

## The Highland Council

Minutes of Meeting of the **People Committee** held in the Council Chamber, Council Headquarters, Glenurquhart Road, Inverness on Wednesday 21 June 2017 at 10.05 am.

### Present:

Mr B Boyd	Mr G MacKenzie
Mr R Bremner (video conferencing)	Mrs I MacKenzie
Mrs I Campbell	Mr D Macpherson
Mr A Christie (Chair)	Mr R MacWilliam
Mrs M Cockburn	Mrs B McAllister
Ms K Currie	Mrs P Munro
Mr J Finlayson (Vice Chair)	Mrs M Paterson
Mr A Graham	Mrs F Robertson
Mr T Heggie	Mr G Ross
Mr A Jarvie	Ms N Sinclair (video conferencing)
Ms E Knox	Mr C Smith
Mr R MacDonald (video conferencing)	Ms K Stephen (Vice Chair)
Mr W MacKay (video conferencing)	

### Religious Representatives:

Ms S Lamont  
Mr A MacLean  
Mr K Weidner

### Youth Convener:

Mr C MacLennan

### Non-Members also present:

Mrs J Barclay	Mr D Louden
Mr A Baxter	Mrs D MacKay
Mrs M Davidson	Mr D Mackay
Mr C Fraser	Mrs T Robertson
Mr K Gowans	Ms M Smith
Mr R Laird	Mr B Thompson

### In attendance:

Mr B Alexander, Director of Care and Learning  
Mrs B Cairns, Head of Additional Support Services, Care and Learning Service  
Ms S Campbell, Head of Children's Services, Care and Learning Service  
Mr B Porter, Head of Resources, Care and Learning Service  
Mr J Steven, Head of Education, Care and Learning Service  
Mr R Campbell, Estate Strategy Manager, Care and Learning Service  
Mr M Mitchell, Finance Manager, Finance Service  
Ms N Young, Area Care and Learning Manager – West, Care and Learning Service  
Ms S Harrington, Senior Manager Early Years, Care and Learning Service  
Ms S Russel, Principal Officer – Nursing, Care and Learning Service

Ms J Douglas, Care and Learning Alliance (Third Sector)  
Ms P Duncan, Birchwood Highland (Third Sector)  
Ms G Newman, Highland Children's Forum (Third Sector)  
Ms S Blyth, Highland Parent Council Partnership  
Miss J MacLennan, Principal Administrator, Corporate Development Service  
Miss M Murray, Committee Administrator, Corporate Development Service

**Also in attendance:**

Ms J Macdonald, Director of Adult Social Care, NHS Highland

**An asterisk in the margin denotes a recommendation to the Council. All decisions with no marking in the margin are delegated to the Committee.**

**Mr A Christie in the Chair**

**Business**

**1. Apologies for Absence  
Leisgeulan**

There were no apologies for absence.

**2. Declarations of Interest  
Foillseachaidhean Com-pàirt**

The Committee **NOTED** the following declarations of interest:-

Item 6 – Mr G Ross (non-financial)  
Item 7 – Mr A Christie (non-financial)

**3. Outstanding Achievements  
Coileanaidhean Air Leth**

There had been tabled a list of outstanding achievements by people and groups.

During discussion, Members paid tribute to all those involved, particularly in relation to Highland Young Musician of the Year, the Rock Challenge Scottish Final, the Scottish Engineering Leaders Awards and the Lochalsh Junior Pipe Band.

The Committee **NOTED** the outstanding achievements and **AGREED** that the Director write to all those involved in recognition of their success.

**4. Service Delivery and the People Committee  
Libhrigeadh Seirbheis agus Comataidh an t-Sluaigh**

There had been circulated joint Report No PEO/01/17 dated 13 June 2017 by the Directors of Care and Learning and Community Services.

The Chair highlighted that housing was a new addition to the portfolio of the People Committee and that a seminar on housing allocations was scheduled to take place at 2.00 pm on Thursday 22 June 2017. In relation to the imminent announcement by the

Cabinet Secretary on the future governance of education and children's services, this would be discussed at full Council on 29 June 2017.

During discussion, Members made the following comments:-

- the positive statements in the report in relation to closing the attainment gap and raising attainment for all were welcomed, as was the increase in SQA examination performance. It was important to reflect on what schools did in terms of both attainment and achievement, and to take every opportunity to highlight the outstanding accomplishments of young people in Highland;
- information was sought and provided on the Pupil Equity Fund (PEF), particularly in relation to whether all of the funding would be distributed to individual schools; whether all schools had submitted Improvement Plans and had them approved; potential reasons Improvement Plans might not be approved; the difficulties associated with increasing staffing; how the fund would be administered and accounted for; and where it sat alongside the Scottish Attainment Challenge; and
- in relation to Additional Support Needs (ASN), whilst welcoming the provision of ASN allocation figures for individual areas, a request was made that figures be provided for the whole of Highland. In addition, an assurance was sought and provided that resources would follow need, especially across areas, and that, as staff moved from mainstream teaching to supporting pupils with ASN, appropriate training and guidance was in place to allow them to achieve additional qualifications.

Thereafter, the Committee:-

- i. **NOTED** the key issues presented in the report;
- ii. **AGREED** to hold a Members' seminar about the developing policy regarding self-directed support;
- iii. **AGREED** the revised risk register for the Care and Learning Service; and
- iv. **AGREED** that Additional Support Needs allocation figures for the whole of Highland be provided to Members.

## 5. Appointments to Sub-Committees etc Cur an Dreuchd gu Fo-Chomataidhean is eile

### i. Adult Services Development and Scrutiny Sub-Committee Fo-Chomataidh Leasachaidh is Sgrùdaidh Seirbheisean nan Inbheach

There had been circulated the remit in respect of the Adult Services Development and Scrutiny Sub-Committee. It was proposed that the membership of the Sub-Committee should comprise the Chair and a Vice Chair of the People Committee plus 9 other Members of the People Committee – 11 in total.

The Committee:-

- i. **NOTED** the remit; and
- ii. **AGREED** the membership of the Adult Services Development and Scrutiny Sub-Committee as follows:-

<b>Independent (4)</b>	<b>SNP (3)</b>	<b>Liberal Democrat (2)</b>	<b>Conservative &amp; Unionist (2)</b>
Mr T Heggie Mr R MacDonald Mr G Ross Ms N Sinclair	Mr B Boyd Mrs M Cockburn Mr R MacWilliam	Mr A Christie Ms K Stephen	Mrs I MacKenzie Mr C Smith

**ii. Local Negotiating Committee for Teachers (LNCT)  
Comataidh Barganachaidh Ionadail airson Thidsearan**

The remit of the LNCT was to carry out negotiations between the Management and Joint Union Sides on all matters relating to conditions of service as defined in the Local Recognition and Procedure Agreement signed by the Council and the Joint Union Side on 26 November 2002.

At the full Council on 1 June 2017 it had been agreed that the membership of the LNCT should comprise the Chair and a Vice Chair of the People Committee, the Chair and Vice Chair of the Corporate Resources Committee plus 3 other Members of the People Committee – 7 in total.

The Committee:-

- i. **NOTED** the remit; and
- ii. **AGREED** the membership of the Local Negotiating Committee for Teachers as follows:-

<b>Independent (3)</b>	<b>SNP (3)</b>	<b>Liberal Democrat (1)</b>
Mr A MacKinnon (Chair of Corporate Resources Committee) Mr A Baxter (Vice Chair of Corporate Resources Committee) Mr J Finlayson (Vice Chair of People Committee)	Ms K Currie Mr G MacKenzie Mr R MacWilliam	Mr A Christie (Chair of People Committee)

**iii. Welfare Reform Working Group  
Buidheann-obrach Ath-leasachaidh Sochair**

It was proposed that the Welfare Reform Working Group should comprise the Leader of the Council, Chair of the Corporate Resources Committee, Chair of the Places Committee, Chair of the People Committee, Leader of the Labour Group, Leader of the SNP Group and Leader of the Conservative & Unionist Group – 7 in total.

- \* The Committee **AGREED** to appoint the Chair of the People Committee to the Welfare Reform Working Group and **AGREED TO RECOMMEND** to the Council the appointment of the Leader of the Council, Chair of the Corporate Resources Committee, Chair of the Places Committee, Leader of the Labour Group, Leader of the SNP Group and Leader of the Conservative & Unionist Group.

## 6. Appointments to Other Bodies Cur an Dreuchd gu Buidhnean Eile

### i. Blas Board Bòrd Bhlas

The Blas Festival had been established by the Council to create and develop an international festival of traditional music and culture, providing a showcase, particularly for young Highland musicians. Blas was project managed by Fèisean nan Gàidheal and governed by a Board which included 3 Highland Council Members.

The Committee **AGREED** to appoint Ms K Currie, Mr D Macpherson and Mrs M Paterson to the Blas Board.

### ii. Board of Governors for Catherine McCaig's Trust Bòrd Luchd-urrais airson Urras Catherine McCaig

The Board of Governors for Catherine McCaig's Trust had been established to disburse bursaries to students from the Highlands, Argyle and Bute and the Western Isles to assist them in attending university.

The Committee **AGREED** to appoint Mrs M Paterson to the Board of Governors for Catherine McCaig's Trust.

### iii. Board of Partnerships for Wellbeing Bòrd nan Com-pàirteachasan Mathais

Partnerships for Wellbeing was a Company Limited by Guarantee with Charitable Status, the aim of which was to identify and manage projects which would improve the health and wellbeing of people in the Highlands.

Nominations were received for Mrs M Cockburn and Mrs B McAllister.

On a vote being taken, Mrs Cockburn received 8 votes and Mrs McAllister received 17 votes, with one abstention, the votes having been cast as follows:-

#### **Votes for Mrs Cockburn**

Mr B Boyd, Mrs M Cockburn, Ms K Currie, Ms E Knox, Mr G MacKenzie, Mr R MacWilliam, Mrs P Munro, Mr R Bremner

#### **Votes for Mrs McAllister**

Mrs I Campbell, Mr A Christie, Mr J Finlayson, Mr A Graham, Mr T Heggie, Mr A Jarvie, Mr R MacDonald, Mr W Mackay, Mrs I MacKenzie, Mr D Macpherson, Mrs B McAllister, Mrs M Paterson, Mrs F Robertson, Mr G Ross, Ms N Sinclair, Mr C Smith, Ms K Stephen

## **Abstention**

Mr C MacLennan.

## ***Decision***

The Council **AGREED** to appoint Mrs B McAllister to the Board of Partnerships for Wellbeing.

### **iv. Duke of Edinburgh Award Scheme – Highland Award Project Sgeama Duais Dhiùc Dhùn Èideann – Pròiseact Duais na Gàidhealtachd**

The Duke of Edinburgh Award Scheme had been established nationally to promote the achievement and self-confidence of young people through participation in voluntary and outdoor activities. The purpose of the Highland Award Project was to promote the aims and objectives of the DofE Award for the benefit of young people in the area.

The Committee **AGREED** to appoint Mr A Jarvie and Mrs I MacKenzie to the Duke of Edinburgh Award Scheme – Highland Award Project.

### **v. Highland Alcohol and Drugs Partnership Com-pàirteachas Deoch-làidir is Dhrugaichean na Gàidhealtachd**

The Highland Alcohol and Drugs Partnership was a multi-agency strategic partnership focussed on alcohol and drugs misuse issues in Highland. Members included those with an interest, such as the Council, NHS Highland, Police Scotland and HMP Inverness.

The Committee **AGREED** to appoint Mrs I Campbell to the Highland Alcohol and Drugs Partnership.

### **vi. Highland Children's Trust Urras Chloinne na Gàidhealtachd**

Highland Children's Trust provided financial assistance to needy children and young people up to the age of 25 who were resident in or had some connection to Highland. The Trust's Board was comprised of 5 Governors, one of whom was appointed by the Highland Council.

The Committee **AGREED** to appoint Mrs M Paterson to the Highland Children's Trust.

### **vii. Highland Community Justice Partnership Com-pàirteachas Ceartas Coimhearsnachd na Gàidhealtachd**

The Highland Community Justice Partnership was effectively a sub-group of the Highland Community Planning Partnership and was directly responsible for the development and delivery of the Highland Community Justice Plan.

The Committee **AGREED** to appoint Mr T Heggie to the Highland Community Justice Partnership.

**viii. Highland Culture Strategic Board**  
**Bòrd Ro-innleachdail Cultar na Gàidhealtachd**

The remit of the Highland Culture Strategic Board was to maximise on opportunities to enhance the cultural sector of the Highland Council area through effective collaboration with other organisations.

At the full Council on 1 June 2017 it had been agreed to appoint the Leader of the Council, the Depute Leader and 1 Member of the People Committee to the Highland Culture Strategic Board.

The Committee **AGREED** to appoint Mr G MacKenzie to the Highland Culture Strategic Board.

**ix. Highland Football Academy Trust**  
**Urras Acadamaidh Ball-coise na Gàidhealtachd**

The Highland Football Academy Trust had three principal partners, namely the Highland Council, Inverness Caledonian Thistle FC and Ross County FC. It provided leisure and sports recreation facilities to a wide range of groups and operated a Football Academy at Victoria Park, Dingwall, the Bught/Charleston areas of Inverness and such other alternative locations as the Trustees might determine.

The Committee **AGREED** to appoint Mr G MacKenzie and Mr G Ross to the Highland Football Academy Trust.

**x. Highland Disability Sport**  
**Spòrs Chiorramach na Gàidhealtachd**

**Declaration of Interest: Mr G Ross declared a non-financial interest in this item as an office bearer of Highland Disability Sport but, having applied the test outlined in Paragraphs 5.2 and 5.3 of the Councillors' Code of Conduct, concluded that his interest did not preclude his involvement in the discussion.**

Highland Disability Sport co-ordinated all activities in sport and leisure in the Highlands for individuals with physical, learning or sensory disabilities. They arranged all the sporting activities Highland-wide and encouraged people to participate and compete, regardless of their ability or age, in various sports such as athletics, badminton, boccia, bowling, football, golf, swimming and ten-pin.

The Committee **AGREED** to appoint Mr A Jarvie, Ms E Knox and Mr G Ross to Highland Disability Sport.

**xi. Raddery Trust**  
**Urras Raddery**

The Raddery Trust had been established to promote the education and care of children and young people with additional support for learning needs throughout Highland.

The Committee **AGREED** to appoint Mr C Smith to the Raddery Trust.

## **7. Care and Learning Revenue and Capital Budget Buidseat Teachd-a-steach is Calpa a' Chùrain agus an Ionnsachaidh**

**Declaration of Interest: Mr A Christie declared a non-financial interest in this item as his daughter attended Lochardil Primary School but, having applied the test outlined in Paragraphs 5.2 and 5.3 of the Councillors' Code of Conduct, concluded that his interest did not preclude his involvement in the discussion.**

There had been circulated Report No PEO/02/17 dated 13 June 2017 by the Director of Care and Learning.

During discussion, Members made the following comments:-

- commentary on all Savings Proposals marked Amber should have an explanation as to why they had not been met in full or had been delayed;
- an explanation was sought, and received, as to the composition of funding for the replacement of floodlights at Queen's Park, Inverness;
- the funding allocated to Lochardil Primary School for an additional classroom was welcomed. However, Milton of Leys Primary School roll was also under pressure and, while discussions were taking place regarding the purchase of additional land adjacent to the School, foundations were already there for a fourth classroom;
- with continued expansion of housing in Inverness, school rolls were under increasing pressure and it was questioned why the Education Service, as a statutory consultee, did not make representations in this regard. In response, the Chair confirmed that he was in discussions with the Chair of the North Planning Applications Committee on this matter and that a report would be submitted to a future meeting of the Committee and the City of Inverness Area Committee. It was essential a holistic approach was adopted and that developers too took into account that they could encounter difficulties in selling properties if local school rolls were capped;
- as well as Inverness, there were problems with the School Estate across Highland;
- there was an overall underspend of £15.653m and assurances were sought that this would be ring fenced for the projects that the funding had originally been allocated to;
- with reference to the burst pipe at Noss Primary School, the second time in a year, assurances were sought, and received, that funding was set aside to monitor and scrutinise projects during warranty periods to ensure schools were safe throughout the Highlands;
- the capital funding allocated to Fortrose Academy and for the provision of modular units was welcomed. However, it was essential to keep Ward Members, Parent Councils and Community Councils up-to-date of any capital work taking place in any school; and
- under the Council's new governance structure capital monitoring would be reported to the Places Committee. Nevertheless, it was still important that the People Committee was kept informed on capital planning matters relating to the Care and Learning Service.



The Committee:-

- i. **NOTED** the near-final revenue monitoring outturn for the year ended 31 March 2017;
- ii. **NOTED** the near-final capital programme outturn for the year ended 31 March 2017;
- iii. **AGREED** to commence a new site selection review for the Tain 3-18 Campus, the outcome of which would be reported back to the Committee;
- iv. **AGREED** that current Tain 3-18 Campus project design and project activity be paused pending the review referred to at iii. above;
- v. **AGREED** to homologate the delegated decision on the Alness Academy New Project Request and Affordability Cap as set out in paragraph 5.2 of the report;
- vi. **AGREED** to delegate powers to either the Director of Care and Learning or the Director of Finance, in consultation with either the Chair of the People or Corporate Resources Committees, and following consultation with local Elected Members, in relation to any budget, affordability or specification changes in relation to the Alness Academy project that might need to be considered over the summer recess;
- vii. **AGREED** a budget allocation of £0.5M for the Killen project, to be met from the £2m initially agreed for the Black Isle Education Centre replacement, noting that the balance of funds remaining would be considered as part of the wider corporate capital review;
- viii. **NOTED** the updated 2017/18 programme and **AGREED** the new projects recommended for approval, as per Appendix 4 of the report;
- ix. **AGREED** that a modular unit should be installed at Lochardil Primary School, and the various recommendations in relation to the installation of units at six other schools, as set out in paragraph 6.4 of the report;
- x. **AGREED** to bring forward an additional £70,000 for the replacement of the floodlights to the running track at Queen's Park, Inverness;
- xi. **AGREED** that explanatory notes be provided in future revenue budget reports where savings proposals were marked red or amber; and
- xii. **AGREED** that Parent Councils and Community Councils be routinely included in the list of stakeholders in relation to capital works in primary and secondary schools.

## 8. Children's Services – Performance Report Seirbheisean Chloinne – Aithisg Choileanaidh

There had been circulated Report No PEO/03/17 dated 8 June 2017 by the Director of Care and Learning.

During discussion, Members made the following comments:-

- whilst the exclusion rate for looked after children had increased beyond the target figure of 155 to 182, it was acknowledged that a small test of change was proposed in the Mid area and this would have a specific focus on reducing exclusions. In this regard, information was requested as to when this would be completed and an assurance was sought that any measures that proved to be effective would be rolled out elsewhere;
- in relation to the measures identified for deletion from the framework, particularly in connection to pregnant women screened for substance misuse or at risk of

poor mental health, assurances were sought that, given the potential risks to the unborn child, these measures would still be reported somewhere;

- Members were encouraged, where they had a particular interest, to help drive forward improvements of those measures which had shown little improvement or which had remained static;
- the increase in the number of health visitors was welcomed; and
- discussion needed to take place as to how best the performance of schools could be reported at Area and Ward level to allow issues, such as the number of exclusions and attainment levels of looked after children, to be explored in more detail locally.

The Committee:-

- i. scrutinised and **NOTED** the performance information;
- ii. **AGREED** to recommend to the Joint Monitoring Committee the deletion of a number of redundant measures as listed in section 5 of the report; and
- iii. **AGREED** that a report on the education of Looked After Children be presented to a future meeting of the Committee.

## 9. NHS Highland Assurance Report Aithisg Bharantais NHS na Gàidhealtachd

There had been circulated Report No PEO/04/17 dated 8 June 2017 by the Director of Care and Learning.

During discussion, Members made the following comments:-

- referring to the indicator showing that 99% of children in P1 received a Health check, it was disappointing that some of the other indicators, such as the 6-8 week and Early Years check, were not as good. The input of Health Visitors was vital but it was felt that workforce planning was being detrimentally affected in Highland by the national caseload weighting tool which took no account of rurality and calls were made for this to be reviewed;
- confirmation was sought, and received, that when the workforce planning tool had been re-run in Highland at the beginning of 2017, account had been taken of succession planning; and
- it was important to get information at a local level where there were issues around recruitment.

The Committee:-

- i. scrutinised and **NOTED** the data and issues raised in the report, noting that comments would be incorporated into a report to NHS Highland as part of the revised governance arrangements;
- ii. **AGREED** to support the testing of a Schools Based Immunisation Team during academic session 2017-18; and
- iii. **AGREED**, in relation to Health Visitor posts, that a request be made that the workforce planning tool be reviewed to take account of rurality.

## 10. Update on Management of Schools Programme Fios às Ùr mu Riaghladh Sgoiltean

There had been circulated Report No PEO/05/17 dated 12 June 2017 by the Director of Care and Learning.

Prior to opening debate, the Chairman proposed that the decision regarding the revised plan for the Mallaig Associated School Group be deferred to the August Committee to allow himself and the Vice Chair to discuss the concerns of Parents and Parent Councils in Mallaig and Arisaig. It was important to consult fully and to reach a holistic solution.

During discussion, Member sought additional detail in relation to progress being made with the six inter-related workstreams. It was recognised that the work underway with various workstreams was causing concern amongst school staff and a Briefing to Members would help considerably.

The Committee:-

- i. **NOTED** the progress on all six workstreams – Curriculum Delivery, Management Structures, Support to Schools, Early Learning and Childcare, Workforce Planning and Recruitment, Leadership and Staff Development;
- ii. **NOTED** the progress on Phase 1 implementation and **APPROVED** the engagement process for drawing together Phase 2 proposals;
- iii. **AGREED** to defer consideration of the revised plan for Mallaig High School Associated School Group to the August Committee to allow the Chair and Vice Chair to meet with parents and Parent Councils to discuss their concerns;
- iv. **APPROVED** the Workstream 3 proposal to undertake a pilot of new office and school support arrangements in two of the Phase 1 Associated School Groups and one other primary cluster between August and December 2017; and
- v. **AGREED** that a Members' Briefing on the progress of all six workstreams take place in August 2017.

#### **11. Draft Early Learning and Childcare Delivery Plan Dreachd Phlana Lìbhrigidh Thràth-ionnsachaidh agus Chùrainm-chloinne**

There had been circulated Report No PEO/06/17 dated 13 June 2017 by the Director of Care and Learning.

Introducing the report, the Chairman highlighted the benefits of the proposal, not only in relation to care but also in providing job opportunities throughout Highland. The expansion of Early Learning and Childcare provision would undoubtedly be complex but having a detailed plan in place would help overcome these.

During discussion, Members made the following comments:-

- a flexible approach was required to meet the needs of parents;
- when increasing provision it was important that quality of care was not lost;
- whilst acknowledging the need for funding for transport for Out of School Care to now be phased out, a proactive approach was requested for the Service to work with parents to look at other potential transport options which might be available;
- secondary schools should be kept informed of the job and training opportunities which would arise over the next three years. By doing so it would enable greater numbers of young people to be retained in Highland;
- it was encouraging to see the plan evolving and for issues such as staffing

- structures being refined. However, it was important to keep staff informed as to what changes and refinements were taking place; and
- the expansion of outdoor nurseries was supported and reference was made to the success of Stramash based in Fort William. It was suggested, and agreed, that a presentation to Members be provided.

The Committee:-

- NOTED** the first draft of the Delivery Plan as set out in Appendix 1 of the report;
- AGREED** the proposals for the further refinement of the staffing model as set out in Appendix 2 of the report;
- AGREED** to phase out funding for out of school care transport and that officers work with families to explore alternative options;
- AGREED** to increase rates to commissioned partner centres by 5% in 2017/18;
- AGREED** that schools be kept informed in terms of qualification/training opportunities for young people;
- AGREED** that Stramash outdoor nursery be invited to give a presentation at a future meeting of the Committee; and
- AGREED** that existing early learning and childcare staff be kept informed of changes to the staffing structure.

## **12. Minutes**

### **Geàrr-chunntas**

The Committee **NOTED** the following Minutes:-

- Highland Community Justice Partnership – 22 February 2017 (draft); and
- Highland Child Protection Committee – 22 March 2017.

The meeting concluded at 11.25 a.m.