



Education, Communities and Organisational Development

Wednesday, 23 September 2020

NOTICE IS HEREBY GIVEN that a Meeting of the **Education, Communities and Organisational Development** is to be held at **remote locations via video conference**, on **Wednesday, 23 September 2020** at **09:30**.

BUSINESS

1. **Sederunt**
2. **Declaration of Group Decisions and Members Interests ***
3. **Minute of Meeting of Children and Young Peoples Committee on 4 March 2020** 5 - 14
4. **Children's Services Revenue Budget Monitoring Report - July 2020** 15 - 20
Report by Depute Chief Executive (Education, Communities and Organisational Development)
5. **Education Resources and Communities Revenue Budget Monitoring Report - July 2020** 21 - 26
Report by Depute Chief Executive (Education, Communities and Organisational Development)
6. **Education Revenue Budget Monitoring Report - July 2020** 27 - 32
Report by Depute Chief Executive (Education, Communities and Organisational Development)

- 7. SQA and Estimate Processes for Exam Diet 2020** **33 - 42**
Report by Depute Chief Executive (Education, Communities and Organisational Development)
- 8. Improvement and Modernisation Programme** **43 - 54**
Report by Depute Chief Executive (Education, Communities and Organisational Development)
- 9. Review of Community Council Scheme and Election Arrangements Report** **55 - 64**
Report by Depute Chief Executive (Education, Communities and Organisational Development)
- 10. Question Time *****
Consider any oral question on matters delegated to the Committee in terms of the Council's Scheme of Administration.

Any person attending the meeting who requires access assistance should contact customer services on 01343 563217 in advance of the meeting.

GUIDANCE NOTES

* **Declaration of Group Decisions and Members Interests** - The Chair of the meeting shall seek declarations from any individual or political group at the beginning of a meeting whether any prior decision has been reached on how the individual or members of the group will vote on any item(s) of business on the Agenda, and if so on which item(s). A prior decision shall be one that the individual or the group deems to be mandatory on the individual or the group members such that the individual or the group members will be subject to sanctions should they not vote in accordance with the prior decision. Any such prior decisions will be recorded in the Minute of the meeting.

** **Written Questions** - Any Member can put one written question about any relevant and competent business within the specified remits not already on the agenda, to the Chair provided it is received by the Proper Officer or Committee Services by 12 noon two working days prior to the day of the meeting. A copy of any written answer provided by the Chair will be tabled at the start of the relevant section of the meeting. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than 10 minutes after the Council has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he or she can submit it in writing to the Proper Officer who will arrange for a written answer to be provided within 7 working days.

*** **Question Time** - At each ordinary meeting of the Committee ten minutes will be allowed for Members questions when any Member of the Committee can put a question to the Chair on any business within the remit of that Section of the Committee. The Member who has put the question may, after the answer has been given, ask one supplementary question directly related to the subject matter, but no discussion will be allowed.

No supplementary question can be put or answered more than ten minutes after the Committee has started on the relevant item of business, except with the consent of the Chair. If a Member does not have the opportunity to put a supplementary question because no time remains, then he/she can submit it in writing to the proper officer who will arrange for a written answer to be provided within seven working days.

Clerk Name: Tracey Sutherland
Clerk Telephone:
Clerk Email: tracey.sutherland@moray.gov.uk

THE MORAY COUNCIL

Education, Communities and Organisational Development

SEDERUNT

Councillor Aaron McLean (Chair)
Councillor Sonya Warren (Depute Chair)
Councillor George Alexander (Member)
Councillor James Allan (Member)
Councillor Paula Coy (Member)
Councillor Lorna Creswell (Member)
Councillor John Divers (Member)
Councillor Tim Eagle (Member)
Councillor Claire Feaver (Member)
Councillor Graham Leadbitter (Member)
Councillor Ray McLean (Member)
Councillor Shona Morrison (Member)
Councillor Laura Powell (Member)
Councillor Derek Ross (Member)

Clerk Name: Tracey Sutherland
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Minute of Meeting of the Children and Young People's Services Committee

Wednesday, 04 March 2020

Council Chambers, Council Office, High Street, Elgin, IV30 1BX

PRESENT

Councillor George Alexander, Councillor James Allan, Ms Nicola Belcher, Councillor David Bremner, Councillor Paula Coy, Councillor Lorna Creswell, Mrs Anne Currie, Councillor Tim Eagle, Councillor Claire Feaver, Councillor Marc Macrae, Councillor Aaron McLean, Mr John Morrison, Councillor Shona Morrison, Councillor Laura Powell, Reverend Tembu Rongong, Councillor Derek Ross, Mrs Susan Slater, Ms Angela Stuart, Councillor Sonya Warren

APOLOGIES

Councillor Ryan Edwards, Caitlin Thomson-Gardner

IN ATTENDANCE

Also in attendance at the above meeting were the Depute Chief Executive (Education, Communities and Organisational Development), Head of Education, Head of Integrated Children's Services, Head of Education Resources and Communities, Head of Housing and Property, Quality Improvement Manager, Quality Assurance and Localities Manager and Tracey Sutherland, Committee Services Officer.

1. Chair

The meeting was chaired by Councillor Sonya Warren.

2. Declaration of Group Decisions and Members Interests *

In terms of Standing Order 20 and the Councillors' Code of Conduct, there were no declarations from Group Leaders or Spokespersons in regard to any prior decisions taken on how Members will vote on any item on the agenda or any declarations of Member's interests in respect of any item on the agenda.

3. Resolution

The meeting resolved in terms of Section 50A (4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting during the discussion of the items of business appearing at the relevant paragraphs of this minute as specified below, so as to avoid disclosure of exempt information of the class described in the appropriate paragraphs of Part 1 of Schedule 7A of the Act.

Paragraph Number of the Minute

Para Number of Schedule 7A

11

23

Information relating to any consultations or negotiations in connection with labour relations

4. Presentation on 'What's Child Poverty Got to Do with my Setting' by Jo Kirby, Northern Alliance

A presentation by Jo Kirby from the Northern Alliance on What's Child Poverty Got to Do with My Setting was given to the Committee.

5. Minute of Meeting on 18 December 2019

The minute of the meeting of the Children and Young People's Services Committee dated 18 December 2019 was submitted and approved.

6. Written Questions **

The Committee noted that no written questions had been submitted.

7. Notice of Motion - Councillors Eagle and Feaver

A Notice of Motion was submitted by Councillor Eagle, seconded by Councillor Feaver in the following terms:-

There are various views on the use of mobile phones in schools, a subject which has been debated widely throughout the UK and in Europe. Whilst it is clear we now live in a digital age where technology will be a key part of most occupations now and in the future, there is a growing discussion over whether the use of mobile phones in schools is conducive to positive education or not. We believe Moray should be having a discussion around the use of mobile phones in schools and in order to do that we require the evidence both for and against.

With this in mind Council is asked to –

- Note that there are a wide range of views on the use of personal mobile phones in school.
- Agree that education officers will compile a report for the next Children's Committee meeting which will give the positives and negatives of mobile phone use in school and which gives members of the committee the option to decide whether to ban the use of mobile phones in schools across Moray.

In response, Councillor Warren confirmed that the Committee had considered a similar request from Councillor Eagle on 25 May 2019 and it was agreed that a report would be brought to a future Committee on this subject and therefore this notice of motion does not require determination. However, Councillor Warren was

aware that this action was still outstanding and understood that workload pressures within the service have prevented progress.

Councillor Warren then invited the Depute Chief Executive (Education, Communities and Organisation Development) to update the Committee on progress with the report.

The Depute Chief Executive (Education, Communities and Organisational Development) suggested that the issue of mobile phone use is considered in the wider context of other digital technology and priorities within schools and how the Council develops it. In terms of the use of digital technology, that will be a key consideration as work within the Improvement and Modernisation plan progresses in relation to the innovative learning experiences because that includes the digital solutions that would be required to deliver the curriculum in a different way.

She further added that the Council is going to secure additional funding through the Northern Alliance in the form of appointing a Depute Head Teacher to lead on digital work which will mean that the Council can work collaboratively with other authorities in the Northern Alliance and will have the scope to move this whole project forward.

She concluded that a report back to this Committee will be presented within the next 6 months. The Depute Chief Executive (Education, Communities and Organisational Development) suggested that although this did not address the notice of motion specifically, her suggestion was to look at the digital technology as a whole and include the use of mobile phones within that piece of work.

Councillor Warren sought confirmation from the Committee that they were happy to accept the recommendation from the Depute Chief Executive (Education, Communities and Organisational Development).

In response, Councillor Eagle expressed his disappointment that neither Councillor Warren nor any officers had taken to opportunity to speak to him prior to the meeting and was effectively throwing out his motion and questioned whether this action was procedurally correct by not giving him the opportunity to speak to his notice of motion.

He further expressed his frustration that the request had initially been asked in May 2019, 9 committees have taken place since then and still the report is outstanding.

In response the Depute Chief Executive (Education, Communities and Organisational Development) confirmed that the Chair had not thrown the motion out, rather, the Chair had confirmed that the decision had already been taken by the Committee and unless the Committee are minded to change that position then the notice of motion does not require to be debated again.

Councillor Eagle added that the initial request had been for a paper to come back to the next meeting of the Committee and that had not happened and no update had been received, so he felt that he was within his right to submit the notice of motion to request the report again. He further added that he is pleased that this piece of work is now moving forward but urged for a guarantee that a report will come back as the subject needs to be debated in the Chamber.

The Depute Chief Executive (Education, Communities and Organisational Development) confirmed that the Committee had already determined that this piece of work had to be done but acknowledged that the Service need to provide answers as to why the piece of work has not been completed but that what has been suggested that the use of mobile phones in schools is included in a wider piece of work and not best to debate in isolation.

Councillor Ross added that he felt the notice in motion in front of the Committee should be debated.

In response Councillor Warren felt that the Committee had determined the issue before and proposed accepting the Officers response for a report to come back to Committee within 6 months, this was seconded by Councillor Morrison.

Councillor Feaver asked if Legal advice could be sought on the issue before moving forward.

The Depute Chief Executive (Education, Communities and Organisational Development) sought clarification on the legal point needing clarified.

Councillor Eagle requested a short adjournment to obtain legal advice on the proposed way forward.

On the resumption of the meeting Councillor Eagle sought clarification from the Depute Chief Executive (Education, Communities and Organisational Development) that the context of his notice of motion will be included in the report then he would be happy to go with the amended motion that had been proposed.

In response, the Depute Chief Executive (Education, Communities and Organisational Development) gave assurance that the context of Councillor Eagle's notice of motion will be included in the report to Committee within 6 months.

The secondary school representative expressed a concern about the potential to ban mobile phones from school as this was not in the original notice of motion and sought clarification on the point.

In response, Councillor Eagle said that he was not looking for his specific wording to be included in the report, more for the topic of mobile phones to be debated in the wider context of the piece of work explained by the Depute Chief Executive (Education, Communities and Organisational Development) and not asking for specific actions.

Councillor Alexander sought clarification on whether the report will include consultation with parents.

In response, the Depute Chief Executive (Education, Communities and Organisational Development) advised that the scope of the work is currently being worked out and will be reported to the Transforming Learning Board so a detailed plan is not yet available but will be worked on over the coming weeks.

As there was no one otherwise minded the Committee agreed that the issue of mobile phones is considered alongside other digital technology and priorities. As a key consideration in the planned work under the Council's Improvement and

Modernisation Programme on an innovative learning experience which includes using digital solutions to deliver the curriculum and a report will come back to this Committee within 6 months.

8. Initial Analysis of Achievement of Curriculum for Excellence Levels 2019

A report by the Depute Chief Executive (Education, Communities and Organisational Development) provided the Committee with a summary of the data collected in June 2019 and provided to the Scottish Government at the end of August 2019 regarding Teacher Judgements on children and young people achieving Curriculum for Excellence levels which appear in the Scottish Government report published in December 2019.

Following consideration the Committee agreed to note the content of the report.

9. Review of the Restructured Secondary School Week

A report by the Depute Chief Executive (Education, Communities and Organisational Development) updated the Committee on the progress made to date following the first year of implementation of the restructured secondary school week in Moray during session 2018/19.

Following consideration the Committee agreed to:

- i) to note the position in respect of progress made to date following the first year of implementation following the restructured secondary school week; and
- ii) note the overview plans for ongoing development and improvement of the school week to raise attainment and achievement for young people in Moray.

10. Education and Social Care Capital Budget Monitoring Report

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed Committee of projects and proposed expenditure for Capital Budgets within Education and Social Care for 2019/20.

The Chair asked members of the Committee to note that the semi colon and the word 'and' will be removed and replaced with a full stop from section 2.1 (ii) and apologised for the error.

Following consideration the Committee agreed:

- i) to note the Education and Social Care Capital Budgets to 31 December 2019; and
- ii) that any final financial settlement with Springfield Properties will be determined at the end of the Linkwood School Project to ensure the actual costs are recovered.

11. Education and Children and Families Revenue Budget Monitoring Report to 31 December 2019

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed the Committee of the budget position for Education and Children and Families Services as at 31 December 2019.

Following consideration, the Committee agreed to note the budget position as at 31 December 2019.

12. Education Scotland Inspection of St Sylvester's Nursery Elgin

A report by the Depute Chief Executive (Education, Communities and Organisational Development) invited the Committee to scrutinize and note the progress made at St Sylvester's Nursery, an Early Learning and Childcare (ELC) setting in Moray, following an inspection re-visit in October 2019 by Education Scotland.

Following consideration the Committee agreed to note the contents of the report.

13. Singleton Inspections of Early Learning and Childcare Centres - November to January

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed the Committee of the content of singleton inspection reports of Early Learning and Childcare (ELC) centres by the Care Inspectorate which were published during November 2019 and January 2020. These were:

Spring Kinloss, Kinloss
Ladybird Development Group, Lossiemouth
Burghead Primary School Nursery, Burghead
Magic Roundabout Childcare Centre, Elgin
St Sylvester's Nursery, Elgin
Portessie Playgroup, Portessie

Following consideration the Committee agreed to note the contents of the report.

14. Education Scotland and Care Inspectorate Inspection of Kinloss Primary School

A report by the Depute Chief Executive (Education, Communities and Organisational Development) invited the Committee to scrutinise and note the outcomes of the recently published report on a Moray school following inspection by Education Scotland and/or the Care Inspectorate.

Following consideration the Committee agreed to note the content of the report.

15. Education Scotland Inspection of Dallas Primary School

A report by the Depute Chief Executive (Education, Communities and Organisational Development) invited the Committee to scrutinise and note the outcomes of the recently published report on a Moray School following inspection by Education Scotland.

Following consideration the Committee agreed to note the content of the report.

16. Schools for the Future Reviews - Milnes High School Associated Schools Group

A report by the Depute Chief Executive (Education, Communities and Organisational Development) informed the Committee of the findings of the Schools for the Future Review visits to the Milnes High School Associated Schools Group (ASG) which took place in September 2019.

The Chair informed the Committee that Milne's Primary School should be graded B and not C as stated in the report and at section 3.11, Lhanbryde and Milne's Primary should be deleted from the list of schools requiring significant capital investment.

Following consideration the Committee agreed to:

- i) note the report; and
- ii) receive a further report detailing the new Schools for the Future Strategy in line with the Council's on-going Property Asset Management Review and the resource required to implement.

17. Performance Report - Education and Social Care - Half Year to September 2019

A report by the Depute Chief Executive (Education, Communities and Organisational Development) outlined the performance of services for the period 1 April 2019 to 30 September 2019.

The Chair informed the Committee that the report had been written by Iain Sneddon, Research and Information Officer and apologised that this information was missing from the report.

Councillor Coy sought clarification on the deadlines for complaints to Education not being met due to school holidays and asked whether the holiday dates could be discounted from the calculation.

In response, the Depute Chief Executive (Education, Communities and Organisational Development) suggested that the response times may be set down in complaints guidance, however agreed to check with the Complaints Officer to clarify the situation.

Following further consideration the Committee agreed to:

- i) note the performance against Education and Social Care Performance Indicators as at the end of September 2019; and
- ii) welcome good performance as indicated in the report and notes actions being taken to seek improvements where required.

18. Childrens Services Plan 2020-23

A report by the Chief Officer, Moray Integration Joint Board informed the Committee of the development of the Children's Services Plan (CSP) 2020-23.

The Head of Integrated Children's Services advised the Committee that the Plan is due to be published in May 2020 and that a report will come back to the April meeting of this Committee to allow Members to consider it prior to publication.

The Church of Scotland Representative suggested that the plan needs to acknowledge that domestic abuse can also be perpetrated by women and could the figures be changed to reflect that.

In response, the Quality Assurance and Locality Manager confirmed that she would pick up the points and look into including data regarding violence against men.

Following further consideration, the Committee agreed to note the content of this report.

19. Moray Fostering and Adoption Panel Review 2019

A report by the Chief Officer, Moray Integration Joint Board, informed the Committee of the work undertaken by the Moray Fostering and Adoption Panel during the period January to December 2019.

Following consideration the Committee agreed to note the work of the Moray Fostering and Adoption Panel in the period January to December 2019.

20. Inspection of Moray Adoption Service

A report by the Chief Officer, Moray Integration Joint Board, invited the Committee to note the inspection of Moray's Adoption Service by the Care Inspectorate which was completed on 23 October 2019.

The Head of Integrated Children's Services, in connection with this report and the next report on the agenda, acknowledged the drop in performance and assured the Committee that the Service are on top of this and working on action plans to improve performance.

Following consideration, the Committee agreed to note the content of the inspection report into the Moray Adoption Service.

21. Inspection of Moray Fostering Service

A report by the Chief Officer, Moray Integration Joint Board, invited the Committee to note the inspection of Moray's Fostering Service by the Care Inspectorate which was completed on 23 October 2019.

Following consideration, the Committee agreed to note the content of the inspection report into Moray's Fostering Service.

22. Question Time ***

Under reference to paragraph 14 of the minute of this meeting of 18 December 2019, Councillor Feaver sought clarification on her question regarding College Lecturers. Councillor Feaver asked whether the Lecturers teaching the young people at Moray College were GTC registered?

In response, the Head of Education confirmed that all Lecturers who are offering help for Advanced Highers are GTC registered but not all Lecturers at Moray College are GTC registered.

Following derogatory comments made on Social Media the previous day regarding the press release about the Council's decision to pilot a programme for Gypsy/Travellers stopover sites, Councillor Morrison asked whether the Council's Gypsy/Traveller Teachers have looked at working in Partnership with Gypsy/Travellers to educate our young people?

In response, the Head of Education confirmed that part of the work around wellbeing and the curriculum around wellbeing looks at diversity and looks at all the different cultures and that would be part of the PSE programme in schools and the curriculum offer where teachers would engage with children about knowing about different cultures and the use of racist language. So it is part of the Curriculum for Excellence.

23. Approach to a Learning Estate Strategy

A report by the Depute Chief Executive (Education, Communities and Organisational Development) sought recommendation to Council to support a new approach to developing a long term strategy for the learning estate.

Following consideration the Committee agreed to remit to Council to:

- i) approve the draft approach to a learning estate strategy;
- ii) approve the provision of £200,000 budget for the establishment of a Service Manager post supported by a project officer, Community Support Officer and operational budget;
- iii) note that early discussion will take place with the Scottish Government on potential opportunities for funding the delivery of the Learning Estate to support the Council's investment; and

iv) that the section of the ten year capital plan relating to replacement and refurbishment of schools is developed in detail in tandem with the development of the learning estate strategy.



**REPORT TO: EDUCATION, COMMUNITIES AND ORGANISATIONAL
DEVELOPMENT COMMITTEE ON 23 SEPTEMBER 2020**

**SUBJECT: CHILDREN'S SERVICES REVENUE BUDGET MONITORING TO
31 JULY 2020**

**BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND
ORGANISATIONAL DEVELOPMENT)**

1. REASON FOR REPORT

- 1.1 To inform the Committee of the budget position for Children's Services as at 31 July 2020.
- 1.2 This report is submitted to the Education, Communities and Organisational Development Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic. In the case of this committee the combining of the delegated responsibilities of Children and Young People Services, Governance, Strategy and Performance, (para 9 of the minute refers)

2. RECOMMENDATION

- 2.1 **It is recommended that Committee scrutinises and notes the budget position at 31 July 2020.**

3. BACKGROUND

- 3.1 The report highlights those areas of the budget where there is a significant percentage variance identified at 31 July 2020.

4. BUDGET POSITION

- 4.1 The spend at 31 July 2020 is £6,510,000 against a budget to date of £7,379,000, giving an underspend of £869,000 as shown in **Appendix 1**.
- 4.2 The area teams have an underspend of £123,000. This is mainly due to underspends of £53,000 on self directed support, £25,000 on the area teams operational budget and £20,000 income from the department of work and pension which is being held on behalf of a child.

- 4.3 Corporate Parenting and Commissioning has an underspend of £739,000. This is mainly due to an underspend in out of area and additional resource packages of £545,000 which is partly due to children transitioning into adult services. There are also underspends on adoption placements through external providers and adoption legal fees £38,000, fostering fees and allowances £67,000 and one-off income from another authority for the placement of adopted children £46,000.

5. **SUMMARY OF IMPLICATIONS**

(a) **Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))**

The Children Services Revenue Budget has particular reference to National Outcome 8 – we have improved the life chances for children, young people and families at risk.

(b) **Policy and Legal**

The Council has statutory responsibilities to meet educational needs, the needs of children and young people in need and those it looks after.

(c) **Financial implications**

The resource implications are set out in this report and at **Appendix 1**. The underspend as at 31 July is £869,000 against a budget to date of £7,379,000.

(d) **Risk implications**

Budget Managers are aware of their responsibilities for managing budget allocations and approval for any variances will be sought from Committee in line with the Financial Regulations.

(e) **Staffing implications**

There are no staffing implications associated with this report.

(f) **Property**

There are no property implications associated with this report.

(g) **Equalities/Socio Economic Impact**

An Equality Impact Assessment is not needed because the report is to inform the Committee on budget monitoring.

(h) **Consultations**

Paul Connor, Principal Accountant and Tracey Sutherland, Committee Services Officer, have been consulted and are in agreement with the contents of this report where it relates to their areas of responsibility.

6. **CONCLUSION**

- 6.1 **That Committee scrutinises and notes the budget position as at 31 July 2020.**

Author of Report: Joyce Johnston, Acting Head of Children's Services

Background Papers: with author and finance

Ref: SPMAN-1108985784-264

Children's Services

Budget Monitoring Report to 31st July 2020

Service	Revised Budget	Budget to Date	Actual to Date	Variance to Date	Variance
	£'000	£'000	£'000	£'000	%
Quality Assurance Team	142	47	45	2	4 %
Children's Services Area Teams	4,221	1,291	1,168	123	10 %
Corporate Parenting & Commissioning	14,647	6,009	5,270	739	12 %
Justice Services	458	85	82	3	4 %
Reviewing Team	297	100	96	4	4 %
Care Experienced Children & Young People Funding	-	(91)	(90)	(1)	1 %
Children & Young People Mental Health & Wellbeing Funding	-	(62)	(62)	-	-
Efficiency Savings-Children's Services	(472)	-	-	-	-
Children's Services COVID 19 costs	-	-	1	(1)	-
				-	
Children's Services Total	19,293	7,379	6,510	869	-



REPORT TO: EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT COMMITTEE ON 23 SEPTEMBER 2020

SUBJECT: EDUCATION RESOURCES AND COMMUNITIES REVENUE BUDGET MONITORING TO 31 JULY 2020

BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT)

1. REASON FOR REPORT

- 1.1 To inform the Education, Communities and Organisational Development Committee of the budget position for Education Resources and Communities as at 31 July 2020
- 1.2 This report is submitted to the Education, Communities and Organisational Development Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic. In the case of this committee the combining of the delegated responsibilities of Children and Young People Services, Governance, Strategy and Performance, (para 9 of the minute refers)

2. RECOMMENDATION

- 2.1 **It is recommended that Committee scrutinises and notes the budget position at 31 July 2020.**

3. BACKGROUND

- 3.1 The report highlights those areas of the budget where there is a significant percentage variance identified at 31 July 2020.

4. BUDGET POSITION

- 4.1 The spend at 31 July 2020 is £8,683,000 against a budget to date of £8,305,000, giving an overspend of £378,000 as shown in **Appendix 1**.
- 4.2 The main variance in sport and leisure relates to loss of income of £572,000 due to the closure of leisure facilities during the COVID-19 pandemic.
- 4.3 There is an underspend in schools repairs and maintenance as no building works have been undertaken in the first few months of the year due to lockdown restrictions in place.

4.4 There are other minor underspends which have helped reduce the overall overspend.

5. **SUMMARY OF IMPLICATIONS**

(a) **Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))**

The Education Resources and Communities Revenue Budget has particular reference to National Outcome 8 – we have improved the life chances for children, young people and families at risk.

(b) **Policy and Legal**

The Council has statutory responsibilities to meet educational needs, the needs of children and young people in need and those it looks after.

(c) **Financial implications**

The resource implications are set out in this report and at **Appendix 1**. The overspend as at 31 July 2020 is £378,000 against a budget to date of £8,683,000.

(d) **Risk implications**

Budget Managers are aware of their responsibilities for managing budget allocations and approval for any variances will be sought from Committee in line with the Financial Regulations.

(e) **Staffing implications**

There are no staffing implications associated with this report.

(f) **Property**

There are no property implications associated with this report.

(g) **Equalities/Socio Economic Impact**

An Equality Impact Assessment is not needed because the report is to inform the Committee on budget monitoring.

(h) **Consultations**

Paul Connor, Principal Accountant and Tracey Sutherland, Committee Services Officer, have been consulted and are in agreement with the contents of this report where it relates to their areas of responsibility.

6. **CONCLUSION**

6.1 **That Committee scrutinises and notes the budget position as at 31 July 2020.**

Author of Report: Joanna Shirriffs, Head of Education Resources and Communities

Background Papers: with author and finance

Ref: SPMAN-1108985784-271

Education Resources & Communities

Budget Monitoring Report to 31st July 2020

Service	Revised Budget	Budget to Date	Actual to Date	Variance to Date	Variance
	£'000	£'000	£'000	£'000	%
Communities	1,316	396	364	32	8 %
Sport & Leisure	1,108	209	796	(587)	(281)%
Culture	1,837	562	574	(12)	(2)%
Additional Support Needs	12,125	3,810	3,771	39	1 %
Business Support Unit	1,433	434	432	2	-
Schools Repairs & Maintenance	1,094	269	112	157	58 %
Public Private Partnership	5,424	2,542	2,551	(9)	-
Education Resources	250	83	83	-	-
Education Resources & Communities Efficiency Savings	13	-	-	-	-
				-	
Education Resources & Communities Total	24,600	8,305	8,683	(378)	-



REPORT TO: EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT COMMITTEE ON 23 SEPTEMBER 2020

SUBJECT: EDUCATION REVENUE BUDGET MONITORING TO 31 JULY 2020

BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT)

1. REASON FOR REPORT

- 1.1 To inform the Education, Communities and Organisational Development Committee of the budget position for Education as at 31 July 2020.
- 1.2 This report is submitted to the Education, Communities and Organisational Development Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic. In the case of this committee the combining of the delegated responsibilities of Children and Young People Services, Governance, Strategy and Performance, (para 9 of the minute refers)

2. RECOMMENDATION

- 2.1 **It is recommended that Committee scrutinises and notes the budget position at 31 July 2020.**

3. BACKGROUND

- 3.1 The report highlights those areas of the budget where there is a significant percentage variance identified at 31 July 2020.

4. BUDGET POSITION

- 4.1 The spend at 31 July 2020 is £22,987,000 against a budget to date of £22,869,000, giving an overspend of £118,000 as shown in **Appendix 1**.
- 4.2 The main variance in primary and secondary schools relates to devolved school budgets comprising of £363,000 in primary schools and £403,000 in secondary schools. Payments have been made to supply teachers to cover the April to June period and are based on the average of previous pay. These costs have been charged to Education COVID 19. These costs are currently being analysed to see whether some of the supply staff would have been covering vacancies in schools in the last term and the costs therefore should

be charged to the relevant school who has the budget for the vacancy. This will reduce the costs shown under COVID 19 and decrease the school underspends.

- 4.3 The main variances in Education Central Services are a £68,000 underspend in central supply due to there being no need for sickness cover while schools are closed and an underspend of £50,000 on the facilitating school improvement budget which has had very little spend due to the closure of schools.
- 4.4 There is currently an overspend of £1,080,000 on COVID 19 costs which mainly relates to the Childcare Hub provision for key workers and the average pay to supply teachers. As mentioned in paragraph 4.2 some of these costs may be moved to primary and secondary schools.

5. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

The Education Revenue Budget has particular reference to National Outcome 8 – we have improved the life chances for children, young people and families at risk.

(b) Policy and Legal

The Council has statutory responsibilities to meet educational needs, the needs of children and young people in need and those it looks after.

(c) Financial implications

The resource implications are set out in this report and at **Appendix 1**. The overspend as at 31 July 2020 is £118,000 against a budget to date of £22,869,000.

(d) Risk implications

Budget Managers are aware of their responsibilities for managing budget allocations and approval for any variances will be sought from Committee in line with the Financial Regulations.

(e) Staffing implications

There are no staffing implications associated with this report.

(f) Property

There are no property implications associated with this report.

(g) Equalities/Socio Economic Impact

An Equality Impact Assessment is not needed because the report is to inform the Committee on budget monitoring.

(h) Consultations

Paul Connor, Principal Accountant and Tracey Sutherland, Committee Services Officer, have been consulted and are in agreement with the contents of this report where it relates to their areas of responsibility.

6. CONCLUSION

6.1 That Committee scrutinises and notes the budget position as at 31 July 2020.

Author of Report: Vivienne Cross, Head of Education

Background Papers: with author and finance

Ref: SPMAN-1108985784-262

Educational Services

Budget Monitoring Report to 31st July 2020

Service	Revised Budget £'000	Budget to Date £'000	Actual to Date £'000	Variance to Date £'000	Variance %
Early Learning and Childcare	230	3,020	3,019	1	-
Primary Education	27,271	8,615	8,211	404	5 %
Secondary Education	28,863	8,855	8,432	423	5 %
Education Central Services	4,319	2,042	1,911	131	6 %
Management	276	91	88	3	3 %
Efficiency Savings-Education	(112)	-	-	-	-
Education COVID 19	246	246	1,326	(1,080)	(439)%
				-	
Educational Services Total	61,093	22,869	22,987	(118)	-



REPORT TO: EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT COMMITTEE ON 23 SEPTEMBER 2020

SUBJECT: SQA AND ESTIMATE PROCESSES FOR EXAM DIET 2020

BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT)

1. REASON FOR REPORT

- 1.1 To inform Committee of the SQA estimate processes following school closures due to the coronavirus pandemic and the subsequent cancellation of the exam diet for session 2019/20. This will support a further report at the next committee where SQA results and Insight data will be fully scrutinised.
- 1.2 This report is submitted to the Education, Communities and Organisational Development Committee following a decision of Moray Council on 17 June 2020 to agree a simplify committee structure as a result of the COVID-19 pandemic. In the case of this committee the combining of delegated responsibilities of Children and Young People Services, Governance, Strategy and Performance, (para 9 of the minute refers)

2. RECOMMENDATION

- 2.1 **It is recommended that the Committee:**
- (i) considers and notes the processes undertaken for the completion of SQA estimates as a contributing component of wider performance information**
 - (ii) acknowledges the continuing uncertainty following school return and the potential disruption to learning during session 2020/21 as we await guidance and expectations regarding exam diet 2021.**

3. BACKGROUND

3.1 SQA Exam Diet 2020

SQA announced on 19 March 2020 that this year's diet of exams would not go ahead due to the coronavirus pandemic and schools across Scotland closed on 20 March 2020.

3.2 SQA provided a range of updates for schools and local authorities on 24 March 2020 regarding National Qualification exams at National 5, Higher and Advanced Higher as well as for exam coursework, which is usually a contributing element of the assessment mark, and on 2 April 2020 as to the timescales for gathering and submitting estimates and for candidate certification. Further advice on estimates was issued by 20 April 2020.

3.3 Within Moray, each secondary school has an SQA Coordinator and the group meet regularly with the local authority SQA Coordinator; these meetings take place 4 times a year and are attended by SQA personnel when appropriate and have a focus on both operational aspects of exam processes as well as developing strategy in a range of areas such as Internal Verification, Additional Assessment Arrangements etc. As this was an established team who work successfully this ensured that the processes and expectations were clear and successfully implemented.

3.4 In preparation for the collation and submission of estimates, the QIM developed and shared 5 briefing papers and coordinated 5 virtual meetings with SQA Coordinators and Headteachers to ensure a consistent and robust process. This was supported by the local authority SQA Coordinator attending Association of Directors of Education Scotland (ADES) meetings in relation to this. ADES were working closely with SQA and Scottish Government to provide national guidance and support.

3.5 In providing estimates, the focus across Moray was:

- Use of teacher professional judgement in order to estimate the learner grade and band based on their demonstrated and inferred attainment of required skills, knowledge and understanding for each National Course – this was a process that had not previously been undertaken in senior phase examinations and required a review of assessment processes and expectations as well as evaluation of the full range of evidence
- Demonstrated and inferred attainment means that teachers used any assessed coursework that has been accumulated during the course, and also took into account their knowledge of the progress young people have made with knowledge, skills and understanding, even when this was not explicitly assessed
- There was no requirement for additional prelims or homework tasks to determine the estimate although in some cases across Scotland this did take place

- The estimate was developed as a judgement of a grade and band based on a holistic review of all available assessment evidence as well as additional information gathered from pupil performance and tracking and monitoring over the course of the school year
- It was of vital importance that the improvements young people made in the latter parts of the course after the prelim exam were taken into account, even though teachers may not have had additional evidence of that improvement. There was no process nationally to monitor this although it would have an impact of the quality and level of estimate provided

3.6 Moray Quality Assurance Processes

In order to ensure that there was a robust estimate submission, a local quality assurance process was put in place.

- **Within** departments there was robust discussion about estimates, with this discussion led by Principal Teachers (PTs). The purpose of these discussions was to ensure that there was consistency in the way that decisions were made about estimates taking into account attainment which is completed and that which relies upon teacher professional judgement
- **Between** departments the Principal Teachers liaised with each other within a school to ensure that there was consistency of approach, and also used subject group networks to support consistency and reliability across the authority – this was promoted with subject PTs
- Many **new PTs** received additional support and practical solutions in the collation of evidence and the estimates for young people; Senior Leadership Team (SLT) link and subject groups provided this as well as PT mentors across this school as for some of them this was the first time they have led this element within their role
- The role of Principal Teachers of Guidance provided pupil information to subject based decisions
- **SLT** in schools lead and supported these processes by liaising with link departments to monitor the process and quality assured the decisions being made – there was also an opportunity for an element of challenge, this included looking at prior attainment, considering improvement actions which have taken place and the use of tracking, monitoring and target setting

3.7 Datasets – there was a clear rationale for using datasets for the previous 5 years where estimates and actual marks were used to support the agreement of this year's estimates in line with a concordant approach and for ranking – to this end 2015-2019 actual marks and rankings for each graded subject and level was provided for schools to use with their 2020 estimates to support this process as well as ranking of S4, S5 and S6 breadth and depth. The ranking of pupils had previously been undertaken but had not been a process for a number of years and as such many of the SQA Coordinators had to become upskilled in this area. The Research and Information Officer provided an additional range of spreadsheets with pivot tables to support and challenge the estimates being generated. This aided the moderation processes in all

schools and we were able to measure concordancy with previous performance information.

- 3.8 As a final component of the processes in Moray, each school had a meeting with the local authority SQA Coordinator to quality assure the estimate data and sign off for final submission within the deadline. In Moray, we submitted 100% of estimates required.

4. SQA RESULTS 2020

- 4.1 SQA results were received as expected on 4 August 2020 for all our senior pupils.
- 4.2 The Quality Improvement Manager and Research and Information Officer undertook a range of performance analysis and an overview of this was provided for elected members at Members Briefing on 6 August 2020 as well as our press release. This would normally be reported to Committee after the September release of Insight, the Senior Phase Benchmarking Toolkit.
- 4.3 On 11 August, the Deputy First Minister announced that further to the release of SQA results on 4 August 2020 and in response to concerns from a range of stakeholders, all candidates would now be awarded their estimate grade if this was higher than the grade awarded on 4 August 2020 or the grade awarded on 4 August 2020 if this was higher than the estimate. In Moray, 5% of estimates were upgraded at SQA moderation level and thus the candidates were permitted to keep this grade and 32% of estimates were upgraded from the grades awarded on 4 August 2020. 63% of our estimates were equal to the award initially given. At National 5 level across S4-S6, this has reflected an increase of 29% in awards due to pupils now receiving their estimates, 40% at Higher and 33% at Advanced Higher. In many cases, this is a change of band which does not result in an increase in grade; for example a candidate may have been awarded a band 4 which has now been changed to a band 3 but this is still within the Grade B boundary. Candidates affected will receive a revised exam certificate and currently central officers are updating attainment analysis data.
- 4.4 Schools are currently supporting the appeals process, which allows for consideration of estimates given. The 3 criteria for appeals are:
- an administrative error was made when they submitted their estimate or entry information for a candidate
 - a candidate's estimate was affected by discrimination or other conduct by the centre
 - an error within SQA's internal processes for confirming results to centres following the 11 August announcement

Within Moray we anticipate few appeals due to the rigour of our estimate process during April and May 2020. The appeals process will be concluded by the end of September 2020 and if necessary revised certificates provided for candidates.

- 4.5 An updated SQA Attainment Overview following the Scottish Government announcement on 11 August 2020 is attached in Appendix 1 and will be further reported on once data from Insight, the Scottish Benchmarking Tool, when released in September 2020.
- 4.6 It is not known the format of the exam diet for session 2020 and following school return there is not 100% of learning and teaching or delivery of curricular areas possible due to increased processes required in school and as such pupils, schools, parents, communities, businesses and elected members should be aware of this with regard to future attainment and performance across Moray and Scotland.

5. **SUMMARY OF IMPLICATIONS**

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

The Policy was informed by the priorities within the Corporate Plan and 10 Year Plan and in particular to Ambitious and Confident Children and Young People and A Growing and Diverse Economy.

(b) Policy and Legal

There are no legal implications arising from this report.

(c) Financial implications

There are no financial implications arising directly from this report.

(d) Risk Implications

There are risk implications as to how this attainment dataset will be used as comparator data for the next 3-5 years and may skew future performance reporting.

(e) Staffing Implications

There are no staffing implications arising directly from this report.

(f) Property

None.

(g) Equalities/Socio Economic Impact

An Equality/Socio Economic Impact Assessment is not required as this report is to inform Committee on performance.

(h) Consultations

Senior Officers in Education, Communities and Organisational Development, Paul Connor, Principal Accountant, Equal Opportunities Officer, Human Resources Manager, Tracey Sutherland, Committee Services Officer have been consulted and are in agreement with the contents of this report as regards their respective responsibilities.

6. CONCLUSION

6.1 The Committee is invited to consider and note the SQA estimate process in preparation for the full 2020 attainment report at the next Committee meeting

6.2 The Committee is asked to consider the potential impact on exams and performance for session 2020/21

Author of Report: Karen Lees, Quality Improvement Manager

Background Papers:

Ref: SPMAN-1108985784-263

Appendix 1**Moray Council SQA Attainment Overview – August 2020 – Update version 2**

Following the cancellation of this year's exam diet for session 2019/20, schools and local authorities were tasked with submitting estimates to be considered for the attainment of young people in S4, S5 and S6.

During session 2019/20 and prior to lockdown, schools continued to focus on all aspects of attainment and learning and teaching to enable us to display a number of key improvements. Results day remained 4 August and on 11 August, the announcement by John Swinney to award candidates their estimate grades or the SQA assigned grades if they were higher, changed the attainment position of schools across Scotland.

Estimates

After a rigorous process for generating and submitting estimates, we had 100% compliance in this area for N5, H and AH.

Overall we have 63% of all estimates being equal to actual grades awarded and 91% of estimates within one band or equal to actual grades. We had 63% of initial estimates being awarded plus an additional 32% of estimates following the 11 August announcement and also 5% of candidates who had higher than estimate grades awarded by SQA.

We have scrutinised the data for each subject and level and we will be working with our secondary subject groups to demonstrate improvement in some areas should we find ourselves in this situation and to provide an increased rigor and reliability for estimates and attainment moving forward.

The Post Certification Review process opened following the revised accreditation decision and schools will be working with learners to submit appeals where appropriate and the outcomes of this process will be confirmed later this term. The 3 categories for appeal are:

- 1 an error within SQA's internal processes for reinstating the original centre estimate
- 2 an administrative error within the centre leading to provision of estimate information to SQA which did not accurately reflect the centre's intention at the time of submission
- 3 discrimination or other conduct contrary to the Equality Act 2010 identified within the centre relating to protected characteristics, leading to the provision of estimate information to SQA which does not accurately reflect the centre's view following investigation of the circumstances carried out by the centre

It is anticipated that these grounds will arise only exceptionally. The date for final submission of estimates is 7 September.

NQ Passes

We are now able to review the overall success of our estimates processes which have seen an increase of A-C passes at S4 for National 5 Qualifications and an increase at Higher for S5 pupils.

Our S4 N5 passes are 91%, an increase from initial award of 84% and an increase from last session of 9%.

Our S5/6 H passes are 89%, an increase from initial award of 78% and an increase from last session of 15%.

English and Maths Performance (A-C Passes)

Our young people have also demonstrated an increase in passes at N5 Maths by 5% to 79%, which increased to 84% and pre-update the N5 English was 86% which was a decrease of 5% from 2019, but this increased to 94% post update. There were also increases in passes at Higher level for English, an increase of 7% to 77% before the update which increased this to 90% and Maths, an increase of 2%, to 72% which after update was 82%.

Breadth and Depth

For S4 our data is:

1@5 – 80.2% - increase of 3% from 2019 and same as pre 11 August

3@5 – 59.2% - increase of 4% from 2019 and 4% from pre 11 August

5@5 – 36.8% - increase of 4% from 2019 and 2% from pre 11 August

For S5 based on S5 our data is:

1@6 – 68.4% - increase of 22% from 2019 and 17% from pre 11 August

3@6 – 40.3% - increase of 13% from 2019 and 12% from pre 11 August

5@6 – 15.2% - increase of 4% from 2019 and 5% from pre 11 August

For S6 based on S6 our data is:

3@6 – 45.2%

5@6 – 2.2%

1@7 – 39.5%

In addition to this, we have an unprecedented number of S4 pupils achieving 7 National 5 qualifications and within that measure, a large number achieving 7As.

In total we have 86 pupils achieving 6 or more N5s at A grade, last year was 34 and 36 achieving 7As at N5 which is unprecedented for Moray as we continue to ensure learner pathways appropriate to our young people. We have 32 pupils achieving 5As at Higher in S5, an increase of 14 from 2019.

Individual Achievements

Across all our schools we have some exceptional achievements at all levels with more young people than ever before attaining 7 grade As at National 5 level in S4 and also 3 and 4 grade As at Advanced Higher level in S6. In Moray, we also have a number of learners who are achieving Highers in S4 and Advanced Highers in S5, which is to be commended.

At S4 we have an increase of those achieving both one and 5 National 5 Qualifications as well as those passing 6 and 7 national qualifications at this stage. At Higher level for our S5 learners, there is almost a 6% increase of those achieving at least one Higher and an improvement in those in both S5 and S6 attaining at least 3 Higher level passes. This year provides us with our highest number of pupils achieving Advanced Higher passes in S6.

Further analysis on attainment results is ongoing and will be supplemented by Insight Benchmarking Tool data which is available in September.

Subject Attainment

At N5 our highly positive subject attainment is in Art and Design, Dance, Design and Manufacture, Drama, French, German, Music, Practical Woodworking, Spanish pre update and this improved to most subjects post update with some work to continue improvement in the Sciences, Geography, Maths

At Higher our highly positive subject attainment is Art and Design, Dance, Design and Manufacture, French, Music pre update and this improved for most subjects post update with some work to improve in Sciences, Engineering Sciences.

SQA Exam Diet 2021

At this time, we await further information from SQA and Scottish Government as to what the exam diet for session 2020/21 will look like and once this is known, schools and practitioners will work with pupils and families to ensure that they are fully prepared for the expectations ahead. A survey was issued to gather views of parents, pupils and staff for exam diet 2021 along with subject specific arrangements for assessment. More information will be available in due course.



REPORT TO: EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT COMMITTEE 23 SEPTEMBER 2020

SUBJECT: IMPROVEMENT AND MODERNISATION PROGRAMME

BY: DEPUTE CHIEF EXECUTIVE – EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT

1. REASON FOR REPORT

- 1.1 To inform the Committee of the progress made against the projects contained within the Council's Improvement and Modernisation Programme (IMP) and to consider the issues and opportunities arising from COVID-19.
- 1.2 This report is submitted to the Education, Communities and Organisational Development Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic. In the case of this committee the combining of the delegated responsibilities of Children and Young People Services, Governance, Strategy and Performance, (para 9 of the minute refers).

2. RECOMMENDATION

2.1 It is recommended that the Committee:

- (i) Notes the progress made against the projects within the IMP;**
- (ii) Notes the impact of COVID-19 on the programme delivery timescales and the opportunities arising;**
- (iii) Agrees to recommend to Full Council the extension of the post of Head of Transformation for a period of 12 months at a cost of £107K and that this be funded from Capita Receipts;**
- (iv) Notes that a further update on the IMP will be reported to the Committee in November 2020.**

3. BACKGROUND

- 3.1 The Improvement and Modernisation Programme, IMP, contains 8 workstreams established to deliver transformational change within the council. The last progress report was submitted to Policy and Resources Committee on 14th January 2020. **Appendix A** provides a progress update for each of the workstreams although inevitably the programme of work has been impacted by COVID-19. As a result, and with reduced resourcing available

for projects, progress has slowed in many areas. This is particularly the case for those projects still at the definition stage but this is being addressed and business cases for transforming both ASN and Children's Services will be reported in November.

- 3.2 COVID-19 has however resulted in accelerated progress in some of the workstreams most notably flexible and mobile working. In the immediate response to COVID-19 only critical services continued to be delivered and staff encouraged to work from home where possible in accordance with government guidelines. Those delivering critical services who could not work from home operated from council offices. At the time of writing, non-essential staff have not been authorised to return to the office environment and continue to work from home where possible. As a consequence of our response to COVID-19 there has been a higher demand for home working, video conferencing and online services for both public and staff.
- 3.3 Although it is 6 months since the country went into lockdown it is still relatively early to understand the full impact of COVID-19 on our staff, members of the public and partners. The issues and opportunities are evolving but need to be embraced to avoid returning to old ways of working which may be unacceptable in a post COVID-19 environment. For example physical distancing needs to be factored into a number of areas and consideration given to the issues but also the potential opportunities it may present.
- 3.5 Heads of Service have recently reviewed the issues and opportunities for restarting their services. These have been reviewed with a number of common themes emerging. It is proposed these should be considered to deliver change associated with the general improvement and modernisation activities.
- 3.6 It is clear the existing workstreams need to be reviewed in light of COVID-19 but similarly the issues and opportunities should be factored into the immediate programme of work to maximise the transformation potential. There is a need to reset and restart the various work streams within the IMP and it is proposed to provide an updated position report to Committee in November 2020 taking into account the wider impact of COVID-19 and revised delivery plans.
- 3.7 Throughout the Council response to the situation the Head of Transformation has been assisting the Head of HR, ICT and OD by managing the ICT response to the crisis allowing the essential human resources and health and safety responses to be managed by the Head of Service. The Head of Transformation is now returning to the role as originally intended and giving consideration to restarting the various workstreams within the IMP. The post was approved for an initial period of 12 months which was scheduled to end at the start of September 2020. Having lost a number of months to the COVID-19 response and recovery it is proposed to extend the post of Head of Transformation. While 6 months have been lost it is clear from the scale and extent of change already envisaged that the council's requirement for transformation will extend beyond that time. Given the recognition of the need to create capacity for change and the contribution this role has made to the emerging progress on a number of projects, it is proposed that the Head of

Transformation post be continued for a further period of 12 months at a cost of £107K.

- 3.8 The following sections provide an overview of the areas requiring immediate actions to deliver short to medium term change in response to the issues and opportunities presented by COVID-19 and identified by Heads of Service.

3.9 Project Management

- 3.9.1 At the outset of the COVID-19 crisis an Incident Management Team, IMT, was established and latterly superseded by the Response and Recovery Management Team, RRMT. These groups consisted of senior officers of the council to pull their collective thinking around the management of the crisis.

- 3.9.2 The nature of the incident and the need to react quickly to government guidance required a more agile approach to the management of the response. The initial daily meetings of the management team have been reduced over time to the pattern of weekly meetings that has now been established. These meetings have ensured that issues are escalated, actions agreed and delivered in a timely manner to meet the emerging requirements.

- 3.9.3 Out of necessity, and at extremely short notice this approach has provided direction to new ways of working being introduced including blended learning for school pupils, education hubs setup, the establishment of the Grampian Coronavirus Assistance Hub (GCAH), the introduction of a bookings solution for the recycling centres, eForms for Education and the roll out of devices for school pupils. The IMT and RRMT provided the oversight but managers were given some delegated authority to introduce changes to the benefit of the council and public.

- 3.9.4 It may be difficult to sustain this pace of change, but it is proposed that a more agile approach could be introduced for the management of projects and a framework to determine a delegated authority approach to accelerate transformational change.

3.10 Developing the workforce

- 3.10.1 When the country went into lockdown, only critical services continued to be provided and a number of staff were advised to stay at home.

- 3.10.2 Initial technical problems to enable staff to connect to the council network from home have been resolved and a flexible by default approach is being implemented. All staff who can perform some or all of their role from home are being provided with a dedicated laptop to provide this level of flexibility. The roll out of technology is ongoing and further laptops have now been delivered and it is expected that any member of staff who can work from home will be able to do so by October.

- 3.10.3 Providing the flexibility for staff to work from home will protect council services from potential future lockdowns or other restrictions. However working from home for the first time has put staff in unfamiliar territory. Normally there would be a lead in or introductory period where staff could transition to the

new way of working over a period of time and more than likely for only 1 or 2 days per week. Working in isolation of colleagues can be difficult and managers have been adapting to manage a remote workforce. Those working from home have also lost the immediate call on their “go to” person in the office who would be able to help with the technical questions.

3.10.4 Physical distancing and the number of staff working from home has also created an issue for face to face meetings including those with members of the public. Although video conferencing has been available for some time it is now in high demand and critical to the ongoing operation of the council. It is also critical to ensuring the wellbeing of staff through regular keep in touch meetings.

3.10.5 Temporary solutions for video conferencing are currently available including Vscene, Google Meet and Microsoft Teams. The latest Microsoft agreement which commenced in July includes provision for MS Teams and will provide the main video conferencing solution. MS Teams however provides much more than basic video conferencing and is a full collaborative toolset providing internal and external groups with capability to share information and it is proposed the implementation of the wider MS Teams solution is included as an essential project.

3.10.6 To maximise the benefit of any further property rationalisation, home working and collaborative working is likely to be a feature of our future service delivery model and therefore it is proposed the Digital Champions programme, which was being developed prior to COVID-19, is accelerated. This will ensure the technology being introduced is promoted by the champions and they can assist others to make sure it maximises efficiencies through the improved use of technology.

3.11 Customer Services

3.11.1 The Forres access point was transferred from Auchernack House to Forres House in December 2019 and in the process the nature of the service changed to a more self-service approach. The intention was for this change in service provision to be a pre-cursor to the development of this approach across all access points.

3.11.2 As a consequence of the lockdown all 4 access points in Buckie, Elgin, Forres and Keith were closed and have not re-opened. There is uncertainty around the public reaction to visiting access points but the general demand and uptake of online services during the pandemic has presented an opportunity to review the future of services provided by access points which should be incorporated into the general reporting of improvements.

3.11.3 The contact centre provides a number of services on behalf of other service areas of the council. In light of the crisis, the potential for further lockdowns or similar restrictions, social distancing within offices requiring staff to work from home as part of a rota and general improvements, services have identified the potential to transfer additional functions to the contact centre. Typically these services include some functions within education, transportation, waste and also a potential local delivery of the current Grampian wide CAH.

3.11.4 The contact centre staff can also now provide the service from home offering the additional opportunity to ensure access to the contact centre is available to members of the public at a time that is possibly more convenient to them and the services they are requesting. Therefore, the planned work to explore options for the expansion of the contact centre to other services and potential efficiencies arising from that will progress through the Transforming Council Board.

3.12 Digital/Online Services

3.12.1 A shift to online services has been a target for some time, initially with the Digital Services project and latterly the IMP. During the lockdown period there has been a general increase in the number of services available online with several eForms developed in response to the evolving needs of the council and an online bookings solution procured and implemented for booking appointments at the recycling centres. The uptake of online services has increased over the last period. Libraries have close to a 50% increased uptake of their eAudio and eBook services when compared to the same period last year and likewise the brown bin permits have risen from 73% online in 2019 to 82% in 2020. Appointments for the recycling centres using the online bookings solution has taken over 12,500 bookings since it was implemented for the re-opening of recycling centres on 1 June 2020.

3.12.2 The issues and opportunities identified by Heads of Service highlight the opportunity to embrace and accelerate this shift to digital/online services and lower transaction costs which, using the SOCITM figures quoted in previous report to Policy and Resources Committee in relation to Digital Services on 14 April 2015, suggest online transactions are 50 times more cost effective than face-to-face and 20 times cheaper than a telephone call.

3.12.3 The opportunities include a number of online services primarily around the use of bookings, eForms and online payments. With the exception of the bookings solution which incurs a £500 configuration fee for each additional category of booking introduced, the core tools are available for the development of these solutions avoiding the need for further procurement exercises to introduce new solutions. Further investigation will be undertaken over the next period to determine the more detailed requirements and the extent of the workload.

3.12.4 Any shift to online services should be considered alongside a general review of processes. Throughout the COVID-19 response a number of changes have been made to avoid the need for visiting offices, undertaking home visits, signing forms, sharing equipment, an increased sharing of data and generally a more open mindset to how services could be delivered. A planned lean process workshop to pilot a process review had to be postponed due to lockdown and it is proposed to reschedule this as soon as possible. COVID-19 has arguably influenced the appetite and culture for change within the council and a lean based approach to service re-design will provide the basis for the identification of new ways of working. This will also provide service staff with the methodology/skills to undertake their own process reviews.

3.13 It is proposed to review the IMP workstreams and report back to Committee in November 2020. The issues and opportunities identified by Heads of Service will be used to progress general efficiency outlined above and in the following areas

- (i) Review project management arrangements.
- (ii) Develop the workforce.
- (iii) Review the issues and opportunities for Customer Services.
- (iv) Introduce a lean process review to maximise opportunities for online services.

4. **SUMMARY OF IMPLICATIONS**

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

The IMP is the development of the commitment in the Corporate Plan to a programme of modernisation and improvement to contribute to a financially stable council.

(b) Policy and Legal: None

(c) Financial implications:

The following provides the breakdown of the known financial position with regard to the IMP in the current financial year:

	£'000s
Expenditure to July 2020	108
Forecast additional expenditure to March 2021	195*
Total estimated expenditure 2020/21	<u>303</u>

(*includes estimated cost of £107K to continue with Head of Transformation post)

The IMP is currently estimated to deliver between £672K - £732K of annual recurring savings and £250K one off receipts but this will need to be reviewed with the impact of COVID-19.

(d) Risk Implications: There is a considerable risk that the delayed progress in some of the projects of the IMP will have an impact on the Council's future financial position. However, there is a need to understand how each of the individual work streams of IMP must be altered as a result of the impact of COVID-19. At this time there is an additional risk of not tackling the opportunities for early transformation that are presented as a result of COVID-19.

It is important that the programme of transformation is adequately resourced to ensure capacity and capability to develop and deliver change. This will be considered as each project is developed, however, at this stage the post of Head of Transformation is vital to the development and management of the programme of change. In the

absence of this dedicated resource there is a high risk that progress would be considerably slower and less robust in terms of governance, quality and prospect of success.

- (e) **Staffing Implications:** There are specific staffing considerations related to the various projects and these are being addressed as projects are considered and initiated. Cost implications are built into the business case for each project to ensure an appropriate return on investment.

As set out in 3.7 above it is proposed to extend the Head of Transformation post for a period of 12 months. This will enable the development of the solutions identified within the recovery plans and to provide overarching management of the delivery of the IMP.

- (f) **Property:** No direct implications from this report, although property is the subject of one of the work streams and the issues arising from this will be reported in due course.

- (g) **Equalities/Socio Economic Impact:** None

- (h) **Consultations:**

The corporate and senior management teams have been consulted in the preparation of this report and comments incorporated to co-ordinate the project updates for their areas of responsibility.

5. **CONCLUSION**

- 5.1 **The COVID-19 pandemic has brought about unprecedented disruption to our business but it is important to reflect on the current situation and any lessons to be learned, issues and opportunities arising from this crisis to understand how the IMP may need to be adapted to take account of these factors. The ensuing behaviour of the public and staff is unknown and ultimately behaviours and tolerances may determine how some of our public services such as access points, libraries and leisure services can be returned.**
- 5.2 **While the situation has somewhat stabilised since the Government announced the lockdown on 23rd March 2020 there remains a large degree of uncertainty surrounding the specifics of any exit strategy and what impact this may have on council services, staff employed by the council, members of the public and suppliers of goods and services to the council.**
- 5.3 **The IMP needs to be reviewed taking into account the known factors arising from COVID-19 but some early transformational opportunities are being presented which should be progressed as soon as possible.**

Author of Report: Phil McDonald Head of Transformation

Background Papers:

Ref: SPMAN-1108985784-292

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Progress Summary:

- **Improvement and Modernisation Programme**
- **Stream 1: Asset Management**
 - **Review of Offices**
 - A review of office accommodation has been completed and the options appraisal being prepared.
 - **Review of Depots**
 - The options appraisal previously approved has now been used to form the basis of a draft business case.
 - **Review of Storage Units**
 - A review of storage units has been completed and the options appraisal is being prepared but there appears to be little potential value expected.
- **Stream 2: Transforming Customer Service**
 - **ICT and Digital - Schools Admin**
 - Progress has been made with the introduction of the Parent Portal in 2 primary schools to trial the parent registration process and reporting absences online.
 - Training for schools admin staff has been organised for early September with the intention to roll out across all schools from mid-September onwards.
 - In addition to reporting absences online the initial functions targeted for the Parents Portal include the annual data check, viewing timetables, the school calendar, permissions, consent forms and links to online school payments.
 - **ICT and Digital - Repairs**
 - A working group was established to review the housing repairs business processes with the objective to streamline the processing, deliver efficiencies and an improved customer journey.
 - The work of this group was impacted by the lockdown and work in this area will need to be revisited to take into account any longer term impact of COVID-19.
 - **ICT and Digital - Open Revenues Portal (Council Tax)**
 - New services have been made available to view Council Tax accounts online, submit change of address notifications and to receive electronic bills. COVID-19 resulted in the planned promotion work around these new services being delayed and will need to be rescheduled.

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- **Customer Services Redesign - Customer Contact Strategy**
 - The access Point in Forres transferred from Auchernack House to Forres House in December 2019. The service provided at the new service point was based around a self service model.
 - Plans were being prepared to implement a similar service for the Elgin Access Point but this has not been progressed since the closure of all Access Points as a result of COVID-19. However, this also provides an opportunity to review what services are expected at these service points and how these should be delivered.

➤ **Stream 3: Alternative Service Delivery**

- **Review of Leisure Services**
 - The outcome of the third party review of the service opportunities was reported to Full Council in December 2019 and a business plan for a Moray Council run sports and leisure service is now being developed and will be included in a report to the Education, Communities and Organisational Development Committee in November 2020.
 - Progress has continued with the provision of a more streamlined leisure system which is scheduled to go live with a combined solution delivered by the third party leisure system provider to both Moray Leisure and Moray Council.

➤ **Stream 4: Internal Transformation**

- **Governance Review**
 - Initial decision taken in January 2020 to agree a committee structure
 - Wider governance arrangements reviewed and emergency COVID-19 governance in place from March 2020 and due to be reviewed again in February 2021
- **Review and Expansion of Flexible Working**
 - The original project was progressing with a review of existing flexible working arrangements and developing a revised strategy for flexible and mobile working arrangements. However, this has been overtaken by the impact of COVID-19 which has resulted in all staff capable of working from home being identified to receive a laptop. These laptops are in the process of being rolled out and it is anticipated that within the next 2 months the workforce will be able to operate as flexibly as possible and in a position to respond to any potential further lockdowns or restrictions.
 - The project will need to be re-established taking on board the issues and opportunities arising from the current situation.

➤ **Stream 5: Income and Commercialisation**

- Prior to lockdown market research was being considered to test the income generating opportunities from sponsorship advertising of parks, community and leisure centres. Unfortunately COVID-19 has resulted in

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this area of work being impacted and a further review of the priorities for the income and commercialisation opportunities is required.

➤ **Stream 6: Service Efficiency - COMPLETE**

- All projects were delivered as part of previous budget saving exercises and any further service efficiency projects will come forward as new mandates.

➤ **Stream 7: Transforming Education**

- A report on the learning estate was submitted to Children and Young People's Services Committee on 4th March recommending approval of the Learning Estate Strategy and the appointment of a Service Manager post supported by a project officer and community support officer. A further report requesting approval to proceed will be taken to full Council in November 2020.
- A draft mandate was produced prior to lockdown proposing a programme of work under the banner of the "Innovative Learning Experience" incorporating national best practice guidance from the Digital Learning and Teaching Strategy for Scotland; How Good is Our School; and Skills 4.0. The mandate included tasks around virtual classrooms, learning management systems, devices used within the classroom, use of Glow and development of digital skills. As a result of changes brought about by COVID-19, the appointment of the Digital Deputy Head teacher and the significant funding from the Scottish Government to provide devices to those pupils who are digitally excluded the scope of the project will need to be reviewed.
- A draft business case has been produced and proposals for transforming the ASN service will be reported to the Education, Communities and Organisational Development Committee in November.

➤ **Stream 8: Transforming Children's Services**

- A draft business case containing proposals for the transformation of Children's Social Work Services has been produced and will be considered by CMT prior to being submitted to the Transforming Board.
- The Children's Services Plan will be discussed through the GIRFEC Leadership Group, and will continue to be a driver of multi-agency improvements to the lives of children in Moray.
- The Health and Social Care Partnership key project "Home First" also includes a particular work strand for Moray on children, aspiring to keep all looked after children within the county, and to repatriate out of county placed children where safe and effective to do so.



REPORT TO: EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT ON 23 SEPTEMBER 2020

SUBJECT: REVIEW OF COMMUNITY COUNCIL SCHEME AND ELECTION ARRANGEMENTS

BY: DEPUTE CHIEF EXECUTIVE (EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT)

1. REASON FOR REPORT

- 1.1 To invite the Committee to consider and approve the arrangements for the review of the Moray Council Scheme for the Establishment of Community Councils and the future Community Council elections.
- 1.2 This report is submitted to the Education, Communities and Organisational Development Committee following a decision of Moray Council on 17 June 2020 to agree a simplified committee structure as a result of the COVID-19 pandemic. In the case of this committee the combining of the delegated responsibilities of Children and Young People Services, Governance, Strategy and Performance, (para 9 of the minute refers).

2. RECOMMENDATION

2.1 It is recommended that the Council agree to approve the:-

- (i) framework for the review of The Moray Council Scheme for the Establishment of Community Councils; and**
- (ii) arrangements for the Community Council elections, noting financial implications, as detailed in the report.**

3. BACKGROUND

- 3.1 The Local Government (Scotland) Act 1973 requires local authorities to set schemes for the establishment of Community Councils (CC) in their area outlining various arrangements including a framework for CC formation, meetings, boundaries and administration. Periodically it is appropriate to review the CC scheme, prior to CC elections, and any amendments made come into effect at the next scheduled election. The proposed timetable and an outline of review process are shown in **APPENDIX 1**, Part A.

- 3.2 During the administration of the current CC term 2017-2021 situations have arisen which perhaps required clarity in the scheme and review or amendments have been suggested. These are outlined in **APPENDIX 2**. These initial specific areas will form part of the review alongside any consultation responses. Members also have the opportunity to take part in the two stage consultation period.
- 3.3 None of the CC boundaries have been identified for amendment prior to the review; but will be part of the consultation process and suggested amendments may come forward.
- 3.4 During the review an amended scheme will be open for public consultation, as per the timetable noted. The review will be conducted with the assistance of the Community Council Liaison Officer (CCLO). Once this process is complete the final CC scheme, with any further amendment, will be brought back to a future meeting prior to the Scottish Parliament elections for final approval.

4. COMMUNITY COUNCIL ELECTIONS ARRANGEMENTS

- 4.1 CC elections are scheduled to be conducted from August -September 2021 with a poll date set in October 2021; an indicative timetable is outlined in **APPENDIX 1, Part B**.
- 4.2 The Scheme of Electoral Arrangements for Community Councils will be reviewed in consultation with the Returning Officer, alongside the review noted above.
- 4.3 Awareness of the CC elections will be undertaken by Democratic Services with the assistance of the CCLO utilising as far as possible existing avenues of communication. As with previous CC elections, CCs will be actively encouraged to engage in their own promotion and awareness of the CC elections with the support of the CCLO.
- 4.4 As an indication, during the 2017 CC elections, out of twenty CCs in Moray none were contested and no ballots were held. The costs of public notices came to £862. In 2013, five sub-divisions of four CCs were contested and resulted in postal ballots. Approximately 14,543 postal votes were issued and turnout varied across the areas, averaging 30.5%. The total cost of the 2013 CC election amounted to approximately £13,700, excluding staff time.

5. SUMMARY OF IMPLICATIONS

(a) Corporate Plan and 10 Year Plan (Local Outcomes Improvement Plan (LOIP))

CC's contribute to community engagement and form part of the representative groups supporting and informing sustainable services. The Corporate plan values state that the Council will be responsive, promoting community participation and involvement and will listen to, and involve communities.

(b) Policy and Legal

Local Government (Scotland) Act 1973 – the Local Authority must provide a scheme for establishment of Community Councils in their area. Local Government etc. (Scotland) Act 1994 continues this provision.

(c) Financial implications

Review of Scheme - There will be some limited financial implications from the review related to the statutory publication of public notices and general administration in corresponding with CC's and consultees estimated at £250.

Community Council Elections (Nominations) – There will be financial implications for year 2021/22 related to the production of nomination papers and from the publication of the notice of poll which will be provided in print and online for download by the public, and administration costs in corresponding with candidates. Costs are estimated at £1,000 based on 2017 CC Election costs.

Community Council Elections (Poll) in Year 2021/22 – There will be a financial implication relating to the production of further public notices and potentially postal votes, their postage and return in the event that a CC or sub-division is contested. This cost cannot be forecast accurately as it cannot be predicted how many CC electoral areas will be contested nor how many postal votes will be issued or returned. As an indication in 2017 CC Elections there were no contests, in 2013 five sub-divisions were contested with the total cost amounting to £13,700.

(d) Risk Implications

As noted under (b) and (c).

(e) Staffing Implications

There are staffing implications for Democratic Services and the CCLO in undertaking the review of the scheme and the administration of the election which will be met within existing resources.

Should any of the CCs be contested during the election in 2021/22 and a poll administered, additional staffing resources may be required for the purposes of preparation of the postal votes and the count. This requirement cannot be forecast at the present time as it is unknown how many, if any, of the CCs will be contested. However it is likely that this will be met through utilising existing resources in Democratic Services.

(f) Property

None

(g) Equalities/Socio Economic Impact

Equalities runs as a strong theme within the CC scheme, code of conduct and CC members' handbook. These provisions will be reviewed alongside other material in the scheme. Standard provisions relating to accessibility of election materials will apply as in all other elections.

In relation to this report, it was determined following consultation with the Equalities Officer that at this initial stage an Equalities Impact Assessment was not required.

(h) Consultations

Consultations in the preparation of this report have been undertaken with the Returning Officer, Democratic Services Manager, Community Council Liaison Officer, Tracey Sutherland, Committee Services Officer and the Equalities Officer.

5. CONCLUSION

- 5.1 The Council has a statutory duty to maintain a scheme for the establishment of Community Councils within their local authority area. Due to the scheduled Community Council elections in autumn 2021, it is pertinent to review the scheme in light of issues that have arisen in the current term. Thereafter elections will be held based on the amended scheme.**

Author of Report: Alison Davidson, Elections Officer
Moira Patrick, Democratic Services Manager

Background Papers: n/a
Ref: SPMAN-1108985784-274

APPENDIX 1 – PART A

Community Council Scheme Review Process

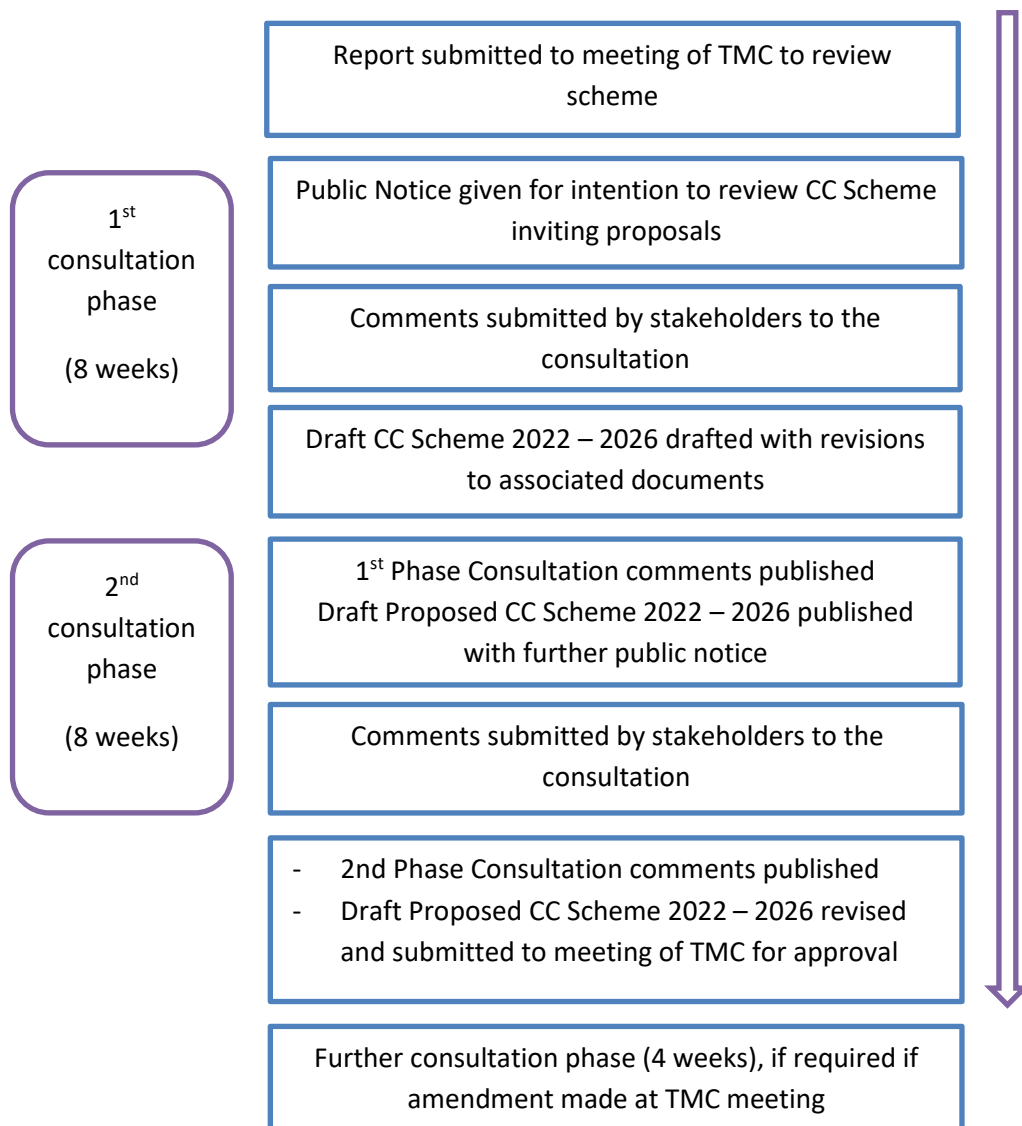
Prior to Community Council (CC) elections, the Moray Council (TMC) periodically reviews the current scheme and associated documents. The Moray Council Scheme of Establishment for Community Councils (CC scheme) was last reviewed in 2017. The next Community Council elections are due in autumn 2021.

The review is a two stage process;

- The first public consultation asks for proposals for amendments to be submitted for inclusion in a proposed CC scheme for 2022 – 2026.
- The second public consultation asks for comments on the proposed scheme.

Thereafter the proposed CC scheme and representations are reported to, and considered at a meeting of the Moray Council.

The Council may amend the proposed CC scheme in accordance with the representations. If proposals are amended, further public notice and opportunity for comment (4 weeks) will be given.



Associated CC documents which form part of the CC scheme or supplement CC administration are also reviewed simultaneously:

- CC Mapping, boundaries and sub-divisions
- Model Constitution and Standing Orders templates
- Electoral Arrangements for CCs

The statutory basis for reviewing community council schemes is set out in the Local Government (Scotland) Act 1973 s.53 and supplemented the Local Government etc. (Scotland) Act 1994 s22.

Given the current pandemic restrictions and committee cycles, and impending Scottish Parliamentary elections in May 2021, the review period for the Community Council Scheme Review will commence from Autumn 2020 – Spring 2021.

The proposed CC Scheme review timetable is shown below and is subject to final confirmation when the public notice of review is published.

First report to Council with intention to review scheme	Wednesday 23 September 2020
Public notice of intention to review 1 st Stage consultation commences	Thursday 24 September 2020
1 st Stage consultation ends (8 weeks)	Thursday 19 November 2020
Proposed CC Scheme published and 2 nd Stage consultation starts	Monday 30 November 2020*
2 nd Stage consultation ends (8 weeks) <i>(excludes Christmas week)</i>	Monday 1 February 2021
Second report to Council with proposed CC Scheme	TBC
Final, 4 week consultation period for amendments arising	If required, TBC

v0.4 08 Sept 2020

APPENDIX 1 – PART B

Draft Community Council Elections Timetable – October 2021

Community Council Elections 2021 (Provisional) Election Timetable*		
Last date for application to the Electoral Register		TBC
Notice of Election - Publication of public notice calling for Nomination of Candidates		Monday 16 August 2021
First time for candidates to lodge nomination papers		Tuesday 17 August 2021
Latest time for candidates lodging nomination papers		Not later than 4pm on Thursday 30 September 2021
Final date for the withdrawal of nominations		4pm on Thursday 30 September 2021
Declaration of Community Council established, if uncontested		5pm on Thursday 30 September 2021
Start of new term for uncontested Community Councils		Monday 4 October 2021
Publication of Notice of Poll for contested seats/Community Councils <i>(if required)</i>		Thursday 30 September 2021
<i>Postal votes for all contested areas prepared and printed</i>		
Last day for Postal Votes to be issued for Contested Seats*	By - 11	Wednesday 13 October 2021
Close of Poll <i>(if required)</i>	0	Thursday 28 October 2021
Counting of Votes	+5	By Thursday 4 November 2021
Declaration of Community Council established (contested) (Election Results)	+5	By Thursday 4 November 2021

* subject to review of the electoral scheme of arrangements for community council

APPENDIX 2 - Specific issues for consideration as part of the Community Council Scheme Review

1) Roles and Responsibilities

Review Community Council (CC) Scheme to review list of roles and responsibilities and make reference to the National Standards of Community Engagement.

2) Membership Numbers and CC Boundaries

Review number of CC's, membership numbers and boundaries to ensure there are still appropriate and current with regard to changes in electorate, population and communities.

3) Meetings

Review scheme and amend if appropriate making provision for remote meetings during exceptional circumstances.

4) Supported Status

Consider formal provisions developed in other local authority CC schemes in relation to 'supported status' and the support offered by the CCLO when a CC faces issues with internal disputes and membership issues.

5) Data Protection

Review scheme in relation to provisions of General Data Protection Regulations and amend CC scheme in relation to the publication of personal contact details for members and on ballot papers and election notice during elections.

6) Making reference to new policies developed during the current term

The Community Council Liaison Officer, working with the Joint Community Councils for Moray (JCC), has developed guidance and policies for the CCs to adopt during meetings and also to allow them to gain external funding by having specific policies in place during the current term. This includes the *Unacceptable Actions* Policy and the *Protection of Children & Vulnerable Adults* Policy. Review wording within the CC scheme to make reference to new policies and endorse them, if appropriate.

7) References to MEPs

Remove references to Member of European Parliament (MEP) as ex officio members due to exit from the European Union.

8) Equalities and Inclusion

Review provisions in this section of the CC scheme to ensure they are current.

