.2 As the recommendation falls outwith delegated powers, a decision of the Council is required.

24. Recommendation

I recommend that Services Committee recommend to Shetland Islands Council to agree to:

24.1 proceed to formal consultation on the closure of the Secondary Department of Skerries School.

November 2007

Our Ref: HB/CB/SM

Report No: ED-17-F

Inaugural Meeting
School Estate Management - Evaluation Team Meeting
Held on Monday 11 December 2006 at 10.00 am at Lystina House

Present: Mrs Helen Budge, Head of Schools (Chair)
 Councillor Florence Grains, Chair of Services Committee
 Councillor Josie Simpson
 Councillor Frank Robertson
 Mr Jim Reyner, Quality Improvement Manager
 Mr Robert Sim, Quality Improvement Officer
 Mrs Maggie Spence, Quality Improvement Officer
 Mrs Kristen Johnston, Solicitor
 Mrs Sheilagh Smith, Head Teacher - Skerries School
 Mrs Lyn Boxall, Head Teacher - Sandness Primary School
 Mrs Philippa Veenhuizen, Chair - Sandness School Board
 Mr Jim Peterson, Sandness Community Member
 Mr Douglas Anderson, Chair - Skerries Community Council
 Mr Bernie Cranie, EIS, Local Association Secretary
 Mr Neil Galbraith, External Consultant
 Mrs Carol Manson, Admin Officer - Education and Social Care

Apologies: Councillor Bill Manson, Education Spokesperson
 Mrs Denise Anderson, Chair - Skerries School Board
 Mr Angus Robertson, Chair - Sandness and Walls Community Council
 Mr Matthew Moss, LNCT Joint Secretary
 Mr Brian Smith, UNISON Branch Chairman

	Action
1. <u>Apologies</u>	
This was noted.	
2. <u>Welcome & Background Information</u>	
Mrs Budge welcomed everyone to the meeting and those in attendance introduced themselves.	
She disseminated a paper on the <i>Guidelines on Evaluation of School Estate Management</i> to the team and explained that this set out what we needed to take forward regarding the review of the two schools, Skerries and Sandness. After today's meeting, the two groups would be meeting separately. Mr Reyner would be chairing the Skerries Evaluation Team and Mrs Budge would have chaired the Sandness team but Caroline Breyley had just been appointed as temporary Quality Improvement Manager (from January 2007) and will be taking on that role.	

It was clarified that Mr Cranie will be the Union representative for Skerries and Mr Moss for Sandness.

Mrs Budge mentioned that she had called for SIC departmental representatives to attend a meeting in the afternoon at Lystina House - this would be an information-gathering exercise. It was noted that a representative from the Health Board would be attending as well.

Mr Sim pointed out that the title of the Management Officer who was attending the afternoon meeting be changed to MIS Support Assistant.

3. **Venues For Meetings**

Discussion took place regarding venues for future meetings. Mrs Budge confirmed that some meetings could be held in the community hall. Mr Anderson raised the point that at a recent meeting of the Community Council, it had been requested that Sundays be the preferred day for any consultation sessions to be held in Skerries.

4. **Frequency Of Meetings**

Discussion took place regarding how many consultation meetings should take place during the three-month exercise. Councillor Robertson suggested two. One at the beginning of the exercise as it would be valuable to hear suggestions and views from the community which could then be fed back to the evaluation team. The second session could take place as a public meeting to answer the questions and issues raised at the earlier meeting.

In answer to a query as to when the actual meetings would be starting after the New Year, Mrs Budge advised that the Chair of the team (ie Mr Reyner and Mrs Budge) would decide the dates and times of when the evaluation team meetings should take place.

5. **Publication Of Information**

Mr Sim mentioned there was a process for managing the website whereby information on the review could be updated. He queried whether there would be a process for people putting forward their views. Mrs Budge replied that letters from members of the public regarding school closures coming in to the office would not be publicised on the website.

6. **Admin Support**

The team were informed, Morag Gerrard had recently been appointed as the single point of contact for all matters relating to evaluation of school estate management - her hours of work would be 17½ hours per week until 2010.

Mrs Smith asked whether the clerical assistant would be going out to Skerries to minute the consultation meetings - Mrs Manson confirmed that she would.

7. **Cost Of Review To Community**

Mrs Veenhuizen made the following points:-

- The reviews would be a burden on the two communities as it was an expensive procedure and would draw huge resources and asked where the costs would be budgeted to. She referred to the other communities which were not affected by the review and therefore would not be incurring these expenses.
- The same members of the community were sitting on different groups
- A lot of the data being used was out of date. Therefore research was required from other areas.

Mrs Budge clarified that the service had set up a budget code to pay for the costs of the evaluation process and ascertained that schools would not be bearing the additional expense from the review.

8. **Timetable Of Review**

Councillor Simpson stated that he was concerned with the date of the timetable (2006 to 2010) particularly in light of the Council Elections due to take place in May 2006. He said he felt that Skerries was being singled out. Mr Anderson said that he supported Councillor Simpson about the timetable. He expressed disappointment that this had come back again after the last Best Value Review had been turned down.

Councillor Simpson said that if we said this was the wrong time of the year to carry out the consultation, that is, it would be the worst time of the year as it was leading up to the Elections, we could put this to the next Council meeting.

Mr Cranie said that he would back Councillor Simpson's suggestion. Mr Peterson also said that he agreed with Councillor Simpson particularly with the timing of the review and the elections due to take place.

Mrs Budge reminded the group that the report on School Estate Management had been approved by Full Council.

Mrs Grains advised that a motion could be put to the Council and it

would be considered.

Councillor Grains commented that it was unfair to say that the Council was picking off schools - at the Council meeting, the report and the timetable were explained and the reasons behind it. The most important thing was that each child benefits.

Councillor Robertson explained that it was up to the Members to raise the motion to change the timetable of the process. If this was the case, then it would be the remit for the newly elected Members to take this forward.

Mr Cranie asked why Skerries and Sandness were chosen as the first to be reviewed.

Mrs Boxall replied, that in Sandness's case, she was involved in the discussion and wanted this to be resolved sooner rather than later. Mrs Budge added that she had consulted with Mrs Smith.

Mrs Smith said that closing the secondary in 2007 was not appropriate and suggested that the earliest a review should take place was in December 2007.

A discussion ensued about the appropriate time for doing the review in relation to the Skerries secondary pupils.

Mr Cranie commented that it could not be guaranteed that Union representatives would be able to attend all the meetings in Skerries, but felt that it would be more appropriate to communicate with Mrs Smith and the Chair of the team.

Mr Reyner suggested that a circulation list should be set up so that everyone was aware of what was happening.

Mr Reyner commented that it would be inappropriate for officers to decide whether to press on with the consultation; officers had to take forward instructions from Councillors.

Mr Anderson pointed out that with the Christmas holidays coming up, not much could be done until mid-January. Mrs Budge said that despite the inactivity during the festive period, the officers in the School Service would still be working to gather facts and figures. She added that Mrs Caroline Breyley had recently been appointed to post as Acting QIM and would be chairing the Sandness evaluation group. However, Mrs Breyley would not be starting before Christmas.

Mrs Smith suggested two dates for meeting in Skerries - 12 January and 7 February 2007 (both dates when Mr Anderson would be able to attend).

Mr Cranie raised the point that it would be meaningless to have a three-month period of consultations when Mrs Breyley would not be in post until after Christmas. He said that the Skerries consultation period should be extended to take account of the festive period. The review should therefore begin in January 2007 with a report written up three months after that.

Mr Reyner reminded Mr Cranie that officers had been instructed to start the consultation. If members of the evaluation team did not feel that the consultation period was enough time to gather information at the end of the three months, he would be putting that in his report and ask for extra time. In the meantime, he suggested that the research aspect could start now.

Mr Anderson asked for a show of hands as to whether the Council should be asked to change the timetable. Mrs Budge reminded those attending that the process had started and anyone who wanted to discuss this further should communicate their thoughts to their Councillor after the meeting.

Mr Anderson added that the three months period should be scrapped. It would take time to pull all the information together locally and the process should take as long as it needed.

Mrs Budge pointed out that if the local community was gathering information as well, there could be duplication of work.

Mr Cranie commented that the team would be validating and verifying data whilst the process was ongoing - it was not a waste of time if work was duplicated because there could be inconsistencies in the collation of data.

Councillor Simpson stated that, unless he heard otherwise from his community, he had every intention of setting up a motion to get the timetable scrapped.

9. **Research**

Mrs Veenhuizen queried whether the review was taking place to save money. She added that nowhere did it say that money would be saved and asked why the service was looking at closing schools which were doing well. She said that research should be done on what other local authorities were doing in relation to school estate management.

Mrs Budge agreed that research would be done and said that if there was any additional information anyone wanted to put forward, it should be to the evaluation team.

Mr Cranie asked about the research that had been done at the last

Best Value Review - what comparisons were made, for example, education attainment between Sandness and Happyhansel. He asked for the information to be seen in detail rather than in a report.

Mrs Budge referred to a folder which had been compiled at the last Best Value Review of Education. Every Member had received a folder and she agreed to share the contents of the office copy with anyone in the team who was interested.

Mr Sim asked that other factors such as research be included to the areas for consideration in the evaluation of each proposal. Mrs Budge agreed to this.

10. **Head Teacher's Role**

Mr Cranie expressed his disappointment that the Education Spokesperson was not at the meeting. He asked whether questions had been asked at the Head Teachers' meeting regarding how the consultation took place. He added that he did not find it helpful for Head Teachers to answer questions within such a short period. He asked to see evidence of the educational benefits gathered from the research that was done.

Mr Reyner stated that those involved in the ongoing review should have access to Mr Galbraith's report. The report indicated that the consultation process should be done on an educational point of view.

Reporting Of Findings

11.

Mrs Smith asked who would write the report to Council. Mrs Budge confirmed that the Quality Improvement Manager (QIM) would be writing the report and she would be submitting a covering report with recommendations to Council.

Mrs Smith queried whether the evaluation team would be involved and have a say in the context of the report. Mrs Budge stated that the team would have some involvement to ensure that the facts and figures were correct in the content of the report. The QIM would highlight any discrepancies found when the report is written.

Mrs Smith asked when the report would be going to Full Council. Mrs Budge replied that it depended on what information was required and how long it would take to gather the data - she agreed to check the diary and let Mrs Smith know.

Councillor Robertson expressed his disappointment when the School Estate Management report came back to Council. He spoke at length about the feelings gone through by the Sandness community as the underlying message felt was that the school would be closed. He said that he was heartened to see the parameters of the evaluation areas

had been broadened. He referred to the Council's Corporate Plan which included sustaining rural communities. He said he agreed with Councillor Simpson about the unfortunate timing before the elections. Every single aspect had to be looked at including going over the other areas. He expressed concern about the writing of the report and suggested that the present team should be able to see the draft report at every stage before its final submission to Council. He also agreed with Mrs Veenhuizen that it was a lot of work for a small community as members of the School Board, Community Council and other groups tended to be the same ones attending the various meetings - it would be an expensive undertaking to go to all the discussions planned over the next three months.

Mr Cranie raised the point that he could not be seen as a Union member to agree to the report. He was not a member of the team to endorse closing the school. The Union side would be challenging any recommendations to close schools.

Mrs Smith asked for clarification that the report which was approved by the Council had been written by the Schools Service. Mrs Budge said that this was not the case as the Chief Executive had requested the external consultant to compile the report.

Mrs Veenhuizen highlighted the fact that some reports could be hard to read and asked for the report to Council to be written in crystal clear plain English. Mr Sim agreed with this.

Any Other Current Business

12. Mrs Veenhuizen asked for the name of the Health representative who would be attending the afternoon meeting. Mrs Budge agreed to inform her of the name of the person after the meeting took place.

Mr Anderson mentioned that at the last Best Value Review meeting, exam results for Skerries had been requested but the request had been turned down.

Close Of Meeting

13. Mrs Budge thanked everyone for attending this first meeting of the two evaluation teams. From now on, the Skerries team and the Sandness team would be meeting separately.

Mrs Budge suggested that the evaluation team members leave their e-mail addresses with Mrs Edwards.

The meeting concluded at 11.45 am.

Notes:

The following e-mail addresses were given to Mrs Edwards:-

- (1) Mr Douglas Anderson: c/o marina.Anderson@shetland.gov.uk
- (2) Mrs Philippa Veenhuizen: drpaveenhuizen@aol.com

Minute of Skerries Evaluation Team Meeting held on Thursday 8th March 2007 at 11am in the Board Room, Hayfield House

Present: Caroline Breyley (Chair)
 Councillor Josie Simpson
 Mr Robert Sim, Quality Improvement Officer
 Mrs Kristen Johnston, Solicitor
 Councillor Bill Manson, Education Spokesperson
 Mrs Sheilagh Smith, Head Teacher - Skerries School
 Mr Douglas Anderson, Chair - Skerries Community Council
 Mrs Denise Anderson, Chair – Skerries School Board
 Mr Matthew Moss, LNCT Joint Secretary

Apologies: Mr Brian Smith, UNISON Branch Chairman
 Councillor Florence Grains, Chair of Services Committee

	Action
<p>1. Apologies</p> <p>This was noted.</p> <p>2. <u>Minutes of Previous Meeting</u></p> <p>Sheilagh wanted it noted that on page 2 Mr Cranie will be the Union representative for Sandness and Mr Moss for Skerries not the other way round which was stated in the previous minutes.</p> <p>On page 6 item 52 the suggested dates for the meeting in Skerries should be between 12 January and 7 February 2007 since Mr Anderson would not be available to attend at other times in the proposed December to February timescale.</p> <p>Re Timetable of review - Caroline asked Sheilagh if she wanted to add a sentence to this minute. Sheilagh wanted added that she was very unhappy with the timescale of this review as far as school business was concerned</p> <p>Also on page 6 item 11, 2nd paragraph, 2nd sentence should say content not context. In the same paragraph bottom line it should say disputes and not discrepancies.</p> <p>Mr Anderson wanted to point out that on Page 7 item 13 he did not request exam results but that the exam results had been good and that the Best Value Review had nothing to do with exam results. Sheilagh added that because Skerries was a small school results could not be published so people were not aware of the excellent results.</p> <p>Bob arrived at the meeting at 11.20</p> <p>3. <u>Matters arising from Minutes</u></p> <p>Sheilagh asked about Page 2 item 5, She could not find any</p>	

information on any website regarding the publication of information. Bob said he had not set up a website and did not have the responsibility to set one up but what he had meant was that once a website had been set up people could put across their views. Caroline said she and Bob would certainly look into what had been meant in this paragraph.

Matthew said it was important with the consultations to meet deadlines.

Sheilagh felt that it wasn't appropriate for the Chair to decide when a meeting should take place without consultation with people who might take part. She felt that today's meeting was too short notice, as did some of the other participants. The group agreed that more notice was required for following meetings and a choice of dates should be available.

Douglas said he was disappointed with the delay of the report going to Council and that he had heard about the delay from the press. He wanted to know what was going on.

Caroline answered by saying that Helen was going to write a report, which would go to Council in September.

Councillor Bill Manson said because of unavoidable events like holidays and change of Council it would be foolish to push this report to Council in the next week, it would be better for the new council to familiarise themselves and for the group to gather as much information as possible. It is very important to get the financial figures accurate.

He hopes that all information should be gathered by April/May.

Caroline told the group she hoped to have her report completed by the end of April and that is was the accurate financials figures, which would take the longest to collect. She also will make sure the group approves the report before it is sent to Council.

Another meeting will take place to go over the evidence collected.

4. Information Gathered to Date

Caroline explained that she was gathering information under several different headings. She said there were headings with no information; this still needed to be gathered from parents and members of the community. As this document was a working document she wanted to ask members of the group if there was anything they would like to add in or amend.

The Legal and Political Background

Sheilagh wanted the S removed from point 1 & 2 School(s)

Quality of Education

Remove soon after a follow up report will be due.

2 QA reports to be written by Bob going back about 10yrs to include achievement of pupils in the school and what pupils have done after leaving school.

Remove the standards and quality report please telephone Morag if copies required

Internal Forces for Change

Sheilagh commented on the vacant posts by saying she doesn't have a permanent admin support teacher so she can be flexible about who she can bring in to teach and make the curriculum more flexible.

Financial Considerations

Douglas thought that because this information was in the public domain and was not correct that it reduced the document to a joke. Caroline added that this was the financial information she had available to her and was going to get more information from Janice to go through the budgets.

Travel Distances and Times

Sea journeys are very long and very difficult on a night of bad weather.

Future Pupil and Population Projections

Total is for primary only in first diagram.

09/10 goes up to 3 for that year. Current numbers in trends but it should be noted that the secondary department has been down to 1 in the past so it's not a picture of numbers falling which is what this diagram looks to be representing.

Staff Hours worked per week

All agreed that should say either fulltime or hours not both

Cleaner in charge includes holiday time, an accurate number of weeks they work would be more accurate

School Occupancy Rates

Sheilagh pointed out that Skerries Nursery pupil capacity is 5 pupils not 4

Community Planning and Community Use

Douglas said that things were improving in Skerries the salmon is improving and the fishing fleet is increasing. There are also 2 chalets waiting to be installed.

The Accessibility of Recreational Trust Facilities, where relevant

The school goes swimming for 6 weeks during the year

Research

Bob said the Westside people had asked what constitutes accurate research. Bob found an interesting report on the internet, which had been done in Scotland and would email it to the group.

Active Schools

Caroline is going to add out of schools to this heading.

Sheilagh said tried to get bids for funding but was unsuccessful. There have been no out of school clubs this year but there has been in the past. She did try and get someone to come to Skerries but they could only come in the summer as for going to Brae or Lerwick there is no way of getting there.

Skerries School would like Paul Woods (Active Schools Co-ordinator) to come to back to the school.

Re Holiday programmes, these have not been offered to Skerries school.

This heading may need to be changed.

5. Josie left the meeting at 12.30

AOCB

Bob suggested that a video link could be set up with a secondary school on the mainland so that children weren't missing out on the social interaction. Glow and pathfinder will have educational benefits to make a difference. It's difficult to get IT support especially in the Islands.

**Minute of Public Meeting held in Skerries Public Hall
on Sunday, 11 March 2007 at 4pm**

Present: Ms Caroline Breyley, Quality Improvement Manager (Chair)
Cllr Florence Grains
Cllr Bill Manson
Cllr Josie Simpson
Cllr Jim Henry
Cllr Geoff Feather
Mr Robert Sim, Quality Improvement Officer
Mrs Sheilagh Smith, Head Teacher
Members of Skerries Community
Mrs Susan Manson (note taker)

Apologies: Mr Matthew Moss

Action

Mrs Sheilagh Smith introduced Ms Caroline Breyley, saying that Ms Breyley was the chair of the evaluation team.

Ms Breyley explained that she was chairing the evaluation team, and explained the evaluation process which had started in December. She informed the meeting that this was part of an information gathering process, and when this was complete she would be writing a report to go to Council in September 2007. She added that she expected that not everyone would agree on all points of the information, but she would note where differences of opinion were held.

Ms Breyley then listed the headings under which the information was to be collected. These headings are to be used for all schools being evaluated. They are:

- The Legal and Political Background
- Quality of Education
- Internal Forces For Change: Curriculum, Course Organisation and Recruitment \ Retention
- Financial Considerations
- Travel Distances and Times and the Potential Implications for the Transport Strategy
- Future Pupils and Population Projections \ Shifts
- Community Planning and Community Use
- Rural Sustainability and Development including Housing
- Rationalisation: Required Processes and Procedures
- The Fabric of the School
- Number of Placing Requests into and from the School's Catchment
- Unique Local Features

Ms Breyley said that the three she wished to gather information for today were:

- Community Planning and Community Use
- Rural Sustainability and Development, including housing
- Unique Local Features

She asked what folk wanted to be included under each of these headings.

Community Planning and Community Use

Responses were:

- The public library is located in the school, and is very well used.
- The school was used for holding meetings when the hall was being refurbished.
- Clubs and groups from other areas, can use the school in holiday periods.
- The school is used for art work.
- The school is used for Summer Play Schemes, with art work.
- Internet facilities are available, during the school day, and also by arrangement in the evening and at weekends.
- The school is used for holding small groups or meetings, rather than the local hall.
- Courses being held in the school can be attended by members of the community, not just school staff.
- If the secondary department was closed, no part of the building would be made redundant.
- There are video conferencing facilities for lectures and other adult education meetings.

Cllr Manson commented that the executive want to see community use of schools, however, in Shetland there are a number of local halls which are used instead, which is not the situation in other parts of Scotland.

Rural Sustainability and Development including Housing

Responses were:

- At present, the Community Development Group has applied for planning permission for 2 chalets. The hope is that if there are more workers then the factory will process more.
- The factory jobs will be advertised stating that housing will be available.
- It is hoped that folk with families will apply for these jobs, which would be good for the school and for the community.
- If the secondary department is seen to be under threat, then the jobs and housing would be a lot less attractive.
- Folk won't be so keen to come to live here if they think they will have to move again if there is no secondary department for their bairns.
- There was some talk of Hjaltsland Housing building one house in Skerries to see what demand there is.
- The chalets are ready now, for when the planning permission is granted.
- There is also the possibility of more chalets.

Cllr Manson said that Hjaltland is looking to build in very rural areas and only building one or two houses to try to provide social rented housing. This is a change to their previous policy, and he thought that they were going to build in Eshaness first.

Cllr Henry asked if there was any demand for single person housing in Skerries. The reply was that two of the existing chalets are occupied by single folk.

- About 8 houses have been built privately in Skerries in the past 20 years.
- Another house plan will be submitted to the planning department shortly, and this may lead to more.
- We do not want to see anything happening that will jeopardize our chances of attracting new workers
- I would not have moved to Skerries with my three children if there had not been a secondary department.
- Other folk maybe would not be here if there wasn't a secondary department.
- According to the statistics in the local paper recently, (1931 – 2001), of the islands, Whalsay had kept up population numbers best, with Skerries next. The population of Fetlar, Papa Stour, Fair Isle and Foula have all steadily dropped – none of these islands have a school with a secondary department.

Unique Local Features

Responses were:

- Local Skills; the things that the bairns learn here, that we fear they will lose. Boys gain boating, fishing, crafting and mechanical skills. Also as there is no plumbers, electricians, etc on the island, all of this is done by yourselves, and the bairns learn from their parents. I don't think they would learn this if they were not here.
- Are you going to ask an 11 year old to make the journey to secondary school twice a week. Not all days are fine like today. Sometimes the ferry can't make the journey, and sometimes it can't get docked at Skerries and has to return to the mainland. It was agreed that Ms Breyley would find out from the ferry service, how often this happens. CB

Cllr Henry told of the Skerries women and bairns coming down to meet the fishing boats when they come in, something which no longer happens in other communities.

- Curriculum for Excellence is bringing changes to education and the four core elements of this initiative are: successful learners, confident individuals, responsible citizens and effective communicators. I think that isolating the children in Lerwick, away from their cultural environment goes against the last three aims.
- Once the children's education is complete here, it is up to them to

chose whether to stay in Skerries or move away

Cllr Feather said that although the Quarff community had fought hard to save the school, it had closed and the bairns moved to Cunningsburgh, and the bairns now think it better, socially with other children to mix with. Comment on this was that the Quarff children are still getting home every night. Another comment was that it seemed to be that the closure of Quarff School was about saving money. Although it seemed that the school was still open, as special needs pupils are going there. Cllr Feather agreed that the school was used for a special needs class, and also for a nursery group.

- I really don't want the bairns to go to the Anderson High. Eddie Broadly, Area Adviser with Learning Teaching Scotland, says that pupils in small rural schools do better in their exams. So amalgamation goes against this.
- All my children are very sociable and have travelled all over the place.
- My daughter had all her school education in Skerries. She went to Lerwick to work, and then did evening classes. She now has a PhD.
- Another Skerries pupil went on to chair the Shetland Fisheries Association, and was asked to Chair the Scottish Fisheries Association - although to be correct he did spend 1½ years at a Lerwick School which he hated, so he came back to Skerries School. To be fair, my grandson attends Lerwick school and he thinks it's splendid.
- I only stayed one week at the Lerwick school, and then I came back to Skerries.

Cllr Manson noted that there is no denying that folk from rural areas can do very well in academia and in life. The Schools Service strives to provide support for all the rural schools. It also has to be said that the AHS is the best in the state sector for its size.

- I can't see a good academic reason for closing the school.
- We want to give them the choice, if they want to go to Lerwick or if they want to stay here in Skerries.
- I don't think that there is much offered in Lerwick that is not available here, Sheilagh does a wide range of courses

Cllr Manson replied that he knew the range of courses offered in Skerries, and knew that if a specific course was wanted then there would be an attempt to support it. He was really meaning all the wider life skills, an appreciation of the things that might be open to them.

- I think the things the Skerries bairns are missing by not attending Lerwick are, home sickness, bullying, gang culture and drugs. Do you want to take bairns away from a safe environment and subject them to that? Here they learn respect and people skills and how to interact with folk.

- When my daughter stayed at the hostel, she was bullied for all the time she was there.
- It's not as if the bairns don't get out of the isle. Some of the folk living in Skerries come from other places, so they are all going places and mingling with other folk in other areas of Shetland. The children here can mingle with everyone, all age groups. We are all sociable folk.
- When you consider the trips out with the isle, then the children are mixing with other children for many weeks of the year, and children are getting interaction with other bairns both through the school and through their own families.
- The children also have access to computers, and can speak to anybody anywhere they want.
- When the Swan arrives in Skerries with bairns from other places, the Skerries bairns are down and mixing with them right away, it's the same with foreign yachts and other boats with children aboard. I don't think this happens in Lerwick.
- Basically, it is the life we want for our bairns. If we wanted our bairns to be brought up in Lerwick, we would not be living in Skerries.

Cllr Simpson said that a very important factor, is that the question about the secondary department has been boiling up for about 5 years. And during this time, the fishing has been at the lowest ebb he can remember, the salmon collapsed and the factory closed. A lot of what happened then has something to do with the low school roll now. However, the community has strived and got beyond that. The salmon is back and the factory open again, and there are plans for a new fishing boat. He said he felt that this was the wrong time to think about closing the secondary department; things are starting to build up and in four or five years time there could be more pupils in the school. He thought that once the secondary department was closed it would not open again, so he said it was the wrong time to do this. He added that the education results were good and the exam results are excellent, there was no educational reason to close the secondary department. If this is to do with money; and if the isle is let to go down, then it will take a lot more to build it up again. He added that credit must be given to the folk of Skerries, and that he thought that this was completely and utterly the wrong time to think about closing the secondary department.

- I would think that the Skerries white fish fleet, per head of population is the most powerful in the country.
- When decommissioning was on the go, Skerries did not opt for it. So this is the wrong time to think about closure.
- This has been going on since 1953. When the control exam was done and we had to go to Symbister and find lodging there, that was no use for me. And this is still going on.
- The Human Rights Act Article 8, talks about the right to respect of private and family life, and that there should be no interference by a public authority with the exercise of that right. And I think that this does interfere with the children's right to family life.

- **As there are only 6 areas of Scotland that spend a smaller proportion of their budget on Education than Shetland, is there no other area of the budget that the Council could save money? About 35% of Shetland's budget is spent on Education, and most other authorities spend more than that on Education.**

Cllr Manson said that in general terms, Shetland one of the highest spenders on Education in the country. He added that Shetland gets a certain amount of funding from the Scottish Executive to spend on Education, when in fact it spends almost double that amount. He thought that folk would probably find that other authorities spend proportionately less on other areas. Other authorities don't have harbours, ferries, etc to organise.

- Why has so much funding been used for Parental Involvement? A member of staff has been dedicated to this and a printed brochure sent to all parents. Why are Head Teachers not doing this in schools?
- RS explained that the Scottish Executive provided the time limited funding for this. The member of staff was a graduate trainee, which is funded from that programme. He added that the Scottish Executive plans these initiatives, and although good, are very often more suited to the central belt rather than rural situations.
- We don't need this money to get involved, we are already involved in our bairns education every step of the way. This is another unique thing about Skerries, all the parents are involved in every aspect of their bairns education, and are there supporting the teachers too. Cllr Manson agreed, saying that in the three primary schools in his area the parental involvement is almost 100%, although slightly less in the secondary school, but it is a bigger school and a different setting.
- Skerries is a very good example of what they want for Curriculum for Excellence. As Skerries meet nearly everything, why take bairns out of this system and send them to a Lerwick school, which is not reaching this.
- Parental involvement is much more difficult when a ferry journey is required. A parents evening involves an overnight stay in Lerwick. And parents may not be able to go to parents evenings and leave other children at home.
- Attainment in S1/S2 dips in most schools, this does not happen in Skerries. Transition is easier here as the primary and secondary teachers work together, and the primary teacher can continue working with the secondary pupils.
- Why would we want to close the secondary department when everything we're doing is so right? So it must be to do with money. You could not give any evidence to say that the bairns would do better in Lerwick. But I am giving evidence to say how well they are doing here.
- The cost per pupil for education in Skerries was put at £73,000 per pupil in the Best Value Review, but this figure is wildly inaccurate. The fact that this figure was published, has, I think, swayed public

opinion against Skerries. You can't evaluate what damage that has done.

CB

Ms Breyley said that the Service will provide a detailed breakdown of the costs, so that costs are apportioned properly. She said that she and Mrs Smith were working on that. She added that while the actual figure may not change, at least everyone will have a clear breakdown to the costs.

CB

- Are there any rules about sending 11 year old bairns on a 2 hour unaccompanied ferry journey? Ferry crew members are not in the passenger cabin, so no one is checking on them. An 11 year old travelling by themselves on Sunday night could find it very frightening. Also in the past taxis have been known not to turn up. Ms Breyley said that she would look for the legislation which covered this.
- The costs of this transporting the children and the cost of any person employed to supervise them need to be taken into consideration.
- It would be different if the child was 14 years old, they would be capable of travelling on their own, but at 11 years old, it is a bit young.

CB

Cllr Grains asked if parents would view this differently if pupils were flown in and out of Skerries. Parents replied perhaps if it was a daily flight.

- Pupils from Fair Isle and Foula don't get home every weekend, leading to even less family life. I would think parents here would prefer, should the secondary close, that the children were home every weekend.
- For a pupil only to get home once a month is absolutely ridiculous. A bairn of 11 years needs their parents. Not having your parents around when you are in trouble or worried, is absolutely terrible, and the phone is no use, bairns need a cuddle.
- When the secondary department was threatened with closure last time, a family moved away. The parents said they had not had their children to hand them over at 11 years old.
- There are young couples in the community, who may have children in the future.

Cllr Simpson reminded everyone that the report on this will not go to council until the autumn, and it will be the new Council that will make the decision. Prior to this, there was the threat that changes would be made in August, but that cannot happen now.

Cllr Manson said that this process would be agreed at the next meeting of the Council. The process would still be on going, but the decision will only go to the new Council.

The panel was asked for their impression of the public opinion of the closure of the secondary department in Skerries. Cllr Grains replied

that she thought that the community had made it quite clear what they thought. Cllr Manson said that he could see that there was passionate support for the secondary department.

Cllr Grains said the three big spend areas in the Council was Education, Ferries and Community Care. She asked where would folk suggest that saving were made. One person said that he has sent a letter to the Ferries Service indicating how £36,000 could be saved on the Filla fuel bill. He said he had not even had a reply from them. Another suggestion was that money could also be saved on Councillor trips away.

- **This is the first meeting in the refurbished public hall, it would be a pity if there was no one here to use it**
- **Very little is spent on Community Care in Skerries, virtually nothing – there are no home helps and no meals on wheels. So that savings could go towards Education.**
- **Traditionally this community has looked after each other, and there was no need to consider other help. Now there is a situation where a person needs meals on wheels, but no one has been able to come and set this up. Cllr Simpson said that he was trying to deal with this, and that he had spoken to Social Work about this.**
- **This is another unique social factor that we do have very little outside help, so there would be a saving on budget allocated to Skerries, and this could go towards Education in Skerries.**

Ms Breyley said that if anyone could think of anything else to add, they could write to her or phone her anytime. She thanked everyone for attending the meeting and for making their strong feelings clear. She said she would send the minute to Mrs Smith for her to distribute, and of course it would all form part of the report. This would all be shared with the evaluation team, so the community would have the information before it went to Council.

Two people handed Ms Breyley written information, which is attached.

The meeting closed at 6pm.



REPORT

To: Services Committee

29 November 2007

From: Head of Schools

SANDNESS PRIMARY SCHOOL

1. Introduction

- 1.1 The purpose of this report is to consider the provision of primary education at Sandness Primary School.
- 1.2 Sandness Primary School is part of the Westside Schools Shared Management Group. The Head Teacher is also the Head Teacher of Happyhansel and Skeld Schools.
- 1.3 In the absence of the Head Teacher the school is managed by a principal teacher supported by a part-time teacher and a part-time classroom assistant. The pupils have a visiting teacher for French and instructors for instruments and knitting. The school is organised into one composite class of pupils from P1 to P7.
- 1.4 There is one main teaching area, which includes a designated area for computer use. There is a small kitchen and dining area and a hall, which is used for PE and community activities. The well developed outdoor area includes the community play area, which the school maintains.

2. Link to Council Priorities

- 2.1 Achieving Potential - The Corporate Plan 2004-2008 commits the Council to providing the best learning environment for all and to providing a Best Value Service in Education.

3. Background

- 3.1 It was agreed that instead of conducting a planned Task Force Review for the Schools Service, the Interim Head of Education at the time in his role as an external consultant, examine all the documentation available from the Education Best Value Review and produce a report with his conclusions and recommendations (Min Ref: SIC 13/06).

- 3.2 The report on the Examination of the Council's Education Best Value Review was presented at Services Committee on 15 June 2006 (Min Ref: SC 33/06).
- 3.3 On 31 August 2006, a subsequent report set out the approach to be adopted by the Schools Service in undertaking this evaluation (Min Ref: SC 53/06).
- 3.4 The Head of Finance highlighted in a report to the previous Council, General Fund Expenditure Growth 2002/03 to 2006/07 (Report No F-019), that there had been significant growth well above both inflation and additional monies received, over the past four years particularly in Social Work and the Schools Service (Min Ref: SIC 88/06).
- 3.5 The Head of Finance, in his report to Council on 31 October 2007, (Report No F030-07-F) identified a £9.5 million deficit in the projected draw on Council resources for 2008/09. In that report he stated: -
- 'Education spending reductions, in particular School's expenditure, could be pursued to reflect the falls in primary/secondary school rolls (down 8% between 1996 and 2005) and by reviewing staffing levels and reorganising the school estate into larger schools with lower unit costs. Such reductions are potentially very substantial, but are controversial and will take a significant amount of time to implement. Previous attempts by successive Councils have been difficult in practice to implement, but the falls in pupil numbers and the pressure for spending cuts mean that the issue is not going to go away. Controllable expenditure in this area amounts to some £32 million per annum.'

4. The Legal and Political Background

- 4.1 Education authorities have a duty to secure adequate and efficient provision of school education for their area.
- 4.2 The formal consultation requirements in relation to school closure proposals include consultation with:
- Parents of every pupil at school(s) to be closed
 - Parents of every pupil at the school(s) where children will be redistributed
 - The parent of every child who would be expected to attend the school(s) being closed within 2 years of the date of the proposal
 - The Parent Council responsible for the school(s) to be closed
 - The Parent Council responsible for the school(s) where the children will be redistributed
 - The pupils of the school(s) to be closed
 - The pupils of the school(s) where the children will be redistributed.

- 4.3 It was also noted that where the travel distance exceeds 5 miles for primary children attending an alternative school, decision must be upheld by Scottish Government.

5. Information Gathering

Information for this report was gathered from a variety of sources, including meetings with School staff, parents, the Sandness Action Group, members of the community and the Community Council, a public meeting in Sandness Hall, and consultation with pupils. Officers of the Council were asked to supply information and data. (See Appendices A, B, C, D and E)

6. Quality of Education

- 6.1 Sandness School was inspected by HMle in May 2007 and received a very favourable report. HM Inspectors identified seven key strengths:
- The effective use of cross-curricular projects to engage pupils in their learning
 - The quality of teaching
 - Pupils' attainment in English language, especially reading and writing
 - Highly motivated pupils who were achieving very well in a range of areas.
 - The quality of pastoral care for pupils and the promotion of equality and fairness
 - Strong and productive partnerships with parents and the wider community
 - The leadership of the Head Teacher.
- 6.2 All of the quality indicators were good or very good with the exception of the judgement of the Partnership with parents, the School Board, and the community; which was rated excellent (sector leading).
- 6.3 The main points for action were to make more effective use of assessment evidence to determine next steps in pupils learning and continue to raise attainment in aspects of mathematics.
- 6.4 The focused visits of the Quality Improvement Officer for the school also report many key strengths with a particular emphasis on the quality of teaching and the learning experiences that are provided.
- 6.5 Pupils expressed a high level of satisfaction with the school and were very happy.
- 6.6 Parents and members of the community valued the range of learning experiences the pupils experienced as well as the opportunities they were given to develop as citizens.

- 6.7 School staff and parents value the opportunities, provided by the school's involvement with the community, for pupils to take part in intergenerational activities. There is limited peer social interaction due to the small numbers of children in the school.
- 6.8 As part of a Shared Management Group, the pupils are invited to join together with pupils from the other two schools for different activities and school staff share expertise and training opportunities.

7. Internal Forces for Change: Curriculum

Sandness School is well placed to meet the challenges of Curriculum for Excellence; the major curriculum change currently underway in Scottish Schools. The existing curriculum already offers interdisciplinary links across subject areas.

8 Recruitment \ Retention

When the Principal teacher post was advertised, there were 9 applicants.

9 Financial Considerations

- 9.1 A report, (Min Ref: SC 62/07) was presented to Council in October 2007, which provided information on the cost of delivering an education service in each school setting together with relevant indicators, such as teacher/pupil ratios. This report was developed with Head Teachers.
- 9.2 The school roll as at September 2007 is 7. The total cost per pupil is £16,290 which is £9,094 higher than the Shetland average. The higher costs relate primarily to the low pupil:teacher ratio of 5.28:1, which is less than the Shetland average of 11:1.
- 9.3 If the school were to be closed the immediate savings would be approximately £20,000, this figure represents the operating costs of the school. However, some costs would go with pupils and, whilst the building remains in the ownership of the Council, some building maintenance costs will remain.
- 9.4 The long term savings (ie when redeployed staff left Council employment or filled vacant posts) would be approximately £84,124 per annum. This includes the additional £12,000 for transport.
- 9.5 There would be no savings from central costs as these services would still be required by the rest of the School Estate.
- 9.6 If the school were to be closed; the Council's Transport Manager estimates that the cost of transporting children from Sandness to

Happyhansel School would be approximately £12,000 per annum. At meetings held with the community, local opinion felt this was an underestimate.

- 9.7 Staff will be consulted about redeployment, if following the period of formal consultation it is recommended that the school closes.

10 Travel Distances and Times - The Potential Implications for the Transport Strategy.

- 10.1 The Council's Transport Manager stated that the distance children would need to travel to Happyhansel School is 8.9 miles and the journey time would be 30 minutes. Transport would be provided in an MPV taxi or a Private Hire Car. By using this direct route, which is 3.2 miles less than the route through the Dale of Walls, some of the concerns expressed by parents and the community with regard to travel time and distance can be alleviated.
- 10.2 The School and the Community felt that the journey would need to go by the Dale of Walls route or two vehicles would be needed. The journey is 10.3 miles. Some pupils live a further 1.8 miles beyond the school making a total journey of 12.1 miles.
- 10.3 All parents and many other members of the community expressed grave concerns about the journey time and distance. Parents also felt that if their children were transported out of the community to school that they would miss the day to day involvement in their child's schooling and the contact they have with school staff.
- 10.4 All children walk or cycle to Sandness school. Parents felt that this was an important part of their children's healthy lifestyle choice and was also an important part of their contribution to a sustainable world.
- 10.5 Parents and members of the community are worried about the possibility of pupils travelling daily along a road which they feel has many points of poor visibility.
- 10.6 The A971 to Sandness has been inspected and reviewed by the Member Officer Working Group for the Improvement and Use of Roads who prepared a list of recommendations for improving visibility, widening some parts of the road, and/or extending some passing places. (see Appendix F).

11. Future Pupil and Population Projections\Shifts

11.1 School Rolls – Current Numbers and Trends

Sandness

Year	P1	P2	P3	P4	P5	P6	P7	Total
2006/07	2		2			4		8

2007/08		2		2			3	7
2008/09			2		2			4
2009/10	1			2		2		5
2010/11	3	1			2		2	8

Happyhansel

Year	P1	P2	P3	P4	P5	P6	P7	Total
2006/07	5	6	7	10	7	4	4	43
2007/08	6	5	6	8	12	7	3	47
2008/09	9	9	5	7	7	9	7	53
2009/10	6	11	6	5	6	8	12	54
2010/11	6	6	11	6	5	6	8	48

11.2 In the last ten years the school roll has fluctuated between fifteen and six.

11.3 Pre-school children from Sandness attend the nursery sessions at Happyhansel Nursery, five mornings a week. In the current year 2007/2008, 14 children attend Happyhansel Nursery from the Walls and Sandness areas. For the year 2008/09, it is predicted that 12 children will attend. It is predicted that 10 children will attend in each of the years 09/10 and 10/11.

12. School Occupancy Rates

12.1 School occupancy levels are as follows:

- Sandness Primary School has capacity for 25 pupils.
- Happyhansel Primary School has capacity for 60 pupils.
- Nursery capacity at Happyhansel is 20 pupils.

13. Community Use of the School

13.1 The School is widely used outwith school hours and there are several after school clubs including: weekly Chess Club, Youth Group and Internet Café. Many of these activities are open to the wider community.

13.2 The Active Schools Team run after school activities for school pupils; children were originally expected to attend these at Aith but parents were concerned that children spent too much time unsupervised waiting for transport home so attendance stopped; activities are well attended now they are at the school.

13.3 The School is also used for The Parent and Toddler Group and the History Group.

- 13.4 It is hired for small group meetings.
- 13.5 There are monthly teas arranged by the pupils to which the whole community come as well as visitors from outwith the area.
- 13.6 The community also make use of the school facilities eg the photocopier and IT equipment as these are not available anywhere else in the vicinity.
- 13.7 In the near future, the Library Service plan to use the school as a drop off point for books.

14. Rural Sustainability and Development including Housing Strategy

- 14.1 There are approximately 150 people residing in Sandness.
- 14.2 Hjaltland Housing Association has eight homes in Sandness and has no plans to further build in the Sandness Area.
- 14.3 Shetland Islands Council Housing Department have a scheme of ten houses at Shendale Burn. Nine are sheltered houses and there is one larger property. There has been a history of low demand for these and, at the moment, there are four empty houses. Three of the properties have now been converted for use by tenants not needing sheltered housing and one property is let to the Mill for incoming workers.
- 14.4 The local shop and post office have already closed and the nearest shop and post office is at Walls. Some of the community also shop at Aith and in Lerwick. Initially, when the Post Office closed, a bus was provided to Walls on Monday and Fridays but this service has now been reduced to Fridays only.
- 14.5 At the Community Meeting it was explained that the school is the hub of a community which does not have a Health Centre, a shop, a Post Office or any leisure facilities. The only other facility available is the Hall which is used for functions eg weddings, whilst the school is used for meetings.
- 14.6 The Community Council put on record their view that Sandness is a community in its own right and they supported the community's view that the pupils should be educated in their own community. The availability of the school is one of the factors which attracts young families to the area and is an important factor in the rural sustainability of Sandness.
- 14.7 At the public meeting, local employers stated that having a school in the village was important for them in trying to attract a workforce.

14.8 The school is pursuing a wind generation scheme, which would supply power to the school, the local hall and the school's neighbour.

15. The Fabric of the School

Building Services state that the school is in good condition. A basin needs to be moved in the toilet for the disabled but otherwise the school is fully available to the disabled.

16. Placing Requests

There was one request in 2003 for a child to go to Happyhansel School from the Sandness catchment area.

17. The Accessibility of Recreational Trust Facilities where relevant.

Sandness Primary School does not use Recreational Trust Facilities.

18. Provision of School Meals

School Meals are provided from Happyhansel School. The School Meals Service employ a member of staff to serve the meals at the school. The same person has a taxi contract to deliver the meals.

19. Pre-school Provision for the Catchment Area

19.1 Nursery provision is at Happyhansel School.

19.2 A voluntary Parent and Toddler Group is run at Sandness School on Monday mornings.

20. Proposals

On consideration of all the points in this report, including the high pupil cost in Sandness Primary School, it is proposed that the Council should proceed to formal consultation on the closure of Sandness Primary School.

21. Financial Implications

21.1 Closing Sandness Primary School would mean savings of £20,000 per annum in operational costs in the short-term. However, some costs would go with pupils and, whilst the building remains in the ownership of the Council, some building maintenance costs will remain.

- 21.2 In the long term the savings will be approximately £96,124. However, the cost of transporting the pupils to Happyhansel Primary School will cost in the region of £12,000. Bringing the total saving to £84,124 per annum.

22. Policy and Delegated Authority

- 22.1 In accordance with Section 13 of the Council's Scheme of Delegation, the Services Committee has delegated authority to make decisions relating to matters within its remit for which the overall objectives have been approved by Council, in addition to appropriate budget provision.

- 22.2 As the recommendation falls outwith delegated powers, a decision of the Council is required.

23. Recommendation

I recommend that Services Committee recommend to Shetland Islands Council to agree to:

- 23.1 proceed to formal consultation on the closure of Sandness Primary School.

November 2007

Our Ref: HB/CB/SM

Report No: ED-16-F

Inaugural Meeting
School Estate Management - Evaluation Team Meeting
Held on Monday 11 December 2006 at 10.00 am at Lystina House

Present: Mrs Helen Budge, Head of Schools (Chair)
 Councillor Florence Grains, Chair of Services Committee
 Councillor Josie Simpson
 Councillor Frank Robertson
 Mr Jim Reyner, Quality Improvement Manager
 Mr Robert Sim, Quality Improvement Officer
 Mrs Maggie Spence, Quality Improvement Officer
 Mrs Kristen Johnston, Solicitor
 Mrs Sheilagh Smith, Head Teacher - Skerries School
 Mrs Lyn Boxall, Head Teacher - Sandness Primary School
 Mrs Philippa Veenhuizen, Chair - Sandness School Board
 Mr Jim Peterson, Sandness Community Member
 Mr Douglas Anderson, Chair - Skerries Community Council
 Mr Bernie Cranie, EIS, Local Association Secretary
 Mr Neil Galbraith, External Consultant
 Mrs Carol Manson, Admin Officer - Education and Social Care

Apologies: Councillor Bill Manson, Education Spokesperson
 Mrs Denise Anderson, Chair - Skerries School Board
 Mr Angus Robertson, Chair - Sandness and Walls Community Council
 Mr Matthew Moss, LNCT Joint Secretary
 Mr Brian Smith, UNISON Branch Chairman

	Action
<p>1. <u>Apologies</u></p> <p>This was noted.</p> <p>2. <u>Welcome & Background Information</u></p> <p>Mrs Budge welcomed everyone to the meeting and those in attendance introduced themselves.</p> <p>She disseminated a paper on the <i>Guidelines on Evaluation of School Estate Management</i> to the team and explained that this set out what we needed to take forward regarding the review of the two schools, Skerries and Sandness. After today's meeting, the two groups would be meeting separately. Mr Reyner would be chairing the Skerries Evaluation Team and Mrs Budge would have chaired the Sandness team but Caroline Breyley had just been appointed as temporary Quality Improvement Manager (from January 2007) and will be taking on that role.</p>	

It was clarified that Mr Cranie will be the Union representative for Skerries and Mr Moss for Sandness.

Mrs Budge mentioned that she had called for SIC departmental representatives to attend a meeting in the afternoon at Lystina House - this would be an information-gathering exercise. It was noted that a representative from the Health Board would be attending as well.

Mr Sim pointed out that the title of the Management Officer who was attending the afternoon meeting be changed to MIS Support Assistant.

3. **Venues For Meetings**

Discussion took place regarding venues for future meetings. Mrs Budge confirmed that some meetings could be held in the community hall. Mr Anderson raised the point that at a recent meeting of the Community Council, it had been requested that Sundays be the preferred day for any consultation sessions to be held in Skerries.

4. **Frequency Of Meetings**

Discussion took place regarding how many consultation meetings should take place during the three-month exercise. Councillor Robertson suggested two. One at the beginning of the exercise as it would be valuable to hear suggestions and views from the community which could then be fed back to the evaluation team. The second session could take place as a public meeting to answer the questions and issues raised at the earlier meeting.

In answer to a query as to when the actual meetings would be starting after the New Year, Mrs Budge advised that the Chair of the team (ie Mr Reyner and Mrs Budge) would decide the dates and times of when the evaluation team meetings should take place.

5. **Publication Of Information**

Mr Sim mentioned there was a process for managing the website whereby information on the review could be updated. He queried whether there would be a process for people putting forward their views. Mrs Budge replied that letters from members of the public regarding school closures coming in to the office would not be publicised on the website.

6. **Admin Support**

The team were informed, Morag Gerrard had recently been appointed as the single point of contact for all matters relating to evaluation of school estate management - her hours of work would be 17½ hours per week until 2010.

Mrs Smith asked whether the clerical assistant would be going out to Skerries to minute the consultation meetings - Mrs Manson confirmed that she would.

7. **Cost Of Review To Community**

Mrs Veenhuizen made the following points:-

- The reviews would be a burden on the two communities as it was an expensive procedure and would draw huge resources and asked where the costs would be budgeted to. She referred to the other communities which were not affected by the review and therefore would not be incurring these expenses.
- The same members of the community were sitting on different groups
- A lot of the data being used was out of date. Therefore research was required from other areas.

Mrs Budge clarified that the service had set up a budget code to pay for the costs of the evaluation process and ascertained that schools would not be bearing the additional expense from the review.

8. **Timetable Of Review**

Councillor Simpson stated that he was concerned with the date of the timetable (2006 to 2010) particularly in light of the Council Elections due to take place in May 2006. He said he felt that Skerries was being singled out. Mr Anderson said that he supported Councillor Simpson about the timetable. He expressed disappointment that this had come back again after the last Best Value Review had been turned down.

Councillor Simpson said that if we said this was the wrong time of the year to carry out the consultation, that is, it would be the worst time of the year as it was leading up to the Elections, we could put this to the next Council meeting.

Mr Cranie said that he would back Councillor Simpson's suggestion. Mr Peterson also said that he agreed with Councillor Simpson particularly with the timing of the review and the elections due to take place.

Mrs Budge reminded the group that the report on School Estate Management had been approved by Full Council.

Mrs Grains advised that a motion could be put to the Council and it

would be considered.

Councillor Grains commented that it was unfair to say that the Council was picking off schools - at the Council meeting, the report and the timetable were explained and the reasons behind it. The most important thing was that each child benefits.

Councillor Robertson explained that it was up the Members to raise the motion to change the timetable of the process. If this was the case, then it would be the remit for the newly elected Members to take this forward.

Mr Cranie asked why Skerries and Sandness were chosen as the first to be reviewed.

Mrs Boxall replied, that in Sandness's case, she was involved in the discussion and wanted this to be resolved sooner rather than later. Mrs Budge added that she had consulted with Mrs Smith.

Mrs Smith said that closing the secondary in 2007 was not appropriate and suggested that the earliest a review should take place was in December 2007.

A discussion ensued about the appropriate time for doing the review in relation to the Skerries secondary pupils.

Mr Cranie commented that it could not be guaranteed that Union representatives would be able to attend all the meetings in Skerries, but felt that it would be more appropriate to communicate with Mrs Smith and the Chair of the team.

Mr Reyner suggested that a circulation list should be set up so that everyone was aware of what was happening.

Mr Reyner commented that it would be inappropriate for officers to decide whether to press on with the consultation; officers had to take forward instructions from Councillors.

Mr Anderson pointed out that with the Christmas holidays coming up, not much could be done until mid-January. Mrs Budge said that despite the inactivity during the festive period, the officers in the School Service would still be working to gather facts and figures. She added that Mrs Caroline Breyley had recently been appointed to post as Acting QIM and would be chairing the Sandness evaluation group. However, Mrs Breyley would not be starting before Christmas.

Mrs Smith suggested two dates for meeting in Skerries - 12 January and 7 February 2007 (both dates when Mr Anderson would be able to attend).

Mr Cranie raised the point that it would be meaningless to have a three-month period of consultations when Mrs Breyley would not be in post until after Christmas. He said that the Skerries consultation period should be extended to take account of the festive period. The review should therefore begin in January 2007 with a report written up three months after that.

Mr Reyner reminded Mr Cranie that officers had been instructed to start the consultation. If members of the evaluation team did not feel that the consultation period was enough time to gather information at the end of the three months, he would be putting that in his report and ask for extra time. In the meantime, he suggested that the research aspect could start now.

Mr Anderson asked for a show of hands as to whether the Council should be asked to change the timetable. Mrs Budge reminded those attending that the process had started and anyone who wanted to discuss this further should communicate their thoughts to their Councillor after the meeting.

Mr Anderson added that the three months period should be scrapped. It would take time to pull all the information together locally and the process should take as long as it needed.

Mrs Budge pointed out that if the local community was gathering information as well, there could be duplication of work.

Mr Cranie commented that the team would be validating and verifying data whilst the process was ongoing - it was not a waste of time if work was duplicated because there could be inconsistencies in the collation of data.

Councillor Simpson stated that, unless he heard otherwise from his community, he had every intention of setting up a motion to get the timetable scrapped.

9. **Research**

Mrs Veenhuizen queried whether the review was taking place to save money. She added that nowhere did it say that money would be saved and asked why the service was looking at closing schools which were doing well. She said that research should be done on what other local authorities were doing in relation to school estate management.

Mrs Budge agreed that research would be done and said that if there was any additional information anyone wanted to put forward, it should be to the evaluation team.

Mr Cranie asked about the research that had been done at the last

Best Value Review - what comparisons were made, for example, education attainment between Sandness and Happyhansel. He asked for the information to be seen in detail rather than in a report.

Mrs Budge referred to a folder which had been compiled at the last Best Value Review of Education. Every Member had received a folder and she agreed to share the contents of the office copy with anyone in the team who was interested.

Mr Sim asked that other factors such as research be included to the areas for consideration in the evaluation of each proposal. Mrs Budge agreed to this.

10. **Head Teacher's Role**

Mr Cranie expressed his disappointment that the Education Spokesperson was not at the meeting. He asked whether questions had been asked at the Head Teachers' meeting regarding how the consultation took place. He added that he did not find it helpful for Head Teachers to answer questions within such a short period. He asked to see evidence of the educational benefits gathered from the research that was done.

Mr Reyner stated that those involved in the ongoing review should have access to Mr Galbraith's report. The report indicated that the consultation process should be done on an educational point of view.

Reporting Of Findings

11.

Mrs Smith asked who would write the report to Council. Mrs Budge confirmed that the Quality Improvement Manager (QIM) would be writing the report and she would be submitting a covering report with recommendations to Council.

Mrs Smith queried whether the evaluation team would be involved and have a say in the context of the report. Mrs Budge stated that the team would have some involvement to ensure that the facts and figures were correct in the content of the report. The QIM would highlight any discrepancies found when the report is written.

Mrs Smith asked when the report would be going to Full Council. Mrs Budge replied that it depended on what information was required and how long it would take to gather the data - she agreed to check the diary and let Mrs Smith know.

Councillor Robertson expressed his disappointment when the School Estate Management report came back to Council. He spoke at length about the feelings gone through by the Sandness community as the underlying message felt was that the school would be closed. He said that he was heartened to see the parameters of the evaluation areas

had been broadened. He referred to the Council's Corporate Plan which included sustaining rural communities. He said he agreed with Councillor Simpson about the unfortunate timing before the elections. Every single aspect had to be looked at including going over the other areas. He expressed concern about the writing of the report and suggested that the present team should be able to see the draft report at every stage before its final submission to Council. He also agreed with Mrs Veenhuizen that it was a lot of work for a small community as members of the School Board, Community Council and other groups tended to be the same ones attending the various meetings - it would be an expensive undertaking to go to all the discussions planned over the next three months.

Mr Cranie raised the point that he could not be seen as a Union member to agree to the report. He was not a member of the team to endorse closing the school. The Union side would be challenging any recommendations to close schools.

Mrs Smith asked for clarification that the report which was approved by the Council had been written by the Schools Service. Mrs Budge said that this was not the case as the Chief Executive had requested the external consultant to compile the report.

Mrs Veenhuizen highlighted the fact that some reports could be hard to read and asked for the report to Council to be written in crystal clear plain English. Mr Sim agreed with this.

Any Other Current Business

12. Mrs Veenhuizen asked for the name of the Health representative who would be attending the afternoon meeting. Mrs Budge agreed to inform her of the name of the person after the meeting took place.

Mr Anderson mentioned that at the last Best Value Review meeting, exam results for Skerries had been requested but the request had been turned down.

Close Of Meeting

13. Mrs Budge thanked everyone for attending this first meeting of the two evaluation teams. From now on, the Skerries team and the Sandness team would be meeting separately.

Mrs Budge suggested that the evaluation team members leave their e-mail addresses with Mrs Edwards.

The meeting concluded at 11.45 am.

Notes:

The following e-mail addresses were given to Mrs Edwards:-

- (1) Mr Douglas Anderson: c/o marina.Anderson@shetland.gov.uk
- (2) Mrs Philippa Veenhuizen: drpaveenhuizen@aol.com

Minutes of Action Group Meeting held on Wednesday 31st January 2007 in Sandness School at 7.15pm

Present

Lyn Boxall, Head Teacher Sandness	Jim Peterson, Member of community
Caroline Breyley, Acting QIM	Michael Peterson, Member of community
Morag Gerrard, Admin Asst/Minute Taker	Philippa Veenhuizen, Parent
Brian Hanks, Parent	Melanie Wilbourne, Parent of 2 school children and 1 baby
Sherrilee Hibberd, Parent	Karen Williamson, Parent
Gary Jamieson, Member of community	

Caroline Breyley introduced herself and explained she has been seconded to the post of Quality Improvement Manager and is Head Teacher of Burravoe. As part of the Quality Improvement Manager role, Caroline will be chairing the Evaluation Team of Sandness School as part of the Educations Service's Review of School Estate Management. Caroline stated her aims for these meetings were to keep them as informal as possible and to share information. People present at the meeting introduced themselves.

Immediately before the meeting, a hand out was circulated which explained the information which will be gathered as part of the evaluation process. Caroline Breyley briefly summarised this.

Caroline stated that Burravoe School had been through the same review as Sandness School two years ago and emotions were still running high following this and that she understood how people were feeling regarding this evaluation.

It was clarified that Philippa Veenhuizen will be the contact person for the Action Group and will receive the minutes for proof reading.

Caroline explained the evaluation process began on 11th December 2006 with an initial meeting of the Evaluation Team. An SIC departmental meeting was held the same day, to inform Heads of Departments that information would be requested from them. Another meeting of the Evaluation Team will be held on 15th February 2007, 10am at Sandness School

A series of meetings have been arranged during the evaluation period. The following meetings have been arranged so far:

Staff at Sandness School – afternoon of 15th February 2007.

Evaluation Team – morning of 15th February 2007.

Community Council – 20th February 2007.

Agendas and any information will be circulated prior to the meetings.

A public meeting will be arranged before the final Evaluation Team meeting, to ensure everybody gets their say. This was agreed to be very important.

Further meetings can be held with the Action Group if members feel this would be of benefit. Caroline asked if those present could inform any person, who may not have been present but would like to bring up any point individually, that they are very welcome to contact her directly.

Discussion took place regarding frequency of meetings such as the Action Group. Those present felt they would rather have fewer meetings as many of the people attending also sit on other groups such as History Group for example and meetings take up a considerable amount of time.

Caroline explained anybody on the Evaluation Team can bring evidence to the meeting. The Evaluation Team consists of community members, Councillors, legal representatives, the school's Quality Improvement Officer, the Head Teacher, representatives from the School Board and Community Council. Evidence gathered from this meeting will be collated and taken forward to the Evaluation Team meeting. As part of the Evaluation process, Caroline and Morag are collating information from departments such as Planning, Housing and Infrastructure Services.

Philippa Veenhuizen requested progress so far.

Quality of education

It was stated the attainment levels at Sandness are very good.

It was noted by the group the Sandness School has excellent staff. The Head Teacher is also head for Skeld and Happy Hansel.

Lyn Boxall stated Sandness would soon have Health Promoting status.

Lyn Boxall noted her disappointment in that, when the Shared Management Structure was taken on, staff were assured a review would not be undertaken again and yet two years down the line, they find themselves going through another evaluation. It was noted the current management structure allows teachers to become Principal Teachers in order to gain experience to move on to Head Teacher posts which may prevent teachers moving away. Teachers in small rural schools are well-qualified and keen networkers.

It was noted that ICT links enable Sandness to have links with other parts of the world e.g. at the moment it has links with a school in Japan.

Recruitment and retention

It was noted recruitment and retention is not an issue at Sandness School as there were 9 applicants when the last vacancy for a Principal Teacher was advertised.

School occupancy

The school occupancy level for Sandness is 25. Happy Hansel is 60 for the primary school and 20 for the nursery school.

Fabric of school

This involves any capital projects in the pipeline for the school and any programme of maintenance scheduled. With regard to the disability access, Sandness requires only “cosmetic” alterations.

Discussion took place regarding size of Happyhansel building. It was stated there are currently 19 children in the nursery and 9 in P1. It was felt Happy Hansel was too small to accommodate children from Sandness.

Financial considerations

The School Board has some financial information. Caroline Breyley explained that some costs are calculated differently from school to school therefore it was difficult to compare costs per head. Caroline is trying to get some better financial information on this point to share with the group and the Evaluation Team.

The School Handbook website also holds information relevant to Sandness School from last year. Caroline Breyley would like more detailed evidence than this.

Philippa Veenhuizen stated that if the threat of closure is from a financial point of view it was a disgrace, proper financial figures are not clarified and presented in the beginning. Caroline Breyley confirmed finance is one of the criteria to be considered this time round.

A question was raised regarding whether or not figures in other areas being considered, including travel costs for children being bussed in. Caroline said that we would be asking Ian Bruce, the head of Transport Services for information about travel costs.

It was asked why the running costs of the school appeared to have risen considerably over the last few years and Caroline explained that this was because more money was devolved to schools rather than budgets being held centrally.

Travel distances and times and the potential implications for the Transport Strategy

The distance from Sandness to Happy Hansel was discussed. Figures state it is 6 miles from school to school. However, taking into consideration distance from child furthest away, to Walls, distance is 8.1 miles. The group felt that this is a long journey for young children in a bus, particularly in the winter and in dark nights. It is a worry for both parents and children. It was also noted that during times when the school bus would be travelling, other vehicles may not be travelling on the road and there would be no mobile phone coverage. This was a concern, should there be an accident or breakdown. This journey would also lengthen the child's day travelling \ attending school by a considerable time.

A query was noted on whether or not a bus from Sandness to Walls would go through Dale of Lees. The group would like clarification on this as if this was the case, the journey time would be increased greatly. The road is in disrepair.

The group stated they are repeatedly informed the road is safe, however many incidents on the road are not reported and therefore any official figures are not represented. The road is known to flood.

Concern was raised with regards to collection of children from Walls should they become sick. Some parents do not drive and where others do, families may only have one car.

The group stated the children at the school are very interested in health. All of the children, except very young, cycle or walk to school even in poor weather. They are provided with high visibility safety vests, which they all wear. This creates great independence and confidence building. The exercise they get cannot be underestimated. By travelling to school using this method, they are doing their bit for a better environment and it was felt it would be detrimental to the children's health and the environment should they be put on a bus to attend Walls.

It was noted that when children attended the nursery in Walls, parents would make a decision whether or not to send their children in poor weather despite nursery being open. Parents felt they would make same decision in poor weather, if their children were attending Happyhansel School even if the school was open.

It was felt the SIC should look at Sandness as an example of good practice. Areas such as Sandness are what make Shetland's education special.

It was clarified that transport costs do not come out of the school budget.

Parental involvement

It was felt that if children attend Walls, parental involvement would decline. Karen Williamson gave as an example that her child would be at school in Walls and she would be home with her toddler. She would be unlikely to go to Walls to get involved; it is much easier to be involved at Sandness. Others agreed with this, especially for evening meetings, after school meetings in the winter. The group felt that a move to Walls would be at odds with the Parental Involvement Act.

It was noted parental involvement travel costs would increase dramatically for attending Happyhansel.

It was stated parents do get involved in Sandness School and this was felt to be important. The elderly population like to see the children in the community and attend Christmas concerts for example. The Church is also utilised and involves the children. If the children are at Walls the Church would not be used either. Sandness is very community orientated.

Philippa Veenhuizen stated that children's time is precious. Often homework or music practice is done first thing in the morning or after school. The benefit of this interaction is immeasurable. It was felt if children have to go on a bus to Walls approximately 1 hour each day is lost in transit time. Days are short enough in the winter.

Accessibility of Recreational Trust facilities

This information was discussed. Lyn Boxall confirmed PE is done in the hall. The only use of recreational trust facilities is for six weeks each year for swimming.

School rolls – current numbers and trends \ Future pupil and population projections \ shifts

Caroline Breyley stated information is held on the school rolls. Information which is required, is for babies on the way.

The following information was provided:

Year	No of children in P1
2007	0
2008	2
2009	2
2010	1
2011	3

Jim Peterson stated that the group's primary aim is to save their school.

Family with 6 children have bought The Gardens, they plan to move here in 1 year and will have 3 children of or under school age plus 3 others, one , the oldest is currently 17yrs. Mr & Mrs Cox confirmed info on 8.2.07

Discussion took place on the number of people moving in and out of the area over the past few years. This is within the last 2 and a half years. 5 families with children in last 2 years moved and stayed.)

(Adults 10 children 9) Elderly man moved out .Elderly couple with 2 sons moved in. 3 families with primary school children moved out (adults 5 children 6) . 1 child sent to Aith because of threat of closure. But lived in Dale of Walls. Elderly man moved out. Middle-aged couple moved in. New house built by family living here with 2 children. Sold original house moved in by older couple. Elderly man moved in built new house. Babies born 2 in last year, also one imminent. 2 deaths one elderly man one newborn baby. Young couple moved out to Lerwick. 2 single women moved in (work at mill). Single man moved out (to family on Papa Stour. 2 single middle-aged women (HT)(aromatherapy) moved in and out. Single young man moved in with parents. Single young man married and moved to own property with new bride (who moved in). Retired couple moved to Lerwick, single elderly woman moved in. Young couple moved in recently to rent privately. Young couple moved in with baby (teacher) after single woman teacher moved out.

Rural sustainability and development including Housing Strategy

Caroline Breyley stated this information had been requested from Hjalmland Housing Association and SIC Housing Department. Currently there are no housing plans. Gary Jamieson stated he had also contacted each department out of interest and was still awaiting a response!

Discussion took place regarding any private housing developments. Local knowledge would provide this information. This is type of information which cannot be obtained from departments and is very useful to the information gathering process.

The group explained the school is the hub of the community. Sandness does not have a health centre, shop, post office or leisure facilities. The only other facility available is the public hall. The area requires both as the school is ideally placed to host meetings etc while the hall can hold functions such as weddings. It is a tight knit community which is passionate that it should remain open. The threat of closure has damaged the community already. People who may have moved into the area had chosen not to because of the uncertainty. It was felt if there is not a school in the area, families will not move into the area and people already living in Sandness will move out.

It was felt that if the school is to close it would fly in the face of the SIC policy on rural sustainability. It was noted there is no vandalism, or anti social behaviour in Sandness. The community has a great respect for each other.

Caroline Breyley stated the SIC Policy Unit had drawn up a statistical profile of the West Mainland. The document is in draft format. Caroline Breyley will ascertain if it has been finalised and if it can be sent out in it's draft format to the group for information.

It was stated there are approximately 150 people who reside in Sandness. Residents want to retain their community. It was felt it is important young people get involved in collecting and providing information.

The group stated they felt as isolated as an island. Access to public funds is very limited. They don't attend for example films at the Garrison or Clickimin Leisure Complex. The feeling was that there are very limited facilities on offer in Walls also and people would not attend these either. Fuel costs are high and therefore there is an added cost to every journey made. The group felt they do not ask for anything within their community, other than the school be left at it's status quo.

Community planning and community use

The Action Group stated the following groups use the school:

- Chess after school club.weekly
- Youth group.weekly
- History group.monthly
- Internet café.weekly
- Drama group in pipeline.
- Mother and toddler group – 8 children \ parents attending. Weekly during school hours Health leaflets disseminated from this group. Health visitor attends every 4 – 6 weeks.
- Monthly teas – attended by whole of community together with visitors from outwith area.
- School is used as a public notice board.
- Info from SIC is disseminated from school to parents as there is no post office.
- Active School sessions. The Sandness children did not attend this at Walls as it was not practical therefore it has been integrated at Sandness. Uptake is very good and benefits can be seen. Parents stated their children spent much of their time in transit or waiting unsupervised before being collected, when attending Active Schools at Walls therefore the time spent exercising was not great.
- People use photocopier.
- A holiday club is in the pipeline. ? 2 days /week
- Small public meetings. 2/ month

- Use of IT. weekly
- Library bus drops off books.in pipeline monthly

The group felt the school is increasingly being utilised. Parents and users of the school state they feel comfortable coming into the school and are made to feel very welcome.

Research

Philippa Veenhuizen provided research information on the benefits of smaller schools. It was stated that happy, connected children are better able to adapt and continue academically in later life. This information will be circulated and provided to the Evaluation Team.

Any unique local factors

History of School: Sandness School is the oldest school in Shetland. Jim Peterson informed group he had much information on history of school and Sandness. He stated he was a former pupil of Sandness School and has lived in Sandness all his life. He and the community are proud of their school which is a beautiful building and has been refurbished. The group felt that if the school closes, the community would die. It was agreed this information would be typed and presented to the Evaluation Team meeting on 15th February 2007.

Other Issues Discussed

Submission of final report: The group queried if a decision on Sandness would be made before May. Caroline Breyley informed group she did not have an answer. The final evidence of the evaluation process must be collated by 11th March 2007. Caroline's report on her findings must be submitted to the Head of Schools Service approximately a fortnight later who will write a covering report before it goes to Council.

Finance: Discussion took place regarding cut backs within SIC and fact that funds will be either spent on young and education or elderly and home helps for example. The group would like to know where savings from Sandness School closure would be directed.

Evaluation Process: The group noted that the consultation process this time was much better than in previous times. The group felt they were much happier with the planning process.

Community Support: It was noted that the strength of support for the school in the community is such that the community would reluctantly close the Hall if it could support the school, despite the fact Sandness needs both facilities.

Small Schools: It was noted that most small schools heads are willing to attend policy groups such as parental involvement \ quality assurance and see it as part of their professional development. If small schools close, who would take on this work for the Authority. It was also noted that small schools are innovative in their practice and interact with their colleagues more.

Jim Peterson: Lyn Boxall thanked Jim Peterson for his effort and support in trying to save the school.

Exam Results: Discussion took place regarding exam results. 100% pupils achieved appropriate levels in the 5 – 14 curriculum. . A query was raised regarding checking on pupil's higher-level attainment after they had gone through Sandness Primary School. Caroline Breyley stated any result would not be an accurate reflection due to the value adding and which school would it be attributed to. Jim Peterson stated he was in contact with approximately 200 pupils of Sandness who have gone onto further education and he would provide this information as a snapshot.

Close of meeting

The meeting closed at 9.30pm. Caroline Breyley thanked the Action Group for having her and Morag present. The Action Group thanked Caroline Breyley.

**Minutes of Sandness School Evaluation Team Meeting held on Thursday 15th
February 2007 at 10am in Sandness School**

1. PRESENT

Councillor Bill Manson, Education Spokesperson
Mrs Lyn Boxall, Head Teacher - Sandness
Ms Caroline Breyley, Temp Quality Improvement Manager \ Chair Evaluation Team
Mrs Morag Gerrard, Minute Taker
Councillor Florence Grains, Chair - Services Committee
Mrs Kristen Johnston, Solicitor, SIC
Mr Jim Peterson, Member of Sandness community
Mr Angus Robertson, Chair - Community Council
Councillor Frank Robertson
Mrs Maggie Spence, Quality Improvement Officer
Mrs Philippa Veenhuizen, Chair - School Board

2. APOLOGIES

Mr Bernie Cranie, EIS Local Association Secretary

3. WELCOME

Ms Breyley welcomed everyone to the meeting and explained her aim was to share the information gathered so far and amend where necessary.

4. MINUTES OF PREVIOUS MEETING (11.12.06)

Ms Breyley noted Mr Cranie will be on the Sandness Evaluation Team, and not the Skerries team as indicated in the minutes. It was also noted, Ms Breyley will chair the Skerries Evaluation Team as Mr Reyner is currently on sick leave.

Mrs Spence proposed the minutes as being accurate and Councillor Robertson seconded them.

5. INFORMATION GATHERED SO FAR

Ms Breyley circulated a handout of information gathered so far and apologised for its lateness. It should have been circulated with the agenda. It is in a rough format and is a work in progress. Other information gathered is contained in the Action Group Minutes held in Sandness previously circulated.

Ms Breyley explained the handout and took the team through it point by point. The handout will be updated with any amendments and new information gathered from this meeting.

The Legal & Political Background

Mrs Johnston summarised the groups \ and individual who must be consulted with prior to a decision being taken to close a school. These are:

- Parents of every pupil at school(s) to be closed.
- Parents of every pupil at the school(s) where children will be redistributed.
- The parent of every child who would be expected to attend the school(s) being closed within 2 years of the date of the proposal.
- The School Board/Parent Council responsible for the school(s) to be closed.
- The School Board/Parent Council responsible for the school(s) where the children will be redistributed.
- The pupils of the school(s) to be closed.
- The pupils of the school(s) where the children will be redistributed.

It was also noted that where the travel distance exceeds 5 miles for primary children attending an alternative school, decision must be upheld by Scottish Executive. Discussion took place regarding whether these groups are being consulted currently.

Councillor Manson felt everyone would be included in the consultation process, which is underway at the moment.

Ms Breyley queried whether consultation with children could be fed back via teachers and parents. Mrs Johnston confirmed this would be an acceptable method of feedback as the children have to feel comfortable with people and they know their teachers.

Quality Of Education

Ms Breyley informed the group information on 5 – 14 year olds, and PIPS data, which is collected at P1, P3 and P5 is held in Hayfield House. However, the PIPS data is inconclusive.

There has not been an HMIE inspection recently or a Local Authority Team Visit.

Mrs Boxall stated Mrs Spence has an overview of the school. Mrs Boxall offered to show anybody around the school following the meeting.

Mrs Spence stated the school is due an HMIE inspection soon. A Quality Assurance team visit could be arranged. Mrs Spence does focus visits in schools and can retrieve information for the last 6 visits. These show good quality education in Sandness School.

Action: Mrs Spence will provide a summary.

Internal Forces For Change: Curriculum, Course Organisation And Recruitment \ Retention

Mrs Spence stated there were 9 applicants for the post of Teacher at Sandness School. Three candidates were interviewed; any of these 3 could have been appointed to the post and done the job successfully.

Ms Breyley discussed Curriculum for Excellence and whether it would be included here. Mrs Boxall offered to provide relevant information.

Action: Mrs Boxall will provide a summary.

Discussion took place regarding other internal forces, which may be appropriate for inclusion.

Mrs Boxall stated children from small schools become more confident regarding integrating into larger schools.

Councillor Robertson suggested the shared management of 3 schools should be included.

Mrs Boxall stated her disappointment that when shared management was brought in, a review of Sandness School would not be undertaken again, yet it is.

Financial Considerations

The arrangement of showing the school's costs per pupil was discussed.

Ms Breyley informed the group that she did not yet have a detailed breakdown of the costs of the school as it is difficult to obtain accurate information from Finance, because of the way it is held, and suggested devising a model of how much the school costs, ie staffing, fuel, revenue costs. Ms Breyley asked the group if this would be acceptable.

Action: Ms Breyley to devise model.

Discussion took place regarding re-charging between departments and information being incorrect. Re-charging for example must be explained. It was felt it was of utmost importance the financial data must be correct and time must be devoted to obtaining such information.

Councillor Manson has been in discussion with the Head of Finance who has offered to allocate individuals to the project. It was noted Janice Thomason has already been designated as a contact point. A meeting has been arranged with her.

It was felt running costs, for example Mrs Spence's costs won't go away as this cost is attributed to 3 schools proportionally. This cost will be redistributed.

Discussion took place regarding potential savings. Mrs Boxall stated if savings are to be so small they must be offset against the benefit to the children.

APPENDIX C

Discussion took place regarding the cost per pupil. Mr Robertson asked if it was inaccurate. Councillor Manson stated there might be discrepancies. Ms Breyley stated these figures are the published figures and she felt there isn't a mechanism in place to unpick the figures.

Mrs Veenhuizen stated figures should have been presented in the beginning. Ms Breyley re-iterated she would like to have more accurate figures to report.

Councillor Manson reminded the group the aim of the evaluation was three fold: financial, the quality of education for the children and the overall affect on the community. He felt the second and third points are subjective. Mrs Veenhuizen argued that recent research suggests they are not subjective.

Councillor Grains stated she was confident the figures per head are correct, however it must be broken down. The group agreed.

Ms Breyley informed the group a figure of £10,000 had been provided as a cost for transporting children from Sandness to Happyhansel. It was noted at the previous review the cost had been estimated at £15,000. It was felt these figures need to be further clarified.

Action: Ms Breyley to contact Ian Bruce.

Staff Hours

Ms Breyley informed the group this information is held in Hayfield House.

The group agreed individual names should be removed. The following was noted:

The secretary is employed on a temporary basis.

The playgroup supervisor, classroom assistant and lunch supervisor posts are currently vacant.

Teacher non-contact time is 2½ hours per week

French, Art and PE should be removed.

Cleaner – unsure of details.

DSMO – unsure of details.

**Action: Mrs Boxall to verify details regarding Cleaner.
Ms Breyley to verify details regarding DSMO.**

Ms Breyley informed the group, the cost of meals at Sandness are high compared to Happyhansel. It was noted a contract was issued to collect the meals. It was agreed details regarding the cost of meals must be clarified.

Action: Ms Breyley.

Mrs Boxall informed the group that fruit being provided through the Hungry for Success programme would be ending within 1 year.

Travel Distances And Times And The Potential Implications For The Transport Strategy

Discussion took place regarding the additional distance of 1.8 miles from the Sandness School to the child furthest away from the school. It was felt this was important as it added to the journey time and distance if children are to attend Happyhansel School.

Councillor Manson felt the longest distance must be used in the figures.

Mr Peterson stated he had grave concerns about children as young as 5 years old travelling in darkness in the winter on the route to Happyhansel. A couple of the children suffered from severe travel sickness.

Discussion took place regarding children residing in the Dale of Walls area and which school they attend and how this would impact on transport arrangements.

Action: Ms Breyley to clarify.

Future Pupils And Population Projections \ Shifts

School Roll

Ms Breyley informed the group these figures are held in Hayfield House.

Mrs Veenhuizen asked if these figures included the family who are due to move into the area. Ms Breyley confirmed they did not.

Mrs Boxall stated the school roll projections for the next couple of years would mean Happyhansel would be at their maximum capacity. Ms Breyley confirmed figures are being cross-referenced with Health Board statistics.

Action: Ms Breyley to confirm figures.

School Occupancy

Ms Breyley informed the group these figures had been collected from the Legal & Administration Department.

Mrs Veenhuizen queried when these figures had been produced. Discussion took place regarding Happyhansel's ability to cope with an increase in school roll. It was felt Happyhansel School was not large enough.

Action: Ms Breyley to confirm date occupancy rate for schools had been set.

Ms Breyley informed the group that in Shetland there is a local agreement where a single teacher school becomes 2 teacher when the roll rises above 19.

Community Planning And Community Use

This information was obtained from the Action Group Meeting held earlier in the month.

Mrs Veenhuizen questioned whether the cost of replacing these groups would be accounted for. Mrs Johnston confirmed the SIC would only be liable in instances where they have a duty to provide such a group.

Councillor Manson stated if the school were to close, these groups would certainly be discussed under the heading of social issues of closing a school.

The hall was discussed in that it was an alternative premise but not always suitable. Councillor Grains asked if the hall was well utilised; Mr Peterson replied that it was.

Discussion took place on the use of the school following a closure. Councillor Manson felt the contents of the school would be given to the Sandness community. Mr Peterson stated the title deeds stipulate the school must be used for educational purposes.

Rural Sustainability And Development Including Housing

Ms Breyley informed the group the information regarding housing provision in the area had been obtained from SIC Housing Department and Hjaltsland Housing Association.

Mr Peterson stated that if there is no school in the area, he felt no one would wish to come into the area to live. He stated Sandness feels like it is an island in that it receives even less attention and funding than actual islands do.

Councillor Robertson felt measuring the social impact of school closure was crucial. The impact of having not having a school must be addressed. He felt the purpose of education is to sustain a community.

Mrs Johnston added that Emma Perring at the Policy Department might be of assistance to us.

A draft profile of the West Mainland was passed around the group. It was felt it was a statistical account of the area. Ms Breyley said it could be an appendix to findings of the review.

Councillor Grains asked where local residents shop. The group was informed there is a shop and Post Office at Walls. Residents also shop in Aith and Lerwick. It was felt this had an impact on the shop locally closing. When the Post Office closed, a bus was provided on a Friday and Monday but now it has been reduced to Fridays only.

Rationalisation: Required Processes And Procedures

Link back to Mrs Johnston's comments on the legal and political background.

The Fabric Of The School

Ms Breyley informed the group both Sandness School and Happyhansel School were in good condition. The group agreed this.

For a more in depth review, a technician must carry out a walk around of buildings. If necessary this can be arranged.

Number Of Placing Requests Into And From The School's Catchment

It was confirmed there were 2 from Happyhansel to Sandness, which have finished this year. Further clarification to be sought on these figures.

Action: Ms Breyley to clarify.

The Accessibility Of Recreational Trust Facilities, Where Relevant

It was noted Happyhansel attend Aith Leisure Centre for 1 x 6 week session, not 3 x 6 week session. Mrs Boxall stated there should have been free access to this, in reality the cost is passed back to Education. Further clarification on costings to be sought.

Action: Ms Breyley to clarify.

Unique Local Factors \ Research

The information received at the meeting with The Parent Action would inform this section.

School Meals

Ms Breyley informed the group this information had been obtained from that held in Hayfield House.

Class \ Year Group Size In Sandness Primary School & Happyhansel Primary School In 2006\07

Ms Breyley informed the group this information had been obtained from that held in Hayfield House. It was noted there are 19 children currently attending Happyhansel Nursery. Councillor Manson asked if nursery education is provided in the morning and afternoon. Mrs Boxall confirmed the morning only.

Home Education

Ms Breyley informed the group this information had been obtained from that held in Hayfield House. Mrs Spence noted these children were not of primary education age. It was felt these figures should not be included.

6. MINUTES OF PARENT ACTION GROUP

Ms Breyley asked if the group would like to go through the minutes. The group felt they did not need to. Everyone had read the minutes. Mrs Veenhuizen clarified the after school clubs were at Aith, not Walls and the road is Dale of Walls not Lees.

7. RESEARCH FINDINGS

Mrs Veenhuizen confirmed she had not wished to discuss the research; she had merely included it to allow the team to see where she had obtained her information.

8. PRESENTATION – MR PETERSON

Mr Peterson welcomed everyone to Sandness and explained he is the Chairman of the History Group. He is a life long resident of Sandness as well as an ex pupil and Teacher in Shetland all his life.

Mr Peterson gave a resume of the history of the Sandness School, explaining it is one of the oldest in Shetland. The school roll has always fluctuated. Sandness School is produced a number of successful pupils. The education provided in small, rural primary schools is excellent.

Mr Peterson stated he is passionate about saving the school as is the Sandness community. The rest of the community are behind members of the Evaluation Team. He re-iterated that Sandness is not asking for anything new, merely to keep what is there. The Council policy on sustainability should ensure the school remains open.

Mr Peterson was thanked for his contribution.

9. PRESENTATION – MRS VEENHUIZEN

Mrs Veenhuizen gave a presentation on the advantages of retaining Sandness School for the children and the whole community.

A Unicef report states Britain is at the bottom of the table in the developed world for children's welfare. The Sandness School provides high quality education for 5 – 12 year olds with excellent teaching staff. The children are actively encouraged to contribute their opinions and their views are taken seriously. The parents are actively involved in the school and the school provides the premises for many community meetings \ groups and clubs. The children are happy and healthy in this environment. They all cycle to school every day.

It is felt the projected financial savings would be non existent. If the school were to close it would incur huge costs in terms of transporting children, new buildings, cost to parents travelling to attend meetings \ clubs and the children would lose 1 hour per day of their time which could have been better used sleeping, doing homework or exercising.

Mrs Veenhuizen stated there is no equity of public resources. The area does not have easy access to cinemas, leisure facilities or even shops. Attending the Library or Dental appointments incurs a huge fuel bill.

The roads in the Sandness area are not suitable for children to travel long distances on. There has been 2 accidents within the last year. There are no houses along the route the children would travel and there is no mobile phone signal. There is concern regarding the children's safety should they have travel this route.

It was stated the school is the social glue of the community as there is no shop or post office. The school children provide the community with musical \ drama events and they also attend the Church and put on songs \ poems etc.

The current planning policy encourages diversity, community action and sport, increasing accessibility to the disadvantaged and preventing social breakdown. Should the school close, it would fly in the face of this policy.

It was noted the school roll fluctuates regularly, however it is felt the threat of the school closure reduces the roll further. Families are reluctant to move into the area, and indeed have moved away.

Mrs Veenhuizen finished by stating, children and parents are happy with Sandness School. The community does not ask for funding of any other projects. The community merely wish to retain their school as it is.

Ms Breyley thanked Mrs Veenhuizen for her presentation.

10. PROCESS AND DETAIL OF FINANCIAL ARGUMENTS FOR CLOSING THE SCHOOL

Discussion took place regarding definition of a small school. Councillor Manson stated that all schools in Shetland are termed "small" with exception of Brae and AHS.

Mrs Spence stated Aith Primary and Secondary had recently been inspected by HMI. It is termed small although it is larger than Sandness. The school had a good inspection report.

Ms Breyley stated we must judge quality of education in this school, in its own context.

Councillor Manson stated that education in Shetland is very good and acknowledged education in Sandness is good.

11. FINAL DECISION REGARDING SCHOOL

Councillor Manson confirmed the report would not go to Council before their end of time in office. The information will be submitted when it is ready and the likelihood is that it will come before Councillors in September 2007. Some Councillors will have changed by then. The last Council meetings in this term will be end of March \ beginning of April.

Following elections, it will be the end of May before Councillors receive their roles \ remit and new members must be given time to orientate themselves and be inducted to the post.

Councillor Robertson stated it would be an advantage to have a fresh point of view. He stated the review this time covered a broader range of issues and he was keen to have the socio-economic impact discussed. Eventually the whole of Shetland will have undergone the review process.

Discussion took place regarding timing of reviews. Mrs Boxall stated it was damaging for a school to have the review hanging over them and she felt it was better to proceed and get the review over with.

Ms Breyley said she hoped the evidence gathering and the subsequent report would be complete by the end of March 2007.

12. FUTURE MEETINGS

Ms Breyley stated a public meeting has yet to be arranged. She felt it would be best to have it somewhere in the week of 12th March 2007. Following this, another Evaluation Team meeting would be arranged before the final report was written.

13. CLOSE OF MEETING

Ms Breyley thanked everyone for attending. The meeting closed at 1205 hrs. Mrs Boxall showed members of the team around the school.

Meeting with Walls and Sandness Community Council on Tuesday 20th February 2007 at 7pm in Gruting Hall

Caroline Breyley, Temporary Quality Improvement Manager \ Chair Sandness Evaluation Team and Morag Gerrard, Minute Taker attended above meeting. Caroline informed the Community Council of progress to date. Meetings have been held with Parent Action Group, Evaluation Team and staff at Sandness School. Evidence is being gathered from everybody who has an interest in the school, regarding its review.

The Community Council queried if the review was looking at the likelihood of the school being closed.

The Community Council stated their concern that despite being assured the Sandness School would not be reviewed again during the current Council's term of office, it is back on the agenda.

The Community Council stated, previously SIC had not been honest about the fact that finance is an issue and that the entire review had been a total disgrace. The group stated their discontent at the whole process. It was confirmed the previous matrix system would not be in use during this review.

Ms Breyley informed the group a review of several schools is being undertaken over the next 10 years. The previous best value review had been voted out by the Councillors. Following a review by Mr Neil Galbraith, Temporary Head of Education, several schools including all single teacher schools had been identified as needing to be reviewed again.

The evidence being gathered is the quality of the education, the overall affect on the community and financial. Part of Mr Galbraith's report stated the review must be a better process this time round. It was noted the previous review had caused a lot of ill feeling and had not been transparent. Ms Breyley will report her findings from the evaluation process to the Head of Schools who will propose recommendations to the Councillors.

The evaluation process began on the 11th December 2006 and the intention was for it to be a 3-month process, with it being completed by the end of March 2007. Ms Breyley commenced her secondment mid January 2007. The timescale has fallen behind a little but the intention is still to complete by the end of March and have the report written.

It was confirmed, this review is an evidence gathering process, not a consultation process. Should the final outcome be that the Sandness School should close, and then a consultation process would begin.

The Community Council is concerned the report will be pushed through at the last meeting of this Council. Ms Breyley assured the group, the report and its recommendations will not be submitted to the last meeting of the current Council. Councillor Manson has previously indicated the likelihood is that it will be discussed after September 2007. This was confirmed by Councillor Frank Robertson.

Ms Breyley re-iterated that she is keen for everyone to have their say and encouraged the Community Council to inform anybody who might not wish to make their wishes known in public that they can contact her directly on 01595 743966.

Discussion took place regarding Ms Breyley's role and remit regarding Sandness School

Ms Breyley informed the group her role and remit is to undertake a review of the School Estate Management. Ms Breyley is seconded into the post until 16th October 2007.

The group felt it was unfair to single out Sandness as being reviewed first and queried the mechanism for making this choice.

Ms Breyley informed the group the decision to review Sandness and Skerries first was taken by the Head of Schools Service in conjunction with the Head Teachers of the relevant schools. The School Board would have been aware of this decision being made. The Head Teacher at Sandness is keen to begin the process as there is huge uncertainty in the community and it is affecting the children. With regard to Skerries, the review concerns the Secondary education provision.

Quality of Education

The group was informed Sandness School would be judged on its own merits. It will not be compared with other schools. The group were keen to hear what Ms Breyley's findings on Sandness School were so far, having visited it.

Ms Breyley informed the group she had found a superb building with well taught children. The quality of education is good with highly qualified teachers and the school is well used by the community. The school is well resourced.

The group queried why the review is taking place if there is no problem with the quality of education at Sandness. Ms Breyley responded stating some might argue the children are hindered socially in that they lack the opportunity for interaction with others by attending a small school. However, the children do attend events at Happyhansel and interact well with them. Concerns have not been raised regarding the social aspect of the children's development. The group felt the social aspect of the children is a personal opinion and parents of the children will know themselves.

The group pointed out there has been research undertaken which indicates smaller schools provide better education. Ms Breyley pointed out that small schools are deemed to be less than 100 for the purpose of research findings in Scotland. This is national statistics.

The group stated there is no bullying within Sandness School, primarily because it is a small school. The young children interact well with older children and as do the older ones with their younger peers. All of the children communicate and interact well when visiting other schools and the wider community.

Affect on community if School closes

The group stated the Sandness School is the only real focal point of the community and it holds the entire community together. If it closes, the hall will close next and the entire community will disintegrate. There is no shop or post office within the community. Incomers to the area look for a school first and foremost and without this there will be no way of attracting people to Sandness and the current population will migrate away.

It was stated the Sandness School was initially named the Sandness Madras School and was largely funded by shipping money when it was built in 1860. Numbers have fluctuated since this time. The School has always had a fantastic track record.

The group are saddened, that in their opinion the whole review boils down to the number of children and the cost per child. It was confirmed there are 8 children on the roll currently. It was noted that a family with 4 children would be moving into the area imminently.

The group felt the underpinning reason for the review of the Sandness School is financial reasons as there is no problem with the quality of the education provided. Ms Breyley informed the group very strong arguments are being put forward for the school remaining open because of its impact on the community.

The entire community feels that Sandness do not ask for much from the SIC. The feeling is that the only provision the area receives is the School and the collection of waste once per week.

Discussion took place regarding the SIC Regeneration Outcome Agreement 2006.

Members of the Community Council felt very strongly that the review of the Sandness School and the threat of its closure were in direct opposition to the contents of this policy, and the Council was wasting money on producing such a policy if there is no intention of adhering to it.

Green energy issues were discussed. The Community Council are strongly opposed to the children having to make the journey to Happyhansel by car or bus when they currently cycle or walk to Sandness School, not only for the green issues but for the safety and welfare of the children as well. Some of the children suffer from travel sickness. It was stated the children are being educated, just by walking to school.

Finance

The group queried whether the finance of SIC Education as a whole is being reviewed or is it certain schools.

Ms Breyley informed the group of the cost per child in Sandness School and all single teacher schools will be reviewed.

The group queried how previously the cost per child was £8,000 and now it appears to be £12,000. Ms Breyley informed the group she is not happy with current financial figures and is trying to produce more accurate figures. Money has been devolved to schools, which impacts on the figures and SIC contributes more money to the education of the children than they receive from Scottish Executive funds. It was confirmed these figures are obtained from a Scottish Executive website. The figures obtained are for cost per child in Sandness, cost per child in Shetland and cost per child in Scotland.

The group stated these figures must be unpicked to obtain real education costs for Sandness children. It was stated the School costs less than £100,000 per year to run and is miniscule compared to the overall budget of £35 million. Some estimated savings will not be real savings as staff will be re-deployed elsewhere.

Ms Breyley confirmed a meeting with a representative of SIC Finance Department is scheduled for 21st February 2007.

The group stated the Action Group has an accountant lined up to study any financial figures SIC produce.

The group queried if a report on costings for moving children to Happyhansel would include an extension to the school, which is necessary, should Sandness School close. Ms Breyley stated a feasibility study had been completed regarding a capital project at Happyhansel School but she was unsure where this plan stood in the timetable of capital projects.

The group re-iterated how it is unfair to single out Sandness School first. It was felt a 5% reduction in education across the board would be fairer than picking on individual schools and asked for justification. The group felt the review couldn't be comprehensive without an education wide review. Ms Breyley confirmed she did not know the answer to this. It was also stated there are other projects receiving millions of pounds, which have nothing to do with education. It is felt education is of utmost importance and should be the Council's primary concern.

The group requested the full report and its financial figures be made available to the Action Group with adequate time for them to digest its content. Ms Breyley informed the group this would be undertaken and confirmed a further Evaluation Team meeting will be held before the end of the review.

The group asked for figures on the cost of this review of Schools. Ms Breyley confirmed she did not know the cost but a budget had been provided.

Review Process

One member of the group stated they see the process as a positive step. In identifying the strengths of the school, the review is not solely based on financial issues. If other strong issues are discussed and brought to the Education Service's attention, it becomes harder for SIC to close the school.

The Community Council stated they support the Sandness School 100%.

The group stated some work had been undertaken in conjunction with the children at the School 6 years ago with regard to marine conservation. This document will be forwarded to Ms Breyley to highlight the very positive contribution of the School in the wider community.

Ms Breyley confirmed she had not gathered any advice from anybody, which indicates a wish for the School to close.

Councillor Robertson stated he was pleased the parameters of the current review have been widened and he is keen to measure the socio-economic effect the closure of the school will have on the area. It was stated that following the previous review being thrown out, the School roll increased immediately.

West Mainland Profile

The Draft West Mainland profile, compiled by the SIC Policy Unit was discussed. The group stated the population had been stable over the last 20 years. It was noted the Community Council and community at large would be interested in having an input into this document as some its contents are out of date.

Further Meetings

The group queried if a public meeting will be held. Ms Breyley confirmed it has been scheduled for 15th March 2007 in the Sandness Public Hall.

The group asked if attending these meetings, for example with the Community Council is merely an exercise so “boxes can be ticked”. Ms Breyley denied this and re-iterated the importance of the community’s opinions and contribution. The Community Council was an obvious choice of people to meet.

Close of meeting

The Community Council was thanked for allowing us to attend. Meeting closed 1945 hrs.

Minutes of Public Meeting Regarding Review of Sandness Primary School held on Thursday 15th March 2007 at 7pm in Sandness Public Hall

1. PRESENT

Mrs Lyn Boxall, Sandness Head Teacher
Ms Caroline Breyley, Temp Quality Improvement Manager \ Chair Evaluation Team
Councillor Geoff Feather
Mrs Morag Gerrard, Minute Taker
Councillor Florence Grains, Chair - Services Committee
Mr Jim Peterson, Member of Sandness community
Mr Stephen Renwick, Teacher, Sandness
Councillor Frank Robertson
Mrs Maggie Spence, Quality Improvement Officer
Mrs Philippa Veenhuizen, Chair - School Board

Approximately 50 members of public.

Press attended.

2. APOLOGIES

Councillor Jim Irvine
Councillor Eddie Knight
Councillor Bill Manson
Councillor Billy Stove
Councillor Tom Stove

3. WELCOME

Caroline Breyley thanked everyone for attending the meeting and introduced herself.

The evaluation process commenced on 11th December 2006 when an Evaluation Team meeting was convened. The review was to be undertaken within a 3 month timescale with evidence being gathered from the public, and SIC staff under 15 different headings. Following this Caroline Breyley will write a report which will go to the Head of Schools for forwarding to Councillors. It is likely the report will go to Council in September 2007. All schools will be reviewed using this model.

The report will be discussed at an Evaluation Team meeting before being submitted to Head of Schools. Any disagreements on the content of the report will be noted within the report.

Meetings have already been held with the Action Group, staff at Sandness School, and the Community Council. The Evaluation Team has met twice and will be reconvened.

Caroline Breyley confirmed she had not brought financial data to the meeting as there are anomalies within the service. A new model will be designed, breaking

down costs across all the schools which will enable more accurate figures to be seen.

4. Caroline Breyley handed over to Jim Peterson, Action Group Member

Jim Peterson welcomed everyone to the meeting and stated he was pleased with the turnout from the community. The Action Group was set up following a public meeting held in Sandness in the Autumn of last year. The group has met regularly and as many of the public as possible were urged to submit information \ comments to the meeting. It was noted that some of the elderly and people who did not have babysitters were not present but the whole community is behind the Action Group.

Jim Peterson gave a brief resume of the history of the Sandness Primary School. Education was provided in the 1700s by the SSPCK. In 1900s Robert Jamieson, a teacher, formed the Sandness School. Following this education was made more permanent and pupil numbers increased. The success of the children has become more prominent due to his teaching and successive teachers. The theory that small schools provide poor education is disproved by Sandness Primary School.

It was noted that in the 1950s the school roll was 8, the same as the roll in 2007.

5. Jim Peterson introduced Karen Williamson, Action Group Member

Karen Williamson informed the meeting of the community use of the Sandness Primary School. (Previously noted at Action Group meeting 150207).

It was noted the children hold a coffee afternoon once a month which they love. This provides an opportunity for the public to come into the school.

Parental Involvement and Parent Councils, which will replace School Board were discussed. It was noted that if children have to attend Happyhansel it will become more difficult to be involved, ie time consuming and costly. Parents in small areas, such as Sandness are very keen to participate within their area and give their time freely.

6. Karen Williamson handed over the Philippa Veenhuizen, School Board Chair

Philippa Veenhuizen informed the meeting the school is precious and the community want to retain it. The children love going to Sandness Primary School.

Research states schools with a class number of under 18 are at an advantage. Boys engage better within the class. This is also better for children in the first 3 years of their education. Sandness attracts teachers of an exceptional standard which is of paramount importance. The importance of Parental Involvement was highlighted.

No research has been found to say financial savings are made through school closures.

A report by Unicef in 2007 states UK children are at the bottom of the league table health wise. It is felt that Shetland looks after their children. Parents do not wish their children to slip down this table. The children of Sandness have healthy lives and either walk or cycle to school.

For Sandness children to attend Happyhansel School, travel time of an extra 1 hour per day would be incurred on windy roads. Some suffer travel sickness and time would be required at the other end of the journey to recuperate.

Happyhansel's out of school activities take place at Aith and it was felt children from Sandness would be unlikely to take up this opportunity due to journey time. Out of school activities at Sandness School are on the children's doorstep!

The social network of Sandness would collapse if the children were to attend Happyhansel. The elderly are passionate that the school remain open. The children run several events which they and the rest of the community attend and are entertained by the children.

There is no shop – the school is the focal point.

Transport and fuel costs will increase should children be transported to Happyhansel. This would go against outcome regeneration policy.

The education of the children is not improved through school closures. Shetland has a superb level of education and small communities suffer most when schools close.

7. Philippa Veenhuizen handed over to Gary Jamieson, Action Group Member

Gary Jamieson informed the group the cost of transporting children from Sandness to Happyhansel had been quoted as being £15000 in the previous Best Value Review undertaken 2 years ago. At the time of this review, a cost of £10000 has been quoted and queries how this can be.

The Action Group has researched the cost from various companies, and have found the likely cost to be, approximately £18000 - £21000! Parents would like a chaperone on a bus if children have to attend Happyhansel. £10000 would not cover this, nor would this figure cover Out of School Clubs or swimming lessons etc attended during school time.

The roof at Happyhansel School requires to be replaced. Teachers also inform the Action Group the school is not large enough to accommodate the Sandness children. The Sandness School was refurbished 10 years ago, saving the SIC £400,000!

For parents to be attend Happyhansel concerts, meetings etc, there is an additional 14 mile round trip which is costly in terms of fuel. Children would also have to attend with their parents.

Some parents do not have 2 cars or are able to drive at all. Many parents work outside of Sandness. Concern was raised regarding the mechanism for children being collected early.

The cost of living in Sandness was discussed. Collection of a prescription incurs a trip to Walls. Shopping in Lerwick means fuel costs are increased. The Leisure Centre is not well utilised by Sandness population due to it being in Aith. Sandness residents do not ask for much – they just want to retain their school.

Members of the public were given a handout of the School Board Budgeted Expenditure Statement for 2006\ 07. The Action Group believes the SIC will only make a net saving of £30,000 should Sandness School close. The total SIC Education budget allocation is £34.9 million. **This represents 0.085% of the total budget allocation.**

8. Gary Jamieson handed over to Michael Peterson, Action Group Member

Michael Peterson discussed issues surrounding rural sustainability. The SIC Policy aims to support rural communities. In 2004, The Scottish Executive invested £318 million into regeneration of deprived areas and help individuals and families to escape poverty. Shetland's Regeneration & Outcome Agreement 2005 – 08 aims to:

- Build on existing structures with full engagement of communities.
- Enhance focus and concentration on disadvantaged communities who most need assistance, both at geographic and thematic levels.
- Maintain clear focus on the needs of communities and give greater recognition to how the agencies involved in community planning are meeting those needs.

Small schools generates activity. It is an important aspect of the community. It also generates employment opportunities for cleaners, classroom assistants etc which are generally low paid jobs. It will not be worthwhile for these individuals to relocate to a post elsewhere.

The threat of closure to Sandness School goes against this policy and discourages people from moving into the area. The school represents a small investment for SIC. If the school is closed, SIC will have to invest somewhere else within the area. It is a justifiable expense, without which, Sandness will struggle as a community.

9. Caroline Breyley asked members at the meeting if there were any questions \ comments \ information they would like put forward.

Comments:

"Love Sandness. Without School, it will become an area full of pensions. Families will move out. The education standards are very high. As an ex teacher, he is very proud of the children, how they handle themselves. He would not wish to see the children transported to Happyhansel in a bus. By doing this they will miss out on the opportunities they have when walking or cycling to school. He believes there will be no saving or a miniscule saving which will be negated by the transport cost".

"In 1973 there was a population of 120 in Sandness, with 60 over 60 year olds and 60 under 60 year olds. Currently the population is 140 with an 80 \ 60 split".

Chair School Board – Happyhansel. "The school roll at Happyhansel is currently 42 with capacity for 60. In 3 years time, the roll will exceed the capacity level. This does not take account of families moving into the area. There have been plans for maintenance work on the roof of the school. As yet nothing has been done. Maybe children should be bussed to Sandness when Happyhansel reaches its capacity!".

"Loved Sandness School. Best school attended. Moved back to area with partner and child with another on the way. Wants to be able to put children to Sandness School. Was hugely travel sick as a child and vividly recalls it!".

"The SIC has proof Sandness School provides a very high level of education. The theory that small schools are not able to provide education is nonsense and must be put to bed. The school brings people into the community. The school roll fluctuates, as the numbers get smaller, the school becomes more important".

Caroline Breyley confirmed there is not a question over the quality of education at Sandness School.

"All the children at Sandness School mix well and get on. They do not have difficulties conversing with either the young or the old".

"Moved into area last year. Background in homeopath. Patients speak to her about lack of community feeling in larger areas which has a direct impact on their mental \ social well being. Can't emphasise enough the benefits of small schools".

"Feels the threat of closure is due to financial reasons. Surely all schools should be saving money instead of closing Sandness".

"Previous review was only a couple of years ago. Becoming a boring habit. Pick on somebody else".

Employer in area. "To be able to tell prospective applicants there is a school in the area is immeasurable. If the school closes there will be a huge knock on effect on local business".

Gary. "Why is consultation taken place in first place?". Caroline Breyley informed the meeting it had been instigated at the Councillors request. Councillor Grains informed the meeting schools are reviewed constantly and clarified this is not a threat of closure, it is a review of the schools. Query raised as to why the consultation is spending money when they are aiming to save money?

Councillor Robertson informed the meeting the Chief Executive had asked the interim Head of Schools, Nail Galbraith who was employed on a consultancy basis to write a report on the Schools Service following audits on each discipline in Council being undertaken. The audit was critical of SIC spending. The process is to look at education across the board. He is pleased it is taking a while. The previous review was undertaken using a matrix system and was reviewed purely on an educational basis. This time the parameters are wider. He wants the socio-economic factors investigated, which are extremely difficult to measure. A report

has been to Services Committee and it has been agreed the financial figures require to be looked at more closely across the board. The figures need to be properly extracted and be relative. Sandness and Skerries are first in the review however, all schools will be reviewed during the timescale”.

“How many times have residents of Sandness told Councillors and officials over the previous 10 years how important the Sandness School is?”.

Councillors Robertson and Grains assured the meeting their opinions will be clearly heard during this review.

“Is decision on Sandness made following all schools being reviewed?”. Caroline Breyley informed the meeting, previous reviews had been undertaken unsatisfactorily. Schools are being reviewed individually this time round.

“Moving children to Walls would mean 25% cut in education per child. This is picking of small schools and it isn’t fair”.

Councillor Hawkins feels that for Sandness to be reviewed twice in two years is ridiculous and should not be happening. She hopes the next Council will have more sense.

Caroline Breyley informed the meeting evidence gathered stated children at Sandness school mix well with children at Happyhansel School.

“Only been out of Sandness twice by the time he was 12 years old. This did not prevent him from travelling the world later in life!”.

“Small school enables children to have a more rounded social ability – it is beneficial to them”.

Councillor Feather informed the group he was right behind them, to keep the school open.

“Only heard adults speak tonight. What about children’s views?”. One child informed the meeting they like to attend the smaller school. The children are being adversely affected by this review.

Discussion took place regarding the cost of the review. Caroline Breyley stated she did not know what the cost of the review would be.

Discussion took place regarding the content of the report. Members at the meeting were assured they would be able to see the report before it goes to Council. Caroline Breyley informed the group there is likely to be 2 more evaluation team meetings. Any disagreements on the content of the report will be noted. The members felt the Head of Schools should have been in attendance. Caroline Breyley confirmed she would be writing a report to the Head of Schools but would not be making any suggestions on the outcome for Sandness. The final decision lies with Councillors.

“Would like a further public meeting with all 22 Councillors – new and old. Face to face meetings with them are of paramount importance”.

Members at the meeting felt their opinions hadn't been taken into consideration at the previous best Value Review. Councillor Grains assured them they would be this time.

Concern was raised over the possibility of Sandness children not being accepted should they be transferred to Happyhansel School. Bullying is not an issue at Sandness and there are fears this might happen there.

Lyn Boxall thanked everyone for attending the meeting and supporting the cause. The members were assured their points would be reflected fairly and accurately in the report.

Jim Peterson thanked Caroline Breyley and Councillors for attending the meeting.

Meeting closed at 8.35pm.

Report - A971 Brig o' Waas - Sandness

The A971 to Sandness has been inspected and reviewed by the Member Officer Working Group for the Improvement and Use of Roads and a summary of the findings, along with proposals for remedial works are given below.

Improvements to this stretch of road could be seen as long overdue by the regular 'commuters' from and to Sandness. However, the reality of a very low daily traffic flow, that is largely tidal at peak times, has kept such a scheme low down the priority list and often leap-frogged by similar schemes arising from technical need. The irony here is that this road has lasted so long without major structural maintenance and therefore is to a standard, which is increasingly poor for today's modern traffic.

The list of improvements are not necessarily exhaustive, but are a pretty good indication of the type of improvement and level of works required to keep this road operating without the need for a major capital investment required to effectively build a new road.

As is usual for a single track road, the accident history is not significant, in fact in a 7 year period, there have only been 4 accidents of a fairly minor nature recorded. Two involved skidding, one on snow and one on spilled oil while another involved a vehicle overtaking a stationary vehicle giving it a glancing blow. The last one was simply a bump in a car park. However outwith this period, there was also the particularly nasty accident involving a head on collision between a tractor and a car at site 2. There are anecdotal reports of a number of near misses and minor bumps which have gone unrecorded and are largely related to the visibility issues which this list of schemes seek to address.

It was therefore suggested that the working group agree to consider this list of schemes as a single 'route action plan' where a range of small measures will combine to provide a significant overall improvement to the road and deliver a boost in the quality of life for the Sandness community.

The scope of the proposed works and their locations are as follows;

1. Extend by-pass and improve visibility at first grid south of Sandness
2. Visibility improvement at bend to north of water works
3. Improve visibility at water works
4. Widenin on outside of bend at Trona Scord
5. Extension of passing place near loch of Stanesvatstoe
6. A971/Dale road junction improvement, including widening A971 on the South side of the junction.
7. Widening of road at the west end of Lunga Water on the inside of the bend
8. Visibility improvement at the Lunga Water dam
9. Passing place and safety barrier at Lunga Water burn
10. New passing place to the west of the Walls junction.



REPORT

**To: Employees JCC
Services Committee
Shetland Islands Council**

**6 November 2007
29 November 2007
12 December 2007**

From: Head of Housing and Capital Programme Services

Report No: HS-06-D1

Review of Sheltered Housing Staffing in Lerwick and Vidlin

1 Introduction

- 1.1 The Council's housing service currently manages 35 schemes of sheltered houses throughout Shetland. Each scheme of houses has its own dedicated housing support worker (HSW). In Lerwick there is one dedicated housing support worker covering both Leog (20 properties) and Anderson Homes (9 properties), and a mobile housing support worker who covers Brevik cottages (9 properties) plus up to 10 outreach clients.
- 1.2 In Vidlin the Council has two housing schemes containing sheltered housing provision in Queeness Road and Gillside. However, demand for sheltered housing has fallen considerably in the area and at the time of writing we have only one sheltered tenant in both schemes.
- 1.3 The Sheltered Housing Service is about to be reviewed by the Senior Housing Officer – Supported Accommodation. This will be a comprehensive review of the service and will involve a range of stakeholders. Whilst not wishing to pre-empt the outcome of that review, there are specific staffing issues, which require to be addressed more immediately. Two recent retirements, one in Lerwick (Anderson Homes & Leog) and one in Vidlin have created an opportunity to review the staffing arrangements with a view to improving the service.

2 Links to Corporate Priorities

- 2.1 A review of the Sheltered Housing Service is a priority for 2007/08 as set out in the Housing Services Local Housing Strategy – Annual Delivery Plan, Section 5 - Provide Inclusive Housing Services to Meet the Needs of Particular Groups. Housing Support Workers provide a key support service to promote and enable tenants of sheltered housing to enjoy independence in their homes. A Best Value approach requires officers to

review and appraise services to best meet the needs of clients within the existing resource limitations, this proposal is put forward in those terms.

3 Proposals

3.1 Vidlin

Due to the retirement of the previous post holder, I would propose to delete the post of HSW in Queeness Road Vidlin. Demand for sheltered housing is such that one HSW can manage to cover both Vidlin schemes for the foreseeable future. I would then propose to use this vacancy to create a revised service for Lerwick within existing resources.

3.2 Lerwick

I propose that the HSW for Leog and Anderson Homes should be amended to be a dedicated HSW for the 20 properties at Leog. The Anderson Homes service to be provided by creating an additional mobile support worker to cover those 9 properties and up to 10 outreach clients. Although initially I would envisage limiting the number of outreach clients to 6 until the service review is complete. This would ensure that the service can be met within existing resources and gives some scope for further refinement as part of the review. This split would give each HSW in Lerwick the potential to have an equal number of clients, although it is recognised that the number of outreach clients can vary.

The mobile service provides a more flexible service and can reach tenants who require support but who may not be able to access sheltered housing due to the demand in Lerwick being greater than supply for sheltered properties. There is great potential for future development of the service. Currently there is some capacity to take on more outreach clients and with joint working and more publicity I would expect the demand for the service to increase.

The mobile HSW service is a service that we would wish to develop and which will be focused on closely in the forthcoming review.

4 Financial Implications

- 4.1 This proposal is cost neutral. The current budget provision is based on the following hours worked. All HSW's are currently paid on the Manual Workers Grade MWG4, although this is subject to Single Status.

Post	Annual Hours
HSW Vidlin	690
HSW Leog/Anderson Homes	1908
HSW Lerwick Mobile	<u>1555</u>
Total	4153

The proposals result in the following redistribution of hours:

Post	Annual Hours
HSW Leog	1555
HSW Anderson Homes/mobile	1043 *

HSW Lerwick Mobile
Total

1555
4153

*Subject to the review of Sheltered Housing and the monitoring of the changes proposed, I would anticipate that these hours would increase in future to accommodate more outreach clients and allow for three equal HSW posts in Lerwick.

5 Policy and Delegated Authority

- 5.1 The Services Committee has delegated authority to make decisions on matters within its remit for which the overall objectives have been approved by the Council, in addition to appropriate budget provision, in accordance with Section 13 of the Council's Scheme of Delegation.

As this report proposes a change to the staffing establishment, which is outwith the delegated authority of Services Committee, a Council decision is required.

6 Conclusion

- 6.1 This proposal will enable an initial improvement to the housing support service in the Lerwick area. This should enable the full service review to consider the wider service implications and be a foundation for the review to build upon to develop the outreach aspect of the service. As one of the vacancies (Lerwick) is currently being covered by short-term arrangements using relief cover it is in the interest of the service and the tenants to seek a permanent solution.

7 Recommendations

I recommend that Services Committee recommend to Council that:

- 7.1 The post of Housing Support Worker – Queeness Road, Vidlin be deleted
- 7.2 That the post of Housing Support Worker Anderson Homes and Leog be re-designated as Housing Support Worker Anderson Homes
- 7.3 That a new post be created as a second mobile Housing Support Worker in Lerwick with responsibility for Anderson Homes and, initially, up to 6 Outreach clients.

Date: 18 October 2007
Our Ref: SP/AMJ/HS-06

Report No: HS-06-D1



REPORT

To: **Infrastructure Committee**
 Services Committee
 Executive Committee

27 November 2007
29 November 2007
4 December 2007

From: **Head of Finance**
 Executive Services Department

Report No: F-033-F

GENERAL FUND REVENUE MANAGEMENT ACCOUNTS 2007/08 FOR THE PERIOD 1 APRIL 2007 TO 30 SEPTEMBER 2007

1. Introduction

- 1.1 The purpose of this report is to advise Members of the financial position on the Council's general fund revenue accounts including support and recharged ledgers for the first six months of 2007/08.

2. Links to Corporate Priorities

- 2.1 This report links to the Council's corporate priorities, defined in its Corporate Plan, specifically in relation to reviewing financial performance relative to the Council's financial policies.

3. Background

- 3.1 The general fund revenue management accounts are presented to Executive Management Team (EMT) on a monthly basis to enable EMT to monitor the Council's overall financial position.
- 3.2 This is the half-year monitoring report to Members for 2007/08 and covers the period 1 April 2007 to 30 September 2007. Only controllable items of expenditure are included, on the basis that recharges for central services and financing costs and income are not controllable in terms of spending decisions. Thus expenditure items include employee costs, property costs, transport, grants and other running costs, and income comprises of fees and charges, grants and rents.
- 3.3 For information, all appendices show the Annual Budget, Year to Date Budget, Actual and Variance. It is the Year to Date variances, which are referred to within this report, the Year to Date figures include income and expenditure from 1 April 2007 to 30 September 2007. An estimation of when spending will occur or income is to be received is made on each

budget and a spend profile is set which determines the Year to Date Budget, i.e. for salaries an equal charge each month is expected so the budget will show in this report 6/12ths of the Annual budget in the Year to Date budget, for other items this is not so straightforward and these will either be based on past spending patterns or on a 1/12th basis across the year. The Year to Date Variance shows how actual activity has varied from the planned budget. Appendix 1 shows expenditure and income by service area and by type. Appendices 2 shows the same data by cost centre activity.

4. Overall Financial position on General Fund revenue (including support and recharged ledgers) at 30 September 2007

4.1 The General Fund revenue management accounts is £0.706 million more than budget (see Appendix 1). This is after savings of £2.7m have been built into the 2007/08 budgets to reach the approved draw on Reserves of £5 million and a large profiling error on Community Care. Removing this error the General Fund would be £0.950m underspent. Attached, as Appendix 2 is a more detailed cost centre listing of spend to date for information grouped by Education and Social Care (Appendix 2a), Infrastructure Services (Appendix 2b) and Executive Services (Appendix 2c).

5. Analysis of Education and Social Care Service Activity as at 30 September 2007

5.1 The Education and Social Care Department spent £1.095m more than expected for the period. This includes a large profiling error on Community Care income of £1.656m, once that is removed there is an underspend of £0.561m. Some significant differences over planned activity are set out below.

5.1.1 Additional Funding

There are profiling errors on additional funding grants which require to be sorted amounting to £0.317m across the schools service.

5.1.2 Schools

Overall spend on schools is running under budget £0.287m, primary schools are under by £0.252m, secondary schools under by £0.110m.

5.1.3 Community Care

Overall net spend is £0.326m over the approved budget. The service has a target deficit budget by £1.3M for the year, which the Council expected to secure through vacant posts. On current activity, the service is on target to meet the deficit set by the Council.

5.1.4 Children's Services

Underspending on grants and salaries has resulted in Children's Services under budget by £0.242m.

5.1.5 Social Care Training

The social care training programme has not been progresses as fast as was originally intended leading to an underspend of £0.370m.

5.1.6 SCOFÉ

The College has an adverse variance due the timing of the receipt of external funding not matching the budget profile.

6. **Analysis of Infrastructure Service Activity as at 30 September 2007**

6.1 The Infrastructure Department spent £0.634m less than expected for the period. Some significant differences over planned activity are set out below.

6.1.1 Environmental Rova Head Disposal

Higher than anticipated income £0.248m received from additional waste flows and drill cuttings. This is offset by reduced Processing Shed income due to waste flows being passed through landfill.

6.1.2 Environmental Health Repairs Notice

This is an accrual on expenditure £0.243m for which income will be received in 2007/08 which will net this expenditure to zero. This is not a real variance.

6.1.3 Transport

Ferries transport is underspent on Fuel £0.108m and the Shetland Transport Partnership is underspent on External Consultants £0.099m.

7. **Analysis of Executive Service Activity as at 30 September 2007**

7.1 The Executive Department is over the budget by £0.283m than expected for the period after corporate savings of £1.3m have been included. Some significant differences over planned activity are set out below.

7.1.1 Savings Required Across the Council

Part of the £2.7m savings mentioned in paragraph 4.1 lies on a Finance cost centre (£1.3m), this still has to be met from savings across the Council either from general underspending on activities and vacancies.

7.1.2 Housing Rent Rebate Income and Expenditure

There is a timing difference between the receipt of income and the payment of rebates which has resulted in an underspend of £0.145m.

7.1.2 Asset Services

Property costs are below budget by £0.240m mainly on electricity and maintenance due to outstanding bills.

8. Action Plan to resolve budget variances

- 8.1 Budget Responsible Officers (BRO's) have been actively encouraged to review the profiles on their budgets, identify and deal with any miscodings and action appropriate virements so that period variances do not obscure the real financial position. Management Accountancy will continue to provide advice and training to assist BROs to manage their budgets.

9. Financial Implications

- 9.1 The general fund revenue management accounts for the first half of 2007/08 (including support and recharges) is £0.706m over the budget for that period. This is after savings of £2.7m, which have been taken into account in the budget for the first 6 months. To ensure that the savings are achieved by the end of the year there is a need for Budget Responsible Officers to carefully manage their budgets.
- 9.2 Any underspend against budget will reduce the draw on reserves, conversely, any overspend will increase the draw on reserves, which will reduce the amount available for use in future years.

10. Policy & Delegated Authority

- 10.1 This report is being presented to the Services and Infrastructure for information and comment and Executive Committee in terms of its remit for financial policy and monitoring. The Committees may make comment to Council where necessary but the report is presented to Council for information.

11. Recommendation

- 11.1 The Services, Infrastructure and Executive Committees are asked to consider this report and make comment to Council where necessary. Thereafter, I recommend that the Council note the report and any comments from the Committees.

Report No: F-033-F
Ref: Accountancy/HKT

Date: 16 November 2007

SIC MANAGEMENT INFORMATION 2007/08 - PERIOD 6	1st April 2007 to 30th September 2007
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Revenue Expenditure by Service**Shetland Islands Council**

(General Fund, Recharged Services & Support)

	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/ Favourable	Savings Included in YTD Variance	Year to Date Variance Before Savings have been deducted (Adverse)/Favourable
	£	£	£	£	£	£
Executive Services (sub total)	10,817,396	5,388,446	5,671,894	-283,448	-1,321,964	1,038,516
Executive Management	757,322	396,736	332,492	64,244		64,244
Council Members	703,915	391,286	378,566	12,720		12,720
Organisational Development	2,771,393	1,441,720	1,314,410	127,310		127,310
Finance	1,188,049	172,842	1,400,148	-1,227,306	-1,321,964	94,658
Legal & Administration	3,033,352	1,716,809	1,406,907	309,902		309,902
Housing & Capital Projects	2,363,365	1,269,053	839,372	429,681		429,681
Education & Social Care (sub total)	54,867,088	26,940,248	28,034,926	-1,095,077	-1,372,011	276,934
Executive Director	4,921,743	2,593,451	2,101,380	492,071		492,071
Lifelong Learning	2,699,152	1,473,462	1,304,391	169,071		169,071
Schools	30,960,347	16,257,172	15,969,896	287,276		287,276
Community Care	11,427,550	4,546,971	6,528,788	-1,981,817	-1,372,011	-609,806
Children's Services	4,830,414	2,320,182	2,135,850	184,332		184,332
Criminal Justice Unit	9,092	4,863	32,323	-27,460		-27,460
SCOFÉ	18,790	-255,853	-37,701	-218,551		-218,551
Infrastructure Services (sub total)	27,190,802	14,053,014	13,418,733	634,281	0	634,281
Directorate	1,080,289	537,660	534,333	3,327		3,327
Environment & Building Services	5,077,107	2,840,948	2,627,346	213,602		213,602
Roads	6,616,762	3,216,283	3,289,685	-73,402		-73,402
Transport	13,450,473	7,005,127	6,652,248	352,879		352,879
Planning	966,171	452,996	315,121	137,875		137,875
Economic Development Unit (sub total)	987,172	525,077	487,260	37,817		37,817
Economic Development Unit	987,172	525,077	487,260	37,817		0
TOTAL	93,862,458	46,906,785	47,612,813	-706,427	-2,693,975	1,987,548

NOTE: Harbour and HRA figures not included here, as they will be dealt with by specific management accounting reports.

Revenue Expenditure by Subjective**Shetland Islands Council**

(General Fund, Recharged Services & Support

	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse) /Favourable	Savings Included in YTD Variance	Year to Date Variance Before Savings have been deducted (Adverse)/Favourable
	£	£	£	£	£	£
Employee Costs (sub total)	71,631,614	34,352,476	35,551,476	-1,199,000	-2,693,975	1,494,975
Basic Pay	54,165,664	26,907,824	25,948,427	959,397	0	959,397
Overtime	1,094,684	668,014	662,764	5,250	0	5,250
Other Employee Costs	16,371,266	6,776,638	8,940,285	-2,163,647	-2,693,975	530,328
Operating Costs (sub total)	39,446,739	20,662,812	18,774,147	1,888,665	0	1,888,665
Travel & Subsistence	3,825,057	1,877,761	1,381,961	495,800	0	495,800
Property Costs	14,066,676	8,107,423	7,483,306	624,117	0	624,117
Other Operating Costs	21,555,006	10,677,628	9,908,880	768,748	0	768,748
Transfer Payments (sub total)	9,092,627	4,913,692	4,178,007	735,685	0	735,685
Income (sub total)	-26,308,522	-13,022,195	-10,890,419	-2,131,776	0	-2,131,776
TOTAL	93,862,457	46,906,784	47,613,210	-706,427	-2,693,976	1,987,548

EDUCATION & SOCIAL CARE Mgt A/c's 2007/08 - COST CENTRE DETAIL - PERIOD 6 1st April 2007 to 30th September 2007
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<u>Cost Centre Description</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/ Favourable
	£	£	£	£
Directorate	492,695	328,245	239,095	89,150
Sports & Leisure	1,964,049	963,397	866,953	96,444
Cultural Strategy	5,014	2,507	0	2,507
Library	1,025,204	539,114	523,508	15,606
Lifelong Learning	340,556	194,534	119,871	74,663
Museums	1,206,357	629,531	583,403	46,128
Train Shetland	122,021	107,776	77,609	30,167
Additional/Other Funding	-358,695	225,613	361,618	-136,005
ASN Schools Delivery	3,908,998	1,986,484	2,024,396	-37,912
Central Schools Support	1,319,074	675,829	618,478	57,351
Improvement & Quality Assurance	362,377	214,079	208,759	5,320
Parental Involvement	36,636	18,160	9,177	8,983
Pre-School Provision	1,375,662	645,168	591,183	53,985
Primary Schools	9,615,837	4,913,221	4,660,483	252,738
Secondary Schools	12,543,298	6,507,838	6,398,057	109,781
Visiting Services	1,587,247	772,602	801,088	-28,486
Others - Miscoding	6,000	20,549	18,486	2,063
Adult Services	3,373,406	1,558,474	1,626,981	-68,507
CC Assessments & Care Mgt	467,911	231,960	187,178	44,782
Mental Health	214,914	146,149	134,882	11,267
Older People Services	10,895,980	4,669,806	5,442,965	-773,159
OT Assessments	167,629	84,763	83,172	1,591
Com Care Head of Service (includes all Older People income)	-4,236,798	-2,415,030	-1,223,160	-1,191,870
ASN Overall Provision	117,345	58,290	81,259	-22,969
Child Protection	535,312	263,860	281,963	-18,103
Criminal Justice	9,092	4,863	32,323	-27,460
Family Support	870,965	400,990	221,618	179,372
Looked After Children	2,080,723	1,036,299	929,570	106,729
Psychological Services	340,685	172,658	159,797	12,861
Youth Justice	78,274	38,991	25,830	13,161
Youth Services	579,273	235,470	317,384	-81,914
Directorate	213,016	116,284	158,512	-42,228
Resources	2,104,881	1,112,306	763,355	348,951
Sports & Leisure	147,102	73,219	73,465	-246
Central Schools Support	425,439	211,982	217,837	-5,855
Improvement & Quality Assurance	138,474	65,647	60,335	5,312
Adult Services Mgt	62,887	32,260	27,762	4,498
CC Assessments & Care Mgt	59,778	29,578	29,673	-95
Older People Services Mgt	111,670	55,055	57,765	-2,710
Service Mgt	310,173	153,956	161,569	-7,613
Child Protection Mgt	45,885	22,850	24,298	-1,448
Family Support Mgt	59,930	29,854	32,262	-2,408
Youth Services Mgt	51,732	25,869	26,042	-173
Childrens Services Mgt	70,290	35,051	35,826	-775
Scofe	18,790	-255,853	-37,701	-218,551
TOTAL EDUCATION AND SOCIAL CA	54,867,088	26,940,248	28,034,926	-1,095,077



REPORT

To: Infrastructure Committee
 Services Committee
 Executive Committee

**27 November 2007
29 November 2007
4 December 2007**

From: Head of Finance
 Executive Services Department

Report No: F-034-F

**HOUSING REVENUE ACCOUNT/HARBOUR ACCOUNT/RESERVE FUND
REVENUE MANAGEMENT ACCOUNTS 2007/08
FOR THE PERIOD 1 APRIL 2007 TO 30 SEPTEMBER 2007**

1. Introduction

- 1.1 The purpose of this report is to advise Members of the financial position on the Council's Housing Revenue Account, Harbour Account and Reserve Fund for the first 6 months of 2007/08.

2. Links to Corporate Priorities

- 2.1 This report links to the Council's corporate priorities, defined in its Corporate Plan, specifically in relation to reviewing financial performance relative to the Council's financial policies.

3. Background

- 3.1 The revenue management accounts for funds other than the General Fund are presented to Executive Management Team (EMT) on a quarterly basis to enable EMT to monitor the Council's overall financial position.
- 3.2 This is the second monitoring report to Members for 2007/08 and covers the period 1 April 2007 to 30 September 2007. Only controllable items of expenditure are included, on the basis that recharges for central services and financing costs are not controllable in terms of spending decisions. Thus expenditure items include employee costs, property costs, transport, grants and other running costs, and income comprises of fees and charges, grants and rents.

3.3 For information, all appendices shows the Annual Budget, Year to Date Budget, Actual and Variance. It is the Year to Date variances, which are referred to within this report, the Year to Date figures include income and expenditure from 1 April 2007 to 30 September 2007. An estimation of when spending will occur or income is to be received is made on each budget and a spend profile is set which determines the Year to Date Budget, i.e. for salaries an equal charge each month is expected so the budget will show in this report 6/12ths of the Annual budget in the Year to Date budget, for other items this is not so straightforward and these will either be based on past spending patterns or on a 1/12th basis across the year. The Year to Date Variance shows how actual activity has varied from the planned budget. Appendices 1, 3 and 5 show expenditure and income by service area and by type. Appendices 2, 4 and 6 shows the same data by cost centre activity.

4. Housing Revenue Account Financial Position at 30 September 2007 (SERVICES COMMITTEE)

- 4.1 The Housing Revenue Account (HRA) revenue for the first six months is over budget by £0.036m (see Appendix 1). Attached, as Appendix 2 is a more detailed cost centre listing of spend to date for information. There are two main areas where variances are occurring.
- 4.2 Firstly income, there are two areas where income is less than anticipated. Rents (£0.240m) is less than budgeted for the period due to the timing of the rents fortnight not matching the management accounts period end. This will even out over the year. Supporting People funding is no longer to be allocated to the Ladies Drive Hostel on the HRA (£0.055m) but is now to be used for Outreach Services on the General Fund.
- 4.3 Secondly, property costs is underspent by £0.255m, this is mainly due underspends on maintenance budgets £0.162m due to the timing difference between the budget profile, the completion of works and the charging by the Housing DLO to the HRA. The other main variance is an underspend on void rents (£0.070m).
- 4.4 The outturn on the HRA is expected to be within budget.

5. Harbour Account Financial Position at 30 September 2007 (COUNCIL)

- 5.1 The Harbour Account (P&H) revenue for the first six months is over budget by £0.370m for the six months (see Appendix 3). Attached, as Appendix 4 is a more detailed cost centre listing of spend to date for information. There are two main areas where variances are occurring.

- 5.2 The most significant variance is on towage dues at Sullom Voe (£0.486m) and Harbour Dues (£0.098m), which have not been realised. The other main variance is on jetties and spur booms (£0.277m) where expenditure has been incurred at a faster than budgeted rate under the maintenance contract. This contract is wholly funded by BP and will have no impact at the year-end.
- 5.3 It is difficult to predict the outturn on the Harbour Account at this stage, as the oil throughput is outwith the control of the Council. However, the latest prediction is that the outturn on the Harbour Account will be within the budget with careful management.

6. Reserve Fund Financial position at 30 September 2007 (INFRASTRUCTURE & EXECUTIVE COMMITTEE)

- 6.1 The Reserve Fund for the first six months is over budget by £0.005m (see Appendix 5). Attached, as Appendix 6 is a more detailed cost centre listing of spend to date for information. There are two main areas where variances are occurring.
- 6.2 The most significant variance under Environmental Services is an outstanding accrual for income £0.478m in relation to Private Sector Housing Grant income which has yet to be received but once it has been will net off the variance to zero. Under Finance Services the graduate placement and modern apprentice schemes were underspent due to a change in how they were recharged, profiles have now been amended, this is not a real underspend. Under Asset Service, the variance on the NAFC is due to an underspend on maintenance where it is difficult to predict the exact timing of spending. The underspend on Economic Development Unit is mainly on grants which are demand led (£0.485m). The main projects are Renewable Energy, Economic and Tourism Infrastructure.
- 6.3 It is anticipated that the outturn on the Reserve Fund will be under budget.

7. Action Plan to resolve budget variances

- 7.1 Budget Responsible Officers (BRO's) have been actively encouraged to review the profiles on their budgets, identify and deal with any miscodings and action appropriate virements so that period variances do not obscure the real financial position. Management Accountancy will continue to provide advice and training to assist BROs to manage their budgets.

8. Financial Implications

- 8.1 It is expected that the Housing Revenue Account and Reserve Fund will be within the budget set for 2007/08. On the Harbour Account this is more difficult to predict as it depends on the level of throughput at

Sullom Voe which is outwith the Council's control. At this stage it is predicted that it will be within the budget with careful management.

- 8.2 Any underspend against budget will reduce the draw on reserves, conversely, any overspend will increase the draw on reserves, which will reduce the amount available for use in future years.

9. Policy & Delegated Authority

- 9.1 This report is being presented to the Services and Infrastructure for information and comment; and Executive Committee in terms of its remit for financial policy and monitoring. The Committees may make comment to Council where necessary but the report is presented to Council for information.

10. Recommendation

- 10.1 The Services, Infrastructure and Executive Committees are asked to consider this report and make comment to Council where necessary. Thereafter, I recommend that the Council note the report and any comments from the Committees.

Report No: F-034-F

Ref: Accountancy/HKT

Date: 16 November 2007

SIC MANAGEMENT INFORMATION 2007/08 - PERIOD 6

1st April 2007 to 30th September 2007

Revenue Expenditure by Service - Housing Revenue Account

Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/ Favourable
£	£	£	£

Housing (Total)	-7,053,430	-2,563,067	-2,526,805	-36,262
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Head of Housing	-2,011,994	-1,005,998	-1,005,996	-2
Operational Services	-973,140	376,433	234,577	141,856
Business Support	-4,068,296	-1,933,502	-1,755,386	-178,116

Revenue Expenditure by Subjective - Housing Revenue Account

Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse) /Favourable
£	£	£	£

Employee Costs (sub total)	119,877	59,630	45,619	14,011
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Basic Pay	87,533	43,767	33,257	10,510
Overtime	0	0	946	-946
Other Employee Costs	32,344	15,863	11,415	4,448

Operating Costs (sub total)	2,195,245	1,107,037	847,048	259,989
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Travel & Subsistence	1,122	561	297	264
Property Costs	2,145,048	1,076,236	821,184	255,052
Other Operating Costs	49,075	30,240	25,566	4,674

Transfer Payments (sub total)	27,578	25,218	25,948	-730
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Income (sub total)	-9,396,130	-3,754,952	-3,445,420	-309,532
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TOTAL	-7,053,430	-2,563,067	-2,526,805	-36,262
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COMMUNITY SERVICES MANAGEMENT A/c's 2007/08 - COST CENTRE DETAIL - PERIOD 6
1st April 2007 to 30th September 2007

<u>Cost Centre</u>	<u>Description</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/ Favourable
		£	£	£	£
Housing Revenue Account TOTAL		-7,053,430	-2,563,067	-2,526,805	-36,262
Head of Housing		-2,011,994	-1,005,998	-1,005,996	-2
HRH0350	Housing Support Grant	-2,011,994	-1,005,998	-1,005,996	-2
Operational Services		-973,140	376,433	234,577	141,856
HRH1300	Ladies Drive Hostel	-64,310	-39,568	11,399	-50,967
HRH3100	Customer Services	33,911	16,956	15,820	1,137
HRH3150	Garages, HRA	18,597	9,299	7,621	1,678
HRH3151	South Team Area 2	194,997	97,499	85,184	12,315
HRH3152	South Team Area 1	194,997	97,499	-2,780	100,279
HRH3153	North Team Area 2	194,997	97,499	85,507	11,992
HRH3154	North Team Area 1	194,997	97,499	51,990	45,509
HRH3300	Other	-1,740,826	0	-19,671	19,671
HRH3350	Grazing Lets	-500	-250	-492	242
HRH4258	Cost of Refurbishment	0	0	0	0
Business Support		-4,068,296	-1,933,502	-1,755,386	-178,116
HRH2047	Rents General Needs	-4,409,153	-2,205,071	-2,054,237	-150,834
HRH2048	Rents Sheltered Housing	-504,289	-256,145	-248,830	-7,315
HRH2049	BP AMEC Properties	0	0	0	0
HRH2051	Engineering Business Ltd Prop	0	0	0	0
HRH2058	Cost of Refurbishment	0	0	0	0
HRH2355	Supervision & Management	-105,920	28,668	25,638	3,030
HRH3054	Council House Sales	0	0	0	0
HRH3200	Planned Services HRA	951,066	499,046	522,042	-22,996
HRH3401	Ground Maint - King Erik House	0	0	0	0
HRH3402	Ground Maint - Annsbrae House	0	0	0	0

SIC MANAGEMENT INFORMATION 2007/08 - PERIOD 6**1st April 2007 to 30th September 2007****Revenue Expenditure by Service**

(Harbour Account, Support Services & Recharged Services)

	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
	£	£	£	£
Ports & Harbours (total)	-249,163	-1,759,091	-1,388,883	-370,208
Ports Management	954,061	481,021	461,378	19,643
Sullom Voe	-5,013,880	-2,580,874	-2,227,655	-353,219
Scalloway	152,813	84,297	-66,611	150,908
Other Piers	165,801	73,406	1,993	71,413
Port Engineering Services	622,942	305,378	287,684	17,694
Jetties & Spur Booms (BP Funded)	-244,640	-122,319	154,327	-276,646
Transfer of Funds	3,113,740	0	0	0

Revenue Expenditure by Subjective

(Harbour Account, Support Services & Recharged Services)

	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
	£	£	£	£
Employee Costs (sub total)	6,859,680	3,415,364	3,349,282	66,082
Basic Pay	4,489,871	2,244,940	2,197,059	47,881
Overtime	386,857	193,428	174,732	18,696
Other Employee Costs	1,982,952	976,996	977,490	-494
Operating Costs (sub total)	4,717,161	2,183,988	2,562,550	-378,562
Travel & Subsistence	193,562	98,181	74,854	23,327
Property Costs	1,030,787	527,782	439,125	88,657
Other Operating Costs	3,492,812	1,558,025	2,048,572	-490,547
Transfer Payments (sub total)	3,191,963	39,111	36,596	2,515
Income (sub total)	-15,017,967	-7,397,554	-7,337,311	-60,243
TOTAL	-249,163	-1,759,091	-1,388,883	-370,208

SHETLAND ISLANDS COUNCIL MANAGEMENT A/c's 2007/08 - COST CENTRE DETAIL - PERIOD 6

BY Harbour Account

1st April 2007 to 30th September 2007

<u>Cost Centre</u>	<u>Description</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/ Favourable
		£	£	£	£
Harbour Account TOTAL		-249,324	-1,759,091	-1,388,883	-370,207
Ports Management (sub total)		954,061	481,021	461,378	19,643
PRM0150	Canteen Service	25,544	12,723	14,487	-1,764
SRM0001	Ports - Recruitment Expenses	17,040	8,520	99	8,421
SRM0100	Ports - Support Services	218,318	109,810	106,017	3,793
SRM2000	Ports - Operations Management	693,159	349,968	340,775	9,193
Sullom Voe (sub total)		-5,013,880	-2,580,874	-2,227,655	-353,219
PRM2100	Sullom Voe	-5,453,916	-2,649,776	-2,507,021	-142,755
PRM2101	B & L Sullom Voe	-40,093	-161,827	-159,421	-2,406
PRM2102	Pilotage Sullom Voe	-633,093	-316,546	-280,170	-36,376
PRM2103	Mooring Sullom Voe	-286,009	-143,004	-150,457	7,453
PRM2110	Marine Officers	1,161,727	587,904	565,012	22,892
PRM2111	Launch Crews	1,056,465	537,887	522,381	15,506
PRM2112	Towage Crews	-2,597,573	-1,305,102	-868,623	-436,479
PRM2116	Pollution Control	1,500	750	0	750
PRM2120	SOTEAG	2,500	1,250	56	1,194
PRM2121	SVA	78,223	39,111	36,596	2,515
SRM2001	Towage Management	8,400	4,200	8,020	-3,820
SRM3050	Ports - Admin Building	107,557	58,395	42,514	15,881
VRM3205	Nav Aids Sullom Voe	35,129	20,700	20,301	399
VRM3206	Radar Sullom Voe	18,262	8,631	811	7,820
VRM3207	VHF Radio Sullom Voe	12,100	6,050	3,077	2,973
VRM3210	Maintenance Workshop	64,623	32,135	26,319	5,816
VRM3211	Helicopter Hangar	3,464	2,802	291	2,511
VRM3212	Meteorological Office	2,529	1,237	364	873
VRM3213	Long Term Store	2,830	1,380	754	626
VRM3214	Crew Accommodation	7,336	3,634	2,165	1,469
VRM3215	Pollution Store	16,875	8,387	3,848	4,539
VRM3221	Sullom Shoormal	43,452	16,519	13,827	2,692
VRM3222	Sullom Spindrift	46,134	17,859	13,564	4,295
VRM3223	Sullom Spray	41,277	15,434	16,454	-1,020
VRM3225	Dunter	237,203	109,743	65,144	44,599
VRM3226	Shalder	216,290	98,656	68,207	30,449
VRM3227	Stanechakker	161,388	71,053	39,585	31,468
VRM3228	Tirrick	289,090	160,956	138,484	22,472
VRM3229	Tystie	237,203	109,743	70,981	38,762
VRM3230	Sullom A	13,349	6,035	86	5,949
VRM3231	Sullom B	13,349	6,035	113	5,922
VRM3232	Sullom C	13,349	6,035	551	5,484
VRM3235	Vehicles Sullom Voe	31,610	13,950	11,128	2,822
VRM3236	Boat Hoist	3,072	1,525	-3,788	5,313
VRM3237	Small Plant	5,200	2,600	1,746	854
VRM3239	Sullom Shearwater	16,801	7,260	5,259	2,001
VRM3240	Tug Jetty	48,517	37,525	64,186	-26,661
Scalloway (sub total)		152,813	84,297	-66,611	150,908
PRM2200	Blacksness	8,021	3,641	-90,018	93,659
PRM2201	B & L Scalloway	-5,000	-2,500	-6,445	3,945
PRM2202	Pilotage Scalloway	-11,950	25	0	25
VRM3261	Nav Aids Scalloway	11,000	5,500	3,030	2,470

VRM3262	Offices & Stores Scalloway	31,425	16,225	10,969	5,256
VRM3263	Fish Market	32,671	17,884	4,311	13,573
VRM3264	Piers Scalloway	68,845	36,152	10,068	26,084
VRM3266	Vehicles Scalloway	1,870	935	1,039	-104
VRM3267	Lyrie	15,931	6,435	435	6,000
Other Piers (sub total)		165,640	73,406	1,993	71,413
PRM2300	Baltasound	1,532	763	-2,614	3,377
PRM2301	Collafirth	-272	-137	-1,203	1,066
PRM2302	Toft	228	113	246	-133
PRM2312	Cullivoe	-18,683	-9,345	-27,849	18,504
PRM2314	Fair Isle	998	496	0	496
PRM2315	Hamnavoe	98	48	-255	303
PRM2316	Melby Pier	0	0	141	-141
PRM2317	Mid Yell	-260	-130	-186	56
PRM2318	Out Skerries	349	173	-134	307
PRM2319	Symbister	9,974	4,936	5,133	-197
PRM2322	Vaila/Grutness	-1,662	-832	-92	-740
PRM2323	West Burrafirth	-152	-77	-590	513
VRM3270	Baltasound Pier Maintenance	13,528	5,998	2,488	3,510
VRM3271	Collafirth Pier Maintenance	7,983	3,744	1,780	1,964
VRM3272	Toft Pier Maintenance	3,019	1,280	8	1,272
VRM3273	Garth Pier Maintenance	8,596	4,125	5,877	-1,752
VRM3280	Billister Pier Maintenance	806	250	0	250
VRM3282	Cullivoe Pier Maintenance	41,733	19,335	6,640	12,695
VRM3283	Easterdale Pier Maintenance	1,466	715	141	574
VRM3284	Fair Isle Pier Maintenance	7,784	1,900	0	1,900
VRM3285	Hamnavoe Pier Maintenance	2,034	788	355	433
VRM3286	Melby Pier Maintenance	64	0	0	0
VRM3287	Mid Yell Pier Maintenance	6,566	2,975	1,413	1,562
VRM3288	Out Skerries Pier Maintenance	7,637	3,359	2,430	929
VRM3289	Symbister Pier Maintenance	45,227	20,775	7,111	13,664
VRM3290	Toogs Pier Maintenance	316	125	0	125
VRM3291	Uyeasound Pier Maintenance	2,912	1,150	339	811
VRM3292	Vaila/Gruting Pier Maintenance	11,540	5,275	50	5,225
VRM3293	West Burrafirth Pier Maintenan	12,279	5,604	763	4,841
Port Engineering (sub total)		622,942	305,378	287,684	17,694
VRM3200	Port Engineering Services	622,942	305,378	287,684	17,694
Jetties & Spur Booms (BP Funded) (sub total)		-244,640	-122,319	154,327	-276,646
PRM2150	Jetties/Spur Booms - SV	-1,485,372	-742,686	-1,281,914	539,228
VRM3250	Jetty 1	545,229	272,615	484,365	-211,750
VRM3251	Jetty 2	317,654	158,827	538,576	-379,749
VRM3252	Jetty 3	147,554	73,777	183,545	-109,768
VRM3253	Jetty 4	190,085	95,043	221,826	-126,783
VRM3254	Construction Jetty	28,000	14,000	6,491	7,509
VRM3255	Spur Booms	12,210	6,105	1,437	4,668
Transfer of Funds (sub total)		3,113,740	0	0	0
PRM2002	Transfer to Funds	3,113,740	0	0	0

SIC MANAGEMENT INFORMATION 2007/08 - PERIOD 6

1st April 2007 to 30th September 2007

Shetland Islands Council

Revenue Expenditure by Service

(Reserve Fund)

	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
	£	£	£	£
Executive Services (sub total)	1,621,943	758,512	804,525	-46,013
Finance	436,418	239	519	-280
Legal & Administration	1,032,773	679,489	700,640	-21,151
Housing	152,752	78,784	103,366	-24,582
Infrastructure Services (sub total)	322,021	161,011	605,337	-444,326
Environment	70,000	35,000	486,921	-451,921
Planning	252,021	126,011	118,416	7,595
Economic Development Unit (sub total)	4,656,200	2,328,100	1,843,011	485,089
Economic Development Unit	4,656,200	2,328,100	1,843,011	485,089
TOTAL	6,600,164	3,247,623	3,252,872	-5,249

Revenue Expenditure by Subjective

(Reserve Fund)

	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/Favourable
	£	£	£	£
Employee Costs (sub total)	0	0	788	-788
Basic Pay	0	0	0	0
Overtime	0	0	395	-395
Other Employee Costs	0	0	394	-394
Operating Costs (sub total)	1,535,337	929,021	994,000	-64,979
Travel & Subsistence	21,000	10,500	13,147	-2,647
Property Costs	762,153	544,179	495,850	48,329
Other Operating Costs	752,184	374,342	485,003	-110,661
Transfer Payments (sub total)	5,064,827	2,318,602	988,136	1,330,466
Income (sub total)	0	0	1,269,947	-1,269,947
TOTAL	6,600,164	3,247,623	3,252,872	-5,249

EXECUTIVE SERVICES MANAGEMENT A/c's 2007/08 - COST CENTRE DETAIL - PERIOD 3
1st April 2007 to 30th June 2007

<u>Cost Centre</u>	<u>Description</u>	Annual Budget	Year to Date Budget	Year to Date Actual	Year to Date Variance (Adverse)/ Favourable
		£	£	£	£
Reserve Fund TOTAL		6,525,664	1,957,912	1,900,360	57,552
Financial Support Services		436,418	107,973	519	107,454
RRF1151	Councillor Christmas Grant	4,529	0	0	0
RRF1152	S.I.C.C.T. Allowances	478	120	519	-399
RRF1312	Graduate Placement Scheme	291,411	72,853	0	72,853
RRF1315	Modern Apprenticeship	140,000	35,000	0	35,000
Asset & Property Services		1,028,273	560,190	505,231	54,959
RRB6380	N.A.F.C.	600,525	132,442	91,799	40,643
RRB6381	SCOFÉ Property Costs	427,748	427,748	413,432	14,316
Housing		152,752	62,693	59,945	2,748
RCH2802	Market Value Compensation	0	0	0	0
RRH2800	Housing Initiatives	53,118	23,534	20,128	3,406
RRH2801	Tenant Participation	14,816	0	658	-658
RRH2803	Shetland Women's Aid	78,318	39,159	39,159	0
RRH2804	Market Value Compensation	6,500	0	0	0
Environment		0	0	478,538	-478,538
RRY5002	PSHG-Housing Imp Grants	0	0	478,538	-478,538
Roads		0	0	1,875	-1,875
RRY6000	Minor Wrks - Purchase Airstrip	0	0	1,875	-1,875
Planning		252,021	63,006	37,921	25,085
RRY8481	KIMO Policy	6,770	1,692	1,872	-180
RRY8381	Area Regeneration Res Fund	57,270	14,318	14,355	-37
RRY8383	Coastal Protection	39,968	9,992	0	9,992
RRY8482	Nuclear Policy	7,650	1,913	1,589	324
RRY8483	NENIG	12,863	3,216	12,826	-9,610
RRY8486	Env Improve/Cons	127,500	31,875	7,280	24,595
Economic Development		4,656,200	1,164,050	816,329	347,721
RCD1152	Ineligible Crofter-Agric Grant	0	0	4,434	-4,434
RCD1154	Bull Purchase Scheme	0	0	1,250	-1,250
RCD1550	Other General Assistance	0	0	410	-410
RCD1552	Rural Shop improvement Scheme	0	0	6,168	-6,168
RCD1556	BES111	0	0	20,280	-20,280
RRD1104	SCGWAG Advisors	11,500	2,875	4,304	-1,429
RRD1105	Pony Breeders Scheme	1,000	250	0	250
RRD1123	Potato & Vegetable Scheme	16,000	4,000	0	4,000
RRD1124	AI Scheme	8,000	2,000	714	1,286
RRD1125	Bull Purchase Scheme	0	0	150	-150
RRD1129	Livestock Health Scheme	67,700	16,925	6,559	10,366
RRD1130	Agricultural Shows Scheme	3,000	750	0	750
RRD1131	Agricultural Training	10,000	2,500	3,359	-859
RRD1133	Agriculture General Assistance	315,500	78,875	23,733	55,142
RRD1134	Grants to Agric Loan Scheme	25,000	6,250	0	6,250
RRD1135	Ineligible Crofter-Agric Grant	42,000	10,500	22,900	-12,400
RRD1136	Agriculture Contractors Scheme	30,000	7,500	2,456	5,044

RRD1500	Other Research	45,000	11,250	5,875	5,375
RRD1502	Publications	3,000	750	0	750
RRD1520	Other General Assistance	165,000	41,250	50,343	-9,093
RRD1523	Rural Shop Improvement	75,000	18,750	457	18,293
RRD1526	Rnew Energy Proj	380,000	95,000	42,922	52,078
RRD1528	Foula Electricity	25,000	6,250	775	5,475
RRD1529	BES111	70,000	17,500	17,259	241
RRD1530	Economic Infrastructure Projec	250,000	62,500	0	62,500
RRD1620	Tourism Financial Assistance	70,000	17,500	16,330	1,170
RRD1621	Tourism Infrastructure	350,000	87,500	0	87,500
RRD5005	MDP	104,000	26,000	11,423	14,577
RRD5031	Shetland Promotional Costs	221,000	55,250	3,225	52,025
RRD5038	Johnsma Foy	50,000	12,500	4,190	8,310
RRD5039	Flavour of Shetland	100,000	25,000	78,950	-53,950
RRD5040	International Links	20,000	5,000	895	4,105
RRD2120	Fisheries General Assistance	235,000	58,750	258	58,492
RRD2121	North Atlantic Fisheries Coll	1,963,500	490,875	486,708	4,167



Shetland Islands Council

REPORT

To: Services Committee

29 November 2007

From: Executive Director – Education and Social Care

Capital Projects Schedule of Work

1. Introduction

- 1.1 This Report invites Members to agree the scheduling of the capital projects within the remit of the Services Committee, in order to assist with prioritising limited staff resources.
- 1.2 This report is presented outwith the standard capital programme method of reporting projects for approval, and only addresses the early stages of project development in terms of the timing of reporting work to Services Committee.

2. Link to Council Priorities

- 2.1 The Corporate Plan has not yet been adopted but the projects will support the redesign of the following service areas (as set out in the Services Committee statement of intent) – Community Care, Children's Services, Schools, Community Development and Shetland College.

3. Background

- 3.1 At the Services Committee in August 2007 (Minute Reference 47/07), Members requested a Report on the programme of work and relative priorities (within the remit of this Committee) of each of the developing capital projects.
- 3.2 The Capital Programme Prioritisation system has a number of stages, as the need for capital investment develops. The initial stages, prior to tender, can be described as:

The Business Case – the initial idea or concept to address a gap in service.

Feasibility Study – an in depth exploration of the service need and the options to best meet that service need.

Design – the design of the new asset, once agreement on identified service need and the best option to meet that need has been identified.

- 3.2 The Services Committee's remit is concerned mainly with the first two stages and supports the Scheme of Delegations, whereby the Committee is expected to, "co-ordinate and monitor the effective use of resources, human physical and financial, for the provision of those services that are within the remit of the Committee". Thereafter, decisions on the relative priority of projects and allocation of funding rest with the full Council.
- 3.3 The Education and Social Care Department and the Capital Projects Unit are limited in terms of the amount of staff time which they have available to work on capital projects. It would therefore be helpful if Members could provide an indication, from a Services Committee point of view, as to which projects staff should work on first in order to address priority needs.

4. Proposal

- 4.1 Appendix 1 contains a list of all the projects within the remit of the Education and Social Care Department.
- 4.2 I have listed the projects which are currently going through the Business Case and Feasibility Study Stage and made recommendations as to the relative priority which I consider the projects to have, based on the most pressing service needs (such as Waiting Lists, current assets unsuitable for purpose, new need identified, etc). Members are invited to consider the relative priorities and amend, as they so wish.

5. Financial Implications

- 5.1 There are no direct financial implications arising from this report. This Report only addresses the scheduling of projects to Services Committee and the staff time associated with doing that work. The Capital Programme system involves projects being presented directly to Executive Committee and Council for prioritisation and funding, at various stages in their development.

6. Policy and Delegated Authority

- 6.1 In accordance with Section 13 of the Council's Scheme of Delegation, the Services Committee has delegated authority to co-ordinate and monitor the effective use of resources, human, physical and financial, for the provision of those services that are within the remit of the committee. This includes the assessment of need in terms of capital investment, referred to as the Business Case and Feasibility Study stage of the capital programme prioritisation method.

- 6.2 The Council retains full authority for decisions on the Capital Programme so there is no delegated authority for Services Committee to amend the priority and funding for Capital Projects. However, Services Committee can legitimately agree the scheduling of projects prior to consideration through the capital programme prioritisation system.

7. Conclusions

- 7.1 This Report asks Members to agree the scheduling of work within the Department, and in the Capital Projects Unit, with regard to staff time needed to develop a range of capital projects to support the work of Services Committee.

8. Recommendations

- 8.1 I recommend that Services Committee agree the relative priorities with regard to the scheduling of capital projects through the Business Case and Feasibility Studies of the capital programme prioritisation system, in order to assist with the allocation of limited staff resources.

Our Ref: HAS/sa

Report No: ESCD-29-F

Scheduling Priority	Project Name	Stage in Capital Programme	Priority	Short Description of Need
Shetland College				
1	Shetland College/Train Shetland	Feasibility Study: Full Option Appraisal The Feasibility Study is complete.		Additional space for teaching, workbases, support services, student facilities and storage.
Community Development				
1	Adult Learning	Business Case: Identifying Service Needs		Drop in / office / training rooms for adult learning, linked to the Library project.
Schools Service				
1	Pre-School Provision (Tingwall Area)	Business Case: Identifying Service Needs		Alternative premises
2	Sandwick JHS Additional Classroom	Feasibility Study: Full Option Appraisal		Additional primary space – Feasibility Study ongoing
3	Lerwick Primary (Bells Brae)	Business Case: Identifying Service Needs		Lerwick Primary School Provision – Feasibility Study commenced

Scheduling Priority	Project Name	Stage in Capital Programme	Priority	Short Description of Need
Community Care				
1	Joint Occupational Therapy Resource Centre	Feasibility Study: Full Option Appraisal Complete, awaiting prioritisation.		Alternative premises as current accommodation not fit for purpose
2	Additional Permanent Care Beds (Montfield)	Feasibility Study: Full Option Appraisal Complete, awaiting prioritisation.		Additional care beds in Lerwick, as an interim measure
4	Additional Permanent, Respite and Short Stay Care Beds (Long Term Care and Dementia Services Redesign)	Feasibility Study: Full Option Appraisal		Additional services to reflect growing demand; current provision at capacity with waiting lists
4	Viewforth Replacement (Long Term Care and Dementia Services Redesign)	Feasibility Study: Full Option Appraisal		Alternative premises as current accommodation not fit for purpose
4	Isleshavn Replacement (Long Term Care and Dementia Services Redesign)	Feasibility Study: Full Option Appraisal		Alternative premises as current accommodation not fit for purpose

Scheduling Priority	Project Name	Stage in Capital Programme	Priority	Short Description of Need
4	Older People's Day Care	Feasibility Study: Full Option Appraisal		Additional services to reflect growing demand; current provision at capacity with waiting lists (care homes, Freefield, Montfield Day Hospital)
3	Erik Gray Centre Replacement (Learning Disabilities Feasibility Study)	Feasibility Study: Full Option Appraisal		Alternative premises as current accommodation not fit for purpose
5	Supported Accommodation - Learning Disabilities (Quoys Phase II)	Business Case: Identifying Service Needs		Additional accommodation to meet increasing service needs
6	Accommodation for Young Physically Disabled	Business Case: Identifying Service Needs		Alternative premises

Scheduling Priority	Project Name	Stage in Capital Programme	Priority	Short Description of Need
Children's Services				
1	Looked After Children Accommodation (Leog Replacement)	Feasibility Study: Full Option Appraisal		Alternative premises as current accommodation not fit for purpose
2	Laburnum Replacement	Feasibility Study: Full Option Appraisal		Alternative premises as current accommodation not fit for purpose. Consideration to be given to current premises as a unit for autism.
3	Family Centre	Feasibility Study: Full Option Appraisal		Consideration of expansion of service to upper floors of the Old Bruce Hostel if financially viable. If not alternative premises as current accommodation not fit for purpose.



REPORT

To: Services Committee

29 November 2007

From: Executive Director of Education and Social Care

Sickness Absence Levels within Education and Social Care

1. Introduction

- 1.1 It became apparent through the recent Performance Management Review Sessions that sickness absence was an area of interest to Members therefore this report presents some statistical information to aid further discussion. This report is for noting.

2. Links to Council Priorities

- 2.1 The report links to the aspirations of Members to have in place a four year plan for Services Committee and their pledge within that plan in respect of the health and well-being of their staff.

3. Background

- 3.1 The focus on absence management is part of the ongoing drive within the department to understand and contain costs, as well as actively promoting the health, well-being and development of staff.

4. Absence Rates

- 4.1 The average % absence rate across the department for the period April 2007 – September 2007 is 6.7%; the target is 4.5%. This can be further broken down into the various service areas: -

	%
Directorate	4.35
Childrens' Services	6.70
Criminal Justice Unit	0.79
Life Long Learning (incl College)	3.30
Schools	3.96
Community Care	11.43

- 4.2 This translates into the number of days being lost to sickness absence across the department for the same period as 13,782, out of a possible 206,017 working days. Again this can be further broken down across the service areas: -

	No. of sick days	Total no. of working days
Directorate	572	13,204
Childrens' Services	903	13,494
Criminal Justice Unit	6.5	831
Life Long Learning	436	13,268
Schools	3,691.5	93,757
Community Care	8,173	71,463

- 4.3 In % terms, the main reasons for absence across the department are as follows: -

Reason	%
OTHER	26
Back Pain	13
Stress – personal	12
Depression	11
Post operative recovery	10
Cancer	8
Shoulder injury	6
Stress – work related	6
Wrist injury	4
Leg injury	4

5. Action being taken

- 5.1 Some discussion has taken place with Human Resources staff about the need to refocus the service we receive through our Occupational Health contract. We must also actively review our pre-employment screening programme, which operates largely for the Community Care service – this is making no impression on our absence rates and merely delays us getting staff into posts.
- 5.2 The Staff Welfare Officer has recently been tasked with meeting with our managers on a monthly basis to discuss, particularly, the stress and depression related absences. This is with a view to her contacting those members of staff and seeing what support and assistance we can offer, as a first step.
- 5.3 We have spent some time working with colleagues in Finance and in ICT to try to get better management information from our systems to assist in the management of absence and we are part way through getting those reports out to managers in the various settings.

6. Financial Implications

- 6.1 There are no direct financial implications arising from this report.

7. Policy and Delegated Authority

- 7.1 Services Committee has delegated authority to make decision on all matters in its remit, and as described in Section 13 of the Council's Scheme of Delegation, approved by Council on 28 March 2007.
- 7.2 As this report is for noting only, there are no policy and delegated authority issues to be addressed.

8. Conclusions

- 8.1 This report is presented by way of background information.
- 8.2 The department's sickness absence levels will be given a higher focus in the quarterly Performance Management Review sessions, where Members will be able to have more in depth discussions with the Heads of Service on the subject.

9. Recommendation

- 9.1 I recommend that the Services Committee note the content of this report.

Reference: HAS/slt

Report no: ESCD-30-F

REPORT

To: **Services Committee
Shetland NHS Board
CHP Committee**

**29 November 2007
4 December 2007
6 December 2007**

From: **Head of Community Care**

**Report No: SC13-07F
Joint Future Update Report**

1. Introduction

- 1.1 The Council and Shetland NHS Board have requested an update report on Joint Future service developments every six months (Min. Ref. SC44/05).
- 1.2 This report presents information on the implementation of the Joint Future agenda locally.

2. Links to Council Corporate Priorities

- 2.1 **Consistent Planning and Action** – The Council and NHS Shetland work closely together on all Joint Future projects to ensure consistency with Council and NHS priorities.
- 2.2 **Performance Management** – The Joint Future Local Improvement Targets (LITs) provide a vehicle for setting targets and reporting progress.
- 2.3 **Communication** – Regular updates to Council and Shetland NHS Board meetings facilitate communication across both organisations and in the public domain.

3. **Background**

- 3.1 The Joint Future Extended Local Partnership Agreement (ELPA) and Community Care Plans for 2007 - 2010 was approved by the Council's Services Committee on 21 June 2007 (Min. Ref. SC23/07) and by Shetland NHS Board on 22 May 2007.
- 3.2 The ELPA included separate sections to show service plans for each of the main community care groups. These are available separately in leaflet form.
- 3.3 Progress in implementing the Joint Future agenda is monitored and reported annually by the Scottish Government. The evaluation for 2006/07 was undertaken using the national performance management framework that has been used for Joint Future for a number of years, namely the Joint Performance and Information Assessment Framework (JPIAF.) The national performance measures are changing this year to reflect an outcome-based approach. The most recent bulletin on the progress made in moving to the new national targets is included in Appendix 1 for information. The bulletin gives a web link to the detailed descriptions of the new performance measures.
- 3.4 Shetland's Draft Annual Evaluation Statement for 2006/07 against the JPIAF was issued by the Scottish Government on 12 September 2007. Overall, the Scottish Government reports that Shetland's Joint Future partners have continued to make "steady progress" towards meeting the JPIAF indicator requirements.
- 3.5 A copy of the draft evaluation statement is attached at Appendix 2.
- 3.6 Areas identified where improvement is required include OT services. This is recognised locally. Appendix 3 is a copy of the management response to the Draft Annual Evaluation Statement, which includes a summary action plan regarding service developments planned for OT services in Shetland.

4. **Proposals**

- 4.1 Detailed information is presented for information and comment in paragraphs 4.2 to 4.4 below and also in the Appendices to this report as follows: -

Appendix 1: Joint Future: Outcome Targets

Appendix 2: Joint Future: Shetland's Draft Annual Evaluation Statement 2006-2007.

Appendix 3: Management Response to the Draft AES

Appendix 4: Joint Future: Local Improvement Targets
Six month report – September 2007

Appendix 5 Dementia Project Phase 1 Action Plan

Service Developments

- 4.2 During the first six months of 2007-2008 progress has been made in the following areas:

- Dementia Redesign Project
 - An interim report was presented to CHP committee on 8 March 2007 and actions agreed from the work undertaken during 2006-2007 is being taken forward and monitored through the CHP as Phase 1 of the project. The action plan is appended below at Appendix 5. The two issues requiring further work are proposals for replacing Viewforth House, the Council's specialist facility for dementia and the care models required to provide an effective and sustainable model of care in the community for people with dementia. Both these issues are being taken forward as a second phase of the Dementia Redesign Project which is closely linked to the long term care review (see below).
- Long term care review and Isleshavn feasibility study
 - The project team for the Isleshavn project has looked at the needs for the communities in Yell and neighbouring island areas and also at the needs generally for rural localities in Shetland. The aim is to produce detailed proposals

- for a replacement for Isleshavn and a blueprint for care facilities across other localities. The project team is currently seeking views from a wide range of stakeholders on work done so far.
- Delayed Discharges
 - Work to reduce the number of people delayed in hospital for 6 weeks or more to zero by 31 March 2008 is a high priority in the current year. A key challenge is to create flexible responsive care services in the community to support increasing numbers of frail older people in their own homes. Significant progress has been made in the first six months of the year. There were 4 people delayed for 6 weeks+ in October.
 - A key proposal for 2008 is the development of a temporary care home at Montfield. This will be dependent on the outcome of the recent consultation exercise on the relocation of hospital services from Montfield to the Gilbert Bain Hospital. This proposal would increase the number of residential care places available in the short term. There are currently 28 people waiting for a residential place in Shetland, 9 of these are currently in hospital.
 - Mental Health Services
 - A Mental Health Strategy for Shetland has been agreed by both the Council and NHS Shetland.
 - Local Service Delivery Groups and the Public Partnership Forum
 - LSDGs have been established in 5 out of 7 localities across Shetland. Work to establish LSDGs in the north Isles and for Lerwick is under active discussion in the Planning in Localities Steering Group chaired by the Head of Community Care. Unfortunately there has been a high turnover in staff attending this group which has caused delays in taking this forward.
 - Comments from NHS100 and the Patient Focus Public Participation work led by NHS Shetland have contributed to the thinking in terms of reporting lines and monitoring levels of engagement with the public.

Joint Future Management Arrangements

- 4.3 The current functional management arrangements for Joint Future services were introduced in 2005 as the CHP for Shetland was being established. These arrangements were reviewed during the CHP Development Day held on 19 September 2007. The outcome was proposals for the joint management arrangements to be simplified within the CHP and to increase capacity at managerial levels. This is a growing concern. Members of Services Committee and Shetland NHS Board will be aware that in recent years we have struggled to make progress in key service development areas which is urgently needed in order to address the challenge of meeting increasing levels of need in an ageing population with constrained human and financial resources. Proposals for revised joint management arrangements is the subject of a separate report on today's agenda.

Local Improvement Targets (LITs)

- 4.4 The LITs highlight a number of issues:-
- Single Shared Assessment (SSA) – There has been an improvement in the updating of information on SWIFT however, there are still some gaps in the data and this has meant that the information reported to Audit Scotland on assessments and reviews has been excluded from the performance information published for Shetland. SSA training has been provided to over 80 members of staff from across both agencies and access to electronic information has also improved.
 - Occupational Therapy (OT) – Although the target to reduce the waiting list is not being met there has been a decrease in the numbers waiting for an assessment. The demand for Community OT Services remains high.
 - Support for Carers – Overall, the targets for increased levels of support for unpaid/family carers have been met although the take up of short breaks has dropped for some age groups.

5. Financial Implications

- 5.1 There are no financial implications arising directly from this report.

6. Policy and Delegated Authority - SIC¹

- 6.1 In accordance with Section 13 of the Council's Scheme of Delegation, the Services Committee has delegated authority to make decisions on matters within approved policy and for which there is a budget.

7. Conclusions

- 7.1 The Council and NHS Shetland continue to work well together on the Joint Future Agenda.
- 7.2 The Scottish Government has acknowledged progress made in the draft Annual Evaluation Statement for 2006-2007.
- 7.3 There are a number of key service developments where progress in previous years has been slow due to lack of staff time at a senior level. These include the Dementia Redesign Project and a review of long-term care provision.
- 7.4 The CHP is supporting work on planning and service delivery in localities and developing the Public Participation Forum for Shetland to facilitate on-going dialogue with the public.

8. Recommendations

I recommend that members of Shetland NHS Board and SIC Services Committee:

- i) note the information presented in this report and its Appendices; and
- ii) comment if they so wish.

Date: 14 November 2007
Ref: CF'AN'SC13-07

Report No: SC13-07F

¹ For Shetland Islands Council Services Committee only

NATIONAL OUTCOMES FOR COMMUNITY CARE – BULLETIN 2 JULY 2007

Welcome to our second bulletin on the National Outcomes Framework for Community Care.

Appointment of Project Manager

Chris Bruce will join us shortly, on secondment as Project Manager. He will lead the further development and implementation of the National Outcomes Performance Framework.

Chris is currently the Head of Integration and Performance, and Acting Director of Community Care at NHS Lothian. He has considerable experience in partnership working, including leading on Lothian's Delayed Discharge Action Plan and managing the Joint Learning Disability Review.

Chris will formally take up his new post in mid September, but expects to be involved in developments in the coming weeks.

Early Implementers

Discussions have begun with partnerships in Aberdeenshire, Angus, North Lanarkshire, West Lothian, East Renfrewshire and Dumfries and Galloway on early learning from developing the outcomes approach in community care. We expect to use that in future bulletins.

Joint Performance Frameworks

The Project Board thought that this would be a good time to remind partnerships that while a lot of development work is taking place nationally there are expectations too of developments locally.



Our letter of 4 April set out the stall on implementation. It identified a number of areas that partnerships should be thinking about now. And the letter of 5 June set out the new approach to LITs – as a purely local performance tool. Partnerships will therefore wish to consider:

- Whether their local joint performance frameworks are robust and can dovetail with that being developed nationally.
- That public performance reporting is an integral part of the frameworks.
- Developing a culture to sustain corporate responsibility for outcomes for both senior and frontline management.
- Developing LITs to underpin the Outcomes Framework and for local performance management provision by October 2007.
- How to apply measure OC2 which comes into effect in 2007/08. It anticipates partnerships relating multiple admissions to persons not having had an assessment. That will have different implications for different partnerships, depending on whether or not they have effective SSA.

Communication and engagement

The Project Board is committed to on-going consultation and engagement with stakeholders on the development of the Framework.

We are planning to hold another event in October to support implementation in 2007/08. Details will follow.

Further Information

Further information on the National Outcomes Framework can be found on the Joint Future Unit website at

<http://www.scotland.gov.uk/Topics/Health/care/JointFuture/NationalOutcomes>

or by contacting:

(0131 244 5453) David Meikle. David.meikle@scotland.gsi.gov.uk

(0131 244 2374) Linda Watters Linda.watters@scotland.gsi.gov.uk



JOINT PERFORMANCE INFORMATION AND ASSESSMENT FRAMEWORK**DRAFT ANNUAL EVALUATION STATEMENT 2006/07****Shetland's Joint Future****SUMMARY EVALUATION**

Our assessment of your local partnership's progress and achievements in relation to the JPIAF Indicators is based on the requirements set out in Circular CCD2/2007 issued on 14 February 2007, together with the additional information and guidance on the Whole Systems Indicator (JPIAF 10), issued on 30 March 2007.

This is a transitional year and JPIAF is a key part of the move to the Outcomes Framework. It is a measure of partnerships readiness for that.

For 2006/07, we looked to consolidate the progress on the outcomes approach. As a result JPIAF 10 and JPIAF 11 continued to focus on services for older people, and JPIAF 6 concentrated on waiting times.

Although there was no requirement to provide Local Improvement Targets (LITS) for other client groups, we are impressed by the number of partnerships who are already extending their LITS.

Evaluation Statement

Our assessment is based on the review of evidence submitted by the local partners in their JPIAF returns. This may have been augmented by written or oral explanations to confirm our understanding of the material contained in the submission, where this was required.

In our view, overall, the performance of Shetland local partners shows:

Steady Progress

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SUMMARY EVALUATION**Individual Indicators**

The individual Indicators have been evaluated as follows:-

JPIAF Indicator	Number	Evaluation
Whole systems performance	JPIAF 10	
A) Comparative model	-	Average
B) Holistic approach	-	Steady Progress
Local improvement targets	JPIAF 11	
A) Progress for 2006/07	-	Falls short of its targets
Single Shared Assessment	JPIAF 6	Improvement Required
Cross agency access to resources	JPIAF 8	Good Progress

Overall Recommendations for Improvement/Action

We recommend that local partners address the matters identified in each JPIAF Indicator page.

Annual Evaluation Statements Team
Scottish Executive Health Department

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JOINT PERFORMANCE INFORMATION AND ASSESSMENT FRAMEWORK

DRAFT ANNUAL EVALUATION STATEMENT 2006/07

Shetland's Joint Future

WHOLE SYSTEMS INDICATOR - JPIAF 10

Our evaluation of local partnerships' performance on this indicator is based on the guidance in circular CCD2/2007 and the data in the subsequent letter of 30 March 2007.

JPIAF 10 has two parts as described below: the comparative model and partnerships' understanding of the holistic approach and its application. In the model the indicators are proxies for key policy directions. The proxy indicators are not ideal, but give a broad perspective of whole system working.

The evaluation assesses performance in two categories.

- 1) Relative performance across the indicators as measured by the comparative model. This information has been shared with partnerships already. The evaluation scores are above average (more than +1 rate of dispersion in the model); below average (more than -1 rate of dispersion); and average (the others).
- 2) Partnerships' demonstration of their understanding of the holistic approach and its application. This covers their understanding of the causes and effects within and between the indicators. We then look at the extent to which partnerships translate their understanding of a holistic approach into joint strategies and practical actions to meet the challenges locally.

In 2006-07, we invited partnerships to self assess their progress on this part of this indicator. We then assess the evidence for that assessment and evaluate accordingly. That is reflected in the comments below. The assessment has 10 elements and 4 possible scores on each. The maximum score is therefore 40. Since this indicator has been in place for some time now we have set thresholds as follows.

- < 15 - Improvement Required
- 16-25 - Steady Progress
- 26-35 - Good Progress
- 35+ - Meets\close to meets requirements

Evaluation Statement

In our view the partnership's performance on JPIAF 10 is:

- on the comparative model – **average**.

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Between years, there is no positive movement but at the year end positive results are evidenced on all indicators except delayed discharge. This may give rise to the question of systems issues. The balance of care overall is good, but the proportion provided by geriatric long-stay remains very high.

- on its understanding of the holistic approach and its application – **steady progress.**

We believe that the partnership's self-assessment is generous in some respects. It does not evidence well its understanding of the drivers of performance in each of the measures or their interrelationship. Its analysis needs to embrace more fully the characteristics of the users, the systems and the preventative steps that are in place. In contrast, the partnership's strategic infrastructure and the resultant direction of travel and action are well described.

Where further action is implied it is identified in the 'Recommendations' section below.

Recommendations for Improvement/Action

The partnership needs to evidence more fully the drivers of performance within and between the measures, and address the balance of care.

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JOINT PERFORMANCE INFORMATION AND ASSESSMENT FRAMEWORK**DRAFT ANNUAL EVALUATION STATEMENT 2006/07****Shetland's Joint Future****LOCAL IMPROVEMENT TARGETS - JPIAF 11**

JPIAF 11 measures partnerships' involvement against the national outcomes for older people's services. For 2006/07, Local Improvement Targets continue to focus only on these services. Our assessment of the local partners' achievement on JPIAF 11 is based on Circular CCD9/2004 of 30 July 2004, setting out the requirements and evaluation criteria for Local Improvement Targets and Circular CCD2/2007 setting out the JPIAF requirements for 2006/7 of 14 February 2007. The focus this year was only on performance against the partnership's target for 2006/07.

Evaluation Statement

Our assessment of the partnership's progress is based on the evidence it submitted:

We consider that the partnership **falls short of its targets.**

Detailed Evaluation Comments

The criteria for evaluating JPIAF 11 are set out in Circular CCD2/2007. As indicated in the covering letter, because of the evolving nature of LITs/and equipment and adaptations, we have evaluated and reported on them below, but not included any score in the overall performance on this indicator.

Progress for 2006/07

We have evaluated your progress against the LITS Targets you set for 2006/07.

Core Area	Evaluation	Comment
Reducing Emergency Admissions	Falls short of target.	Target sufficient.
Intensive Home Care	More than meets target.	Target sufficient. Exceeds national target.
Delayed Discharge	Falls short of target.	Target requires development. Detail not provided. Should use data at April not February.
Rapid Response	Lacks information to measure performance.	Target needs development. Target ineffective - no baseline and no data on performance.

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Single Shared Assessment	Falls well short of target.	Target sufficient. Decrease rather than increase.
Better Support of Carers	Falls short of target.	Falls well short and lacks information for assessment targets. For respite more than meets 1 target, falls well short for 1 and lacks information for 1. Assessment – target needs development. Not comprehensive and makes little impact. No baseline for 2005/06. Need to differentiate support for carer groups and by intensity of caring. Joint Carer Information Strategy and Joint Carer Strategy welcome. Target for training welcome. Respite – target sufficient. Already above national average but could increase home based respite provision. Unable to measure respite day care as no progress reported.
Equipment and adaptations *	Targets not deemed sufficient.	No draft indicators covering required timeline. Same indicator as 2005/06 submitted.

* Equipment and adaptations has not been evaluated in the same way as the other indicators and is not included in the overall assessment.

Recommendations for Improvement/Action

We recommend that local partners take steps to address the matters identified in our detailed evaluation comments on areas for further action. This year – the last of formally reporting LITs nationally is an important bridge between the current and new performance systems. From 2007/08, LITs should be the centre of your local performance management arrangements and you will wish to develop and manage them accordingly (as outlined in the letter 'National Outcomes for community care – Local Improvement Targets' issued on 5 June).

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JOINT PERFORMANCE INFORMATION AND ASSESSMENT FRAMEWORK

DRAFT ANNUAL EVALUATION STATEMENT 2006/07

Shetland's Joint Future

SINGLE SHARED ASSESSMENT - JPIAF 6

The Single Shared Assessment Indicator (JPIAF 6) identifies the time period from referral to first delivery of service where an SSA has been conducted. The indicator promotes local improvement on faster access to services following assessment. In turn, performance is expected to inform analysis of local whole system priorities and improvement targets.

This year JPIAF 6 focuses on waiting times and has 2 elements:

1. The number of persons with completed community care assessments by time interval from first identification to first service start, and service user group.
2. A breakdown of the services that are provided within 6 days and also the reasons for waits longer than 56 days.

Partnerships were invited to report data for the 3 month period October – December 2006.

Evaluation Statement

Our assessment of the local partnership's progress is based on the evidence it submitted. The overall marking is determined by the relative spread of access to services, if the overall median has improved, and the percentage of services provided within 6 days.

We consider that the partnership has achieved **improvement required**.

Detailed Evaluation Comments

Median is high and has increased since 2005-06. Main priority should be to address OT issues as OT waiting times have affected the overall score. We note the joint OT store which is planned.

The number of people receiving a service within a week is low.

However SSA is clearly embedded and widely used. Data collection has also improved.

Recommendations for Improvement/Action

Address OT waiting lists as a matter of priority.

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JOINT PERFORMANCE INFORMATION AND ASSESSMENT FRAMEWORK

DRAFT ANNUAL EVALUATION STATEMENT 2006/07

Shetland's Joint Future

CROSS AGENCY ACCESS TO RESOURCES - JPIAF 8

Our assessment of the local partnership's progress and achievements in relation to JPIAF 8 is based on the JPIAF requirements for 2006/07 as set out in Circular CCD2/2007, issued on 14 February 2007.

As part of the drive for faster access to services lead assessors should be able to access directly a range of resources/services across social work, health and housing. This PI seeks information on the resources accessible in social work, health and housing through SSA, whether directly or by referral/requests to service providers. In 2006/07 we asked partnerships to indicate the total number of lead assessors by agency and from that the number who can directly access and or directly refer to a number of key services (Home Care, Rapid Response, Equipment & Adaptations, Admission to Care Home, Community Nursing, AHP, Joint Agency). We also asked for the budgets allocated to each of these services.

Evaluation Statement

The evidence submitted demonstrates that the partnership has achieved **good progress**.

Detailed Evaluation Comments

Our assessment of the local partnership's progress is based on the evidence of the number of assessors who can directly access /directly refer to these specific services. Good cross boundary direct / referral access to services. No input from housing.

Recommendations for Improvement/Action

Recommend housing involvement in SSA process.



Shetland Islands Council



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Christine Ferguson
Direct Dial: 01595 743819

Our Ref: CF'AN'10'11
Your Ref:

Date: 23 October 2007

Dear Judy

**Management Response to JPIAF
Draft Annual Evaluation Statement (AES) 2006-07**

Further to Mike Martin's letter of 12 September 2007, I am writing to give you Shetland's Joint Future Partnership's response.

Overall we feel that the draft AES gives a fair and accurate appraisal of our progress based on the information we have provided.

We accept that there is more work to do in terms of the balance of care and delayed discharge (JPIAF 10) and this is a key priority in the current year. We are also developing an ambitious Public Partnership Forum network to support all our work including long-term plans.

Regarding OT waiting lists, equipment and adaptations (JPIAF 11 and JPIAF 6,) we accept that this is an area that needs a considerable amount of work in order to improve performance and address local needs. I attach an action plan, which pulls together the strands of work being taken forward and gives an indication of the timescales for completion.

Please note that we are currently in discussions with the Joint Improvement Team regarding areas of work where they will be supporting Shetland's partners during the coming months. OT services in its widest sense will be included in that work programme.



Shetland Islands Council



I hope this information is useful. Please let me know if you require any further details.

Yours sincerely

Christine Ferguson
Head of Community Care, SIC/NHS Shetland



Shetland Islands Council



Report SC13-07'App3

OT Services Action Plan

October 2007

Aim	Planned Actions	Progress / Timescales
To reduce OT waiting lists	<ul style="list-style-type: none"> Additional OT staff at both qualified OT and OT assistant levels 	<ul style="list-style-type: none"> Short term appointments made in 07/08 have reduced waiting list in first 6 months by 47% Funding for additional staff to be recruited on a permanent basis is being priorities in 08/09 budget setting process.
To improve access to OT services	<ul style="list-style-type: none"> Develop a new Joint OT facility, including purpose built storage, cleaning, demonstration and treatment areas 	<ul style="list-style-type: none"> Feasibility study completed Legal & Financial framework to be agreed by the Council and NHS Shetland by December 2007 Building works to be completed by summer 2009.
To improve patient / client experience of OT Services (seamless service)	<ul style="list-style-type: none"> Develop a jointly managed service Revise systems for referral across community and hospital based services 	<ul style="list-style-type: none"> Proposals for a dedicated senior manager, jointly appointed to be the strategic and operational lead for OT Services will be presented to the Council and Shetland NHS Board in December 2007
To achieve better value for money in OT Services	<ul style="list-style-type: none"> Implement a new computerised stock control system 	<ul style="list-style-type: none"> Systems specification has been completed Proposals for tendering are being prepared with a view to advertise the contract in the current financial year (2007/08)

National Outcomes and Local Improvement Targets

National Outcome	Local Improvement Targets	Baseline 31 March 04	How LIT will be measured	Progress
1. Supporting more people at home as an alternative to residential and nursing care	<ul style="list-style-type: none"> Intensive home care – increasing the number of people over 65 receiving homecare of over 10 hours per week Local target – 35% of all people receiving long-term care Equipment and adaptation services – reduction of number on waiting lists Local target - reduce by 20% 	<p>32% (Amended Outcome – Baseline at 31 March 2006)</p> <p>74 over 65's receiving Intensive Home Care of 220 receiving long-term care.</p> <p>111 clients on waiting list, reduce to 89.</p>	<p>Monthly monitoring reports</p> <p>Monthly monitoring reports</p>	<p>80 clients over age 65 receive Intensive Home Care. A further 110 (residential) + 12 (waiting list) = 122 receiving long-term care (at 30 Sep 07), 80/202 = 40% Target met</p> <p>88 @ 30 Sep 07^{*1} Decrease of 21% Target met</p>

^{*1} During the last 12 months the Waiting List has fluctuated between 57 and 113.

National Outcomes and Local Improvement Targets

National Outcome	Local Improvement Targets	Baseline 31 March 04	How LIT will be measured	Progress
2. Assisting people to lead independent lives through reducing inappropriate admission to hospital, reducing time spent inappropriately in hospital and enabling supported and faster discharge from hospital	<ul style="list-style-type: none"> Reducing inappropriate emergency admissions of over 65+ to hospital Local target - to reduce total number by 5% 	Total number of people over 65 with 3 or more emergency admissions (1/4/03-31/3/04)= 43	Monthly monitoring reports	xx in xxxxxxxx Target not met
	<ul style="list-style-type: none"> Reducing delayed discharges over 6 weeks. <i>Please note that this is a national target agreed with the Scottish Executive</i> Local target– to maintain current position 	0	Monthly monitoring reports	6 (as at July 07) Target not met
	<ul style="list-style-type: none"> Rapid Response Service increasing number of clients, number of admissions prevented and number of discharges speeded up Local target – increase nos receiving rapid response service by 10% 	Covering the period 1/4/03 to 31/3/04, there were 11 referrals. Of these, 4 were from the community and 7 were from the hospital. 4 admissions to hospital were avoided and 7 early discharges were achieved.	Monthly monitoring reports	Figures not available.

National Outcomes and Local Improvement Targets

National Outcome	Local Improvement Targets	Baseline 31 March 04	How LIT will be measured	Progress
<p>3. Ensuring people receive an improved quality of care through faster access to services and better quality services</p> <p>Local targets in calendar days are:</p> <ul style="list-style-type: none"> From referral to initial contact 1day From referral to completion of assessment 20days (10days for simple assessments) From referral to service provision 21days 	<ul style="list-style-type: none"> Improvements in waiting time for assessments to be started Local target – meet target 75% Improvements in time taken for assessments to be completed Local target – meet target 65% Improvements in time taken for the first part of a care package to be delivered Local target – meet target 55% Increasing number of carers' assessments Local target – increase by 10% Increase number of self-assessments Local target – increase to 5 	<p>Time taken between referral and initial contact during the period 1/4/03 – 31/3/04, 638 targets met out of 934 = 68%</p> <p>Time taken between referral and completion of assessment during the period 1/4/03 – 31/3/04, 461 targets met out of 934 = 49%</p> <p>Time taken between referral and provision of service during the period 1/4/03 – 31/3/04, 402 targets met out of 934 = 43%</p> <p><i>Baseline revised (Sept 07)</i> Number of carers' assessments recorded per year = 40</p> <p>0</p>	<p>Monthly monitoring reports</p> <p>Monthly monitoring reports</p> <p>Monthly monitoring reports</p> <p>Monthly monitoring reports</p> <p>Monthly monitoring reports</p>	<p>119 of 432, 28% (in 6 months to Sep 07) Decrease of 40%*² Target not met</p> <p>202 of 432, 47% Decrease of 2%*³ Target not met</p> <p>Not available</p> <p>20 assessments (in reporting period)</p> <p>0 Increase of 0 Target not met</p>

National Outcomes and Local Improvement Targets

National Outcome	Local Improvement Targets	Baseline 31 March 04	How LIT will be measured	Progress
	<ul style="list-style-type: none"> User/carer satisfaction with Single Shared Assessment Local target – 25% response to Q'aire & 95% satisfaction Increase nos of SSA undertaken by community nurses and other health professionals Local target – increase proportion of all SSAs to 10% by 31/3/05 	<p>N/A</p> <p>0</p>	<p>SSA standard questionnaires and any complaints</p> <p>Monthly monitoring reports</p>	<p>N/A ^{*4}</p> <p>5 of 124 completed Decrease to 4% ^{*5} Target not met</p>

* These figures are affected by the OT Waiting List.
Targets within the *Community Care Team* average at the following figures each month;
^{*2} for 'referral to initial contact' 53% met and;
^{*3} for 'referral to assessment completion' 74% met

^{*4} Service user consultation to be started in November 07.

^{*5} Under reporting, some work required to identify and record work done outwith Social Care.

National Outcomes and Local Improvement Targets

National Outcome	Local Improvement Targets	Baseline 31 March 04	How LIT will be measured	Progress
4. Better involvement and support of carers	<ul style="list-style-type: none"> Increase in people receiving short breaks Local target – increase by 2% 	<p>During the period 1/4/03 – 31/3/04; RESPIRE CARE <u>Over 65's</u> Residential respite (where client has carer) = 5,868 residential nights per year;</p> <p><u>18 – 64's</u> Residential respite (where client has carer) = 1,305 residential nights per yr;</p> <p><u>Under 18's</u> Residential respite (Laburnum) = 687 nights per yr;</p> <p>Shared care (Hame fae Hame) =155 nights.</p> <p>TEMPORARY CARE <u>Over 65's</u> 832 nights per yr <u>18 – 64's</u> 302 nights per yr</p>	<p>Six monthly (from monthly monitoring reports)</p> <p><i>Note – Increase of respite / temporary care nights by 9% across all age groups (Sep 07) Target Met</i></p>	<p>Nos already very high</p> <p>3628 (for 6 months) 24% Increase Target met</p> <p>765 (for 6 months) 17% Increase Target not met</p> <p>263 nights (6 months) 23% decrease Target not met</p> <p>55 nights (6 months) 29% decrease Target not met</p> <p>265 nights (for 6 months) 36% decrease 22 nights (for 6 months) 85% decrease</p>

National Outcomes and Local Improvement Targets

National Outcome	Local Improvement Targets	Baseline 31 March 04	How LIT will be measured	Progress
	<ul style="list-style-type: none"> Increase in total hours of respite Local target – increase by 2% Increase in nos accessing training opportunities Local target – increase to 20 	<p><u>Respite at Home hours (Crossroads):</u> Over 65's: 4,539 hours</p> <p>18-64's: 1,523 hours</p> <p>Under 18's: 30 hours</p> <p><u>Day Care hours;</u> <i>Baseline revised (Sept 07)</i> 7,343 hours in period 1/4/07 – 30/9/07 N/A</p>	<p><i>Increase of 37% across all age groups (Sep 07).</i> <i>Target met</i></p> <p>Monthly monitoring reports</p>	<p><u>6 monthly figures</u></p> <p>3,673 hours Increase of 62% <i>Target met</i></p> <p>429 hours Decrease of 44% Target not met</p> <p>66 hours <i>Target met</i></p> <p>7,343 hours</p>

Action	Resources	Responsibility	Timescale	Update
1 Work with partner agencies to develop Shetland wide public awareness campaign regarding Dementia	WER	CHP management team	Started Included in Carers events in June 2007	Initial discussions with voluntary sector held re information for individuals/carers regarding benefits/ adults with Incapacity etc – linked to ICP work
2 Work with partner agencies to develop advice and information support service for individuals and carers/families.	WER	CHP management team	On-going	Leaflets already exist and are reviewed regularly. Work required on web sites and in other formats
3 Develop information resource for distribution to all Health and Care Centres regarding services available to support individuals/carers.	WER	CHP management team	On-going	Leaflets already exist and are reviewed regularly. Work on additional materials to be scheduled in 2008/09.
4 Following referral and diagnosis individuals should have a clear plan of future care provided to them and their relatives	WER	CHP management team & JFJMT	Already in place where SSA has been completed	Individual assessment of care needs, care management and care planning is done in accordance with SSA procedures

5a Implement standardised medical assessment process based upon guidance in SIGN Guideline No 86 5b Clarify local referral process	WER	Consultant Psychiatrist & CHP Lead Clinician	TBA	
6 Continue to provide an ongoing training programme in care of individuals with Dementia, widening this to include NHS and staff of other agencies, where relevant	WER	Service Managers/ Training Managers SIC/NHS	Training plans for 2007/08 include dementia specific courses.	Training plans will be adjusted to cater for changes in requirements arising from staff review and development programmes, appraisal and individual supervision
7 Dementia friendly environments are created as part of Local Authority refurbishment programmes and upgrading of other NHS and L.A. settings.	SIC Capital Programme	Head of Community Care	Rolling programme in place	
8 Role of Generalist and Specialist staff - Issue to be taken forward in Phase 2 of project	WER	Director of Nursing as Project Sponsor	2007/08 Final report by Dec 2007	PID agreed 18 Sept 2007

9 Implement NHS QIS Integrated Care Pathway on Dementia, this should be inclusive of those with additional support needs, eg learning disability	WER	Joint Future Mental Health Management Team	TBA	
10 Review need to develop local formal protocol on the prescription of Cholinesterase Inhibitors for individuals with Dementia in line with revised assessment and referral processes.	WER	Chief Pharmacist and CHP Lead Clinician	TBA	
11 Work with partner agencies to develop services to support carers in their role and to value and develop the contribution which carers make to an individuals care plan.	WER	CHP Management Team	On-going	The carers link group is taking an increasing role in the implementation of actions from Shetland's Carers' strategies reporting through the JF framework and CHP management team



REPORT

To: **Services Committee**

29 November 2007

From: **Head of Community Care**

Care at Home (Domestic) Update

1. Introduction

- 1.1 This Report provides Members with an update on the planned programme of work to help resolve the current and ongoing difficulties in the Care at Home (Domestic) services.

2. Links to Corporate Priorities

- 2.1 Redesigning community care services to target resources at those with greatest need is a key element of the developing corporate plan.

3. Background

- 3.1 A gap between assessed need for Care at Home (Domestic) Services and available staff was identified in the spring and reported in full to the Council in July 2007. A programme of work was drawn up and a commitment given to monitor progress regularly through Services Committee.
- 3.2 A progress report, detailing the additional resources required for the service to be managed from the care centres, was approved by Services Committee at its meeting on the 30 August 2007 and ratified at the Council meeting of 12 September 2007 (Min. Ref. SIC 107/07.)
- 3.3 The Adult Services Board received a progress Report, at their meeting on 15 November 2007. The Board was joined by Members of the Audit and Scrutiny Committee, who had expressed an interest in learning more about the service. Members present were also able to hear detailed scenarios of the complex and changing needs facing some of our service users, through the presentation of case studies. Members also heard the detailed implications of the forthcoming changes to terms and conditions of service, for staff who are currently on relief contracts. Finally, Members were shown examples of the detailed needs and services which might fall within the priority categories.

4. Current Position

- 4.1 A detailed Progress Report against each of the agreed actions is included at Appendix 1.
- 4.2 Over the summer, the focus has been on maintaining the service as much as possible with available resources, making a start to the review process and planning the transfer of staff to the care centres. This is in keeping with the service's desire to manage services at a local level and to keep people safe in their own homes, for as long as is possible.
- 4.3 The Managers of the care centres are currently recruiting to the additional posts, using existing staff where possible or advertising locally. The clients will transfer to the units on the same level of service as has been assessed at the moment and then reviewed.
- 4.4 The transfer timescale is later than planned due to vacancies in the management of 4 units.
- 4.5 It is intended to keep the management of the Lerwick service within the central office structure, as it can be more efficiently managed as one service, rather than be split between the 3 Lerwick units. There is also a need for a central payroll and monitoring function to ensure equitability and consistency in service delivery across Shetland. There are three members of staff in the Lerwick office.
- 4.6 The senior clerical assistant in the Lerwick office is part of the implementation team for the replacement computer scheduling system (Webroster) which is due to go live on 26 November Shetland wide. She will be one of the 2 people delivering the necessary training to the staff involved in the Care at Home service with responsibility for admin duties and arranging client visits. Following implementation she will have a key role in monitoring the use of the system and ensuring that the information passed to payroll is correct.
- 4.7 The clerical assistant is currently responsible for scheduling domestic visits across Shetland.
- 4.8 The Home Care Organiser is currently responsible for the provision of domestic services across Shetland. She has started the process of reviewing the needs of all clients who received letters in Lerwick, South Mainland and Scalloway and Burra. The review process includes a thorough assessment of need; identification, evaluation and reduction of risks to the client or staff member; preparation of a Care file which stays in the client's home; negotiations with the family, other SIC services, voluntary organisations etc to enable the client's needs to be met appropriately. It is a fundamental principle of the service that the needs assessment is agreed with the client. Each review and the follow up work required can take an average of 4-8 hours to complete.

- 4.9 Progress on reviewing the clients in the affected areas is slow due to the need to maintain a service throughout Shetland until the transfer to the Units is completed. The reviews have to be prioritised alongside urgent reviews for other clients; requests for assessments of clients not currently receiving a service; meeting changing needs of existing clients; dealing with staffing issues.
- 4.10 Criteria for the provision of Care at Home Domestic services are based on keeping people safe, maintaining their independence and improving their quality of life. This is in line with the criteria for other community care services. The Home Help job description is being updated to reflect the criteria and employment regulations.
- 4.11 The Care at Home (Domestic) Service and much of the Personal Care Service is currently staffed by “relief” staff many of whom have worked for the council for many years, including some who have already done 25 years service. In conjunction with the transfer of the management of the Care at Home (domestic) service to the care centres, we are currently identifying which staff should become established on a permanent contract which staff should be placed on temporary contracts, and which staff should continue as genuine Reliefs. A Relief member of staff must have a break of one full week, every four weeks, to maintain that relief status. The detailed implications are being discussed with Human Resources and Legal Services.
- 4.12 A recruitment campaign has been put on hold until the contract status of all staff has been regulated and a number of conditions of service issues have been resolved.

5. Financial Implications

- 5.1 There are no financial implications arising directly from this report.

6. Policy and Delegated Authority

- 6.1 All Social Work matters stand referred to the Services Committee. The Committee has delegated authority to make decisions on matters within its remit and for which the overall objectives have been approved by the Council, in addition to appropriate budget provision, in accordance with Section 13 of the Council's Scheme of Delegations.

7. Conclusions

- 7.1 Work is on-going to complete the actions planned to remove the difficulties currently experienced by the Care at Home (Domestic) Service.
- 7.2 Progress is steady but slow due to the necessity for keeping the service going as the changes are made.

8. Recommendations

- 8.1 I recommend that Services Committee note the progress to resolve the current difficulties with resourcing the Care at Home Domestic Service.

Our ref: HAS/cf

Report no: SC14-07-F

Care at Home Progress Report as at 15 November 2007

Please find below an update of progress against the 11 point plan agreed by you at the Council to address the difficulties in the Care @ Home Domestic Service.

No.	Task	Actions and Progress
Short Term Measures		
1	Service Delivery – where it is possible to do so, we will attempt to deliver as many of the services as is practically possible, across all priority needs, in the areas currently affected (Lerwick, Central Mainland and South Mainland). The service may change week on week and there will be gaps, but we will do all that we can to match available staff with client's needs.	During September and October, all visits were covered in the three affected areas where clients were deemed to be at risk. (priority 1) The following number of non essential visits in each area were not covered: Lerwick Sept 15 Oct 19 South Mainland Sept 38 Oct 10 Scalloway/Burra Sept 5 Oct 7
2	Existing Clients – where at all possible we will attempt to maintain existing client's hours (but we cannot guarantee that completely, as it depends on the number of staff who come forward with their availability and owing to the client's changing needs).	As above, at the moment we will guarantee all Priority 1 client's needs and as many Priority 2 as is possible within current staff availability. Any changes/non provision of service, the service users will be notified by telephone or monthly schedule.
3	Existing Staff – we will make direct contact with staff, with a clear statement of where the gaps in service are to see if we can match offers of additional work with client's assessed need. We will examine offers to travel longer distances than would usually be deemed to be reasonable (from a value for money point of view).	During September/October 4 people left the service; 1 person is working reduced hours and there was 1 new starter. Existing Staff continue to do additional hours wherever possible to cover A/L and Sick leave
4	SIC Staff with similar skills – we will advertise the gaps in service and skills required to all staff in the Council to see if they would be willing to undertake additional work to meet the current gaps in service.	

5	<p>New Clients – new clients in the three areas with particular problems who are assessed as Priority 3 will not receive any services, meantime.</p>	<p>Clients informed by letter if they are not eligible for services. Between 1 July and 31st October 2007 the following number of clients have commenced services in the 3 affected areas:</p> <p>Food preparation 5 MOW 16 Housework/laundry 10</p>
6	<p>Recruitment Review – to review and redesign our approach to recruit to care jobs, explore more innovative ways of attracting people to support our more targeted recruitment campaigns that meet specific service needs.</p>	<p>Ideas currently being gathered for new staff.</p>
7	<p>Needs Assessment - the Home Care organiser will visit all clients who received a letter concerning changes to their services, to reassess their needs. This will be done over the summer months.</p>	<p>44 reviews have been completed (32 in Lerwick, 5 South Mainland, 7 Scalloway/Burra) 15 reviews have been partially completed in Lerwick</p> <p>Based on a re-assessment of their needs: 7 Clients have agreed to reduced services 2 clients have had services increased 1 client now also receives assistance with personal care 3 clients use shopping service 3 clients use shopping bus</p>

In the longer term, the service will put in place the following arrangements.		
8	Staff Hours – we will negotiate with the care at home staff to place them on permanent contracts with agreed hours, where they wish to do so.	Work underway to Establish current “Relief” workers who have worked a regular number or pattern of hours for at least 4 years. Monitoring system to be set up to ensure Relief staff are given breaks in service
9	Locally Based Management – we will move to mirror the arrangement for Care @ Home Personal Care by placing the management of the Care @ Home Domestic service with the Unit Manager in each geographical location.	By 01/01/07: ET House (Scalloway/Burra) Fernlea, Whalsay Isleshavn, Yell Nordalea, Unst North Haven, Brae Overtonlea, South Mainland By 1/04/08: Wastview, West Mainland
10	Voluntary sector – we will work with the voluntary sector to investigate ways of involving them in helping to carry out the lower level needs, where appropriate.	An initial approach has been made to the Executive Officer of Shetland Council of Social Services and the Volunteer Centre Shetland. Care Centre Managers will also investigate arrangements in local communities.
11	Budgets and Costs – assess impact on £1.3m target budget deficit.	We will cost each Care Plan for all Priority Needs and report the cost and impact on the approved 2007-08 budget.