



Council

**Shetland
Islands**

MINUTE

‘B’

Services Committee
Council Chamber, Town Hall, Lerwick
Thursday 1 December 2005 at 10.30am

Present:

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

Apologies:

B J Cheyne C B Eunson
B P Gregson J H Henry
J A Inkster

In Attendance:

H Budge, Quality Improvement Manager
S Crook, Library and Information Services Manager
B Doughty, Interim Head of Social Work
C Ferguson, Community Care Manager
N Galbraith, Interim Head of Education
M Goodlad, Chief Executive
C Medley, Head of Housing
S Morgan, Service Manager – Looked After Children
J Reyner, Acting Quality Improvement Manager
G Smith, Head of Community Development
H Sutherland, General Manager, Shetland Charitable Trust
E Weston, Service Manager – Adult Services
L Adamson, Committee Officer

Chairperson

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

Circular

The circular calling the meeting was held as read.

The Chairman welcomed and introduced Mr Neil Galbraith, the SIC's recently appointed Interim Head of Education.

Minutes

The minute of the meeting held on 20 October 2005, having been circulated, was confirmed.

Members' Attendance at External Meetings

Capt G G Mitchell gave a brief synopsis of his attendance at the Tenants Participation Advisory Service (TFAS) Conference in Dunblane.

69/05 **Joint Management for Schools in Shetland: Olnafirth and Mossbank**

The Committee considered a report by the Head of Education (Appendix 1). The Acting Quality Improvement Manager summarised the main terms of the report and advised that there had been positive feedback from Olnafirth Primary and Mossbank Primary on the proposal for shared management.

The Chairman reported that Mrs B J Cheyne, Member for Delting East and Lunnasting, had advised that she was supportive of joint management for the two schools.

Mr W H Manson said that as both Head Teacher posts were presently vacant, the person taking on the role of Head Teacher would realise from the outset that they were managing both schools and be enthusiastic in their approach. He advised that although the joint management of the schools would not bring about a huge financial saving, the education of the children would be improved. Mr W H Manson accordingly moved that the Committee approve the recommendations in the report. Mr F A Robertson seconded.

70/05 **Education Service – Halls of Residence Places for Westside Pupils**

The Committee considered a report by the Head of Education (Appendix 2).

The Quality Improvement Manager summarised the main terms of the report and advised that following consultation within the communities concerned and the improved road conditions, it is proposed that S5 and S6 pupils from the Bridge of Walls and Walls areas travel daily to and from their homes to the Anderson High School. In response to a query from a Member, the Quality Improvement Manager reported that a consultation process had been carried out with all parents in the Walls and Sandness areas. A good response had been received and the parents generally did not express a preference whether their children should be accommodated in the Halls of Residence or travel daily to and from their homes to the Anderson High School. Mr F A Robertson advised that there is a bus service from Lerwick to Walls used by the students who had previously opted to travel daily from their home to the Anderson High School. Mr F A Robertson moved that the Committee approve the recommendations in the report. Mr W H Manson seconded.

71/05 **Policy for Quality Assurance and Continuous Improvement**

The Committee considered a report by the Head of Education (Appendix 3).

The Quality Improvement Manager advised that the present Quality Assurance and Continuous Improvement Policy has been in operation in Shetland for some years. However, the Policy has required revision to include changes to Her Majesty's Inspectorate of Education Proportionate Inspections of schools. The Interim Head of Education stated that the policy document is a highly technical report and would place Shetland amongst the leading authorities in Scotland. The Policy gives the Education Service and all schools in Shetland a very good guidance on how to prepare for inspections.

Mr W H Manson advised that the revised policy is effectively a continuation of the way inspections have been carried out in Shetland. Members will recall that Shetland has had universally good inspections recently and the Quality Assurance model in place has contributed to that achievement. Mr W H Manson moved that the Committee approve the recommendations in the report. In seconding, Mr W N Stove referred to the very reassuring comments from the recently appointed Interim Head of Education.

72/05 **Healthy Eating Policy**

The Committee considered a report by the Head of Education (Appendix 4) and on the motion of Mr L Angus, seconded by Mr E J Knight, approved the recommendation contained therein.

Mrs I J Hawkins said that she supported health eating, however she commented that the folders used at the performance reviews were ridiculously large.

73/05 **Looked After Children Placement Review**

The Committee considered a report by the Service Manager - Children's Resources (Appendix 5).

The Interim Head of Social Work summarised the main terms of the report, outlining the proposals to improve the service delivery, following extensive reviews into all the sectors for looked after children in Shetland.

On the motion of Mr L G Groat, seconded by Captain G G Mitchell, the Committee approved the recommendations in the report.

Mr L Angus said that as Chairman of the Social Work Task Force, he was aware that the aim of the Group was to look at cost efficiencies of the service. However, it has been recognised for many years that Leog House was an entirely unsuitable residential establishment for looked after children. He suggested that the permanent replacement new build should be included in the Capital Programme. Referring to the proposal to locate an assessment centre at Windybrae, Dunrossness, Mr Angus said that Windybrae would be more suitable for a temporary rather than a long-term replacement. Mr Angus suggested that the whole requirement for an assessment centre and provisions to meet that need could be included in the work of the Social Work Task Force, or another similar group.

In response to a query from a Member, the Service Manager – Looked After Children advised that there are currently three children in residential care with complex needs.

Mr W H Manson reported that during the last 20 – 30 years, the Council has built up the care facilities for the elderly and the services for looked after children and young people may have been neglected. This could be due to the low numbers of looked after children in Shetland. However it is important to realise that there are young people in our community that require specialist care. Regarding the adoption and fostering service, Mr Manson stated that it was obvious that one social worker could not operate the service effectively. It is also important that the right foster carers and adoptive parents are recruited and vital that they are provided with adequate support.

Mrs I J Hawkins reported that she had visited Leog House with Members of the Social Work Task Force and it was evident that the building is not appropriate for supervising children as it has many different levels.

Regarding the proposal to develop the assessment centre at Windybrae, Dunrossness, Mr W Tait advised that he was not against decentralisation, however he hoped that it would be a short-term solution. Windybrae is off the beaten track and a distance from the bus route.

Mr A J Cluness said that he welcomed the report. It is clear that Shetland should have an effective Fostering and Adoption system, to help children through particular difficulties at an early age. People in Shetland who adopt and foster children must have a special character as they are identifiable within the community and the parents of the children in care are often living close by. Mr Cluness said he was of the opinion that the Windybrae proposal must be a short-term solution. In the past, teenage children have been moved from their home area to remoter locations, removed from their caring relatives and circles of friends. This situation has often proved unsuccessful and life can get difficult for the children and their carers.

Mr J P Nicolson suggested that with the high quality strategies currently being developed, there is a need for follow-up actions to be built into strategies when they are written. This would ensure that the necessary action is taken before an emergency situation arises.

Captain G G Mitchell, Member for Dunrossness, reported that there had been difficulties when Windybrae was used for homeless accommodation as it was in a remote location and there were also problems with the supervision of the property. However, he believed that Windybrae could be better suited to an Assessment Centre. A considerable number of staff would be employed to give 24-hour supervision and this would take away the unease in the local area.

The Service Manager – Looked After Children reported that steps are taken to ensure that vulnerable children are kept as close to their family as possible. The proposal is for Windybrae to assess children who have acute needs. These children are not normally attending school therefore the link with school is less significant.

The Chairman advised that the report recommends that the assessment centre be located at Windybrae initially, and a new development could be looked at in the future, if required.

(Mr W H Manson left the meeting).

74/05 **Rudda Park Housing Development for Adults with Learning Disabilities**

The Committee considered a report by the Community Care Manager (Appendix 6).

The Interim Head of Social Work summarised the main terms of the report and advised that it was difficult to estimate the financial costs, as the number of tenants for the independent living project at Rudda Park was uncertain. He added that core and cluster type properties are a cost effective way of caring for people with special requirements and for them to live in their own home and be part of the local community.

Mr L G Groat said that he supports the development of the properties for supported accommodation despite the wishes of residents of Sound. It is important that adults with learning disabilities live as independent lives as possible. Mr L G Groat moved that the Committee approve the recommendations in the report. Mr A J Cluness seconded.

Mr L Angus stated that he had concerns, that in the future the properties identified for adults with learning disabilities at Rudda Park would be allocated for general use housing. Mr Angus enquired whether the Council was in a position to ensure that the accommodation continues to be used for independent living for adults with learning disabilities. The Head of Housing stated that if the Council wished, the five properties at Rudda Park would continue to be designated for independent living, as long as there is demand for supported accommodation. With the consent of his seconder, Mr L G Groat agreed to incorporate this into his motion.

In response to a query from a Member, the Head of Housing explained that Sound School had been kept informed of construction works at the Rudda Park site. He was aware that the school had not been informed of the closure of a footpath used by some children who walk to school, however the footpath was now back in use.

75/05 **Residential Care Charges – Walter & Joan Gray Home**

The Committee considered a report by the Community Care Manager (Appendix 7) and on the motion of Mr L G Groat, seconded by Mrs I J Hawkins, approved the recommendations contained therein.

76/05 **Shetland Adult Literacy and Numeracy Action Plan**

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. He commented on the terminology used in the report, to the word 'unhypothesized' which is a technical term that the Scottish Executive refers to for monies that require a decision for specific allocation.

Mr R G Feather said that he fully supports the Plan, subject to some of the terminology being simplified. Mr Feather moved that the Committee approve the recommendations in the report. Mr J P Nicolson seconded.

In response to a query from a Member, the Head of Community Development explained that the initial funding from the Scottish Executive for the Adult Literacy and Numeracy Action Plan was offered in 2001. The initial funding was for three years; the project was then continued for another three years and will now be extended for a further three years.

77/05 **Extension to Opening Hours – Lerwick Library**

The Committee considered a report by the Head of Community Development (Appendix 9) and on the motion of Mr E J Knight, seconded by Mr L Angus, approved the recommendations contained therein.

78/05 **Capital Grants to Voluntary Organisations – Additional Funding for Sandwich Social and Economic Development Company**

The Committee considered a report by the Head of Community Development (Appendix 10).

Mr W Tait said that the Hoswick Visitor Centre was an excellent project and has encouraged many tourists to visit the area. Mr W Tait accordingly moved that the Committee approve the recommendations in the report. Mr E J Knight seconded.

79/05 **Council Created Organisations Working Group – Staffing Structure for Management of Islesburgh Facilities**

The Committee considered a report by the Head of Community Development (Appendix 11).

(Mr L Angus, Mr E J Knight, Mr J P Nicolson and Mr W N Stove declared a non-pecuniary interest, as Trustees of Islesburgh Trust).

Mr L G Groat reported that the Working Group had met with staff from Community Development to discuss the proposals in the report. The decision by the Working Group to incorporate the management of Islesburgh facilities within Community Development will bring about cost

savings to the Council. Mr L G Groat accordingly moved that the Committee approve the recommendations in the report.

Mr J P Nicolson said that the elected Members, who have declared an interest in this item, have an onus to be a conduit between the Trust and the Council. Mr Nicolson advised that the Head of Community Development had agreed to meet with the Trustees, to assist with any outstanding issues.

In seconding, Captain G G Mitchell said that all Members of the Working Group recognise the excellent work done by Islesburgh Trust. The Working Group believes that the best solution has been found that will end the uncertainty that has been prevalent until now.

80/05 **North Roe School House**

The report was withdrawn.

81/05 **Antisocial Behaviour Local Outcome Agreement**

The Committee considered a report by the Head of Housing (Appendix 13).

(Captain G G Mitchell declared a non-pecuniary interest as Chairman of the Citizens Advice Bureau. Mr T W Stove and Mrs I J Hawkins declared a non-pecuniary interest as Chairman and Member of Hjaltdland Housing Association, respectively).

The Head of Housing summarised the main terms of the report and advised that the main actions from the Agreement were contained in Section 3.3. In response to a query from a Member, the Head of Housing advised that there is currently one Anti-Social Behaviour Order (ASBO) in Shetland, and a further six were under consideration.

Mr L G Groat suggested that the Housing Service should inform the elected Member when an ASBO has been set up in their area. Mr L G Groat moved that the Committee approve the recommendations in the report. Mr A J Cluness seconded.

82/05 **Cleaning of Dirty Houses**

The Committee considered a report by the Head of Housing (Appendix 14).

The Head of Housing summarised the main terms of the report. Captain G G Mitchell stated that the proposals outlined in the report were an extremely cost effective way to deal with the cleaning of exceptionally dirty houses. He commended the staff of the Council's Environmental Health Service for agreeing to undertake the work. Captain Mitchell moved that the Committee approve the recommendations in the report. Mr J P Nicolson seconded.

83/05 **Joint Future Update Report**

The Committee noted a report by the Community Care Manager (Appendix 15).

Regarding the Community Health Partnership (CHP), a Member stated that the Council required more information on what was expected at both national and local level. The Community Care Manager advised that she had attended a meeting of the CHP Committee where promotion of the CHP was discussed. The Community Care Manager advised that she could prepare a report on the CHP to the Services Committee at a later date.

Mrs I J Hawkins reported that she had attended two meetings of the Local Partnership Finance Team (LPFT) and she was now aware of the very small amount of money allocated to the NHS.

84/05

Integrated Management of Care Homes: Progress Report

The Committee noted a report by the Community Care Manager and the General Manager, Shetland Charitable Trust (Appendix 16).

Mr J G Simpson stated that everything should be done to ensure that elderly people are allocated residence within the care home nearest to their own community. The Community Care Manager explained that there is a Policy in place for admissions into residential care homes, where the individual is asked to make a choice of where they would prefer to stay and that request is honoured, wherever possible. In the case when the first choice is not available they are asked to nominate further preferences. When a client's first choice is not available, they are allocated a place in another care home. The client is informed when a space is available in their first choice care home and they can be transferred at that time, if they wish. The Community Care Manager advised that there is pressure on allocations at Lerwick care homes as Lerwick is regularly the second choice by older people from rural areas.

Mr J P Nicolson said he was not aware of any variation in the standard of care provided, between the SIC care homes and the care homes previously operated by Shetland Welfare Trust. However there were still some outstanding communication problems where all care homes had not been linked to the SIC computer network and personnel procedures need to be unified. The Community Care Manager advised that the computer links were being installed as a priority and the personnel issues would be addressed. She added that the integrated management of the care homes has been a very positive experience and she was heartened by the effort being put in by all concerned.

In response to queries from Members, the Community Care Manager clarified that although there has been a reduction in the number of residential care places in Lerwick care homes, there has been an increase in the care at home service.

In order to avoid the disclosure of exempt information, Mrs F B Grains moved, and Mr W N Stove seconded, to exclude the public in terms of the relevant legislation during consideration of agenda item 17.

85/05 **Chalets - Girlsta**

The Committee considered a report by the Head of Housing (Appendix 17).

Mr J C Irvine moved that a decision on Recommendations 7.1, 7.2 and 7.4 in the report be deferred to allow Captain G G Mitchell, the SIC's Housing Spokesperson and Mr J C Irvine, Member for the Area, to meet with officials, the complainants, and others, to explore all the issues and report back to a future cycle of meetings. Recommendation 7.3 "that the appropriate housing management is used to minimise any impact of the tenants on the neighbouring properties," should continue in the meantime. Mr G G Mitchell seconded.

The Chairman noted that the current lease of the chalets expires on 31 December 2005. Captain G G Mitchell suggested that a temporary extension of the lease be requested, to run until the end of the financial year.

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F B Grains
Chairperson



REPORT

To: Services Committee

26 January 2006

**From: Head of Housing Service
Energy Manager – Infrastructure Services**

Report No: HS-01-06

FUEL POVERTY STRATEGY

1. Introduction

- 1.1 The Housing (Scotland) Act 2001 places a statutory duty on all Scottish Local Authorities to demonstrate how the authority will eradicate fuel poverty in its area by 2016. This information is to be provided in the form of a fuel poverty strategy.
- 1.2 The fuel poverty strategy forms a specific part of the Local Housing Strategy that was approved by Committee on 18 March 2004 (Min Ref: SC 17/04)
- 1.3 The strategy was submitted to Communities Scotland for their assessment by the deadline of July 2005, and was approved in November 2005.
- 1.4 This report invites comments and seeks committee approval of the fuel poverty strategy for Shetland.
- 1.5 The executive summary of the fuel poverty strategy is attached as Appendix 1. Full strategy documents are available in the Members Room, on the SIC website and from housing staff.

2. Background

- 2.1 A household is defined as being in fuel poverty if, in order to maintain an acceptable standard of heat, it is required to spend more than 10% of its income on household fuel costs.
- 2.2 The strategy aims to meet the Scottish Executive target of eradicating fuel poverty in all homes, whether private or rented, in Shetland by 2016.
- 2.3 The fuel poverty strategy covers the five-year period from 2005-2009.

- 2.4 The strategy has been developed in partnership and consultation with wider groups, the community, local and national agencies.
- 2.5 Regular progress reports throughout the development of the strategy have been provided to the Housing Strategies Steering Group.
- 2.6 The Housing Service will produce annual updates to reflect the progress made in implementing the strategy.

3. Links To Corporate Priorities

- 3.1 The Fuel Poverty Strategy links through the Local Housing Strategy to the corporate themes of Benefiting People and Communities and Looking After Where We Live.

4. Proposals

- 4.1 Members are asked to comment on the executive summary of the fuel poverty strategy attached as Appendix 1, and recommend the fuel poverty strategy to the Shetland Islands Council.

5. Financial Implications

- 5.1 To date no central government funding has been provided to resource the development or implementation of the fuel poverty strategy. Funding bids to resource implementation will be made to the Scottish Executive through the Private Sector Housing Grant and further information can be provided should these bids be successful. There are therefore no financial implications arising as a result of this report.
- 5.2 Should the Private Sector Housing Grant bids be unsuccessful, the Council will need to determine its priorities within the scope of the strategy and earmark funding from existing resources. It is unlikely that there will be no funding for this as tackling fuel poverty is a government priority and improving energy efficiency is a matter of global significance.

6. Policies And Delegated Authority

- 6.1 All matters relating to Housing stand referred to the Services Committee (Min Ref: SIC70/03). However the Committee only has delegated authority to make decisions on matters within approved policy, and for which there is a budget. As the recommendations in this report fall outwith delegated authority, a decision of the Council is required.

7. Recommendations

I recommend that the Services Committee recommend that the Council:

- 7.1 Comment on the executive summary of Shetland's fuel poverty strategy, attached as Appendix 1, and recommend it to Shetland Islands Council.

Appendix 1

Executive Summary - Shetland's Fuel Poverty Strategy, 2005-2009

Date: 16 January 2006

Our Ref: SA/ARC

Report No: **HS-01-06**



REPORT

To: Services Committee

26 January 2006

From: Interim 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 up-dated Education Service - Service Improvement Plan which had to be produced by December 2005 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 2006/07.

2. Link to Council Priorities

- 2.1 Equal Opportunities - Shetland will benefit from everyone having the same chances to make their fullest contribution in every field.

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- 2.2 Achieving Potential - The Council will continue to provide the best learning environment for all. A Best Value Education Service continues to be Council policy.

- 2.3 Excellence - The Council must set excellent standards for its own outlook and services to fulfil its leadership role in Shetland society.
- 2.4 Consistent Planning and Action - Making sure all our planning and decisions focus on delivering our priorities and work with public sector partners to maximise resources within Shetland.

3. Background

- 3.1 The Education Service audited using Inspections of Education Authorities 2 (INEA2). Information was gathered from staff in schools, School Boards and central staff. This informed the improvement objectives for the plan.
- 3.2 There are links to other plans which are relevant to Education in the Education Service - Service Improvement Plan including the Corporate Plan.
- 3.3 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 was produced in March 2005.
- 3.4 The Education Service - Service Improvement Plan was integrated into the Children's Services Plan for Shetland.

4. Financial Implications

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

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 has delegated authority to make decisions on matters within approved policy, and for which there is a budget.

6. Recommendation

- 6.1 I recommend that the Services Committee approve the up-dated Education Service - Service Improvement Plan.

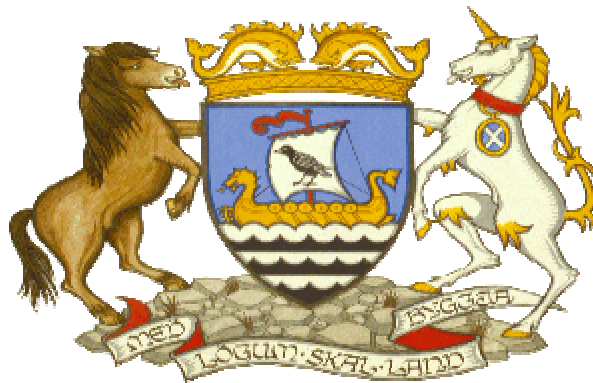
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Our Ref: HB/ME

Report No: ED-01-F

SHETLAND ISLANDS COUNCIL

COMMUNITY SERVICES **EDUCATION SERVICE**



SUMMARY OF **IMPROVEMENT PLAN 2005 - 2008**

DECEMBER 2005 UP-DATE

Objectives for 2006

Summary of the Education Service Improvement Plan 2005 - 2008

December 2005 Up-date

Priorities for schools to consider for their Development Plans	National Priority / INEA	Page ref. to plan
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	36
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	32
To implement the Additional Support for Learning Act	NP 3	39
To implement the recommendations of Determined to Succeed	NP 5	43
To promote and implement the principles of the Parental Involvement Bill (Act)	INEA 4	19
To ensure that teaching, learning and assessment are directed to achieving the principles set out in A Curriculum for Excellence	INEA 6	23
To implement the recommendations of Hungry for Success	NP 2	37

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 (NP) and Inspection of Education Authorities 2 (INEA). The page reference to the main improvement plan should assist with finding out the detail of each priority.

Safe: Children and young people should be protected from abuse, neglect and harm by others at home, at school and in the community.	NP / INEA	Page ref. to plan
Support for pupils (HGIOS)		
To establish policies and procedures for an Education service Research and Information (R&I) Unit and other agencies	INEA 8	29
To progress the Scottish Schools Digital Network (SSDN) project locally	INEA 8	29

To progress the review of education Management Information Systems (MIS)	INEA 8	28
<u>To support school-based initiatives to promote positive behaviour</u>	NP 2	35
<u>To provide training for operational guidelines on Exclusion</u>	NP 2	35
<u>To review the anti-bullying policy</u>	NP 4	41
<u>To develop and implement an impact assessment tool for monitoring compliance with Race Relations Amendment Act</u>	NP 4	41
<u>To develop a policy on First Aid provision for Schools</u>	NP 1	33
Resources		
To ensure children are safe and protected with respect to the use of information communication technology	NP 4	41

<u>Nurtured</u> : 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		
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<u>Healthy</u> : 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	36
To produce Smoking in Schools policy and guidelines	NP 2	37
To implement Sexual Health strategy in schools	NP 2	37
To implement the recommendations of Hungry for Success	NP 2	37

<u>Achieving</u> : 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	INEA 5	23
To promote science through the Shetland science and technology fair	NP 5	43
To implement the recommendations of Determined to Succeed	NP 5	43
To establish knitting in schools in its modern context as part of culture	NP 5	45
To implement the Youth music initiative for Shetland	NP 5	45
To review the Instrumental Service	NP 5	45

To support Instrumental / Music staff in schools	NP 5	46
To promote inter-schools music and encourage large ensemble performing experiences	NP 5	46
To continue to develop Information Communication Technology across Early Years Provision	NP 2	35
Attainment		
To implement Performance Indicators in the Primary School Programme	NP 1	31
To increase participation in the Assessment if for Learning Programme	NP 1	32
To improve attainment in writing	NP 1	33
To develop a literacy project	NP 1	33
To improve attainment in Modern Languages	NP 1	33
To implement the On-Screen (OSCA) for S2 on an authority wide basis	NP 1	34
Learning and Teaching (HGIOS)		
To ensure that teaching, learning and assessment are directed to achieving the principles set out in <i>A Curriculum For Excellence (SEED 2004)</i>	INEA 6	23
To develop shared learning and teaching of specific Higher courses with global partners	NP 1	31
To develop Students as researchers through their involvement in school self-evaluation	NP 1	31
To widen existing and introduce new vocational learning opportunities for pupils aged 14 and above	NP 1	32
To develop a Learning and Teaching policy	NP 1	24
To continue to develop a Teacher Resource Centre	NP 2	29
Resources (HGIOS)		
To progress the Best Value Service Review recommendation for the education service	INEA 8	26
To carry out Education Service Review as remitted by Council	INEA 8	26
To review the Scheme of Devolved School Management	INEA 8	27
To ensure the McCrone agreement is fully implemented	INEA 8	27
To review the capacity of Pre-School provision to ensure Best Value	INEA 8	28
To develop financial management of the Education Service	INEA 8	28
To review support staff in schools	INEA 8	28
Management, leadership and quality assurance (HGIOS)		
To implement the suggested amendments to the National Priorities following the National Review	INEA 1	17
To establish a policy framework for the Education Service's work with schools	INEA 6	24
To develop the effectiveness of centrally employed staff	INEA 7	25
To ensure all central management staff develop and share knowledge of the seven key areas as described in the guidance for integrated children's services planning	INEA 2	18
To maintain the standard for Investors in People and meet the standard for Charter Mark	INEA 7	25

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To revisit the aims of the Service following the review of the Structure	INEA 9	30
To continue to develop quality assurance focussed visits by Quality Improvement Officers to schools, Halls of Residence and pre-school establishments	INEA 5	20
To progress with programme of quality assurance team visits	INEA 5	21
To provide a programme of professional development opportunities for Head Teachers and aspiring head Teachers	INEA 5	21
To improve the effectiveness of Continuing Professional Development for all school based and supply staff	INEA 5	22
To develop a programme of professional development activities for centrally employed staff	INEA 3	18
To administer a part-time Post Graduate Diploma in Education course in partnership with University of Aberdeen	NP 2	36

<u>Active:</u> 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	44
To have dance taught from 3-18	NP 5	44
To support the network of local heritage centres archaeological sites' library and local history groups	NP 5	46

<u>Respected & Responsible:</u> 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 promote and implement the principles of the Parental Involvement Bill (Act)	INEA 4	19

<u>Included:</u> 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.		
Attainment (HGIOS)		
To identify gender inequalities in achievement and to develop initiatives to reduce these	NP 1	34
Learning and Teaching (HGIOS)		
To expand the Alternative Curriculum Education Shetland (ACES) programme to cater for pupils from S3	NP 1	32
Support for Pupils (HGIOS)		

To ensure an equitable allocation of support for learning staff in schools	NP 3	38
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
To link with Social Work to provide support for Visually Impaired and hearing Impaired children and adults	NP 3	40
To enhance the Additional Support Service	NP 3	36
To further develop local provision for Shetland's most vulnerable young people	NP 3	38
To improve the level of support for any young person in need	NP 3	38
To encourage schools to become Integrated Community Schools within an Integrated Children's Services Framework	NP 3	39
To implement the Additional Support for Learning Act	NP 3	39
To contribute to the development of the Integrated Assessment Framework	NP 3	38
Resources		
To plan for the educational use of the new cinema and music venue	NP 5	46
To develop Quarff School as an Additional Support Base	NP 3	40
To enhance the educational experience of visits to the local art gallery	NP 5	46
Management, leadership and quality assurance (HGIOS)		
To develop the Integrated Children's Service planning process	INEA 6	24
To develop the effectiveness of the ASN Management Team	INEA 7	26

Services Committee - Thursday 26 January 2006
Agenda Item No. 02 - Public Appendix

10 January 2006



Council

**Shetland
Islands**

REPORT

To: Services Committee

26 January 2006

From: Interim Head of Education

SHARED MANAGEMENT GUIDELINES FOR SHETLAND'S SCHOOLS

1. Introduction

- 1.1 The purpose of this report is to request that Members approve the guidelines that will direct the Education Service structure when shared management of schools is to be considered.

2. Link to Council Priorities

- 2.1 Strengthening Rural Communities - The Council will do this by supporting commercial activities throughout Shetland with preferential assistance for remote areas and seeking to decentralise some public sector employment away from Lerwick.
- 2.2 Active Citizenship - Supporting groups and individuals in their efforts to maintain high quality facilities and community life. Working to ensure that everyone who wants to do so can take part in their community.
- 2.3 Achieving Potential - The Council will continue to provide the best learning environment for all. A Best Value Education Service continues to be Council priority.

3. Background

- 3.1 In October 2004, the Best Value Service Review of Education recommended the closure of five small primary schools. Members voted for the schools to remain open, but for enabling reports to be brought forward on shared management for these schools (Min Ref: SC 67/04).

- 3.2 A shared management model was set up for three schools on the Westside of Shetland: Skeld Primary School, Sandness Primary School and Happyhansel Primary School. After a six-month pilot, Members approved its establishment on 18 May 2005 (Min Ref: SIC 79/05).
- 3.3 Two further models have been approved, namely Olnafirth with Mossbank; and Foula with another school. This one is a pilot for two years.

4. Current Position

- 4.1 Three other school communities in Shetland have requested that they be considered for shared management. At present, any change to the structure of Shetland's schools in this way requires approval from Members.
- 4.2 Previous reports stated that a report on the principles of shared management of schools be submitted to a future Services Committee to establish the strategic direction for shared management for schools in Shetland.

5. Proposals

- 5.1 It is proposed that Members approve the guidelines on the Principles and Practices which are attached as Appendix A. These guidelines would then be followed where shared management of schools is proposed, without the requirement for specific Council approval to proceed to consultation being requested on every occasion.
- 5.2 The final decision on shared management will remain with Council. Reports will be submitted once consultation and consideration by the Education Service is given for final approval.

6. Financial Implications

- 6.1 There are no financial implications associated with the approval of this report. However, the guidelines do contain a stated advantage of shared management in the following terms: "Shared management can facilitate financial savings (in most cases)". The Education Service will not implement structures that do not represent best value.

7. Policy and Delegated Authority

Services Committee - Thursday 26 January 2006

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- 7.1 All matters relating 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.

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

8. Recommendations

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

- 8.1 adopt the principles of shared management as attached at Appendix A. The effect would be that future shared management proposals do not need to be brought to the Council for approval until the consultation process has been completed and consideration given by the Education Service. Reports on each shared management proposal will be brought to Council for approval.

January 2006

Our Ref: NG/MS/ME
03-F

Report No: ED-

APPENDIX A

Shared Management Guidelines

1. Rationale

- 1.1 Shetland Islands Council provides education in thirty-three schools and one additional support base. Some of these schools have very small rolls and there are currently 17 Head Teachers who are required to teach several year groups in composite classes as well as manage the school. There has been increased accountability to a number of stakeholders for Head Teachers over recent years. The associated paperwork that accompanies an increasingly sophisticated monitoring and reporting system has meant more of a workload for all. The aim of Shared Management is to enable Head Teachers to focus on the leadership, management and administration requirements of a number of schools and thus allow the teaching staff in schools to concentrate on class teaching. The Education Service is aware that schools are seen as important in their communities and considers shared management of small schools to be one way to help sustain small schools, cope with the increase in administration, and continue to offer an effective education.
- 1.2 While it is recognised that Shared Management is not the answer in all cases, the Education Service believes that shared management can result not only in more efficient and effective school organisation but also in improved learning and teaching. It provides continuity for learners by freeing the class teacher from school administration duties.
- 1.3 In addition Shared Management can support the Council in its duty of care for employees who find the role of teaching Head Teacher too stressful or challenging.
- 1.4 Shared Management is part of a spectrum of developments in the evolving management of schools. In this respect it can be seen as part of the bigger picture of the move towards locality planning and service delivery in Shetland. Falling rolls, difficulties of recruitment in rural areas, the challenges of opportunities for improved social interaction and development for pupils, and economies of scale are all factors which may lead to the consideration of shared management.

2. Advantages of Shared Management

2.1 Shared Management can facilitate the following:

- more effective School ~~administration and~~ management and administration duties, avoiding duplication
- greater opportunity for the Head Teacher to support and monitor the quality of the teaching and learning processes within the schools
- more consistency of teaching and learning with a class-committed teacher
- continuity of approaches to teaching and programme delivery between associated primaries to the same secondary school
- shared resources and expertise
- increased opportunities for staff development between the staff of the schools in the shared management scheme
- the ease with which joint initiatives between schools can be developed
- less need for supply teachers
- increased pupil collaboration, ie team games and peer group learning
- opportunity for school board links between participating schools
- possible financial saving

3. Catalysts for the Consideration of Shared Management

3.1 The most common trigger for schools to be considered with regard to the possibilities of shared management is when a Teaching Head Teacher indicates his/her intention to resign or retire.

3.2 However, the following circumstances can also act as triggers

- where falling rolls affect the staffing complement
- when a School Board expresses interest in shared management
- where two schools of like size are recruiting new Teaching Head Teachers
- where shared management is a cost effective way of maintaining service delivery and is consistent with Best Value in the delivery of services for the educational and social needs of pupils

4. Principles and Practices of Shared Management

4.1 The Education Service accepts the following principles for shared management, in accordance with its duty to secure best value and is aware that schools are seen as important in rural communities, particularly in the light of the Council's policy of considered decentralisation.

- that models of Shared Management of schools may be different in different areas of Shetland, depending on local variations
- the Head Teacher of two or more schools will have the title of Head Teacher for (named schools). The duties of a Head Teacher as stated in the McCrone agreement are attached as Appendix A2
- for administrative purposes, the Head Teacher will normally be based in the larger(st) of the schools, where the school sizes vary
- the amount of management time spent in each school should normally be directly proportionate to the size of the school, but may vary depending on the needs of the individual schools
- the Head Teacher post will be advertised nationally
- the Head Teacher will be responsible for all of the management functions of all of the schools in the scheme, including the Budget Responsible Officer function for financial management
- a Principal Teacher will be appointed to each school in the shared management model
- the responsibilities of a Principal Teacher in shared management circumstances are attached as Appendix A1
- the responsibilities of a Head Teacher who manages more than one school remain the same as for those of a single school
- the Shared Management arrangements will be mirrored within Devolved School Management (DSM) in order to ensure continuity of budgetary processes
- consideration will be given, after due consultation with Finance Services, to combining the budgets of the schools and consideration of one site for clerical support

5. Consultation Process

- 5.1 The Head of Service will instruct the Quality Improvement Manager (QIM) to consult initially with staff, parents, School Boards (or their replacements), Community Councils, union representatives, and pupils of the schools who may be involved in a move towards shared management, observing SIC Guidelines for Consultation (April 2002).
- 5.2 The QIM will work with the Quality Improvement Officer (QIO) to establish a timetable for consultation with the above groups in order to discuss the operational implications of shared management, and to answer any queries.
- 5.3 A minute-taker will be present at each consultation meeting. The results of this consultation will be summarised and made available to all parties consulted. The QIM will prepare a proposal informed by the consultations and present this to the Head of Service for reporting to Council for approval.
- 5.4 If the proposal is accepted, the QIM will organise a further series of meetings within a fortnight of the Council's decision, in order to inform staff, parents and pupils, the programme for future action. The Principles of Shared Management in Shetland as outlined in section 4 above will then apply. If the proposal is rejected, the Head of Service will instruct the QIM to report on the options available within the context of Best Value and the delivery of Service.

6. Review

The Education Service regularly monitors the performance of all Shetland schools as part of its Quality Assurance processes. A Quality Assurance Team from the Education Service will visit the schools in the shared management arrangement in order to monitor progress in line with quality indicators used by HMle, namely:

- 1.1 Structure of the curriculum
- 2.2 Overall quality of attainment
- 3.2 The teaching process
- 3.3 Pupils' learning experiences
- 3.4 Meeting pupils' needs
- 4.1 Pastoral care
- 5.1 Climate and relationships
- 5.2 Expectations and promoting achievement
- 5.3 Equality and fairness
- 5.5 Partnerships
- 6.1 Accommodation and facilities
- 6.5 Effectiveness and deployment of staff with additional responsibilities
- 7.2 Self-evaluation
- 7.4 Leadership

Appendix A1

Responsibilities of a Principal Teacher in a Shared Management Arrangement

This is in line with the principles of Shared Management, where a Head Teacher is not on site.

Subject to the policies of the school and the Education Authority, the duties of the Principal Teacher in a shared management arrangement are to perform such tasks as the Head Teacher shall direct, having reasonable regard to overall workload related to the following categories:

- Responsibility for acting on any Child Protection issues (training will be given to ensure understanding of the procedures)
- Making a local decision in the event of emergencies, eg closures
- Health and Safety of the pupils at the school, in the grounds, during activities and during travel away from the school
- Ensuring that Risk Assessments are in place for school activities and trips
- Organising excursions, letters and permission slips in this respect
- Communication with parents about pupil progress and any other issues
- Working with classroom assistants and clerical support to ensure that necessary day to day administration is carried out
- Ensuring that adequate and sufficient resources are available to fulfil the teaching of the curriculum
- Ensuring good communication with the Joint Head Teacher to ensure the smooth running of the school
- Undertaking any other duties associated with those of a Principal Teacher as agreed in consultation with the Head Teacher/ Education Service

Normal hours of work per week remain 35, with 23.5 (22.5 in August 2006) of these being class contact hours.

Appendix A2

Head Teacher Responsibilities as stated in the McCrone Agreement

The role of the Head Teacher is, within the resources available, to conduct the affairs of the school to the benefit of the pupils and the community it serves, through pursuing objectives and implementing policies set by the education authority under the overall direction of the Director of Education. The Head Teacher shall be accountable to the education authority for the following list of duties and for such other duties as can reasonably be attached to the post:

Responsibility for the leadership, good management and strategic direction of the school

Responsibility for school policy for the behaviour management of pupils

The management of all staff, and the provision of professional advice and guidance to colleagues

The management and development of the school curriculum

To act as adviser to the School Board and to participate in the selection and appointment of the staff of the school

To promote the continuing professional development of all staff and to ensure that all staff have an annual review of their development needs

Working in partnership with parents, other professionals, agencies and schools

To manage the health and safety of all within the school premises.



Council

**Shetland
Islands**

REPORT

To: Services Committee

26 January 2006

From: Interim Head of Education

DISTRIBUTION OF ADDITIONAL FUNDING FOR CLASS CONTACT REDUCTION, CLASS SIZE REDUCTION AND ADDITIONAL TEACHERS

1. Introduction

- 1.1 The Scottish Executive has made a commitment to ensure Scotland has 53,000 teachers working in schools by 2007. To achieve this it has agreed additional resources to fund class contact reduction in 2006, class size reduction and additional teachers in 2007.
- 1.2 The additional funding is over a two-year period. A letter from Donald Henderson, Head of Teachers Division, Scottish Executive, on 19 December 2005 confirmed the detail of the allocated funding for Shetland and how it would be paid to the authority (Appendix A).
- 1.3 Year One funding is to achieve further class-contact reduction time for teachers required by the McCrone Agreement.
- 1.4 Year Two funding has to be used to:
 - ensure class sizes in Primary 1 and Secondary 1/2 are at required levels
 - support the provision of appropriate numbers of expressive arts teachers
 - to support the provision of learning support teachers to work across the Primary/Secondary boundary.
- 1.5 A further update on the McCrone Agreement implementation by the Education Service will follow in Autumn 2006.

2. Link to Council Priorities

- 2.1 Achieving Potential: The Council will continue to provide the best learning environment for all. A best value education service continues to be a Council priority.

- 2.2 Consistent Planning and Action: Making sure all our planning and decisions focus on delivering our priorities and work with public sector partners to maximise resources within Shetland.

3. Current Position

3.1 Under the terms of the McCrone Agreement, the reduction in teacher class contact time to 23.5 hours for primary teachers was achieved in 2004. Generally this was met by specialist teachers in the expressive arts covering the remaining time in the pupil week.

3.2 A further reduction in class contact time to 22.5 hours for primary and secondary staff is required from no earlier than August 2006. This now needs to be considered by the Education Service.

4. Proposal

- 4.1 It is proposed that the two-year funding of £100,000 in 2006/07 and £242,000 in 2007/08 be allocated to the Education Service.
- 4.2 This will help facilitate the reduction in class contact time to 22.5 hours from August 2006, in line with the Teachers Agreement.
- 4.3 For the following year, the additional resources will enable the Education Service to ensure that pupil numbers in Primary 1 and Secondary 1/2 meet the Scottish Executive recommended levels. In deploying these additional resources, account will also be taken of Scottish Executive policies to meet the target numbers in the provision of PE and expressive arts; and to provide learning support teachers to work across the primary / secondary boundary.

5. Financial Implications

- 5.1 The allocation of funds to Shetland Islands Council for class contact reduction, class size reduction and additional teachers be used by the Education Service for the purposes identified.

6. Policy and Delegated Authority

- 6.1 All matters relating 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.

Services Committee - Thursday 26 January 2006

Agenda Item No. 04 - Public Report

- 6.2 As the recommendation in this report falls outwith delegated powers, a decision of the Council is required.

7. Recommendations

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

- 7.1 the allocation to Shetland Islands Council for 2006/2007 of £100,000 and for 2007/08 of £242,000 be used by the Education Service for the purposes identified.

January 2006

Our Ref: HB/ME
04-F

Report No: ED-

αβχδεφγηιφκλμ

Education Department

Donald Henderson
Head of Teachers Division

Victoria Quay
Edinburgh EH6 6QQ

Mr Alex Jamieson
Head of Education
Shetland Islands Council
Hayfield House
Hayfield Lane
Lerwick
SHETLAND
ZE1 0QD

Telephone: 0131-244 0954
Fax: 0131-244 0957
Donald.henderson@scotland.gsi.gov.uk
<http://www.scotland.gov.uk>

Your ref:
Our ref:

19 December 2005

Dear Mr Jamieson

DISTRIBUTION OF ADDITIONAL FUNDING FOR CLASS CONTACT REDUCTION, CLASS SIZE REDUCTION AND ADDITIONAL TEACHERS

1. I am writing to you to give details of the proposed distribution of additional funds for class contact reduction in 2006, class size reduction and additional teachers in 2007.

FUNDING

2. Funding was secured in the last Spending Review for the additional teachers required, over and above the numbers employed by education authorities at the time of SR2002. The total additional sums involved are £18m in 2006-07 and £44m in 2007-08, and alongside the significant increases of probationers coming onto the Induction scheme (some of whom will be fully funded by the Executive, as in previous years), will allow authorities to reduce class contact time to 22.5 hours from August 2006, in line with the Teachers Agreement; and from the following year:

- reduce classes in P1 and S1/S2;
- provide 400 PE specialists and 600 visiting specialists in the expressive arts and learning support working across the Primary/Secondary boundary;

which, taken together, will meet the Executive's commitment that there should be 53,000 fte teachers by 2007.

3. The Minister for Education and Young People has reached agreement with COSLA that the additional funds available will be distributed on the basis of 80% according to the GAE indicators for primary teaching, secondary

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teaching and education deprivation, 18% in accordance with the Scottish Index of Multiple Deprivation (SIMD) and 2% on the basis of settlement i.e. the number of people living outside settlements of 1,000 or more. The funds that will be made available to authorities on this basis are set out in the table in Annex A.

CLASS CONTACT

4. The impact of class contact reductions have been included in workforce planning and paybill modelling for the last 2 or 3 years. The main impact is of course in the primary sector since almost all full time class teachers will be currently be class committed for longer than 22.5 hours a week. That is not however true in secondary, where higher management levels, and the effects of timetabling mean that a far smaller proportion currently teach beyond 22.5 hours every week.

5. As in previous years the Executive will be able fully to fund a significant number of induction places. These new teachers will be available to ease the introduction of the 2006 class contact reduction, alongside other development work to be agreed between us. As you know the nature of the induction scheme is that the fully funded places cannot be allocated at this stage, since we need to see where teacher vacancies are arising, and take account of student preference. However for the 2006 scheme we will be factoring into the allocation process each local authority's class contact needs, provided it is clear that they are taking all steps they can to use their own resources.

6. The Teacher Agreement Communication Team based at COSLA intends issuing a further paper on this subject in January which will offer further advice and examples of practice drawn from pilot projects.

EFFICIENCIES

7. The Local Government Finance settlements for 2005-08 include an assumption for making efficiency savings amounting nationally to £168.3 million, which represents around 0.7% per year over the three years of the settlement. The yearly figures were £54.1 million, £58.5 million and £55.7 million. **It should be noted however that the efficiency savings did not apply to the pay provision for education, police and fire, which were fully protected in the Spending Review.** Details can be found at the following link:

<http://www.scotland.gov.uk/library5/government/egrseep-00.asp>

TEACHER NUMBERS

8. As you know the Executive is committed to a significant increase in teacher numbers by August 2007 which in part will allow a reduction in class sizes at P1 and in key classes in S1/S2. In preparation for this we have set ambitious recruitment targets for Initial Teacher Education which the universities have substantially met both this year and last. We are therefore on track to have the necessary number of new teachers available for employment in August 2007.

9. Naturally, each local authority's teacher workforce will contribute to the overall number of 53,000 teachers we are committed to achieving in 2007. It would be extraordinarily difficult for any Authority to know, solely from their own information, what their reasonable contribution to this overall level would

be. We are therefore providing each Council with an indication of the teacher employment level which would mark their proportionate contribution to the 53,000 commitment, reflecting

- each Authority's actual teacher employment in 2002, as recorded in the Teacher census;
- changes in GAE distribution from 2002-07, largely reflecting population movements; and
- the distribution of the £18/44m, as indicated in paragraph 3.

These financial assumptions do not take into account the £42m distributed to authorities in 2005-06 from class contact time reduction (and it would therefore be possible to increase our assumptions on proportionate contributions).

10. The total number of teachers employed comes to 53,985 fte as the Partnership Agreement not only covers an increase in the number of teachers in schools but an increase in visiting specialists some of whom are centrally employed. The proportionate contribution therefore includes the number of teachers employed in schools, as well as centrally employed visiting specialists. We do not have separate 2002 data for these teachers, but have extrapolated from information you provided in 2003. This applies to the following categories:

- English as an additional language
- Home visiting tutors
- Hospital Teaching service
- Peripatetic Behaviour Support
- Peripatetic Hearing
- Peripatetic Learning Difficulties
- Peripatetic Other SEN
- Peripatetic Physical Difficulties
- Peripatetic SEN/MET
- Peripatetic Visual
- Visiting Specialists

11. The final adjustment which has been made is that places in the Teacher Induction scheme which have either been fully funded, or are expected to be in 2007, have not been included in the calculation, as their destinations are uncertain for the reasons explained above and are in general open only to limited influence by individual local authorities

DEPRIVATION

12. Using SIMD as one of the factors for distribution means that those authorities with areas of multiple deprivation benefit accordingly. It is expected that these additional funds will be used to make improvements in the following areas – better outcomes for Looked After Children; better attendance; fewer leaving school with no qualifications; more leaving with more qualifications at all levels; a narrowing of the gap in outcomes between

Services Committee - Thursday 26 January 2006
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the areas receiving extra funds and the average performance in Scotland. The approach to achieve this is likely to embrace a strengthening of school leadership; development of more nurture groups; improved primary/secondary transitions supported by new teachers working across the sectors; key stage class size reductions; improved home/school liaison; more parental involvement; curriculum changes, among other measures. As the degree to which authorities benefit from the use of SIMD varies, but we will discuss these issues with the major beneficiaries from the SIMD distribution.

CLASS SIZES

13. The Minister has also received a number of representations regarding how the new S1/S2 class size arrangements will work in practice. In particular a strong case has been made that there should be flexibility to vary the absolute class size maximum, if there are educational advantages in so doing and on the basis of a local professional judgement that others would not be disadvantaged in consequence. This issue has been given careful consideration. The underlying aim of the policy is to help promote literacy and numeracy and developments that help achieve this aim are not to be dismissed lightly. We will provide resources to allow you to deliver a class size reduction in every school in your Authority, so that no Maths or English class in S1 or S2 need be larger than 20 pupils. However in light of the representations which have been received, the Executive's commitments in this area will be met provided

- the professional judgement of the head and teachers is that educational benefit will result;
- that every child in our target groups benefits from a reduction in class sizes; and
- parents are supportive of the school's proposed approach.

14. The position is somewhat different in relation to the P1 class size reduction to which we are committed. There is persuasive educational research to show that across the board class size reductions have greater beneficial effects for younger age groups. In addition, schools already operate under Regulations which limit class sizes in P1-3 to 30 pupils. The Executive therefore propose to amend, in due course, these Regulations so that P1 class sizes are reduced to a maximum of 25, except in limited exceptional circumstances (broadly in line with the exceptions for the current P1-3 Regulations).

PAYMENT ARRANGEMENTS

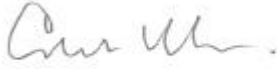
15. The funds for 2006/07 will largely be needed to achieve the reductions in teachers' class contact to which local government and the Executive are both committed. However the additional funds for 2007/08 relate to Scottish Ministers' commitment to achieving the teacher number and class size outcomes set out in paragraph 2 above. **The release of funding for 2007/08 will therefore follow your confirmation that you are likewise committed to the objective of increasing teacher numbers, as set out in the Partnership Agreement, and are working towards your 2007 teacher**

employment being in line with the proportionate contribution set out in Annex B which has been calculated as set out above.

16. Funds will be paid from the National Priority Action Fund.

17. I am copying this letter to the Chief Executive and Director of Finance.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Donald Henderson', with a stylized flourish at the end.

DONALD HENDERSON



REPORT

To: Services Committee

26 January 2006

From: Head of Community Development

SHETLAND MUSEUMS SERVICE **COLLECTION MANAGEMENT POLICY 2005-2008**

1. Introduction

- 1.1 The purpose of this report is to seek a recommendation that the attached Collection Management Policy 2005 – 2008 (Appendix A) be adopted by Shetland Islands Council.

2. Background

- 2.1 In December 2001 the Shetland Islands Council adopted the Collection Management Policy 2002-2005 of the Shetland Museums Service (Min Ref: 142/97). This policy is now due for renewal.
- 2.2 In addition it is a requirement of the MLA (Museums, Archives and Libraries) Accreditation Scheme that such a policy be formulated and adopted by the Council. The attached draft policy takes into account recent changes requested by MLA and the Scottish Museums Council in procedures governing Acquisition, Disposal and Loans.
- 2.3 The fundamental asset of the Museums Service is the collections, which are developed and cared for on behalf of Shetland. Collections management plans form an integral part of the museum's overall planning process and allows more effective use of human and material resources. This in turn benefits the collections and their public use and access. They provide a framework within which the Service will work efficiently and measure success, guiding staff in making decisions about collections development and management.
- 2.4 The management of the services of the Shetland Museum and Archives passed to the Shetland Amenity Trust in 1st October

2005. A service level agreement between the trust and the council sets out in detail how the service is to be managed. It is a condition of the agreement that the ownership of collections remains with the Council and both bodies adopt any policies relating to the management of the collections.

This Collecting Policy was adopted by the Shetland Amenity Trust on 16th November 2005.

3. Proposal

- 3.1 It is proposed that the revised Collection Management Policy 2005 – 2008 be adopted by Shetland Islands Council and implemented forthwith.

4. Financial Implications

- 4.1 There are direct no financial implications arising as a result of this report.

5. Policy and Delegated Authority

- 5.1 All matters pertaining to museum and archive services stand referred to Services Committee (min ref SIC 70/03). However the Committee does not have delegated authority in respect of new and revised policy, and therefore any recommendations made by it require to be approved by the Council.

6. Recommendation

I recommend that the Services Committee recommends to Shetland Islands Council that:-

- 6.1 the draft collection management Policy 2005 – 2008 for the Shetland Museums Service as attached as Appendix A be approved and that policies and procedures detailed therein be implemented immediately following approval.



REPORT

To: Services Committee

26 January 2006

From: Head of Community Development

CAPITAL GRANTS TO VOLUNTARY ORGANISATIONS
DELTING BOATING CLUB MARINA USERS ASSOCIATION

1. Introduction

- 1.1 At their meeting on 1 September 2005 the Services Committee approved a report, which recommended the establishment of a budget for Water Based Facilities in order to meet the remaining demand for marina provision. In addition to this, members also amended the existing policy in respect of the maximum grant available under this scheme. The amendment of this policy now allows community groups to apply for a maximum grant assistance of up to 80% of eligible project costs, but with no specified maximum grant. The Council subsequently ratified these decisions on 14 September 2005 (Min Ref: SIC128/05).

2. Background

- 2.1 In the winter of 2001 a group of interested members of the Delting Boating Club met to discuss the possibility of developing a marina in Brae. By February 2002 a management committee had been elected and the Delting Boating Club Marina Users Association (DBCMUA) was formed.
- 2.2 Following a number of meetings a suitable site was identified adjacent to the Delting Boating Club. This site was attractive in that it would provide shelter for the boats and would compliment and enhance the existing facilities located at the Delting Boating Club.
- 2.3 The DBCMUA placed adverts in the local press to gauge support for this project and within the first month over 20 berths had been reserved.

2.4 By the summer of 2002 DBCMUA had appointed a design team to undertake a Feasibility Study into a proposed 52-berth marina in Brae. This study which included an investigation of the seabed, carrying out surveys, excavating test holes and undertaking trial dredging of the proposed site, concluded that the proposed location was suitable for a new marina. At this stage the estimated cost of the project was £435,805 excluding professional fees, pontoons and VAT.

2.5 In 2003, in order to further develop this project, the DBCMUA commissioned detailed design work and applied for all the necessary statutory consents in order to take the project to tender stage. At this point the cost of the project has been revised to £588,194 including professional fees, pontoons and VAT.

3. Present Position

3.1 The design work has been completed and all statutory consents and licences are now in place. The DBCMUA has also completed the purchase of the site for the proposed marina.

3.2 Over the last year representatives of the DBCMUA have been liaising closely with officers from Community Development to develop their project and have now submitted an Capital Grant application for their project.

3.3 The Delting Marina project was tendered and five tenders were received, the lowest of which is £411,601 excluding the provision of pontoons, professional fees, statutory consents and VAT.

3.4 However, Members should note the total cost of the project including civil works, provision of pontoons, professional fees, statutory consents and VAT is £703,289.56.

3.5 The works will provide a 52-berth marina in Brae and include the following facilities:

- Construction of a breakwater;
- Installation of pontoons and anchors;
- Provision of car parking, perimeter fencing, safety equipment and lighting.

3.6 It should be noted that Delting Boating Club Marina Users Association are not VAT registered and do not have charitable status.

4. Links to Corporate Plan

4.1 This project will assist the Council to achieve its priorities by contributing towards Community Safety through the provision of a

safe berthing facility for small boat owners. The project will also contribute towards the strengthening of the Delting area through improved tourism opportunities and the development of a facility that meets a community need and assists in the retention of people living in this area.

5. Proposed Funding

5.1 The following funding arrangement is proposed:

	£	%
SIC Community Development	562,631	
80.0		
Total Public Funding Required	562,631	
80.0		
Delting Community Council	5,000	
0.7		
Delting Boating Club Marina Users Association	<u>135,658</u>	
<u>19.3</u>		
TOTAL PROJECT COST	<u>703,289</u>	
<u>100.0</u>		

5.2 Delting Community Council has agreed to fund the above amount.

5.3 Delting Boating Club Marina Users Association have confirmed that their contribution is in place, which includes an in-kind contribution of £7,801 for the land required.

6. Financial Implications

6.1 The Community Development Service budget for Capital Grants to Voluntary Organisations (GCL4306 2406) for financial year 2006/2007 has still to be approved. Therefore, this grant will be subject to the 2006/07 budget being approved.

7. Policy and Delegated Authority

7.1 The Council has a general policy to continue to promote improvement in the range and quality of community facilities and services in the islands for all sections of the population (Min Ref: 15/93).

7.2 The Services Committee has delegated authority to make decisions regarding Grants to Voluntary Organisations within approved policy and budget (Min. Ref.: 70/03). However, as the budgets for

2006/07 have not been approved then a decision of the Council is required.

8. Recommendations

I recommend that the Services Committee recommends to the Council that:

- 8.1 a capital grant of up to £562,631 be approved to Delting Boating Club Marina Users Associated for the purpose outlined in this report. The source of this grant is Community Development's Capital Grants to Voluntary Organisations budget (GCL4306 2406) for financial year 2006/2007.
- 8.2 they note that this grant is subject to the standard grant conditions applying to Capital Grants to Voluntary Organisations as set by Shetland Islands Council.



REPORT

To: Services Committee

26 January 2006

From: Head of Community Development

SUPPORT FOR TALL SHIPS' RACE 2006

2. Introduction

- 1.2 The purpose of this report is to inform members of a joint project between the Council and Lerwick Port Authority to financially support the participation of up to six participants, plus carers if necessary, in the 2006 Tall Ships' Race.

2. Background

- 2.6 For the last 50 years Sail Training International (STI) has organised the Tall Ships' Race around the world, providing exciting opportunities for young people to experience sailing on a tall ship and visiting a range of diverse ports.
- 2.2 As members will be aware, Lerwick was a host port of the 1999 Cutty Sark Tall Ships' Race and was considered to be a very friendly and popular port by visiting crews to Shetland. The overall event was also a significant highlight for Shetland and provided much of the confidence required to put forward a bid to stage the Natwest Island Games in 2005.
- 2.3 Early in 2005, Shetland Islands Council was contacted by STI with details of the 2006 Tall Ships' Race, which is to be the 50th Anniversary of the event that first took place in 1956. Specifically, STI were extending an invitation to all those host cities and ports involved in the Tall Ships' Races since 1956 to send a small number of young men and women aged between 15-25 to take part in the 2006 event.

- 2.4 Following this invitation a small working group of members and officers from Lerwick Port Authority and Shetland Islands Council and trustees from The Swan Trust have met on a number of occasions to clarify the detail of support for this project and to bring forward the current proposals.
- 2.5 STI have requested that participants (known as 'trainees') be sent in multiples of two for each leg of the Race Series. Trainees would be berthed on board Tall Ships' of various nationalities, in groups of two per 'city/port' per ship. STI state that "We are convinced that the 50th Anniversary Tall Ships' Race Series, with youngsters from more than 90 cities in 20 countries, will be the experience of a lifetime for them".
- 2.6 The programme for the 2006 Tall Ships' Race is as follows:

Race 1

Depart St. Malo, France – 09 July 2006

Arrive Lisbon, Portugal – 20 July 2006

Cruise in Company

Depart Lisbon, Portugal – 23 July 2006

Arrive La Coruña, N. Spain – 07 August 2006
(via Cadiz, S. Spain)

Race 2

Depart, La Coruna, Spain – 10 August 2006

Arrive Antwerp, Belgium – 19 August 2006

3. Present Position

- 3.1 During the discussions of this project, it has emerged that there is a strong desire to provide financial support to allow six trainees from Shetland to take part in this event. This support would be to place two trainees on each of the three legs of the race shown above. Both Lerwick Port Authority and the Council wish to co-sponsor the six participants, with the overall costs being split equally between the Council and the Port Authority.
- 3.2 The trustees from The Swan Trust will provide advice and expertise based on their previous experience of Tall Ships Races and make *The Swan* available for use at no cost as part of the selection process for trainees. *The Swan* herself will not be taking part in the 2006 Tall Ships' Races.
- 3.3 The selection process for trainees will involve a response to a written application form, from which a shortlist will be drawn to take part in practical selection days aboard *The Swan* and through participating in outdoor activities led by the Council's Outdoor Education and Activities Officer. A timetable has been prepared that would advertise this opportunity in early February 2006,

followed thereafter by the application and selection process. The intention would be to confirm the names of the six successful trainees by mid-April 2006.

- 3.4 The total estimated cost of travel to the points of embarkation and return; Race entry fees; overnight accommodation; and contingency is estimated to be £8358. Trainees are expected to make a personal contribution of £250 per person.
- 3.5 The Board of Lerwick Port Authority, at their December 2005 meeting have agreed to co-fund up to six participants and have agreed to commit funds up to £4179, although it is recognised that there may be some deviation from this figure due to currency fluctuations in the Euro and the travel costs.
- 3.6 Therefore, given the commitment of the Lerwick Port Authority and the undoubted merit of this project, it is proposed that Shetland Islands Council also agree to co-fund up to six participants, and if necessary the cost of a carer should any of the successful candidates have a disability.
- 3.7 In a separate, but related development, members may also be aware that Lerwick Port Authority has recently been invited to express an interest in bidding to be a Host Port for the 2010 Tall Ships Races'.

4. Link to Corporate Priorities

- 4.1 This project will support the priorities of the Council by providing an ideal opportunity for six young adults from Shetland to further develop their potential through being exposed to an exciting and challenging experience.

5. Financial Implications

- 5.1 The principal costs involved in participation are the costs of the race entry fees, the average being €1433 (approx £982 per trainee per leg), plus the travel costs from Shetland to the point of embarkation and return from the point of disembarkation for each leg of the race.
- 5.2 Each trainee would be expected to make a personal contribution of £250.00 towards their own costs, in addition to any personal expenses that they may require.
- 5.3 The funding package would therefore be:

Race Entry fee (average of €1433 x 6)	£5892
Anticipated travel costs (average £361x 6)	£2166
Accommodation (£300 x 6)	£1800

Total	<u>£9858</u>
Less personal contributions (£250 x6)	<u>-£1500</u>
Total	£8358

This cost will be split equally between the Council and the Port Authority, so the anticipated cost to the Council will be £4179, although this may be subject to variation (up to a maximum of £5000).

There is an adequate budget within Community Development code GRL 4310 2402, to meet the anticipated expenditure identified above.

6. Policy and Delegated Authority

- 6.1 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 all local and national agencies (Min Ref.: 15/93).
- 6.2 All matters relating to sport and recreation are remitted to the Services Committee (Min Ref.: 70/03). As this report is for noting only, there are no policy or delegated authority issues to be addressed.

7. Recommendations

- 7.1 This report is for information only.



REPORT

To: Services Committee

26 January 2006

From: **Head of Community Development**

CINEMA AND MUSIC VENUE – AN UPDATE

1. Introduction

1.1 The purpose of this report is to update members on the current position with regard to the cinema and music venue project.

2. Links to Corporate Plan

2.1 This project will contribute to the Corporate priorities of achieving potential through providing high quality facilities for promotion of learning in creative fields such as music and film. It will also contribute to developing our cultural identity by providing access to arts and music and will contribute to development of tourism.

3. Background

3.1 Members agreed in a report entitled “Capital Programme – Review – June 2004” (Min Ref.:SIC108/04) to support a bid to the Scottish Arts Lottery for £2million towards the capital cost of a cinema and music venue and to undertake to at least match any lottery funding in the longer term. Currently, a sum of £7.15million is included in the Capital Programme and this will be reduced by the amount awarded by the Scottish Arts Lottery.

3.2 I reported to the Social Forum on 21 April 2005 that the Stage 1 bid to the Scottish Arts Lottery had been successful, allowing the project to proceed to a Stage 2 bid. In addition, the Scottish Arts Lottery indicated that an additional sum of about £200,000 could be

available to revisit the proposals for a second screen – this had been deleted from the proposals with the intention of the music hall doubling as a second cinema.

3.3 The Stage 2 Bid is required to be submitted within 2 years of the notification of a successful Stage 1 Application and requires a full submission including the following:

- Artistic Strategy
 - A clear and sustainable artistic vision for the project
- Business Plan
 - A business case for a sustainable development
- Building Proposal
 - A set of documents that clearly sets out the detail of the construction project, how the project will be delivered, when, by whom and at what cost? (RIBA Stage D)
- Access and Equal Opportunities
 - A clear strategy on how the organisation will deliver wide public benefit and ensure access to all its activities.

4. Current Position

4.1 In commenting on the Stage 1 submission, the Scottish Arts Lottery required that the project team review the business case submitted as part of the Stage 1 Submission. This review has been tendered and is currently being undertaken by a team of consultants who are very experienced in this line of work.

4.2 A final report from the consultant on the review of the current business plan is expected on 20 February 2006 and I intend to report on the findings to Services Committee on 16 March 2006.

4.3 Meanwhile, adverts have been placed in the relevant journals seeking expressions of interest for the lead design consultant. It is expected that interviews will be held in early April with appointment as soon as possible thereafter.

4.4 Design work is programmed to be completed by January 2007, allowing the Stage 2 Submission to be with the Scottish Arts Lottery by April 2007.

4.5 A decision can be expected from Scottish Arts Lottery in the summer of 2007, and if this is positive, work can then proceed to preparing the detailed design for tender.

4.6 This would allow construction work to begin in June 2008 with a completion date towards the end of 2009.

- 4.7 The project development plan setting out the key milestone dates, is appended as Appendix 1. This master programme has been agreed with the Scottish Arts Lottery project officer with responsibility for this project.

5. Financial Implications

- 5.1 A budget of £250,000 to take the project from Stage 1 to Stage 2 was agreed by Council in June 2004 (Min Ref.:108/04) and is included in the Council's Capital Programme.

6. Policy and Delegated Authority

- 6.1 All matters relating to cultural activities stand referred to the Services Committee (Min Ref.:SIC70/03) as this report is for noting only, there are no policy and delegated authority issues to be addressed.

7. Recommendations

I recommend that this report is noted.

January 2006
GS/lal/A3

Report No. CD-186-F