

Cunninghame House,
Irvine.

2 June 2016

Cabinet

You are requested to attend a Meeting of the Cabinet of North Ayrshire Council to be held in the Council Chambers, Cunninghame House, Irvine on **TUESDAY 7 JUNE 2016** at **2.30 p.m.** to consider the undernoted business.

Yours faithfully

Elma Murray

Chief Executive

1. Declarations of Interest

Members are requested to give notice of any declaration of interest in respect of items of business on the agenda.

2. Minutes (Page 7)

The accuracy of the Minutes of the ordinary meeting held on 24 May 2016 will be confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973 (copy enclosed).

EDUCATION ITEMS FOR DECISION

3. Education and Youth Employment Inclusion Strategy (Page 13)

Submit report by the Executive Director (Education & Youth Employment) on the Education and Youth Employment Inclusion Strategy (copy enclosed).

4. Relationships and Sexual Health (Page 27)

Submit report by the Executive Director (Education & Youth Employment) on the provision of Relationships and Sexual Health in North Ayrshire Education establishments (copy enclosed).

GENERAL BUSINESS FOR DECISION

Reports by the Executive Director (Place)

5. Ayrshire Local Flood Risk Management Plan (Page 33)

Submit report by the Executive Director (Place) on the progress of the draft Ayrshire Local Flood Risk Management Plan under the Flood Risk Management (Scotland) Act 2009 and seek approval to submit the finalised Plan to Scottish Government by the 22 June 2016 deadline (copy enclosed).

6. Charter for Household Recycling in Scotland (Page 41)

Submit report by the Executive Director (Place) on the Charter for Household Recycling in Scotland and to seek approval to sign up to the Charter (copy enclosed).

Reports by the Executive Director Finance and Corporate Support

7. Maximising Attendance Performance – 2015/16 year end summary (Page 53)

Submit report by the Executive Director (Finance and Corporate Support) on the year end summary of sickness absence for 2015/16 (copy enclosed).

8. Council Tax write off 2015/16 and Non-Domestic Rates Write off 2016/17 (Page 63)

Submit report by the Executive Director (Finance & Corporate Support) on the write off of Council Tax debts during 2015/16 and Non-Domestic Rates during 2016/17.

CONTRACTS

9. Award of Contract - Carriageway Resurfacing 2016/17 (Page 67)

Submit report by the Executive Director (Finance and Corporate Support) on the result of the tender exercise for the contract for Carriageway Resurfacing 2016/17 (copy enclosed).

10. Award of Contract - Replacement Financial Management Information System (Page 69)

Submit report by the Executive Director (Finance and Corporate Support) on the tender exercise for the provision of a replacement Financial Management Information System (FMS) (copy enclosed).

11. Award of Contract - Internal and External Alterations to Robert W Service Court Sheltered Housing Unit, Kilwinning (Page 73)

Submit report by the Executive Director (Finance and Corporate Support) on the result of the tender exercise for the contract for Internal and External Alterations to Robert W Service Court Sheltered Housing Unit, Kilwinning (copy enclosed).

12. Urgent Items

Any other items which the Chair considers to be urgent.

Cabinet

Sederunt: **Elected Members**

Willie Gibson (Chair)
Alan Hill (Vice-Chair)
John Bruce
Marie Burns
Anthea Dickson
Tony Gurney
Vacant

Chair:

Attending:

Apologies:

Meeting Ended:

Cabinet
24 May 2016

Irvine, 24 May 2016 - At a Meeting of Cabinet of North Ayrshire Council at 2.30 p.m.

Present

Willie Gibson, John Bruce, Marie Burns, Anthea Dickson.

Also Present

Alex Gallagher (Item 4)

In Attendance

E. Murray, Chief Executive; L. Friel, Executive Director, A. Lyndon, Team Manager (Corporate Procurement) (Finance and Corporate Support); K. Yeomans, Executive Director, A. Sutton, Head of Service (Connected Communities), Jim McHarg, Senior Manager (Participation and Empowerment) and G. Robson, Senior Employability and Skills Manager (Economy and Communities); S. Brown, Head of Service (Children, Families and Criminal Justice Services) and D. Rowland, Head of Service (Health and Community Care) (North Ayrshire Health and Social Care Partnership); M. Sugden, Communications Officer (Media and Internal Communications) and A. Little, Committee Services Officer (Chief Executive's).

Chair

Councillor Gibson in the Chair.

Apologies for Absence

Alan Hill and Tony Gurney.

1. Declarations of Interest

There were no declarations of interest by Members in terms of Standing Order 10 and Section 5 of the Code of Conduct for Councillors.

2. Minutes

The accuracy of the Minutes of the Meeting held on 26 April 2016 and (ii) the special meeting of the Cabinet held on 10 May 2016 was confirmed and the Minutes signed in accordance with Paragraph 7 (1) of Schedule 7 of the Local Government (Scotland) Act 1973.

3. Suspension of Standing Orders

The Cabinet was invited to consider resolving, in terms of Standing Order 21, to suspend Standing Order 23, to allow consideration of the recommendation within Agenda Item 4 (Gallowgate Square, Largs).

The Cabinet unanimously resolved, in terms of Standing Order 21, to suspend Standing Order 23, to allow consideration of the recommendation within Agenda Item 4.

This item was subject to the call-in procedure per the Council's Scheme of Administration and will be considered at a meeting of the Scrutiny and Petitions Committee.

4. Gallowgate Square, Largs

Submitted report by the Chief Executive which set out (a) the background to a decision by Council to suspend the Gallowgate Square development pending the outcome of further consideration of the Masterplan priorities, as recommended by the North Coast Area Committee; and (b) a request from three Members of the disbanded North Coast Area Committee advising that they wished to proceed with the Gallowgate Square development and that a review of the Masterplan priorities was not required;

The Cabinet agreed that officers now proceed to take forward the Gallowgate Square developed in line with the decision of Cabinet on 15 September 2015.

5. Queen Elizabeth II Fields in Trust Challenge

Submitted report by the Executive Director (Economy and Communities) on (a) eight sites that had been nominated to the Queen Elizabeth II Fields in Trust in 2010; (b) ongoing discussions and correspondence between the Council and Fields in Trust that had taken place to conclude a satisfactory legal agreement; (c) a number of factors, including the enactment of the Community Empowerment Act Scotland, the development of the Council's draft pitches and facilities strategy and a proposed review of the Council's play areas, that have influenced the Council's position; and (d) the recommendation that the Council does not proceed to implement the Fields in Trust Challenge.

The Cabinet agreed to not proceed to implement the Fields in Trust Challenge.

6. North Ayrshire Landfill Advisory Fund Panel - Scottish Landfill Communities Fund

Submitted report by the Executive Director (Economy and Communities) which provided details of (a) the appointment of LandTrust in November 2015 to administer the Council's Scottish Landfill Communities Fund; (b) the establishment of the North Ayrshire Landfill Advisory Fund Panel, comprising Elected Members and Senior Officers, to act as a sounding board to inform the LandTrust's decision-making process; and (c) the Terms of Reference that have been developed in conjunction with LandTrust (Appendix 1).

The Cabinet agreed to approve the Terms of Reference for the North Ayrshire Landfill Advisory Fund Panel, as detailed in Appendix 1 to the report.

7. EU Funding & Poverty Social Inclusion

Submitted report by the Executive Director (Economy and Communities) on (a) recent approvals of EU funding; and (b) the intention to submit an application for funding to the Poverty and Social Inclusion ESF programme for a package of projects, as detailed in 2.10 of the report.

Members asked questions and were provided with further information in relation to match funding levels that are generally 60/40, with 60% required from the applicant and 40% provided from the funder.

The Cabinet agreed to (a) note the approvals of EU funding received to date; (b) approve the submission of a bid to the Poverty and Social Inclusion programme in line with the proposals and funding package; and (c) delegate authority to the Head of Economic Growth to negotiate the final package of proposals with Scottish Government Structural Funds Division.

8. Community Empowerment Act (2015): North Ayrshire Council consultation responses

Submitted report by the Executive Director (Economy and Communities) on (a) a range of consultations on proposals for statutory guidance and regulations as part of the Community Empowerment Act (Scotland) 2015; and (b) the proposed responses to the consultations, as detailed in Appendices 1 - 4 to the report.

Members asked questions and were provided with further information in relation to:-

- the Council's existing Community Asset transfer and Guidance that includes information on the length of time it takes to process a community asset transfer request; and
- the complexities around the community right to buy abandoned, neglected or detrimental land.

The Cabinet agreed to approve the submission of the consultations responses to the Scottish Government in terms of (a) Community Planning: Consultation on draft guidance and regulation; (b) Participation Requests: Consultation on draft regulations; (c) Asset transfer: Consultation on draft regulations; and (d) Consultation on secondary legislation proposals relating to Part 3A of the Land Reform (Scotland) Act 2003 – the community right to buy abandoned, neglected or detrimental land as introduced by the Community Empowerment (Scotland) Act 2015.

9. Community Asset Transfer Applications

Submitted report by the Executive Director (Economy and Communities) on community asset transfer applications received in respect of a number of properties and associated grounds, as detailed in Appendix 1 to the report.

Members asked questions and were provided with further information in relation to:-

- the approximate 3 months timescale to progress from Stage 4 to final transfer; and
- the development of a pilot partnership programme with ANCHO to assess the added value in terms of social, educational and health and well being of the neighbourhood.

The Cabinet agreed to (a) approve the transfer, subject to the satisfactory conclusion of negotiations by Officers at Stage 4 of the North Ayrshire Council Community Asset Transfer process (to agree the terms and conditions of lease, purchase or transfer of ownership of the properties and associated grounds) in respect of (i) Coastwatch Scotland; (ii) North Ayrshire Staff Association; (iii) Irvine Judo Club; (iv) Ayrshire Communities Education and Sport; and (b) a pilot a partnership arrangement with ANCHO at Redburn Community Centre.

10. Procurement Reform Scotland Act 2014 & Public Procurement (Scotland) Regulations 2015

Submitted report by the Executive Director (Finance and Corporate Support) on a number of actions required to comply with changes to the Public Procurement rules as result of the Procurement Reform Scotland Act 2014 and Public Procurement (Scotland) Regulations 2015, which came into effect on 18 April 2016, as detailed at Appendix 1 to the report.

Members asked questions and were provided with further information in relation to training and support that will be provided to businesses in respect of changes that will be made to contract award criteria.

The Cabinet agreed to endorse the key actions, outlined in section 3.1 and 3.2 of the reports, which require to be implemented to comply with the Procurement Reform Scotland Act 2014 and Public Procurement (Scotland) Regulations 2015.

11. North Ayrshire HSCP 2015/16 Final Position

Submitted report by the Executive Director (Finance and Corporate Support) which set out (a) the final outturn for the North Ayrshire Health and Social Care Partnership; (b) a range of factors contributing to an increased overspend and proposed actions by the NAHSCP to ensure there is no recurrence of an overspend in 2016/17; and (c) options available to meet the increased deficit.

Members asked questions and were provided with further information in relation to a report to Cabinet on the corrective action that has been implemented and that the Partnership will deliver services in 2016/17 within available resources

The Cabinet agreed to (a) provide additional funding of £0.854m, in addition to the £1.255m agreed on 29 March 2016, on a non-recurring basis to the Integrated Joint Board; and (b) request the North Ayrshire HSCP bring forward a report early in 2016/17 providing further assurance that the Partnership will deliver services in 2016/17 within available resources.

12. Authority to invite tenders for the Framework for Construction Design and Management (CDM) Services

Submitted report by the Executive Director (Finance and Corporate Support) on the requirement to procure a new Framework for Construction Design and Management (CDM) Services.

The Cabinet agreed to invite tenders for the Framework for Construction Design and Management (CDM) Services.

13.1 Social Work Complaint Review Committee: Social Work Complaints Review Committee: Complaint by Mrs R and Mrs B

Submitted report by the Chief Executive on the findings and recommendations arising from the Social Work Complaints Review Committee meeting held on 4 May 2016

The Cabinet agreed to accept the Committee's recommendation to (a) partially uphold area 2 of the complaint; (b) not to uphold any other areas of the complaint; and (c) that in terms of good practice, future reports by the service to the Social Work Complaints Review Committee be based on a template to be provided to the service.

The meeting ended at 3.30 p.m.

NORTH AYRSHIRE COUNCIL

Agenda Item 3

7 June 2016

Cabinet

Title:	Education and Youth Employment Inclusion Strategy
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Purpose:	To present the Cabinet with the Education and Youth Employment Inclusion Strategy.
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Recommendation:	Agree to support the strategy and its implementation and in so doing ensure positive outcomes for all children and young people.
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1. Executive Summary

- 1.1 Inclusion recognises that any learner may require additional support at some stage. It acknowledges that a range of issues such as language, ethnicity, social class, poverty, disability and the learning environment may create barriers to learning and participation.
- 1.2 In schools, inclusion ensures the involvement of young people in their school and classroom communities and provides, for all, access to an appropriate curriculum, including access to the wider curriculum.
- 1.3 In schools, effective learning and teaching approaches support inclusion.
- 1.4 Inclusion defines the roles and responsibilities of professionals, and the relationships between them.
- 1.5 The experience of inclusion can help all young people to be more tolerant and understanding thus impacting on them and society in a positive and sustained way. Society as a whole benefits when inclusion is the accepted norm.
- 1.6 This strategy, for schools and education centres, reinforces the importance of tackling inequality and providing a service which ensures a high quality educational experience, promotes positive relationships and delivers positive outcomes for all children and young people.

- 1.7 This strategy complements the North Ayrshire's CPP strategy, *Fair for All: A strategy to reduce inequalities in North Ayrshire*; it supports the delivery of the promises of North Ayrshire's Children's Service Plan and promotes the conditions necessary for inclusion and inclusive schools.
- 1.8 This strategy also enables full implementation of the duties in the Children and Young People Act (Scotland) 2014.
- 1.9 This strategy describes an inclusive approach in an educational context. All who work with children and young people must understand, value and develop this approach. Leaders at all levels have a particular responsibility to ensure their schools and centres are inclusive establishments and that school communities develop a positive ethos and culture of learning.
- 1.10 The actions required to implement this strategy are already contained within the Directorate Plan and in the plans created to take forward the Attainment Challenge.

2. Background

- 2.1 North Ayrshire is committed to tackling issues of inequality in its acceptance of inequalities as a key theme of the Single Outcome Agreement.
- 2.2 North Ayrshire, one of the most deprived areas in Scotland, has deprivation levels significantly higher than the Scottish average. This social and financial disadvantage can limit the opportunities and life chances of our children and young people. It can lead to inequalities in outcomes, including those in education.
- 2.3 The *Fair for All* strategy and its associated Inequalities Stocktake are the key tools that will be used to reduce inequalities and create a more fair and inclusive North Ayrshire.
- 2.4 The *Fair for All* strategy describes an approach to increasing equalities through inclusive practice and mitigation against exclusion.
- 2.5 The *Fair for All* strategy recognises that inclusive education is a priority of the local authority. It goes on to describe inclusive education as consisting of 'high quality learning and teaching in learning environments which offer opportunities to secure skills, experiences and qualifications'. It describes the support that should be available to children and young people in schools and centres to enable them to develop and progress, through school, and beyond, to positive and sustained destinations.

- 2.6 The *Fair for All* strategy describes Education and Youth Employment's Inclusion strategy as a key strategy in reducing the impact of inequalities for children and young people.
- 2.7 The Children's Services Plan has, at its core, the reduction of inequalities experienced by children and young people.
- 2.8 The following legislation promotes Inclusion: Children (Scotland) Act 1995; Human Rights Act 1998; Education(Standards in Scotland's Schools etc.) Act 2000; Education (Additional Support for Learning) (Scotland) Act 2004 (as amended 2009); Children and Young People (Scotland) Act 2014.
- 2.9 Since **The Standards in Scotland etc. Act 2000** was enacted all children and young people have had the right to a school education provided by an education authority and the presumption of mainstream education. All children and young people should be supported to be maintained in their community and mainstream schools.
- 2.10 **Curriculum for Excellence (CfE)** acknowledges the range of interests and experiences of all children and young people within and beyond the classroom and it supports the development of their skills, knowledge and experience. It also describes the entitlement to personal support to enable all children and young people to gain as much as possible from the opportunities that CfE can provide.
- 2.11 **The Children and Young People (Scotland) Act 2014** recognises that practitioners are key to promoting, supporting and safe guarding the wellbeing of all children and young people. In so doing, children and young people will be enabled to access the curriculum and to develop and learn.
- 2.12 The 5 priorities of the Education and Youth Directorate plan are:
- We are reducing inequalities and delivering improved outcomes for children and young people.
 - High quality learning and teaching is taking place in all our establishments.
 - Self-evaluation and performance improvement are embedded throughout our schools and central support teams.
 - Levels of attainment and achievement are improving for all learners.
 - High numbers of our young people are entering positive and sustained post school destinations.

The accompanying action points and plans, including school improvement plans address the planning requirements of the Inclusion Strategy.

- 2.13 The Attainment Challenge also aims to reduce inequality and promote inclusive practice. The following aspects of the authority's Attainment Challenge programme support the implementation of the Inclusion strategy: the development of nurture and nurturing approaches in schools; the effective use of assessment and data; the improvement in the quality and skills of our teaching staff and the capacity of our schools and centres to deliver high quality learning and teaching.

3. Proposals

- 3.1 It is proposed that the Cabinet agree to support the strategy and its implementation and in so doing ensure positive outcomes for all children and young people. See Appendix 1.

4. Implications

Financial:	There may be financial implications for the Council if it is identified that there is a need for additional resource, staffing and training. It is anticipated these will be met from existing budgets.
Human Resources:	There may be human resource implications in light of individual child and young persons' assessments to assist and support access to the curriculum.
Legal:	<p>The Education and Youth Employment Inclusion Strategy and accompanying plans will ensure that the Council meets the requirements of:</p> <ul style="list-style-type: none"> ● UN Convention on the Rights of the Child (1990) ● The Standards in Scotland etc. Act 2000 ● Education (Additional Support for Learning) (Scotland) Act 2009 and the Equality Act 2010; and ● Children and Young People (Scotland) Act 2014.
Equality:	The Education and Youth Employment Inclusion Strategy will ensure that the Council promotes equality of opportunity and positive attitudes and encourages access to a full range of educational, recreational, leisure and cultural activities among all children and young people.
Environmental & Sustainability:	There are no environmental and sustainability implications.
Key Priorities:	The key priorities which will be addressed by this report are:

	<ul style="list-style-type: none"> ● 3a - Opportunities for lifelong learning have increased; ● 4 - Our young people are successful learners, confident individuals, effective contributors and responsible citizens; ● 5 - Our children have the best in life and are ready to succeed; ● 6c - More vulnerable people are supported within the community; ● 7c - Disadvantage on the basis of race, disability, gender, age, religious belief or sexual orientation is reduced; ● 8 - We have improved the life chances for children, young people and families at risk; ● 10 - We live in well managed, sustainable places where we are able to access the amenities and services we need.
Community Benefits:	Benefits to our community include developing a more highly skilled, qualified and economically active young population. Those who are members of an inclusive community are enabled to contribute positively to that community.

5. Consultation

- 5.1 All schools and centres were consulted on the policy. A focus group of managers from schools met to discuss and review the draft policy. Partners in the Health and Social Care Partnership were consulted and their views taken on board.
- 5.2 Head Teachers were asked to engage with their staff teams, parents/carers and young people.
- 5.3 The strategy was discussed by the Directorate Team and the Senior Managers.



JOHN BUTCHER
Executive Director (Education and Youth Employment)

Reference : JB/CA/JN

For further information please contact Caroline Amos, Head of Service on
01294 324416

Background Papers

None

**NORTH AYRSHIRE COUNCIL
EDUCATION AND YOUTH EMPLOYMENT INCLUSION STRATEGY**

1. Introduction

- 1.1 North Ayrshire CPP is committed to tackling issues of inequality by accepting inequalities as a key theme of the Single Outcome Agreement. North Ayrshire CPP has created an Inequalities strategy and associated Inequalities Action Plan.
- 1.2 This commitment by the CPP is supported by the UK and Scottish legislative and policy frameworks which place a duty on public sector organisations to provide fully inclusive and equitable services.
- 1.3 The Children's Services plan sets out a range of promises to the children and young people of North Ayrshire and these promises form a firm pledge that North Ayrshire will take action to improve the services it offers its children and young people.
- 1.4 The Education and Youth Employment Inclusion Strategy complements the Inequalities Strategy, supports the vision and aims of the Children's Services plan and helps the Directorate deliver a high quality educational experience for all children and young people.
- 1.5 The directorate of Education and Youth Employment has a strong and positive vision for inclusion in North Ayrshire.
- 1.6 North Ayrshire Education and Youth Employment seeks to ensure that all children and young people in North Ayrshire have access to high quality education delivered by staff in a learning environment that will provide them with knowledge, experiences and skills to enable them to move into further or higher education, training or the world of work and also to be active and responsible citizens. Its focus is on improving educational outcomes for all children and young people and ensuring that education continues to be at the heart of communities across the authority.
- 1.7 Inclusion means that all children and young people are welcomed and their contribution is appreciated and valued. In an inclusive school all children and young people are supported to learn, contribute and participate in all aspects of the life of the school. All are valued and respected.
- 1.8 An inclusive authority seeks to ensure all children and young people have the best start in life, are able to thrive as distinct individuals, receive a personalised learning experience, have all their achievements supported, valued and recognised, develop self-efficacy and are able to become positive contributors to society.

- 1.9 An inclusive approach to education supports an ethos of achievement and high expectation, recognises difference, respects these differences and sees differences between learners as opportunities for learning.
- 1.10 An inclusive approach to education promotes tolerance and a positive understanding of diversity.
- 1.11 An inclusive approach to education alleviates the barriers to learning, supports the achievement of all and has positive relationships at its heart.

2. Legislative Context

- 2.1 The **UN Convention on the Rights of the Child (1990)** recognises the right to inclusive education for every child.
- 2.2 **The Standards in Scotland etc. Act 2000** gives all children and young people the right to a school education provided by an education authority and includes a presumption in favour of providing mainstream education for all children.
- 2.3 **The Equality Act 2010** provides a legislative framework to protect the rights of individuals and advance equality of opportunity for all.
- 2.4 **Education (Additional Support for Learning) (Scotland) Act 2004**, commenced in November 2005 and was revised in 2009 introduced new duties and responsibilities on local authorities to assess and plan to meet the additional support needs of children and young people.
- 2.5 **The Children and Young People (Scotland) Act 2014** recognises that practitioners are key to promoting, supporting and safe guarding the wellbeing of all children and young people. It places a duty on local authorities for every child to have a Named Person as a point of contact to support children, young people and families when there is a wellbeing need and introduces the concept of Child's Plan. It provides new statutory functions for information sharing, where appropriate and necessary to support, promote and safe-guard the wellbeing of individuals. It contains a requirement to report on outcomes and measure the impact of service planning and delivery at a school, authority and Community Partnership Planning level.

3. Rationale

- 3.1 Inclusion is an entitlement and a child's right.
- 3.2 An ethos of inclusion supports children and young people, parents, carers, staff and partners.

- 3.3 In an inclusive environment differences are valued and respected and discrimination does not exist.
- 3.4 Being inclusive can have a wide range of benefits for all children and young people.
- 3.5 Schools can be highly inclusive and high-performing and support wider achievement for pupils.
- 3.6 The experience of inclusion by all young people helps society to be more tolerant and understanding and in the longer term leads to safer and more cohesive communities.

4. Purpose

- 4.1 Reduce inequalities and deliver improved outcomes for all children and young people.
- 4.2 Ensure full implementation of the duties in the Children and Young People (Scotland) Act 2014.

5. Developing an inclusive approach

- 5.1 All who work in education or support children and young people in education must understand and value inclusion and develop an inclusive approach to service delivery. For some this will require them to re-examine their values and adapt their beliefs and behaviours. For others this will require them to refocus their practice, build their knowledge and redeploy their resources.
- 5.2 All pupils benefit from inclusive approaches to learning and it is the responsibility of all in schools to create a welcoming and respectful learning environment for all, develop positive relationships with all young people and provide differentiated and personalised learning.
- 5.3 Recent legislation has enshrined in law the duty to get it right for every child. The GIRFEC approach contained within the Children and Young People (Scotland) Act 2014 determines eight areas of wellbeing which are the basic requirements for all children and young people. These are set within the context of the four capacities of Curriculum for Excellence.

- 5.4 Every community is built on the relationships within it, across it and its connections with others. Every member of staff is responsible for establishing and maintaining positive relationships with each other, with parents and with partners and most importantly with the young people in their care.
- 5.5 Every adult must play their part in making sure that young people are safe, healthy, achieving, nurtured, active, respected, responsible and included.
- 5.6 All who work with children and young people in North Ayrshire schools and early years centres must demonstrate a professional and personal commitment to meeting the needs of all children and young people. The directorate is responsible for ensuring it develops the skills and expertise of its staff.
- 5.7 North Ayrshire Council is committed to the principles of restorative practices. This is a solution-focused approach to managing behaviour and resolving difficulties and which promotes healthy relationships that enable better behaviour and better learning.
- 5.8 The promotion of positive relationships is essential and work already begun with the Psychological Service and Education Scotland, through the promotion of nurturing approaches and restorative practice, and will continue to be embedded across North Ayrshire.
- 5.9 The Education and Youth Employment directorate is developing a nurturing approach across its schools and centres in order to achieve transformational change, closing the attainment gap and supporting inclusion. A steering group has been established and this is driving change and improvement in this area. This will be achieved through a universal nurturing approach in all establishments, targets nurture groups created within identified schools and the development of Enhanced Nurture bases. This is being supported, in part, by the Attainment Challenge funding.
- 5.10 In an inclusive school all who attend are entitled to additional support when required. Additional support needs, whether this relates to home background, learning or physical, sensory, learning or behaviour needs, should be regarded as the responsibility of every member of staff, at every level and in every school.
- 5.11 Strong leadership is required at all levels in the directorate and in schools. The directorate plan details its strategic and operational journey towards an inclusive authority. The Head of Inclusion, working closely with the Executive Director and the Head of Service (Schools) will ensure that this strategy and its accompanying action plan is taken forward. In schools, the Head Teacher or Head of Centre acts as the leading professional and as an officer in the local authority.

The GTCS management standards describe their role: 'The Head Teacher also plays a pivotal role within the broader children's services network. Head Teachers lead the whole school community in order to establish, sustain and enhance a positive ethos and culture of learning through which every learner is able to learn effectively and achieve their potential.' North Ayrshire requires its head teachers to be inclusive, strong and effective leaders and managers who are able to deliver the vision in their schools and communities. However, there is a requirement for leaders at all levels to understand their role and responsibilities in driving forward inclusion and supporting inclusive practice.

- 5.12 The Standard for Career-Long Professional Learning describes the advanced professional knowledge and pedagogical expertise that registered teachers are expected to develop and maintain. The standard describes the responsibilities of all teachers to progress, enrich, develop and enhance their practice, expertise, knowledge, skills and professional values.

All who work with children and young people in North Ayrshire education and youth employment directorate are expected to be reflective and enquiring professionals. The directorate will continue to enhance the professionalism of staff, enable its staff to provide the best possible learning experience for its children and young people. It will also encourage innovation and creativity. The development of the Learning Academy will further enhance these aims

- 5.13 Consultation and collaborative working are at the heart of good practice and careful planning adds to the success of change. Head Teachers and Heads of Centre will be fully involved in the plans to drive forward review, evaluation, implementation and change. A collaborative approach to implementing change will be developed giving leaders an opportunity to influence and understand the process and progress of improvement. Within their schools and centres and across their communities they will be essential components in leading and influencing their staff as well as supporting their professional learning and experience.
- 5.14 There is an essential link between learning and relationships. The success of this Inclusion Strategy resides in the ability of teachers to deliver effective learning and teaching within a climate of positive relationships.
- 5.15 All teachers are involved in the effective development of learners. For subject teachers this role is mainly expressed through the methodologies adopted and the range and variety of approaches they adopt to ensure children and young people are learning and developing skills.
- 5.16 Planning and assessment are central to effective teaching and learning. All teachers should have knowledge and understanding of the principles of assessment, recording and reporting to enable them to plan effective teaching and the learning.

- 5.17 The curriculum in our schools has been developed in line with Curriculum for Excellence and it continues to be refined and reviewed in each school. Curriculum planning and progression extend across the points of transition. There is a clear rationale for the curriculum and at all stages, courses and programmes are designed to meet the needs of all and to ensure all have opportunities for success and achievement. All young people are included in the senior phase which supports flexibility and personalisation. The recommendations from Developing Scotland's Young Workforce enhance this flexibility and provide a range of pathways for young people.
- 5.18 Assessment of wellbeing is central to GIRFEC and all who work with children and young people should have a knowledge and understanding of the National Practice Model and should apply this to support learning and teaching. Within North Ayrshire GIRFEC policy and procedures will be embedded into practice. Head Teachers, Heads of Centre and service managers should establish and use processes for the regular review of learners in order to identify learners' needs. These processes are of particular importance when a wellbeing concern or an additional need is identified. At present a staged intervention model exists which requires to be revised in line with the implementation of Children and Young People Act when guidance becomes available.
- 5.19 Clear and effective planning for children and young people who require intervention or support is crucial. Teachers at all levels and stages understand the importance of assessment and target setting, planning and monitoring support and interventions as well as engaging in the process of review. Planning should be undertaken in consultation with partner agencies and should involve the young people.
- 5.20 SEEMIS has developed a child's plan which all in Education and Youth Employment will use. Initial training has been provided in this and plans are in place to continue this as well as provide training and support for the named person in schools.
- 5.21 In partnership with the community planning partners, North Ayrshire has developed Ayrshare which allows partners to share information and plan support for an individual child or young person.
- 5.22 The local authority has particular duties to support children and young people with a range of additional support needs as well as those who are looked after. This strategy encompasses the needs of all children and young people, including those for whom the authority has particular duties. (See Corporate Parenting Strategy, Accessibility Strategy, ASD Strategy etc.)
- 5.23 It is essential that schools and centres understand their role in working with parents and carers in supporting their child or young person. Schools and centres should offer advice and support and to engage them in partnership working by developing and maintaining positive relationships with them and their children. A cross directorate parenting strategy group has been established, involving Education and Youth Employment, Health and Social Care and Economy and Communities, to support schools and centres in taking this forward.

The University of Glasgow are also involved in research activity in this area with schools in North Ayrshire

- 5.24 An Accessibility Strategy is in place which provides for those young people with disability and/or complex needs. It sits comfortably within this strategy.

6. Resourcing

- 6.1 To support the implementation of the Children and Young People (Scotland) Act 2014, a Pupil Support Review Board has been set up chaired jointly by Heads of Service from Education and Youth Employment and the Health and Social Care Partnership. This Board will enable joint working and planning and bring about a more effective and efficient use of the resources available to support inclusion.
- 6.2 A transparent model of resource allocation is necessary if the Inclusion Strategy is to succeed.
- 6.3 The Education and Youth Employment directorate will regularly review the allocation and effectiveness of existing additional resources and devise new processes and arrangements.
- 6.4 The professional learning and development of all who work with young people is essential and a comprehensive and coherent plan to take this forward will be developed.
- 6.5 The implementation of this strategy will be delivered within a sound financial framework.

7. Action Planning

- 7.1 The actions associated with the Education and Youth Employment Directorate Plan support the implementation of this strategy.
- 7.2 The actions associated with the Children and Young People Review Board support the implementation of this strategy.

NORTH AYRSHIRE COUNCIL

Agenda Item 4

7 June 2016

Cabinet

Title:	Relationships and Sexual Health
Purpose:	To report on the provision of Relationships and Sexual Health in North Ayrshire Education establishments
Recommendation:	Cabinet are asked to endorse proposals to support children and young people's health and wellbeing

1. Executive Summary

- 1.1 North Ayrshire Council – Education and Youth Employment provides an education for all children and young people across the authority in line with Curriculum For Excellence (CFE). Within this provision, there is an obligation to provide learning about sexual health.

Learning about relationships, sexual health, and parenthood begins early on in primary school right up to S4-S6. Schools will equip young people with information on a wide range of issues, depending on their age and stage. This could include puberty, Sexually Transmitted Infections (STIs), contraception, how to access sexual health services to the tasks involved in looking after a baby. They will be encouraged to discuss these subjects with their peers and parents, to help them gain knowledge, and the skills to become confident in making healthy lifestyle decisions for themselves.

Scottish Government June 2014

- 1.2 The provision of CFE entitlements includes Literacy, Numeracy and Health and Well Being (HWB) as the “responsibility of all”. The provision of sex education comes under the umbrella of relationships, sexual health and parenting and in North Ayrshire we provide this within the curriculum at every stage, appropriate to age and maturity levels.

<http://naconnects.north-ayrshire.gov.uk/documents/education/standard-circulars/educational-development/e12-sexual-health-relationships-education-policy-appendices-final-may-2015.pdf>

There are a number of resources available to deliver learning on sexual health, including materials from Education Scotland, the NHS and other agencies supporting local authorities. These resources, alongside bespoke materials developed by schools themselves to meet the needs of learners within specific contexts, are used to support children and young people across North Ayrshire. Please see examples below:

From Education Scotland

<http://www.educationscotland.gov.uk/resources/practice/r/rshp/introduction.asp>

Support for teachers from NSPCC

<https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule/underwear-rule-schools-teaching-resources/>

- 1.3 Across North Ayrshire , we commonly see the following learning pathways and topics covered:

Early level

Promoting Alternative Thinking Strategies (PATHS) / Parts of the body / God's Loving Plan / School Nurse input / Friendships/ Keeping Safe / New Baby linked to RME resources.

First level

God's Loving Plan / New Baby linked to RME (Religious and Moral Education) resources/ Scholastic Health and Wellbeing Early unit 11 (Right and Wrong)/ Primary Ed - Health Book / Ginn new star science resources/ Elmer book study/ PANTS underwear rule (NSPCC)/ exploring feelings/ family structures.

Second level

HWB programme (CFE)/ Changes and emotions/ Gods Loving Plan/ Citizenship / Personal, Social and Health Education- "Lifestyle"/ School Nurse input on puberty and conception to birth/ Living and Growing/ Primary Ed - Health books/ Positive Steps/Personal hygiene.

Third/Fourth level

Friendships/ peer groups/ personal safety/ Anti-Bullying/ Asserting yourself/Self esteem/ Contraception and STI's/Relationships/ Change and Loss/ Unplanned pregnancy/ Adoption / Making choices.

Senior Phase

Free and Fit / Stonewall resources/ Teen pregnancy/Young parents FGM/Domestic violence/ Trafficking/ Websex...what's the harm?/Date rape.

Significant aspects of learning

These pathways fit within the latest drafts produced by Education Scotland of significant aspects of learning in health and wellbeing in terms of the progression being made from stage to stage. It is now our intention to share these with all schools to be taken into account when reviewing and planning programmes of learning. North Ayrshire Council (Education and Youth Employment) provide guidance on the development and delivery of relationships and sexual health education.

2. Background

2.1 Health and Well Being Strategy Group

Research tells us that our schools are delivering across the sectors using high quality materials. The recently formed Health and Well Being Strategy Group are looking to support schools further by developing a framework of advice and guidance, signposting good practice and nationally produced materials to deliver on this area of learning. This will support a consistent approach to learning in all aspects of HWB across the authority and allow schools to track progression in this area of work.

- 2.2 We continue to work very closely with the NHS (health promotion) to deliver robust, high quality CPL to staff in schools. We work with HWB Co-ordinators in schools to offer regular update sessions and training across a range of topics, including sexual health and awareness raising on key issues. Most recently, inputs have included:

- FGM (Female Genital Mutilation)
- LGBT youth Issues
- Blood Borne viruses
- Health and well-being framework

2.3 LGBT Support

The Education and Youth Employment Directorate will work, during the next academic session, with partners, staff and young people to review and revise approaches to supporting LGBT children and young people. Recognising that this national issue has relevance for our young people we will provide opportunities for children and young people to share experiences around physical and mental well-being linked to sexual status and orientation. Within schools, we readily share opportunities for children and young people across communities, most recently advertising support groups for LGBT people aged 12-20.

2.4 Health & Wellbeing Support

North Ayrshire Education and Youth Employment are now supporting every child and young person in relation to Health and Wellbeing through a new tile on our Glow platform. This tile is specifically aimed at signposting them to places where they can easily access support from organisations both within and outwith North Ayrshire. This is an important step forward in helping children and young person to make positive life choices in relation to their own Health and Wellbeing. It gives them the opportunity to take personal responsibility; gives them a vehicle to express their views where necessary, and access support mechanisms which they may need. Sites such as NSPCC, Childline, Children First, LGBT Youth, NHS and Diabetes UK are all examples of places which can offer support and advice in relation to key health issues, which may be having an impact on our young people.

2.5 Homophobic bullying

Any form of bullying in our educational establishments across North Ayrshire is something which we regard as unacceptable. In every establishment, teachers, managers and support staff adhere to our well established policy which can be found here:

<http://naconnects.north-ayrshire.gov.uk/documents/education/standard-circulars/management-issues/m06-anti-bullying-policy-v-20150330.pdf>

2.6 Restorative Practice

Homophobic bullying, as with any other forms of this behaviour including online bullying, physical bullying or emotional bullying is dealt with by staff in accordance with our policy. Recent developments in our inclusive approaches mean that, in the main, addressing any incidents of this nature would be approached by means of restorative practice.

Restorative approaches enable those who have been harmed to convey the impact of the harm to those responsible, and for those responsible to acknowledge this impact and take steps to put it right.

Restorative approaches refer to a range of methods and strategies which can be used both to prevent relationship-damaging incidents from happening and to resolve them if they do happen.

3. Proposals

The Education and Youth Employment Directorate will:

- Further support schools by developing a robust progression pathway and advice and guidance on the delivery of relationships, sexual health and parenting.
- Signpost schools to appropriate resources and innovative practice in this area.
- Support LGBT people across our establishments and share information/support available in the wider community.
- Develop the Glow tile to offer support for children and young people in the area of HWB.
- Share the draft significant aspects of learning to support schools in this area.

3.1 Cabinet are asked to endorse the proposals to support children and young people's health and wellbeing.

4. Implications

Financial:	N/A
Human Resources:	N/A
Legal:	N/A
Equality:	In line with National and Local Policies
Environmental & Sustainability:	N/A
Key Priorities:	<ul style="list-style-type: none">● 3a - Opportunities for lifelong learning have increased;● 4 -Our young people are successful learners, confident individuals, effective contributors and responsible citizens;● 5 - Our children have the best in life and are ready to succeed;● 6c - More vulnerable people are supported within the community;● 7c - Disadvantage on the basis of race, disability, gender, age, religious belief or sexual orientation is reduced;● 8 - We have improved the life chances for children, young people and families at risk;● 10 - We live in well managed, sustainable places where we are able to access the amenities and services we need.
Community Benefits:	Young people will be more informed and safer members of the community

5. Consultation

- 5.1 Consultation on the production of the report was undertaken with our NHS colleagues in Health Promotion.

A handwritten signature in black ink, appearing to be 'JB' followed by a stylized flourish.

JOHN BUTCHER
Executive Director (Education and Youth Employment)

Reference : JB/TMcl/KB

For further information please contact John Butcher on 01294 324411

Background Papers

None

NORTH AYRSHIRE COUNCIL

Agenda Item 5

7 June 2016

Cabinet

Title: **Ayrshire Local Flood Risk Management Plan**

Purpose: To update Cabinet on the progress of the draft Ayrshire Local Flood Risk Management Plan under the Flood Risk Management (Scotland) Act 2009 and seek approval to submit the finalised Plan to Scottish Government by the 22 June 2016 deadline.

Recommendation: That Cabinet agrees the Flood Risk Management Plan (2016 to 2021) whilst noting that:-

i) Government approval and allocation of funding equating to 80% of the costs of the final scheme will be required to complete works in respect of the Upper Garnock.

ii) Progression, beyond Outline Scheme Design, to undertake works in respect of Great Cumbrae will be subject to securing appropriate funding and Government approval.

1. Executive Summary

1.1 The Flood Risk Management (Scotland) Act 2009 requires the lead authority, for each Local Plan District to develop, in conjunction with a range of partners, a Local Flood Risk Management Strategy and a Local Flood Risk Management Plan. This Council is the lead authority for the Ayrshire Local Plan District.

1.2 At its meeting on 8 December 2015 Cabinet agreed a Local Flood Risk Management Strategy and a List of Prioritised Actions for Ayrshire. These prioritised actions have now been developed to form the Local Flood Risk Management Plan (2016 - 2021) for submission to Government by 22nd June 2016.

- 1.3 The plan, details actions for seven Potentially Vulnerable Areas (PVA's) within North Ayrshire. Revenue funding is in place to undertake the studies, for which this Council is responsible, detailed in the plan. However the completion of works in respect of the Upper Garnock and Great Cumbrae will be subject to securing appropriate funding.

2. Background

- 2.1 The Flood Risk Management (Scotland) Act 2009 requires the lead authority for each Local Plan District (LPD) to prepare a draft Local Flood Risk Management Strategy by December 2015 and the Local Flood Risk Management Plan by June 2016.
- 2.2 At its meeting on 26 February 2013, Cabinet approved the setting up of the Ayrshire Flood Steering Group, led by North Ayrshire Council, to oversee and support the development of an Ayrshire Flood Risk Management Strategy and associated Local Flood Risk Management Plans.
- 2.3 SEPA share the responsibility to deliver their own and shared actions for each Strategy and Local Plan with the responsible authorities in each local plan district. The partners in the Ayrshire local plan district are as follows:
- North Ayrshire Council (lead and responsible authority);
 - East Ayrshire Council;
 - South Ayrshire Council;
 - Scottish Water;
 - SEPA; and
 - Forestry Commission Scotland, which has engaged in the development of the Strategies and Local Plans through national and local advisory groups.
- 2.4 At its meeting on 8 December 2015 Cabinet agreed the Ayrshire Flood Risk Management Strategy, the List of Prioritised Measures for North Ayrshire and the further development of the Local Flood Risk Management Plans which will deliver a range of actions in the period over the period 2016-2021.

2.5 Proposed Flood Risk Management Actions

2.5.1 There are eighteen types of action identified in the national strategies to manage flood risk, with lead responsibilities as follows:

Action	Delivery Lead
Flood protection scheme/works	Local Authority / Infrastructure owner (e.g. Network Rail/Transport Scotland)
Natural flood management works	Local Authority
Flood protection study	Local Authority
Natural flood management study	Local Authority
Surface water plan/study	Local Authority
Site protection plans	Facility Owner
Property level protection scheme	Local Authority
Maintain flood protection scheme	Local Authority
Community flood action groups	Community
New flood warning	SEPA
Maintain flood warning	Local Authority
Awareness raising	All
Emergency plans and responses	Local Authority
Strategic mapping and modelling	SEPA or Scottish Water
Flood forecasting	SEPA
Self help	All Responsible Authorities and SEPA
Maintenance	Local Authority
Planning policies	Local Authority

2.5.2 This report focuses on actions within North Ayrshire; the Ayrshire LFRM Plan provides information on all other actions being taken forward within neighbouring authorities. It should be noted that, in line with the partnership approach, Councils are not responsible for delivering all of the actions

2.5.3 The undernoted table sets out the types of action required within North Ayrshire to manage flood risk for the period 2016 to 2021 in the Potentially Vulnerable Areas (PVA's) of the Ayrshire Local Plan District (LPD). A number of the actions to manage risk apply to all PVA's, as follows:

- Awareness raising (note this is the responsibility of all, but actions to deliver are given for the local authority);
- Emergency plans/response (note this is the responsibility of all emergency responders, but actions to deliver are given for the local authority);
- Self-help
- Maintenance; and
- Planning policies

Action to manage flood risks PVA	Flood protection scheme/works	Natural flood Management works	Flood Protection Study	Natural flood Management study	Surface Water plan/study	Site protection plans	Property level protection scheme	Maintain Flood Protection Scheme	Community flood action groups	New flood warning	Maintain flood warning	Awareness raising	Emergency Plans and responses	Strategic mapping and modelling	Flood Forecasting	Self Help	Maintenance	Planning policies
12/01 Noddsdale Water			✓					N/A			N/A	✓	✓	✓	✓	✓	✓	✓
12/02 Great Cumbrae Island	✓		✓					✓			✓	✓	✓	✓	✓	✓	✓	✓
12/03 Largsto Stevenston			✓		✓			✓			✓	✓	✓	✓	✓	✓	✓	✓
12/04 Upper Garnock Catchment	✓		✓	✓				N/A		✓	N/A	✓	✓	✓	✓	✓	✓	✓
12/05 Kilwinning			✓		✓			N/A		✓	N/A	✓	✓	✓	✓	✓	✓	✓
12/06 River Irvine and Annick Water			✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12/08 Isle of Arran			✓					✓			✓	✓	✓	✓	✓	✓	✓	✓

N/A - is used where there is currently no formal flood protection scheme or flood warning present

2.5.4 Details of how each action is to be implemented are provided in the plan. In compliance with the Act, these include:

- a detailed timetable for the completion of actions currently being implemented , and the implementation of measures yet to be commenced;
- who is, or is to be, responsible for implementing the action and proposed arrangements for funding the action; and
- a description of the coordination arrangement to implement the actions.

2.6. The Ayrshire FRM Plan is still subject to final revisions to ensure consistency in presentation between the Plans produced by all Local Plan Districts, however the contents will remain the same. The final Ayrshire-wide document requires to be submitted to Scottish Government by 22 June 2016.

2.7 Each of the local plan district partners listed in Section 2.3 is therefore seeking formal agreement to the content of the Plans to meet their own governance arrangements. Following agreement the Local Flood Risk Management Plan will be submitted to Government and published. The lead authority is also required to:

- (a) Publish the final plan in such manner as it considers appropriate;
- (b) Make copies of it available for public inspection;
- (c) Provide a copy of it to SEPA and the Scottish Ministers;
- (d) Make copies of it available to the public; and
- (e) Publicise the publication of the final plan.

2.8 Should any of the local plan district partners not agree to the content as detailed in the draft Local Flood Risk Management Plan a further round of development of the content may be necessary, if this is considered by the lead authority - in consultation with local plan district partners - to require a material change or modification. Such a delay in order to seek fresh approvals may result in a risk that the Plan will not be finalised by the local plan deadline. In this event this Council, as the lead authority, would be obliged to notify the Scottish Ministers accordingly. Where the Scottish Ministers receive such a notice, they must determine the content of the local flood risk management plan, taking into account representations made by the local plan district partners.

3. Proposals

3.1 It is proposed that Cabinet agrees the Flood Risk Management Plan (2016 to 2021) whilst noting that:-

- i. Government approval and allocation of funding equating to 80% of the costs of the final scheme will be required to complete works in respect of the Upper Garnock.
- ii. Progression, beyond Outline Scheme Design, to undertake works in respect of Great Cumbrae will be subject to securing appropriate funding and Government approval.

4. Implications

Financial:	<p>The programme of studies, where they are the responsibility of this Council, arising from the Plan can be met from within existing revenue budgets.</p> <p>Schemes and works, where agreed by Government, are eligible for Government grant support equivalent to 80% of the cost. The Council's Capital Plan provides funding to develop the Great Cumbrae Island Flood Protection Scheme to outline scheme design stage only, further provision will be required from within the capital plan to enable a 20% contribution should any scheme progress. The Capital Plan makes provision for the 20% element of Council funding for the Upper Garnock Valley scheme.</p>
Human Resources:	<p>Additional staffing resources will be required to deliver the actions attributable to the Council. These will be considered as part of the wider re-structure of the Roads Service.</p>
Legal:	<p>The approval of the strategy will enable the Council to undertake its statutory obligations as identified in the 2009 FRM (Scotland) Act.</p>
Equality:	<p>National studies have identified that the impact of flooding is greater within areas of deprivation.</p>
Environmental & Sustainability:	<p>There may be environmental implications for particular schemes or projects and these will be assessed and resolved on an individual basis using Environmental Impact Assessments.</p>
Key Priorities:	<p>The plan will contribute to the Council Plan key priorities of 'Supporting our people to stay safe, healthy and active' and 'Protecting and enhancing the environment for future generations'.</p>
Community Benefits:	<p>The proposed projects will provide economic and physical benefits to the community, providing business continuity within the communities currently at risk from flooding.</p>

5. Consultation

- 5.1 North Ayrshire Council have carried out consultation requirements in accordance with 2009 Flood Risk Management (Scotland) Act. Additional public events were held between April and May 2015.
- 5.2 The launch of the Ayrshire FRM Plan will be published in local papers, in the Council's website and paper copies of the document will be made available in Council Offices and /or selected libraries.
- 5.3 Public consultation has been undertaken in respect of the Upper Garnock Flood Protection Scheme. Work is continuing to resolve locally the objections raised.



CRAIG HATTON
Executive Director (Place)

Reference : YB/PR/RH

For further information please contact Patricia Rowley, Structural Engineer
on 01294 324820

Background Papers

Draft Local Flood Risk Management Plan available on Members Connects

NORTH Ayrshire Council

Agenda Item 6

7 June 2016

Cabinet

Title:	Charter for Household Recycling in Scotland
Purpose:	To inform Cabinet of the Charter for Household Recycling in Scotland and to seek approval to sign up to the Charter.
Recommendation:	<p>That Cabinet:</p> <ul style="list-style-type: none">i. agrees to sign up to the voluntary Household Recycling Charter for Scotland;ii. agrees that the options and results from the scoping report, currently being developed by officers with support from ZWS, will be considered by the Physical Environment Advisory Panel as part of the development of the Council's Waste Management Strategy 2017 - 2022;iii. notes that the draft Waste Management Strategy 2017 - 2022 will be subject to a future report to Cabinet for consideration.

1. Executive Summary

- 1.1 A Zero Waste Task Force, consisting of Scottish Government, COSLA, SOLACE, Zero Waste Scotland (ZWS) and the Waste Managers Network, was convened in 2014 to review waste management practices and identify recommendations to transform the management of public sector waste across Scotland into a feed stock for the circular economy.
- 1.2 A key objective from the task force was that local authorities should be enabled to improve recycling performance while developing a consistent national system of recycling services whilst also allowing councils to design services in accordance with local needs and issues.
- 1.3 This approach has now been articulated by the voluntary Household Recycling Charter and associated Code of Practice, which have been agreed by COSLA Leaders.

- 1.4 In a joint letter from Councillor Stephen Hagan, COSLA Spokesperson for Development, Economy and Sustainability and Richard Lochhead Cabinet Secretary for Rural Affairs, Food and Environment, at that time, a request has been received asking that Councils sign up to the voluntary Charter.
- 1.5 Formally signing up to the Household Recycling Charter only commits Councils to carrying out scoping reviews to investigate the potential adoption of the waste collection systems detailed in the Code of Practice on the proviso of Scottish Government funding to effect any change.
- 1.6 The results from the scoping review detailing potential waste collection arrangements which would meet the principles contained within the Charter will be considered as part of the development of the Council's Waste Management Strategy 2017 - 2022.

2. Background

- 2.1 In 2014 the Zero Waste Task Force was convened to review the variety of waste management practices in place throughout Scotland in order to identify best practice recommendations which would lead to a more consistent approach for the management of public sector waste.
- 2.2 The task force consisted of the Scottish Government, COSLA, SOLACE Zero Waste Scotland (ZWS) and the Waste Managers Network.
- 2.3 A move towards consistency in waste management practices across Scotland will contribute towards a high quality and sustainable materials feed stock from recycling for input as a valuable resource for the circular economy.
- 2.4 The recommendation for the development of a Charter to ensure more consistent household waste recycling across Scotland was made by the task force in June 2015. In November 2015, the core principles of the Charter and the accompanying Code of Practice were approved by COSLA. The Household Recycling Charter was subsequently announced on 9 December 2015. Appendix A provides further details on the Charter.

- 2.5 The key principles contained within the Charter and associated Code of Practice which impact up on existing arrangements in place within North Ayrshire are in respect of recycling collections and the frequency of residual collections. The principles described within the Charter and Code of Practice promote the separation of recyclable materials which would see separate collections of the following waste streams: Paper/card; Metals/Plastics/Cartons; Glass. Signing up to the voluntary Charter at this stage does not commit the Council to introducing any changes at this time.

2.6 HOUSEHOLD RECYCLING CHARTER

- 2.6.1 The Household Recycling Charter identifies a number of collection strategies which are considered to best meet the overall objectives of improving recycling performance and developing a consistent national system whilst leaving scope for Councils to design the specific services around their local context.

- 2.6.2 Through implementing the collection systems it is considered that Councils will be able to:

- Stimulate inward investment and associated jobs in recycling and reprocessing industries;
- Retain and enhance existing jobs in waste collection;
- Generate and retain the best value from waste streams whilst increasing recycling rates;
- Provide Councils with a strong voice in the procurement market;
- Enable Councils to manage market conditions to their collective advantage;
- Empowers Councils to demonstrate innovative thinking to develop solutions; and
- Work together to communicate to the public the value in recycling, and the benefits that good recycling practice can bring to communities.

- 2.6.3 Signing up to the Charter at this stage does not commit the Council to any course of action but will allow the Council to continue to access support from ZWS to continue to develop a scoping report which will highlight any changes required to move towards the consistent system with a view to developing a transition plan detailing timescales and financial considerations. The Council's Waste Resources Service had already commenced work with ZWS to identify potential service improvements, for consideration with a new Waste Management Strategy, prior to the development of the Household Recycling Charter. The signing of the Charter will enable this work to progress to complete an initial options scoping report for consideration.

- 2.6.4 Oversight and scrutiny of the process of moving towards consistent arrangements across Scotland will be carried out through a high-level strategic group through the Scottish Government to ensure that the overall aims and objectives of the Charter are being met and to maintain focus on the over-arching circular economy goals and benefits.
- 2.6.5 The timescale for implementation may be a number of years ahead, as any future plan to change services will need to be aligned to North Ayrshire's waste management contracts, replacement of fleet or the capital investment required for the necessary supporting infrastructure.
- 2.6.6 Formally signing up to the Household Recycling Charter will not commit the Council to any spend only to exploring the options in a scoping report in line with the consistency strategy. The Scottish Government have advised that funding would be available to allow Councils to manage the transition and any changes would be solely on proviso of Scottish Government funding to effect any change. The Scottish Government are aware that any desired transformation will not take effect without such financial commitment.
- 2.7 The current waste management strategy (2012-2016) was developed through a cross-party working group of elected members, supported by officers. Following the creation of advisory panels the Physical Environment Advisory Panel, supported by officers, will develop a new strategy for the period 2017 to 2022 for future consideration by Cabinet.

3. Proposals

- 3.1 It is proposed that Cabinet: (1) agrees to sign up to the voluntary Household Recycling Charter for Scotland; (2) agrees that the options and results from the scoping report, currently being developed by officers with support from ZWS, will be considered by the Physical Environment Advisory Panel as part of the development of the Council's Waste Management Strategy 2017 - 2022; and (3) notes that the draft Waste Management Strategy 2017 - 2022 will be subject to a future report to Cabinet for consideration of approval.

4. Implications

Financial:	There are no financial implications at this time. However there will be both revenue and capital implications should any changes to the current collection methodology be proposed.
Human Resources:	There are no Human Resource implications associated with this report.
Legal:	There are no Legal implications associated with this report.
Equality:	There are no Equality implications associated with this report.
Environmental & Sustainability:	<p>The completion of the scoping report and transition plan will help assess whether the service changes suggested within the Household Recycling Charter and Code of Practice can deliver a positive impact upon the environment in three ways:</p> <ul style="list-style-type: none"> ● Reduction in the amount of waste disposed of at landfill; ● Increase in recycling of materials reducing the need to access virgin materials; and ● Increase in the re-use of materials reducing the impact of re-processing and reducing the use of virgin materials.
Key Priorities:	The completed scoping report and transition plan will help assess whether the service changes suggested within the Household Recycling Charter and Code of Practice will contribute towards the achievement of a number of key Council priorities and objectives.
Community Benefits:	There are no direct Community Benefits associated with this report.

5. Consultation

- 5.1 Scottish Government and Zero Waste Scotland consulted with COSLA, SOLACE, and the Waste Managers Network during the development of the voluntary Household Recycling Charter and associated Code of Practice.



CRAIG HATTON
Executive Director (Place)

Reference : RMcC/DM

For further information please contact David Mackay, Senior Manager Waste Resources (Strategy & Contracts) on 01294 541525

Background Papers

Nil

Charter for Household Recycling in Scotland

This charter is a declaration of our organisation's intent to provide services that deliver local and national benefits, encouraging high-levels of citizen participation in waste prevention, recycling and reuse.

We, as leaders in local government and the main providers of services to households, acknowledge that significant progress has been made in achieving greater value from recycling and reusing household waste over the past 10 years. We also acknowledge that further progress is required to achieve better national and local outcomes.

We welcome the opportunity to make a commitment to our future waste, recycling and reuse services that will build on the progress achieved to date to ensure that waste is considered a resource and our services support sustainable employment and investment within the Scottish economy.

We recognise the opportunities of a more circular economy and better resource management to support sustainable employment and investment in the economy for the benefit of Scotland and its local communities.

We commit:

- To improve our household waste and recycling services to maximise the capture of, and improve the quality of, resources from the waste stream, recognising the variations in household types and geography to endeavour that our services meet the needs of all our citizens.
- To encourage our citizens to participate in our recycling and reuse services to ensure that they are fully utilised.
- To operate our services so that our staff are safe, competent and treated fairly with the skills required to deliver effective and efficient resource management on behalf of our communities.
- To develop, agree, implement and review a Code of Practice that enshrines the current best practice to deliver cost effective and high-performing recycling services and tell all of our citizens and community partners about both this charter and the code of practice.

Signatories

.....

Council Leader

.....

Chief Executive

Scottish Ministers welcome this declaration and will work in partnership with the signatories and their representatives to support the delivery of these commitments.

.....

Cabinet Secretary for Rural Affairs, Food and Environment

To achieve this, we will do the following:

Designing our services

1. We will design our household collection services to **take account of the Code of Practice (CoP)** for the variety of housing types and geography in our community. In doing so, over time, **we will establish common collection systems, as appropriate**, for paper, card, glass, plastics, metals, food and other commonly recycled materials deemed feasible (e.g. textiles, small WEEE, nappies) across Scotland.
2. We will ensure that **all citizens have access to services** for recycling to include paper, card, glass, plastics, metals and food. Thus, we will ensure that all citizens, whether at the kerbside or within their local community, are provided with adequate volumes of containers in line with the Code of Practice (CoP).
3. We will ensure that our household collections give **consistent definition of materials** (paper, card, glass, plastics, metals and food) that can be competently recycled in line with the Code of Practice (CoP). Thus, we will eradicate discrepancies on what can and cannot be recycled in different localities across Scotland.
4. We will **reduce the capacity provided for waste that cannot be recycled** to give the appropriate motivation to our citizens to recycle. Thus, we will ensure that all citizens, whether at the kerbside or within their local community, are limited to non-recyclable (i.e. black bag/general waste/residual waste) waste volumes in line with the established Code of Practice (CoP).

Deliver consistent policies

5. We will ensure that our local policies, in line with the Code of Practice (CoP), encourage citizens to recycle by **reducing the collection of waste that cannot be recycled (i.e. excess waste/side waste)**.
6. We will ensure that our local policies **provide citizens with sufficient capacity for their waste**, recognising that some households will produce more waste than others, in line with the Code of Practice (CoP).
7. We will ensure that our local policies **direct our collection crews to not collect containers for waste that cannot be recycled that clearly contain recyclable materials** (including paper, card, glass, plastics, metals and food) in line with the Code of Practice (CoP).
8. Where citizens have not followed our collection advice and policies, we will ensure our **policies for communicating and taking corrective action are delivered consistently** in line with the Code of Practice (CoP).
9. We will ensure that policies for **bulky or excess waste encourage citizens to recycle and reuse, where this is practicable to do so**.

Operating our services

10. We will **collect household waste when we have said we will** and ensure materials are managed appropriately upon collection.
11. We will manage materials so that the **highest possible quality is attained and we seek to accumulate value** by working with partners to encourage inward investment for our economy.

12. We will ***record complaints and alleged missed collections*** and ensure that we respond to these in line with the Code of Practice (CoP).
13. We will ***listen to special requests or challenges*** that citizens are having in relation to household waste collections and ensure that we respond to these in line with the Code of Practice (CoP).
14. We will deliver services so that they ***take account of current policies with regards to environmental crime, litter and flytipping*** in line with the Code of Practice (CoP).
15. We will deliver services so that our ***staff and citizens are not endangered or at risk from harm*** in line with the Code of Practice (CoP).

Communicating our services

16. We will ***clearly explain to all citizens*** what services we provide by providing information on a regular basis. This will take recognition of different housing types, collection routes and service availability and be as specific to each property as necessary, in line with the Code of Practice (CoP).
17. We will ***deliver service information directly*** to citizens periodically in line with established Code of Practice (CoP).
18. Where we need to ***change our services for any reason, we will communicate with citizens directly.***
19. We will ***provide clear instructions to citizens on what can and cannot be recycled***, giving clear explanations where materials cannot be competently recycled.
20. We will communicate with citizens when they have not understood our services to ***improve awareness and reduce contamination of recyclable materials.***
21. We will ***record accurate information*** on the amount of waste collected and the destinations, as far as practicable, of these materials in order to give confidence to citizens that it is being properly managed.

Citizens

To aid with the delivery of this charter and the Code of Practice, we expect our citizens to participate in the recycling, re-use and non-recyclable waste services that we deliver, using them in accordance with the policies communicated to them, and hence assisting in improving both the quality and the quantity of materials provided for recycling.

Partners

In committing to this charter we request that our partners in national and local government, the resource management industry, retailers, manufacturers, packagers, the third sector and others provide leadership and support in helping us deliver this commitment.

This charter is a clear statement of local government's intent to encourage high-levels of citizen participation in waste prevention, recycling and reuse. All of our partners will have a part to play in utilising the influence they have on our citizens to compliment this intent.

Furthermore, our partners are requested to assist the development of the Code of Practice by providing expertise, information and evidence wherever possible.

The following commitments have been given by each of our partners:

Scottish Government

- To provide the leadership in supporting the delivery of this commitment.
- To provide the necessary policy framework to support local government in delivering the commitments in this Charter and the associated Code of Practice
- To liaise with partners to support the local government delivery of this commitment.
- To support the national behaviour change process required to deliver the foundations of a circular economy

Zero Waste Scotland

- To provide the evidence, research, benchmarking and examples required to deliver the commitments in this Charter and the associated Code of Practice
- To provide support, advice and guidance to local government that allows successful implementation of changes to services.

SEPA

- To advise local government on the regulatory impacts of the commitments in this Charter and the associated Code of Practice.
- To regulate waste and recycle processors to ensure compliance with relevant legislation, particularly with respect to achieving appropriate destinations and markets for material.

Retailers, brands and packaging manufacturers

- To provide information to inform specifications for local government that will encourage consistent collections
- To provide technical, public relations and consumer behaviour advice to local government and its partners.
- To consider what resources, 'in kind', including behaviour changing measures, or financial, they can provide to support the delivery of the Charter.
- To inform, advise and guide local government and its partners on the technical scope of this Charter and related Code of Practice

The resource management industry

- To provide information to inform specifications for local government that will encourage consistent collections which consistently achieve high quality recycling and reuse.
- To support local government by providing targeted information and data that allows them to reduce contamination and improve public participation and confidence in recycling and reuse.
- To provide leadership and public support for the Charter and the related Code of Practice.

The third sector

- To provide leadership within the Third Sector on waste prevention, recycling and reuse and work in partnership with local authorities to develop the Code of Practice and support the effective delivery of the commitments in the Charter.
- To work with the Scottish Government and local authorities to promote effective communication with communities, groups, organisations and individuals on waste prevention, recycling and reuse and facilitate engagement in the design and development of services in line with the commitments in the Charter.
- To encourage and support practical action by communities, groups, organisations and individuals at a local level on waste prevention, recycling and reuse in line with the commitments in the Charter

NORTH AYRSHIRE COUNCIL

Agenda Item 7

7 June 2016

Cabinet

Title: Maximising Attendance Performance – 2015/16
year end summary

Purpose: This report provides a year end summary of sickness absence for 2015/16.

Recommendation: That Cabinet notes the content of this report.

1. Executive Summary

- 1.1 The whole Council target for maximising attendance performance has been set at 8.0 average days lost per employee for 2015/16. The year-end outturn was 8.98 average days lost. Overall the council did not achieve its end of year target.

2. Background

- 2.1 The table below shows the days lost per FTE by Directorate for the year against the respective annual targets.

Days Lost per FTE	2014/15			2015/16			Change 2014/15 2015/16
	Actual	Target	Variance	Actual	Target	Variance	
Democratic Services	6.9	6	0.9	4.12	6	-1.88	- 2.78
Economy & Communities	6.6	9.4	-2.8	8.84	6.6	2.24	+ 2.24
Education & Youth Employment	4.2	6.7	-2.5	6.96	6.4	0.56	+ 2.76
Finance & Corp Support	7.1	7	0.1	8.19	7	1.19	+ 1.09
Health & Social Care	12.6	9	3.6	12.98	11	1.98	+ 0.38
Place	10.1	9.4	0.7	8.93	9.4	-0.47	- 1.17
North Ayrshire Total	8.1	7.9	0.2	8.98	8	0.98	+ 0.88

Economy & Communities, Education & Youth Employment, Finance & Corporate Support and Health & Social Care have all failed to achieve their annual targets. Overall the council failed to meet its target by 0.98.

The Council continues to support employees back to work and reduce sickness absence through:

- Promotion of 24/7 employee assistance programme
- Stress management
 - o Work-Life balance changes
 - o Employee counselling
- Case management discussions with services
- Personal days being piloted for 3 months within H&SCP
- Bespoke HR Support.

2.2 The performance indicator detailed below is a positive measure which shows the percentage of staff by Directorate who were not off sick during 2015/16.

Staff With No Sickness	2014/15	2015/16
Democratic Services	56%	65%
Economy & Communities	53%	41%
Education & Youth Employ	55%	54%
Finance & Corp Support	46%	47%
Health & Social Care	42%	45%
Place	51%	51%
North Ayrshire Total	50%	50%

This displays that 50% of employees overall had no sickness absence during 2015/16, this matches the 50% figure from 2014/15.

2.3 The following table shows the pay costs (Excluding employers' on-costs) of sickness absence in 2015/16.

Quarter	2014/15 Cost	2015/16 Cost
Q1 Apr - Jun	£1,234,812	£1,531,241
Q2 Jul - Sep	£1,178,221	£1,430,628
Q3 Oct - Dec	£1,397,012	£1,666,801
Q4 Jan - Mar	£1,410,215	£1,653,592
North Ayrshire Total	£5,220,260	£6,282,262

Overall costs have increased by £1,062,002 from the £5,220,260 total in 2014/15.

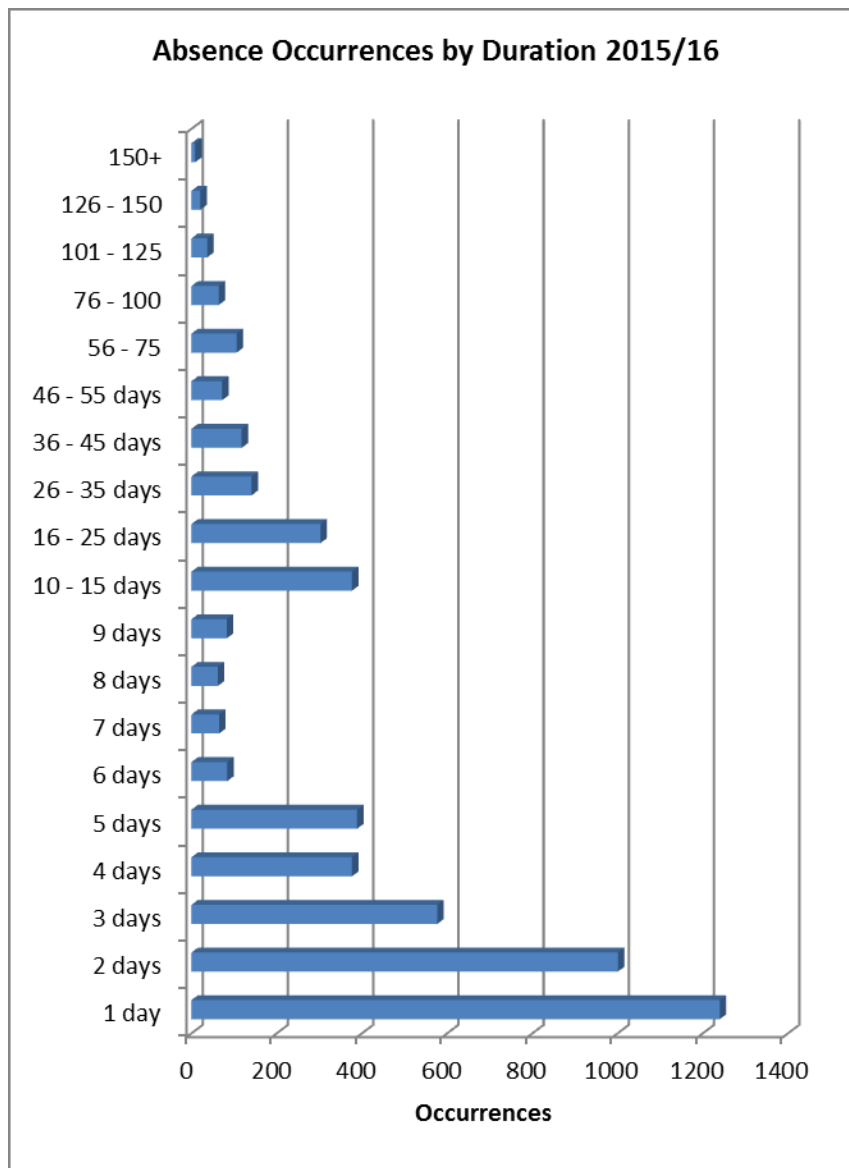
2.4 Duration Profile and Absence Trend

The table below details the duration and scope of absence during 2015/16:

Directorate	Staff FTE	Occurrences	Avg days taken	Days taken
Democratic Services	34.24	36	9.6	345
Economy & Communities	210.12	237	12.3	2,916
Education & Youth Empl	1,458.55	1,717	10.2	17,587
Finance & Corp Support	342.44	372	8.6	3,193
Health & Social Care	1,200.59	1,464	11.5	16,794
Place	1,062.43	1,300	10.2	13,306
North Ayrshire Total	4,308.38	5,126	10.6	54,142

Total occurrences have fallen by 218, however average days taken have increased by 1.2 between 2014/15 and 2015/16.

- 2.5 The chart below profiles the duration of absence between April 2015 and March 2016, showing the number of occurrences in terms of the days taken.



This displays that the highest frequency of sickness absences are short term and mainly single day occurrences, which follows the same trend as 2014/15.

2.6 Workforce Absence Profile.

The following shows sickness absence for 2015/16 by employee type.

Employee Type	Staff FTE	Occurrences	Avg days taken	Days taken
APT&C General	2,333.38	2,669	10.8	28,750
Manual Worker	1,110.92	1,509	10.2	15,341
Teacher	865.08	948	10.6	10,051
North Ayrshire Total	4,309.38	5,126	10.6	54,142

This shows APT&C employees as having the longest duration of sickness absence with 10.8 average days taken; In 2014/15 Manual workers had the longest duration at 11.2 day average days taken.

2.7 The table below details sickness absence by gender for 2015/16.

Gender	Headcount	Overall FTE	Sick FTE	Occurrences	Average days taken	Days taken in period	Ratio of Occurrences to Headcount	Ratio of Days taken to FTE
Female	5,020	3,996.10	3,140.47	3,895	10.2	39,749	0.78	9.95
Male	1,729	1,642.07	1,168.91	1,231	11.7	14,393	0.71	8.77
Total	6,749	5,638.17	4,309.38	5,126	10.6	54,142	0.76	9.60

This displays Female employees as having a slightly higher ratio of occurrences of sickness absence (0.78 v 0.71) with Female employees also having a higher ratio of days taken (9.95 v 8.77). Male employee's average longer spells of sickness with a higher average number of days taken (11.7 v 10.2).

In 2014/15 Female employees had a higher ratio of occurrences (0.82 v 0.74), while males had a higher ratios of days taken (9.55 v 8.76) and longer spells of sickness (12.3 v 8.5).

2.8 The following shows sickness absence grouped by age for 2015/16.

Age Group	Staff FTE	Occurrences	Average days taken	Days taken in period	Ratio of Occurrences to Council Headcount	Ratio of Days taken to Council FTE
Under 20	76.05	84	3.9	332	1.20	5.71
20 - 24	267.18	307	4.6	1,397	0.94	4.95
25 - 29	311.86	359	7.4	2,646	0.77	6.54
30 - 34	370.71	436	8.2	3,586	0.72	6.89
35 - 39	410.14	495	7.4	3,672	0.72	6.31
40 - 44	584.12	671	10.6	7,114	0.77	9.56
45 - 49	692.86	821	10.1	8,309	0.72	8.70
50 - 54	734.83	895	12.3	11,006	0.73	10.82
55 - 59	582.37	697	15.1	10,524	0.77	14.00
60 - 64	247.31	314	15.8	4,948	0.84	17.51
65 - 69	29.09	37	14.7	543	0.67	15.28
70 and over	2.86	10	6.5	65	0.67	12.10
Total	4,309.38	5,126	10.6	54,142	0.76	9.60

This analysis uses the Council wide headcount as its denominator for the ratio of occurrences and the Council wide FTE for the ratio of days taken.

In terms of the ratio of occurrences there is a higher factor in the younger age brackets. With the ratio of days taken there is a higher number within the older age groups with the '60-64' displaying the highest.

This follows the same pattern as 2014/15 in which 'under 20' had the highest ratio of occurrences (1.30) and '70 and over' had the highest ratio of days taken (22.20).

2.9 Reasons for Absence

The table below plots sickness absence for 2015/16 by the top 10 reasons.

Top 10 Reasons for Sickness Absence 2015/16					
Category	Staff FTE	Occurrences	Average days taken	Days Taken in Period	% of Total
Musculo/Skeletal	556.02	675	16.1	10,890	20.10%
Stress/Anxiety	308.28	367	26.7	9,814	18.10%
Surgical Procedure	157.12	189	27	5,103	9.40%
Gastro Intestinal	932.45	1110	2.6	2,922	5.40%
Chest/Lung	266.99	320	7.8	2,511	4.60%
Neurological	242.31	283	8.5	2,410	4.50%
Depression	45.8	55	42.3	2,324	4.30%
Viral	511.03	596	3.8	2,290	4.20%
Bereavement	93.58	112	17.4	1,954	3.60%
ENT/Eyes	479.7	557	3.4	1,918	3.50%
NAC Total	3593.28	4,264	9.88	42,136	77.70%

This consistent with the previous year where the principal causes of sickness absence were Musculo/Skeletal and Stress/Anxiety.

2.10 Gender Ratio

The table below provides a breakdown by gender of the ratio of days taken to employee gender FTE within the 2015/16 period for the principal causes of sickness absence.

Category	Female	Male
Musculo/Skeletal	1.79	2.28
Stress/Anxiety	1.86	1.45
Surgical Procedure	0.93	0.84
Gastro Intestinal	0.52	0.52
Chest/Lung	0.48	0.36
Neurological	0.50	0.25
Depression	0.38	0.49
Viral	0.44	0.33
ENT/Eyes	0.36	0.28
Cancer/Cancer Related	0.30	0.17

This shows that Musculo/Skeletal and Stress/Anxiety are almost even for Female employees; meanwhile Males have a significantly higher ratio for Musculo/Skeletal. This follows the same trend as 2014/15.

2.11 Trend

The following plots the trend of FTE days taken by quarter for those causes that account for most sickness absence days as at Q4 2015/16.

Category	2014/15				2015/16			
	Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar
Musculo/Skeletal	2,085	2,337	2,657	2,028	2,341	2,838	3,005	2,905
Stress/Anxiety	1,752	1,620	2,214	2,109	2,830	2,724	2,314	2,361
Surgical Procedure	1,426	1,259	1,230	1,280	1,560	1,090	1,039	1,262
Viral	298	220	393	1,104	532	243	539	966
Chest/Lung	403	193	285	676	440	369	534	875
Gastro Intestinal	879	681	1,052	874	719	590	973	789
Neurological	469	497	667	565	648	585	652	629
ENT/Eyes	363	402	491	749	383	334	560	618
Cardio Vascular	762	693	506	423	67	276	514	491
Depression	707	364	345	410	559	508	760	463

2.12 Key Points

- Economy & Communities, Education & Youth Employment, Finance & Corporate Support and Health & Social Care have all failed to achieve their annual targets. Overall the council failed to meet its target by 0.98.
- 50% of employees overall had no sickness absence during 2015/16, this matches the 50% figure from 2014/15.
- Costs of sickness absence have increased by £1,062,002 from the £5,220,260 total in 2014/15.
- Total occurrences have fallen by 218, however average days taken have increased by 1.2.
- The highest frequency of sickness absences are short term and mainly single day occurrences, which follows the same trend as 2014/15.
- APT&C employees have the longest duration of sickness absence with 10.8 average days taken.
 - In 2014/15 Manual workers had the longest duration at 11.2 day average days taken.
- Female employees have a slightly higher ratio of occurrences of sickness absence (0.78 v 0.71) with Female employees also having a higher ratio of days taken (9.95 v 8.77).

- Male employee's average longer spells of sickness with a higher average number of days taken (11.7 v 10.2).
- In terms of the ratio of occurrences there is a higher factor in the younger age brackets. With the ratio of days taken there is a higher number within the older age groups with the '60-64' displaying the highest.
- Consistent with the previous year, Musculo/Skeletal and Stress/Anxiety were the principle causes of sickness absence.
- Males have a significantly higher ratio for Musculo/Skeletal. This follows the same trend as 2014/15.

3. Proposals

- 3.1 Personal Days are being piloted within Health & Social Care and HR & OD. The pilot will run for a 3 month period and the outcome will be reported back to CMT.

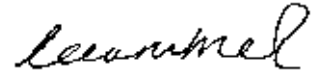
Services should also continue to utilise occupational health services, where required and seek advice from HR Advisers to ensure that an approach of early intervention is taken where employees are on long term sickness absence.

4. Implications

Financial:	Sickness absence presents a cost to the Council, both in terms of the direct costs of providing for those absent and in lost work days resulting in reduced or delayed service delivery.
Human Resources:	None.
Legal:	None.
Equality:	None.
Environmental & Sustainability:	None.
Key Priorities:	None.
Community Benefits:	None.

5. Consultation

5.1 There is no requirement for consultation on the content of this report.



LAURA FRIEL
Executive Director (Finance and Corporate Support)

Reference :

For further information please contact Jackie Hamilton, Employment Services Manager on 01294 324694.

Background Papers

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NORTH AYRSHIRE COUNCIL

Agenda Item 8

7 June 2016

Cabinet

Title: **Council Tax write off 2015/16 and Non-Domestic Rates Write off 2016/17**

Purpose: To advise Cabinet of the write off of Council Tax debts during 2015/16 and Non-Domestic Rates during 2016/17.

Recommendation: That Cabinet homologates the write off of Council Tax in 2015/16 and Non-Domestic Rates during 2016/17.

1. Executive Summary

- 1.1 Council policy outlines the conditions under which debt may be written off:
- Deceased, with no funds in the estate
 - Sequestration
 - Sheriff Officer recommendation (Non-Domestic Rates only)
 - Small balances
- 1.2 All Council Tax and Non-Domestic Rates accounts go through a full recovery process. However sometimes during this process information is received that confirms that the debt is unlikely to be recovered or that continued recovery action is inappropriate. The current policy is that when a case meets the criteria for write-off Member approval is sought for a customer or business with debts in excess of £10,000.
- 1.3 The Council's annual accounts require to reflect the appropriate position in respect of monies owed to the Council, with adjustments made for sums considered to be irrecoverable; Debt, as in the report, are written off as part of the closure of annual accounts for the relevant financial year.

2. Background

- 2.1 £232,015.62 of Non-Domestic Rates debt covering financial years 2013/14 to 2015/16 is to be written off during the early stages of the 2016/17 financial year as these debts cannot be recovered and this will bring the Council's rating records up to date; this debt represents 10 individual businesses; three of which ceased trading, five went into liquidation and two recommended write off by sheriff officers. This compares to £612,973.87 written off last year for the 2012/13 to 2014/15 financial years. A further write off report will be submitted to Cabinet before closure of the 2016/17 annual accounts for any other non-domestic rates accounts identified during the year for write off.
- 2.2 £35,676.58 of Council Tax debt was written off during the financial year 2015/16 and covers the 1994/95 to 2015/16 financial years, this represents three individual customers; two are deceased and one subject to a Trust Deed. This compares to £13,165.71 written off last year.

3. Proposals

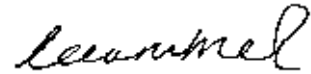
- 3.1 Cabinet is asked to homologate the write off Council Tax for 2015/16 and Non-Domestic Rates debt for 2016/17.

4. Implications

Financial:	Write off of any income due to the Council reduces available resources. Full provision for these bad debts has been made in the Council's accounts. Any sums subsequently recovered are brought into account as additional income when received. The sums reported for Council Tax include amounts due to Scottish Water for water and wastewater charges. Non-domestic rates bad debts are met in full by the Scottish Non-Domestic Rates pool.
Human Resources:	None
Legal:	None
Equality:	None
Environmental & Sustainability:	None
Key Priorities:	None
Community Benefits:	None

5. Consultation

5.1 There has been no consultation on these proposals.



LAURA FRIEL
Executive Director (Finance and Corporate Support)

Reference : SH

For further information please contact Stephen Humphries Senior Manager
Revenues and Benefits on 01294 310106

Background Papers

Council Tax and Non-Domestic Rates write off reports 2015/16.

NORTH AYRSHIRE COUNCIL

Agenda Item 9

7 June 2016

Cabinet

Title: **Award of Contract - Carriageway Resurfacing 2016/17**

Purpose: To advise the Cabinet of the result of the tender exercise for the contract for Carriageway Resurfacing 2016/17

Recommendation: Agree to approve the award of the Contract to Hamilton Tarmac Ltd

1. Executive Summary

- 1.1 North Ayrshire Council requires to establish a contract for Carriageway Resurfacing 2016/17 to mainland North Ayrshire.
- 1.2 In order to comply with the Council's Standing Orders Relating to Contracts and Contract Procedure Rules and Public Contracts (Scotland) Regulations 2015 a formal tender exercise was advertised via the Public Contracts Scotland advertising portal.
- 1.3 The contract term is for 9 months commencing on 1st July 2016.

2. Background

- 2.1 A formal notice was advertised on 24th March 2016 under the open procedure on the Public Contracts Scotland portal. The return date was 15th April 2016 at 12 noon.
- 2.2 The contract notice attracted 16 expressions of interest from potential suppliers of which 8 submitted responses.
- 2.3 The 8 tenders received were evaluated against the stated evaluation criteria of 30% quality and 70% price.

3. Proposals

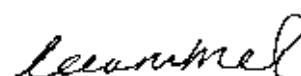
- 3.1 It is proposed that the contract be awarded to Hamilton Tarmac Ltd.

4. Implications

Financial:	The total value of the contract is £572,149.59. A total budget of £800,000 is available for this contract.
Human Resources:	None
Legal:	In order to comply with the Council's Standing Orders Relating to Contracts and Contract Procedure Rules and Public Contracts (Scotland) Regulations 2015 a formal tender exercise was advertised via the Public Contracts Scotland advertising portal.
Equality:	None
Environmental & Sustainability:	None
Key Priorities:	This contributes to the Council Plan Strategic Priority 1: Growing our economy, increasing employment and regenerating towns and Council Plan Strategic Priority 5: Protecting and enhancing the environment for future generations.
Community Benefits:	The successful tenderer will deliver the following community benefits during the contract period: 1 x Modern Apprentice-Highways Maintenance, 3 x 5 day work experience for an unemployed person, 2 x small group tutoring support for young persons working towards their Construction Skills Certification Scheme (CSCS) card.

5. Consultation

- 5.1 There was consultation with the Roads service throughout the tender process.



LAURA FRIEL
Executive Director (Finance and Corporate Support)

Reference : NAC/2061

For further information please contact Hazel Templeton, Acting Category Manager on 01294 324547

Background Papers

Tender Outcome Report

NORTH AYRSHIRE COUNCIL

Agenda Item 10

7 June 2016

Cabinet

Title: **Award of Contract - Replacement Financial Management Information System**

Purpose: To advise the Cabinet of the result of the tender exercise for the provision of a replacement Financial Management Information System (FMS)

Recommendation: Agree to approve the award of the contract to Capita for an initial period of five years with an option to extend for up to five further years.

1. Executive Summary

- 1.1 North Ayrshire Council has programmed to procure a replacement Financial Management Information System.
- 1.2 In order to comply with the Council's Standing Orders Relating to Contracts and Contract Procedure Rules and Public Contracts (Scotland) Regulations 2012 (SSI 2012/88) (as amended) a formal restricted procedure tendering exercise was undertaken.
- 1.3 The Contract will include implementation of the system including all hosting, training, software licensing, maintenance and support for an initial term of 5 years from the implementation date plus the option to extend for up to a further 5 years.

2. Background

- 2.1 Masterpiece, North Ayrshire's current FMS was purchased and installed in 1999. Masterpiece is used by all services across the Council and is the primary source of financial management information. The current provider of Masterpiece is Infor. The Council currently pays an annual licensing and maintenance element for this system.
- 2.2 The system is no longer fit for purpose and cannot meet many of the current and future challenges facing the authority. The aging architecture does not support necessary improvements to management information.

- 2.3 North Ayrshire Council published a Prior Information Notification on 10 December 2014 (2014/S 238-419105) to allow early engagement with the marketplace. A formal contract notice was advertised on 11 May 2015 under the Restricted Procedure in the Official Journal of the European Union (2015/S 093-167340) and Public Contracts Scotland Procurement Portal and the Bravo E-Tendering System. The return date was 10 June 2015.
- 2.4 The contract notice attracted 29 expressions of interest from a wide range of potential suppliers of which 10 submitted a response to the Pre-Qualification stage. 4 Suppliers were short-listed for the tender which was issued on 15 September 2015 with a response date of 16 October 2015.
- 2.5 Two bidders submitted responses by the deadline and were evaluated.

3. Proposals

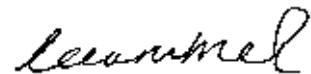
- 3.1 The recommendation of the Tender Evaluation Panel is that a Contract at a cost of £711,578 be awarded to Capita Secure Information Solutions Ltd.
- 3.2 That North Ayrshire Council funds a project team to implement a new financial management at a cost of £436,615
- 3.3 The proposed system will deliver the following key benefits
- Integrated finance system - General ledger, Accounts Payable & Receivable, Procurement, Fixed Assets, budgeting and bank reconciliation. On completion the new system will replace Masterpeice, PECOS and Real Asset.
 - More User friendly and less resource intensive service delivering future efficiencies
 - Improved reporting, forecasting and budgeting
 - Better use of technology - electronic payments, scanning and e-invoicing
- 3.4 The new system has other modules that could be explored in the future to offer further potential benefits include HR, payroll, job costing and expenses management.

4. Implications

Financial:	<p>The total value of the contract (including any possible extensions) is £711,578, this includes an implementation capital element of £322,628 and an annual revenue cost of £77,790 (£388,950 for 5 years).</p> <p>In addition, the North Ayrshire Council project implementation capital one off costs are £436,615</p> <p>There is an allocation of £1m within the change fund available to replace IT systems. All capital cost will be met from this fund.</p> <p>The annual recurring revenue costs for the new FMS are £77,790 (£388,950 for 5 years), which will be £26,387 higher than current costs. However the new FMS system will deliver savings already identified within the budget as well as having the potential to deliver additional benefits as detailed above. These additional costs will be built into the next update of the 3 year revenue budget.</p>
Human Resources:	A project team of 7 will be required for approximately 1 year, the majority of the team will be recruited internally and backfilled as appropriate.
Legal:	The tender exercise was conducted in accordance with the Council's Standing Orders Relating to Contracts, EU procurement legislation and the wider Scottish Procurement Legislation.
Equality:	None
Environmental & Sustainability:	None
Key Priorities:	The new FMS supports strong effective financial management and planning which underpins delivery of the Council Plan priorities.
Community Benefits:	None

5. Consultation

- 5.1 North Ayrshire Council published a Prior Information Notification on 10 December 2014 (2014/S 238-419105) to allow early engagement with the marketplace.
- 5.2 Members of the evaluation panel visited reference sites and widely consulted with other local authorities who use this software.



LAURA FRIEL
Executive Director (Finance and Corporate Support)

Reference : NAC-1037

For further information please contact Anne Lyndon on 01204 324097

Background Papers

Appendix 1 - Tender Outcome Report

NORTH AYRSHIRE COUNCIL

Agenda Item 11

7 June 2016

Cabinet

Title:	Award of Contract - Internal and External Alterations to Robert W Service Court Sheltered Housing Unit, Kilwinning
Purpose:	To advise the Cabinet of the result of the tender exercise for the contract for Internal and External Alterations to Robert W Service Court Sheltered Housing Unit, Kilwinning
Recommendation:	Agree to approve the award of the Contract to James Frew Ltd

1. Executive Summary

- 1.1 North Ayrshire Council requires to establish a contract for Internal and External Alterations to Robert W Service Court Sheltered Housing Unit, Kilwinning.
- 1.2 In order to comply with the Council's Standing Orders Relating to Contracts and Contract Procedure Rules and Public Contracts (Scotland) Regulations 2015 a formal tender exercise was advertised via the Public Contracts Scotland advertising portal.
- 1.3 The contract term is for 40 working weeks.

2. Background

- 2.1 A formal notice was advertised on 3rd September 2015 under the restricted procedure in the Official Journal of the European Union and Public Contracts Scotland procurement portal. The return date was 24th September 2015.
- 2.2 The contract notice attracted 23 expressions of interest from a wide range of potential suppliers of which 10 submitted Pre Qualification Questionnaires.

- 2.3 Following evaluation of Pre-Qualification Questionnaires the following 5 suppliers, were short-listed to receive Invitation to Tender documents: CCG (Scotland) Ltd, Clark Contracts Ltd, James Frew Ltd, Keepmoat Regeneration, Mitie Property Services (UK) Ltd
- 2.4 The return time and date for completed Invitations to Tender was 5th April 2016 at 12 noon at which point 4 submitted responses.
- 2.5 The 4 tenders received were evaluated against the stated evaluation criteria of lowest compliant tender price.

3. Proposals

- 3.1 It is proposed that the contract be awarded to James Frew Ltd.

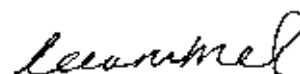
4. Implications

Financial:	The total value of the overall contract is £2,646,423.35. A total budget of £2,800,000 is available for this project which includes all associated design fees and construction costs of £76,455. The total project cost will be £2,722,878.
Human Resources:	None
Legal:	The tender exercise was conducted in accordance with the Council's Standing Orders Relating to Contracts.
Equality:	None
Environmental & Sustainability:	All units will have flow rate controls on all water taps, thermostatic radiator valves on all radiators, low energy light fittings throughout, insulated loft spaces, zone control heating in all communal space areas, solar PV panels for lighting and insulated render throughout. All boilers in the plant room will have a 'highly efficient' rating. All suppliers of timber or timber related products are to be certified under the Department of the Environment and Rural Affairs (DEFRA) approved schemes. The contractor is required to follow industry best practice and guidance developed by the Waste and Resourcing Action Programme (WRAP) with respect to encouraging the use of recycling etc.
Key Priorities:	This contributes to the Council Plan Priority 1: Growing our economy, increasing employment and regenerating towns, Priority 4: Supporting all our people to stay safe, healthy and active and Priority 5: Protecting and enhancing the environment for

	future generations.
Community Benefits:	The following Community Benefits will be delivered by James Frew: 1 x new entrant apprentice joiner, 1 x new entrant apprentice plumber, 2 x project agreed in conjunction with NAC Education & Skills involving local school pupils, 2 x STEM workshop in schools, 2 x work placement for a minimum of 5 days for S4, S5 or S6 pupil from a North Ayrshire School.

5. Consultation

- 5.1 There was consultation with Housing Management and Investment throughout the tender process.



LAURA FRIEL
Executive Director (Finance and Corporate Support)

Reference :

For further information please contact Hazel Templeton, Acting Category Manager on 01294 324547

Background Papers

Tender Outcome Report