

MINUTE of MEETING of the PERFORMANCE COMMITTEE of WEST LoTHIAN COUNCIL held within COUNCIL CHAMBERS, WEST LoTHIAN CIVIC CENTRE, on 23 NOVEMBER 2015.

Present – Councillors Stuart Borrowman (Chair), Tony Boyle, Greg McCarra, Carl John, John McGinty

1. DECLARATIONS OF INTEREST

There were no declarations of interest made.

2. MINUTE

The committee confirmed the Minute of its meeting held on 5 October 2015.

3. EDUCATION SERVICES – STRATEGIC RESOURCES UNIT AND CUSTOMER AND PERFORMANCE UNIT

The committee considered a presentation and report (copies of which had been circulated) by the Head of Education (Development) providing an overview of the Education Strategic Resources Unit and Customer Performance Unit together with details of service performance.

The report advised that the Strategic Resources Team manages Public/Private Partnership contracts – PPP1 and PPP3, school based Area Business Support Managers and Resource Officers, the business element of the wraparound care service across six centres, settings for eligible 2 year olds and is the client interface with Construction Services and Operational Services for services to schools and has responsibility for health and safety, business continuity planning, statutory compliance and control of risk across the service.

The team undertook workforce planning for teaching and non-teaching staff across the service including job sizing for promoted teaching posts and the service health and safety committee.

The Public/Private Partnership Team monitored the terms of the PPP1 contract with Alpha Schools (West Lothian) Ltd for 3 secondary and 3 primary schools. The team also monitored the contract with Kajima Schools Solutions Ltd for the second Public/Private Partnership (PPP) project PP3 which covered Armadale Academy and Deans Community High School. Monitoring ensured that the projects continue to deliver Best Value in terms of high quality services and accommodation.

The main activities of the Strategic Resources services in 2015/16 was as follows:-

- To ensure the quality of the learning environment in all schools

through resource management of education property, acting as client contact for Education projects within the council's agreed capital programme and developer funded projects.

- To ensure appropriate staff resources were available across the service through workforce planning.
- To ensure business continuity planning and risk management was delivered across all establishments and services including fire risk assessment, health & safety compliance and winter arrangements.
- To provide quality and affordable childcare alongside pre-school education.
- Forward planning of school provision
- Planning for the expansion of provision for two year old children.
- Developing community playgroup provision.

The report went on to advise that the Customer and Performance Manager took with the Strategic Resources Manager the lead role in service design for pre-school provision for two year old children and the service redesign of pre-school provision to introduce greater flexibility.

The Pupil Placement Team was responsible for administering pre-school placements, placements at the P1 and S1 stages, and processing wraparound care applications. An internal review led by the Customer and Performance Manager and the outcomes of an officer review and a Citizen Led Inspection was implemented to increase efficiency and customer focus.

The Head of Education explained that the information gathered by the pupil placement team was used to analyse pupil numbers and placing requests in order to allocate teachers to each primary school to meet the needs of pupils within the catchment area, taking account of parental choice where possible, and the requirement to achieve Best Value.

The report went on to advise that the Customer Services Team had responsibility for parental involvement, co-ordinating freedom of information requests and the central complaints service for the education service. It also covered the provision of clothing grants, free school meals, education maintenance allowances and bursaries, the letting of primary schools and halls, and internal and external web content, communication and the achievement of customer quality standards.

The main activities of the Customer and Performance Service in 2015/16 were;

- To provide an equitable and responsive service for the placement of pupils at nursery, primary and secondary schools.
- To provide a customer focused service for parent/pupil benefit applications for clothing grants, free school meals, Education

Maintenance Allowance and bursaries.

- To provide a responsive customer complaints and Freedom of Information service leading to service improvement.
- To manage analyse and report performance data to the public and internal and external stakeholders.
- To establish and support Parent Councils.
- Planning for the expansion of provision for two year children.
- Redesign for pre-school provision to introduce greater flexibility.

The Head of Education went on to advise that the Strategic Resources and the Customer and Performance Unit performance was regularly measured and monitored through a suite of performance indicators in line with the council's performance management framework, using the Covalent system.

Appendix 1 to the report provided a sample of the Units performance indicators, including trend charts and associated commentary.

In conclusion the report and appendix summarised the activities and the performance of the Strategic Resources and Customer and Performance Units.

The report recommended that the committee:-

1. Note the contents of the report and appendix 1;
2. Provide feedback on performance, and
3. Identify any recommendations for performance improvement.

There then followed a number of questions in particular with regard to school role predications, first and second choice schools, placing in school appeals and the decisions of appeals.

Decision

To note the contents of the report.

4. EDUCATION SERVICES – ADDITIONAL SUPPORT NEEDS (ASN) TEAM AND EDUCATIONAL PSYCHOLOGY (EPS)

The committee considered a presentation and report (copies of which had been circulated) by the Heads of Education providing an overview of the Additional Support Needs (ASN) Team and Educational Psychology Service (EPS) WLAM Unit activities together with details of service performance.

The report advised that the Additional Support Needs Team had a complement of 8.3 FTE and was managed by the interim Additional Support Needs Manager. The team as part of central Education Services, worked in partnership with schools, the Educational Psychology Service, the Quality Improvement Team and multi-agency partners to deliver education services to pupils, their parents/carers, and the wider community. The Education Services' Child Protection Officer was also part of the ASN offering advice, support and training to all schools.

The ASN team vision was the achievement of long term sustainable quality education provision for all West Lothian's children and young people which was appropriately inclusive to remove barriers to participation, learning and achievement, and to promote equity of provision.

The main activities of the team in 2015/16 involved:-

- Ensuring long term sustainability of specialist provision.
- Building capacity within mainstream educational provision through review of ASN management structure, Senior Officer Review pathways and outreach services to establish a more effective identification of training/support needs and to ensure co-ordinated access to efficient and effective support for all mainstream schools.
- To support schools and to work with multi-agency partners in the implementation of GIRFEC in line with the legislative timescales.
- To support schools and partner agencies in provision of appropriate services and for Looked After Children.
- Provision of training to schools in all aspects of ASN planning for children and young people.
- To ensure consistent application of child protection procedures across the service.
- To support schools, children/young people and families through the continuation of policy development in the areas of Positive Relationships, Medication in Schools, Attendance at School, Looked After Children, Autistic Spectrum Disorder (ASD), Transition Planning and Home Education.

The Head of Education went on to explain that the Educational Psychology Service had a complement of 14.5 FTE and was managed by the Principal Educational Psychologist. The service worked directly with children and their families, schools and multi-agency partners to contribute to the overall aims of the council in relation to the educational achievements and mental health and wellbeing outcomes for West Lothian's children and young people.

The vision of the Educational Psychology Service was to improve the wellbeing and educational outcomes of all children and young people in

West Lothian through the application of psychology. The purpose of the service was to support schools and individual children/young people to continuously improve learning and attainment.

It was also advised that Education Psychologists contributed locally and nationally to developing and implementing strategies to ensure education progress for all children and young people through five core functions of Consultation, Assessment, Intervention, Staff Development and Research.

The main activities of the service in 2015/16 were:-

- To continue to support schools and families to enhance the teaching and learning of children and young people through the delivery of the 5 core functions.
- To support schools and families through the Service Improvement Plan focusing on the priority areas of Nurture, Transformational Change in ASN and Research relating to the Raising Attainment agenda through effective teaching and learning.
- To continue to support schools and the Education Service and to work with multi-agency partners with the implementation of GIRFEC in line with the legislative timescales.

The report then went on to provide details of significant achievements, performance management and the WLAM performance.

In conclusion the report and appendix summarised the activities and the performance of the Additional Support Needs Team and Educational Psychology Service Unit.

The report recommended that the committee:-

1. Note the contents of the report;
2. Provide feedback on performance; and
3. Identify any recommendations for performance improvement.

There then followed a number of questions in particular to the service budget and why this was included as a performance indicator.

Decision

To note the contents of the report.