



Education, Children's and Leisure Services Committee

Thursday, 20 June 2024

NOTICE IS HEREBY GIVEN that a Special Meeting of the **Education, Children's and Leisure Services Committee** is to be held at **Council Chambers, Council Office, High Street, Elgin, IV30 1BX** on **Thursday, 20 June 2024** at **09:30**.

BUSINESS

1. **Sederunt**

2. **Declaration of Group Decisions and Members Interests ***

3. **Resolution**

Consider, and if so decide, adopt the following resolution:
"That under Section 50A (4) and (5) of the Local Government (Scotland) Act 1973, as amended, the public and media representatives be excluded from the meeting for Item 8 of business on the grounds that it involves the likely disclosure of exempt information of the class described in the relevant Paragraphs of Part 1 of Schedule 7A of the Act."

4.* **Education and Education Resources and Communities 5 - 24**

Services Service Plans 2024-25

Report by Depute Chief Executive (Education, Communities and Organisational Development)

5.* **Education Resources and Communities and Education 25 - 38**

Capital Budget

Report by Depute Chief Executive (Education, Communities and Organisational Development)

6.* **Education Revenue Budget Monitoring to 31 March 2024 39 - 44**

Report by Depute Chief Executive (Education, Communities and Organisational Development)

7.* Education Resources and Communities Revenue Budget 45 - 50

Monitoring to 31 March 2024

Report by Depute Chief Executive (Education, Communities and Organisational Development)

Item(s) which the Committee may wish to consider with the Press and Public excluded

8.* Early Learning and Childcare Management

Arrangements - Fochabers [Paras 1 and 9]

- 1. Information relating to staffing matters;
- 9. Information on terms proposed or to be proposed by or to the Authority;

Only items marked * can be considered and determined by all members of the Committee

Summary of Education, Children's and Leisure Services Committee

To exercise all the functions of the Council as Education Authority within the terms of relevant legislation with regard to school education, nurseries and child care, Gaelic, children's services, leisure, libraries and museums, sport and the arts, CLD, life long learning, youth justice and child protection.

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.

MORAY COUNCIL

Education, Children's and Leisure Services Committee

SEDERUNT

Councillor Kathleen Robertson (Chair)
Councillor Bridget Mustard (Depute Chair)

Councillor James Allan (Member)
Councillor Tracy Colyer (Member)
Councillor John Cowe (Member)
Councillor John Divers (Member)
Councillor Juli Harris (Member)
Councillor Sandy Keith (Member)
Councillor Scott Lawrence (Member)
Councillor Graham Leadbitter (Member)
Councillor Marc Macrae (Member)
Councillor Paul McBain (Member)
Councillor Shona Morrison (Member)
Councillor Derek Ross (Member)
Councillor Sonya Warren (Member)

Mrs Sheila Brumby (Non-Voting Member)
Mrs Anne Currie (Non-Voting Member)
Ms Jillian MacKellar (Non-Voting Member)
Reverend Tembu Rongong (Non-Voting Member)
Mrs Susan Slater (Non-Voting Member)
Mrs Emma Tunnard (Non-Voting Member)

Clerk Name:	Caroline O'Connor
Clerk Telephone:	07779 999296
Clerk Email:	committee.services@moray.gov.uk



**REPORT TO: SPECIAL EDUCATION, CHILDREN'S AND LEISURE SERVICES
COMMITTEE ON 20 JUNE 2024**

**SUBJECT: EDUCATION AND EDUCATION RESOURCES AND
COMMUNITIES SERVICES' SERVICE PLANS 2024-25**

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

1. REASON FOR REPORT

- 1.1 To invite the Committee to consider the Education and Education Resources and Communities Services' Service Plans for 2024-2025.
- 1.2 This report is submitted to Committee in terms of Section III (B) (50) of the Council's Administrative Scheme relating to ensuring that the organisation, administrative and management processes of the Council are designed to make the most effective contribution to achieving the Council's objectives and to keep these procedures under review.

2. RECOMMENDATION

- 2.1 **It is recommended that Committee consider and approve the Service Plans for services within Education and Education Resources and Communities.**

3. BACKGROUND

- 3.1 Service planning is a key aspect of the Council's Performance Management Framework and is undertaken annually to set out the strategic direction for services over the coming months.
- 3.2 It should be noted that actions from the Best Value Action Plan agreed by the Corporate Committee on 23 April 2024 (para 6 of minute refers) will be monitored and reported out with the Service Plan process.
- 3.3 The service planning process focuses on forward planning for medium-term activities supporting delivery of the Local Outcomes Improvement Plan (LOIP) and Corporate Plan. The Council planning process also includes team plans that focus on short term tactical and operational activities supporting delivery of the Service Plan and strategies and Employee Review and Development

Plans (ERDP) provide individual planning for employees' activities and development.

- 3.4 As well as identifying service developments and improvements, the Service Plan Framework requires an assessment of the output and outcome requirements for services based on the Council's priorities, statutory and regulatory requirements and other relevant factors such as Public Sector Improvement Framework (PSIF) or other equivalent service improvement tool and matching of resources to these priorities. Priority outcomes are those included in the Council's Corporate Plan that directly relate to the service or are influenced by the service and should be clearly identified.
- 3.5 Setting clear measurable outcomes and defining key indicators by which progress will be assessed is a recognised area for development within the Council and these Service Plans are part of the improvement journey to implement the Performance Management Framework. For some actions it can be difficult to identify a measurable outcome (e.g. a change in legislation that must be implemented, or updating a policy framework). It can also be challenging where there is currently no clear baseline or benchmarking from which informed targets and reasonable steps towards these can be developed. Therefore, as far as possible efforts have been made to set measurable outcomes for service plan actions but in some cases outputs have been used so that it is still possible to measure whether the action has been progressed as intended. In other areas, further work will be required to refine outcomes in future. So, for example, in some actions, strategic and delivery planning is not yet concluded and so performance indicators are not yet agreed. Where possible in such cases milestones are provided.
- 3.6 A summary of progress is given below based on the annual reviews carried out for each of the service areas.
- 3.7 Reference is also made to the report to Moray Council on 28 February 2024 when the Council agreed the Corporate Plan for 2024-2029 and that the approach to delivery and performance management through service and strategic plans, which contain specific actions that support the delivery of priority areas in the new council corporate plan. This plan focusses on the period from April 2024 to April 2025.

2023/24 UPDATES

3.9 Education

3.9.1 Progress on planned work (success)

- The pace of progress with the ASN review in all priority focus areas to ensure that the service has a clear focus on supporting all learners which have been extensively reported to Committee and agreed
- Improvements in Achievement of Curriculum for Excellence levels as reported to Committee with clear next steps identified for further improvement
- The ten Moray Improvement Groups being set up to empower colleagues across the service to contribute to service development for curriculum delivery including:

- Enhancement of transition arrangements from nursery to primary
- Development of draft strategies in literacy, numeracy and skills
- Development of guidance and exemplification for Broad General Education
- The partnership approach to curriculum, building on the curriculum innovation event to host an Employer/Education seminar so that local employers' have a greater understanding of how to support the curriculum
- The early work with Aberdeenshire and Aberdeen City to introduce a Foundation Apprenticeship offer for young people
- The roll out of AnalyseM to further strengthen approaches to tracking and monitoring to support learners progress
- The revised approach to school improvement visits including the improved Moray Quality Improvement Framework for performance management
- The use of Power up your Pedagogy text across all schools to support improvements in learning and teaching
- Partnership working with colleagues from Skills Development Scotland, DYW Moray, Moray Pathways, Moray College UHI and wider employability partners in strengthening our positive leaver destinations and annual participation measure
- Partnership working with our Education Scotland Attainment Advisor, supporting our schools to appropriately target Pupil Equity Funding with positive impact realised through triannual reporting
- Successful projects with impact through Attainment Scotland Fund Strategic Equity Funding, with Buckie ASG Transitions project put forward for national case study capture
- Improved/sustained improvement in some Senior Phase measures
- Improvements in some senior phase measures including literacy and numeracy for leavers

3.9.2 Progress on planned work (areas for development/not delivered)

Planned work where progress has been slower than planned, due to staff absence and staff redeployed to support the wider system included:

- Updating the Supporting all learners strategy to incorporate ASN
- Roll out of AnalyseM for secondary
- Progress across some Moray Improvement Group activity

3.9.3 Planned focus in new plan (reflecting above and challenges to come)

- Focus on equity and improving outcomes for all
- Further progress the ASN review with focus on learners
- Develop curriculum – senior phase offer, project based learning, early years progressions and tracking
- Continued focus on learning, teaching and assessment
- Focus on leadership of change
- Further improve approaches to support and challenge

3.10 Education Resources and Communities

3.10.1 Progress on planned work (success)

- Participatory budgeting – completed by deadline with a range of projects supported e.g. 8 arts projects (£91k)
- Locality planning – progress has continued to be made with Buckie and New Elgin with resident participation increased to 38.5% (although short of 50% target)
- Engagement on the future of council services – support for public survey and focus groups on the future of Sport, Culture and Leisure services
- Cost per attendance at sports facilities has reduced and in the top quartile of Scottish Local Authorities (5/32) and 2/8 within Local Government Benchmarking Framework family group.
- The Changing Lives approach within Sport & Culture services is embedding well
- Learning estate programme has made progress on Forres Academy, secured Leip funding, Elgin High School extension and progress on implementing the learning estate strategy engagement for Forres and Buckie.

3.10.2 Progress on planned work (areas for development/not delivered)

- Learning estate – addressing the affordability and standard of Moray schools remains challenging and is subject to some slippage as a result of resourcing issues, although as noted above good progress is being made.
- School business admin review – limited progress in development and implementation due to staffing vacancies and it not being possible to free resources from the current team. Consideration is being given to resourcing from transformation reserves.
- Sport and Leisure Capital Investment plan – limited progress due to interdependency with the learning estate projects.

3.10.3 Planned focus in new plan (reflecting above and challenges to come)

Across the services within ERC it is planned to focus on 3 main areas:

- Service transformation – reviewing service delivery to ensure service user needs are met in a sustainable way. Planned work includes service reviews in Sport and Culture and Business Administration and potential to consider the progress of the learning estate programme of work.
- Working in partnership to achieve positive outcomes – with specific focus on poverty, inequality and communities. This will include:
 - a systems approach to physical activity in Moray;
 - locality planning in priority areas of Moray to enable people to influence services and develop community action; and
 - youth work with a focus on employability skills/transition in schools and behaviour in communities
- Asset Management – for improvement and sustainability. This refers to learning and Leisure estates where there is a need to tackle affordability and ensure sustainability while meeting climate requirements.

Service Plans for 2024/25

- 3.11 Given the pressures across all services and the need to prioritise resources to the council's priorities, services are focussing on essential service delivery and developments and taking account of the planned review of the Corporate Plan when undertaking service planning. The two Service Plans are attached to this report as follows:

Appendix 1: Education

Appendix 2: Education Resources and Communities

4 SUMMARY OF IMPLICATIONS

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

The Service Plans were informed by the LOIP and the Council's Corporate Plan.

(b) Policy and Legal

Statutory requirements and Council policies are considered by managers when preparing service plans for the year ahead.

(c) Financial implications

No additional financial resources are required to support the Service Plans.

(d) Risk Implications

Up to date risk registers are maintained and considered as part of the service planning process.

(e) Staffing Implications

Service Plans are integral to good management practice including workforce planning and assisting with communication about work plans for staff, identifying priorities and matching staff time to the Council's priorities.

Workforce Planning takes place with service management teams and includes review of workforce data such as turnover and absence, identification of key posts for planning, recruitment issues and plans, training and development requirements in the context of council and service priorities. It is also of note that the services are carefully prioritising work to reflect the restricted capacity of their teams. This is exacerbated by hard to fill vacancies, absence, and pressing operational work that cannot be re-prioritised. The issues emerging from service workforce planning include:

- Actions from results of employee survey results to increase employee engagement
- Improving communication on key messages such as budget and change management
- Managing the workforce implications of service change and budget savings
- Managing workforce impact of violence and aggression incidents

- Leadership development
- Addressing skills gaps and development needs, including to support ASN services
- Review of services recruitment plans

(f) Property

There are no property implications arising from this report.

(g) Equalities

Managers consider equalities issues for staff and service users when assessing current service delivery arrangements and future requirements.

(h) Climate Change and Biodiversity Impacts

There are no climate change and biodiversity impacts from this report.

(i) Consultations

Heads of Service have worked with their management teams to prepare the Services Plans attached as appendices and have contributed to the updates in this report.

5. CONCLUSION

5.1 Service Plans have been prepared identifying the improvements targeted for 2024/25. In preparing the plans managers have taken account of risk, performance data (including inspections and Best Value), the LOIP, the Corporate Plan and other relevant factors such as audit and inspection outcomes. The Service Plans also identify the resources allocated to each service.

Authors of Report: Denise Whitworth, Vivienne Cross

Background Papers:

Ref: SPMAN-1108985784-979

EDUCATION SERVICE PLAN

1. Service Definition:	Delivering Education across Early Learning and Childcare, Primary, Secondary Education and support and challenge via a small central team of Officers
2. Service Resources:	Service Resources: 939 fte teaching staff; 557.4 fte local government employees; Total 1496.4 FTE Budget: DSM; Revenue Central Budget Early Years and Education (figures to be included)

3. What have we identified for improvement in 2024/25	What evidence did we use to identify this improvement? Please add benchmark information wherever available and relevant to the improvement.
Focus on equity and improving outcomes for all	Attainment data including LGBF measures, Insight for Senior Phase and Achievement of Curriculum for Excellence data Attendance data Exclusion data Stretch aims for Scottish Attainment Challenge HMIE and Care Inspectorate inspection results Self-evaluation profiles Risk matrix for school improvement ICEA report and various Education reform reviews Moray Quality Improvement Framework visit re
Further progress the ASN review with focus on learners	
Develop curriculum – senior phase offer, project based learning, early years progressions and tracking	
Continued focus on learning, teaching and assessment	
Focus on leadership of change	
Further improve approaches to support and challenge	

EDUCATION SERVICE PLAN

4. Strategic Outcome or Priority	Action	Planned Outcome	Outcome measures	Completion target	Lead	Priority Rating (1 high 3 low and 4 for ongoing, 5 for on hold)
(L) Building a better future for our children & young people. (CP) Tackle Poverty and Inequality	Early intervention addressing whole family well-being to ensure that children can reach their full potential	Improved attainment at both Broad General and Senior Phase identified through ACEL and LGBF measures	Literacy and numeracy attainment gap (P1, P4 and P7 combined – percentage point gap between the least and most deprived pupils (LGBF CHN14a / CHN14b) (Corp. Plan)	June 2025	SMcL	1
			Percentage of P1, P4 and P7 pupils combined achieving expected CFE level in literacy and numeracy (LGBF CHN13a / CHN13b) (Corp Plan / Core Stretch Aim)	June 2025	SMcL	1

EDUCATION SERVICE PLAN

(L) Building a better future for our children & young people. (CP) Tackle Poverty and Inequality	Getting it right for every child so that we continue to improve attainment for all	Improved attainment at both Broad General and Senior Phase identified through ACEL and LGBF measures	Percentage of school leavers gaining 5+ awards at levels 5 and 6 (LGBF CHN6 / CHN7) (Corp Plan)	Feb 2025	SMcL	1
			Leavers achieving 1+ @ SCQF Level 5 / Level 6 (Core Stretch Aim)	Feb 2025	SMcI	1
			Overall average total tariff (LGBF CHN12a) (Corp Plan)	Feb 2025	SMcL	1
			Percentage of pupils entering positive destinations (LGBF CHN11) (ASN leavers / LAC leavers) (Corp Plan)	Feb 2025	SMcL	1
			Annual Participation Measure (Core Stretch Aim)	Feb 2025	SMcL	1

EDUCATION SERVICE PLAN

5. Service Level Outcomes or Priorities	Action	Planned Outcome	Outcome Measures	Completion Target	Lead	Priority rating
Equity and improving outcomes for all	Through renewed focus on the Scottish Attainment Challenge Logic Model with specific regard to outcomes at school/community and regional levels,	Continue to accelerate progress towards core outcomes and Stretch Aims with focus on: leadership, professional learning, collaboration, data and evidence, culture and ethos, learning and teaching, readiness to learn and engagement	Meet stretch aims Increased attendance Reduced exclusions	June 2025	SMcL	1
	Further develop Supporting all Learners strategy to incorporate ASN review	Strategy rolled out and adopted as reference for all establishments	QI 3.2 ratings in inspection or self-evaluation increase	June 2025	SC	2
	Expand information sharing work with Health colleagues	Greater knowledge of children coming in to ELC's needs	ASN forecast tool	June 2025	HS/DD	2
				June 2025	JS/DD/CF	1
				June 2025	DD	1

EDUCATION SERVICE PLAN

				June 2025	DD	1
Reviewing Additional Support Needs	Continue to progress priority areas within the ASN review	Flexible provisions set up and evaluated Continued engagement/participation with ASN parent/carer action group including survey Evaluate impact of moray staged intervention training model	Attendance improved for those on part-time timetables Positive feedback Feedback from staff School visit feedback Q1 3.2 ratings in inspection or self-evaluation increase	June 2025	DD	1
	Expand information sharing work with Health colleagues	Greater knowledge of children coming in to ELC's needs	ASN forecast tool	June 2025	HS/DD	2
Curriculum	Further develop the curriculum in the BGE and Senior Phase taking account of the national review and international research including project based learning	Improved curriculum offer in line with national advice	School visit evaluations	June 2025	SMcL	2
	Further develop curriculum offer in senior phase including consortia arrangements	Increase in subjects, courses and accreditation	Tarriff points as above	June 2025	SMcL	1

EDUCATION SERVICE PLAN

Learning, Teaching and Assessment	Build on early work with Power up your Pedagogy to improve consistency in high quality learning and teaching experiences for all	Improve quality of learning, teaching and assessment	QI 2.3 evaluations	June 2025	SMcL/HS	1
	Ensure pace, challenge and differentiation is improved to improve learner progression with greater focus on future pathways	Improve quality of learning, teaching and assessment	QI 2.3 evaluations	June 2025	SMcL/HS	1
	Continue to develop approaches to assessment and moderation to improve outcomes for learners	Improve quality of learning, teaching and assessment	QI 2.3 evaluations	June 2025	SMcL/HS	1
	Continue to support and improve approaches to data literacy for all staff to identify and address achievement gaps	Improved ownership of pupil progress across the system	QI 2.3 evaluations	June 2025	SMcL/HS	1
Leadership and Empowerment	Ensure all establishments have a shared vision and values of whole school community, aspirational and relevant, underpinning the life and work of the school and Curriculum	Ensure all establishments have clear vision and values linked with curriculum rationale	VVA statements Curriculum rationales	June 2025	SMcL/HS	2
	Strengthening leadership and empowerment at all levels	Improve leadership	QI 1.3 evaluations	June 2025	SMcL/HS	2
	Improve self-evaluation for improvement at all levels to guide change and improvement	Improved self-evaluation profiles leading to change	SE profiles	June 2025	SMcL/HS	2

EDUCATION SERVICE PLAN

	Increase opportunities to lead learning by staff and pupils	Improve leadership of learning	SIF evaluative statements	June 2025	SMcL/HS	2
Support and Challenge Improvement	Further review of our Moray Quality Improvement Framework (MQIF), with development of Family Improvement Groups across our schools in order to strengthen peer support and challenge of school improvement, networking and sharing of resources and good practice	Improve support and challenge across system	Inspection reports SE profile gradings	June 2025	SMcL	2
	Further review approaches to data for improvement including information management systems, approaches and data interrogation, building on good practice gathered through Association of Directors of Education (ADES) Performance and Improvement Networks, Scottish Attainment Challenge leads meetings and wider good practice gathered from looking outwards	Greater ownership of improving outcomes for all	SIF reports from inspection with evidence to support staff taking greater ownership of data School visit evaluations	June 2025	SMcL	2
Health and Wellbeing	Ensure revised operational implementation of absence management procedures are applied by managers	Absence is managed effectively and levels of absence are reduced efficiently and timeously	Reduction in number of days absence per employee	March 2025	HoS	2

Item 4.*
EDUCATIONAL RESOURCES & COMMUNITIES SERVICE PLAN

1. Service Definition:	<p>EDUCATION RESOURCES & COMMUNITIES Sport & Culture services, including Sport & Leisure facilities, Active Schools, Community Sports programmes, Music Instruction and Performance Service, Library and Heritage services. Business Support services for schools (including school administration) and central Education and Education Resources & Communities Community Learning & Development functions, including the Community Support Unit, Youth Work and Adult and Family Learning Learning Estate Team</p>						
2. Service Resources:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">FTE: Education Res & Comms</td> <td style="text-align: right;">154.76 FTE</td> </tr> <tr> <td style="padding-left: 40px;">ASN (current aligned to Education)</td> <td style="text-align: right;">56.45 FTE</td> </tr> <tr> <td style="padding-left: 40px;">Total</td> <td style="text-align: right;">211.21 FTE</td> </tr> </table> <p>Revenue Budget: £8,523,000 Capital Budget (2024/25): £14,879,000</p>	FTE: Education Res & Comms	154.76 FTE	ASN (current aligned to Education)	56.45 FTE	Total	211.21 FTE
FTE: Education Res & Comms	154.76 FTE						
ASN (current aligned to Education)	56.45 FTE						
Total	211.21 FTE						

3. What have we identified for improvement in 2024/25	What evidence did we use to identify this improvement? Please add benchmark information wherever available and relevant to the improvement.
<p>Service transformation – reviewing service delivery to ensure we are meeting service user needs in a sustainable way:</p> <ul style="list-style-type: none"> • Sport and Leisure • Libraries, Learning Centres & Heritage • Music Instruction 	<p>Public and staff consultation and engagement via surveys and workshops National Strategies (future direction of travel) Corporate Plan LOIP</p>
<p>Working in partnership to achieve positive outcomes – with specific focus on poverty, inequality and communities</p>	<p>Systems Based Approach to Physical Activity in Moray LOIP</p>
<p>Sustainability of Assets</p>	<p>Sport & Leisure Capital Investment Plan</p>

EDUCATIONAL RESOURCES & COMMUNITIES SERVICE PLAN

4. Strategic Outcome or Priority

(L) Empowering & connecting communities. (CP) Building Thriving, Resilient, Empowered Communities

Top Level CP Action	Service Sub-Actions	Planned Outcome	Outcome measures	Completion target (Relates to Sub-Actions)	Lead	Priority Rating (1 high 3 low and 4 for ongoing, 5 for on hold)
Take a partnership approach to locality planning in priority areas of Moray to enable people to influence services and develop community action	<p><u>Actions Carried forward from current plan.</u></p> <ol style="list-style-type: none"> 1. Support Council and partner services to deliver PB exercises for appropriate funding. 2. Locality Planning process supported in communities through work of community led action groups developing and delivering projects. 3. Develop engagement with the public on the future of council services. <p><u>Additional Actions</u></p> <ol style="list-style-type: none"> 4. Engage key stakeholders (e.g. Community Engagement Group, Community Councils) on progress and feedback for PB approaches and local priorities (BV5.1) 5. Support the engagement and consultation work on service specific (e.g. Libraries and Leisure) (BV1.2) 6. Work with community planning partners to develop shared engagement (BV1.2) 7. Explore with partners establishing community survey/panel (BV1.2) 	<p>More of the activities, services and plans are influenced by the communities they serve.</p> <p>More communities and individuals are more involved in local decision making and in helping to plan and deliver of local services.</p>	<p>Improvements in specific location measures in locality plans</p> <p>Consideration being given to case study based reporting to evidence delivery for locality plans</p> <p><u>PIs</u></p> <ol style="list-style-type: none"> 1. ERC003 Number of new Community action plans in place 2. ERC004 Number of Support Agreements linked to community assets. 3. ERC036 % of Support Agreements meeting at least one objective. 4. ERC033 Increase in number of active forums. 5. ERC008 % increase in number of local residents engaged in locality planning process (NE & Buckie) 6. ERC008a number of local residents engaged in locality planning process (NE & Buckie) 7. ERC001 % of local people who agree with the statement 'I can influence decisions affecting my local area'. 	<ol style="list-style-type: none"> 1. 31 March 2026 2/ 3 31 March 2025 4 /7 30 June 2025 	Communities Service Manager	1
Tackle the affordability and standard of our learning estate to ensure sustainability while meeting climate requirements.	<p><u>Incomplete/Ongoing Actions Carried forward from current plan.</u></p> <ol style="list-style-type: none"> 1. (Design and Construction) Review Findrassie Primary School 2. (Design and Construction) Elgin High School Extension Build 3. (Design and Construction) Future Forres Academy operational 	Moray has high performing schools that are fit for the future and financially and environmentally sustainable.	<p><u>PIs</u></p> <ol style="list-style-type: none"> 1. EdS100 % of schools that are rated B or better for condition. 2. EdS101 % of schools that are rated B or better for suitability. 3. ERC010 % Spare building capacity. 	<p><i>Dates tbc</i></p> <ol style="list-style-type: none"> 1. 31 March 2027? 2. 30 June 2026? 3. 31 March 2027? 4. 31 March 2027? 	Learning Estate Programme Manager	1

EDUCATIONAL RESOURCES & COMMUNITIES SERVICE PLAN

	<p>4. (Design and Construction) Future Buckie HS operational</p> <p>5. (Engagement and Consultation) ASG Level Options Development (long term investment strategy)</p> <p>6. Effective stakeholder engagement on Learning Estate sustainability options</p> <p>Additional Actions</p> <p>8. Future of Crossroads PS consultation completed by end of 2024 (resource dependent)</p> <p>9. Rezoning of Cluny PS and Millbank PS</p> <p>10. Options developed to manage for Elgin South primary school capacity requirements</p>		<p>4. % of schools with approved asset management plans.</p> <p>5. % ASG options reviews completed.</p>	<p>5. 31 March 2027?</p> <p>6. 31 March 2027?</p> <p>7. 30 Dec 2024</p> <p>8. 1 Apr 2025</p> <p>9. 1 Dec 2024</p>		
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5. Service Level Outcomes or Priorities						
Service Level Actions	Sub-Actions	Planned Outcome	Outcome Measures	Completion Target	Lead	Priority rating
YW deliver targeted work in each secondary supporting employability skills and a positive transition from secondary school into college, work or training for identified young people	<p>Youth Work staff deliver targeted sessions in partnership with school to address health and wellbeing issues and/or Employability activities in S3.</p> <p>Outreach youth workers are employed in Buckie, Forres, Keith and Elgin to pilot work in school and in the community with young people who are not fully engaged in learning.</p>	<ul style="list-style-type: none"> Working together to make the biggest difference to the outcomes for people in Moray. <p>Young people are more ready to enter employment, training or college.</p> <p>Young people participate in informal learning programmes they have co-designed and as a result have increased attendance at school</p>	<p>PIs</p> <p>1. ERC023 Increase the % of youth engagement and participation.</p> <p>ERC023a Number of young people engaged in Youth Work activities.</p>	31 March 2026	Communities Service Manager	2
Lead on the delivery of the 'Moray Multiply' programme		Learners are able to access learning opportunities that improve their confidence with numbers in everyday life and within their workplace.	<p>PIs</p> <p>1. ERC034 % increase in number of 'Multiply' learners recorded in the Management Information System (Hanlon).</p> <p>2. ERC035 Number of learners achieving a numeracy qualification.</p> <p>3. ERC037 % of 'Multiply' learners report increased confidence in relation to numeracy.</p>	31 March 2025	Kevin McDermott	2

EDUCATIONAL RESOURCES & COMMUNITIES SERVICE PLAN

<p>Transform our Sport & Leisure, Libraries, Learning Centres & Heritage, Music Instruction & Performance service provision to ensure a sustainable council for the future (SERVICES)</p>	<p><u>Incomplete/Ongoing Actions Carried forward from current plan.</u> 1. Libraries – Change Management Plans completed for all staff. 2. Sport & Leisure –Change Management Plan of staff completed. 3. Music – Operating model created that remains within funding envelope. Community opportunities identified and developed</p> <p><u>Additional Actions</u> 4. Implement any budget saving decisions connected to the Sport & Culture Service</p>	<p>Create a sustainable future for our services</p> <p>Engaging new users to access our service to be active and ensure prevention/early intervention improves their long-term health and wellbeing prospects</p> <p>Engaging new users to access digital and physical resources and support to improve their lifelong learning experiences</p> <p>Creative arts participation and pathways are further developed enhancing lifelong learning experiences</p>	<p><u>PIs</u> 1. CLS01 Cost per attendance of sport facilities. 2. CLS02 Cost per library visit. 3. CLS05a % of adults satisfied with libraries. 4. CLS05d % of adults satisfied with leisure facilities. 5. EdS511.2 Increase in % of people engaged and supported by library services. management plans. 6. EdS511.10 Number of new learners at Moray libraries learning centres. 7. ERC018 % increase of income raised by leisure services. 8. ERC018a Income from admissions to leisure services. 9. SCC2 Number of attendances per 1,000 population for MC indoor sports and leisure services (Cumulative) 10. Number of new learners accessing Instrumental Music Instruction 11. ERC024 Number of musical performance opportunities delivered (Cumulative) 12. % of budget saving decisions successfully achieved</p>	<p>1- 31 March 2025 2- 31 March 2025 3- 30 June 2025 4- 31 December 2025 5- 31 March 2027 6- 31 March 2025</p>	<p>Sport & Culture Services Manager</p>	<p>2</p>
<p>Transform our Sport & Leisure, Libraries, Learning Centres & Heritage, Music Instruction & Performance service provision to ensure a sustainable council for the future (ASSETS)</p>	<p>1. Further develop and implement the Sport and Leisure Capital Investment Plan.</p>	<p>Create a sustainable future for our services</p> <p>Investment in the area benefits communities</p>	<p>1. ERC028 % of Sport & Leisure facilities that are rated B or better for condition. 2. ERC029 % of Sport & Leisure facilities that are rated B or better for Suitability. 3. ERC030 % of Sport & Leisure facilities with approved asset</p>	<p>31 March 2026</p>	<p>Sport & Culture Services Manager</p>	<p>2</p>
<p>Continued development and implementation of the Systems Based Approach to Physical Activity in Moray</p>	<p>Work with relevant Officers, organisations and individuals to develop this partnership approach and report to Community Planning Partnership every 6mths</p>	<p>Improved health, wellbeing and resilience in our communities.</p> <p>Working together to make the biggest difference to the outcomes for people in Moray</p>	<p><u>PIs</u> 1. % completion of implementation of systems based approach strategy/plan</p>	<p>31 March 2026</p>	<p>Sport & Culture Services Manager</p>	<p>2</p>

EDUCATIONAL RESOURCES & COMMUNITIES SERVICE PLAN

Sport & Culture Service support relevant projects connected to the Moray Growth Deal, Long Term Town Plan and any other relevant major funding streams	Work with relevant Officers and organisations to develop and implement projects connected to Sport & Culture Services	Working together to make the biggest difference to the outcomes for people in Moray Investment in the area benefits local communities and based on demand/need	PIs 1. No. of projects connected to sport & culture services 2. % of projects implemented	31 March 2027 (and beyond)	Sport & Culture Services Manager	2
Active Schools (AS) & Community Sport and Libraries, Learning Centre & Heritage deliver targeted work across Moray to help reduce child poverty and inequalities in health & education	Embed the Changing Lives approach across relevant workstreams	Improved health and wellbeing in our young people Young people have access to high quality services that support their learning, wellbeing and independence. Local residents can participate in sport and culture opportunities to develop their skills and confidence	PI's 1. No of free sessions delivered by Active Schools 2. No of young people accessing AS activities on free school meals 3. Attendance at Libraries, Learning Centre & Heritage children's and young people events (free) 4. ERC 020 Number of workstreams developed using the Changing Lives Toolkit. 5. ERC021 % Increase in number of participants in Changing Lives programme. 6. ERC021a Number of participants involved in Changing Lives programme.		Sport & Culture Services Manager	2
Development and Implementation of School Business Admin Review	<u>Incomplete/Ongoing Actions Carried forward from current plan.</u> 1. Change Management Plan developed (Phase 2 – secondary schools) and consultation completed.	<ul style="list-style-type: none"> The benefits of digital administration approaches in schools are fully realised. Increased consistency in administrative processes across ELC and school settings. 	<u>PIs</u> 1. ERC016 Business Admin review – Reduction in costs. 2. ERC017 % uptake of digital solutions to support efficiency.	30 June 2025	Business Support Team Manager	1
Health & Wellbeing	Ensure revised operational implementation of absence management procedures are applied by managers	Absence is managed effectively and levels of absence are reduced efficiently and timeously	1. Reduction in number of days absence per employee	March 2025	Head of Service	2



**REPORT TO: SPECIAL EDUCATION, CHILDREN'S AND LEISURE SERVICES
COMMITTEE ON 20 JUNE 2024**

**SUBJECT: EDUCATION RESOURCES AND COMMUNITIES AND
EDUCATION CAPITAL BUDGET**

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

1. REASON FOR REPORT

- 1.1 To inform Committee of the capital budget position for Education Resources, Communities and Education as at 31 March 2024.
- 1.2 This report is submitted to Committee in terms of Section III (A) (2) of the Council's Scheme of Administration relating to the consideration of Capital and Revenue budgets and long term financial plans.

2. RECOMMENDATION

- 2.1 **It is recommended that the Committee scrutinises and notes the capital budget position for Education Resources, Communities and Education Services at 31 March 2024.**

3. BACKGROUND

- 3.1 It is the practise of this Committee to receive regular reports both providing an update on the current financial position of the Education Resources and Educational Capital Budget capital programme.
- 3.2 At the Special Meeting of Moray Council on 1 March 2023, the Capital Plan for 2023/24 was approved (para 5 of minute refers). At the meeting of Moray Council on 28 June 2023 (para 10 of minute refers), carry forward for capital budget within Education Resources and Communities and Education was approved.

- 3.3 This report highlights those areas of the capital budget relating to Education Resources, Communities and Education budgets where there is a significant percentage variance as at 31 March 2024. The report also provides a narrative update on major ongoing projects.
- 3.4 The capital budget expenditures (2024/25) , including proposed carry forwards, for the Education Resources, Communities and Education Services are listed in **Appendix 1**.
- 3.5 The capital budgets (2024/25) for the Education Resources, Communities and Education Services are listed in **Appendix 2**.

4. **BUDGET POSITION**

- 4.1 The total approved capital budget for Education Resources, Communities and Education for financial year 2023/24, including carry forwards from 2022/23 and amendments in the year , was:

		2023/24 £000
Land and Buildings		9,450
Vehicles, Plant and Equipment		202
Carry forwards from 22//23:		
Elgin High School	195	
Universal Free School Meals	598	
Fire, Safety and Security	50	843
Amendments 23/24:		
Refurbishment and upgrade of pools	(1,300)	
Universal Free School Meals	(398)	
Learning Estate Strategy	(379)	(2,178)
Total		8,272

- 4.2 Actual expenditure up to 31 March 2024 was £4,920k.
- 4.3 Where current projects are rated as ‘amber’ in **Appendix 1** the variance (and projected variance) in the 2023/24 Capital Plan relates to the following:

Forres Academy Reinforced Aerated Autoclaved Concrete (RAAC)

- 4.4 The discovery of RAAC within a number of areas of Forres Academy in August 2023 required an immediate and extensive remediation works package. There was no allowance within the 23/24 capital plan so it was agreed to re-profile budget from preparatory design and reschedule projects work. The total capital requirement was £692k with further remediation works to complete in 2024/25 and a carry forward on £100k has been requested to support this.

Universal Free School Meals

- 4.5 On 7 November 2022, the Scottish Government announced a 2022/23 budget commitment for £30 million of capital funding for local authorities to continue the phased expansion of free school meal support for primary schools. The capital funding allocation for Moray was £598k paid as part of the General Capital Grant on 15 December 2022. A further capital grant funding allocation of £19,142 was made in March 2024 to support a phased expansion of school meals to those in receipt of Scottish Child Payments. The allocation is to fund the design and reinstatement of two servery kitchens to production kitchens to meet additional demand with the expansion of free school meals to P6 and P7 children. There has been insufficient time available to develop the design and tender for the works so none of the capital allocation has been spent. Carry forward of the budgeted spend was recommended in the final report to Moray Council on capital spend 2022/23 on 28 June 2023 (para 10 of minute refers).
- 4.6 An outline plan for kitchen and dining spaces design works was completed in 2023 but until Scottish Government provide more clarity on dates for the expansion of free school meals to the P6-P7 cohort no major building works will be instructed. Scottish Government timelines for P6-P7 expansion are expected to be March 2026 so all planned construction works would be undertaken summer 2025. Further design work will progress this year to support this and it will be recommended to carry forward the remaining budget of £188k to 2024/25 to support this.

ELC Portgordon

- 4.7 This project has been delayed to the 2024/25 financial year due to lack of interest/availability of contractors during the 2023/24 financial year despite multiple tender attempts. These works have been re-tendered and successful bids have now been received. It is planned for this project to be completed during summer 2024 holidays. It will be recommended to carry forward £104k budget to support the completion of these works.

ELC St Peters

- 4.8 Due to the discovery of extensive asbestos, additional project activities to allow for the removal and associated remedial works were required to mitigate this resulting in an additional £76k cost to the original £137k capital budget estimate. This was balanced by re-profiling of underspend from other ELC capital projects.

Land & Buildings (L&B)

- 4.9 £600k was allocated to undertake project specification works to refurbish and upgrade Buckie Swimming Pool. These works were not progressed due to the interdependencies of this project and the Learning Estate, therefore these works will not be progressed until further clarity on the Learning Estate is determined.

- 4.10 The £139k for Libraries Refurbishment is connected to fabric works on Elgin Library. There have been challenges with lack of tenders for this work. The work has now been broken down to individual lots to help with tender returns and therefore the budget will be recommended for carry forward.
- 4.11 The £700k allocated to Moray Leisure Centre is connected to their future expansion plan project. The Moray Leisure Board continue to seek additional funding for this project and continue to liaise with Moray Council on the project developments.

Vehicle, Plant & Equipment (VPE)

- 4.12 £103k was identified against Moray Leisure Centre, if required, to contribute towards any major equipment asset failure. This allocation was not required as their repairs and maintenance budget did not exceed their annual budget projection.
- 4.13 There is currently a variance of £43k against Leisure and Library Equipment this is due to air conditioning works awaiting installation and the costs being funded across both Leisure and Energy.

5. MAJOR PROJECTS UPDATE

Schools Essential Maintenance/ BB Upgrade Programme 2022/23

- 5.1 The planned expenditure on school B/B condition and suitability upgrade, building element replacement and other minor works for 2023/24 is 2 lines within the Capital Plan which totalled £4m. This is made up of a £3m budget for building element replacement, and a £1m budget for preparatory works (detail design, planning and tendering) that would go ahead within the next two years.
- 5.2 The separate budgets for each individual project within these 2 capital plan funding lines are detailed in **Appendix I** for budget monitoring purposes. The majority of this works programme is the phased work which seeks to address elements of schools in Condition D that have the possibility of failing or works to ensure building standards compliance.
- 5.3 The phased BB upgrade works at East End Primary School continues with insulated render and window replacement. The project is on time and within budget. The project spans a number of financial years to accommodate window delivery period and decant arrangements for school and should be completed over the next year. A carry forward of £308k to 2024/25 will be recommended to complete this work.
- 5.4 The Milnes High School roof replacement project remains on time and within budget. The project spans financial years to de-conflict with school exam periods. A carry forward of £351k to 2024/25 will be recommended to complete this project.

- 5.5 The Forres Academy fire alarm project has been cancelled as it is not a statutory requirement and would not provide a return on investment. The capital was re-profiled to the Forres RAAC remediation project.
- 5.6 The Keith Grammar fire alarm was delayed and subsequently delayed to summer 2024 to allow a review of the original requirement and investigate a reduction in cost from the estimate of £110k. A carry forward of reduced project budget of £78k to 2024/25 will be recommended to complete.
- 5.7 The New Elgin Primary School BB upgrade works to replace water and heating pipework was completed on time and within budget.
- 5.8 The Speyside High School BB upgrade works to replace plant and tank infrastructure, electrical upgrade and internal fabric improvements were completed on time and within budget.
- 5.9 Replacement heating and energy efficiency detailed design work was completed at West End, Burghead, Kinloss, Pilmuir and Cullen primary schools. This included detailed Enerphit surveys to determine net zero carbon fabric intervention options that should also inform other school net zero plans.
- 5.10 Kinloss Nursery Access, Findochty Nursery kitchen and toilets, Rothes Nursery kitchen and nappy changing facilities and Aberlour Nursery projects were all completed on time. Findochty was over budget by £28k and Kinloss was overspent by £5k, with the other projects being either on or below budget.

Schools New Build Projects (General)

- 5.11 At the Special Meeting of Moray Council on 1 March 2023 it was agreed (para 5 of the minute refers) that a total of £157 million would be included in the indicative 10 year plan for new build/refurbishment of schools; with a planned 2023/24 budget of £654,000 to progress Elgin High School Capacity Extension, Future Forres Academy, Future Buckie High School new build projects. The 2023/24 budget was re-profiled to £470,000 due to the project delays resulting from delayed decision until November 2023 by Scottish Government on selection of projects that would benefit from Learning Estate Investment Programme Phase 3 funding.

New Build Project (Elgin High School Capacity Extension)

- 5.12 The Elgin High School project remains within the budget of £18.7m. On 20 February 2024, this Committee agreed (para 18 of minute refers) to appoint hub North Scotland Limited (hNSL) as the project delivery partner. A design team has been appointed and hNSL are in the process of tendering for a Tier 1 construction contractor to support design and build. The benchmarked project fees for taking the project to the next stage of detailed design and build proposition, together with a full business case to support is £1.122M this year. A total of £202k of this was budgeted for 2023/24 but only £137k had been committed by 31 March 2024. The remaining £65k budget will be recommended for carry forward into 2024/25.

New Build Project (Future Forres Academy)

5.13 The Future Forres Academy project was selected by Scottish Government on November 2023 as a LEIP Phase 3 project that will benefit from funding through an outcome-based revenue funding approach. The benchmarked project fees for taking the project to the next stage of concept design is £1.569M of which £107k was committed in 2023/24 to undertake a detail feasibility study and complete initial site option investigation works.

5.14 A preferred (and alternate) site has been identified for a new build school. Further site inspection and survey will be required to support site selection, together with statutory consultations on common good use and school relocation. A project allowance of 6 months has been planned to complete this activity. hNSL have been appointed to continue concept design work. All works is included within the current approval capital budget commitment.

New Build Project (Future Buckie High School)

5.15 The Future Buckie High School project was not successful in its bid to be a LEIP Phase 3 project. The current project plan seeks to deliver the school in 2029. hNSL have completed a feasibility study on the future project within agreed budget and the report is currently under review by officers and will be submitted to this Committee, together with a proposal for next steps, for consideration after the summer recess.

New Build Project (Findrassie Primary School)

5.16 On 20 February 2024, this Committee approved (para 17 of minute refers) a continued deferment in the Findrassie new build project for a further 5 years. The agreed annual review and reporting of the project will seek to provide an update to the cost model to include inflationary and other cost contributory factors.

New Build Project (Linkwood Primary School)

5.17 The contractor has recently completed the making good of the contractual defects after the one year defects liability period. The retention amount (£183k) was accounted for as a project accrual will now be released to the contractor.

Schools Essential Asset Upgrade Programme 2024/25

5.18 A priority list for condition upgrade works has been created based on an assumption of a £5m budget for financial year 2024/25 and year-on-year annual capital investment of £10m from financial year 2025/26 onwards and for at least the next 15 years. This investment will focus on building refurbishment and component replacement, together with any statutory requirement standards, and detailed works planning is in progress. It is estimated that the capital investment required to upgrade and maintain the school estate over the next 15 years could be as high as £190m.

5.19 The proposed schedule of B/B upgrade and compliance works for this year is as follows is as follows:

School	Planned Works
--------	---------------

East End Primary School	Windows and doors replacement and external wall insulation
Milnes High School	Windows and lighting replacement and roof upgrade
New Elgin Primary School	Water and heating pipework
Speyside High School	Windows and door replacement
Keith Grammar	Fire alarm upgrade
Forres Academy	Toilet upgrades
Bishopmill Primary School	Sports hall floor replacement
East End Primary School, Millbank Primary School, Seafield Primary School and Aberlour Primary School	Drainage improvements
Greenwards Primary School	Air quality/ventilation improvements
Buckie High School	Access Security Upgrades

5.20 Final costings for all projects and affordability this year is still be determined but current overall budget estimates are included in **Appendix 2**. Any surplus will be allocated to BB upgrade design works to support 2025/26 and 2026/27 works planning.

Early Learning and Childcare (ELC) Expansion

5.21 The proposed schedule for the noted projects (dependent on contractor interest/availability) is as follows:

Nursery	Planned works	Proposed timeline
Portgordon	Existing nursery toilets re-configured to include private nappy changing/flooring replacement/additional storage	Summer 2024

Leisure and Libraries Service

5.22 The resurfacing of the Aberlour 3G pitch was undertaken in early 2024, these works also included the conversion of the floodlights to LED lights which will significantly improve the efficiency and functionality of these lights. This project was completed within budget with a £48k underspend.

6. SUMMARY OF IMPLICATIONS

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

The capital projects referred to in this report support the delivery of the LOIP outcome of building a better future for our children and young people in Moray and growing a diverse and sustainable economy, and are advancing the Corporate Plan priority of reviewing and transforming the learning environment, and creating a sustainable council.

(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 financial implications are set out in this report and at **Appendix 1**. Budget managers are aware of their responsibilities for managing budget allocation and approval for any unavoidable variance will be sought from the Council in line with the financial regulations.

A report to Moray Council on 24 January 2024 on the 2024-25 Capital Plan (para 11 of minute refers) noted a £40m capital budget requirement for financial year 24/25 and an overall 10 year capital investment in the Learning Estate of £383m to deliver new build projects, BB Condition/Suitability upgrade and refurbishment and repair and maintenance projects. Further significant capital investment in the BB Condition/Suitability upgrade projects would be required for a further 5 years (out to 2039).

In applying that focus to the Learning Estate the asset standard (condition and suitability) for schools is mandated as a B (satisfactory) minimum. In addition, if there is a reduction in planned upgrade works there is a risk the assets will continue to deteriorate and the risk likelihood of building failure will increase. The realistic options for the Learning Estate are therefore to reduce assets or lengthen programmes of work. The BB upgrade programme plan has now been extended from 10 to 15 years.

The 24 January 2024 Council report concluded the need to cap capital expenditure to contain the cost of borrowing within the agreed limit of affordability. A report on how the cap might operate will be brought to a future meeting of the Council. However, as the most significant element of the indicative 10 year plan is the Learning Estate the cap is likely to be brought most heavily to bear on planned investment in the Learning Estate and that without significant levels of Scottish Government funding the Council is unlikely to be able to achieve its aspirations.

(d) Risk Implications

The school estate (excluding new build) continues to deteriorate with now 30 out of the 53 schools reported as C (Poor) condition and a further 2 as D (Bad) condition. Without the level of investment reported in para 5.16 and managing the affordability factors outlined in para 6 (c) the risk of building failures, temporary closures and/or health and safety continue to be a concern.

Although there has been less volatility in construction costs over the last 12 months they remain high and are not expected to reduce. This has an impact on tender prices received for construction projects and the risk that additional budget may be required for projects as they progress.

(e) Staffing Implications

There are no staffing implications arising directly from this report.

(f) Property

There are no property implications other than those detailed in the report.

(g) Equalities/Socio Economic Impact

There are no equalities or socio economic implications associated with this report.

(h) Climate Change and Biodiversity Impacts

For new build projects we are considering options to meet energy and zero carbon targets.

Where heat source replacements are planned a Heating Option Appraisal in accordance with current procedures will be carried out that includes renewable heating options. Where wall or roof replacements are programmed additional insulation to improve the performance of the fabric will be considered.

(i) Consultations

The Chief Financial Officer, Strategic Accountant, Property Asset Manager, Design and Construction Manager, Programme Manager (Learning Estate), Early Year's Service Manager, Sports and Culture Service Manager, Legal Services Manager, Equal Opportunities Officer and Caroline O'Connor, Committee Services Officer have all been consulted and the comments received have been incorporated into the report.

7. CONCLUSION

7.1 This report presents the Education Resources and Communities and Education Capital Works budget to 31 March 2024. It highlights and provides detail on any variances and provides an update for Members on agreed major projects. The report also details proposed essential projects for 2024/25, and proposed design work in preparation for future Learning Estate projects.

Author of Report: Andrew Hall, Programme Manager, Learning Estate

Background Papers:

Ref:

Appendix 1

	Capital Plan 2023/24	Total Expenditure 2023/24	Projected Variance	R/A/G	Notes	
Spend to 31 March 2024						
Lands and Buildings						
B for condition and B for suitability						
East End Primary School -- Render and Window replacement	308	195	113	G	Project on programme and within budget, however spans financial years in terms of spend profile in order to accommodate window delivery period and decant arrangements for school.	
Milnes High School - Flat and pitched roofs replacement	1,511	1,160	351	G		
New Elgin Primary School - - Water and heating pipework	360	172	188	G		
Speyside High School - Plant/tank infrastructure, pool changing area, electrical in attic	398	316	82	G		
Forres Academy - Fire alarm upgrade.	1	2	-1	R		
Keith Grammar - Fire alarm upgrade.	8	6	2	G		
Forres Toilet Upgrade	0	14	-14	G		
Forres Academy - M&E works	0	13	-13	G		
Forres Academy - RAAC	0	692	-692	A		
Balance	653	0	653			Reprofile to RAAC - Line 13
Investment to bring all schools to B for condition and B for suitability						
Replacement heating and energy efficiency design (West End, Burghead, Kinloss, Pilmuir, Cullen)	360	202	158	A		Multi-year project. Design spend only 23/24.
Drainage design works (East End, Millbank, Seafield)	100	68	32	A		Multi-year project. Design spend only 23/24.
Forres Academy - 5 year sustainment plan	75	0	75		Reprofile to RAAC - Line 13	
Forres Academy - 5 year sustainment plan	75	0	75		Reprofile to RAAC - Line 13	
Buckie High - Flat Roof Replacement + Antisocial Roof Access Prevention	0	0	0			
CO2 Monitors Schools	0	20	-20	G		
Hythehill Primary - External Insulated Render	0	2	-2	G		
Cluny Primary - MDM Retention	0	1	-1	G		
Other Schools						
Elgin High School Modular Units	25	0	25	G		
Elgin High School Extension	202	137	65	G		
Legionella works - Schools	15	9	6	G		
Schools -Fire, Safety and Security - Minor Works	200	193	7	G		
Schools accessibility	40	33	7	G		
Learning Estate Strategy	268	144	124	G		
Universal Free School Meals	200	12	188	G		
Findrassie PS - New School	0	11	-11	G		
Linkwood PS (Proj 61662)	0	0	0	G		
School 3G Pitches						
Resurface & rejuvenate 3G pitches in Moray	300	252	48	G		
Libraries & Leisure						
Refurbishment & upgrade of pools	600		600	R	No major refurb works planned for 23/24 due to LEIP3 decision delay.	
Libraries refurbishment	139	0	139	G		
Moray Leisure Centre	700	0	700	G		
ELC Settings						
Kinloss Nursery Access	20	25	-5	G		
Findochty Kitchen & Toilets	92	120	-28	G		
ELC - Portgordon	110	6	104	A	Project delayed to 24/25.	
ELC - Aberfour	1,017	709	308	G		
ELC - St Peters	137	213	-76	G		
ELC - Rothes	131	124	7	G		
ELC - Strathisla Nursey	0	-1	1	G		
ELC - Cullen	0	0	0	G		
Total Education, Children's and Leisure Committee	8,045	4,850	3,196			

Education Resources and Communities and Education Capital Plan 2024/25

APPENDIX 2

Heading	Capital Plan 2024/25
ELC Settings - Portgordon	110
Libraries & Leisure	2,418
Schools H&S - Schools Legionella Works	15
Schools H&S - Schools Fire, Safety and Security Minor Works	200
Schools Accessibility	40
School Estate - Learning Estate Strategy	4,500
School Estate - Building Element Replacement	5,500
School Estate - Schools BB Investment - Design	500
	<hr/> 13,283 <hr/>



**REPORT TO: SPECIAL EDUCATION CHILDREN'S AND LEISURE SERVICES
COMMITTEE ON 20 JUNE 2024**

**SUBJECT: EDUCATION REVENUE BUDGET MONITORING TO 31 MARCH
2024**

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

1. REASON FOR REPORT

- 1.1 To inform the Committee of the revenue budget position for Education as at 31 March 2024.
- 1.2 This report is submitted to Council in terms of Section III (A) 2 of the Council's Scheme of Administration relating to the consideration of capital and revenue budgets and long term financial plans.

2. RECOMMENDATION

- 2.1 **It is recommended that Committee scrutinises and notes the budget position as at the end of the financial year.**

3. BACKGROUND

- 3.1 The report highlights those areas of budget where there is variance identified at the end of the financial year.

4. BUDGET POSITION

- 4.1 The spend at 31 March 2024 is £104,541,000 against a budget of £106,550,000, giving an underspend of £2,009,000, as shown in **Appendix 1**.
- 4.2 The variance in Early Learning and Childcare (ELC) Education is a £117,000 underspend which relates to small underspends in Speech and Language Therapy where a post has yet to be advertised, payments to partners and ELC snack and fundraising. The end of year position overturned an overspend previously and there has been significant work to change this position. There are underspends on snack and fundraising accounts cover

the academic year and so they will be carried forward as part of ear marked reserves.

- 4.3 In Primary Devolved School Management (DSM) scheme there is an underspend of £418,000 across all schools. This relates to £293k of retained carry forward within the 2.5% limit and £35k over and above the carry forward threshold (which will be retained in the general fund). There is an underspend on non-devolved budgets of £76k which is mainly for energy.
- 4.4 The Secondary DSM scheme has an underspend of £508,000 which relates to £460k retained within carry forward limits where schools have clear plans moving into the next academic year. There are small underspends in non devolved budgets for energy and water rates.
- 4.5 Within additional support needs there is an underspend of £173,000 relating to small underspends across Speech and Language Therapy, £12k within the Moray Social, Emotional and Behavioural Needs (SEBN) operational budget, £15k for Additional Support Needs training, £6k for home tuition and £56k for English as an Additional Language (EAL) Afghan funding due to a delay in advertising a post.
- 4.6 In the Education Central Services budget there is an underspend of £414,000 which relates to £29k for school sanitary products, £53k for facilitating school improvement, £17k for staff mileage and accommodation, £9k for teacher post advertising, £15k earmarked for relocation expenses. In addition there is carry forward of £677k of Pupil Equity Funding along with £163k for Strategic Equity Funding all relating to posts which cover the academic year and allowed within the grant funding arrangements. This is balanced by overspends of £79k for insurance claims and £548k across the central supply budget.
- 4.7 The Out of Area (OOA) budget was overspent by £187,000 which was impacted by placements made through court or other processes. This budget covers both Children's Social Work and Education placements and due to Children's Services being transferred to the Moray Integrated Joint Board (IJB), the Chief Social Work officer will report this to the IJB with the Chief Education Officer reporting spend and variance to this Committee. Officers are reviewing governance arrangements to ensure that there is additional scrutiny around placements with an emphasis on plans for placements to end and children and young people to return to Moray, as well as considering the value and outcomes from longer term arrangements.

5. OUTTURN

- 5.1 The energy budgets were projected to be underspent and this is the position at the end of the financial year. This is a non-devolved budget.
- 5.2 There are overspends on the central supply for schools of £548k and £79k for insurance costs. This overspend is offset by underspends on period poverty,

school improvement monies, disturbance mileage, staff advertising and travel and subsistence.

6. 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 underspend as at 31 March 2024 is £642,000 against a budget to date of £73,244,000. The estimated year end position is expenditure of £101,779,000 against a budget of £102,138,000 resulting in an underspend of £359,000.

(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 Financial Regulations.

(e) Staffing Implications

There are no staffing implications associated with this report.

(f) Property

There are no property issues arising from this report.

(g) Equalities/Socio Economic Impact

This is not needed because the report is to inform the Committee on budget monitoring.

(h) Climate Change and Biodiversity Impacts

None.

(i) Consultations

Chief Financial Officer, Nicky Gosling, Accountant and Caroline O'Connor, Committee Services Officer have been consulted and are in agreement with the contents of this report where it relates to their areas of responsibility.

7. CONCLUSION

7.1 The Committee considers and notes the budget position as at 31 March 2024.

Author of Report: Vivienne Cross, Head of Education Background

Papers:

Ref:

Educational Services					
Budget Monitoring Report to 31 March 2024					
Service	Revised Budget	Budget to Date	Actual to Date	Variance to Date	Variance
	£'000	£'000	£'000	£'000	%
Early Learning and Childcare	6,102	6,102	5,985	117	2 %
Primary Education	33,842	33,842	33,424	418	1 %
Secondary Education	37,614	37,614	37,106	508	1 %
Additional Support Needs	19,020	19,020	18,847	173	1 %
Education Central Services	4,859	4,859	4,445	414	9 %
Management	138	138	133	5	4 %
Out of Area	4,414	4,414	4,601	(187)	(4)%
Efficiency Savings-Education	561	561	-	561	-
				-	
Educational Services Total	106,550	106,550	104,541	2,009	-



**REPORT TO: SPECIAL EDUCATION, CHILDREN'S AND LEISURE SERVICES
COMMITTEE ON 20 JUNE 2024**

**SUBJECT: EDUCATION RESOURCES AND COMMUNITIES REVENUE
BUDGET MONITORING TO 31 MARCH 2024**

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

1. REASON FOR REPORT

- 1.1 To inform the Committee of the budget position for Education Resources and Communities as at 31 March 2024.
- 1.2 This report is submitted to Committee in terms of Section III (A) (2) of the Council's Scheme of Administration relating to the consideration of capital and revenue budgets and long term financial plans.

2. RECOMMENDATION

- 2.1 **It is recommended that Committee scrutinises and notes the budget position at 31 March 2024.**

3. BACKGROUND

- 3.1 The report highlights those areas of the budget where there is a significant percentage variance identified 31 March 2024.

4. BUDGET POSITION

- 4.1 The spend at 31 March 2024 is £8,068,000 against a budget to date of £8,523,000 giving an underspend of £455,000 as shown in **Appendix 1**.
- 4.2 There is an over achievement on sport and leisure income of £111,000 and an underspend of £18,000 on the learning estate operational budget. The underspend on leisure income is reduced by an under achievement on libraries income £14,000 and an overspend on libraries licences £49,000. The service has reviewed all licences generating a saving in 2024/25.
- 4.3 The Public Private Partnership (PPP) overspend relates to a £13,000 under achievement on non performance deductions and unbudgeted spend on pension contributions of £8,000. As part of the contract there was agreement

that if the pension rate for the staff transferred across went above the year of £455,000 for the reasons noted above and the staff savings below.

- 4.4 Staff savings from vacancies and appointment below top of scale are anticipated to exceed budget by £373,000. Energy costs are £75,000 below budget.

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 underspend as at 31 March 2024 is £455,000 against a budget to date of £8,523,000. The estimated year end position is expenditure of £8,068,000 against the budget of £8,523,000 resulting in an underspend of £455,000.

(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) **Climate Change and Biodiversity Impacts**

No climate change and biodiversity impacts arise directly from this report.

(i) **Consultations**

Chief Financial Officer and the Caroline O'Connor, 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 March 2024.

Author of Report: Denise Whitworth, DCE (ECOD)
Nicky Gosling, Accountant

Background Papers:

Ref:

Education Resources & Communities

Appendix 1

Budget Monitoring Report to 31 March 2024

Service	Revised Budget	Budget to Date	Actual to Date	Variance to Date	Variance
	£'000	£'000	£'000	£'000	%
Communities	1,312	1,312	1,311	1	-
Culture, Sport & Leisure	4,719	4,719	4,644	75	2 %
Learning Estate	359	359	341	18	5 %
Business Support Unit	1,674	1,674	1,664	10	1 %
Education Resources & Communities Management	24	24	23	1	4 %
Public Private Partnership	63	63	85	(22)	(35)%
Education Resources & Communities Efficiency Savings	372	372	-	372	-
				-	
Education Resources & Communities Total	8,523	8,523	8,068	455	-

