

Data Label: PUBLIC



ENVIRONMENT POLICY DEVELOPMENT AND SCRUTINY PANEL

P4- P7 FREE MEALS AND EARLY LEARNING MEAL PROVISION

REPORT BY HEAD OF OPERATIONAL SERVICES

A. PURPOSE OF REPORT

The purpose of this report is to advise the Environment Policy Development and Scrutiny Panel of the council's plan to deliver the Scottish Government's phased extension of free school meals to all P4-P7 pupils, announced at the Scottish Government budget setting for 2021/22, and the provision of additional meals for nursery children as part of the Early Learning Expansion.

B. RECOMMENDATION

It is recommended that the Environment Policy Development and Scrutiny Panel:

1. Notes the phasing and implications for the expansion of the service.
2. Notes the funding implications, and the process for capital bids

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs; being honest, open, and accountable; providing equality of opportunities; developing employees; making best use of our resources; working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	<p>On 8 March, the Cabinet Secretary for Finance agreed a deal with the Scottish Greens at Stage 3 of the 2021/22 Scottish Budget Bill that would introduce a phased expansion of universal free school meals for all primary pupils.</p> <p>The Children and Young People (Scotland) Act 2014 (no.1) Order 2019.</p> <p>A blueprint for 2020: the expansion of early learning and childcare (ELC) in Scotland</p>
III Implications for Scheme of Delegations to Officers	None
IV Impact on performance and performance Indicators	This will potentially impact on the average cost per meal, the average food cost per meal and percentage uptake KPI's.

V	Relevance to Single Outcome Agreement	Our children have the best start in life and are ready to succeed. People at risk are protected and supported to achieve improved life chances. We live longer, healthier lives and have decreased health inequalities.
VI	Resources - (Financial, Staffing and Property)	Scottish Government annualised revenue funding for P4-7 free school meals is estimated to be around £3.5 million. Annualised revenue costs of these meals are estimated to be £4.2 million and £3.5 million at 100% and 70% take up, respectively. The additional capital costs and associated Scottish Government funding for P4-7 free school meal provision is still being assessed. The annualised revenue cost of nursery meals is estimated to be £1.1 million – this will be funded from the previously committed Scottish Government nursery funding.
VII	Other consultations	Finance and Property Services, Education Services

D. TERMS OF REPORT

D.1 Background

The Scottish Government announced as part of the 2021/22 Scottish budget that they will provide free school meals for all P4-P7 children in addition to the existing free P1-3 provision. This is to be delivered on a phased basis with P4 in August 2021, P5 in January 2022, and P6 and P7 in August 2022. In addition to this, it was already planned as part of the Early Learning expansion that meals for nursery children would be provided by August 2020 however, the Scottish Government suspended the statutory duty due to the pandemic with implementation now effective also from August 2021.

D.2 Meal Numbers

In 2019/20 FM Services, catering provided 7,806 meals per day to primary school children. This is delivered to 78 primary and special school from 37 production kitchens. Food is transported to the 41 dining centre kitchens.

Current level of P1-7 Meals Provided Daily	7,806	(a)
Projected additional P4-7 Meals based on 70% uptake	6,238	
Less P4-7 meals currently produced	3,206	
Increase	3,032	
Addition of new nursery meals	1,867	
Total Additional Meals	4,899	(b)
Revised new daily meal production	12,705	(a + b)
Capacity Increase	63%	

The additional P4-P7 meals is based on an assumed uptake of 70% and the ELC nursery meals is based on uptake of 61% in line with current P1-P3 free school meal uptake.

D.3 Operational Changes

Site surveys have been undertaken by officers to review equipment, kitchen layout, storage capacities, dining room space, number of lunch sittings and any potential impact on the delivery of the statutory requirement of 2 hours of physical education (PE) per week. Consideration has also been given to where alteration of production and dining centre can be accommodated to alleviate sites under pressure. A review of all dining centre facilities is progressing.

Appendix 1 sets out detail of the initial findings from these surveys and indicative cost for equipment required. The costs need to be finalised after works have been specified and contracted.

D.4 Staffing

The service currently employs 170.5 FTE to deliver the current level of provision. Additional staffing resource will be required. Based on industry standards, production/serving is based on 12 meals per hour.

	Term Time	50 Week	Total
Additional Meals	3,206	1,867	5,073
Days per term	190	250	340
Total Meals	609,165	466,803	1,075,968
Productivity of 12 meals per hour	50,764	38,900	89,664
FTE	27	21	48
Cost	616,373	472,327	1,088,700

This equates to 48 FTE at a cost of £1.088m.

To secure staffing levels, it is proposed to offer additional hours to existing staff prior to commencing recruitment. For existing staff on fixed term contracts an exercise should be undertaken to offer these staff permanent posts to assist with job security and to enable them to plan and access financial products. When full delivery plans are concluded recruitment will commence on a phased basis to meet demand.

It should be noted that an additional complication to the provision of ELC meals is that they are required over 50 weeks per year. We propose to provide packed lunches only during non-term time and produce these from high school kitchens and transport to site. Therefore, 52 week recruitment to posts in high schools will be required.

A pilot offering ELC meals will be undertaken during June 2021 to gauge the uptake and to better inform operational requirements from August 2021. The implementation of new session times for 1140 hours from 19 April 2021 have children attending on:

Morning Session – 7.47am – 12.30pm
Afternoon Session – 12.30pm – 6.14pm
Two Full days – 8am – 6pm

D.5 Transport Costs

The impact on transport costs will be assessed once production and dining hall arrangements are at a more advanced stage, but it is not currently expected that these costs will be higher than current per meal levels.

D.6 Supplier Contracts

All procurement contracts are in place for food and disposables however work may be required with suppliers to increase frequency of deliveries due to shortage of storage space at some sites.

D.7 Capital Purchases / Works

From the schedule appended to this report equipment requirements have been detailed. These are required to enable production to be maximised. Also detailed is where construction work is required, this covers from kitchen reconfiguration to full kitchen refurbishments and new building needs. These plans need to be further developed and costs prepared to be submitted via the capital bid process when we are advised what this looks like.

Some small work and equipment installations could potentially be planned and delivered in summer 2021 with more major work required to be delivered by August 2022 and potential some mid-range work required for January 2022 to support the P5 roll out.

There are some potential risks to the delivery of this due to supply issues as a result of BREXIT in relation to building materials and electrical equipment.

D.8 Dining Capacity / PE Curricular Delivery

Dining room capacities and number of service times have also been considered and issues will be accommodated by additional / changed service times or different use of areas. Some sites will require additional space, and reviews are in place to identify where these are and how it can be provided.

Officers are also reviewing potential impact on the statutory requirement to provide 2 hours of physical education (PE) per child per week. Where schools have dual purpose halls and if additional dining sessions were to be required this would impact on ability to provide required PE sessions. Impact and potential resolutions are being assessed.

Appendix II gives a status update on where this review is currently and is planned that this will be concluded end June 2021.

D.9 Funding

D.9.1 Revenue funding – P4- P7 meals

The Scottish Government, Settlement and Distribution Group (SDG) have advised that the following funding will be provided for each P4-P7 primary school meal:

- £3.00 for additional meals.
- £2.57 for existing meals (takes account of an assumed current subsidy level of P4-P7 paid for primary school meals of £0.43/meal)

The council's average cost per primary school meal in 2019/20 (mainly pre-Covid) was £3.07 and its average paid for primary school meal subsidy was £0.89/meal giving a net amount of £2.26.

In addition, SDG has advised that, whilst they consider actual primary school take-up rates to be 75-80%, funding based on a primary school take-up rate of 100% will be provided at least initially with any excess to be available to assist with the as yet unknown costs or levels of actual take-up. We are assuming a primary school take-up rate of around 70% at present.

The council will receive additional funding from the Scottish Government, it will incur additional meal production and delivery costs and it will no longer receive income from paid for primary school meals. A high-level estimate of the annualised net impact of this at both 100% and 70% take-up rates is set out in Figure 1:

Primary 4-7 high-level annualised financial impact

	Cost/Loss Income £'m	Funding £'m	(Pressure)/Surplus £'m
100% Uptake	4.3	3.5	(0.7)
70% Uptake	3.2	3.5	0.3

D.9.2 Revenue Funding – Nursery Meals

Funding for nursery meals will be provided out of the overall settlement that the council has been provided with for the expansion of nursery provision. This is currently estimated to £2.50 per meal resulting in annualised funding/cost of £1.1 million.

D.9.3 Capital Funding – P4-P7 & Nursery Meals

As indicated in Section D.3, there will mostly likely be capital requirement associated with this expansion programme

The Scottish Government has advised that they recognise that there is the potential for there to be capital requirements associated with this expansion of free school meals provision, both in terms of production (kitchen) and dining hall facilities. This capital requirement is currently being considered by the Expansion of Universal Free School Meals Governance Programme Board that has been set up jointly by the Scottish Government and COSLA.

D.10 Next Steps

Work will progress to secure service delivery for August 2021 and detail of works will be developed and costed in advance of completion of capital bid business case.

E. CONCLUSION

Based on survey results and work done to date P4 and ELC meals in August 2021 will be deliverable with minimal work. Detailed plans have been developed for the expansion to P5 to P7 pupils.

F. BACKGROUND REFERENCES

Appendices/Attachments:

Appendix I – Requirements Schedule

Appendix II – Dining Capacity

- The Children and Young People (Scotland) Act 2014 (Modification) (No. 1) Order 2019
- 2021/22 Scottish Budget Bill
- A blueprint for 2020: the expansion of early learning and childcare (ELC) in Scotland

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1 June 2021

Production Kitchen	RAG	Required	Equipment Qty & Item	Equipment Cost (Estimate)	Kitchen Reconfiguration	Kitchen Full Refurbishment	New Build Space	Other Considerations
Blackridge Primary School		Aug-21	1 x Combi 1 x Fryer	£11,000			Look at knocking down the partition walls to GP room (old gym hall) extend kitchen into current diningroom with GP room now becoming diningroom. Give the school some of current diningroom for storage, GP area. This will free space to put in a good size kitchen with Fridge and Freezer space.	
East Calder Primary School		Aug-21	2 x Additional Combi 1 x Double fryer Additional fridge / freezer space	£20,000	Cooking island needs looked at with some minor alterations - equipment spread out and new combi and fryer needed			Unit needs equipment to cope for August or will not be able to produce food required
Knightsridge Primary School		Aug-21	1 x Additional Combi 1 x Additional freezer - locate in store room 1 x new single fridge - locate outside office	£13,500				New gym hall
Our Lady of Lourdes Primary School		Aug-22	1 x replace steamer with combi oven	£9,000		Full kitchen refurb required		
Simpson Primary School		Aug-22						Look at options to extend into storerooms at sides of kitchen, build new storage on to current dual purpose hall or new hall
Toronto Primary School		Aug-22				Full kitchen refurb required		Dining room floor needs replaced
Armadale Primary School		Aug-22	1 x Additional Combi 1 x Additional Freezer	£10,000	Remove wood sheving and replace Relocate veg prep sink to main kitchen to accommodate new freezer (needs power)			
Bankton Primary School		Aug-21	1 x Additonal combi over - move ranges	£9,000	Review fridge / freezer locations			
Boghall Primary School		Aug-21	1 x Double freezer (Need Power) 1 x Additional combi	£12,000				
Croftmalloch Primary School		Aug-22	1 x Replace steamer with combi oven 1 x Replace single with double fryer	£11,000				
Deans Primary School		Aug-22	1 x Additional Combi New fryers	£11,000	Review cooking island - pices of equipment are disjointed. Cookers need relocationg as issue with access due to diswah area Walk in fridge needs removed			Staff facilities
Fallahill Primary School		Aug-22	1 x Single fryer 1x Replace Steamer with combi oven	£11,000	Reconfiguration work to fridge and freezer area New Counter			
Harrysmuir Primary School		Aug-22	1 x Additional Combi	£9,000				Consider fridge space
Linlithgow Primary School		Aug-21	1 x Replace single fryer with double 1 x replace steamer with full height combi	£22,500	Counter needs redesign with hotplate in middle Kitchen island required to have new steamer and fryer Extraction and dishwash needs reviewed			
Parkhead Primary School		Aug-22	1 x Replace Steamer with combi oven 1 x Replace single freezer with double	£11,000				
Southdale Primary School		Aug-22	1 x Additional Freezer (power needed)	£1,500				
Springfield Primary School		Aug-21	1 x Additional single freezer 1 x Additional combi	£10,500	Remove double sinks – move single to replace. Put double sink in dishwash and move Move mixer to corner at windows end of dishwash area Place freezer next to double door			
St Marys Primary School Bathgate		Aug-22	1 x Replacement mixer 2 x Replace steamer with combi oven	£21,000				Need cooking capacity as cannot change Balbardie into production unit
St Nicholas Primary School		Aug-22	1 x Additional combi 1 x Additional fryer	£11,000	Remove old walk in fridge Relocate supervisors office to fridge area Kitchen sink need removed to allow better fridge/freezer area (need power) More fridge / freezer space - long wall where supervisors office is currently.			

St Ninians Primary School		Aug-21	1 x Additional combi	£9,000				Item 17 Dining room floor needs replaced
Uphall Primary School		Aug-22	1 x Additional combi	£9,000	Replace on freezer with Double – have had difficulty in past with access due to being up several stairs – requires power moved			
Whittdale Primary School		Aug-22			Revise kitchen layout - vove mixer to side - 3 phased electrics to allow better work flow			
Williamston Primary School		Aug-22						Dining room floor and dishwash area needs reviewed. Relocate counter
Winchburgh Primary School		Aug-21	1 x Additional freezer 1 x Additional combi	£11,000	Remove and replace old large sinks -			Review locations of fridge's / freezers
Howden St Andrews Primary School			1 x Additional Combi	£9,000		WIP - 04/2021		Not part of current works
Kirkhill Primary School			No issues					
Meldrum Primary School			No issues					
Murrayfield Primary School			1 x Additional combi oven	£9,000		WIP - 04/2021		Work being done 2021 - oven still required
Peel Primary School			No issues					
Riverside Primary School			No issues					
St Anthony's Primary School			No issues					
St John Baptist Primary School			No issues					
St John Ogilvie Primary School			No issues					New Hall
St Joseph Primary School Whitburn			No issues					
St Marys Primary School Polbeth			No issues					
				£251,000				
Dining Centres	RAG		Equipment Qty & Item	Equipment Cost	Kitchen Reconfiguration	Kitchen Full Refurbishment	New Build Space	Other Considerations
Stoneyburn-		Jan-22			Turn back to Production unit	Full kitchen refurb required		This unit was requested to be reopened as production for nursery meals
Carmondean		Jan-22			Turn back to Production unit. Space back from school			Space needs to be given back from school use
Windyknowe		Aug-22			Kitchen not adequate	Yes - needs more space	New Hall	Extension to kitchen required for nursery meals or if new hall the space from existing hall for production unit
Pumpherston		Aug-22						This was designed to be doubled in size and is now required
Broxburn Primary Due to high roll		Aug-21	New Counter in Diningroom 1 x single fridge 1 x undercounter freezer		kitchen counter will not cope with numbers	Needs to be considered to be production due to numbers.		Would require extension to school
Lowport		Aug-21	New Counter in Diningroom		New Counter in Diningroom Dishwasher moved to front area Back Area turned into storeroom			
Linlthgow Bridge		Aug-21	New Counter in Diningroom		Look at dishwash inlet and outlet			Kitchen is not functional
Bellsquarry		Aug-22			Kitchen not adequate	Yes - needs more space	New Hall	If new hall production kitchen can be configured in existing hall
Polkemmet		Aug-22				Full kitchen refurb required		
Mid Calder								Need to watch numbers
Balbardie – Due to high roll		Aug-22	2x single door fridges need to look at new counter, new hot cupboard in kitchen					no access to kitcen exsept through h reception- no access for direct deliveries
St Joseph Primary School Linlithgow		Aug-21	requires pass through dish washer					
Livingston Village		Aug-21	pass through dishwasher - Counter needs replaced, single door fridge					Site visits required
Kirknewton		Aug-21	single door fridge, undercounter freezer Pass through dishwasher hot cupboard look at servery					servery in hall
St Pauls		Aug-21			Counter needs to be looked at as small			
Bridgend		Aug-21	Pass through dish washer					
Seafeld		Aug-21	pass through dish washer - shelving for boxes					
Longridge		Aug-21	servery needs replaced - pass through dish washer - new floor					servery in hall
Our ladys		Aug-21	pass through dish washer - servery in and out- make store for school in diningroom					

Blackburn		Aug-21	pass through dishwasher - hall floor needs done					Item 17
Addiewell								remove old cookers and replace with benches. Large old kitchen but new counter.
Dedridge								Tables are new bench stlye and space saving
Letham					Remove wood cupboards and make good. Block up fridge			
Torphichan								
Dechmont								
St Columbas								
Westfield								
Woodmuir								
Greenrigg								

182 trading days	Dining Centre / Prod Kitchen	61% Uptake Nursery Meals August 2021	Total School	Total Dining Capacity	RAG Analysis
		1,867	10,428	12,706	
Addiewell Combined School	Dining	24	109	135	
Armada Primary School	Prod	51	236	290	
Balbardie Primary School	Dining	-	202	271	
Bankton Primary School	Prod	37	181	217	
Bathgate Early Years	Dining	43	43	43	
Bathgate West Nursery	Dining	33	33	33	
Bellsquarry Primary School	Dining	24	125	133	
Blackburn Primary School	Dining	-	61	80	
Blackridge Primary School	Prod	20	110	141	
Boghall Primary School	Prod	27	183	234	
Bridgend Primary School	Dining	15	56	70	
Broxburn Primary School	Dining	38	237	283	
Carmondean Primary School	Dining	35	223	275	
Calderwood		27	27	27	
Croftmalloch Primary School	Prod	32	144	178	
Deans Primary School	Prod	32	163	208	
Dechmont Infants Primary School	Dining	7	18	22	
Dedridge Primary School	Dining	-	118	165	
East Calder Primary School	Prod	49	226	251	
Eastertoun Primary School	Dining	31	194	232	
Eliburn Nursery	Dining	29	29	29	
Fallahill Primary School	Prod	24	117	153	
Glenview Niursery	Dining	27	27	27	
Greenrigg Primary School	Dining	22	80	91	
Harrismuir Primary School	Prod	-	216	285	
Holy Family Primary School	Prod	-	65	89	
Hopefield Nursery	Dining	32	32	32	
Howden St Andrews Primary School	Prod	22	183	233	
Inveralmond EYC	Dining	30	30	30	
Kirkhill Primary School	Prod	35	185	232	
Kirknewton Primary School	Dining	20	114	137	
Knightsridge Primary School	Prod	46	206	262	
Ladywell Nursery	Dining	43	43	43	
Letham Primary School	Dining	38	189	252	
Linlithgow Bridge Primary School	Dining	18	103	137	
Linlithgow Primary School	Prod	35	250	308	
Livingston Village Primary School	Dining	27	126	140	
Longridge Primary School	Dining	19	75	88	
Lowport Primary School	Dining	-	92	118	
Meldrum Primary School	Prod	-	95	118	
Mid Calder Primary School	Dining	29	131	146	
Murrayfield Primary School	Prod	35	172	230	
Our Lady of Lourdes Primary School	Prod	-	100	123	
Our Ladys Primary School	Dining	15	49	56	
Parkhead Primary School	Prod	34	189	233	
Peel Primary School	Prod	-	207	242	
Polkemmet Primary School	Dining	23	121	149	
Pumpherstoun and Uphall Station Primary School	Dining	29	132	158	
Riverside Primary School	Prod	31	183	227	
Seafeld Infant School	Dining	13	64	79	
Simpson Primary School	Prod	79	350	355	
Southdale Primary School	Prod	27	152	165	
Special - All Free - Beatlie School Campus	Dining	-	29	29	
Special - All Free - Cedarbank Primary School	Dining	-	42	42	
Special - All Free - Connolly School Campus	Dining	-	13	13	

182 trading days	Dining Centre / Prod Kitchen	61% Uptake Nursery Meals August 2021	Total School	Total Dining Capacity	RAG Analysis
Special - All Free - Ogilvie School Campus	Dining	-	85	85	
Special - All Free - Pinewood School	Dining	-	38	38	
Springfield Primary School	Prod	31	220	261	
St Anthony's Primary School	Prod	26	149	182	
St Columbas Primary School	Dining	24	105	134	
St John Baptist Primary School	Prod	28	118	147	
St John Ogilvie Primary School	Prod	33	231	289	
St Joseph Primary School Linlithgow	Prod	-	71	92	
St Joseph Primary School Whitburn	Prod	24	157	198	
St Marys Primary School Bathgate	Prod	20	254	322	
St Marys Primary School Polbeth	Prod	31	149	215	
St Nicholas Primary School	Prod	41	252	293	
St Ninians Primary School	Prod	34	168	209	
St Pauls Primary School	Dining	20	114	133	
Stoneyburn Primary School	Dining	10	53	62	
Toronto Primary School	Prod	31	177	234	
Torphichen Primary School	Dining	5	40	62	
Uphall Primary School	Prod	28	168	204	
Westfield Primary School	Dining	7	40	56	
Whitdale Primary School	Prod	42	248	311	
Williamston Primary School	Prod	27	233	280	
Winchburgh Primary School	Prod	54	208	237	
Windyknowe Primary School	Dining	43	257	312	
Woodmuir Primary School	Dining	-	13	12	