Shetland
Islands
Council

MINUTE
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Services Committee   - 2 -
Council Chamber, Town Hall, Lerwick
Thursday 2 December 2004 at 10.30am

Present:

F B Grains   L Angus
A J Cluness   C B Eunson
R G Feather   B P Gregson
I J Hawkins   J H Henry
J C Irvine   E J Knight
W H Manson Capt G G Mitchell
J P Nicolson W H Ratter
F A Robertson   J G Simpson
T W Stove   W N Stove
W Tait

Apologies:

B J Cheyne   J A Inkster

In Attendance:

J Watt, Executive Director – Community Services
A Drummond-Hunt, Asset and Properties Manager
C Ferguson, Community Care Manager
J Reyner, Acting Senior Education Officer
G Smith, Head of Community Development
F Waddington, Head of Social Work
N Watt, Sport and Leisure Services Manager
T Watt. Museum Curator
L Geddes, Committee Officer

Also:

S Laurenson, Chief Executive, NHS Shetland
M Johnson, LHCC Manager, NHS Shetland
S Jack, Director of Patient Services, NHS Shetland
Acting Inspector M Miller, Northern Constabulary

Chairperson

Mrs F B Grains, Chairperson of the Committee, presided.

Circular

The circular calling the meeting was held as read.

Minutes

The minutes of the meeting held on 21 October 2004, and the special meeting held on 25 October 2004, having been circulated, were confirmed.

Members' Attendance at External Meetings
Captain G G Mitchell advised that he had attended the annual conference of the Scottish Federation of Housing Associations, and that one of the sessions involved Edinburgh City Council on their stock transfer programme. Edinburgh City Council also had a large housing debt, and could not afford to meet the requirements of the new Scottish housing quality standards. They were being offered large sums of money for both refurbishments and new builds if they proceeded with stock transfer. Due to the benefits to the tenants, Edinburgh City Council felt that they had to proceed, although the unions were advising tenants against it.

Captain Mitchell went on to say that there appeared to be a change from the previous policy where there was little incentive to transfer. He also understood that the Western Isles had successfully negotiated a negative settlement for their stock transfer, so it would appear that the climate was changing and that more incentives were being offered. The Head of Housing was currently preparing a paper on the financial implications to the Council in meeting the new housing quality standards, and Captain Mitchell advised that he would be seeking to set up a Member/Officer Working Group to explore this in greater depth, and to ensure that Members had greater input.

68/04 **Community Health Partnership (CHP) – Draft Scheme of Establishment**
The Committee considered a report by the Executive Director – Community Services and the Manager – Local Health Care Co-operative (Appendix 1).

Ms S Laurenson introduced the report, advising that whilst this was a Scottish Executive initiative, NHS Shetland had been determined that anything created in Shetland should be an appropriate model for Shetland. A great deal of the Scheme was formalising what was already being done in Shetland, and the main extra component was related to public services working closer together in localities across Shetland, and ensuring that the public had a voice. She added that the proposals did not involve the creation of new posts or increased bureaucracy.

Mr M Johnson then went on to give a presentation to Members that outlined what it was hoped to achieve, what the differences would be from the existing arrangements, and the next steps to be taken. He emphasised that it was hoped to achieve local autonomy for Shetland and within Shetland. A CHP Committee would be set up which would be a statutory committee of NHS Shetland, but local authority representation had been added into this Committee. He concluded by saying that it was hoped to formalise the Scheme of Establishment in April 2005.

Members spoke in support of the proposals, and welcomed the efforts being made to formalise existing arrangements and relationships, and to promote joined up working between the Council and NHS Shetland and other agencies.

A Member said that he had concerns at what would happen in circumstances where structural and functional arrangements may break down, and the resulting effects on individuals and families. He questioned if a mechanism could be included for both agencies to pick this up.

Ms S Laurenson said that consideration would be given to building this into the process.

It was noted that there were a number of pagination errors in the appendix.

On the motion of Mr W A Ratter, seconded by Mr B P Gregson, the Committee approved the recommendations in the report.

69/04   **Dogs Against Drugs (DAD)**
The Committee considered a report by the Executive Director – Community Services (Appendix 2).

The Executive Director advised Members that the grant assistance being offered by Community Development was £1,000, not £10,000 as stated in paragraph 6.2. It was also noted that the word "budget" should be removed from recommendation 8.4.

(Mr J C Irvine left the meeting)

Members spoke in support of the charity, commenting favourably on its role as a deterrent and in helping to increase in the number of seizures.

Mr B P Gregson referred to paragraph 5.6 of the report in respect of the lobbying taking place by DAD for Shetland to receive a percentage of the seized assets programme. He advised that this was also being followed up by Shetland Alcohol and Drugs Action Team (SADAT), and he requested that the Convener also write to the Scottish Executive on behalf of the Council asking them to take this forward as a matter of urgency. He also suggested that external funding in relation to promotion of wellbeing should be explored, as should the possibility of offering services to Orkney on a contract basis to raise the revenues.

Mr Gregson went on to move that the Committee approve the recommendation in the report, and Mr F A Robertson seconded.

Mrs F B Grains said that she would like to add that a report on an evaluation of all drug related groups' outcomes should take place, and the mover and seconder of the motion agreed to this.

The Convener agreed to write a letter on the Council's behalf, and it was suggested that he should liase with SADAT beforehand.

It was commented that it was disappointing that SADAT and NHS Shetland had not come forward with any funding.

In response to a query regarding paragraph 5.4, the Executive Director confirmed that DAD was requesting the shortfall of funding over the next three years. She went on to say that it would be useful to have a discussion at the Social Forum using information from SADAT, and that a report should be brought to the Committee on the work of SADAT, as they had a co-ordination role.

70/04 **<u>Service Developments for People with Learning Disabilities</u>**
The Committee considered a report by the Community Care Manager (Appendix 3).

A Member commented that he was pleased to see things being done in partnership, but felt that he had to comment on ASN provision in for primary age children. Whilst the facility being developed at Gressy Loan for secondary school age children would assist with the situation at Bells Brae, the numbers moving on were made up for by younger children coming in to the service. He felt that Bells Brae was very overcrowded, and that this had a knock-on effect on mainstream education as special needs pupils had to be integrated into classrooms, and it also created demands for the teachers. He emphasised that this issue needed to be considered with some urgency, and pointed out that the report on primary provision in Lerwick requested by Members had yet to be presented.

Mr W H Manson, Education Spokesperson, said that the information available to him did not indicate that integration of special needs pupils was affecting maximum class sizes in Bells Brae. He outlined work that was in hand to make significant improvements for those of all ages with special needs, and said that it may be necessary to assess if another unit was required.

The Executive Director added that these issues were being addressed with some urgency, and that the report referred to was being prepared and should be presented in the next cycle. She said that Member involvement would be welcomed, and pointed out that Members were represented on the Disability Strategy Group.

In response to a query regarding the Independent Living Properties (ILP) at the Quoys development, the Community Care Manager confirmed that there would be a net increase in provision. Some of the current ILP properties were not suitable for those with a higher level of dependency, and it was intended to use these properties for clients with a lesser level of need.

A Member advised that he had had representations from parents of children with special needs, and that they were concerned that no progress was being made.

The Community Care Manager said that a meeting had taken place since the report was written regarding the Eric Gray Resource Centre. Funding had been agreed, and the Capital Projects Management Team had been asked to progress this with some urgency. Families and the

Special Needs Action Group had been present at this meeting, and she felt that they thought that real progress was being made. Progress was also being made with services for young people into adulthood and for older age groups, and service users were involved to make sure that their views were captured.

On the motion of Mr B P Gregson, seconded by Mr L Angus, the Committee approved the recommendations in the report.

71/04 **Mental Health (Care & Treatment) (Scotland) Act 2003**
The Committee considered a report by the Community Care Manager (Appendix 4).

The Community Care Manager summarised the main terms of the report and, in response to a query regarding the allocation of funds, said that there were indications that the funding would continue for the foreseeable future.

It was noted that the appendices had inadvertently been omitted from the report, and that they would be circulated before the Council meeting.

Mr B P Gregson moved that the Committee approve the recommendations in the report, subject to the appendices being circulated before the Council meeting. Mr W A Ratter seconded.

A Member said that he had had representations from families with children with mental health problems regarding the lack of mental health in-patient facilities in Shetland. He pointed out that, in the past, it had been argued by the medical establishment that there were not sufficient patients for a consultant psychologist. However this had not been the case, and a consultant psychologist had been appointed. There were continuing requests for in-patient psychological facilities, but clinicians said that Shetland did not warrant this. As it was at least 20 years ago since these issues had been considered in depth, he suggested that the Council should write to NHS Shetland to ask them to reconsider the provision of in-patient psychological services in Shetland.

Another Member concurred and said that it was estimated that at least 2,000 people in Shetland had, or would have, mental health problems. There was no residential unit in Shetland for extreme cases.

Mr S Jack said that an approach from the Council would be welcomed, but that it would not be appropriate for health service managers to go against the advice of clinicians. The regrettable conclusion was that these services could not be sustained in Shetland, but that the Council should approach NHS Shetland if they felt that this should be revisited.

The Executive Director pointed out that community planning funding had been authorised for three-year funding for the "Choose Life" initiative, and that mental health was part of this. There was also a Mental Health Strategy Group that did not have elected member

representation at the moment, but that she would put this on the agenda for the next meeting.

(Mr R G Feather and Mr E J Knight left the meeting)

72/04 **Draft Criminal Justice Strategic Plan**
The Committee considered a report by the Service Manager – Criminal Justice (Appendix 5) and on the motion of Mr W A Ratter, seconded by Mr L Angus, approved the recommendation contained therein.

A Member referred to page three of the Executive Summary appended to the report, and said that the second paragraph should be reworded as a change in Sheriff should not lead to a change in sentencing.

(Mr R G Feather and Mr E J Knight returned to the meeting)

The Head of Social Work said that it had been agreed that the existing three-year plan should be rolled forward for a further 12 months, given the uncertainty regarding the future delivery of Criminal Justice Services. However there was evidence that some work needed to be undertaken this year, and work was ongoing to try and build up good practice. The work programme for 2005 would build on the good practice and initiatives to date, and would include the introduction of a Bail Information and Supervision Scheme and development of a Drug Treatment and Testing service.

73/04 **A Teaching Profession for the 21st Century: 2003-2006 Funding**
The Committee considered a report by the Head of Education (Appendix 6) and on the motion of Mr W H Manson, seconded by Mr J P Nicolson, approved the recommendation contained therein.

74/04 **NatWest Island Games – Use of Schools**
The Committee considered a report by the Head of Education (Appendix 7).

Mr W N Stove declared a non-pecuniary interest.

On the motion of Mr J P Nicolson, seconded by Mrs I J Hawkins, the Committee approved the recommendation in the report.

(Mr W A Ratter and Mr F A Robertson left the meeting)

75/04 **Review of the Ongoing Management and Maintenance of Play Areas in Shetland**
The Committee considered a report by the Head of Community Development (Appendix 8).

The Head of Community Development summarised the main terms of the report, and said that it was being proposed that a further review of the management of parks and playing fields should be carried out in conjunction with Shetland Recreational Trust. A further report would take forward the staffing requirements to maintain and develop play

areas, and it was anticipated that this could be maintained within existing budgets.

(Mr F A Robertson returned to the meeting)

A Member expressed concern that play areas were being provided, but that there was not enough money in the budget to maintain them. Members said that it was important that communities were consulted and that there was a need to be careful about parameters, although it was agreed that there may be a need for rationalisation due to population changes.

(Mr J C Irvine and Mr W A Ratter returned to the meeting)

A Member enquired about the policy regarding new play areas, and the Head of Community Development confirmed that the development of new play areas had not been encouraged recently. Whilst communities could seek external funding for play areas, this added to the number of play areas that the Council were asked to maintain. He went on to reassure Members that Community Councils and existing users of play areas would be consulted, and the first step would be to meet with Community Councils to set the parameters of the review for each geographical area.

On the motion of Mr J P Nicolson, seconded by Mr B P Gregson, the Committee approved the recommendation in the report.

76/04 **Capital Grant to Voluntary Organisations: Whalsay Boating and Sports Club – Extension and Refurbishment of Clubhouse**
The Committee considered a report by the Grants Co-ordinator (Appendix 9).

Mr J G Simpson declared an interest as a member of the above Club.

On the motion of Mr W A Ratter, seconded by Mr E J Knight, the Committee approved the recommendations contained therein.

77/04 **Supporting Sporting Achievement**
The Committee considered a report by the Head of Community Development (Appendix 10).

The Head of Community Development summarised the main terms of the report, and advised Members that a Shetland athlete was the first athlete from the three island authorities involved to be nominated to the Highland Institute of Sport.

On the motion of Mr L Angus, seconded by Mr E J Knight, the Committee approved the recommendation contained therein.

78/04 **Joint Future Update Report**
The Committee noted a report by the Community Care Manager (Appendix 11).

79/04   **Integrated Children's Services Plan Update**
The Committee noted a report by the Head of Social Work (Appendix 12).

The Executive Director pointed out that this Plan pulled together four previous statutory strategic plans into one, and she assured Members that there were links with all other aspects of children's services. In response to a comment from a Member, she said that she understood that Shetland Childcare Partnership could not use the entire Bruce Family Centre for safety reasons, but that she would follow this up again.

In order to avoid the disclosure of exempt information, Mrs F B Grains moved, and Mr B P Gregson seconded, to exclude the public in terms of the relevant legislation during consideration of the appendices of agenda items 13 & 14.

(Mr L Angus left the meeting)

80/04   **Shared Management Pilot Scheme for Schools in Shetland**
The Committee considered a report by the Head of Education (Appendix 13).

It was pointed out that although it was indicated that there was a small saving, the actual savings were likely to be marginal, and the proposal was not being recommended due to savings in cost.

Mr F A Robertson outlined the background to the shared management pilot scheme operating in the West Side, and went on to say that the current acting Head Teacher in Walls would be in post until December. The question of joint management had been raised with the School Board and parents, and whilst there had been a majority in favour of this arrangement, he had concerns that not all parents fully understood what joint management meant. One of the main concerns at Happyhansel was that there would be a change of teacher in the middle of the academic year, and he said that some of these concerns would be allayed if there was some assurance that present teacher could continue in post until June. In order that there was continuity within the school, he requested reassurance that the present teacher could continue within the post until June.

(Mr L Angus returned to the meeting)

The Acting Senior Education Officer confirmed that this would be offered to teacher, but that he could not guarantee that the teacher would accept.

In response to a query regarding visiting teachers, the Acting Senior Education Officer said that there would be no affect on visiting teachers. However there was an ongoing review across the board on visiting

teachers, as it was felt that there wasn't equality of provision across Shetland.

It was noted that the pilot scheme on the West Side had been largely successful, but that it needed some further modifications and that efforts would be made to alleviate the concerns of parents. As it was a pilot scheme, it would be monitored and a further report would be brought forward next year.

A Member commented that Shetland had a very expensive model of primary education, and the most expensive secondary school model in the UK. He went on to say that Members had requested a report on primary provision in Lerwick, and had requested that the Lerwick Members should be involved in the discussion to prepare this report. He noted that Lerwick had not been included in the Best Value Service Review of Education reports, and questioned when this would be considered.

Mr W H Manson, Education Spokesperson, said that a report would be presented in the next cycle, and the Acting Senior Education Officer said that he had no problem with Lerwick members being involved in discussion with the author.

On the motion of Mr W A Ratter, seconded by Mr J P Nicolson, the Committee approved the recommendations in the report, subject to the assurance requested by Mr F A Robertson.

(Members of the public and representatives of the media left the meeting)

81/04   **Acquisition of the Loki by Shetland Museum Services**
The Committee considered a report by the Head of Community Development (Appendix 14).

(Captain G G Mitchell left the meeting)

The Head of Community Development summarised the main terms of the report, advising that it was felt, from a curatorial perspective, that there would be real value in trying to acquire the vessel for the museum's collection. However there were resource issues, and it was hoped that these could be minimised by securing external funding.

(Captain G G Mitchell returned to the meeting)

Mr E J Knight said that he felt this was a unique opportunity to acquire a part of Shetland's heritage for the museum. Other museums in the country had also expressed an interest, so efforts should be made retain the vessel in Shetland. The survey for the vessel had been favourable, and there would be opportunities to charter the vessel as there was a consistent demand for charter yachts in Shetland. He went on to move the recommendations in the report, and Mr B P Gregson seconded.

Mr J C Irvine moved, as an amendment, that an offer based on the valuation of the hull and machinery only should be authorised. Mr C B Eunson seconded.

Mrs I J Hawkins gave notice of further amendment.

Members spoke in support of retaining the vessel in Shetland as she was a unique part of Shetland's maritime heritage, and said that they felt that the new museum should have a strong maritime theme. However concerns were expressed about the indicative revenue costs, and it was felt that they were not realistic. It was noted that the present owner had spent considerable time maintaining the vessel himself.

The Museum Curator advised that it was intended to keep the vessel as she was, and he believed that she could make money without changing her. The costs had been based on what had been spent on the "Pilot Us", and the expenditure of the Swan Trust. Indications were that external funding would be available to enable the vessel to be purchased and restored to working condition.

He went on to say that there were a considerable number of people interested in maintaining and running the museum's collection, and that volunteer support was very important and would be encouraged. It was hoped to avoid some of the regulations that existed for charter hire by avoiding taking fee-paying passengers. The vessel was smaller than the "Swan" and would not have a skipper, so comparative costs would be less.

After summing up, voting took place by show of hands and the result was as follows:

Amendment (Mr J C Irvine)   9
Motion (Mr E J Knight)   9

The Chairman gave her casting vote in favour of the motion.

Mrs I J Hawkins moved that an offer consistent with the offer made for the "Pilot Us" should be approved. Mr J P Nicolson seconded.

After summing up, voting took place by show of hands and the result was as follows:

Amendment (Mrs I J Hawkins)   5
Motion (Mr E J Knight)   10

Mr Knight's motion was therefore declared the finding of the meeting.

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F B Grains
Chairperson

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Shetland
Islands Council

REPORT

To: **Employees JCC**   **18 January 2005**
Services Committee 28 January 2005

From: **Community Care Manager**

Report No SW01-05F
Scottish Social Services Council Registration Requirements

Introduction

1.1 This report provides information on the implications of staff registration requirements, the number of staff involved in SVQ, (Scottish Vocational Qualifications) and the consequent demands on the Quality Assurance process.

1.2 A proposal to meet this demand through the secondment of 2 full time equivalent assessors and 1 full time equivalent internal verifier is presented for approval.

2 Background

2.1 The Scottish Social Services Registration Council require all social care staff, full time, part time and relief to be registered, and to gain the required qualifications for that registration within three years of initial registration. All childcare staff will be required to have SVQ3 + HNC (Higher National Certificate or equivalent) by 2009 - all seniors will require SVQ4. All care staff (residential) will be required to have SVQ3 by 2010 – all seniors will require SVQ4. It is understood that all day care / supported living care staff will require SVQ3 (SVQ4 for seniors) by 2011. The current quality assurance in-house system cannot meet these demands.

2.2 Quality assurance for SVQ is currently provided through assessors in establishments who are allowed 1.5 hours per candidate, and managers ,over and above their usual duties, provide Internal Verification.

2.3 The system of using dedicated staff for the Assessor and Internal Verifier roles is one that is used elsewhere, and alluded to in SSSC documentation "Implementation of phase one qualification criteria" August 2004.

2.4 The Joint Future Implementation Group (JFIG) discussed details of the issues involved on 26 August 2004. JFIG agreed that significant resource needs to be set aside to support the SVQ training programme in order to meet the timetable for registration of all social care workers employed by the Council and Shetland Welfare Trust.

3   Proposals

3.1   2.5 full time equivalent (FTE) assessors would be seconded to Shetland Islands Council and based in the College's Health & Social Care Department. The College would be responsible for their day-to-day support and line management. One FTE internal verifier would be seconded in a similar way. The secondment opportunities would be open to staff of the Council, NHS Shetland and Shetland Welfare Trust.

3.2 It is anticipated that there will be an on-going programme of secondments to fulfil these roles over the next 5 – 6 years. Using secondments will maximise existing skills in the care workforce. The secondments will need to be of sufficient duration to give continuity to candidates whilst maximising opportunities for a number of staff to undertake these roles. This approach will be reviewed regularly over the 5 – 6 years that lead up to full implementation of registration of the social care workforce in 2011.

3.3 These staff would carry out the quality assurance process from the college, and provide this service for all the SVQ3 Care, SVQ3 Promoting Independence and SVQ3 Children & Young People programmes for both Shetland Islands Council and Shetland Welfare Trust. It is estimated that the assessors would have a total of 70 candidates per year.

3.4 This will also ensure that social care workers would be released from time co-ordinating the assessment process with candidates, while still being involved in direct observations which would contribute to the process and managers will be freed up from the process of internal verification, whilst still being linked in to the system through appropriate meetings with the college.

3.5 Candidates would be registered with the Scottish Qualifications Authority through the college.

3.6 All opportunities to link the work of the assessors with the work Education is doing to train teachers locally will be explored.

4   Financial Implications

4.1   Costs of proposals in section 3 above are as follows:

	£
2.5 FTE Assessor @ SCP28	**70,043**
1 FTE Internal Verifier @ SCP30	**29,944**
Mileage Allowance	**3,200**
Total	£103,187

All figures used are based on guidelines for the "Implementation of Phase One Qualification Criteria" published by Scottish Social Services Council in August 2004.

4.2   It is estimated that costs for the existing systems to cope with the increased numbers would include assessor cover costs of £48,048.00.   Managers have never claimed the costs of their time for formal involvement in the quality assurance process, however an estimated cost for those involved for the numbers now required would be £90,000 (total cost £138,000 approx.) .

4.3 Funding for these posts will be required for 2005/2006 and is being included in revenue estimates currently being prepared.   This will be an increase in expenditure for Social Work and will be subject to approval by the Council.

5   Policy & Delegated Authority

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 (Min. Ref. SIC 70/03.)   As this report recommends the creation of new posts, a decision of the Council is required.

6   Conclusions

6.1 There is general agreement that the only way Shetland Islands Council and Shetland Welfare Trust can meet registration requirements of the Scottish Social Services Council is by employing dedicated quality assurance staff.

6.2 Failure to meet the registration requirements will mean that services will have to be reduced or cut as workers will be unable to work as social care workers beyond the registration deadlines.

7   Recommendations

7.1 I recommend that Services Committee recommend that Council approve the creation of posts identified in section 1 above as from April 1st 2005 when the new SVQ Care award candidates are registered.

Date: 18 January 2005
Our Ref: CF/JAW SW01-05   Report No SW01-05F

Shetland
Islands Council

REPORT

| To: | **Employees JCC** | **11 January 2005** |
| | **Services Committee** | **28 January 2005** |

From: Community Care Manager

Report No. SW02-05F
Staffing and Dependency Levels in Residential Care for Older People.

1 Introduction.

1.2 A study into the staffing and dependency levels within residential care settings for older people was requested by Members in June 2004 (Min Ref SIC 102/04.)

1.4 This report presents information about the findings of the study and seeks approval for additional staff at Viewforth House to meet the terms of the registration with the Care Commission.

2 Background.

2.1 There are currently 10 care homes in Shetland catering for the needs of older people through the provision of permanent residential care and short breaks.

2.2 An earlier study completed in 2001 using a tool developed by the Scottish Care Resource Utilisation Group (SCRUGS) indicated that the level of care provided at that time was equivalent to the care typically provided in nursing homes across Scotland. With the implementation of the Regulation of Care (Scotland) Act 2001, the distinction between residential care homes and nursing homes was removed and a single registration process introduced.

2.3 Since then, service providers in Shetland have reported a noticeable change in the dependency levels of service users accessing residential care. The study undertaken recently

will provide valuable information on current needs and assist with future planning.

2.4   The study was jointly undertaken between Shetland Islands Council and Shetland Welfare Trust.   The Church of Scotland provided information on dependency levels within the Walter and Joan Gray home in Scalloway.

2.5   Information on staffing levels was included in the study.

2.6   The information was collated between June and October 2004. All information and the tools used are available in the study report.   A copy is available in the Members' room and further copies are available from Social Work.

2.7   The study used the newly developed Single Shared Assessment- Indicator of Relative Need (IoRN) to assess the dependencies of service users. Each unit completed the IoRN form for each of the service users in their care over a one-week period.

2.8   Information was received from each unit about current staffing levels. A total of 143 people were assessed across the organisations. Of these, 103 (72%) recorded scores in the high level of need category groupings. Only 21 individuals (15%) recorded scores in the low level of need category groupings – none of these in the lowest group.

2.9   The table below shows the average percentage scores, occupancy levels and care hours per service user between the different organisations.

	SIC	SWT	C of Sc
Low IoRN Rating	7%	19%	23%
Medium IoRN Rating	11%	13%	16%
High IoRN Rating	82%	69%	61%
Average Occupancy Levels (2003 –2004 figures)	96%	89%	93%
Average Care Hours per Service User Per Week	34hrs	32hrs	29hrs

2.14   It was difficult to make direct comparisons across the units due to the varying sizes and different criteria across the organisations; SIC runs the only 2 specialist units in Shetland and SWT have 3 smaller units with 10 or less places. This affects the figures for staffing levels. The units were therefore also compared in like groupings; specialist units, mainstream units with 15 or more beds and mainstream units with 10 or less beds.   The specialist units are Viewforth House (20 beds - Dementia) and Edward Thomason House (16 beds – High Physical Dependencies) both owned by SIC.

2.15   The larger mainstream units are Taing House (20 beds, SIC), Walter & Joan Gray (16 beds, C of Sc) and North Haven,

Overtonlea and Wastview (each 15 beds, SWT). The smaller mainstream units are Fernlea (10 beds), Isleshavn (10 beds) and Nordalea (6 beds) all operated by SWT. The table below shows the average percentage scores, occupancy levels and care hours per service user between these groupings.

	Specialist	Mainstream 15+	Mainstream 10 or <
Low IoRN Rating	5.5%	14%	33%
Medium IoRN Rating	14%	12%	16%
High IoRN Rating	80.5%	74%	51%
Average Occupancy Levels (2003 –2004 figures)	96.5%	95%	82%
Average Care Hours per Service User per Week	35hrs	30hrs	36hrs

2.16   It is noted from these figures that the smaller units have fewer service users with high dependency scores, lower occupancy levels and more care hours per service user than any other grouping.

2.17   There are distinct differences in the administrative support received across the services. Care homes within SIC have significantly less administrative support (75%) than those in SWT.

2.18   Staffing at SSCW level in W & J Gray is significantly less than in the other organisations, however administrative support is higher.

3   Staffing Levels

3.1   *Viewforth House*
   In August 2004 the Care Commission noted in their inspection report for Viewforth House that minimum staffing levels to provide care must be met in order to meet the registration requirements in the standards.   On discussion with the Care Commission Officer and Unit Manager and checking through the current rota it was noted that the staffing levels were short by an average of 28 hours per week. Following re-configuration of posts and changes made to the rota this shortfall has been reduced to 18 hrs per week.

3.2   Staffing levels in all residential care settings are continually monitored to ensure standards are met.

3.3   Staffing levels in all other residential care settings currently meet required standards.

4   Proposals

Viewforth House

To establish 0.5 FTE (18.5hr) Social Care Worker posts to meet minimum staffing levels for registration purposes.

5   Financial Implications

0.5 FTE (18.5 hours) Social Care Worker SCP23   **£12,731**

Funding for the proposal in this report is included in 2005/06 budgets for approval by Council.

6   **Policy and Delegated Authority**

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 (Min. Ref. SIC 70/03.) As this report recommends the creation of new posts, a decision of the Council is required.

7   **Conclusions**

Although it has not been possible to do a direct comparison with earlier study on dependency levels completed in 2001, the results of the current study show that the majority of older people receiving residential care services in Shetland have high levels of dependency.

7.1   There is some variation across the different care settings with the Council's own units having the biggest numbers of people with high levels of dependency.

7.2   Staffing levels in all units with the exception of Viewforth House meet current standards and registration requirements.

7.3   Although it has been possible to adjust rotas at Viewforth to partially resolve this issue, additional care staff time is required to meet standards and registration requirements.   This is being addressed by the use of temporary staff at the moment.

8   **Recommendations**

I recommend that Services Committee recommend that Council

8.1   note the information presented in this report and

8.2   approve establishment of one part time (0.5 FTE) post within Viewforth House to meet the requirements for registration with the Care Commission.

Date: 6 January 2005   Report No. SW02-05F
Our Ref: CF/CC SW02

Shetland
Islands Council

REPORT

To: **Services Committee**   **28 January 2005**

From: **Community Care Manager**

Report No SW03-05F
Direct Payments Support Service

1.   Introduction

This report seeks consideration of proposals to establish a Direct Payments Support Service for Shetland under the terms of a Service Level Agreement (SLA) with Shetland Citizens Advice Bureau.

2.   Background

2.1   The Council's Direct Payments Scheme was established from 1 April 1998 (Min. Ref. SIC 34/98) and further amended in October 2001 (Min. Ref. SIC 130/01).

2.2   A Direct Payment for care is money paid by the local authority directly to a person whom it has assessed as needing care services.   The local authority makes the payment instead of arranging the services.

2.3   The calculation of each Direct Payment is based on an individual assessment of need and care plan agreed with the service user.   The Scottish Executive Guidance indicates that Direct Payments should be "equal to the local authority's estimate of the reasonable cost of [the service user] securing the provision of the preferred service"[1]. Direct Payments tend to be more expensive than service provision by the Council particularly where the Council has significant investment in fixed assets e.g. day care centres, as these overheads cannot be reduced pro rata as service recipients opt for Direct Payments.

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[1] Direct Payments, Social Work (Scotland) Act 1968: Sections 12B and C, Policy and Practice Guidance, June 2003

2.4 In June 2003, it became a duty for local authorities to offer direct payments to disabled people assessed as needing care services. From April 2005 Direct Payments will be extended to include all people assessed as needing community care services or housing support services.

2.5 There is currently no additional funding for local authorities from the Scottish Executive to support the implementation of Direct Payments. Recent notification of the Local Government Finance Settlement to 2007-08 for Community Care indicates that there will be a small amount of funding made available from 2006-07 for the development of support services locally. There is no indication as yet of the amount that would be available for Shetland.

2.6 Shetland has offered direct payments to all care groups assessed as needing services since October 2001, including non-disabled people and people aged 65 and over.

2.7 There has been low take up of direct payments in Shetland to date. There are currently four cases where direct payments are made in lieu of service provision. Direct Payments Scotland published league tables for direct payments in their newsletter for October 2004. Shetland was ranked 14th out of all Scottish local authorities. Orkney was top of the table at that time and since then has almost doubled the number of cases. This has been attributed at least in part to the introduction of a dedicated worker as part of their support service arrangements.

2.8 The Social Forum at its meeting on 19 August 2004 considered a presentation by Elsie Normington, the North Area Worker for Direct Payments Scotland, in which she promoted Direct Payments as a positive choice for vulnerable people and as one way of promoting independence. Members of the Social Form said that they felt the use of Direct Payments should be promoted and taken forward (Min. Ref. SF17/04).

2.9 Following that meeting, a separate meeting was held on 2 November 2004 with key stakeholders from within the Council and representatives from the voluntary sector. The proposals in this report are based on the ideas discussed and supported at that meeting.

3. **Proposals**

3.1 it is proposed that a support service is commissioned from Citizens Advice Bureau (CAB) under the terms of a Service Level Agreement (SLA).

3.2 The SLA would follow the pro forma agreed by Council in November 2002 (Min. Ref. SIC 174/02).

3.3 CAB would be invited to develop proposals for a support service in line with the guidance provided in the Direct Payments Scotland Fact Sheet Number 2, attached at Appendix 1 below. The aim would be to establish the support service in the new Voluntary Sector Resource Centre once this opens.

3.4 Initially, CAB would be required to provide support in the form of information and advice to current and prospective recipients of direct payments as required and to offer them assistance with management and administration of direct payments.

3.5 The proposals have been discussed and agreed with the General Manager of Citizens Advice Bureau.

4. **Financial Implications**

4.1 Estimates of full year costs are based on an assumption that CAB would be looking to employ a part time development worker similar to the approach taken in other areas of Scotland.

4.2 Estimated costs for a full year would be £12,500 based on a 16 hour post at SCP 27 with a mileage allowance of £500 and £200 for stationery and public information.

4.3 Additional start up costs are estimated at £2,000 for furniture, ICT equipment and training.

4.4 The total cost in 2005/06 assuming a start date of 1 April would be **£14,500**. The cost would need to be met from within community care budgets included in 2005/06 revenue estimates. Unless there is a net increase in Social Work budgets, this will reduce funding available for care services. It is anticipated that additional Scottish Executive funding for the implementation of direct payments would meet the costs from 2006/07 onwards.

4.5 In 2004/05, Direct Payments have resulted in an overspend of approximately £20,000 to the end of December 2004. This is primarily due to Direct Payments being made instead of day care and short breaks in day and care centre settings. If the uptake of Direct Payments increases the budget deficit under this heading it is likely to increase and the costs will have to be met by savings/cuts elsewhere.

5. **Policy and Delegated Authority**

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 (Min. Ref. SIC 70/03.) As the proposals in this report require an increase in overall budget provision, a decision of the Council is required.

6. **Conclusions**

6.1 Take up of Direct Payments has been low. The reasons have not been researched, however, they are thought to include:

- Lack of support services offering information and advice, management and administration services to assist service users with the employment of carers/personal assistants;
- The high level of service either provided or purchased by the Council.

6.2 Currently in Shetland direct payments made to individuals include an element of funding to cover their administration costs.

6.3 Direct Payments have led to an overspend in 2004/05 budgets, due to fixed cost element of many services eligible for Direct Payments.

6.4 There is no additional funding from Scottish Executive for 2005/06 to support the implementation of Direct Payments.

7. **Recommendations**

I recommend that Services Committee recommend that Council consider whether or not they wish to support the proposals in Section 3 above, and note that if the proposals are approved this will result in an increase in Social Work budgets for 2005/06 unless savings can be made elsewhere as part of the 2005/06 Revenue Estimates process.

Date: 28 January 2005   Report No. SW03-05F
Our Ref: CF/AN SW03

Shetland
Islands Council

REPORT

To: **Services Committee**   **28 January 2005**

From: **Head of Social Work**
        Shetland Childcare Partnership

Report No SW04-05D1
'Hands Up For Childcare'

1   Introduction

    1.1 Shetland Childcare 2012, proposing the way forward for childcare in Shetland, was approved by Shetland Islands Council in May 2004 (Min Ref SIC 58/04). The recommendations within this report are based on the Action Plan which accompanied the strategy.

    1.2 A further report, on deficit funding of Out of School Clubs, was approved by Shetland Islands Council in November 2004 (Min Ref SIC 148/04).

2.   **Background**

    2.1 Children are the future of Shetland. In communities such as ours, sustaining a viable population is crucial to our very survival. In this ever-changing world more and more demands are being made of parents. Good quality, affordable, accessible and sustainable childcare is an essential element in building our future, and in providing the best possible services to the children within our community.

        Nationally one of the main targets of Government policy is
        "To eradicate child poverty within a generation."

        In order to achieve this they aim:
        "To ensure good quality, affordable childcare for children 0 – 14 in every neighbourhood."

        Shetland 2012 Local Economic Development Plan aims:

"To maintain and enhance prosperity in Shetland by enabling businesses, communities and individuals to attain their full potential."

In order to achieve this Shetland must aim:
"To ensure good quality, affordable childcare for children 0 –14 in every neighbourhood."

What do we mean by childcare?
To the parent:
"A safe, secure environment for their child where he/she will be cared for, will be happy and have fun in their absence."
To the child:
"A safe, secure environment where play and learning are fun."

To the employer:
"Access to maximum available workforce.

2.2 **The purpose of this report is: -**

- **To raise awareness of the importance of quality childcare provision in Shetland.**
- **To seek approval for recommendations which promote a Quality Childcare Service in Shetland which is:**
    - **I. accessible**
    - **II. sustainable**
    - **III. affordable**

The above is as per Shetland Childcare 2012.

Without childcare Shetland will not meet national government targets and will not achieve the economic targets outlined in Shetland 2012.

2.3 **Quality is a complex issue as it can mean different things to different people, and is in some cases an issue of perception. There are therefore several quality issues that need to be addressed, i.e. quality of provision, facilities, staff, the child's environment and communication.**

2.4 **Accessibility lies at the centre of many childcare problems in Shetland.**

2.5 **Sustainability is a critical issue for childcare provision in Shetland as unsustainable childcare is no childcare. As a result the overall sustainability of all forms of childcare provision in the islands is imperative.**

2.6 **Affordability is fundamentally linked to the sustainability of provision. Affordability defined within the Shetland Childcare 2012 strategy is not merely the financial cost of supplying or paying for childcare, but also the cost of not providing adequate childcare.**

3.   Economic and Employment Effects

3.1 The Shetland Childcare Partnership (SCP) as part of its Action Plan develops and supports the provision of childcare in Shetland. The membership of SCP is presented in Appendix 1. The Achievements of the Partnership are detailed in Appendix 2.

3.2 As part of the Action Plan, one particular target was to look at a childcare voucher scheme. Childcare vouchers are one of the ways in which employers can assist their employees with the cost of childcare. Shetland Islands Council intend to sign up with Sodexho Pass (part of the Sodexho Alliance, a leading global management services organisation) to provide this service. The Council will be one of the first local authorities in Scotland to offer Childcare Vouchers in this way to its employees. Further information on the childcare voucher scheme is detailed in Appendix 3.

3.3 The childcare service in Shetland has been running for several years enabling part of the workforce to return to work either full or part time. In 2003 this could have amounted to over 380 people or 3% of the total labour force. In addition there were around 150 employed in childcare. This will have helped to increase economic output and to reduce child poverty.

3.4 A recent study by Price Waterhouse Coopers on the "Cost Benefit Analysis of Childcare in the UK" concluded that the Net Present Value (NPV) of the benefits generated would exceed the costs (primarily attributed to public finances) of additional childcare provision. It would be reasonable to assume that the same scenario would apply to Shetland though it is admitted it is a long-term equation. There will be net costs to the public purse in the short-term.

3.5 It is difficult to quantify the effect on output in Shetland because it would depend on the type of jobs taken by the parent. It is reasonable to assume that the majority of jobs will probably be part-time and that the average wage would be less than average. This would mean around 266 full-time equivalent (FTE) jobs at an average wage of £18,000 resulting in a total income of £4.8m per annum.

3.6 It is possible to convert the total FTEs into output generated using ratios of the amount of output required to sustain one FTE job. This can vary from £30,000 to over £100,000 depending on the industry sector. If an average is taken of £65,000 per job then the total output directly generated could be in the order of £17m per annum. If a standard multiplier is applied to that the gross output effect would be £20m per annum. In other words without childcare provision this amount of output could be lost to the Shetland economy. These are figures based on crude assumptions therefore they need to be treated with caution, but they do illustrate the potential economic benefit that could arise from the provision of childcare.

3.7 Although the Shetland economy has received a number of set backs in recent years with the fall in oil-related industries and fisheries there is

still a high demand for labour, indeed a shortage of labour in certain sectors. Given the difficulties of recruiting from outside Shetland it is essential that the maximum use is made of the local potential labour force in order to ensure new development opportunities are not constrained by a lack of labour. Thus the provision of childcare should be seen as a vital component of the economic strategy for Shetland. It can release labour into the workplace as well as directly creating jobs in the childcare service.

3.8 Clearly the low population density and geography make it difficult to get adequate childcare coverage in every area. Transport is a major issue. Given this situation it may be necessary to come up with more creative and different solutions that bring together the different elements of childcare in a more co-ordinated way. Some suggestions have been made about setting up a childcare co-operative and/or local networks. There is also a proposal for new facilities in Unst to plug some of the gaps there. (Shetland Childcare 2012).

4. Integrated Children's Services Plan

4.1 The Government requires that the local authority produce an Integrated Children's Service Plan covering the next three years. This plan will provide an important opportunity to ensure a coherent and co-ordinated approach across agencies in taking forward developments for children and young people. To achieve this there is a need to have a flexible approach to funding.

4.2 Shetland Childcare Partnership is represented on the Integrated Children's Services Planning Group. SCP has linked their Shetland Childcare 2012 Action Plan to the framework supporting Shetland's Integrated Children's Services Plan.

4.3 The Integrated Children's Services Plan will include a range of services one of the targets includes pre-school, childcare and out of school care provision.

4.4 Pre-school education and childcare provision are required to meet National Care Standards. These are linked to the priority areas for children and young people defined by the Scottish Executive in the Integrated Children's Services Plan.

4.5 The themes within Integrated Children's Services Plan for children and young people are:

- **Safe**
- **Healthy**
- **Included**
- **Fair**
- **Achieving**

- **Active**
- **Nurtured**

4.6 SCP predominantly supports and develops services within the priority area of "Included".   Included is defined as:

Children, young people and their carers have access to high quality services, when required, and are assisted to overcome the social, educational, physical, environmental and economic barriers that create inequality.

4.6.1   High Quality Services
A well-trained committed workforce contributes substantially to a high quality service. SCP offers childcare workers the opportunity to access accredited and unaccredited training at limited or no cost. Accredited training includes Scottish Vocational Qualifications (SVQ) Level 2 and 3 in Early Years Care and Education and SVQ Level 2 in Playwork. The intention is to offer SVQ Level 3 in Playwork from September 2005.

4.6.2   The Workforce Development fund (£42,301) is a ring-fenced amount of money from the Scottish Executive to support accredited training. SCP was successful in securing additional funding from Shetland Enterprise towards this training (£11,283).

4.6.3   In October 2006 the Scottish Social Services Council (SSSC) will begin to register all childcare workers (except registered childminders). This will require childcare workers to have a minimum qualification or be working towards one. The minimum qualification is an SVQ Level 3 in Early Years Care and Education or a Higher National Certificate (HNC) in Early Years Care and Education or an SVQ Level 3 in Playwork.

4.6.4   Although the proportion of qualified staff has risen from 38% in 2000 to 59% in 2003 Shetland is struggling to meet registration requirements. This is due to the lack of appropriately skilled people to deliver and assess candidates. More needs to be done to promote the value of accredited training as well as acknowledging the wealth of experience held by many childcare workers. It is recommended that SCP continue to work with Shetland Islands Council, Shetland Enterprise and training providers to develop the infrastructure to support accredited training and accreditation of prior learning.

4.7 **Social, Educational, Physical, Environmental and Economic Barriers**

4.7.1 **Transport:** The local Authority is not obliged to provide transport for pre-school children, as far as possible pre-school education is available in local communities. Occasionally it is necessary for parents/carers to travel a considerable distance to access this provision. In acknowledgement of this SCP has established the Pre-School Transport Scheme. Since its introduction in 2001 this scheme has helped 29 disadvantaged families across Shetland. SCP has agreed to commit £18,000 towards this scheme from the 2005/2006 Childcare Strategy budget.

4.7.2 Some pre-school providers and out of school clubs benefit from the Scottish Rural Community Transport Initiative which funds 50% of their transport costs. SCP and Shetland Pre-School Play Ltd jointly administer this.

4.7.3 **Supporting Children with Special Needs**: Previously pre-school children with special needs were placed in a nursery class where they would have access to additional support. This would often mean that the child was placed at a centre out with the local community. Funding is available to support pre-school children with special needs to attend a partner provider if the parents wish it and it is appropriate. 4 families are being supported. This is jointly funded by Education Service and Social Work (through Sure Start). Education Service have contributed £9,000 and Social Work £4,000 for academic year 2004/2005.

4.7.4 Out of School Clubs catering for children with special needs apply to the SCP for 50% towards employing an additional member of staff. 28 families and 33 children currently use this provision at a cost of £11,320 to SCP within this financial year 2004/2005.

4.7.5 To support children with special needs attending pre-school partner provision and children with special needs attending out of school care the total cost for 2005/2006 would be £40,000. This would enable equality of provision for both pre-school and out of school care. The situation at the moment is that 100% of the cost of employing an additional person is met to support the pre-school sector but only 50% is met to support the out of school care sector. The target is to continue to support all children with special needs attending pre-school partner provision and out of school care whose parents/carers wish it.

It is recommended that Community Services and SCP explore joint funding with NHS Shetland to ensure continued inclusion for children with special needs.

4.7.6 **Pre-School Provision:** Demographic changes make it necessary to consider pre-school provision annually to ensure that the local Authority meets the target of a place for every eligible child whose parents wish it. Some partner providers because of rurality are termed fragile groups and require additional funding. Without these groups the Authority would not achieve its target. Education Service is committed through its legal agreement with partner providers to fund a minimum of 8 'fully loaded' places per academic year. A fully loaded place is 5 sessions of 2.5 hours per week. SCP has agreed to commit £35,750 (this figure includes a Service Level Agreement with Shetland Pre-school Play Ltd) to help support these groups in 2005/2006. It is recommended that Community Services (Education Service) continue to fund fragile partner provider groups and encourage SCP to do likewise.

4.7.7 **Out of School Care including Out of Nursery Care:** Of all the types of childcare provision available out of school care has been the least sustainable. Other local authorities face the same issues and still do. There is no local authority that has managed to deal with all of the issues of sustainability. For example, Perth has 24 out of school clubs, 16 run by the local authority and 8 run by voluntary management committees. The local authority assumed responsibility for 16 clubs because the parents/carers on the committees no longer wanted the responsibility for employees, fundraising, legislation, lack of long-term funding and the struggle to get and retain voluntary committees. These clubs have 2 Development Workers paid by the Council who each manage 8 clubs. Perth and Kinross Childcare Partnership are of the view that once the New Opportunities Fund ceases the remaining 8 voluntary groups will also be asking to become Council run.

4.7.8 An Extended Schools Childcare programme is being piloted in 2 local authority areas in Scotland. One in Aberdeenshire and the other in Fife. As an example of the level of funding, Fife local authority applied and secured £418,000 additional money from the Scottish Executive to extend out of school care provision.

4.7.9 Maureen McKissock, Development Worker with Scottish Out of School Care Network stated that "the Scottish

Executive accept that some Out of School Clubs are not sustainable, but people need them".

4.7.10 In July 2004 Scalloway Out of School Club closed its doors leaving 5 clubs in Shetland (Ness Out of School Club, Sound Out of School Club, KidZone, Islesburgh One Stop Childcare and Tiddlywinks). The total shortfall for 2004/05 will be £88,000. SCP contributed £26,000 and Community Development £40,000 towards meeting this. Clubs have made great progress in addressing the remaining shortfall of £22,000 and this is now reduced to £11,000. It is recommended SCP and relevant stakeholders consider how best to address the remaining shortfall for 2004/05 faced by out of school care providers.

4.7.11 In 2004/05 some clubs continue to benefit from New Opportunities Fund without this in 2005/06 the shortfall will be much higher. The following table shows the projected approximate shortfall for 2005/06.

Table 1

Name of Childcare Provider	Projected Approximate Shortfall
KidZone (Firth and Mossbank)	£32,000
Ness Out of School Club	£20,000
Sound Out of School Club	£20,000
Tiddlywinks After Nursery Care	£20,000
Total	**£92,000**

4.7.12 SCP will commit £45,000 towards this shortfall leaving a further £47,000 to be identified. If the recommendations of this report, which are detailed below are implemented there could be a further reduction in the shortfall of approximately £20,000. It is recommended that Community Services (Community Development) commit up to £47,000 to address the shortfall (GRL 4310 2402). Any savings identified will reduce the cost to the Council.

4.7.13 The reasons for the shortfall are:
- Staffing costs are high because these clubs operate during term time and school holidays
- Staff:child ratios to meet Care Commission Standards
- Social inclusion of children with special needs
- Attendances fluctuate and until recently parents/carers were not required to pay for late cancellations, sickness and holidays
- Day to day running costs
- Capacity of Voluntary Management Committees

4.7.14   Within Shetland Childcare 2012, clubs and SCP were asked to consider the following as steps towards reducing the shortfall. These included:
- Amalgamation and consolidation
- Greater use of schools
- Promoting Child Tax Credits
- Common Code of Practice
- Investigate Childcare Voucher Scheme

It is recommended that the relevant stakeholders revisit the issue of amalgamation and consolidation and make progress by 31 March 2005 with a final outcome for 31 March 2006. Progress has been made towards this but by 31 March 2006 this will be achieved.

4.7.15   **Islesburgh One Stop Childcare**

Islesburgh One Stop Childcare includes: -

- a breakfast club
- pre-school group
- out of school club
- an activity club for 11 to 14 year olds

The benefit of a one stop childcare service is to develop a 'centre of excellence' for childcare and provide parents/carers ease of access and a seamless provision. The strength of this model is that resources can be shared and a bank of trained staff is available to work across all sections. Table 2 details proposed funding providers for 2005/06. Table 3 lists a breakdown of the cost of providing the different elements within the One Stop Childcare.

Table 2

Proposed Funding Providers	Funding 2005/06
Shetland Childcare Partnership	£11,000
Shetland Islands Council: Education Services – Commissioned Places	£20,000
New Opportunities Fund Grant	£34,088
Small Grants	£ 3,000
Fees	£36,000
Shetland Charitable Trust*	£78,000
Shortfall	£20,217
Total	**£202,305**

*   Discussions are ongoing with the Charitable Trust regarding the future of Islesburgh Trust. Islesburgh

One Stop Childcare is one of the services currently delivered by Islesburgh Trust.

Table 3

Islesburgh One Stop Childcare	Costs 2005/06
Breakfast Club	£18,972
Pre-school Group	£83,289
Out of School Club	£59,858
Activity Club	£40,186
Total	**£202,305**

It is recommended that discussions continue with the relevant stakeholders as to the future management of Islesburgh One Stop Childcare with the original task delivered by June 2005.

5.   Integrated Services

5.1   As part of the whole Community Planning process it will be necessary to consider the childcare needs of communities. These will then be reflected within the Integrated Children's Services Plan in ensuring community-based services for children.

5.2   **Integrated Community Schools**
The Integrated Community Schools approach should focus on social inclusion, academic achievement, supportive services and working with children and families. This would remove labels from children and families, be flexible and open to the needs of families, establish significant interagency collaboration and demonstrate positive changes for each community.

5.3   **Private and Voluntary Sector Provision**
It is often the private (registered childminders and private nurseries) and voluntary sector provision within each community, which provide a valuable service to parents/carers in returning to work, accessing training, respite and family support. There has been a significant reduction in the number of active registered childminders between 2000 and 2004. In 2000 there were 72 there are now 43 in part this is due to new regulations and the possibility of childminders requiring a qualification. SCP promotes and supports childminding through the Shetland Childminding Group and the work of the Temporary Childcare Development Worker.

Investment in private and voluntary sector provision is crucial to attaining Shetland 2012 objectives.

5.4   It is recognised in communities that there is a need for wrap around childcare to be available to parents/carers in line with best value. It is recommended within the 'School's Out' document that local

authorities consider the use of schools for childcare. The school nursery facilities are only used for a short period each day yet there is a need for longer hours of childcare. Existing resources could be more fully utilised and result in more sustainable facilities.   This would assist in meeting the main messages in:

- 'Building our Future: Scotland's School Estate'.
- 'A Partnership for Better Scotland – Partnership Agreement'.
- 'Schools Out'

"As part of the roll-out of the New Community Schools agenda, local authorities will wish to examine the scope for New Community Schools (and associated pre-school centres) to have clubs on their premises."   (School's Out, 2003)

It is recommended that Community Services, SCP, providers and communities work towards rationalisation and consolidation of provision and greater use of schools.

6.   Financial Implications

SCP is committed to working together to support and develop services, which meet the needs of children, young people and families in Shetland.

The Government has allocated the following, to Shetland, for 2005/2006, to support the Childcare Strategy.

Table 4

Childcare Strategy Funding 2005-06		
Project	Infrastructure	Total
£228k	£75k	£304k*

*rounded-up total confirmed with Scottish Executive

In considering Shetland Childcare 2012, SCP has committed the following:

Table 5
Shetland Childcare Partnership

Direct childcare project support (includes pre-school transport scheme and support for children with special needs attending out of school care provision)	**£154,325**

Infrastructure	**£75,000**
• Unaccredited training • Promoting healthy lifestyle • Social inclusion and equality • Promotion and marketing of childcare • Networking	**£74,675**
TOTAL	£304,000
Workforce development	**£42,301**

The following table shows the contribution from Shetland Childcare Partnership in addressing the recommendations of this report and identifies the maximum funding required from other partners.

Table 6
Proposed Funding

Out of School Care shortfall	Community Services - £47,000 Shetland Childcare Partnership - £45,000
Support for Children with special needs	Education Service - £10,000 Social Work - £10,000 NHS Shetland - £8,000 Shetland Childcare Partnership - £12,000
Islesburgh One Stop Childcare	Please refer to 4.7.15 Table 1 Shetland Childcare Partnership- £11,000
Fragile Pre-School Provision	Education Service – £6,000 approx Shetland Childcare Partnership - £35,750

7.   Policy and Delegated Authority

   7.1   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 (Min. Ref. SIC 70/03.) The recommendations fall out with the delegated powers therefore a decision of the Council is required.

8.   Proposals

   8.1   This report presents Members with the opportunity to recognise the importance of childcare to the future of Shetland. The recommendations included in this report result from the experience of childcare providers in Shetland in meeting the strategic objectives of Shetland Childcare 2012.

   8.2   The recommendations cannot be delivered without acknowledgement of the value of childcare to the social and economic well being of Shetland.

9.   Recommendations

   It is recommended that the Services Committee recommend to the Council that:

   9.1   Community Services, SCP, providers and communities work towards rationalisation and consolidation of provision and greater use of schools.

   9.2   Shetland Islands Council continue to work with SCP, Shetland Enterprise and training providers to develop the infrastructure to support accredited training and accreditation of prior learning.

9.3 Community Services and SCP explore joint funding with NHS Shetland of the £48,000 to ensure continued inclusion for children with special needs.

9.4   Community Services (Education Service) continue to fund fragile partner provider groups and encourage SCP to do likewise.

9.5 SCP and relevant stakeholders consider how best to address the remaining shortfall for 2004/05 faced by out of school care providers.

9.6 Community Services (Community Development) commit up to £47,000 to address the projected approximate shortfall faced by out of school care providers for 2005/06 (GRL 4310 2402). Any savings referred to in 4.7.12 will reduce the cost to the Council.

9.7   For out of school care the relevant stakeholders revisit the issue of amalgamation and consolidation and make progress by 31 March 2005 with a final outcome by 31 March 2006. Progress has been made towards this but by 31 March 2006 this will be achieved.

9.8   Discussions continue with the relevant stakeholders as to the future management of Islesburgh One Stop Childcare with the original task delivered by June 2005.

Date 28 January 2005   Report No SW-04-05D1
Our Ref: FW/SG SW04

APPENDIX 2

<u>Shetland Childcare Partnership</u>
The following table lists some of the tasks from the 2004-05 Action Plan, which
have been achieved.

<u>Achievement</u>	<u>Linked to theme/</u>
Continued provision of playvan and playworker to provide outreach play activities	Quality Accessibility
Continued funding to employ 1 play worker (job share)	Quality Accessibility
Continued funding of pre-school transport scheme	Accessibility Affordability
Funded baseline training for those interested in a career in childcare	Quality
Rolling programme of training in Child Protection Awareness and First Aid at no cost to participants	Quality
SVQ Level 11 in Playwork funded jointly with Shetland Enterprise	Quality
SVQ Level II and Level III in Early Years Care and Education funded jointly with Shetland Enterprise	Quality
Delivering a programme of multi-agency training	Quality
50% towards the cost of Out of School Clubs employing an extra member of staff to support children with additional support needs	Accessibility
Funding Childcare Development Officer Post (job share)	Quality
Successful bid for further 3 years funding through the Scottish Rural community Transport Initiative	Accessibility
Support to each of the Out of School Clubs to cover percentage of the deficit	Affordability
Project support for groups Shetland wide	Quality
Service Level Agreement with Highlands and Islands Enterprise	Quality
Encourage and support Partnership members and childcare worker to attend national events	Quality
Participation in national consultation exercises	Quality
Completion and launch of Shetland Childcare 2012	Quality Accessibility Sustainability Affordability
Leaflet for those interested in childminding	Accessibility Sustainability
Leaflet promoting Children's Information	Accessibility

Service	
Children and Families Day – over 500 parents and children attended	Accessibility Quality
Audit of training needs	Quality
Service Level Agreement with Shetland Pre-school Play Ltd.	Quality
Service Level Agreement with Shetland Childminding Group	Quality Sustainability Accessibility
Joint work with Community Safety Partnership to purchase Child Safety seat	Quality
Childcare Voucher Scheme	Affordability Sustainability

APPENDIX 3

Childcare Voucher Scheme

Employers need to sign up to a childcare voucher company (they charge an administration fee for their services). The voucher company will supply staff who have signed up with the vouchers, which they will use to pay for childcare to their childcare provider.

The vouchers save money because staff will not pay National Insurance contributions on the part of the salary taken in vouchers. From April 2005 people can take £50 of their salary per week in vouchers, free from both Tax and NI contributions. This is known as a Salary Sacrifice Scheme.
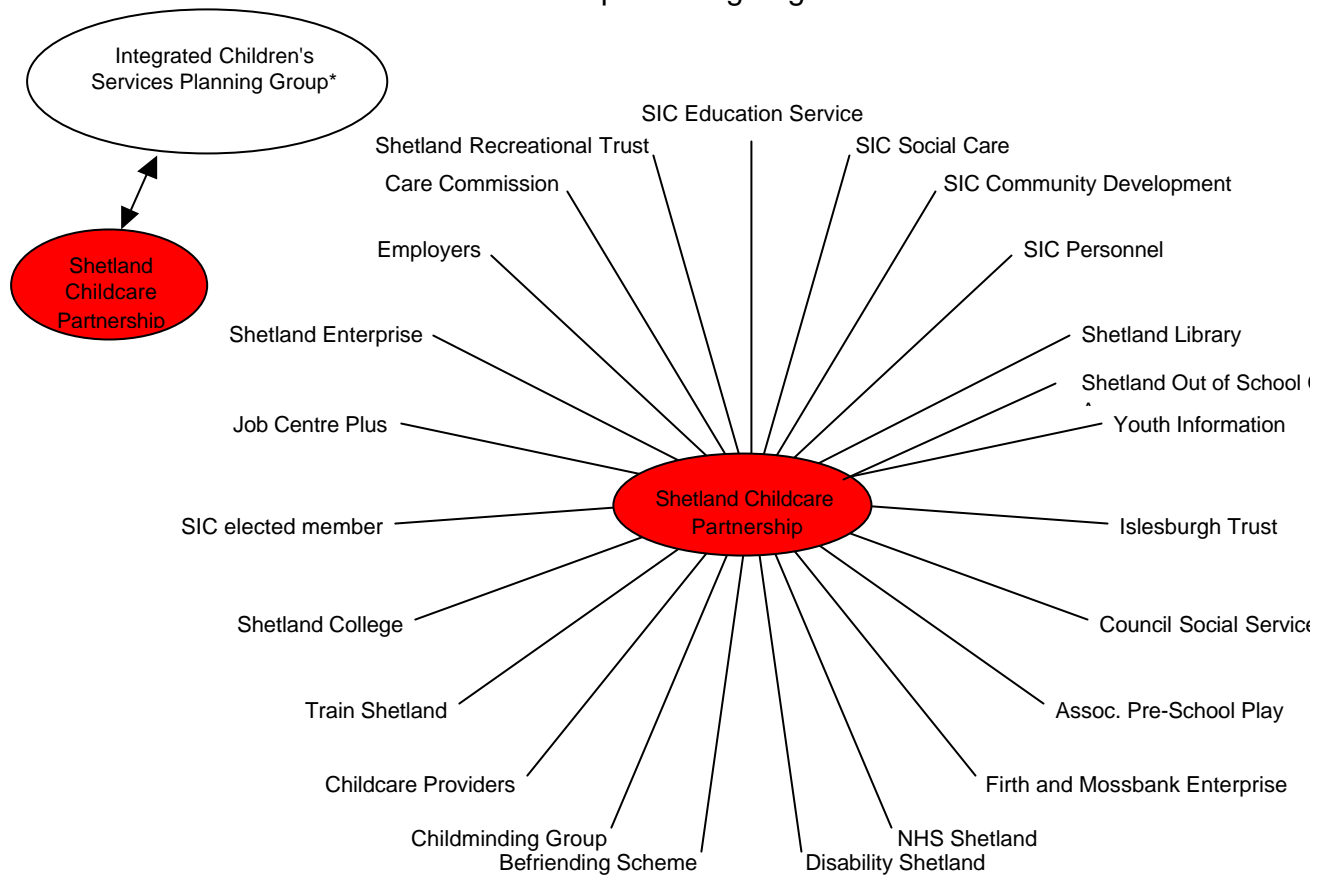
From April 2005 the amount saved depends on the level of Tax and NI paid – with NI at a rate of 9.4% and £50 of salary per week in vouchers there will be a saving of £816 p.a. as a 22% tax payer, and up to £1,065 p.a. as a 40% tax payer.

From April 2005, all carers must be either registered or approved in order to be able to accept childcare vouchers.

Shetland Islands Council intend to sign up with Sodexho Pass (part of the Sodexho Alliance, a leading global management services organisation) to provide this service.   The Council will be one of the first local authorities in Scotland to offer Childcare Vouchers in this way to its employees.

Following clearing up queries regarding childcare vouchers & pension calculations our Payroll Manager has confirmed that the earliest vouchers can be issued to the pilot group will be during March, with the salary adjustment taken from the end of April salary. The opportunity to sign up for vouchers can be made available to all staff during April for end of May salary adjustments.

Partnership Working Organisations

Integrated Children's
Services Planning Group*

Shetland
Childcare
Partnership

SIC Education Service
Shetland Recreational Trust
SIC Social Care
Care Commission
SIC Community Development
Employers
SIC Personnel
Shetland Enterprise
Shetland Library
Shetland Out of School
Job Centre Plus
Youth Information

Shetland Childcare
Partnership

SIC elected member
Islesburgh Trust
Shetland College
Council Social Service
Train Shetland
Assoc. Pre-School Play
Childcare Providers
Firth and Mossbank Enterprise
Childminding Group
NHS Shetland
Befriending Scheme
Disability Shetland

* Key strategic group in Community

Shetland
Islands Council

REPORT

To: Services Committee   28 January 2005

From: Head of Education

EDUCATION SERVICE - SERVICE IMPROVEMENT PLAN

1.   Introduction

1.1   There is a duty on Education Authorities to produce a statement of education improvement objectives annually in terms of the Standards in Scotland's Schools etc Act 2000. These have to be produced annually by December.

1.2   A corporate framework for service plans has been produced for all services. The format for this Improvement Plan has followed that agreed by the Integrated Children's Services Planning Group.

1.3   There has been wide ranging consultation with staff in schools, School Boards and central staff through an audit of the Education Service. This has been used to inform the Education Service - Service Improvement Plan.

1.4   The draft Education Service - Service Improvement Plan which had to be produced by December 2004 is placed in the Members Room for reference. This is the first Services Committee following the production of the Improvement Plan for it to be approved.

1.5   There is an executive summary of the Improvement Plan which is attached as Appendix A. This includes priorities for schools to consider in their development plans for 2005/06.

2.   Background

2.1   The Education Service audited using Quality Management in Education. Information was gathered from staff in schools, School Boards and central staff. This informed the improvement objectives for the plan.

2.2 The Community Services Service Plan (CSSP) is a strategic document for the four service areas: Education, Housing, Social Work and Community Development. This Education Plan meets many of the objectives stated in the strategic plan (CSSP). There are also links to other plans which are relevant to Education in the Education Service - Service Improvement Plan including the Corporate Plan.

2.3 The Scottish Executive published Integrated Children's Services Planning Guidance on 11 November 2004. This sets out the framework for the Integrated Children's Services Plan which will be produced by March 2005.

2.4 The Education Service - Service Improvement Plan will be integrated into this plan.

3. Financial Implications

3.1 There are no financial implications arising from this report. All costs within the plan are part of the Education Service budgets or external funding.

4. Policy and Delegated Authority

4.1 All matters related to education stand referred to the Services Committee (Min Ref: SIC 70/03). The Services Committee has delegated authority to make decisions on matters within approved policy, and for which there is a budget.

5. Recommendation

5.1 I recommend that the Services Committee approve the Education Service - Service Improvement Plan.
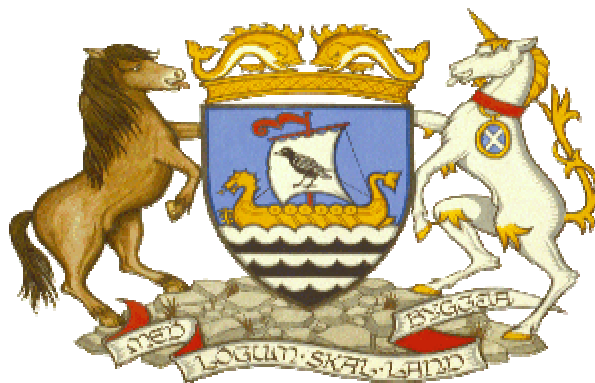
January 2005

Our Ref: HB/ME   Report No: ED-01-F

SHETLAND ISLANDS COUNCIL

COMMUNITY SERVICES EDUCATION SERVICE

SUMMARY OF IMPROVEMENT PLAN DECEMBER 2004

Summary of the Education Service Improvement Plan
<u>December 2004</u>

Priorities for schools to consider for their Development Plans	National Priority	Page ref. to plan
To establish a framework for schools to become integrated community schools (All schools have to be integrated community schools by 2007 under the National Priorities.)	NP 3	42
To encourage all schools in Shetland to work towards becoming health promoting schools (All schools have to be health promoting schools by 2007 under the National Priorities.)	NP 2	39
To improve attainment in writing (Levels of attainment in writing for Shetland are below the target set for 2005.)	NP 1	33
To increase participation in the assessment is for learning programme (Formative assessment is being promoted as the way forward for assessing pupils. There is a need to consider alternative methods of assessment to the national tests.)	NP 1	33
To develop school policy and practice regarding the implementation of the Additional Support Needs Act	QMIE 1	18
To continue to develop Information Communication Technology across early years provision (National initiative)	NP 2	36

The other priorities have been set out under the seven key areas as described in the guidance for integrated children's services planning. They are broken down under How Good is Our School? 2002 (HGIOS) and cross referenced to the National Priorities and Quality Management in Education. The page reference to the main improvement plan should assist with finding out the detail of each priority.

<u>Safe</u>: Children and young people should be protected from abuse, neglect and harm by others at home, at school and in the community.	National Priority	Page ref. to plan
Support for pupils (HGIOS)		
To set up clear mechanisms for data sharing with other services and agencies	QMIE 2	19
To implement a review of management information software in education	QMIE 5	27
<u>**To support school-based initiatives to promote positive behaviour**</u>	NP 2	35
<u>**To produce operational guidelines on Exclusion**</u>	NP 2	35
<u>Resources</u>		
To ensure children are safe and protected with respect to the use of information communication technology	NP 4	44

Nurtured: Children and young people should live within a supportive family setting, with additional assistance if required, or, where this is not possible, within another caring setting, ensuring a positive and rewarding childhood experience		

Healthy: Children and young people should enjoy the highest attainable standards of physical and mental health, with access to suitable healthcare and support for safe and healthy lifestyle choices.		
Curriculum (HGIOS)		
To encourage all schools in Shetland to work towards becoming health promoting schools	NP 2	39
To implement the recommendations of Hungry for Success	NP 2	40

Achieving: Children and young people should have access to positive learning environments and opportunities to develop their skills, confidence and self esteem to the fullest potential.		
Curriculum (HGIOS)		
To implement TEDEY in Pre-School establishments	QMIE 5	28
To continue to develop the science curriculum 5-14	NP 2	38
To promote science through the Shetland science and technology fair	NP 5	45
To implement the recommendations of Determined to Succeed	NP 5	45
To establish knitting in schools in its modern context as part of culture	NP 5	47
To implement the Youth music initiative for Shetland	NP 5	47
To continue to develop Information Communication Technology across Early Years Provision	NP 2	36
Attainment		
To implement annual training in STACS and related secondary data	NP 1	29
To implement Performance Indicators in the Primary School Programme	NP 1	30
To increase participation in the Assessment if for Learning Programme	NP 1	33
To improve attainment in writing	NP 1	33
To improve attainment in Modern Languages	NP 1	34
Learning and Teaching (HGIOS)		
To ensure that teaching, learning and assessment are directed to achieving the principles set out in *A Curriculum For Excellence (SEED 2004)*	QMIE 1	17
To develop shared learning and teaching of specific Higher courses with global partners	NP 1	29
To develop Students as researchers through their involvement in school self-evaluation	NP 1	30

To widen existing and introduce new vocational learning opportunities for pupils aged 14 and above	NP 1	31
To continue and develop the concept of International School Self-evaluation	NP 2	39
To develop further Learning and Teaching in the Global Classroom	NP 1	32
To produce a strategy to enhance learning and teaching	NP 1	34
To support and roll out the Masterclass initiative	NP 2	35
Ethos (HGIOS)		
To build home school learning and teaching through the Global Classroom	NP 2	38
Resources (HGIOS)		
To progress the Best Value Service Review of the education service	NP 2	22
To review the Scheme of Devolved School Management	QMIE 4	23
To achieve the 2006 class contact reduction time required by the McCrone agreement	QMIE 4	23
To review the capacity of Pre-School provision to ensure Best Value	QMIE 4	24
Management, leadership and quality assurance (HGIOS)		
To establish a policy framework for the Education Service's work with schools	QMIE 1	18
To develop the effectiveness of centrally employed staff	QMIE 3	20
To maintain the standard for Investors in People and meet the standard for Charter Mark	QMIE 3	21
To revisit the structure and the remits of the Education Service management team	QMIE 3	21
To develop equitable staffing levels for each school to ensure parity of resource allocation	QMIE 3	22
To support schools in developing their approaches to quality assurance	QMIE 5	25
To continue to develop quality assurance focussed visits by Education Development Officers to schools and pre-school establishments	QMIE 5	26
To progress with programme of quality assurance team visits	QMIE 5	26
To provide a programme of professional development opportunities for Head Teachers and aspiring head Teachers	QMIE 5	27
To revisit the policy on Quality Assurance and re-issue the Quality Assurance folder	QMIE 5	27
To improve the effectiveness of Continuing Professional Development for all school based and supply staff	QMIE 5	27
To create a support network for staff currently or considering undertaking the Chartered Teacher Programme	QMIE 5	28
To undertake a part-time Post Graduate Diploma in Education course in partnership with University of Aberdeen	NP 2	37

Active: Children and young people should be active with opportunities and encouragement to participate in plan and recreation, including sport		
Curriculum (HGIOS)		
To have drama taught from 3-18	NP 5	46
To have dance taught from 3-18	NP 5	46
To support the network of local heritage centres archaeological sites' library and local history groups	NP 5	47

Respected & Responsible: Children, young people and their carers should be involved in decisions that affect them, should have their voices heard and should be encouraged to play an active and responsible role in their communities.		
Ethos (HGIOS)		
To enhance communication and consultation with parents	QMIE 2	19
To encourage School Boards to take an active role in pupil and parents' learning	NP 4	44

Included: Children, young people and their families should have access to high quality services, when required, and should be assisted to overcome the social, educational, physical, environmental and economic barriers that create inequality.		
Curriculum		
To improve existing guidance and support materials for work experience	NP 5	46
Attainment (HGIOS)		
To identify gender inequalities in achievement and to develop initiatives to reduce these	NP 1	29
Learning and Teaching (HGIOS)		
To expand the Alternative Curriculum Education Shetland (ACES) programme to cater for pupils from S3	NP 1	31
Support for Pupils (HGIOS)		
To ensure the development of an Additional Support Needs Base in the Anderson High School	NP 3	41
To ensure an equitable allocation of support for learning staff in schools	NP 3	41
To establish a framework for schools to become integrated community schools	NP 3	42
To involve young people with Additional Support Needs in the Global Classroom	NP 3	43
To ensure strategies are in place to support the progress of the lowest attaining young people and the progress of Looked After Children	NP 1	32

Resources		
To plan for the educational use of the new cinema and music venue	NP 5	47
To enhance the educational experience of visits to the local art gallery	NP 5	47
Management, leadership and quality assurance (HGIOS)		
To review the vision and aims for the Education Service	QMIE 1	17
To ensure the Education Service participates in the management of Community Services to develop integrated Children's Services	QMIE 1	18
To develop the Integrated Children's Service planning process	QMIE 3	20
To develop the Additional Support Service	NP 2	37

Shetland
Islands

Council

REPORT

To: Services Committee   28 January 2005

From: Head of Education

PLACEMENT REQUEST PROCEDURES

1.   Introduction

> **1.1   The purpose of this report is to make clear the process involved when parents wish to make a placing request for their child to attend a school other than in their catchment area.**

2.   Background

> 2.1   Every education authority, in meeting its statutory obligation to provide education for school age pupils, must have regard to the general principle that*, within certain constraints*, children should be educated in accordance with the wishes of their parents (Education (Scotland) Act 1980). Parents have the right to make a written placing request to have their child educated in a specified school.

> 2.2   Parents' wishes will only be met if they are compatible with the provision of suitable instruction and training and avoid unreasonable public expenditure.

> 2.3   Education authorities are now required to educate children with additional support needs in mainstream schools unless certain specific exceptions apply:

> > a) it would not be suited to the ability or aptitude of the child;
> > b) it would be incompatible with the provision of efficient education to other children with whom the child would be educated;
> > c) it would result in unreasonable public expenditure being incurred.

2.4   Under the Education (Scotland) Act 1980, the Education authority has the power to refuse a parents' placing request if one or more statutory grounds for refusal are present. The grounds for refusal of a placing request is where the placing of a child in a specified school would give rise to one of the following:-

a) make it necessary for the authority to take an additional teacher into employment;
b) give rise to significant expenditure on extending or otherwise altering the accommodation at or facilities provided in connection with the school;
c) be seriously detrimental to the continuity of the child's education;
d) be likely to be seriously detrimental to order and discipline in the school;
e) be likely to be seriously detrimental to the educational well-being of pupils attending the school;
f) assuming that pupil numbers remain constant, make it necessary at the commencement of a future stage of the child's primary education, for the authority to elect to create an additional class (or an additional composite class) in the specified school or take an additional teacher into employment at the school;
g) the education normally provided at the specified school is not suited to the age, ability or aptitude of the child;
h) the education authority has already required the child to discontinue his or her attendance at the specified school;
i) if, where the specified school is a special school, the child does not have additional support needs requiring the education or special facilities normally provided at that school;
j) if the specified school is a single sex school and the child is not of the sex admitted or taken to be admitted to the school;
k) where it would have the consequence that the capacity of the school would be exceeded in terms of pupil numbers, even though it would not be necessary to employ an additional teacher, nor to incur significant expenditure on extending or altering accommodation or facilities.

However, even where one or more of these grounds exist, the Education Authority still has a discretion to place the child in the school requested by the parents.

2.5   At the moment, the Head of Education only has the delegated authority to consent to a placing request made by parents. The Head of Education does not have the power to refuse a placing request. Should the Head of Education wish to refuse a placing request on one of the grounds previously listed, a report would have to be prepared for consideration by Services Committee.

2.6   Currently, in Shetland, the pattern of placement requests is as follows:

2.6.1   The Head of Education will consider a written placing request from parents wishing to send their child to a school of their choice which is outwith the catchment area.

2.6.2   A written response is sent informing the parent whether there is a place for the child in the school of their choice after the Head Teacher of the preferred school is contacted to check whether there is provision for the child - a sample letter is attached as Appendix B.

2.7 The current arrangements are unsatisfactory because of the strict statutory time limits to be followed when refusing a placing request; and because the professional judgement to be made in applying the criteria for refusal of a placing request sits appropriately with the Head of Education.

2.8 Placing Request procedures have been drawn up by the Education Service in consultation with Legal Services. These procedures clarify the time limits and grounds for refusal which apply to placing requests (see Appendix A). The Head of Education proposes to adhere to these procedures should he obtain delegated authority to fully deal with all placing requests.

3. Proposal

3.1 The Head of Education should have the delegated authority to refuse a placing request.

3.2 The Placing Request procedures should be adopted and disseminated to Head Teachers for information.

4. Financial Implications

4.1 There are no financial implications.

5. Policy and Delegated Authority

5.1 All matters related to the provision of Education stand referred to the Services Committee (Min Ref: SIC 70/03). The Services Committee only has delegated authority to make decisions on matters within approved policy, and for which there is a budget.

5.2 As the recommendation to approve new procedures falls outwith delegated powers, a decision of the Council is required.

6. Recommendation

6.1 I recommend that the Services Committee recommend to the Council to approve the proposals outlined in paragraph 3.

January 2005

Our Ref: AJ/LR/ME   Report No: ED-
02-F

Shetland Islands Council

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Community Services

Education Service

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Contents

1. Introduction

1.1 The Education Service will allocate children to schools in terms of their general arrangements. These arrangements are subject to parental choice of a different school. Where placing requests are made, they will be considered in terms of the Education Service's guidelines. The power to accept or reject a placing request lies with the Head of Service, of Education Service

1.2 While it is assumed that most young people in Shetland will be educated at the school in their catchment area, a number of factors may have to be considered if a parent decides to make a placement request outwith the catchment area. These can include:
   - a certified medical reason;
   - access for disabled or provision for those pupils with additional support needs;
   - siblings continuing to attend school requested;
   - educational course only available at the school requested;
   - behavioural considerations;
   - road safety factors;
   - ease of travel or proximity of home to school;
   - attendance at associated primary school (request for entry to S1);
   - pupils having suffered, or likely to suffer, bullying or racial harassment.

1.3 Placing requests must be made in writing to the Head of Service, and must specify the school to which entry is sought.

1.4 A young person (over school leaving age and under 18 years of age) who is a pupil also has the right to make a placing request on his or her own behalf.

2. Statutory Grounds for Refusing a Placing Request

The Education Service cannot refuse a placing request unless one or more of the statutory grounds are present. Unless one of these grounds is present, parental choice prevails. Should one of the grounds exist, the Education Service still has a discretion to place the child in the school requested by the parents. The Education Service will seek legal advice before refusing a placing request, to ensure that the statutory requirements have been met.

2.1 **Statutory grounds for refusing a placing request where the child or young person has no Record of Needs[*i]:**

The statutory grounds can be divided into those which focus on the individual child, and those which apply more generally to the school.

<u>Grounds Focusing on the Child</u>

The placing request may be refused where:
1)   placing the child at the specified school would be seriously detrimental to the continuity of the child's education
2)   the education normally provided at the specified school is not suited to the age, ability or aptitude of the child;
3)   the education authority have already required the child to discontinue his attendance at the specified school;
4)   the school is a special school, and the child does not have additional support needs requiring the education or special facilities normally provided at that school.

<u>Grounds focusing on the management of the school</u>

The placing request may be refused where placing the child in the specified school would:

1)   make it necessary for the authority to take an additional teacher into employment;
2)   give rise to significant expenditure on extending or otherwise altering the accommodation at or facilities provided in connection with the school;
3)   be likely to be seriously detrimental to order and discipline in the school;
4)   or be likely to be seriously detrimental to the educational well being of pupils attending the school;
5)   assuming that pupil numbers remain constant, make it necessary to create an additional class, or to take an additional teacher into employment, at that school, at the commencement of a future stage of the child's primary education;
6)   if the specified school is a single sex school and the child is not of the sex admitted or taken to be admitted to the school;
7)   where it would have the consequence that the capacity of the school would be exceeded in terms of pupil numbers, even though it would not be necessary to employ an additional teacher, nor to incur significant expenditure on extending or altering accommodation or facilities.

Procedures for placing a request for a child or young person without a Record of Needs are outlined in **Appendix 1**.

2.2   **Statutory grounds for refusing a placing request where the child has a Record on Need***

The statutory grounds can be divided into those which focus on the individual child, and those which apply more generally to the school.

<u>Grounds focusing on the child</u>

The grounds are the same as those above for children who do not have a Record of Need, with the following addition:

5)   the specified school is not a public school, and the Education Service are able to make provision for the additional support needs of the child in a

school under their management, have offered to place the child there and it is not reasonable, having regard both to the respective suitability and to the respective cost of the provision for the additional support needs of the child in the specified school and in the school under the authority's management, to place the child in the specified school.

Grounds focusing on the management of the school

The grounds are the same as those above for children who do not have a Record of Need.

Procedures for placing a request for a child or young person with a Record of Needs are outlined in **Appendix 2.**

3. **Appeal against Refusal of a Placing Request**

Parents may appeal against the refusal of a placing request and should do so within 28 days of receiving the Service's decision. The procedure for appeal is outlined in **Appendix 3**.

4. **Data on Placing Request Procedures**

The Education Service will review placing request annually and report data to the Community Services Management Team at the same time as figures are required for the Scottish Executive.

5. **Review of Placing Request Procedures**

These procedures are subject to review following any change of legislation and within the cycle of policy review.

Our Ref:

Your Ref:

Date:

Dear XXX

Placing Request

Thank you for your letter dated XXX regarding a placing request for your son, XXX, to attend XXX at XXX School instead of XXX School in August 2005. I am happy to grant the request on condition that any additional expense, including transport costs, if any, must be met by you.

You should now contact the Head Teacher of XXX School to make the necessary arrangements for your son's enrolment.

<u>Yours sincerely</u>

Head of Education

cc: Head Teacher, XXX School
       Head Teacher, XXX School
       XXX, Education Development Officer

Shetland
Islands Council

REPORT

To: Services Committee   28 January 2005

From: Head of Education

EDUCATION SERVICE - HALLS OF RESIDENCE PLACES FOR WESTSIDE PUPILS

1.   Introduction

> **1.1   In 1998 the Service Review of Education pulled together the COSLA Consultancy Review of the Education Service, the Internal Audit Value for Money Exercise and additional options for change which would allow the Department of Education and Community Services to contribute to the savings required by Council.**

> **1.2   A report was brought to Committee in September 1997 (Min Ref: EC 64/97) which proposed changes to the daily transport boundaries and on the consequential effect on hostel places. The proposals were issued for consultation and a further report was presented on 2 March 1998 (Min Ref: SIC 41/98 and EC 18/98).**

> **1.3   This report follows further consultation in 2004 with parents of pupils in the Bridge of Walls and Sandness areas of Shetland.**

2.   Background

> **2.1   The Halls of Residence have traditionally serviced a considerable part of the Shetland mainland as well as the outer isles. The number of places required by pupils from the mainland has reduced over the number of years due to a number of factors including**

> > **2.1.1   The expansion of Brae to cater for S5 and S6 which means that places are no longer required for those from the north mainland.**

> > **2.1.2   The expansion of junior high schools to cater for S3 and S4 and the changes in catchment areas for pupils to attend their local secondary school only.**

2.1.3 Improved transport infrastructure. Some pupils residing in the Halls have used public transport to return home on occasions during the week.

2.2   The people in the Bridge of Walls and Walls area were considered in 1997 to have no clear preference expressed either in favour or provision in the Halls of Residence or in favour of transport provision. Comments were received from parents who appreciated the advantages of a home environment but were also aware of the amount of time which could be spent travelling.

2.3   It was agreed therefore at the time in 1998 to allow the pupils from the Bridge of Walls area and Sandness to continue to be eligible for a place in the Halls of Residence.

3.   Proposal

3.1   In March 2004 a meeting was held by Education Service and Infrastructure staff with parents of pupils who stayed in the Bridge of Walls and Sandness areas in Aith Junior High School.

3.2   The proposal to transport these children daily to and from the Anderson High School for S5 and S6 was discussed.

3.3   The parents present had no difficulty with the principle behind this proposal as some pupils from Walls travelled further on a daily basis to the Anderson High School than those who stayed in the Halls of Residence. They did feel that it would be better to wait until the session August 2005/06 to commence this daily travel as the pupils had been to the Halls of Residence and were looking forward to staying there.

3.4   A letter was sent to all parents who were affected by this change last year highlighting that a report would be put to Services Committee and on to Council to bring about this change to daily transport arrangements.

4.   **Financial Implications**

4.1   There are no adverse financial implications arising from this report of the cost of transporting the pupils daily to and from Anderson High School for S5 and S6 as they can access current transport service provision.

4.2   This will mean the number of pupils residing in the Halls of Residence will be reduced by approximately 5/6 on an annual basis.

4.3   The savings will be minimal as the pupil numbers cannot be quantified.

5.   Policy and Delegated Authority

5.1   All matters related to education stand referred to the Services Committee (Min Ref: SIC 70/03). The Services Committee only has delegated authority to make decisions on matters within approved policy, and for which there is a budget.

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

6.   Recommendation

I recommend that the Services Committee recommend to Shetland Islands Council that

6.1   S5 and S6 pupils from the Bridge of Walls and Sandness areas will travel daily to and from their homes to Anderson High School as they are no longer eligible for places in the Halls of Residence.

January 2005

Our Ref: HB/ME   Report No: ED-04-F

Shetland
Islands Council

REPORT

To: Services Committee   28 January 2005

From: Head of Education

SUPPORT FOR LEARNING BUDGET - 2004/2005

1.   Background

1.1   Revenue Estimates for 2004-2005

1.1.1   The revenue estimates for the Education Service for 2004/2005 were set for the first time using a "zero-based" approach. This approach requires an absolute knowledge of all aspects of the Cost Centres concerned.

1.1.2   The original revenue estimates submitted were based, as in previous years, on a simple calculation - "*average salary x number of staff - FTE*" rather than on the actual salaries of all members of staff. The sum estimated was £2,613,072.

1.1.3   This estimate was based on the number of staff allocated through the Additional Support Needs (ASN) audit and did not include staff employed in special areas.

1.1.4   The true picture can be gauged from the revenue estimate recently completed - the staffing aspect of the budget amounts to £2,981,867.

1.1.5   Taking into account salary increases in the last year means that a more accurate estimate last year would have been £2,895,016 - or £281,941 more than the original estimate.

1.2   Budget Allocation 2004-2005

1.2.1   As stated above in 1.1.2, a budget of £2,613,072 was requested.

1.2.2   The final actual amount allocated to the budget was £2,372,168 based on the Education - Salary Estimate listing of ASN employees. Unfortunately this list did not accurately reflect the staffing position throughout the ASN support network.

1.3   Expenditure 2004-2005

1.3.1 At the end of period 8 (30 November 2004) the year-to-date variance showed an overspend of £398,311.

1.3.2 This figure suggests a projected year-end variance (or overspend) of £597,466 (by 31 March 2005).

1.3.3 The total expenditure for the year therefore is likely to be £2,969,634.

1.4 Overspend 2004-2005

1.4.1 The budget allocation was £2,372,168.

1.4.2 A more accurate assessment of the cost of the support network in place in January 2004 would have been £2,895,016.

1.4.3 If the 2004/2005 budget had been increased, it would still have resulted in an overspend of approximately £60,000 (or 2%) - a figure that could be easily offset against existing Education budgets.

1.4.4 The projected overspend for the financial year is £597,466, due not to additional expenditure but to the original budget allocation being too low.

2. Issues Raised

There are various reasons why the revenue estimates were inaccurate.

2.1 **The CHRIS system (the Council's payroll) was not up to date at the time of the budget setting exercise and therefore the printouts supplied to the Budget Responsible Officers and used by them in their revenue estimates could not provide the necessary information with the required accuracy.**

2.2 Within the network of support referred to as Additional Support Needs the Cost Centre titles include:
a) Support for Learning
b) SEN Specific Grant
c) Social Justice
d) Sensory Impairment
e) Education Development Officers
f) Discipline and Ethos
g) Special Education General
h) SEN Supply Cover
i) Discipline Task Force
j) Psychological Services
k) Social Inclusion
l) Behavioural Support Unit
m) New Community Schools.

2.3   These thirteen Cost Centres also include some external ring-fenced funding.

2.4   These budgets support not only ASN staffing costs but also (in whole or part) initiatives such as the New Bruce Initiative, Expressive Arts Provision for ASN pupils, additional staff to support the Behaviour Support Base, funding for the ASN Adviser post, the JCH/AHS Unit supporting a severely autistic pupil and the Temporary Unit at Quarff School.

2.5   Some of these initiatives require extra provision at short notice and this can have implications for more than one budget.

2.6   The thirteen Cost Centres listed in paragraph 2.2 are planned, monitored and controlled by six different Budget Responsible Officers.

2.7   The existing set up lacks an integrated approach to the budget setting exercise.

2.8   Some of the posts and initiatives within the Additional Support Needs network are funded by budgets other than Support for Learning (GRE 3470). The examples given in paragraph 2.4 should all have been funded in whole or in part by GRE 3470 but were not included in the original budget estimate.

2.9 This confused system resulted in the salaries of some members of staff not being included in the revenue estimates for 2004/2005.

2.10   The revenue estimates as a result were inaccurate, leading to the budget for Support for Learning being set too low and resulting in an unavoidable overspend.

3.   **Proposals**

3.1   There is a need for greater clarity of the roles and responsibilities of Budget Responsible Officers and for these Officers to understand fully the areas of their responsibility.

3.2   All Budget Responsible Officers must be suitably trained prior to being given responsibilities for budget management.

3.3   There is a need for the various Cost Centres within the Additional Support Needs network to be "pulled together" and administered by a single Officer who can link with the Education Service, Social Work, Community Development, Housing and Health.

3.4   It must be recognised that this is not just an Education issue, but one which has implications for all our services, including the voluntary sector, and is a crucial part of the push for Better Integrated Services.

3.5   In future the allocation of resources has to be done on a "greatest need" rather than "additional need" basis - this will be achieved through detailed analysis of the Additional Support Needs Audit that school managers complete in January/February. The ASN network should be administered as a single entity - at present the fragmented approach makes that extremely difficult. To achieve Best Value this must be addressed.

4.   Financial Implications

4.1   The Support for Learning Budget GRE 3470 for the financial year 2004/2005 is projected to be overspent by £597,466.

4.2   Education Budgets for the year are already fully stretched.

4.3   The Special Education - General Budget GRE 3450 is projected to be underspent by almost £100,000 due to savings made in off-island education provision. This saving will be vired across to GRE 3470, thereby reducing the overspend to approximately £495,000.

4.4   It will not be possible to offset this overspend from this year's Education Budget.

4.5   This, therefore, also has implications for next year's budget for ASN which will need to be considered by Members at the Council budget-setting meeting in February.

5.   Policy and Delegated Authority

5.1   All matters related to the provision of Education stand referred to the Services Committee (Min Ref: SIC 70/03). The Services Committee only has delegated authority to make decisions on matters within approved policy, and for which there is a budget.

5.2   As the recommendations fall outwith delegated powers, a decision of the Council is required.

6.   Recommendations

I recommend that the Services Committee recommend to Shetland Islands Council to

6.1   approve the overspend of £597,466 in the Support for Learning Budget GRE 3470 for the financial year 2004/2005 as outlined in paragraphs 1.4 and 4.1 and identify additional funding as appropriate;

6.2   approve the new target ceiling for 2005/2006 to include the additional costs identified in the overspend for 2004/2005;

6.3   instruct the Head of Education to vire any underspend in GRE 3450 to GRE 3470;

6.4   instruct the Head of Education to instigate procedures to rationalise the Additional Support Needs network to ensure clarity of roles and responsibilities in respect of budget setting and monitoring as well as the leadership and management of the ASN service as outlined in paragraph 3; and

6.5   instruct the Head of Education to instigate the changes required to integrate services internally with colleagues in Social Work, the voluntary sector and with NHS Shetland.

January 2005

Our Ref: AJ/JR/ME   Report No: ED-05-F

Shetland
Islands Council

REPORT

To: Services Committee   28 January 2005

From: Head of Community Development

DIALOGUE YOUTH – INVOLVING YOUNG PEOPLE

1.   Introduction

1.1   This report is intended to update Services Committee on the development of Dialogue Youth to date in Shetland, to outline areas for future development and prompt consideration of resources available to undertake such development.

1.2   The Executive Director, Community Services is the champion for Dialogue Youth with day to day responsibility resting with the Youth Development Officer.   Shetland Islands Council has been praised nationally for it's excellent work in this area.

2.   Background

2.1   Dialogue Youth in Shetland has been delivered through the Youth Service, working in partnership with a range of statutory and voluntary organisations using Modernising Government Fund 2 monies allocated to Shetland Islands Council as part of a successful COSLA co-ordinated consortia bid.

2.2   Shetland Islands Council agreed to contribute a minimum of **£27,388** for the period from September 2003 to cover costs of establishing Dialogue Youth. This was in the form of an 'in kind' contribution, backfill of some Youth Development Officer time and allocation of a Graduate Placement. Shetland received an MGF2 Allocation to be spent on Dialogue Youth of **£109,554**. The total expenditure on Dialogue Youth in Shetland to March 2005 will therefore be **£150,942.**

2.3   Young people have worked along with Youth Services staff and partners on a whole range of developments. The purpose being to improve the 'well-being' of Shetland as defined within a community planning context.

2.4   A local action plan was developed to meet national targets. These national objectives are to :

- Promote cross-departmental and joint agency approaches to the development and delivery of services for young people;

- Provide a focus for engaging with young people in developing the full potential of new technology in providing accessible, relevant information;

- Stimulate lifelong learning, youth mobility, community safety, healthy lifestyles and enterprise and citizenship education through the promotion of Young Scot materials and the use of new technology;

- Promote citizenship by stimulating and supporting greater involvement by young people in the life of their communities;

- Promote social inclusion by involving young people as full partners in the design, management and delivery of services and facilities.

2.5   Key milestones against the Action Plan to date include:

- Establishment of the Youth Issues Unit.

- Working with a range of organisations, including the Council, NHS Shetland, Retail Association, and Leisure providers on the development of a Shetland Young Scot Smartcard.

- Shetland Young Scot Smartcards have been taken up by over 90% of the school population aged 12-18 years.

- Establishing a network of Youth Information Points in youth centres around the isles.

- Young people have taken up training opportunities in e-journalism and are now writing for, and editing, the Shetland pages on the national youth information portal. www.youngscot.org/shetland .

- Young people have been supported to develop YOUTH VOICE Shetland, a forum of young people from across the isles. The executive of YOUTH VOICE, were supported to organise and run a very successful conference in June 2004.

- On-line research and surveys have been undertaken with young people, on issues such as bullying and drinking in public.

- Youth workers and teachers have undertaken training in the use of Young Scot materials to support the delivery of PSE and Citizenship education in a range of settings.

- Shetland Islands Council have become only the 4ᵗʰ group to be awarded a licence through YouthBank UK to operate a youth bank in Scotland.

3. Next Steps

3.1 Key areas to be addressed/ developed include:

- Consolidating **YOUTH VOICE** Shetland. Working with the executive committee to develop the potential of the organisation. This will involve engaging with a wider range of young people, those vulnerable and at risk of exclusion, including looked after young people and those with additional support needs.

- **YOUTH VOICE** needs to be supported to strengthen links with elected members (Cllr. Bill Manson is currently involved in his spokesperson role) and involve them in the work of the organisation. Tavish Scott has also requested regular involvement with Shetland's Members of the Scottish Youth Parliament (MSYPs), e.g. through joint youth 'surgeries'.

- **Members of the Scottish Youth Parliament** – a higher level of support is required for our two MSYPs, particularly regarding their involvement in working groups of the Scottish Youth Parliament.

- **Consultation and Research by, and with, young people –** there is now a statutory requirement on Councils and Community Planning Partners to consult with communities. Within this requirement there is a specific duty to ensure that young people are consulted and their views considered in the planning of services.

4. Exit Strategy

- The exit strategy was always to endeavour to mainstream the work of Dialogue Youth.

- The MGF2 funding ends in March 2005 and the Graduate Placement – Dialogue Youth post has come to an end.

- Modernising Government Fund round 3 monies (MGF3) will be allocated to Shetland Islands Council. This funding is not intended to sustain the existing work, but rather to fund new developments such as smartened cards for the 16-25 age group.

- Therefore, consideration now needs to be given as to how the good work to date in engaging and consulting with young people can best be supported, sustained and developed.

- To that end work is underway to identify appropriate ways to retain the Administrative Assistant and Youth Service Team Leader posts currently funded through MGF2.

- A review of administrative support within Education and Community Development is currently ongoing. Through this process an appropriate level of administrative support for Dialogue Youth will be identified.

- Consideration of the retention of the Shetland wide Youth Service Team Leader post is built in to the Charitable Trust Working Group proposals for the transfer back to the Council of the management of youth work being undertaken through the Islesburgh Trust.

- If Shetland Islands Council is serious about their commitment to the genuine involvement of young people in planning of services and involvement in democratic process now and in the future then consideration needs to be given to the support required to achieve this.

- The establishment of a distinct **Young People's Empowerment and Participation Worker post** would enable further development of young people's participation in decision making processes and therefore begin to tackle the 'democratic deficit'. Such a post would complement and support the participation and citizenship work currently undertaken through a range of service areas, e.g. schools, youth groups, YOUTH VOICE, policy unit, voluntary sector. This would ensure that duplication of effort and 'consultation overload' with young people would be avoided.

- A practical alternative to the establishment of a new post would be to extend the hours of an existing member of the Youth Development Work Team to accommodate the Empowerment and Participation Worker role. Youth Development Workers currently have 20 hour per week posts and it is therefore feasible that one post could be made up to a full time equivalent to undertake these duties.

5. Financial implications

5.1 Shetland Islands Council will seek to make best use of resources available to support Dialogue Youth.

5.2 A part-time Empowerment and Participation Worker post would cost:

14 hours per week @ AP2 = £10,000 per annum.

5.3　　　　Funding for this post could come from a range of sources managed by Shetland Islands Council and it's Community Planning Partners:

- Regeneration Outcome Agreement – Engagement of Young People is a key strand within this.
- Quality of life funding
- Community Safety Challenge Fund
- Change and Innovation Fund (NHS)
- Within existing resources (GRL 4120)

5.4　It is likely that a combination of some of the above will be required to make this happen.

5.5　Therefore this proposal will not add to the Council's financial commitments to 2005/6. It will be met from within existing resources or through external funding or a combination of both.

6.　Policy and Delegated Authority

6.1　　　　All matters related to Community Development stand referred to the Services Committee. The Shetland Islands Council has delegated authority to make decisions on matters with approved policy and for which there is a budget. (Min Ref: SIC 70/03)

7.　Recommendations

I recommend that:

7.1　Members note the outcomes achieved by Dialogue Youth as a means of promoting the empowerment and participation of young people in Shetland:

7.2　The Youth Development Officer will continue to provide co-ordination and strategic direction to Dialogue Youth as part of existing duties.

7.3　　　　Members give delegated authority to the Head of Community Development or his nominee to seek appropriate funding to implement proposal at 3.1.

Date: 19 January 2005
Our Ref: AN/CM   Report No: CD-166-F

Shetland
Islands Council

REPORT

To: Services Committee   28 January 2005

From: Head of Community Development

NEW SHETLANDER SUPPORT GRANT 2005/06

1.   Introduction

1.1   The purpose of this report is to recommend a support grant to the Shetland Council of Social Service in respect of publishing the magazine entitled "The New Shetlander" during 2005/06.

2.   Background

2.1   The quarterly magazine entitled "The New Shetlander" was first published in 1947 by the late Mr Peter Jamieson assisted by an ad hoc committee. In 1956 the magazine was transferred to the Shetland Development Council, which continued publication of the magazine for the next three years. However, in 1959 the Shetland Development Council was wound up, but fortuitously at that time the Shetland Council of Social Service (SCSS) was formed and accepted ownership of the magazine, which continues to be produced and published by that organisation to this day.

2.2   In the autumn of 2004 representatives of "The New Shetlander" met with officers of Community Development to consider the future of the magazine and to discuss a recent offer from the private sector to assume ownership and publication of the magazine.   In addition to this offer, discussions were held to look at other alternative methods of delivering this service.   Three options were identified:

- Shetland Council of Social Service continue to support the magazine and oversee publication;
- Transfer ownership of "The New Shetlander" to Shetland Arts Trust (SAT) or another local charitable organisation with similar aims;

- Accept offer from private sector and pass over ownership of the magazine to be developed as a commercial venture.

2.3   Following the above discussions it was agreed that "The New Shetlander" committee investigate all options and determine the most efficient and sustainable way forward for the magazine.

3.   Present Position

3.1   An application for funding has been received by the Head of Community Development from Shetland Council of Social Service in respect of annual support grant assistance for "The New Shetlander". A summary of this application is attached as Appendix A.

3.2   Members should note the SCSS have confirmed they will continue the ownership of "The New Shetlander" for at least another year, as the offer from the private sector was recently withdrawn and negotiations with SAT have not been sufficiently progressed due to the Shetland Charitable Trust's review of the Council Created Trusts.   However, initial discussions between the SAT and "The New Shetlander" committee have been positive and this opportunity will be revisited when the future of the Shetland Arts Trust has been concluded.

3.3   The annual support grant requested by the Shetland Council of Social Service for producing and publishing four issues of "The New Shetlander magazine during 2005/06 is £10,815 which includes the inflationary increase in accordance with Council Policy.

3.4   "The New Shetlander" owes its success and continued existence to the immense contribution freely given by many people over long periods of time. This magazine has made an incalculable contribution to the literary heritage of Shetland and it is hoped that the magazine will continue to entertain, document and record all aspects of this community for many years to come. Approximately 1400 copies of "The New Shetlander" are issued each quarter with regular subscribers both locally and overseas.

3.5   Members should note that at a meeting the Council on 3 November 2004 it was agreed that there would be no allowance for growth items for financial year 2005/06 (Min Ref: 155/04). Therefore taking into consideration the Council's commitment to achieve a balanced budget I am recommending their request for annual support grant be supported.

3.6   Bearing in mind the Council's budget strategy for 2005/06 an increase of 2% on the 2004/05 award is deemed appropriate.

4.   Financial Implications

4.1   It is proposed that "The New Shetlander" shall be supported to the level of the current year plus the inflationary increase in accordance with the Council's budgetary strategy and targets. The proposal is therefore that a grant of up to £10,815 be offered from Grants to Voluntary Organisations (GRL4310 2402) from financial year 2005/2006, subject to the availability of finance.

5.   Policy and Delegated Authority

5.1   The Council has a general policy to support initiatives from community groups and organisations by every means at its disposal and by application of all resources available from local and national agencies. Grants to voluntary organisations within approved policy and budget are delegated to the Services Committee (Min Ref: 70/03).

6.   Recommendation

I recommend that:

6.1   The Services Committee approve a grant of up to £10,815 to Shetland Council of Social Service being a support grant for producing and publishing four issues of "The New Shetlander" magazine;

6.2   This grant shall be sourced from Grants to Organisations (GRL4310 2402) budget for financial year 2005/2006, subject to the availability of finance;

6.3   Any offer of grant is subject to conditions to be set by the Head of Community Development.

January 2005
Our Ref: MJD/mr/F4   Report No: CD-168-F

Shetland
Islands Council

REPORT

To: Services Committee   28 January 2005

From: Head of Community Development

SHETLAND COUNCIL OF SOCIAL SERVICE – SUPPORT GRANT

1.   Introduction

1.1   The purpose of this report is to seek approval to provide a support grant to Shetland Council of Social Service towards their estimated expenditure for 2005/06.

2.   Background

2.1   From 1959 to 1979 Shetland Council of Social Service (SCSS) was closely associated with economic development. Since 1979 it has developed as an umbrella organisation for social and welfare groups and has a current membership of 61 individual organisations.

2.2   The former Leisure and Recreation Committee supported the work of the SCSS by means of grant aid from 1979 until 1997, and since then the formerly titled Community Services Committee has awarded an annual support grant.

2.3   The SCSS aims to develop voluntary action, to provide a range of services to voluntary organisations, and to provide a forum for these organisations and local statutory bodies to discuss matters of common concern.

2.4   At present the SCSS directly line manage 3 voluntary organisations, namely Shetland Befriending Scheme, Association of Community Councils and the Volunteer Centre Shetland.   In addition to this, the SCSS perform the role of Council for Voluntary Service (CVS) in Shetland and are involved in a number of strategic partnerships.

2.5   Members should also note that the SCSS are overseeing the development of the new Volunteer Resource Centre (VRC) at the site of the former Leask's Garage at Market Street, Lerwick which is currently under construction and when complete will house 15 voluntary organisations.

2.6   The main source of funding for the VRC was the Shetland Charitable Trust (SCT) and as part of their funding agreement, the SCT is seeking savings of £100,000 per annum from VCR residents through increased efficiencies. The Volunteer Resource Centre is scheduled to be fully operational by the autumn of 2005.

3.   Present Position

3.1 The management and executive of SCSS have submitted an application for a support grant from Shetland Islands Council for 2005/06, a summary of this application is attached as Appendix A.   However, members should note that the SCSS have also made a request for additional grant assistance to part fund the cost of a receptionist post in the new VRC.   The SCSS have tried to source external funding for this post but have been unsuccessful, as external funding organisations do not grant aid core running costs.

3.2 During the past 6 months the Executive Director of SCSS has met with representatives from each of the other 14 organisations who are due to move into the new VRC.   The meetings were held specifically to determine the level of resources, either staff time or financial assistance, which each organisation could make available to assist with sustaining the reception post.   This process resulted with very little support available from the future resident organisations, and any cover offered has been predominately mornings for short-term periods only.

3.3 Members should note that one organisation has indicated it is willing to transfer a member of staff and the associated budget to cover the new building's reception post, and have also agreed that this employee be permanently based at the new VRC.   This offer equates to 27.5 hours reception cover per week, leaving a shortfall of 12.5 hours per week.

3.4 The SCSS has identified the reception area of the new VRC as a very important function of the new building, and believe it should be staffed full time to maximise its operations. Taking into account the proposal detailed in paragraph 3.3 the SCSS are seeking additional funding of £13,012 to meet the shortfall for this post.

3.5 However at a meeting of the Council on 3 November 2004 it was agreed that there would be no allowance for growth items in financial year 2005/06 (Min Ref: 155/04).   Therefore taking into consideration the Council's commitment to achieve a balanced budget, I am recommending the request for annual support grant assistance be

supported.   However, I also recommend that the additional request for funding towards the reception post be turned down, as this is a growth item.

3.6 Bearing in mind the Council's budget strategy for 2005/06 an increase of 2% on the 2004/05 award is deemed appropriate.

4.   Financial Implications

4.1   It is proposed that SCSS shall be supported to the level of the current year plus the inflationary increase in accordance with the Council's budgetary and targets. The proposal is therefore that a grant of up to £20,178 be offered from Grants to Voluntary Organisation (GRL4310 2402) from financial year 2005/06, subject to the availability of finance.

5.   Policy and Delegated Authority

5.1 The Council has a general policy to support initiatives from community groups and organisations by every means at its disposal and by application of all resources available from local and national agencies. Grants to voluntary organisations within approved policy and budget are delegated to the Services Committee (Min Ref: 70/03).

5.2 The Council has set a 'no growth' budget target for 2005/06 and has instructed all officers to seek to meet that target.

6.   Recommendations

I recommend that:

6.1 the Services Committee approve a grant of up to £20,178 to Shetland Islands Council of Social Service for the purposes outlined in this report. The source of this grant will be the Community Development's budget for Grants to Voluntary Organisations (GRL4310 2402) for the financial year 2005/06, subject to the availability of finance;

6.2 any offer of grant be subject to conditions to the set by the Head of Community Development.

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January 2005
Our Ref: MJD/mr/F4   Report No: CD-169-F

Shetland
Islands Council

REPORT

To:	**Services Committee**	**28 January 2005**

From: **Community Care Manager**

Report No: SW05-05F
Service Developments for People with Learning Disabilities –
Update Report

1   **Introduction**

At the meeting of Council on 19 May 2004 Members asked that an update report on the progress of service developments for people with learning disabilities should be presented to each meeting of Services Committee (Min. Ref. SIC 72/04.) This is the latest update report.

2   **Background**

2.1   Current projections suggest the number of adults who will need support services, will treble over the next ten years.

2.2   A multi-agency Disability Strategy Group has been formed, which includes Councillors.   A draft Disability Strategy was presented to SIC and NHS Board Members early in September and has been followed by a consultation period.   The comments are being collated and a revised draft will be presented to Council and NHS Board in due course.

2.3   There are a number of service developments currently in progress that will provide increased levels of service to meet the increasing levels of need locally in Shetland.   Progress is noted below.

3   **Current Service Developments**

3.1   *New Kantersted*

The final design review has taken place for Kantersted. The contract is out for tender and it is expected to appoint a contractor in February 2005. A sprinkler system will have to be installed, in line with new legislation and the Project Manager has reported the implications to the Capital Programme Management Team.

3.2   *Supported Accommodation*
Supported accommodation (including Independent Living Project, Stocketgaet and outreach services) is in the process of having its registration finalised with the Care Commission. The Care at Home section for Independent Living has been approved but the Housing Support section is still to be finalised. Inspections will commence in 2005.

3.3   *Quoys Housing Development*
Hjaltland Housing Association is in the process of building Phase I.

3.4   *Fishbox Site*
The Fishbox project, concerning the development of supported accommodation for adults with learning disabilities, is in the design stage.

3.5   *Eric Gray Resource Centre*
A Project Team has been set up and has begun work on the feasibility study. This should take six months to complete and they are at present undertaking a consultation process with stakeholders. Service needs will be a leading factor in this project. At a recent meeting with family carers they asked that Councillors on the Disability Strategy Group be invited to any future meetings. The next meeting will probably be arranged sometime in March and will provide an update on the progress of the feasibility study.

3.6   *School Leavers*
School leavers have been offered day services by Eric Gray Resource Centre staff, but due to the physical capacity of the Eric Gray building, staff are presently providing the service on the Bell's Brae site.

3.7   *Local Area Co-ordinator*
The Local Area Co-ordinator was appointment in November and will start work in February 2005.

3.8   *Independent Advocacy*
The Service Manager Adult Services in Social Work is discussing proposals for self-advocacy for people with learning disabilities with People First. A specification for a range of independent advocacy services is ready to go out to tender and includes the requirement for independent advocacy for people with a mental disorder as defined in the Mental Health (Care and Treatment) (Scotland) Act 2003. This definition includes people with learning disabilities. Advocacy

Shetland is currently undertaking a recruitment exercise for a paid advocacy worker to work with people with a mental disorder.

4   **Financial Implications**

There are no financial implications arising directly from this report. Members should note that currently the Council's budget exercise for 2005/06 is in a deficit position of approximately £3 million as stated in the budget strategy report F.043 and all service areas will be required to undertake a critical review of cost implications of their services in order to identify savings and achieve a balanced budget.

5   **Policy and Delegated Authority**

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 (Min. Ref. SIC 70/03.)

6   **Conclusions**

6.1   It is expected to appoint a contractor for the new Kantersted project by February 2005. The Project Manager has reported the implications of the cost of a sprinkler system to the Capital Programme Management Team.

6.2   The Eric Gray Resource Centre Feasibility Study Project Team has begun work on the feasibility study and is consulting with stakeholders.

6.3   A Local Area Co-ordinator has been appointed and will start work in February.

7   **Recommendations**

I recommend that Members note the content of this report .

Date: 28 January 2005   Report No: SW05-05F
Our Ref: CF/AN SW05

Shetland
Islands Council

REPORT

To: Services Committee   28 January 2005

From: Head of Community Development

COMMUNITY LEARNING AND DEVELOPMENT IN THE SOUTH MAINLAND OF SHETLAND – FOLLOW-UP VISIT BY HM INSPECTORS

1.   Introduction

1.2   The purpose of this report is to inform the Services Committee of the outcomes of the recent HMIe follow-up visit to evaluate progress made in responding to the main points for action arising from the inspection of Community Learning and Development in the South Mainland which was published on 04 February 2003.

2.   Background

2.1 HMIE is currently empowered under the Education Scotland Act 1980 to inspect the further education provisions of local authorities as broadly defined. The scope of inspections of community learning and development accordingly covers the direct work of local authorities, and the work contracted by them to community, voluntary and public sector partners.

2.2 Since 2000, community learning partnerships have been established in all local authority areas in Scotland. In this way, community and voluntary organisations, local authorities, police and health boards, further and higher education institutions and enterprise and careers agencies have begun to work together to achieve positive changes in communities. Underpinning this work is a commitment to achieving the social justice targets for Scotland.

2.3   The basis for inspections is set out in the self-evaluation framework published by HMIE in May 2002 as *How good is our community learning and development?* The focus of most inspections is on geographical areas within local authorities. In this inspection the focus was on the South Mainland of Shetland and the Ness Community Learning Plan.

3. **Inspection Outcomes**

3.1 The inspection report of 2003 describes SIC Community Learning and Development Section as good overall. Its work with young people is very good in all categories and very good in a number of other areas such as, promoting participation in community affairs, climate and relationships, provision of resources, staffing, partnership working and leadership.

3.2 No aspects of the Inspection were found to be unsatisfactory.

3.3 The report highlights the key strengths of the service as: –

- The overall quality and extent of its provision for young people
- the progress with implementing the literacies action-plan.
- the effective support for volunteers in Community Learning and Development activities,
- the contribution to effective networking in local communities,
- the vision and leadership shown by the service manager and senior staff,
- the high quality of engagement and leadership provided to important partnerships.

3.4 The main points for action highlighted are –

- Further develop the focus on outcomes and outcome measures within all of its planning processes
- Increase the focus on targeting socially excluded individuals and groups
- Introduce self-evaluation and improvement planning as an integral element of its work

4. **Current Position**

4.1 HM Inspectors have concluded that "the authority had taken effective action to implement the recommendations of the inspection/report. It had made good progress on all three action points. It was developing its capacity to make further improvements in Community Learning and Development services. No further visits will be required in connection with the inspection report of February 2003".

The follow-up report is appended as Appendix 1.

4.2 I wish to congratulate the Community Learning and Development Manager, staff and partner agencies and community groups for achieving such a positive follow-up report.

5. **Financial Implications**

There are no financial implications.

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6.   Policy and Delegated Authority

6.1   The Services Committee has delegated authority to discuss matters within its remit. However, as this report is for noting only, there are no policy and delegated authority issues to be addressed.

7.   Recommendations

I recommend that:

7.1   The Services Committee take note of the contents of this report.

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January 2005
Our Ref :GA/lal   Report No: CD-167-F

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[i] The Education (Additional Support for Learning) (Scotland) Act 2004 will require review of the terminology and aspects of regulations here.