

City Chambers  
DUNDEE  
DD1 3BY

3rd May, 2024

Dear Colleague

You are requested to attend a MEETING of the **CHILDREN, FAMILIES AND COMMUNITIES COMMITTEE** to be held remotely on Monday, 13th May, 2024 at 5.00 pm.

The meeting will 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)

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 THIRD RELIGIOUS REPRESENTATIVE ON THE CHILDREN, FAMILIES AND COMMUNITIES COMMITTEE**

It is reported that Mr Rizvan Aboobaker, Third Religious Representative has intimated his resignation from this Committee.

It is recommended that it be remitted to the Head of Democratic and Legal Services to make the necessary arrangements to seek nominations for a replacement and to report back to the Committee in due course.

### **3 TAYSIDE PLAN FOR CHILDREN, YOUNG PEOPLE AND FAMILIES GRANT FUND UPDATE - Page 1**

(Report No 135-2024 by the Executive Director of Children and Families Service, copy attached).

### **4 SENIOR PHASE - LEAVERS' UPDATE - Page 5**

(Report No 136-2024 by the Executive Director of Children and Families Service, copy attached).

**At this juncture external members of the Committee will depart.**

**5 EDUCATION SCOTLAND (HIS MAJESTY'S INSPECTORS) COMMUNITY LEARNING AND DEVELOPMENT PROGRESS VISIT REPORT - Page 17**

(Report No 98-2024 by the Executive Director of Neighbourhood Services, copy attached).

**6 REVIEW OF DUNDEE'S SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS - Page 27**

(Report No 121-2024 by the Executive Director of Neighbourhood Services, copy attached).

**ITEM No ...3.....**

**REPORT TO:** CHILDREN, FAMILIES AND COMMUNITIES COMMITTEE – 13 MAY 2024

**REPORT ON:** TAYSIDE PLAN FOR CHILDREN, YOUNG PEOPLE AND FAMILIES GRANT FUND UPDATE

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

**REPORT NO:** 135 - 2024

**1.0 PURPOSE OF REPORT**

1.1 This report provides an update on the implications of Scottish Government tapered funding model for Regional Improvement Collaboratives (RICs), including in respect of the Tayside Plan for Children, Young People and Families 2023-26. The report highlights amended improvement priorities made considering the reduction in funding.

**2.0 RECOMMENDATIONS**

2.1 It is recommended that Committee Members:

- Note the amended reduction and agree the improvement priorities identified to be supported by the tapered funding allocation.
- Remit the Executive Director to provide a progress report in autumn 2024 in line with statutory annual reporting requirements for integrated children's service plans.

**3.0 FINANCIAL IMPLICATIONS**

3.1 To support delivery of the aims of the Tayside Plan and the Tayside Regional Improvement Collaborative (TRIC), funding was granted by the Scottish Government and the annual allocation for the period 1 April 2023 to March 2024 was £758,726.

3.2 On 30 January 2024, Scottish Government announced that the funding for RICs for April 2024 - March 25 would be 50% of the original grant fund and that thereafter, there would be no further funding. The Tayside RIC will therefore now receive £379,000 from April 2024 - March 2025.

3.3 For April 2024 – March 2025, approximately £220,000 of the funding will be allocated to the Tayside Virtual Campus and the remaining £159,000 will be shared across the other workstreams in Table 1, at officers' discretion.

**4.0 BACKGROUND**

4.1 The Scottish Government stated on 30 January 2024 that they will provide a total of £3m funding support nationally to the RICs over the 2024/25 financial year. This is in line with the Cabinet Secretary for Education and Skills' statement to the Scottish Parliament in November 2023, confirming that RIC funding would be tapered.

4.2 The tapered funding for the period April 2024 – March 2025 has meant that the TRIC leadership group have had to review original priorities and areas of improvement highlighted in the Tayside Plan. The Leadership group have identified priorities that continue to add value to the work we do in our individual local authorities, avoid duplication and impact positively on the outcomes for our children and young people across Tayside.

4.3 As part of the ongoing Reform of Scottish Education, Education Scotland's (ES) role in the future of regional working is still unclear. Currently the Regional Improvement Teams from Education Scotland have been removed and are not providing support to regional improvement collaboratives and there is a clear expectation nationally that the focus of this tapered funding predominantly supports educational outcomes.

- 4.4 In relation to education, it has been agreed that the main identified priority will be to continue to deliver the Tayside Virtual Campus. This online virtual campus currently enables 150 learners from across all 3 local authorities to study Highers and Advanced Higher qualifications. This resource costs £220,000 per school session to operate. Future cost will be dependent on the number of subjects offered and learners enrolled. This will leave approximately £159,000. The TRIC leadership group are also considering where small amounts of funding might be needed to continue to support professional learning and workforce development across some of the ongoing workstreams.
- 4.5 There are proposals currently being considered for the future upscaling and funding of the virtual campus to ensure sustainability when the grant funding ceases in March 2025.

## 5.0 PROPOSALS

The revised priorities for the tapered funding period 2024- 2025 are as follows:

Table 1

### Priority 1: Pre-birth and Early Years

Workstream	Actions for 2024-2025
Early Learning Centre	The current Early Learning Centre (ELC) group will continue its work and report accordingly,  Activities relating to 0-5s at risk of harm will continue to be progressed at a local level with updates provided to the Regional Co-ordinator.

### Priority 2: Learning and Attainment

Workstream	Actions for 2024-2025
Digital Learning	Widening of curriculum offer through Tayside Virtual Campus model. Full funding in place for one year. Proposals currently being considered for future funding models to ensure longer term sustainability of the campus. Approximately £220,000 funding required. This is dependent on number of subjects offered and learners enrolled.
Leadership	Continuation of professional learning and induction programme for newly appointed school leaders across Tayside.  Exact amounts to be confirmed, some funding required.
Curriculum	Review of the Senior Phase curriculum to be continued.

### Priority 3: Health and Wellbeing

Workstream	Actions for 2024-2025
Mental health and wellbeing	There are existing groups for the actions under this priority and they will continue to embed the work which has already progressed.
Child Healthy weight	This workstream is under review and consideration given to progressing this work across all three local areas.

<b>Connected Tayside</b>	Continue to embed this work.
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#### **Priority 4: Care Experienced Children and Young People**

<b>Workstream</b>	<b>Actions for 2024-2025</b>
<b>Children's Rights</b>	<p>This shared priority focuses on the provision of advocacy, listening, brothers and sisters, housing, and The UN Convention on the Rights of the Child (UNCRC), which are implemented separately at a local level. No funding required from the TRIC.</p> <p>The UNCRC enactment may invite further opportunities for joint activity but there will be no need for regional reporting.</p>

#### **Priority 5: Safeguarding and Child Protection**

<b>Workstream</b>	<b>Actions for 2024-2025</b>
<b>Safeguarding</b>	<p>There is a group being re-established to co-ordinate Bairns Hoose and Scottish Child Interview Model (SCIM) as well as, potentially, an overview of Care and Risk Management (CARM) and vulnerable adolescents.</p> <p>Discussions are underway with partners, to agree which actions would be in or out of scope and where these actions will sit for reporting purposes.</p>

### **6.0 POLICY IMPLICATIONS**

- 6.1 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.

### **7.0 CONSULTATIONS**

- 7.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with it's content.

### **8.0 BACKGROUND PAPERS**

- 8.1 None.

Audrey May  
Executive Director  
Children & Families Service

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**ITEM No ...4.....**

**REPORT TO:** CHILDREN, FAMILIES AND COMMUNITIES COMMITTEE – 13 MAY 2024

**REPORT ON:** SENIOR PHASE - LEAVERS' UPDATE

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

**REPORT NO:** 136-2024

**1.0 PURPOSE OF REPORT**

1.1 This Senior Phase – Leavers' Update report provides information on the attainment of S4-S6 school leavers in academic session 2022/23, in relation to four national benchmarking measures:

- Percentage of Leavers attaining Literacy and Numeracy
- Improving Attainment for All
- Attainment versus Deprivation
- Percentage of School Leavers in an initial Positive Destination

1.2 Senior phase attainment data for S4-S6 school leavers in academic session 2022/23 has been extracted from the national Insight Senior Phase benchmarking tool, which was updated on 28 February 2024.

**2.0 RECOMMENDATIONS**

2.1 It is recommended that the Children, Families and Communities Committee notes the content of the report.

**3.0 FINANCIAL IMPLICATIONS**

3.1 None.

**4.0 BACKGROUND**

4.1 Insight is the national online benchmarking tool for secondary schools and local authorities. It is designed as an improvement tool to aid schools and local authorities in understanding performance in the senior phase of secondary school education. Insight was developed by the Scottish Government and partners with input from a range of key stakeholders including school leaders, teachers, Directors/ Heads of Education and Education Officers. Insight is aligned with the Curriculum for Excellence and the Scottish Qualifications Authority (SQA) assessment framework and is available to staff in schools as well as staff in central teams.

4.2 National Benchmarking data in Insight is based on school leavers and includes details of leavers' destinations. Leavers' data is not fully available until the end of each calendar year and the annual update of leaver data does not take place until the following February. This year's data is based on the 1,441 senior phase pupils who left school in Dundee during academic session 2022-23. 606 of these leavers live in Scottish Index of Multiple Deprivation (SIMD) Quintile 1, the 20% most-deprived areas in Scotland. The other 835 leavers live in Quintiles 2 to -5. This data was published on 28 February 2024.

4.3 Insight data is used by Education Scotland in their ParentZone website to provide parents with information on their local schools through the School Information Dashboard. Education Scotland will also use Insight as part of their school inspection process. It is also used by secondary schools when producing their annual School Improvement reports and is used by the Children and Families Service during school attainment and achievement reviews.

- 4.4 Insight provides an important statement regarding the impact of COVID-19 which was updated in September 2023. This updated statement warns that “There have been different approaches to awarding in each year since 2019. This means that comparisons of attainment between years should be treated with significant caution and do not allow for conclusions to be drawn on changes in education performance during this time.” The updated attainment figures can be used as an accurate reflection of learner attainment in different years and to compare the attainment of different cohorts within years. Attainment figures should not be used “As an indication that performance in 2019/20, 2020/21, 2021/2022 or 2022/23 was better or worse than in previous years, without further evidence.”

## 5.0 INSIGHT – NATIONAL BENCHMARKING MEASURES

- 5.1 Insight publishes the following four National Benchmarking Measures for each school and for the local authority:
- Percentage of Leavers attaining Literacy and Numeracy
  - Improving Attainment for All
  - Attainment versus Deprivation
  - Percentage of School Leavers in an initial Positive Destination

### PERCENTAGE OF LEAVERS ATTAINING LITERACY AND NUMERACY

- 5.2 Table 1 shows the percentage of leavers attaining literacy and numeracy at Scottish Credit and Qualifications Framework (SCQF) levels 4 and 5 or better for Dundee City and its virtual comparator for the last five academic sessions.

		SCQF Level 4 or better		SCQF Level 5 or better	
		Dundee City	Virtual Comparator	Dundee City	Virtual Comparator
Year	2019	86%	87%	59%	63%
	2020	85%	84%	64%	60%
	2021	85%	85%	65%	62%
	2022	85%	85%	60%	59%
	2023	85%	85%	63%	60%

**Table 1: Percentage of leavers attaining literacy and numeracy**

- 5.3 The percentage of Dundee school leavers attaining both literacy and numeracy at SCQF Level 4 or better has remained at around 85% for the last five years. For the past three years this has been the same as Dundee’s Virtual comparator.
- 5.4 The percentage of Dundee City school leavers attaining both literacy and numeracy at SCQF Level 5 or better increased from 60% in 2022 to 63% in 2023. Although this is lower than Dundee’s high point of 65% in 2021, it has now been higher than Dundee’s virtual comparator for four years in a row.
- 5.5 The Children and Families Service is committed to improving outcomes for care experienced children and young people, as well as children and young people with additional support needs (ASN). Table 2 shows the literacy and numeracy attainment for our care experienced school leavers. The actual number of care experienced leavers in any one year is relatively small. This can lead to statistical fluctuations in year-on-year results. However, 2023 saw the highest percentage of care experienced school leavers attaining literacy and numeracy at SCQF Level 4 or better.



		SCQF Level 4 or better	SCQF Level 5 or better	Number of Looked after Leavers
Year	2019	58%	13%	24
	2020	52%	19%	21
	2021	71%	47%	17
	2022	58%	25%	12
	2023	88%	29%	17

**Table 2: Percentage of care experiencing school leavers attaining literacy and numeracy**

- 5.6 Table 3 shows the literacy and numeracy attainment for school leavers registered as having an additional support need (ASN). 2023 saw the highest percentage of leavers with an ASN attaining literacy and numeracy at SCQF level 4 or better. 51.36% of leavers with an ASN attained literacy and numeracy at SCQF level 5 or better in 2023, slightly higher than the previous highest percentage in 2021 (50.51%). This is higher than Dundee's virtual comparator (48.90%). It has now been higher than Dundee's virtual comparator for four years in a row.

		SCQF Level 4 or better	SCQF Level 5 or better	Number of Leavers with ASN
Year	2019	66%	30%	315
	2020	73%	46%	563
	2021	75%	51%	594
	2022	77%	47%	719
	2023	78%	51%	736

**Table 3: Percentage of school leavers with an ASN attaining literacy and numeracy**

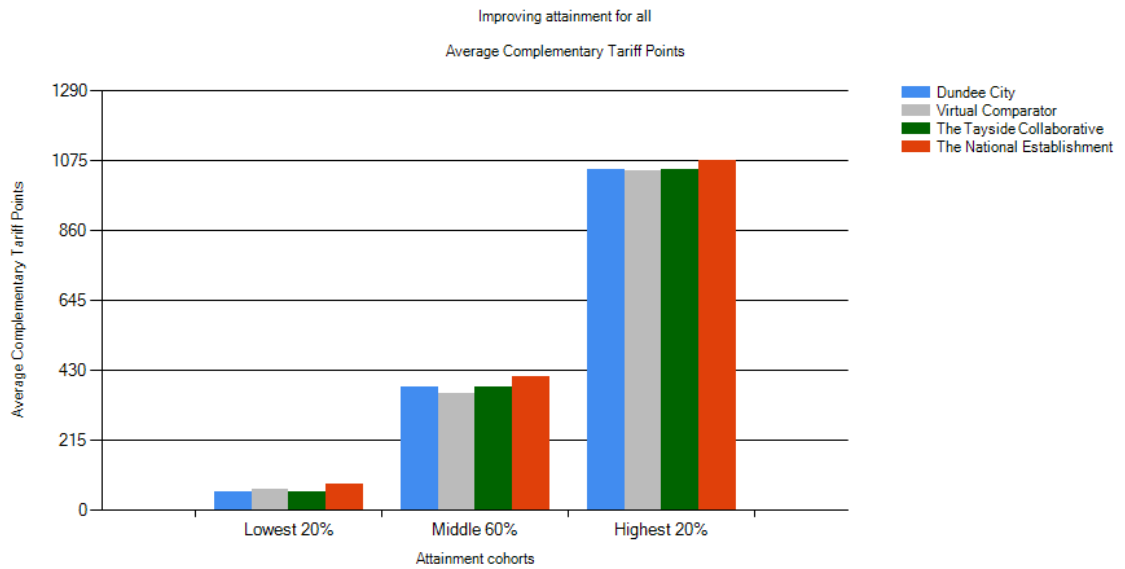
### IMPROVING ATTAINMENT FOR ALL

- 5.7 Insight uses Tariff points to provide a summary view of a wide range of achievement and different awards from a variety of providers. Tariff scores are based on the latest and best results a pupil achieves at school. A fuller explanation of tariff points is contained within the Glossary.
- 5.8 Table 4 shows the average complementary tariff points for the lowest attaining 20%, the middle attaining 60%, and the highest attaining 20% of Dundee's school leavers compared to Dundee's virtual comparator for the last five years. There has been a slight decline in the average tariff points for Dundee school leavers from 2022 to 2023; the same as Dundee's virtual comparator. The middle 60% now have a higher average complementary tariff than the virtual comparator, despite this being the lowest total in 5 years (the same for Dundee's virtual comparator).

		Lowest attaining 20%		Middle attaining 60%		Highest attaining 20%	
		Dundee City	Virtual Comparator	Dundee City	Virtual Comparator	Dundee City	Virtual Comparator
Year	2019	81	113	532	563	1181	1225
	2020	85	88	567	553	1272	1259
	2021	84	93	566	577	1227	1283
	2022	86	99	541	527	1223	1236
	2023	81	95	519	510	1221	1227

**Table 4: Average Complementary Tariff Points**

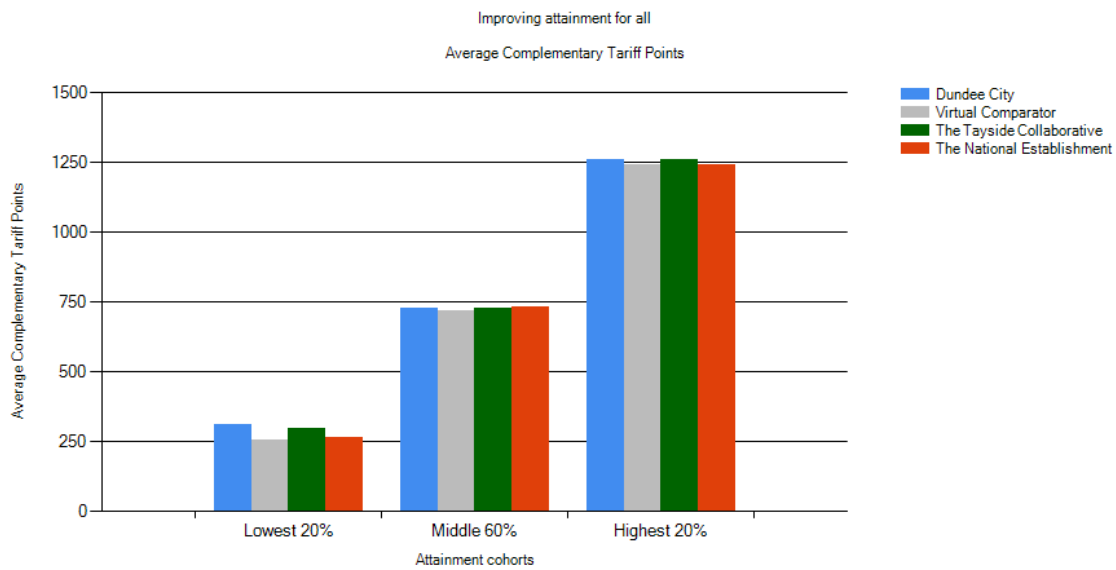
5.9 Figure 1 shows the average complementary tariff points for the 606 school leavers in Dundee living in Scottish Index of Multiple Deprivation (SIMD) Quintile 1 (most deprived 20%) compared to Dundee's virtual comparator.



**Figure 1: Average Complementary Tariff Points (SIMD Q1 School Leavers- S4/S5/S6)**

5.10 The lowest attaining 20% achieved slightly lower tariff points (54) compared to the virtual comparator (63). The middle attaining 60% achieved slightly higher tariff points (378) compared to the virtual comparator (357). The highest attaining 20% achieved slightly higher tariff points (1047) than the virtual comparator (1044).

5.11 Pupils living in SIMD Quintile 1 attain well overall when they stay in school until S6. This can be seen in Figure 2 which shows the average complementary tariff points of Dundee's 2023 S6 leavers living in SIMD Quintile 1.



**Figure 2: Average Complementary Tariff Points (SIMD Q1 School Leavers - S6 only)**

- 5.12 The lowest attaining 20% achieved an average of 312 tariff points. This is higher than the virtual comparator (254), the Tayside average (298) and the Scotland average (263). The middle 60% achieved an average of 728 tariff points, which is higher than the virtual comparator (719) and the same as the Tayside average. The highest attaining 20% of pupils living in SIMD Q1 achieved an average of 1260 tariff points, which is higher than the virtual comparator and Scotland (1242).

### ATTAINMENT VERSUS DEPRIVATION

- 5.13 Unfortunately, there is a demonstrable correlation between pupils' attainment and levels of deprivation. The Scottish Government and Local Authorities are committed to reducing the gap in attainment between those pupils living in the most deprived areas and those in less deprived areas.
- 5.14 Figure 3 shows the relationship between attainment and deprivation for Dundee and Dundee's virtual comparator. The size of the circles represents the proportion of pupils living in each Scottish Index of Multiple Deprivation (SIMD) decile, with decile 1 being the most deprived. The relationship between attainment and deprivation in Dundee is broadly similar to the virtual comparator. The most noticeable difference is seen in leavers living in SIMD decile 10, the least deprived areas.

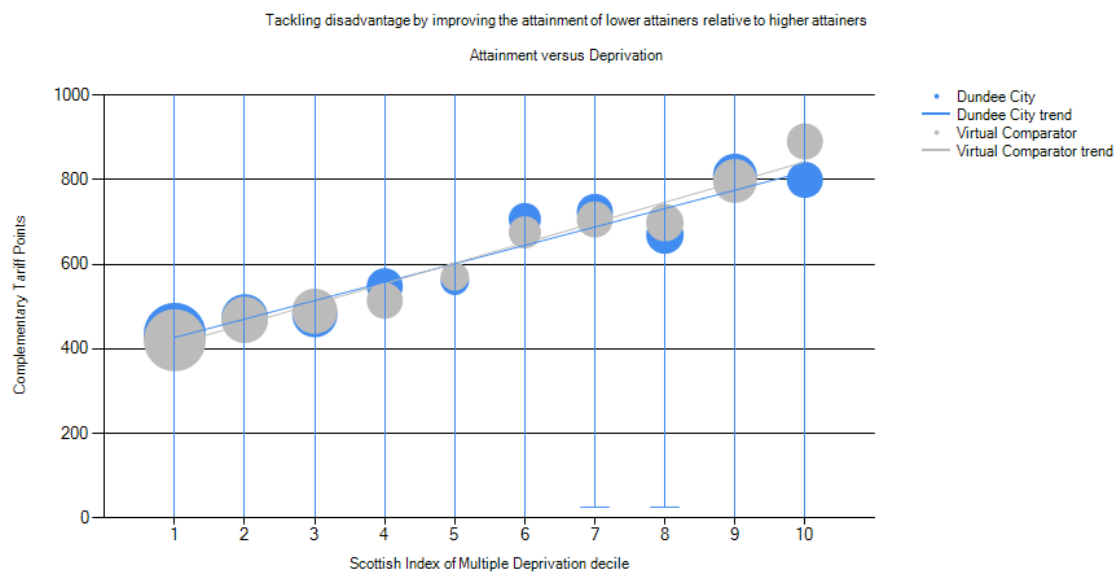


Figure 3: Attainment v deprivation, Dundee, and Dundee's virtual comparator.

## PERCENTAGE OF SCHOOL LEAVERS IN AN INITIAL POSITIVE DESTINATION

5.15 Positive destinations include Higher Education, Further Education, Training, Voluntary Work, Employment and Activity Agreements. Table 5 shows the percentage of school leavers going into a positive destination over the last five years.

		All School Leavers			
		Dundee City	Virtual Comparator	The Tayside Collaborative	National
Year	2018/19	94.3%	94.2%	95.8%	95.1%
	2019/20	92.3%	91.9%	93.4%	93.4%
	2020/21	93.7%	94.0%	95.4%	95.5%
	2021/22	93.9%	94.7%	94.1%	95.7%
	2022/23	95.6%	95.2%	95.3%	95.9%

**Table 5: Percentage of school leavers in a positive destination**

5.16 2022/23 saw Dundee's highest percentage of school leavers going on to positive destinations. This is the first time that Dundee has been higher than its virtual comparator since 2019/20. It is the first time that Dundee has been higher than the Tayside Collaborative's average. This 1.7pp improvement from 2022 to 2023, is the second largest improvement of all 32 local authorities. Whilst Dundee's rate improved significantly from 2022 to 2023, thirteen local authorities' rate decreased. The overall improvement across Scotland from 2022 to 2023 was 0.1pp.

## 6.0 NEXT STEPS

6.1 In order to accelerate and sustain progress in improving outcomes for all of Dundee's pupils, high level actions and strategies to further improve the attainment of pupils in the senior phase include:

- Each secondary school will complete a contextual analysis and have a focused school improvement plan containing the key actions that will be undertaken to improve the progress and attainment of all pupils; these plans will be quality assured by central officers, overseen by the Chief Education Officer.
- Continuing to embed our 'Every Dundee Learner Matters' Improvement Strategy with a strong focus on sharing best practice so that schools can learn from each other. For example, one Dundee school had 99.25% of school leavers enter a positive destination which is over 5% higher than their previous best. This school's strategic approach is being shared with all schools.
- Following the completion of the intensive ASN Review, the Children and Families Service will develop, and subsequently implement, an Inclusion Strategy to further improve outcomes for pupils with additional support needs.
- Continuing to strengthen the school-college partnership ensuring that school pupils who attend college as part of their senior phase curriculum attend and attain well and ensuring that those pupils who leave school to go to college enrol in the right course at the right time so that they sustain a positive destination.
- Working with neighbouring Tayside local authorities to review and improve the curriculum in the secondary sector. There is already agreement to continue the Tayside Virtual Campus for 2024/25.

- Implement an Improving School Attendance strategy, with a view to improving school attendance in all sectors.
- Implement the improvement actions from the violence and aggression short life working group in partnership with the trade unions.
- Continuing the implementation of the faculty structure of middle leadership and management and support the new Principal Teacher (Faculty) with bespoke professional learning and development.
- Relaunch – with clear expectations – the curriculum networks for academic session 2024/25, allocating time on in-service days for secondary curriculum networks to meet.
- Working closely with Education Scotland Attainment Advisors to ensure that all Attainment Scotland Funds (Strategic Equity Fund, and Pupil Equity Fund) are being used effectively and are leading to improved outcomes.

## **8.0 POLICY IMPLICATIONS**

- 8.1 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.

## **9.0 CONSULTATION**

- 9.1 The Council Leadership Team has been consulted in the preparation of this report and are in agreement with it's content.

## **10.0 BACKGROUND PAPERS**

- 10.1 None.

Audrey May  
Executive Director

Author:  
Paul Fleming  
Head of Service – Education, Learning & Inclusion  
(Chief Education Officer)

April 2024

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**LIST OF ABBREVIATIONS**

<b>ASN</b>	Additional Support Needs
<b>SCQF</b>	Scottish Credit and Qualifications Framework
<b>SIMD</b>	Scottish Index of Multiple Deprivation
<b>SQA</b>	Scottish Qualifications Authority

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## 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>Senior Phase</b>	<p>The Senior Phase, which takes place from S4 to S6 in schools, is the phase when young people will begin to build up a portfolio of qualifications and awards.</p>
<b>SIMD</b>	<p>Scottish Index of Multiple Deprivation (SIMD) is a tool for identifying the places in Scotland where people are experiencing disadvantage across different aspects of their lives. SIMD gives a ranking for each small area, or data zone, which shows how deprived that area is compared to other areas.</p> <p>SIMD is a relative measure which shows whether one area is more deprived than another, but it does not say how much more deprived. A change in level of deprivation, or SIMD rank, shows that the relative deprivation compared to other parts of Scotland has changed, but this does not necessarily mean that the area has changed in an absolute sense.</p> <p>The latest figures show:</p> <ul style="list-style-type: none"> <li>• the area with the largest local share of deprived areas was Inverclyde, with 45% of data zones among the 20% most deprived areas in Scotland,</li> <li>• Glasgow City has similar deprivation levels at 44%,</li> <li>• Other local authorities with relatively high levels of deprivation include North Ayrshire and West Dunbartonshire at 40% and Dundee City at 38%.</li> </ul> <p>SIMD considers deprivation by looking at income, employment, health, education, housing, access to services and levels of crime in an area.</p> <p>SIMD identifies deprived areas, not people. Over half of people on low income do not live in the 20% most deprived areas in Scotland. So, using SIMD to identify individuals experiencing deprivation will not work in some areas, such as remote rural areas and the islands.</p> <p>The <a href="#">SIMD 2020 introductory booklet</a> is available.</p>
<b>Tariff Points</b>	<p>The Tariff Scale is a key feature of the Insight online benchmarking tool. It allows a score to be calculated that summarises a wide range of achievement and awards from a range of providers. The tariff score is based on elements from the Scottish Credit and Qualifications Framework (SCQF), in particular SCQF Credit Points and levels, as well as elements related to a qualification's composition. The tariff scale allows comparisons to be made between cohorts, schools, local authorities, and their virtual comparators.</p> <p>The tariff points accrued by schools, local authorities and cohorts should not be viewed as the only way of measuring performance and should be considered in the context of the other outcome measures included in the tool, for example, breadth and depth, improving post-school participation and raising attainment in literacy and numeracy as well as other data sources.</p>

	<p>Tariff points are based on the latest and best results a pupil achieves at school. For example, if a pupil has National 5 French and Higher French only the tariff points from the Higher award would be counted. The table below shows some example tariff scores.</p> <table border="1" data-bbox="526 398 1386 622"> <tr> <td></td> <td colspan="2" style="text-align: center;">Pass</td> </tr> <tr> <td>National 4</td> <td colspan="2" style="text-align: center;">33</td> </tr> <tr> <td></td> <td style="text-align: center;">Grade C</td> <td style="text-align: center;">Grade A</td> </tr> <tr> <td>National 5</td> <td style="text-align: center;">64</td> <td style="text-align: center;">84</td> </tr> <tr> <td>Higher</td> <td style="text-align: center;">160</td> <td style="text-align: center;">204</td> </tr> <tr> <td>Advanced Higher</td> <td style="text-align: center;">400</td> <td style="text-align: center;">480</td> </tr> </table> <p>At each SCQF level increment, the tariff score more than doubles. Significantly, a pupil attempting Advanced Highers in S6 has the potential to gain considerably more points than a pupil leaving with only Highers or National 5's. An S4 pupil with six awards at National 4 would score just under 200 points. A high achieving S6 pupil with six National 5s, five Highers and three Advanced Highers could have around 2,000 points.</p> <p>Insight divides each cohort into three sections for the Improving Attainment for All measures: the top attaining 20% of pupils, the middle 60% and the lowest 20%.</p> <p>Across Scotland local authorities and schools have different curriculum models in the senior phase. This makes it hard to benchmark tariffs between authorities as pupils sitting eight subjects can accrue more points than those sitting six. To address this the Insight tool introduced a complementary tariff scale. The complementary tariff only includes a pupil's results from their best 120 SCQF credits: generally speaking, a pupil's best five results.</p>		Pass		National 4	33			Grade C	Grade A	National 5	64	84	Higher	160	204	Advanced Higher	400	480
	Pass																		
National 4	33																		
	Grade C	Grade A																	
National 5	64	84																	
Higher	160	204																	
Advanced Higher	400	480																	
<p><b>Virtual Comparator</b></p>	<p>For each school leaver, then matching school leavers are randomly selected based on gender, additional support needs, stage of leaving school (S4, S5 or S6) and the social context in which they live (Scottish Index of Multiple Deprivation). These characteristics were selected due to their significance in explaining differences in the attainment and destinations of school leavers in Scotland.</p> <p>The virtual comparator is a valuable resource for self-evaluation and continuous improvement. It enables schools and local authorities to reflect on performance while considering relevant context and additional sources of information,</p>																		

**REPORT TO:** CHILDREN, FAMILIES & COMMUNITIES COMMITTEE – 13 MAY 2024

**REPORT ON:** EDUCATION SCOTLAND (HIS MAJESTY’S INSPECTORS) COMMUNITY LEARNING AND DEVELOPMENT PROGRESS VISIT REPORT

**REPORT BY:** EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

**REPORT NO.** 98-2024

## 1. PURPOSE OF REPORT

1.1 The purpose of this report is to update elected members on the findings of the Education Scotland (His Majesty’s Inspectors) Community Learning and Development Progress Visit.

## 2. RECOMMENDATIONS

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

- a) Notes the outcome of the Education Scotland Progress Visit
- b) Acknowledges the work of Dundee’s Community Learning and Development Partnership, led by Dundee City Council’s Communities Service.

## 3. FINANCIAL IMPLICATIONS

3.1 None.

## 4. MAIN TEXT

4.1 The Requirements for Community Learning and Development (Scotland) Regulations 2013 place a legal requirement upon local authorities to “consult on and publish plans every three years containing specified information on the provision of Community Learning and Development by both the local authority and its partners.”

4.2 Dundee’s Community Learning and Development Plan 2021-2024 was endorsed in November 2021 (Article III of the minute of meeting of the Neighbourhood Services Committee of 22<sup>nd</sup> November 2021 and Report No. 296-2021 refers).

4.3 Most recent progress of The Community Learning and Development Plan 2021-2024 was provided to committee in October 2023 (Article V of the minute of the meeting of the Children, Families and Communities Committee of 23<sup>rd</sup> October 2023 and Report No. 281-2023 refers).

4.4 A team of His Majesty’s Inspectors are undertaking Progress Visits to all local authority areas during 2023/24. Inspectors are evaluating and reporting on the quality of Community Learning and Development (CLD) provision in line with The Requirements for Community Learning and Development (Scotland) Regulations 2013 and associated guidance for local authorities. Progress visits are intended to support improvement and provide external assurance of the quality of CLD provision in Scotland.

4.5 A team of His Majesty’s Inspectors visited Dundee City Council in January 2024. During the visit, they looked at records, performance data and reports kept by the service, talked to learners and community representatives, CLD leaders, managers, staff, and volunteers, and other key stakeholders. They focused on the following high-level questions:

- How effective is the leadership of the local authority and their CLD partners in improving outcomes?; and
- How well does the performance of the local authority and their CLD partners demonstrate positive impact?

4.6 The team evaluated the effectiveness of the local authority CLD partnerships' approach to self-evaluation and planning for improvement, and considered progress made against identified priorities in their CLD plans. Education Scotland published a report of the findings on 12<sup>th</sup> March 2024. The full report can be accessed in Appendix 1.

4.7 The Inspection Team's findings identified the following areas of positive progress:

- Leadership of CLD in Dundee is strong and effective. CLD leaders demonstrate robust governance, supported by high quality reporting.
- 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.
- Strategic and local partners and community members collaborate very well to co-develop and co-deliver programmes and activities. Across Dundee, Local Community Planning Partnerships are active and engaged.
- Members of the Community Health Advisory Forum are representing the most disadvantaged communities in Dundee and this is leading to improved health and wellbeing outcomes.
- Public Health Scotland locality profiles are used well to inform partners' approaches to tackling deep rooted inequalities. The use of detailed profiles to inform the Fairness Initiative is enabling partners to drill down to individual community level.
- The Dundee English for speakers of other languages (ESOL) and humanitarian partnerships work closely to coordinate delivery of programmes and improve provision across Dundee. As a result of this approach, New Scots are much more integrated into the community and have an increasing network of support.
- Close partnership working between CLD staff and staff in Craigie High School is leading to positive outcomes for young people. Levels of attainment at the school are starting to improve across some measures. Similarly, the partnership with Braeview Academy is resulting in positive outcomes for many young people.
- Adult literacy learners are benefiting from one to one or group work support that meets their individual needs. Progression routes for learners are clear and a few are progressing towards qualifications, volunteering or to college.

There were no areas for improvement identified.

4.8 The inspection team identified three areas of Highly Effective practice which they would like to investigate further and work with Dundee City Council to develop case studies and share nationally:

- The asset-based approach to tackling poverty and inequality in Dundee.
- The approach of CLD in developing, promoting and sustaining partnerships.
- The Dundee ESOL partnership which is leading to well-coordinated delivery of programmes.

4.9 Education Scotland (His Majesty's Inspectors) use a 4-point grading system for Community Learning and Development Plan Progress Visits.

- 1.a) the local authority and their CLD partners are making satisfactory progress and have the capacity to continue to improve. During the inspection, we identified aspects of highly effective practice which we would like to explore further; or
- 1.b) the local authority and their CLD partners are making satisfactory progress and have the capacity to continue to improve; or
- 2. the local authority and their CLD partners are making satisfactory progress in some areas, however some improvement is required; or

- 3. the local authority and their CLD partners are not making sufficient progress and there are important areas requiring improvement.

4.10 The Inspection Team's conclusion was that Dundee merited the highest grade.

4.11 The next steps are for the Communities Service to work with Education Scotland to develop the case studies for the areas of work identified as Highly Effective practice.

## 5. **POLICY IMPLICATIONS**

5.1 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.

## 6. **CONSULTATIONS**

6.1 The Council Leadership Team have been consulted on the preparation of this report and agree with its contents.

## 7. **BACKGROUND PAPERS**

7.1 None.

Tony Boyle  
Executive Director of Neighbourhood Services

Tom Stirling  
Head of Communities, Safety & Protection

1 April 2024

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# Community Learning and Development Progress Visit Report

**Dundee City Council**

12 March 2024

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## 1. Context

HM Inspectors visited Dundee City Council to undertake a community learning and development (CLD) progress visit during January 2024. During the visit, we talked to learners and community representatives, CLD leaders, managers, staff, and volunteers, and other key stakeholders. HM Inspectors evaluated the effectiveness of local authority CLD partnerships' approach to self-evaluation and planning for improvement, and considered progress made against identified priorities in their CLD plans.

## 2. Findings from the progress visit

### How effective is the leadership of the local authority and their CLD partners in improving outcomes?

#### Areas of positive progress

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. CLD partners gather regularly strong evidence of the impacts of poverty and inequality through community profiling. As a result, the use of quantitative and qualitative data is informing the targeting of shared resources and ensures that there are no areas of duplication. CLD staff at all levels are supported well by managers to carry out their roles and responsibilities.

Strategic and local partners and community members collaborate very well to co-develop and co-deliver programmes and activities. The focus on identifying and target resources to small geographical areas to support those most in need is starting to benefit local residents. Local people feel listened to and valued. Across Dundee, local Community Planning Partnerships are active and engaged. Each area has a well-developed action plan. Their work is informed well by key data such as the Scottish Index of Multiple Deprivation and other local intelligence. Members of the Community Health Advisory Forum are representing the most disadvantaged communities in Dundee and this is leading to improved health and wellbeing outcomes.

### How well does the performance of the local authority and their CLD partners demonstrate positive impact?

#### Areas of positive progress

CLD partners gather and analyse data systematically. Public Health Scotland locality profiles are used well to inform partners' approaches to tackling deep rooted inequalities. The use of detailed

profiles to inform the Fairness Initiative is enabling partners to drill down to individual community level. This is helping identify key issues across the most disadvantaged communities in Dundee. Amongst CLD partners there is a strong commitment to use data to inform improvement. Joint reporting on key city-wide priorities ensures that all CLD partners have clear understanding of emerging trends. This is ensuring that the best outcomes for local people are at the forefront of partners' work. Feedback from learners and communities is gathered systematically using a range of methods, including the Engage Dundee survey. Annual CLD service key performance indicator data demonstrates a strong level of performance. Over a period of three years, almost all measures are showing improvement. The health inequalities partnership demonstrates effective use of data. Techniques such as poverty sensitive multi agency training supports staff to improve their practice.

The focus on reducing barriers to participation is very well embedded across all CLD partners. In the Ardler community, partners work effectively to reduce inequality. Increasing levels of funding are being secured by partners to develop services such as the highly successful community café. Increasing numbers of local families now use the café to access affordable meals as part of a dignified response to food insecurity. Based on data that highlights a disproportionately high level of the occurrence of cancer in disadvantaged communities, Macmillan Cancer Support provides targeted services in the Ardler area. Strong partnerships with the community café are enabling those affected by cancer to seek support and engage in learning. The Dundee English for speakers of other languages (ESOL) and humanitarian partnerships work closely to coordinate delivery of programmes and improve provision across Dundee. Progression pathways are well understood by learners, and partners are clear about their roles and responsibilities. As a result of this approach, New Scots are much more integrated into the community and have an increasing network of support. Claypotts Castle Primary School, in conjunction with the Community Empowerment Team, are embedding a highly collaborative approach to supporting children and families. This is securing positive outcomes across the whole community.

Across a wide range of CLD programmes, learners are improving life chances whilst gaining skills and knowledge. Close partnership working between CLD staff and staff in Craigie High School is leading to positive outcomes for young people. Levels of attainment at the school are starting to improve across some measures. Similarly, the partnership with Braeview Academy is resulting in positive outcomes for many young people. Targeted at those disengaged from school, partners including local football clubs and CLD are working with over 90 young people. Young people are learning new skills and gaining awards. School staff indicate that the attendance of a few young people is improving and leading to better engagement with school. Adult literacy learners are benefiting from one to one or group work support that meets their individual needs. Progression routes for learners are clear and a few are progressing towards qualifications, volunteering or to college. Young people engaging with the Disc project are increasingly recognising skills for learning, life and work and developing their overall aspirations for the future. Almost all young people are gaining accreditation and achieving a positive destination. External funding is used effectively to support improved numeracy skills for adult learners. As a result, learners with a wide range of literacy and numeracy needs have access to an improved learning offer.

### 3. Practice worth sharing more widely

- The asset-based approach to tackling poverty and inequality in Dundee.
- The approach of CLD in developing, promoting and sustaining partnerships.
- The Dundee ESOL partnership which is leading to well-coordinated delivery of programmes.

### 4. What happens next?

The local authority and their CLD partners are making sufficient progress with their CLD plan and have the capacity to continue to improve. As a result, HM Inspectors will take no further action in relation to this progress visit. During the inspection, we identified aspects of highly effective practice which we would like to explore further.

Sheila Brown  
**HM Inspector**  
12 March 2024

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**ITEM No ...6.....**

**REPORT TO:** CHILDREN, FAMILIES & COMMUNITIES COMMITTEE – 13 MAY 2024  
**REPORT ON:** REVIEW OF DUNDEE'S SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS  
**REPORT BY:** EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES  
**REPORT NO.** 121-2024

**1. PURPOSE OF REPORT**

- 1.1 To approve the final draft of the amended Scheme.
- 1.2 To approve the publication of a Public Notice for the commencement of the final 4-week consultation period on the final draft of the amended Scheme.
- 1.3 To inform committee of the timescale for the anticipated completion of the review.

**2. RECOMMENDATIONS**

- 2.1 It is recommended that Children, Families & Communities Committee:
  - a) Approves the final draft of the amended Scheme set out in Appendix I
  - b) Approves the publication of a Public Notice for the commencement of the final 4 -week consultation period on the draft amended Scheme set out in Appendix II.
  - c) Notes the timescales for the completion of the review set out in Appendix III

**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 third report required as part of the review of the Scheme. A draft amended Scheme was approved previously (Item V of the Children, Families and Communities Committee 22 January 2024 refers).
- 4.1.2 An 8-week public consultation was open until 22 March 2024 and input was sought from the existing community councils and neighbourhood representative structures.
- 4.1.3 No suggested changes or comments on the draft amended Scheme were received.
- 4.1.4 It is therefore recommended that committee approves the final draft of the amended Scheme as set out in Appendix I.

4.1.5 The final draft of the amended Scheme will be available for final stakeholder representations for a period of 4 weeks from Friday 17 May 2024 to Friday 14 June 2024 as per the timescales set out in Appendix III.

4.1.6 It is intended to bring a final report to committee on 2 September 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 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.

## 7. **BACKGROUND PAPERS**

7.1 None.

Tony Boyle  
**Executive Director of Neighbourhood Services**

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

8 April 2024

**Dundee City Council's Scheme for the Establishment of Community Councils 2024****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

<b>Community Council Area</b>	<b>Registered Electors</b>	<b>Community Councillor Quota</b>	<b>Maximum Number of Co-Opted Community Councillors *</b>	<b>Minimum Number of Elected Community Councillors</b>
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.

Sixteen 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.

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**Dundee City Council****Local Government (Scotland) Act 1973****Proposed Amendments to the Council's Scheme for the Establishment of Community Councils**

Notice is hereby given, that Dundee City Council, in exercise of the powers conferred upon it by Section 53 (1) of the above-mentioned Act, has conducted the initial two periods of 8 week public consultation on proposed amendments to the Scheme for the Establishment of Community Councils.

A meeting of Children, Families & Communities Committee, held on 13 May 2024, agreed to give public notice of these amendments and a final 4-week period to make amendments, prior to its adoption.

The Amended Scheme for the Establishment of Community Councils together with Associated Documentation may be examined at [Community Councils and Neighbourhood Representative Structures | Dundee City Council](#).

Hard copies of the documents may be requested by contacting [shoreterrace@dundeecity.gov.uk](mailto:shoreterrace@dundeecity.gov.uk) , or by calling 01382 435808.

Any person or organisation wishing to make written representations on the proposed final amendments should address them to [shoreterrace@dundeecity.gov.uk](mailto:shoreterrace@dundeecity.gov.uk) or by post to Nicky MacCrimmon, Community Learning & Development Manager, 1 Shore Terrace, Dundee, DD1 3AH within a period of 4 weeks from publication of this Notice (No later than 14 June 2024).

Gregory Colgan  
Chief Executive  
Dundee Council  
17 May 2024

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A review of the existing Scheme of Establishment including the boundaries of the current community councils is proposed. Under **Section 53** of the 1973 Act, every local authority shall from time to time **review schemes** made and approved under the Act and, where they consider that such a scheme ought to be amended, they shall give public notice of their proposals, inviting any community council concerned and the public to make representations as respects the proposals.

A **decision** of the local authority to review or amend a scheme, shall be **by resolution** passed by not less than two-thirds of the members voting thereon at a local authority meeting specially convened for the purpose with notice of the object.

**Statutory Process for review and amendment of the Scheme for the Establishment of Community Councils in accordance with Section 53 of the Local Government (Scotland) Act 1973**

**1. First Special Meeting of Full Council – 12 June 2023**

- I. To review the Scheme based on proposals in Appendix [x].
- II. Approve publication of the Public Notice of Review which implements the first **8 week consultation period** closed 8 August 2023.

**2. Second Special Meeting of Full Council – 22 January 2024**

- I. Consider outcome of consultation and approve draft amended Scheme.
- II. Approve publication of Public Notice for the commencement of the second **8 week consultation period** on the draft amended Scheme closing 22<sup>nd</sup> March 2024.

**3. Third Special Meeting of Full Council – 13 May 2024**

- I. Consider the draft reviewed Scheme and suggestions and agreed final draft of the amended Scheme.
- II. Approve publication of the Public Notice requesting final representations on the final draft of the Scheme, this is **a 4 week period**.

**4. Fourth Special Meeting of Full Council – 2 September 2024**

- I. Approve the final version of the Scheme and the date of adoption of the amended Scheme.
- II. Approve publication of the final Public Notice which confirms the date of the adoption of the amended Scheme.

# Dundee City Council Community Councils Map



# Integrated Impact Assessment

Committee Report Number: 121-2024

Document Title: REVIEW OF DUNDEE'S SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS

Document Type: Procedure

Description:

Scheme for community councils

Intended Outcome:

Reviewed scheme

Period Covered: 13/05/2024 to 13/05/2024

Monitoring:

By the CLD Manager

Lead Author:

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1 Shore Tce, Dundee, DD1 3AQ

Director Responsible:

Tony Boyle, Executive Director Neighbourhood Services, Neighbourhood Services

[tony.boyle@dundee.gov.uk](mailto:tony.boyle@dundee.gov.uk), 07919522449

5 City Square, Dundee, DD1 3BA

## Equality, Diversity and Human Rights

### Impacts & Implications

Age: No Impact

Disability: No Impact

Gender Reassignment: No Impact

Marriage & Civil Partnership: No Impact

Pregency & 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:	Positive
Lochee:	Positive
Coldside:	Positive
Maryfield:	Positive
North East:	Positive
East End:	Positive
The Ferry:	Positive
West End:	Positive

Positive Implications: Reviewed scheme to make it easier and clarify support to groups looking to establish democratic structures in their communities to improve lives.

## Household Group Impacts and Implications

Looked After Children & Care Leavers: No Impact

Carers: No Impact

## Household Group Impacts and Implications

Lone Parent Families: No Impact

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

Positive impact upon people's ability to affect change in their 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: Positive

Shows DCC as being proactive in wishing to work with communities.

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 DCC is to compliant with our statutory obligations under Local Government Act

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.