

City Chambers  
DUNDEE  
DD1 3BY

23rd August, 2024

Dear Colleague

You are requested to attend a MEETING of the **CHILDREN, FAMILIES AND COMMUNITIES COMMITTEE** to be held in the Council Chamber, City Chambers, City Square, Dundee and also to be held remotely on Monday, 2nd September, 2024 at 5.00pm.

The meeting will also be livestreamed to YouTube. Members of the Press or Public wishing to join the meeting as observers should follow this link [www.dundee.gov.uk/live](http://www.dundee.gov.uk/live) or alternatively they may attend in person.

Should you require any further information please contact Committee Services on telephone (01382) 434818 or by email at [committee.services@dundee.gov.uk](mailto:committee.services@dundee.gov.uk).

Yours faithfully

GREGORY COLGAN

Chief Executive

## **AGENDA OF BUSINESS**

### **1 DECLARATION OF INTEREST**

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which would reasonably be regarded as so significant that they are likely to prejudice your discussion or decision-making.

### **2 PARENT AND PUPIL REPRESENTATION ON THE CHILDREN, FAMILIES AND COMMUNITIES COMMITTEE (AN18-2024)**

Reference is made to Article V of the minute of meeting of the City Council held on 23rd May, 2022, wherein it was agreed to seek nominations for parent and pupil representatives on the Children and Families Services Committee.

#### **(a) PARENT REPRESENTATION**

The current parent representatives are Tara Javed (primary representative) and John Anderson-McGuinness (secondary representative) and there is no need for them to be replaced at this time.

The representatives have agreed to continue to abide by the Code of Conduct in accordance with the Standards Commission's Guidance.

The Committee is asked to approve the re-appointments.

(b) PUPIL REPRESENTATION

It is reported that the pupil representative for 2023/2024 session has now left school and the City Wide Pupil Voice has nominated a replacement pupil representative. Arrangements are being made for the pupil to become a member of the Committee and further details will be reported in due course.

**3 FOLLOW UP SCHOOL LEAVER DESTINATIONS - Page 1**

(Report No 236-2024 by the Executive Director of Children, Families and Communities, copy attached).

**4 SCOTTISH QUALIFICATIONS AUTHORITY (SQA) 2024 EXAM RESULTS - Page 11**

(Report No 243-2024 by the Executive Director of Children and Families Service, copy attached).

**5 ADOPTION OF REVISED SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS - Page 17**

(Report No 214-2024 by the Executive Director of Neighbourhood Services, copy attached).

**6 COMMUNITY LEARNING AND DEVELOPMENT PLAN 2024-2027 - Page 35**

(Report No 217-2024 by the Executive Director of Neighbourhood Services, copy attached).

ITEM No ...3.....
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**REPORT TO: CHILDREN, FAMILIES AND COMMUNITIES COMMITTEE – 2 SEPTEMBER 2024**

**REPORT ON: FOLLOW-UP SCHOOL LEAVER DESTINATIONS**

**REPORT BY: EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE**

**REPORT NO: 236-2024**

## 1.0 PURPOSE OF REPORT

1.1 This report presents the results of the Scottish Government's Summary Statistics for Follow-Up Leaver Destinations, No.6: 2024 Edition, published 18 June 2024, in relation to Dundee's 2022/23 school leavers' post-school destinations.

## 2.0 RECOMMENDATIONS

2.1 It is recommended that the Children, Families and Communities Committee:

- Notes the contents of the report and,
- Requests the Executive Director to provide a further update report on the achievement and attainment of our young people in the Senior Phase in academic session 2023/24 following the Insight (national benchmarking tool) update scheduled to take place late September 2024.

## 3.0 FINANCIAL IMPLICATIONS

3.1 None.

## 4.0 BACKGROUND

4.1 The [Scottish Government Summary Statistics for Follow-Up Leaver Destinations](#) looks at all school leavers who left publicly funded mainstream school in session 2022/23 and their outcomes approximately nine months after the end of the school year on the first Monday in April 2024. Dundee City had 1,438 school leavers in academic session 2022/23.

4.2 The Scottish Government groups the activities of school leavers into two categories: 'positive destinations' and 'other destinations'. School leavers are classified as being in a 'positive destination' if they are in higher or further education<sup>1</sup>, employment, training, voluntary work, or personal skills development. 'Other destinations' not classed as positive are unemployed (seeking or not seeking) or unknown.

4.3 The publication specifically warns: "The time series presented in this publication includes years where school leaver destinations are likely to have been affected by the coronavirus (COVID-19) pandemic. The greatest impact is likely to have been seen in 2019/20. However, there may have been some ongoing impact on the destinations of some school leavers in subsequent years."

4.4 This report uses Dundee's local government benchmarking framework ([LGBF](#)) family group for comparison purposes. In addition to Dundee City, Family Group 4 includes: East Ayrshire, Glasgow City, Inverclyde, Na h-Eileanan Siar, North Ayrshire, North Lanarkshire and West Dunbartonshire. All local authorities in Family Group 4 except for Na h-Eileanan Siar are previous Scottish Attainment Challenge (SAC) challenge authorities.

4.5 It should be noted that the data in this report focusses solely on follow-up school leaver destinations. This sits alongside the wider Annual Participation Measure (APM) related work

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<sup>1</sup> Higher and Further Education are distinguished by the level of qualification studied, with Higher Education being SCQF Level 7 or above. It is not dependant on the institution attended. So, Higher Education does NOT equate to university.

as detailed in ‘A Step Change in Positive Destinations for Young Dundonians’, approved by City Governance Committee on 22 April 2024 (report 113-2024 refers).

- The Annual Participation Measure (APM) is the key tool used to assess Scotland’s success in achieving positive post-school destinations for all young people aged 16-19. It is both an important measure of performance in education and our local economy, as well as of the City’s ambition relating to fairness, inclusion, poverty, and productivity set out in the [Council Plan 2022-2027](#) and [City Plan 2022-2032](#).

5.0 FOLLOW-UP SCHOOL LEAVER DESTINATIONS

5.1 Chart 1 shows that there has been a general increase in the percentage of Dundee’s school leavers in a ‘follow-up’ positive destination over the last four years. In April 2024, 92.4% of Dundee’s 2022/23 school leavers were in a positive post-school destination after leaving school in 2022/23. This is an increase of 0.8% from the previous year and is the highest-level to date.

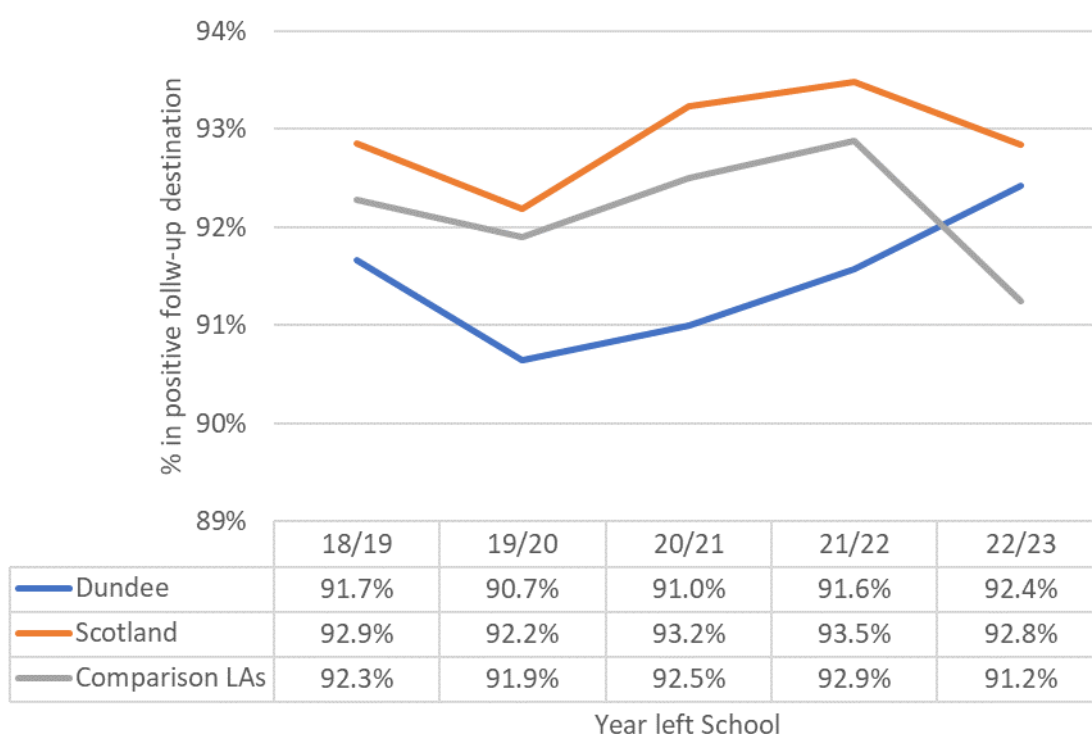


Chart 1: Percentage of school leavers in follow-up positive destinations

5.2 Whilst Dundee’s follow-up positive destination rate increased by 0.8% from 2021/22 to 2022/23, the Scottish average declined by 0.7% and the average rate of Dundee’s LGBF family group declined by 1.7%. Dundee was 0.6% lower than the family group 4 average in 2018/19 but is now 1.2% higher. Dundee has reduced the gap to the Scottish average from 1.2% in 2018/19 to 0.4% in 2022/23.

5.3 The Scottish average is now lower than it was in 2018/19 (- 0.1%). The family group average is also now lower than it was in 2018/19 (-1.1%). However, Dundee is now 0.7% higher than it was in 2018/19.

5.4 Chart 2 shows the percentage of Dundee’s school leavers by ‘follow-up destination type’ over the last five years. The vast majority of leavers in follow-up positive destinations are in education, work, or training with only 1% or less in voluntary work or personal skills development.

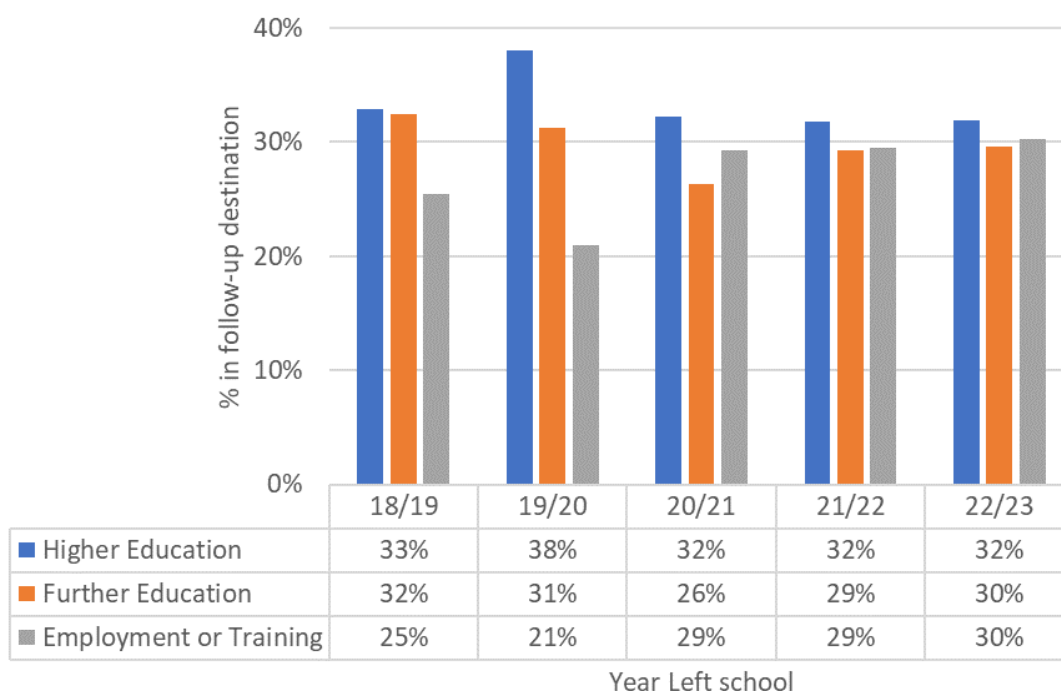
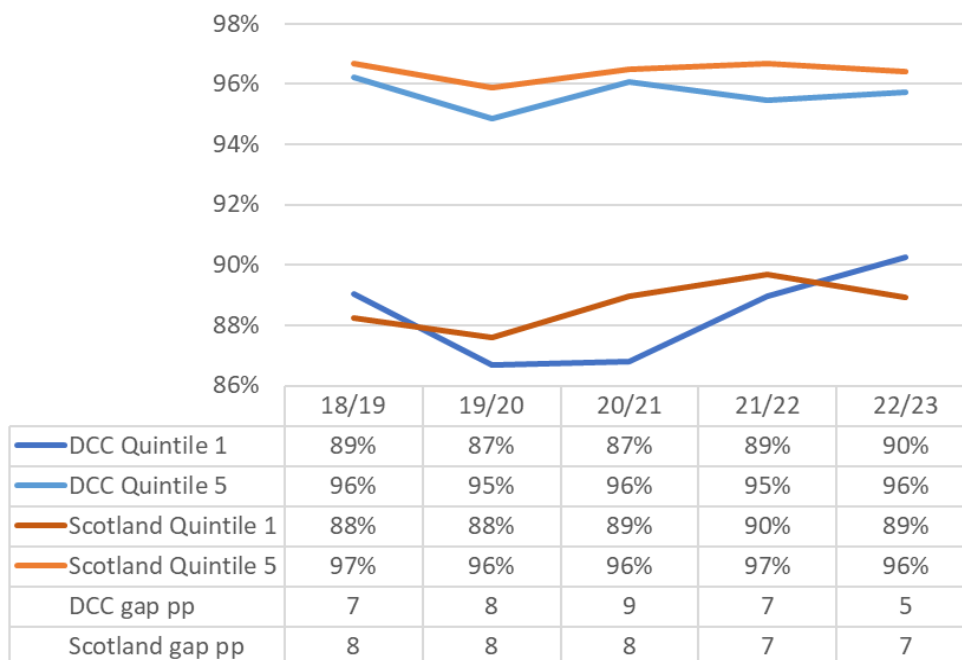


Chart 2: Percentage of Dundee school leavers by follow-up destination type

5.5 Further information showing the change in percentage in school leavers in each destination type between the initial Skills Development Scotland (SDS) snapshot in October of the year they left school, and the follow-up snapshot in April the following year is included in Appendix 1.



\* Figures under charts may not sum due to rounding

Chart 3: Percentage of leavers in positive follow-up destinations for most and least deprived SIMD quintiles, Scotland, and Dundee

- 5.6 As Chart 3 shows, school leavers from the least deprived Scottish Index of Multiple Deprivation (SIMD) quintile (SIMD quintile 5) are more likely to be in positive follow-up destinations than those from the most deprived quintile (SIMD quintile 1).
- 5.7 From 2019/20 to 2021/22 Dundee had a lower proportion of school leavers from SIMD quintile 1 (most deprived) in positive follow-up destinations than the Scotland average. However, following improvements in 2021/22 and 2022/23, Dundee is now performing better than the Scotland average on this measure.
- 5.8 The gap between SIMD quintiles 1 and 5 had been steady, and similar, in Scotland and Dundee at between 7 and 9 percentage points. In 2022/23 Dundee has now closed this gap to 5 percentage points, better than that seen in Scotland overall.

## 6.0 NEXT STEPS

- 6.1 As part of the 'Every Dundee Learner Matters' collaborative improvement strategy impactful practice in relation to improving and sustaining positive post-school destinations will be shared across all secondary schools.
- 6.2 The Service will continue to implement the actions within the Service's improvement plan (approved by the City Governance Committee of 4 September, report 185-2023 refers), just as individual schools will implement their individual school improvement plans, to continue to increase the percentage of young people in positive destinations. The Service – working closely with colleagues in City Development – will also play a key role in implementing the approved 'A Step Change in Positive Destinations' improvement plan to ensure that improvements in positive destinations are sustained and reflected in the Annual Participation Measure.
- 6.3 'A Step Change in Positive Destinations for Young Dundonians', approved by City Governance Committee on 22 April 2024 (report 113-2024 refers), lays out an ambitious Improvement Plan for addressing Dundee's performance in the Annual Participation Measure and by implementing this improvement plan, the Council and partners aim to inspire young people to pursue education, develop their employability skills, and realise their full potential through strong partnerships and coordinated approaches. The Improvement Plan focuses on 6 key themes:
- Early Identification and Positive Destination Framework
  - Responsibility for Tracking and Monitoring Young People Post School
  - Integrated Approach to Data and Funding to Inform and Drive Coordination
  - Post School Opportunities
  - Engaging Communities and Families
  - Additional Support Needs - A Key Challenge
- 6.4 Following a successful application to the Whole Family Wellbeing Fund, the Chief Education Officer is working closely with the Executive Director of City Development to develop and implement a plan to use the award of £205,428 funding over two financial years to improve the coordination of approaches towards improving the positive destinations of Dundee's 16–19-year-olds.
- ## 7.0 POLICY IMPLICATIONS
- 7.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services, or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

8.0 **CONSULTATIONS**

8.1 The Council Leadership Team has been consulted in the preparation of this report and are in agreement with its content.

9.0 **BACKGROUND PAPERS**

9.1 None.

AUDREY MAY  
Executive Director of Children and Families Service

PAUL FLEMING  
Head of Education, Learning & Inclusion  
(Chief Education Officer)

August 2024

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## LIST OF ABBREVIATIONS

<b>APM</b>	Annual Participation Measure
<b>LGBF</b>	Local Government Benchmarking Framework
<b>SDS</b>	Skills Development Scotland
<b>SIMD</b>	Scottish Index of Multiple Deprivation
<b>SQA</b>	Scottish Qualifications Authority

## GLOSSARY

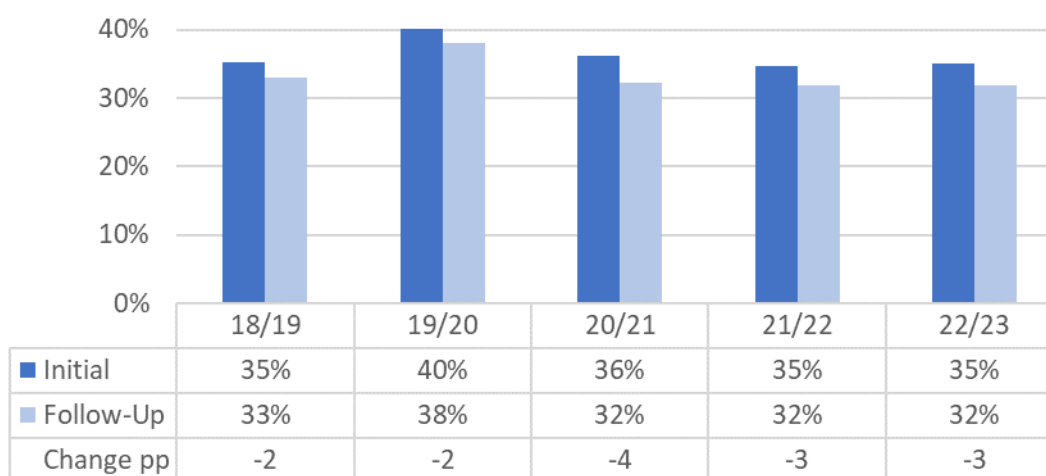
<b>Insight</b>	<p>Insight is an online tool for benchmarking the senior phase. It is a professional tool available to secondary schools and local authorities to allow them to look at specific cohorts of learners and identify areas of success and where improvements can be made.</p> <p>Although Insight provides data on the attainment of a wide range of Scottish Credit and Qualifications Framework (SCQF) awards from a range of providers, not all SCQF achievement awards are included.</p>
<b>LGBF Family Group</b>	<p>To understand why variations in cost and performance are occurring, councils work together to 'drill-down' into the benchmarking data across service areas. This process has been organised around 'family groups' of councils so that we are comparing councils that are similar in terms of the type of population that they serve (e.g., relative deprivation and affluence) and the type of area they cover (e.g., urban, semi-rural, rural). The point of comparing like with like is that this is more likely to lead to useful learning and improvement.</p> <p>Dundee is in Family Group 4 for Children, Social Work and Housing indicators. Councils are grouped by the type of population they serve, eg, level of deprivation and affluence.</p>
<b>School Leaver</b>	<p>A school leaver is defined as a young person of school leaving age, who left school during or at the end of the school year. The leaver year is based on the dates of the Scottish Government's pupil census, details of which can be found in the Summary Statistics for Schools in Scotland publication.</p>
<b>Senior Phase</b>	<p>The senior phase curriculum, from S4 to S6 (from around ages 15 to 18), follows a young person's <a href="#">broad general education</a>, building firmly on the <a href="#">Experiences and Outcomes</a> they will have experienced and achieved to end of S3.</p> <p>It enables them to extend and deepen their learning and continue to develop skills for learning, life and work, through qualifications and also through a range of opportunities for personal development (for example work experience, volunteering, etc).</p> <p>It ultimately supports young people in moving onto the next stage – whether that is college, university, training or employment.</p>

<p><b>Participation Rates</b> <b>(Annual Participation Measure)</b></p>	<p>Skills Development Scotland (SDS) produce the Annual Participation Measure (APM) which complements school leaver destination statistics. Published every August, the APM captures the activity of all 16–19-year-olds across a complete year, including those who choose to stay on at school as well as those who have left school.</p> <p>The APM has been adopted as the metric for measuring success in relation to the young people's participation national indicator within the National Performance Framework. The indicator measures the percentage of young adults (16–19-year-olds) participating in education, training or employment.</p>
<p><b>Positive Destinations</b></p>	<p>The school leaver positive destination data used in the publications is sourced from the 'Opportunities for All' shared dataset which is managed and hosted by Skills Development Scotland (SDS) on behalf of partners.</p> <p>The initial destinations data (published in February) provides information on the outcomes for young people approximately three months after the end of the academic year (first Monday in October) while the follow-up data provides information on the outcomes for young people approximately nine months after the end of the academic year (first Monday in April). These collections should be seen as complementary to one another.</p>

## APPENDIX 1: CHANGE BETWEEN INITIAL AND FOLLOW-UP DESTINATIONS

Chart A1, A2 and A3 show the change in percentage in school leavers in each destination between the initial Skills Development Scotland (SDS) snapshot in October of the year they left school, and the follow-up snapshot in April the following year. There has consistently been a drop in the percentage of leavers in Higher Education. This had been stable at two percentage points but for 2020/21 leavers this increased to four percentage points and has since only dropped to three. The drop-off in leavers at Further Education is larger, fluctuating between six and seven percentage points. The increase in leavers in employment or training reflects this and may indicate where most leavers who move out of higher/further education proceed to.

**Chart A1: Change between initial and follow-up destination - Higher Education**



**Chart A2: Change between initial and follow-up destination - Further Education**

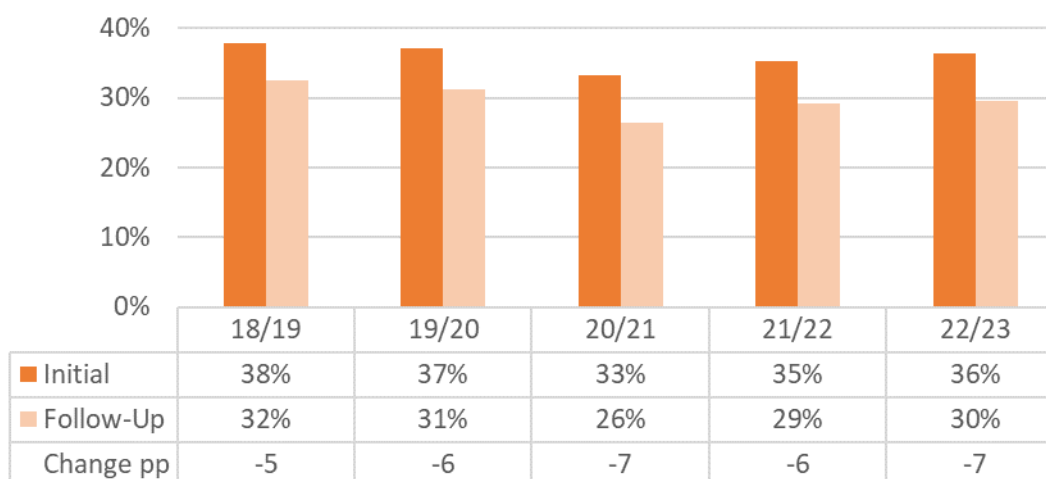
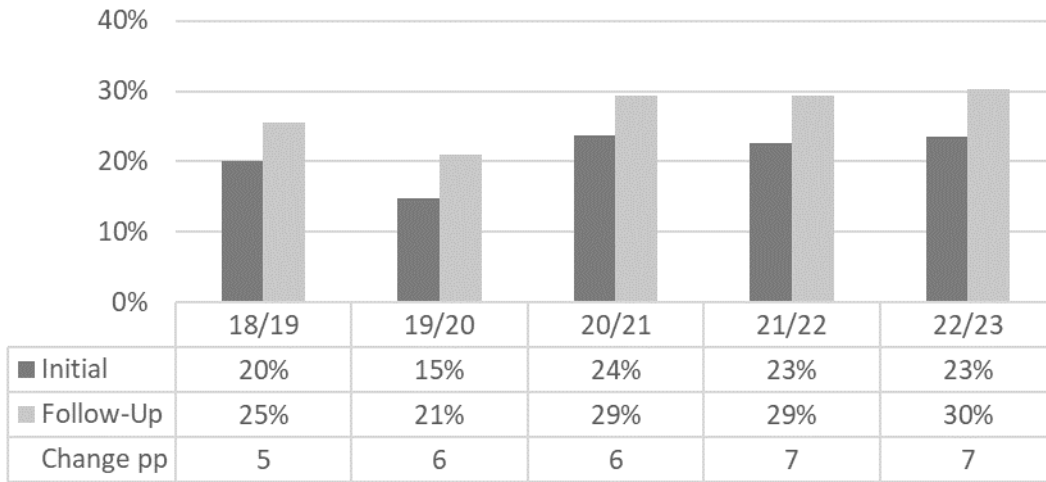


Chart A3: Change between initial and follow-up destination – Employment or Training



\*Figures under charts may not sum due to rounding

ITEM No ...4.....
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**REPORT TO: CHILDREN, FAMILIES AND COMMUNITIES COMMITTEE – 2 SEPTEMBER 2024**

**REPORT ON: SCOTTISH QUALIFICATIONS AUTHORITY (SQA) 2024 EXAM RESULTS**

**REPORT BY: EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE**

**REPORT NO: 243-2024**

## 1.0 PURPOSE OF REPORT

1.1 This report provides an initial high-level summary of provisional, pre-appeals, Scottish Qualifications Authority (SQA) 2024 exam results, published 6 August 2024.

## 2.0 RECOMMENDATIONS

2.1 It is recommended that the Children, Families and Communities Committee:

- Notes the contents of the report and,
- Requests the Executive Director to provide a further update report on the achievement and attainment of our young people in the Senior Phase in academic session 2023/24 following the Insight (national benchmarking tool) update scheduled to take place late September 2024.

## 3.0 FINANCIAL IMPLICATIONS

3.1 None.

## 4.0 BACKGROUND

4.1 SQA results for 2024 were published on Tuesday 6 August 2024. SQA announced the results of National Courses at National 2 to National 4, Higher and Advanced Higher, in addition to a wide range of National Progression Awards, National Certificates, Skills for Work and SQA Awards.

4.2 The data published on 6 August reflects current information at a particular point in time (23 July 2024) and the figures are subject to change later in the year. This data is therefore considered 'provisional' subject to processes including appeals and late amendments. Final figures are due to be published by the SQA in December 2024.

4.3 This year saw the return of full course assessment in National 5, Higher and Advanced Higher courses for the first time since 2019. This follows the modifications to assessments that were put in place to help limit the impact of disruption on learning and teaching caused by the COVID-19 pandemic. This included the removal of coursework and practical assessments.

4.4 The SQA has stated: 'The different awarding arrangements in place between 2020 and 2024 mean that it is not possible to compare attainment between years without full consideration of this contextual information.'

4.5 It is also important to note that the pandemic will have impacted individuals, and year groups, differently. For example, the S4 cohort in the 2024 exam diet were in the final year of primary school when the first lockdown, and subsequent school closures, happened in March 2020. Therefore, these pupils made the important transition to secondary school without the usual support.

4.6 This year, following adjustments to SQA awarding approaches in 2022 and 2023, the SQA stated that it has returned to a 'well-established awarding approach.' '...While adjustments were made across a range of courses overall, at an aggregate level, grade boundary adjustments were similar to 2019.'

### Local Government Benchmarking Framework (LGBF) Family Group

- 4.7 This report references Dundee's local government benchmarking framework ([LGBF](#)) family group for comparison purposes. In addition to Dundee City, Family Group 4 includes: East Ayrshire, Glasgow City, Inverclyde, Na h-Eileanan Siar, North Ayrshire, North Lanarkshire and West Dunbartonshire. All local authorities in Family Group 4 except for Na h-Eileanan Siar are previous Scottish Attainment Challenge (SAC) challenge authorities.

## **5.0 SCOTTISH QUALIFICATIONS AUTHORITY (SQA) RESULTS 2024 – HEADLINE**

- 5.1 3,209 pupils from Dundee's schools received the results of their SQA awards on 6 August. These pupils were presented for a total of 14,956 awards in 2024 compared to 14,732 in 2023. Key messages from each year group in the Senior Phase in Dundee include:

### **S4**

- 54% of S4 pupils sat four or more awards at SCQF Level 5 or better, up from 53% last year.
- 116 pupils were awarded six National 5s at Grade A.
- 20% of S4 pupils achieved 6 or more awards at National 5 (A-C), as in 2023, and 5% higher than 2019.

### **S5**

- 720 S5 pupils passed one or more SCQF Level 6 (Higher) awards at grades A-C.
- The percentage of S5 pupils with 1 or more awards at SCQF Level 6 increased from 47% last year to 48%.
- This year 40 young people in S5 achieved Grade A passes in all their Higher awards.
- 165 young people achieved five SCQF Level 6 awards at grades A to C.

### **S6**

- 253 pupils in our S6 cohort gained at least one Advanced Higher.
- 42 pupils gained at least three Advanced Highers

- 5.2 Pass rates for National 5s, Highers and Advanced Highers have declined across Scotland in 2024 compared to 2023. Key messages related to pass rates for National 5s, Highers and Advanced Highers in Dundee include:

- Similar to the Scotland average, the pass rate at grades A-C for National 5s in Dundee has declined from 79.4% in 2023 (post-appeal) to 74.9% in 2024, approximately the same as our pre-pandemic pass rate of 75.0% in 2019. In our Local Government Benchmarking Framework (LGBF) Family Group (The local authorities experiencing highest levels of deprivation), Dundee's National 5 A grade pass rate is third out of eight.
- Similar to the Scotland average, the pass rate at grades A-C for Higher declined from 74.8% in 2023 (post-appeal) to 70.3% in 2024. In our LGBF Family Group, Dundee's Higher A grade pass rate is also third out of eight.
- Similar to the Scotland average, the pass rate at grades A-C for Higher declined from 77.6% in 2023 (post-appeal) to 70.0% in 2024. In our LGBF Family Group, Dundee's Advanced Higher A grade pass rate is second out of eight.

## 6.0 NEXT STEPS

- 6.1 Senior Officers in the Children and Families Service are currently undertaking a thorough analysis of Dundee's pre-appeals SQA results – at local authority, school, and subject levels. This will include looking for patterns, trends and anomalies in schools or subjects for different cohorts of pupils and determining the next steps. This will inform improvement actions to be implemented in academic session 2024/25.
- 6.2 The Chief Education Officer has scheduled visits to each Secondary school to undertake attainment reviews in collaboration with each school's Senior Leadership Team. Education Officers and Head Teachers will also be issued with information to help them carry out their own subject attainment reviews. This analysis will help inform individual school, as well as service, improvement plans. As part of Every Dundee Learner Matters collaborative improvement strategy impactful practice will be shared across all secondary schools.
- 6.3 The Children and Families Service Improvement Plan 2023-2027 approved by Elected Members, Article III of the minute of meeting of the City Governance Committee of 4 September refers, report number 185-2023 sets out how the service, working with others, plans to further improve outcomes for children, young people, and families. Informed by the processes outlined in paragraphs 6.1 and 6.2, the Service will also develop a specific action plan for 2024/25 to improve the progress, presence and participation of pupils.
- 6.4 A full report on the attainment and achievement of our young people in the Senior Phase, beyond just SQA exams, will be submitted to the Children, Families and Communities Committee later this year following the Insight (national benchmarking tool) update scheduled to take place late September 2024.

## 7.0 POLICY IMPLICATIONS

- 7.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services, or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

## 8.0 CONSULTATIONS

- 8.1 The Council Leadership Team has been consulted in the preparation of this report and are in agreement with its content.

## 9.0 BACKGROUND PAPERS

- 9.1 None.

AUDREY MAY  
Executive Director of Children and Families Service

PAUL FLEMING  
Head of Education, Learning & Inclusion  
(Chief Education Officer)

August 2024

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## LIST OF ABBREVIATIONS

<b>LGBF</b>	Local Government Benchmarking Framework
<b>SDS</b>	Skills Development Scotland
<b>SIMD</b>	Scottish Index of Multiple Deprivation
<b>SQA</b>	Scottish Qualifications Authority

## GLOSSARY

<b>Insight</b>	<p>Insight is an online tool for benchmarking the senior phase. It is a professional tool available to secondary schools and local authorities to allow them to look at specific cohorts of learners and identify areas of success and where improvements can be made.</p> <p>Although Insight provides data on the attainment of a wide range of Scottish Credit and Qualifications Framework (SCQF) awards from a range of providers, not all SCQF achievement awards are included.</p>
<b>LGBF Family Group</b>	<p>To understand why variations in cost and performance are occurring, councils work together to 'drill-down' into the benchmarking data across service areas. This process has been organised around 'family groups' of councils so that we are comparing councils that are similar in terms of the type of population that they serve (eg, relative deprivation and affluence) and the type of area in they cover (eg, urban, semi-rural, rural). The point of comparing like with like is that this is more likely to lead to useful learning and improvement.</p> <p>Dundee is in Family Group 4 for Children, Social Work and Housing indicators. Councils are grouped by the type of population they serve, eg, level of deprivation and affluence.</p>
<b>School Leaver</b>	<p>A school leaver is defined as a young person of school leaving age, who left school during or at the end of the school year. The leaver year is based on the dates of the Scottish Government's pupil census, details of which can be found in the Summary Statistics for Schools in Scotland publication.</p>
<b>Senior Phase</b>	<p>The senior phase curriculum, from S4 to S6 (from around ages 15 to 18), follows a young person's <a href="#">broad general education</a>, building firmly on the <a href="#">Experiences and Outcomes</a> they will have experienced and achieved to end of S3.</p> <p>It enables them to extend and deepen their learning and continue to develop skills for learning, life and work, through qualifications and also through a range of opportunities for personal development (for example work experience, volunteering etc).</p> <p>It ultimately supports young people in moving on to the next stage – whether that is college, university, training or employment.</p>

<b>Participation Rates</b>	<p>Skills Development Scotland (SDS) produce the Annual Participation Measure (APM) which complements school leaver destination statistics. Published every August, the APM captures the activity of all 16–19 year olds across a complete year, including those who choose to stay on at school as well as those who have left school.</p> <p>The APM has been adopted as the metric for measuring success in relation to the young people's participation national indicator within the National Performance Framework. The indicator measures the percentage of young adults (16-19 year olds) participating in education, training or employment.</p>
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**ITEM No ...5.....**

**REPORT TO:** CHILDREN, FAMILIES & COMMUNITIES COMMITTEE – 2 SEPTEMBER 2024  
**REPORT ON:** ADOPTION OF REVISED SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS  
**REPORT BY:** EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES  
**REPORT NO:** 214-2024

**1. PURPOSE OF REPORT**

1.1 To approve the adoption of the revised Scheme for the Establishment of Community Councils.

**2. RECOMMENDATIONS**

2.1 It is recommended that Children, Families & Communities Committee:

- a) agrees to adopt the revised Scheme for the Establishment of Community Councils; and
- b) agrees to the first set of elections under the scheme to be held from 1 March 2025.

**3. FINANCIAL IMPLICATIONS**

3.1 Any financial obligations for Dundee City Council arising from this report will be met through the existing Neighbourhood Services - Communities budget.

3.2 The potential cost of all Communities Councils being formed and claiming their administrative grants is £8135.06 per annum.

**4. MAIN TEXT****4.1 Background**

4.1.1 This is the fourth and final report required as part of the review of the Scheme. A final draft amended Scheme was approved previously (Item VI of the minute of meeting of the Children, Families and Communities Committee 13 May 2024 refers).

4.1.2 A four week public consultation was open between 17 May 2024 and 14 June 2024 and input was sought from the existing community councils and neighbourhood representative structures.

4.1.3 No suggested changes or comments on the final draft Scheme were received and the revised scheme to be approved is set out in Appendix 1.

4.1.4 A promotional campaign will be launched after adoption and prior to elections to promote community councils and the benefits of establishing them in Dundee's communities.

4.1.5 The first elections under the Scheme will be held from 1 March 2025. The rationale to wait until 2025 is to, as far as possible, avoid United Kingdom and Scottish General Elections within the four year election cycles as per section 10 of the Scheme. Additionally time should be built in for promotion and the seeking of nominations.

4.1.6 A map of the revised community council boundaries is attached at Appendix II. Detailed maps of each individual community council will be published on the Dundee City Council website.

**5. POLICY IMPLICATIONS**

- 5.1 This report has been subject to an Integrated Impact Assessment to identify impacts on Equality & Diversity, Fairness & Poverty, Environment and Corporate Risk. An impact, positive or negative, on one or more of these issues was identified. An appropriate senior manager has checked and agreed with this assessment. A copy of the Integrated Impact Assessment showing the impacts and accompanying benefits of/mitigating factors for them is included as an Appendix to this report.

**6. CONSULTATIONS**

- 6.1 The Council Leadership Team have been consulted on the preparation of this report and agree with its contents.
- 6.2 Existing community councils and neighbourhood representative structures have been consulted on the revised Scheme for the Establishment of Community Councils.

**7. BACKGROUND PAPERS**

- 7.1 None.

Tony Boyle  
**Executive Director of Neighbourhood Services**

Tom Stirling  
**Head of Communities, Safety and Protection**

29 July 2024

## **Dundee City Council's Scheme for the Establishment of Community Councils**

### **1 Background**

The Scottish Government's Model Scheme for the Establishment of Community Councils 2023 upon which this document is based replaces the Model Scheme that was first published in 2009.

The Model Scheme for Community Councils in Scotland is designed to enable the establishment of community councils across Scotland to provide a common minimum basic framework governing their creation and operation. However, each local authority is responsible for consulting on and agreeing its own Scheme.

Dundee City Council has a statutory responsibility to prepare this Scheme, but community councils are thereafter established by statute and responsible for their own operations and resourcing, except where it is explicitly stated in this scheme that Dundee City Council will provide support or resources. A copy of all Models referenced in this scheme will be held on Dundee City Council's website and these shall include:

- Code of Conduct
- Model Constitution
- Model Standing Orders
- Model Complaints Procedure
- Community Council Maps
- Community Council Population Data
- Community Council Funding Calculation

### **2 Introduction**

Community councils were first established in Scotland following the Local Government (Scotland) Act 1973. Thereafter, the Local Government etc. (Scotland) Act, 1994, which produced the current system of unitary local authorities, made provision for the continuation of community councils. Under the legislation, every local community in Scotland is entitled to petition their local authority to establish a community council in their area.

The role of community councils in Scotland was further strengthened by the Community Empowerment (Scotland) Act 2015 which identified them as community participation bodies.

Community councils have a statutory right to be consulted on applications for planning permission and have a key role as per the Planning (Scotland) Act 2019 in engaging with the statutory planning system.

### **3 Statutory Purpose**

The statutory purposes of the community councils established under the Model Scheme are set out in Section 51 (2) of the Local Government (Scotland) Act 1973, as follows: -

"In addition to any other purpose which a community council may pursue, the general purpose of a community council shall be to ascertain, co-ordinate and express to the local authorities for its area, and to public authorities, the views of the community which it represents, in relation to matters for which those authorities are responsible, and to take such action in the interests of that community as appears to it to be expedient and practicable."

#### 4 The Role and Responsibilities of Community Councils

The general purpose of community councils is to act as a voice for their local area. This will involve them articulating the views and concerns of local people in their area on a wide range of issues of public concern and make representations to their local authority, other public sector bodies and private agencies on matters within their sphere of interest.

It is essential that these views be demonstrated to be accurately representative of the community. Accordingly, the community council will have in place, in consultation with and supported by the local authority where possible, recognised consultative mechanisms including digital to validate their views and devise strategies to secure greater involvement by all sectors of the community.

Community councils have a statutory right to be consulted on planning applications.

Licensing matters and any other matters may also be jointly agreed between community councils, the local authority and other public sector and private agencies.

The Community Empowerment (Scotland) Act 2015 also provides new statutory rights for community councils along with other community organisations. This includes Part 3 Participation Requests, Part 8 Common Good and Part 9 Allotments.

Community councils may carry out other activities that are in the general interests of the communities they represent, provided these activities fall within the objects of their Constitution and the terms of Dundee City Council's Scheme for the Establishment of Community Councils.

There should be mutual engagement in the establishment of working relationships with the local authority and other agencies.

In carrying out their activities community councils must at all times adhere to the law, the terms of Dundee City Council's Scheme for the Establishment of Community Councils and the Community Councillors' Code of Conduct.

Each community council is required to adopt a Constitution, based upon the Model Constitution, which has been produced for national use, together with Model Standing Orders, to encourage and maintain consistency for all community councils and to facilitate their proceedings being properly structured and regulated, to ensure that items of business relevant to the community are properly debated and decisions reached in a democratic manner. The community council's Constitution is required to be approved by Dundee City Council.

Community councils have a duty under statute to represent the views of their local community. It is vital therefore, that they reflect the broad spectrum of opinion and interests of all sections of the community. Good Practice Guidance has been produced to help community councils to deliver on these responsibilities.

In order to fulfil their responsibilities as effective and representative, community councils shall: -

Inform the community of the work and decisions of the community council by posting agendas and minutes of meetings in public places, such as libraries, notice boards and online, subject to the provisions contained within the Data Protection Act 1998 and the General Data Protection Regulations (2018), provide contact details of community council members.

Agendas and draft minutes of community councils' meetings must be presented to Dundee City Council within 30 days from the date of that meeting and be circulated to community council members, relevant elected members and other interested parties.

Seek to broaden both representation and expertise by promoting the Associate Membership of the community council of persons for specific projects/issues.

Make particular efforts to encourage young people and other under-represented groups to attend/participate in community council meetings and to ensure equality of opportunity in the way the community council carries out its functions.

Maintain proper financial records and present financial reports at community council meetings.

Inform the local authority of any change in membership (resignations, Associate Membership, etc.) and circumstances, as soon as is practicable.

Respond to enquiries and feedback from the community.

## 5 Complaints

It is the responsibility of the community council to deal with any complaints about the community council as a whole or individual community councillors in the first instance. Each community council will adopt a complaints procedure. In order to support this Dundee City Council will provide a Model Complaints Procedure.

In exceptional circumstances, where it has been demonstrated that a complaint cannot be resolved or has not been sufficiently addressed under the Model Complaints Procedure, Dundee City Council may mediate between a community council and a complainer.

## 6 Community Council Areas Within Local Authority Areas

Dundee City Council has produced a list of named community council areas and a map or maps that define their boundaries. Maps can be found at [Community Councils and Neighbourhood Representative Structures | Dundee City Council](#)

## 7 Membership

There shall be minimum and maximum membership numbers of elected community councillors in a community council. Due to the diverse nature of local authority areas, where there may be areas of sparse population relative to geographical disposition, such as island communities, each local authority may set its own formula within their scheme for the definition of a minimum and maximum number of community council members in any community council area.

The minimum age to stand for election as a community councillor is 16 years. Qualification for membership is by residency within the specific community council area. Community councillors and candidates for community council membership must also be named on the electoral register for the community council area in which they reside. There shall be provision made for non-voting Associate Membership for purposes as defined by each community council. For example, for persons under 16 years of age. Such persons will not be counted in terms of meeting a quorum, or towards the total number of community council members.

Elected members of Dundee City Council and members of the Scottish and United Kingdom Parliaments are entitled to become *ex-officio* members of community councils, with no voting rights. A broad outline of the remit and responsibilities of each of these institutions is featured in the Guidance Notes accompanying the Model Scheme.

The population data for 2023 will be used to calculate the community councillor quota for the life of this Scheme.

In Dundee the formula shall be:

- 10 community councillors per 1<sup>st</sup> 5,000 Registered Electors
- 1 additional community councillor for each additional 1000 Registered Electors
- Community councils with Registered Electors of less than 5000 are entitled to a quota of 10 community councillors

Community Council Area	Registered Electors	Community Councillor Quota	Maximum Number of Co-Opted Community Councillors *	Minimum Number of Elected Community Councillors
1. Ardler	2187	10	3	5
2. Broughty Ferry	16127	21	7	11
3. Charleston	3088	10	3	5
4. Western Gateway	1144	10	3	5
5. City Centre and Harbour	2592	10	3	5
6. Coldside	14784	19	6	10
7. Craigiebank and Craigiebarns	2838	10	3	5
8. Dalclaverhouse/ Mill O' Mains	2111	10	3	5
9. Douglas, Angus and Craigie	5766	10	3	5
10. Downfield and Brackens	8041	13	4	7
11. Fintry	4563	10	3	5
12. Kirkton	4894	10	3	5
13. Lochee	5212	10	3	5
14. Menzieshill	5379	10	3	5
15. Mid Craigie/ Linlathen	3248	10	3	5
16. Stobswell and District	9963	14	4	7
17. West End	14249	19	6	10
18. Whitfield	5067	10	3	5
<b>Dundee City Overall Total</b>	<b>111,253</b>	<b>216</b>		
* Co-opted members may at no time exceed more than One Third of the number of elected community councillors elected at a General or Interim Election.				

## 8 Establishment of Community Councils under the Model Scheme

Dundee City Council may choose to review their own scheme of establishment. Upon revocation of the existing Scheme for the Establishment of Community Councils and decision to make a new Scheme, it shall publish a Public Notice, which shall invite the public to make suggestions as to the areas and composition of the community councils. Thereafter, a consultation process shall be undertaken prior to its formal adoption.

## 9 Community Council Elections Eligibility

Candidates wishing to stand for election to a community council must reside in the local area and be named on the Electoral Register for that area. The same criteria shall apply to voters in a community council election.

16 and 17 year-olds residing in the community council area and named on the Electoral Register for that area are also entitled to both stand for the community council and vote in any election.

Any community council member who no longer resides within that community council area is deemed to have resigned from that community council. Dundee City Council can enable community council members who have left the community council area to remain in place until the next election (full or interim) should they wish to.

Any individual who is elected to serve on Dundee City Council, or the Scottish or UK parliament shall be ineligible to remain a community councillor, or to stand for election to a community council. Such



persons, upon taking office, become *ex-officio* members of the community councils contained in whole or in part of their electoral constituency.

## 10 Nominations and Elections

The first elections to be held under the Scheme shall be held on a date to be determined by Dundee City Council.

Subsequent elections will be held on a four-yearly-cycle on dates to be determined by the community council in agreement with Dundee City Council. Where the number of established community councils exceeds a level to be determined by the Dundee City Council, elections for a proportion of the total number of established community councils within the 4-yearly cycle may be arranged. Should community councils' election cycle fall in the year of Scottish local government or parliamentary elections, the electoral proceedings will be held in the following year.

Dundee City Council will administer all elections.

## 11 Returning Officer

Dundee City Council will appoint an Independent Returning/Depute Officer. The Independent Returning/Depute Officer must not be a current elected member of that community council nor intending to stand for election to that community council.

## 12 Nominations

Individuals seeking election to a community council require to be nominated by a proposer and seconder, both of whom must be on the Electoral Register for that community council area. Nominations require to be submitted with the candidate's consent.

A nomination form should be completed, the style of which will be described within the Guidance Notes. Nominations require to be submitted by post, email or online by the date set down in the election timetable. No nomination forms submitted after that date will be accepted.

## 13 Process

On the expiry of the period for lodging nominations:

- Should the number of candidates validly nominated equal or exceed **HALF**, but be less than or equal to the total maximum permitted membership as specified for the community council area, the said candidates will be declared to be elected and no ballot shall be held.
- Should the number of candidates validly nominated exceed the total maximum permitted membership as specified for the community council area, arrangements for a Poll shall be implemented. At the Poll, each voter shall be entitled to vote for candidates up to the number of vacancies on the community council.
- Should the number of candidates elected, be below **HALF** of the total maximum permitted membership, as specified for the community council area, no community council will be established at that time. However, that does not preclude Dundee City Council from issuing a second call for nominations for a community council area failing to meet the minimum membership requirement within 6 months of the closing date for the registration of the first call for nominations.

## 14 Method of Election

Elections will be based on whole local authority areas or devolved administrative areas, as deemed appropriate. Ideally, elections will take place across whole local authority areas at one time. However,

large local authorities may need to take an incremental approach to elections across their area, over a specified period of time or cycle. Community councils shall be elected on a simple majority basis.

### **15 Filling of casual places/vacancies between elections**

Casual vacancies on a community council may arise in the following circumstances:

- When an elected community council member submits their resignation;
- When an elected community council member ceases to be resident within that community council area;
- When an elected community council member has their membership disqualified (Clause 18).
- On the death of an elected community council member.

Should a vacancy or vacancies arise on a community council between elections, it shall be a requirement that the community council undertake appropriate election arrangements, in consultation with the local authority. Filling a vacancy can be undertaken either through the process of an interim election or by co-option. However, should circumstances arise that lead to the number of elected community councillors falling below **HALF** of the maximum permitted membership, the local authority shall be informed and shall undertake arrangements for an interim election to be held, as described within the Guidance Notes.

### **16 Co-option to Community Councils**

Co-opted members must be eligible for membership of the community council as detailed in Section 5 of the Community Council Scheme. They must be elected onto the community council by a two-thirds majority of the elected (general and interim) community councillors present and voting. Such co-opted members shall have full voting rights, with the exception of voting on co-option of members, and will serve until the next round of elections (general and interim). Notice of any proposed co-option procedure is required to be intimated to all of that community council's members at least 14 days prior to the meeting when the matter will be decided.

The number of co-opted members may not exceed a **THIRD** of the current elected (general and interim) community council membership. Should the ratio of co-opted to elected community councillors become greater than one third, due to any circumstances, an interim election process shall be triggered.

### **17 Additional Membership**

#### *Associate Members*

Associate members may be appointed by a community council where there may be a need for individuals with particular skills or knowledge. These individuals do not have voting rights. Associate members may serve for a fixed period as determined by the community council or for the term of office of the community council that has appointed them. Associate members may also include representation from other constituted local voluntary organisations. Associate members are not required to be residents of the community council area.

#### *Ex-Officio Members*

Local Authority Councillors, MPs and MSPs whose wards or constituencies fall wholly or partly within the geographical area of the community council area shall be deemed ex-officio members of the community council. Ex-officio members shall have no voting rights on the community council.

### *Youth Membership*

Each community council is able to appoint two youth members between the ages of 16-18. Youth members must live within the community council area. These members shall be in addition to the total membership of each community council but will be considered as full members of the community council. They will have full voting rights, with the exception of co-option and will be appointed for a two-year term.

## **18 Equalities**

The Equality Act 2010 makes it unlawful to discriminate against persons or groups on the grounds of the protected characteristics of race, sex, gender recognition, disability, age, sexual orientation, marriage and civil partnership, pregnancy and maternity, and religion or belief.

Recognition should be given to the contribution of everyone participating in the work of the community council. Community councils must comply with Equal Opportunities legislation and should recognise and value diversity in their membership and in their communities, ensuring that equality of opportunity be given to every resident to have their knowledge, opinion, skill and experience taken into account.

Consideration must also be given by the community council as to their meeting place, whether online or in-person. This must be in terms of accessibility and facilities for disabled users, as well as location, as far as practicable, to ensure that the needs of all members, visiting public or other additional members are met.

## **19 Disqualification of Membership**

Membership of a community council is invalidated should a community councillor's residency qualification within that community council area cease to exist. If any member of a community council fails to attend any community council meeting, with or without submitting apologies, throughout a period of 6 months, the community council may terminate their membership. At the discretion of individual community councils, a period of leave of absence for community council members may be granted at any meeting of the community council.

## **20 Meetings**

The first meeting of a community council following a community council election, will be called by an independent Returning Officer approved by the local authority and will take place within 21 days of the date of the election, or as soon as practicable thereafter. The business of that meeting will include adoption of a Constitution and Standing Orders, appointment of office bearers and any outstanding business matters from the outgoing community council.

The frequency of meetings will be determined by each community council, subject to a minimum of one annual general meeting and 6 ordinary meetings being held each year. The annual general meeting shall be held in a month of each year to be determined by Dundee City Council.

The quorum for community council meetings shall be one third of the current voting membership of a community council, or 3 voting members, whichever is the greater.

An outline for the content of business that community councils should adhere to when holding ordinary, special and annual general meetings is contained within the Model Standing Orders.

## **21 Virtual Meetings**

Community councils may decide to take an in-person, online or hybrid approach to their meetings, and the platform to be used for any meeting is for the community council to decide.

Virtual meetings may include members of the public where this can be accommodated, but this is not mandatory and for each community council to determine.

Whether or not they are able to attend, proper provision must be made to afford members of the public the opportunity to address the community council as set out in the following paragraph.

An Agenda for the meeting shall be published in the usual way and all Members of the community council and members of the public invited, in advance, to submit comments on any Agenda item to the community council's generic email address or by other appropriate means; such views to be considered by the Members dealing with the items of business. Comments may also be submitted during the meeting itself, but the ability to receive comments in advance will assist the community council in managing a remote meeting.

Minutes of the meeting and details of any decisions taken must be recorded, in writing, in the usual way and made publicly available. Video or audio recording of meetings can only take place with the clear consent of all present, such consent to be recorded in the written minutes.

## **22 Liaison with Dundee City Council**

In order to facilitate the effective functioning of community councils, Dundee City Council has identified officials to act as a Liaison Officer with community councils. These officials are the relevant Communities Officer covering the community council's area. Unless there is a specific agreement or an issue is a specific departmental issue, all correspondence between the local authority and the community councils should, in the first instance, be directed through that official.

Community councils may make representations to the local authority and other public and private agencies, on matters for which it is responsible and which it considers to be of local interest. Representations should be made, in the case of statutory objections, such as planning or licensing matters, to the appropriate local authority official. On issues where a local authority department is consulting with community councils, representations should be made to the appropriate departmental officer.

Community councils shall provide copies of their agendas and minutes within prescribed timescales to the Council via the local authority's named official.

## **23 Resourcing a Community Council**

The financial year of each community council shall be provided for in the constitution of each community council and shall be from 1<sup>st</sup> April to 31<sup>st</sup> March in each succeeding year to allow for the proper submission of audited statement of accounts to the community council's annual general meeting on a specified date.

The Annual Accounts of each community council shall be independently examined by an examiner appointed by the community council, who is not a member of that community council. A copy of the independently examined statement of accounts/balance sheet shall be forwarded immediately thereafter the statement is approved at the community council's annual general meeting, to a named official of the local authority.

The named official may, at their discretion and in consultation with the Council's Chief Financial Officer, require the community council to produce such records, vouchers and account books, as may be required.

Each community council shall have the power to secure resources for schemes, projects and all other purposes consistent with its functions.

Each community council shall be eligible to apply for grants for suitable projects through Dundee City Council's grants system.

Dundee City Council may provide an initial administrative grant to community councils to assist with the operating costs of the community council. The grant shall be fixed at a minimum flat rate of £330 with an additional minimal 2p per Registered Elector.

Dundee City Council shall determine any additional support services/resourcing, such as: photocopying and distribution of community council minutes, agendas and free lets of halls for community council meetings, to suit local requirements. Dundee City Council will review the level of annual administrative grant and other support to community councils following each local government electoral cycle.

Dundee City Council's Liaison Officers shall facilitate advice and assistance to community councils and arrange for the establishment of a training programme for community councils on the duties and responsibilities of community council office bearers, the role of community councils, the functions of the local authority and other relevant topics.

#### **24 Liability of Community Council Members**

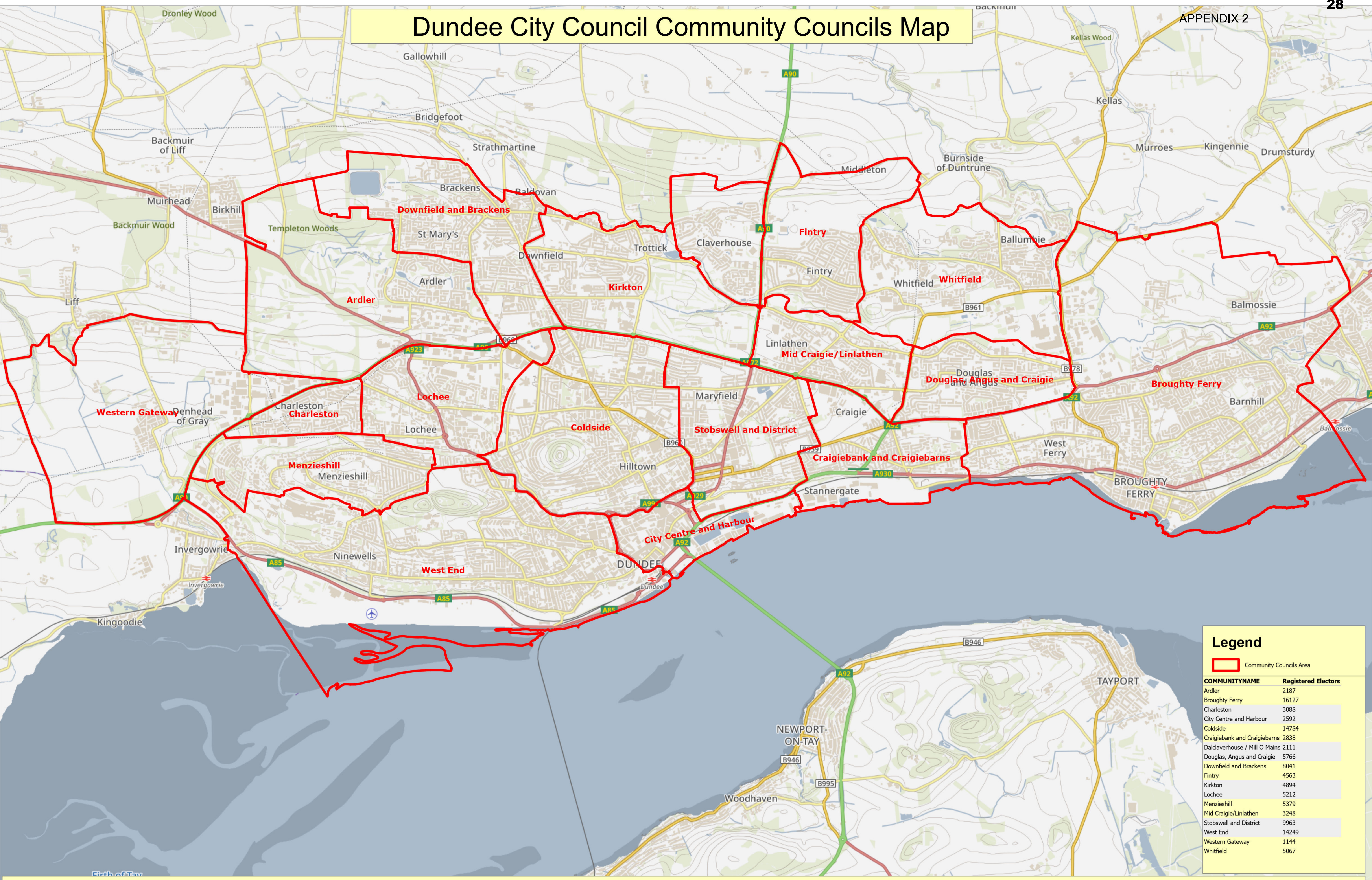
Insurance is required for a community council to be operational. All community councils should arrange their own insurance.

#### **25 Dissolution of a Community Council**

The terms for dissolution of a community council are contained within the Model Constitution.

Notwithstanding these terms, should a community council fail to hold a meeting for a period of 3 consecutive prescribed meeting dates, or its membership falls below the prescribed minimum for a period of 3 consecutive prescribed meeting dates (during which time the community council and the local authority have taken action to address the situation), Dundee City Council shall take action to dissolve that community council.

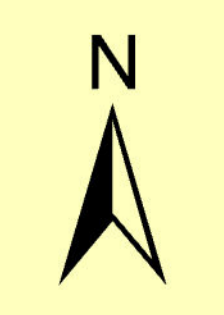
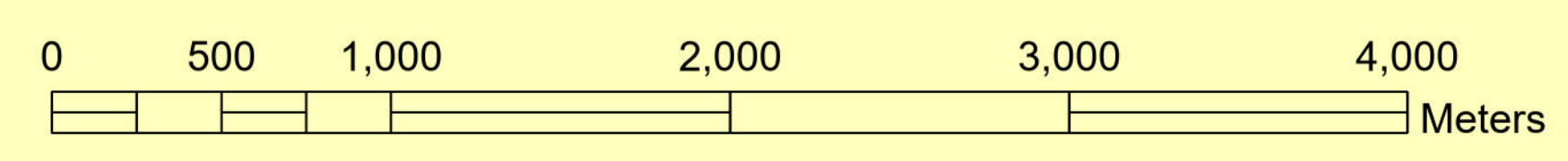
# Dundee City Council Community Councils Map



**Legend**

Community Councils Area

COMMUNITYNAME	Registered Electors
Ardler	2187
Broughty Ferry	16127
Charleston	3088
City Centre and Harbour	2592
Coldside	14784
Craigiebank and Craigiebarns	2838
Dalclaverhouse / Mill O Mains	2111
Douglas, Angus and Craigie	5766
Downfield and Brackens	8041
Fintry	4563
Kirkton	4894
Lochee	5212
Menzieshill	5379
Mid Craigie/Linlathen	3248
Stobswell and District	9963
West End	14249
Western Gateway	1144
Whitfield	5067





# Integrated Impact Assessment

Committee Report Number: 214-2024

Document Title: ADOPTION OF REVISED SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS

Document Type: Procedure

Description:

Scheme of Establishment for Community Councils

Intended Outcome:

Replacement of existing scheme to reflect new national guidance.

Period Covered: 02/09/2024 to 01/09/2029

Monitoring:

Officer in Communities

Lead Author:

Nicky MacCrimmon, CLD Manager, Neighbourhood Services,

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1 Shore Tce

Director Responsible:

Tony Boyle, Executive Director Neighbourhood Services, Neighbourhood Services

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5 city Square

## Equality, Diversity and Human Rights

### Impacts & Implications

Age: No Impact

Disability: No Impact

Gender Reassignment: No Impact

Marriage & Civil Partnership: No Impact

Pregenancy & Maternity: No Impact

Race / Ethnicity: No Impact

Religion or Belief: No Impact

Sex: No Impact

Sexual Orientation: No Impact

Are any Human Rights not covered by the Equalities questions above impacted by this report?

No

## Fairness & Poverty

### Geographic Impacts & Implications

Strathmartine:	No Impact
Lochee:	No Impact
Coldside:	No Impact
Maryfield:	No Impact
North East:	No Impact
East End:	No Impact
The Ferry:	No Impact
West End:	No Impact

### Household Group Impacts and Implications

Looked After Children & Care Leavers: No Impact

Carers: No Impact

Lone Parent Families: No Impact



## Household Group Impacts and Implications

Single Female Households with Children: No Impact

Greater number of children and/or young children: No Impact

Pensioners - single / couple: No Impact

Unskilled workers or unemployed: No Impact

Serious & enduring mental health problems: No Impact

Homeless: No Impact

Drug and/or alcohol problems: No Impact

Offenders & Ex-offenders: No Impact

## Socio Economic Disadvantage Impacts & Implications

Employment Status: No Impact

Education & Skills: No Impact

Income: No Impact

Caring Responsibilities (including Childcare): No Impact

Affordability and accessibility of services: No Impact

Fuel Poverty: No Impact

Cost of Living / Poverty Premium: No Impact

Connectivity / Internet Access: No Impact

Income / Benefit Advice / Income Maximisation: No Impact

Employment Opportunities: No Impact

Education: No Impact

Health: No Impact

Life Expectancy: No Impact

Mental Health: No Impact

Overweight / Obesity: No Impact

Child Health: No Impact

Neighbourhood Satisfaction: Positive

This supports communities being able to come together with public sector services to improve lives in communities.

Transport: No Impact

## **Environment**

### **Climate Change Impacts**

Mitigating Greenhouse Gases: No Impact

Adapting to the effects of climate change: No Impact

### **Resource Use Impacts**

Energy efficiency & consumption: No Impact

Prevention, reduction, re-use, recovery or recycling of waste: No Impact

Sustainable Procurement: No Impact

### **Transport Impacts**

Accessible transport provision: No Impact

Sustainable modes of transport: No Impact

### **Natural Environment Impacts**

Air, land & water quality: No Impact

Biodiversity: No Impact

Open & green spaces: No Impact

### **Built Environment Impacts**

Built Heritage: No Impact

Housing: No Impact

Is the proposal subject to a Strategic Environmental Assessment (SEA)?

No further action is required as it does not qualify as a Plan, Programme or Strategy as defined by the Environment Assessment (Scotland) Act 2005.

## Corporate Risk

### Corporate Risk Impacts

Political Reputational Risk: No Impact

Economic/Financial Sustainability / Security & Equipment: No Impact

Social Impact / Safety of Staff & Clients: No Impact

Technological / Business or Service Interruption: No Impact

Environmental: No Impact

Legal / Statutory Obligations: Positive

Ensures Dundee City Council's compliance with the Local Government (Scotland) Act 1973, specifically the duty to have such a Scheme.

Organisational / Staffing & Competence: No Impact

Corporate Risk Implications & Mitigation:

The risk implications associated with the subject matter of this report are "business as normal" risks and any increase to the level of risk to the Council is minimal. This is due either to the risk being inherently low or as a result of the risk being transferred in full or in part to another party on a fair and equitable basis. The subject matter is routine and has happened many times before without significant impact.

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**REPORT TO:** CHILDREN, FAMILIES AND COMMUNITIES COMMITTEE – 2 SEPTEMBER 2024  
**REPORT ON:** COMMUNITY LEARNING AND DEVELOPMENT PLAN 2024- 2027  
**REPORT BY:** EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES  
**REPORT NO:** 217-2024

## **1 PURPOSE OF REPORT**

- 1.1 To seek approval for the Community Learning and Development (CLD) Plan, which has been developed with key CLD partners in the City under the Requirement for Community Learning and Development (Scotland) Regulations 2013.

## **2 RECOMMENDATIONS**

- 2.1 Committee approval is sought for the Community Learning and Development Plan, as detailed in Appendix 1, progress on the plan will be reported to committee annually.

## **3 FINANCIAL IMPLICATIONS**

- 3.1 Any financial implications arising from this strategy will be contained within the existing resources of each relevant service area.

## **4 BACKGROUND**

- 4.1 The Requirements for Community Learning and Development (Scotland) Regulations 2013 refer to a duty of care on the Local Authority to secure an adequate and efficient provision of CLD. It requires the Authority to maintain and facilitate a process for identifying the needs and priorities for CLD and to identify whether these are being met. There is a further requirement to publish a 3-year plan, Appendix 1, identifying what the Authority and its key partners are doing regarding the provision of CLD in the area.

- 4.2 CLD Plans are required to recognise the integration and impact of CLD practice provided by the CLD workforce within the local authority, colleges, Third Sector and other community planning partners.

The aim of the CLD Plan is to:

- Co-ordinate the provision of CLD with stakeholders;
  - Describe the actions that will be taken by the Local Authority to provide and co-ordinate CLD for the period of the plan- in this case September 2024 to August 2027;
  - Ensure that the development of CLD Plans involves a collaborative approach and that Plans are developed through consultation with partners and communities, with a particular emphasis on people who are vulnerable or marginalized; and
  - Describe any needs for providing CLD that will not be met between 1 September 2024 and 31 August 2027.
- 4.3 In referring to Community Learning and Development, the CLD Regulations include 'both programmes with an explicit learning focus and other types of CLD activities. These activities are made explicit in the Community Empowerment (Scotland) Act 2015, which aims to develop and empower communities as well as promote the educational and social development of the individuals and groups participating in them, while also targeting communities of greatest need or vulnerability.

4.4 The previous CLD Plan covered the period 2021-24 and the focused areas for partnership development were:

- Building Stronger Communities
- Addressing Health Inequalities
- Improving outcomes for young people and Adults
- Developing the Workforce

Outcomes achieved during the period of the 2021 - 2024 CLD Plan include:

A focus on Dundee's most deprived neighbourhoods and those affected by other forms of disadvantage. Examples of where this collaborative approach to tackling poverty and inequalities is leading to positive change include Local Fairness initiatives (LFI) in Linlathen and Stobswell, *What Matters to You* Initiatives in Kirkton and Charleston, responses to the cost-of-living crisis such as the city-wide Open Doors programme, targeted work with young people and Humanitarian Responses to the war in Ukraine. During the life of the 2021-24 plan new partnerships such as the Dundee Youth Work Network, the Dundee Adult Learning Network and Multiply Partnership were established to share knowledge and resources and better respond to the needs of local people and communities.

Other achievements have focused on increasing citizen participation through participatory budgeting initiatives and various citizen forums and community engagement work such as the Engage Dundee Survey conducted in September 2023. The Dundee Alcohol and Drug Partnership devolved £80,000 to Local Community Planning Partnerships, ensuring that people with lived experience are on decision-making panels and helping to deliver initiatives. A Community Health Advisory Forum, a representative group of residents with an interest in health inequalities, was established to ensure that people living in areas of socioeconomic disadvantage had improved opportunities to influence decisions that affected their health and wellbeing. Since their inception they have contributed to several strategic plans and discussions including the Integrated Joint Board Plan for Excellence and the local suicide prevention strategy.

During September and October 2023, the Engage Dundee survey explored citizens experiences of the cost-of-living crisis across various aspects of their lives. The survey was led by DCC's CLD service in collaboration with Public Health Scotland (PHS), NHS Tayside, Dundee City Council, and Dundee Health and Social Care Partnership. 1,181 questionnaires were completed by residents from all parts of the city, showing that most respondents were struggling with the cost of living, impacting their mental, physical, and emotional health and wellbeing as well as some lifestyle behaviours. The vast majority were experiencing stress and anxiety, having to make difficult choices on how to spend their limited resources, even when it came to the essentials. This information was used to inform the priorities of this new CLD plan for the city.

4.5 The Community Learning and Development Plan 2024-27 has been produced through consultation and engagement with key partners and, most importantly, communities. Priorities have been influenced by data and intelligence gathered from Dundee's communities, information held and generated by key partners, and a range of routine data. This includes SIMD, Community Profiles, attainment and attendance data, locality health profiles, and evidence of need from the Engage Dundee surveys, community collectives, Planet Youth, Young People's Health and Wellbeing Census and What Matters 2 U feedback from families. All plan priorities are informed by data and community voices at all levels. Community engagement has been conducted across Dundee to inform the development of the city plan and in turn the CLD plan. CLD partners have consulted with communities and other stakeholders to inform priorities identified in this plan.

4.6 The resulting Plan is not intended to articulate the totality of the CLD activity across the city, which is wide ranging and has already contributed to, and is reported in, other citywide plans and strategies. This plan focuses on the high-level partnership areas which will bring added value to the CLD partnership working which already exists within Dundee's Community

Planning Partnership. It will do this by identifying where we can work together to focus on key strategic areas in a collaborative effort to make a difference through improved practice.

- 4.7 The key shared Community Learning and Development priority outcome areas have been developed in line with the City Plan priorities:

**Outcome 1:** Reducing Poverty and tackling Inequalities

**Outcome 2:** Strengthening Communities

**Outcome 3:** Addressing Health Inequalities

**Outcome 4:** Improving life chances for young people

**Outcome 5:** Improving life chances for adults

**Outcome 6:** Developing the workforce

It is acknowledged that the current education review and subsequent independent review of CLD and implementation of the recommendations may impact on the plan actions and the plan will be kept under review to reflect any changes required.

- 4.8 The Community Learning and Development Plan reflects the ambition of partners to work together at a strategic level to ensure that a CLD approach is embedded across the partnership and that practice in working with communities, particularly community engagement work, is strengthened and coordinated.

- 4.9 As per Scottish Government guidance the CLD plan focuses on the commitment to work together with local people in achieving the core purpose of CLD activity:

- Improved life chances for people of all ages, through learning, personal development and active citizenship
- Stronger, more resilient, supportive, influential and inclusive communities

This Plan is a valuable contribution to the Dundee Partnership's commitment to working more closely with people in communities and contains the high-level improvements for partners to ensure that practice in the city maintains the sector leading areas of highly effective practice and strong leadership as assessed by His Majesty's Inspectors of Education, who visited Dundee in January 2024.

## 5 POLICY IMPLICATIONS

- 5.1 This report has been subject to an Integrated Impact Assessment to identify impacts on Equality & Diversity, Fairness & Poverty, Environment and Corporate Risk. An impact, positive or negative, on one or more of these issues was identified. An appropriate senior manager has checked and agreed with this assessment. A copy of the Integrated Impact Assessment showing the impacts and accompanying benefits of/mitigating factors for them is included as Appendix 1 to this report.

## 6 CONSULTATIONS

- 6.1 The Council Leadership Team were consulted in the preparation of this report and are in agreement with its contents.

## 7 BACKGROUND PAPERS

- 7.1 None.

Tony Boyle  
Executive Director of Neighbourhood Services

Tom Stirling  
Head of Communities, Safety & Protection

30 July 2024

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# Community Learning & Development (CLD) Plan 2024 - 2027

Engaging and Empowering Communities



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# Foreword

Dundee has a strong culture of working in partnership to develop new and flexible ways to deliver services for vulnerable and marginalised learners and groups in communities, working with community groups and representatives both at a locality and strategic level. The focus of this work has always been to improve life chances and create stronger communities, whilst addressing poverty and a reducing inequality across the city. The CLD (Community Learning & Development) Plan focus is on our high-level priorities, showing the added value of collaborative working amongst CLD partners within the Dundee Partnership.

Our last CLD Plan was developed through the shared ownership of Dundee Partnership and embedded in existing partnership structures, highlighting CLD's contribution to the City Plan at a strategic level. Local involvement in identifying issues and developing actions meant that communities and young people were active participants in decision making processes. The use of data and including voices of people from communities with lived experience, helped partners agree collective actions such as establishing Local Fairness Initiatives in Linlathen and Stobswell West to tackle the root causes of poverty in these communities.

Senior leaders recognise and value the contributions made by communities and the role that CLD plays in providing support to local people to take action and express their voice and participate at a strategic level. Dundee Partnership is committed to a locality approach to delivering our City Plan with communities as partners. I am therefore delighted to introduce this CLD Plan.

## **Greg Colgan**

Chief Executive, Dundee City Council  
Chair of the Dundee Partnership



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# CLD's Contribution to the City Plan

This CLD Plan has been developed within the framework of Dundee Partnership and the City Plan (Local Outcome Improvement Plan). As stated in The City Plan, we aim to ensure we will work in partnership to get it right for every child, citizen, and community in Dundee. With a commitment to improving outcomes for all our citizens, but particularly for those living in our most deprived communities and for our most vulnerable residents. Partnership working has long been a strength in Dundee, across the public, third and private sectors. It is what drives progress in the city to improve the quality of life for people and in doing so, we are also making a significant contribution to national priorities.

This CLD Plan will focus on the high-level priorities for partners which will bring added value to the collaborative working which exists within Dundee's Community Planning Partnership. The plan outcomes detail how partners within the city will co-ordinate, strengthen and enhance support for high quality Community Learning & Development during the life of the plan. This plan will ensure that partnerships are strengthened providing positive outcomes for communities and individuals. CLD leaders are pro-active in developing, promoting, and sustaining partnership and collaborative working, embedding a CLD approach to achieve these positive outcomes. We will contribute to Dundee's City Plan 2022 – 2032 which sets out the outcomes that the community planning partners in Dundee, known as the Dundee Partnership, will seek to improve, which in turn improves the wellbeing and quality of life of the residents of Dundee, with a particular focus on reducing inequality and poverty, improving the city's economy and tackling climate change.

Community Learning & Development in Dundee supports disadvantaged or vulnerable groups and individuals of all ages through Youth Work, Adult Learning (Literacies and English for Speakers of Other Languages), Community Empowerment and Community Health Inequalities. CLD works to bring about positive change in the lives of individuals and communities through learning, personal development, and active citizenship. Support is provided in community centres and other venues across the city with a specific focus on reaching and engaging individuals from SIMD 1 and 2 households.

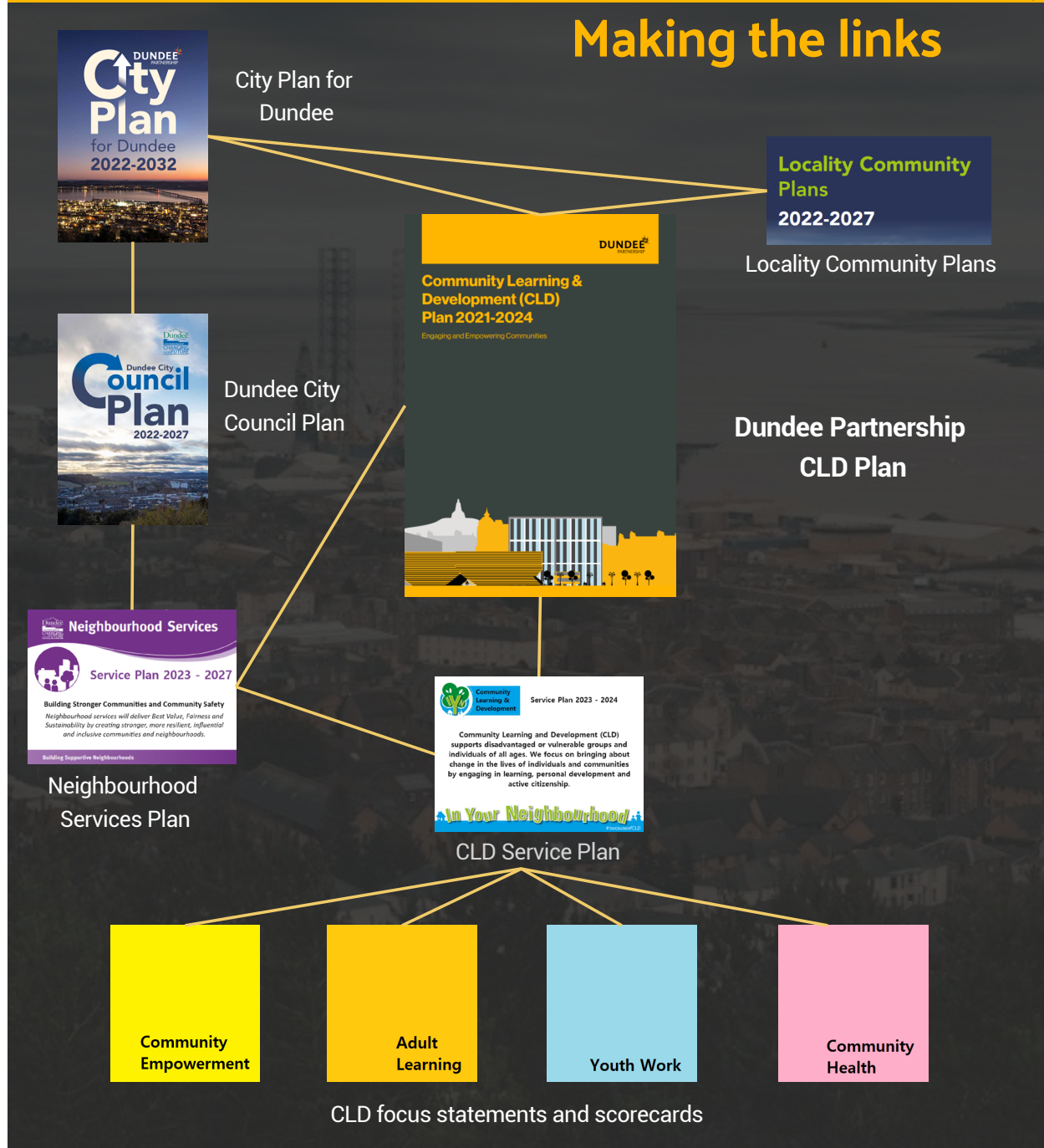
*“Community learning and development (CLD)...plays a central part in ensuring individuals, families and communities across Scotland reach their potential through lifelong learning, mutual self-help, and community organisation - and that the available support and opportunities are community-led, built around people's aspirations. ”*

**Scottish Government, June 2012**

Effective CLD partnership working drives improvement in the city. Partners at all levels work together to effectively deliver on CLD plan outcomes, making a positive impact for Dundee's communities. CLD practices, principles and values-based leadership is embedded in partnership working.



## Making the links





# Statutory Context

“This Government recognises the role of CLD across the public and third sectors in providing invaluable support to Scotland’s learners and communities. The Requirements for Community Learning and Development (Scotland) Regulations 2013 place statutory duties on Education Authorities to secure adequate and efficient CLD in their area.”

**GRAEME DEY MSP**

April 2024

Minister for Higher Education  
Further Education; and Minister for Veterans

**The Strategic Guidance for Community Planning Partnerships: Community Learning and Development (2012)** underpins national CLD policy in Scotland. The Guidance sets out the core contribution that CLD activities can make to national outcomes and states that the specific focus of CLD activity should be:

- a) improved life chances for people of all ages, through learning, personal development, and active citizenship;
- b) stronger, more resilient, supportive, influential, and inclusive communities.

## **The Requirements for Community Learning and Development (Scotland) Regulations (2013)**

The 2013 Regulations place statutory duties on education authorities to secure adequate and efficient CLD in their area, under section 1 of the Education (Scotland) Act 1980. **Regulation 4** requires the education authority to publish a 3-year plan detailing what provisions they have made.

**The Community Empowerment (Scotland) Act 2015** requires Local Authorities to take measures to ensure the participation of communities in Community Planning matters, have a deliberative role in decisions that affect them and that communities have access to resources and assets to help them with this work.



The aim of the CLD Plan is to:

- Co-ordinate the provision of CLD with stakeholders;
- Describe the actions that will be taken by the local authority to provide and co-ordinate CLD between 1 September 2024 and 31 August 2027;
- Describe the actions that will be taken by partners to provide and co-ordinate CLD between 1 September 2021 and 31 August 2024;
- Describe any needs for providing CLD that will not be met between 1 September 2024 and 31 August 2027. The development of CLD Plans requires a collaborative approach to the co-ordination and delivery of CLD in communities, schools and third sector organisations and should be developed through consultation with partners and learners, with a particular emphasis on people who are vulnerable or marginalised.

It is acknowledged that the current education review and independent review of CLD may impact on the plan actions.

CLD should empower people, individually and collectively, to make positive changes in their lives and their communities, through learning. The principles that underpin practice are:

- empowerment - increasing the ability of individuals and groups to influence matters affecting them and their communities;
- participation - supporting people to take part in decision-making;
- inclusion, equality of opportunity and anti-discrimination - recognising some people need additional support to overcome the barriers they face;
- self-determination - supporting the right of people to make their own choices; and
- partnership - ensuring resources, varied skills and capabilities are used effectively.

**Scottish Government, June 2012**

# CLD Plan 2021 – 2024 Updates

Across Dundee, partners have worked together to build stronger communities, address health inequalities, improve outcomes for young people and adults and develop the CLD workforce. The work of the plan has focused on Dundee's most deprived neighbourhoods and those affected by other forms of disadvantage. Examples of where this collaborative approach to tackling poverty and inequalities is leading to positive change include Local Fairness initiatives (LFI) in Linlathen and Stobswell West, What Matters to You Initiatives in Kirkton and Charleston, responses to the cost-of-living crisis such as the city-wide Open Doors programme and targeted work with young people and Humanitarian Responses to the war in Ukraine. During the life of this plan new partnerships such as the Dundee Youth Work Network, the Dundee Adult Learning Network and Multiply Partnership were established to share knowledge and resources and better respond to the needs of local people and communities.



Other achievements have focused on increasing citizen participation through Participatory Budgeting initiatives and various citizen forums and community engagement work such as the Engage Dundee Survey conducted in September 2023. The Dundee Alcohol and Drug Partnership devolved £80,000 to Local Community Planning Partnerships, ensuring that people with lived experience are on decision-making panels and helping to deliver initiatives. A Community Health Advisory Forum, a representative group of residents with an interest in health inequalities, was established to ensure that people living in areas of socioeconomic disadvantage had improved opportunities to influence decisions that affected their health and wellbeing. Since their inception they have contributed to several strategic plans and discussions including the Integrated Joint Board Plan for Excellence and the local suicide prevention strategy.

During September and October 2023, the Engage Dundee survey explored citizens experiences of the cost-of-living crisis across various aspects of their lives. The survey was led by Dundee City Council's CLD service in collaboration with Public Health Scotland (PHS), NHS Tayside, Dundee City Council, and Dundee Health and Social Care Partnership. 1,181 questionnaires were completed by residents from all parts of the city, showing that most respondents were struggling with the cost of living, impacting their mental, physical, and emotional health and wellbeing as well as some lifestyle behaviours. The vast majority were experiencing stress and anxiety, having to make difficult choices on how to spend their limited resources, even when it came to the essentials. This information was used to inform the priorities of this new CLD Plan for the city.

In January 2024, His Majesty's Inspectors of Education visited Dundee to assess the progress CLD partners were making against the aims of our CLD Plan, finding that :

Leadership of CLD in Dundee is strong and effective. CLD leaders demonstrate robust governance, supported by high quality reporting. The work of CLD practitioners across the city is informed and directed by the shared key priorities in the CLD Plan 2021-2024. There is a high level of ownership of the key priorities and actions amongst CLD partners. At all levels, there is a clear vision for improvement.

The City Plan for Dundee links clearly to the Council Plan and in turn to the CLD Plan. The actions in the CLD Plan are delivered through the Executive Boards of the Dundee Partnership and through the Strategic Planning Groups. CLD is held in high regard by partners both within and outside of the council. Community members and young people are active participants in decision-making processes. Their voices are heard and valued by council officers, elected members and key partners.

The CLD partnership approach to tackling poverty and inequality in Dundee is highly effective. Planning for improvement is very well supported and informed by a wide range of data including from learners and community members with lived experience of poverty and disadvantage.

**His Majesty's Inspectors of Education** – January 2024

## Engaging with Communities to develop the CLD Plan

Dundee's CLD Plan has a clear vision **linked to city priorities** delivered as part of the Dundee Partnership through strategic networks across the city. This plan intended to be dynamic and flexible, responding and adapting to emerging needs and priorities.

Priorities have been influenced by data and intelligence gathered from Dundee's communities, information held and generated by key partners, and a range of routine data. This includes Scottish Index of Multiple Deprivation, Community Profiles, attainment and attendance data, locality health profiles, and evidence of need from the Engage Dundee surveys, community collectives, Planet Youth, Young People's Health, and Wellbeing Census, and What Matters 2 U feedback from families. All plan priorities are informed by data and community voices at all levels. Community engagement has been conducted across Dundee to inform the development of the City Plan and in turn the CLD Plan. CLD partners have consulted with communities and other stakeholders to inform priorities identified in this plan.

# CLD Plan Priorities 2024-2027



## Outcome 1: Reducing Poverty and Tackling Inequalities

### Context:

Reducing poverty and tackling inequalities is an overarching theme across all the CLD Plan priority outcome areas. CLD focusses on the commitment to work together as partners, with local communities, to improve life chances for people of all ages through the specific lens of learning, personal development and active citizenship. There is recognition given to the disproportionately high levels of poverty and inequalities which exists within communities across the city, as detailed in the City Plan, and the need for CLD to be targeted and focussed on communities and individuals experiencing the negative affects of poverty and inequalities.

Key Actions:	Lead Group
1.1 Partners will increase citizen involvement to reduce poverty and tackle inequalities.	Child Poverty and Income, Attainment and Health Inequalities Board
1.2 Partners will deliver focussed pieces of work to reduce poverty and tackle inequalities.	Child Poverty and Income, Attainment and Health Inequalities Board
1.3 Partners will ensure that at-risk individuals, groups, and communities are targeted effectively.	Child Poverty and Income, Attainment and Health Inequalities Board
1.4 Partners will use data and intelligence to identify and target communities and issues of concern.	Child Poverty and Income, Attainment and Health Inequalities Board
1.5 Partners will strengthen their collaborative approach to addressing agreed shared priorities.	Child Poverty and Income, Attainment and Health Inequalities Board
1.6 Partners will support community voice in identifying needs and designing and delivering services.	Child Poverty and Income, Attainment and Health Inequalities Board



## Outcome 2: Strengthening Communities

### Context:

Dundee is a city with a high proportion of our citizens living in poverty and experiencing disadvantage. The vision of the CLD partnership in Dundee is that strong empowered communities are supported by services from the public, third and private sectors to reduce inequalities in localities across the city through developing initiatives which improve community life and result in better outcomes for individuals.

Citizens can expect high quality capacity building and community development support to enhance their existing skills and abilities. They can expect to be equal partners in planning and decision making progresses which affect their communities and they can expect to be supported to lead on the initiatives which they deem to be priorities within their neighbourhoods. They can expect to be supported to access the resources that they need to meet their ambitions for themselves, their families and neighbours.

Key Actions:	Lead Group
2.1 Local Community Planning Partnerships will engage with communities to produce Local Community Plans focussed on reducing inequalities and taking a locality approach to achieving City Plan priorities.	Locality Leadership Group
2.2 Local Community Planning Partnerships will include empowered communities as equal partners and recognise and support the contribution of those communities to reducing inequalities in localities.	Locality Leadership Group
2.3 Partners will facilitate empowered communities by supporting communities with Participation Requests, Community Asset Transfer & Participatory Budgeting.	Child Poverty and Income, Attainment and Health Inequalities Board
2.4 Through community development and capacity building partners will support a range of community groups to take action to improve lives in their communities.	Child Poverty and Income, Attainment and Health Inequalities Board
2.5 Partners will prioritise family empowerment work as part of a whole family approach to reducing inequalities and as part of the city's wider prevention work.	Child Poverty and Income, Attainment and Health Inequalities Board



## Outcome 3: Health Inequalities

### Context:

People living in our more disadvantaged communities are at higher risk of poor health, disease, and earlier death than those living in our more affluent areas and are also more likely to experience barriers to health and wellbeing and difficulties accessing services. Health inequalities are unfair and preventable difference in health outcomes between different groups of people often due to adverse social circumstances such as poverty, unemployment, poor housing, childhood experiences, and isolation. Partners will tackle these inequalities by targeting support to those who need it most, promoting self-care through prevention and early intervention, making it easier for people to get the support and information they need, and working collectively with others including communities, families, and carers. Our approach will be inclusive and empowering, with a focus on prevention, transformation and building individual and community capacity.

Key Actions:	Lead Group
3.1 Partners will develop collective action to tackle health inequalities and their determinants.	DHSCP Strategic Planning Advisory Group
3.2 A health inequalities and CLD perspective will be included in local and strategic plans.	DHSCP Strategic Planning Advisory Group
3.3 Partners will provide appropriate health and wellbeing opportunities at a local level relevant to identified need.	DHSCP Strategic Planning Advisory Group
3.4 Partners will adopt an Open Door/ social prescribing approach to connect local people, patients, clients and their carers to services and support.	DHSCP Strategic Planning Advisory Group



## Outcome 4: Improving Life Chances for Young People

### Context:

Partners will work to improve life chances and reduce inequalities. Young people will be able to access youth work support across the city, which is responsive to needs and addresses key issues affecting them including reducing the poverty related attainment gap through targeted learning opportunities. Partners will provide opportunities for young people to have their voices heard around decisions made at both local and city-wide levels and to develop skills for life and work that will support their progression towards positive destinations and successful life transitions. Partners will work alongside young people to ensure that the learning is relevant, accredited and meets the young people needs.

Key Actions:	Lead Group
4.1 Partners will maximize targeted support to children and young people (working to ensure the right support to the right door at the right time).	Dundee Youth Work Network
4.2 Partners will work together to provide transition programme that support young people at key stages in their lives.	Child Poverty and Income, Attainment and Health Inequalities Board
4.3 Partners will work together to deliver school community collaborative approach to address poverty related attainment gap and attendance.	Child Poverty and Income, Attainment and Health Inequalities Board
4.4 Partners will work with young people to access opportunities leading to positive destinations.	Positive Destinations Implementation Group
4.5 Partners will work with young people to support their health and wellbeing.	Child Poverty and Income, Attainment and Health Inequalities Board
4.6 Partners will deliver learning opportunities that are diversionary and support our prevention agenda and are informed by youth voice, such as Planet Youth.	Dundee Youth Work Network
4.7 Partners will support young people to express their views & have their voices heard.	Dundee Youth Work Network





## Outcome 5: Improving Life Chances for Adults

### Context:

Adult Learning makes an important contribution to our vision for Dundee, helping citizens to develop skills and confidence, leading to improved life chances, and contributing to connected and inclusive communities.

Partners will work together to secure accessible opportunities for adults living in the city to learn throughout their lives, particularly those furthest from inclusion and experiencing disadvantage. Well-designed learning opportunities developed in collaboration with community-based adult learners will respond to local needs, creating positive pathways for learners to progress and succeed.

Key Actions:	Lead Group
5.1 Partners will collaborate to develop clear pathways to education, employment, training, and involvement within their local communities for identified groups of adults.	Adult Learning Network ESOL Partnership
5.2 Partners will contribute to the city's Humanitarian Response through the delivery of targeted adult ESOL and community development support.	ESOL Partnership
5.3 Partners will develop learning opportunities and address barriers aimed at increasing literacies, including digital literacies.	Adult Learning Network
5.4 Partners will collaborate to provide a range of lifelong learning opportunities for adults.	Adult Learning Network



## Outcome 6: Developing the Workforce

### Context:

It is important that CLD practitioners and volunteers across Dundee are able to access high quality, relevant training and development opportunities. CLD Partners are committed to encouraging and nurturing a learning culture and this will be achieved with the support of the Tayside and Fife CLD Professional Learning Alliance (TFPLA) and other local and national partners. Between March and June 2023, engagement with the CLD workforce across the region identified six priority themes: using data to demonstrate impact, community development, digital CLD practice, mental health, working with groups and developing pathways to professional CLD qualifications.

Partners will develop opportunities for collaborative learning and training opportunities for the sector focused on these themes, supporting practitioners to achieve consistently high standards of professional practice and performance, enabling them to make significant change contribution to the lives of families, individuals and communities.

Key Actions:	Lead Group
6.1 Regional Partners will work together to identify shared learning needs and deliver opportunities in line with the Tayside and Fife Professional Learning Framework.	TFPLA
6.2 Partners will work together to develop and deliver learning opportunities that respond to the recommendations of the Dundee Digital Strategy.	CLD service
6.3 Partners will develop learning opportunities that embed leadership and management skills.	Leading Team Dundee CLD service Columba 1400

# Unmet Needs

70 of Dundee's 188 data zones are ranked within the 20% most deprived in Scotland with around 37% of Dundee's population living in these areas. The numbers of children and young people living in poverty continues to rise each year. Dundee's **poverty profile** shows clear inequalities in education, health and other outcomes for certain groups, particularly those living with poverty. The Dundee Partnership acknowledges the scale of the difficulties facing Dundee citizens and recognises that in these challenging times for all partners, it won't be possible to reach everyone who may need CLD support or to respond to all expressed or perceived needs during the life of this current plan. Early intervention and prevention work may stop bigger challenges emerging and, through a range of targeted approaches, working within priority groups and communities, the Dundee Partnership will continue to use its resources as effectively as possible.

The Partnership will ensure, through continuous community engagement, that partners will identify and respond to unmet need as resources allow and that such engagement will be used to inform any future changes to the CLD Plan. During the life of the previous CLD plan, the partnership had to adapt to emerging priorities such as the energy crisis, cost of living crisis and providing support to Ukrainian Displaced Persons. Our plan has been designed to be flexible so that the partnership can respond to any emerging CLD needs for Dundee's citizens.



# Governance and Accountability



CLD is embedded in the City Plan (LOIP) and the overarching CLD partnership sits within the Dundee Partnership structure. The Dundee Partnership's **Child Poverty and Income, Attainment and Health Inequalities Board** will have oversight of the CLD Plan and will be the reporting route into our City Plan, reporting on progress and any barriers to progress at a City Plan level. This provides clear leadership and direction, strengthening the coordination between partners, involving communities, identifying need and ensuring communities have access to the CLD support. It will drive action needed to maximise the contribution of partners improving life chances and developing stronger, resilient communities within the content of the LOIP and the strategic priorities of the City, which are determined in partnership with communities.

The Plan actions will be delivered through the Dundee Partnership Executive Boards and Strategic Planning Groups, embedding the plan into the community planning partnership and ensuring a strong sense of ownership across all partners. We will report into the contributions their work makes to the plan's high level priorities.

This CLD plan will contribute to the following strategic city plans:

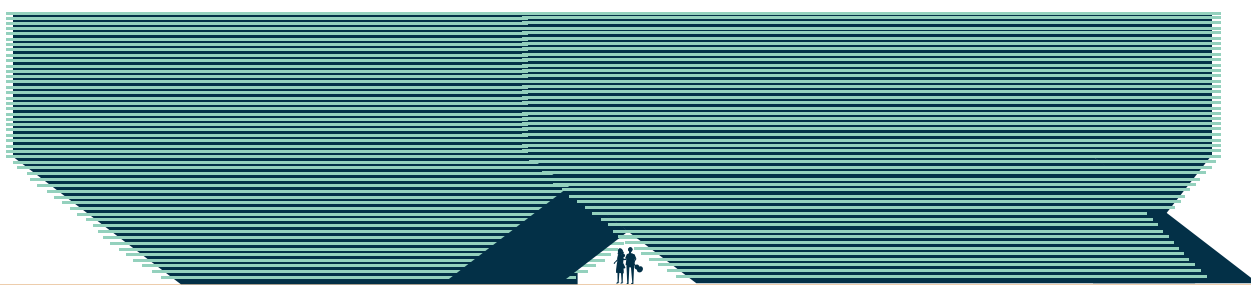
- City Plan
- Council Plan
- Mainstreaming Equality Outcomes Action Plan
- Dundee Fairness and Child Poverty Action Plan
- Neighbourhood Services Plan
- Children and Families Service Plan

# Monitoring & Reporting

Key partnership and Strategic Partnership Groupings (SPGs) are in place delivering and reporting on the Dundee's CLD plan actions and all are reporting positive impact through the CLD plan reporting framework.

The work of CLD practitioners across the city will be informed and directed by shared priorities reflected in the CLD plan. In our last plan, this led to a high level of ownership of the plan and shared responsibility and reporting on progress. On an individual basis, partners will report progress on the delivery of their particular contribution to the City Plan through their own performance and reporting arrangements.

- CLD strategic priorities will be reported on to The Dundee Partnership's **Child Poverty and Income, Attainment and Health Inequalities Board** and barriers to adequate and efficient CLD provision will be identified and communicated to those responsible for overseeing the delivery of the plan.
- CLD partners' shared use of data has been embedded, with most reporting and monitoring outcomes and Performance Indicators within the council's Performance Management System – Pentana. Progress against actions will therefore be monitored through Pentana.
- An annual report on the delivery of the CLD plan actions will be compiled and reported to The Dundee Partnership's **Child Poverty and Income, Attainment and Health Inequalities Board** and Dundee City Council's Children and Families Committee to track and maintain progress
- This annual report will be shared with all stakeholders and available on [www.dundee.gov.uk](http://www.dundee.gov.uk) and social media channels.



**DUNDEE**   
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FOR THE FUTURE

# Integrated Impact Assessment

Committee Report Number: 217-2024

Document Title: Dundee Community Learning and Development (CLD) Plan 2024 - 2027

Document Type: Strategy

Description:

This document sets out the high-level CLD priorities which bring added value to the collaborative working which exists within the Dundee Partnership. The Requirements for Community Learning and Development (Scotland) Regulations (2013) place statutory duties on education authorities to secure adequate and efficient CLD in their area and to publish a 3-year plan detailing what provisions they have made.

Intended Outcome:

The plan outcomes detail how Partners within the city will co-ordinate, strengthen and enhance support for high quality Community Learning & Development to meet the needs of local people and communities. This CLD Plan has been developed within the framework of Dundee Partnership and the City Plan.

Period Covered: 01/10/2024 to 30/09/2027

Monitoring:

• CLD strategic priorities will be reported on to The Dundee Partnership's Child Poverty and Income, Attainment and Health Inequalities Board and barriers to adequate and efficient CLD provision will be identified and communicated to those responsible for overseeing the delivery of the plan.

• Progress against actions will be monitored through the council's reporting system - Pentana.

• An annual report on the delivery of the CLD plan actions will be compiled and reported to The Dundee Partnership's Child Poverty and Income, Attainment and Health Inequalities Board and Dundee City Council's Children and Families Committee to track and maintain progress and will be shared with all stakeholders and available on [www.dundee.gov.uk](http://www.dundee.gov.uk) and social media channels.

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## Equality, Diversity and Human Rights

### Impacts & Implications

Age: Positive

Effective delivery of this plan will improve outcomes for people relating to age due to work with older and younger people and by increasing community-based services in local communities.

Disability: Positive

Effective delivery of this plan will improve outcomes for people relating to age and disability by increasing community-based services in local communities.

Gender Reassignment: No Impact

Marriage & Civil Partnership: No Impact

Pregenancy & Maternity: No Impact

Race / Ethnicity: Positive

Partners will work together to promote integration in Dundee's communities through identified learning programmes, such as ESOL classes or community based integration work improving outcomes for these groups.

Religion or Belief: No Impact

Sex: Positive

Targeted CLD work in response to identified community needs, such as men/women's or boys/girls work will improve outcomes for these groups.

Sexual Orientation: Positive

Targeted CLD work with LGBTQI groups will improve outcomes for these groups.

Are any Human Rights not covered by the Equalities questions above impacted by this report?

No

## Fairness & Poverty

### Geographic Impacts & Implications

Strathmartine:	Positive
Lochee:	Positive
Coldside:	Positive
Maryfield:	Positive
North East:	Positive
East End:	Positive
The Ferry:	Positive
West End:	Positive



Positive Implications: This plan will focus on achieving the Dundee CLD partnership's vision that strong empowered communities will be supported by services from the public, third and private sectors to reduce inequalities in localities across the city through developing initiatives which improve community life and result in better outcomes for individuals. CLD partners will work with local people, as equal partners, to deliver this vision and supporting them to lead on the initiatives which they deem to be priorities within their neighbourhoods. The plan states that they will be supported to access the resources that they need to meet their ambitions for themselves, their families and neighbours.

## Household Group Impacts and Implications

Looked After Children & Care Leavers: Positive

Effective delivery of this plan will improve outcomes for Looked After Children & Care Leavers due to targeted support to children and young people at community level (working to ensure the right support to the right door at the right time).

Carers: Positive

Effective delivery of this plan will improve outcomes for families including carers due to targeted family work with families in disadvantaged communities and circumstances.

Lone Parent Families: Positive

Effective delivery of this plan will improve outcomes for families including lone parent families due to targeted family work with families in disadvantaged communities and circumstances.

Single Female Households with Children: Positive

Effective delivery of this plan will improve outcomes for families including Single Female Households with Children due to targeted family work with families in disadvantaged communities and circumstances.

Greater number of children and/or young children: Positive

Effective delivery of this plan will improve outcomes for families including families with a greater number of Children and/or Young Children due to targeted family work with families in disadvantaged communities and circumstances.

Pensioners - single / couple: Positive

Effective delivery of this plan will improve outcomes for Pensioners - single / couple due to targeted work health and wellbeing work in communities and work to increase community-based services and reduce social isolation in local communities.

Unskilled workers or unemployed: Positive

Work by CLD partners to collectively develop pathways for education, employment, training and community involvement and engagement with employability pathfinder will improve outcomes for adults who are unemployed or unskilled.

Serious & enduring mental health problems: Positive

Effective delivery of this plan will improve outcomes for adults affected by mental health problems to targeted work health and wellbeing work in communities and work to increase community-based services and reduce social isolation in local communities.

Homeless: No Impact

Drug and/or alcohol problems: Positive

Collaborative work by CLD partners to tackle health inequalities, develop health and wellbeing opportunities at a local level and adopts a social prescribing approach to connect local people, patients, clients and their carers to services and support will improve outcomes those affected by drug and alcohol problems.

Offenders & Ex-offenders: No Impact

## Socio Economic Disadvantage Impacts & Implications

Employment Status: No Impact

Education & Skills: Positive

Targeted programmes of learning with adults and young people in communities will help them to learn new skills and improve outcomes for these groups

## Socio Economic Disadvantage Impacts & Implications

Income: No Impact

Caring Responsibilities (including Childcare): No Impact

Affordability and accessibility of services: No Impact

Fuel Poverty: Positive

Community activities designed to offer a dignified approach to staying warm during winter months and CLD partners collaborative approach to addressing the cost of living will ease fuel poverty for some groups.

Cost of Living / Poverty Premium: Positive

Reducing poverty and tackling inequalities is an overarching theme across all outcome areas identified in this plan. Collaborative work by CLD partners will improve outcomes those on communities and individuals experiencing the negative effects of poverty and inequalities.

Connectivity / Internet Access: Positive

This plan makes a clear commitment that partners will work together to develop and deliver learning opportunities that respond to the recommendations of the Dundee Digital Strategy focused on addressing digital inequalities.

Income / Benefit Advice / Income Maximisation No Impact

Employment Opportunities: No Impact

Education: Positive

This plan sets out how CLD partners will work together with local communities, to improve life chances for people of all ages through the specific lens of learning, personal development and active citizenship.

Health: Positive

This plan makes a commitment for partners to work together to develop collective actions to tackle health inequalities and their determinants.

Life Expectancy: No Impact

Mental Health: Positive

This plan makes a commitment for partners to work together to develop collective actions to tackle health inequalities and their determinants including health and wellbeing opportunities at a local level and a social prescribing approach to connect people with services and support.

Overweight / Obesity: Positive

This plan makes a commitment for partners to work together to develop collective actions to tackle health inequalities and their determinants including health and wellbeing opportunities at a local level and a social prescribing approach to connect people with services and support.

Child Health: Positive

This plan makes a commitment for partners to work together to develop collective actions to tackle health inequalities and their determinants including health and wellbeing opportunities at a local level and a social prescribing approach to connect people with services and support.

Neighbourhood Satisfaction: Positive

This plan will focus on achieving the Dundee CLD partnership's vision that strong empowered communities will be supported by services from the public, third and private sectors to reduce inequalities in localities across the city through developing initiatives which improve community life and result in better outcomes for individuals.

CLD partners will work with local people, as equal partners to develop initiatives which improve community life and result in better outcomes for individuals thereby increasing neighbourhood satisfaction.

Transport: No Impact

## Environment

### Climate Change Impacts

Mitigating Greenhouse Gases: No Impact

Adapting to the effects of climate change: No Impact

### Resource Use Impacts

Energy efficiency & consumption: No Impact

Prevention, reduction, re-use, recovery or recycling of waste: No Impact

Sustainable Procurement: Positive

Collaborative work in communities to tackle inequalities, increase community wealth and build local accessible services will support sustainable procurement and improve outcomes for local communities.

### Transport Impacts

Accessible transport provision: No Impact

Sustainable modes of transport: No Impact

### Natural Environment Impacts

Air, land & water quality: No Impact

Biodiversity: No Impact

Open & green spaces: Positive

Effective delivery of the plan will lead to positive impacts in local communities including improvements to local open and green spaces.

### Built Environment Impacts

Built Heritage: No Impact

Housing: No Impact

Is the proposal subject to a Strategic Environmental Assessment (SEA)?

No further action is required as it does not qualify as a Plan, Programme or Strategy as defined by the Environment Assessment (Scotland) Act 2005.

## Corporate Risk

### Corporate Risk Impacts

Political Reputational Risk: No Impact

Economic/Financial Sustainability / Security & Equipment: No Impact

Social Impact / Safety of Staff & Clients: Positive

Effective delivery of the plan will ensure that DCC and its partners make a positive impact in Dundee's communities, improving outcomes for young people and adults.

Technological / Business or Service Interruption: No Impact

Environmental: Positive

Effective delivery of the plan will lead to positive impacts in local communities including improvements to local built environment and green spaces.

Legal / Statutory Obligations: Positive

In delivering this plan we are meeting our statutory responsibilities in relations to:

The Strategic Guidance for Community Planning Partnerships: Community Learning and Development (2012)

The Requirements for Community Learning and Development (Scotland) Regulations (2013)

The Community Empowerment (Scotland) Act 2015

Organisational / Staffing & Competence: Positive

Effective delivery of this plan will ensure that CLD practitioners and volunteers across Dundee are able to access high quality, relevant training and development opportunities supporting practitioners to achieve consistently high standards of professional practice and performance, enabling them to make significant change and contribution to the lives of families, individuals and communities.

Corporate Risk Implications & Mitigation:

The risk implications associated with the subject matter of this report are "business as normal" risks and any increase to the level of risk to the Council is minimal. This is due either to the risk being inherently low or as a result of the risk being transferred in full or in part to another party on a fair and equitable basis. The subject matter is routine and has happened many times before without significant impact.