

City Chambers
DUNDEE
DD1 3BY

12th January, 2024

Dear Colleague

You are requested to attend a MEETING of the **CHILDREN, FAMILIES AND COMMUNITIES COMMITTEE** to be held remotely on Monday 22nd January, 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 [Committee Meetings 22nd January 2024 | Dundee City Council - YouTube](#)

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 REVIEW OF THE SERVICE ESTATE – Page 1

(Report No 26-2024 by the Executive Director of Children and Families Service, copy attached).

3 SCOTTISH ATTAINMENT CHALLENGE UPDATE – Page 13

(Report No 29-2024 by the Executive Director of Children and Families Service, copy attached).

At this juncture external members of the Committee will depart.

4 INDEPENDENT LIVING SUPPORT AT REID SQUARE – Page 25

(Report No 28-2024 by the Executive Director of Children and Families Service, copy attached).

5 REVIEW OF DUNDEE'S SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS – Page 35

(Report No 6-2024 by the Executive Director of Neighbourhood Services, copy attached).

REPORT TO: CHILDREN, FAMILIES & COMMUNITIES COMMITTEE – 22 JANUARY 2024

REPORT ON: REVIEW OF THE SERVICE ESTATE

REPORT BY: EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE

REPORT NO: 26-2024

1 PURPOSE OF REPORT

1.1 The Education Committee (Article I of the Minute of the Meeting of the Education Committee held on 12 December 2011, report 539-2011 refers) agreed that an annual update report on the school estate would be prepared for committee.

2 RECOMMENDATIONS

- 2.1 It is recommended that the Committee notes:
- a the current, planned and ongoing improvements to the estate;
 - b the capacity levels across schools; and
 - c the building safety update.

3 FINANCIAL IMPLICATIONS

3.1 There are no financial implications associated with this report.

4 BACKGROUND

4.1 The Education Committee (Article I of the Minute of the Meeting of the Education Committee held on 12 December 2011, report 539-2011 refers) agreed that an annual update report on the school estate would be prepared for committee.

4.2 There are ongoing improvements and adaptations to the school estate across Dundee. These include the new build programme; refurbishment (including nurseries); planned maintenance works; cyclical upgrades; and an ongoing programme of general works. See appendix 1.

4.3 The most recent Service Estate Management Plan (SEMP) was submitted to the Scottish Government in May 2023. In line with current Government guidance, City Development will be reviewing the management of Condition and Suitability data retained. The occupancy rate for each establishment is based on the annual census data taken each September. Appendix 2 summarises core facts data for condition and suitability for each establishment. Each establishment is graded on a scale A to D, defined by Scottish Government as follows:

		Condition	Suitability
Rating A	Good	Performing well and operating efficiently	Performing well and operating efficiently
Rating B	Satisfactory	Performing adequately but showing minor deterioration	Performing well but with minor problems
Rating C	Poor	Showing major defects and/or not operating adequately	Showing major problems and/or not operating optimally
Rating D	Bad	Life expired and/or serious risk of imminent failure	Does not support the delivery of services to children and communities

- 4.4 In the Secondary portfolio, a Council Committee decision, Article III of the Minute of this committee of 25 January 2021 (Report no 44-2021 refers) has now been taken, backed by Scottish Futures Trust (SFT) and the Scottish Government, to replace Craigie High School and Braeview Academy with a new purpose-built Community Campus facility. Planning approval was gained in 2022, works started in Spring 2023, with a planned completion in 2025. Design and consultation on the building continues with relevant stakeholders.
- 4.5 Barnhill, Craigiebarns and Eastern Primary Schools are all currently graded as C for condition. Works are being planned over the coming financial years to improve these gradings and restore these schools to grade B. Planned works will include the following as appropriate - window replacement, roof replacement, toilet refurbishments, rewire and lighting upgrades, heating services upgrades etc. In the last year, this process of investment has recently restored the grade B status to St Ninian's Primary School and St Pius Primary School. There is continual liaison between the Capital Projects and Property Management teams to ensure that priority condition concerns are targeted, to deliver the most effective capital investment results.
- 4.6 The Harris Academy extension commenced in January 2023 and completed on programme and budget in December 2023.
- 4.7 Core facts for condition and suitability are measured by Dundee City Council and reported to Scottish Government. Almost all our nurseries and schools are rated as good or satisfactory, with refurbishments planned to take place as necessary to maintain standards.

5 SCHOOL CAPACITY

- 5.1 The planning capacity for schools is based on a standard formula using the Strathclyde Model to ensure a consistent approach across the school estate.
- 5.2 Action is taken each year to create reserved spaces in schools to try to ensure that Priority 1 pupils who move into a catchment area during the school year are granted a space. The allocation of reserved spaces is reviewed on an annual basis, and a report is presented to committee detailing the proposed number of reserved spaces in specific schools. In March 2023 (Article II of the Minute of the Children and Families Service Committee of 6 March 2023, Report No 78-2023 refers) the Committee approved a revision of the allocation of reserved places in selected schools to try to ensure an adequate retention of spaces for all Priority 1 pupils entering their local primary or secondary school. Where the school roll is close to or above capacity, entry levels into Primary 1 can also be regulated to control capacity should such action be necessary. At secondary school level there is a maximum intake for each year group, and this is based on the working capacity of each school.
- 5.3 The total capacity across the primary estate is 13,261 pupils. At present 10,059 spaces are used, which represents an occupancy level of 76%. The total capacity across the secondary estate is 9,518 pupils. At present 8,213 spaces are used, which represents an occupancy level of 86%.
- 5.4 Table 4 sets out the capacity and roll for each school, the number and percentage of those pupils who live within the school catchment, and the number and percentage of pupils living outside the catchment in September 2023. There are 5 primary schools with an occupancy level greater than 95%. There are 3 secondary school with an occupancy level greater than 95%. Each of these schools has a significant number of pupils from outside catchment, ranging from 20% to 61%. The schools are:
- 5.4.1 **Blackness Primary School:** The roll is 329 pupils, and the capacity is 342 pupils. Changes to West End school catchment boundaries, effective August 2022, mean that 200 pupils now live outside catchment, and this represents 61% of the school roll. The effect of the catchment changes will be to reduce the school roll by reducing intake in future years.
- 5.4.2 **Our Lady's RC Primary School:** The roll is 239 pupils, and the capacity is 245 pupils. There are 56 pupils from outside catchment, and this represents 23% of the school roll.
- 5.4.3 **Rosebank Primary School:** The roll of 295 is 17 pupils over capacity. 114 pupils live outside catchment, and this represents 39% of the school roll.
- 5.4.5 **SS Peter and Paul RC Primary School:** The roll of 348 is 6 pupils over capacity. 125 pupils live outside catchment, and this represents 36% of the school roll.

- 5.4.6 **St Joseph's RC Primary School:** The roll of 356 pupils and the capacity is 367. 177 pupils live outside catchment, and this represents 50% of the school roll.
- 5.4.7 **Grove Academy:** The roll is 1,347, 98% of the working capacity of 1,370 pupils. 270 pupils live outside the school catchment representing 20% of the school roll.
- 5.4.8 **Harris Academy:** The roll is 1,338, 102% of the working capacity in September of 1,309 pupils. 272 pupils live outside the school catchment representing 20% of the school roll. An extension funded by Perth and Kinross Council in response to the Harris catchment review in 2020 was completed and handed over in December 2023. These additional 6 classrooms provide a capacity increase of 198. Total capacity is now 1,507 with an occupancy level of 89%. The extension ensures that an S1 intake of 260 pupils is sustainable, including eligible pupils from Invergowrie Primary School.
- 5.4.9 **St John's RC High School:** The roll is 1,279, 18 pupils over the working capacity of 1,261 pupils. In July 2023 approval was given to tender for additional modular accommodation which would provide 4 additional classrooms and increased toilet provision. Upon installation, the school's capacity will increase to 1,393. 300 pupils live outside the school catchment representing 23% of the school roll.
- 5.4.10 **Kingspark School:** The school is 8 pupils above the working capacity of 172. The nature and style of the school is such that it can accommodate additional pupils but there is an ongoing review of the present and future provision to reflect the nature of additional support needs across the city.
- 5.5 The schools with an occupancy level of over 100% are using the flexibility within their accommodation which enables them to respond appropriately to the demands of specific class compositions, individual pupil needs and occupancy levels.
- 5.6 The Children and Families Service closely monitors the capacity of all schools and takes action to address any issues. This can include, for example, capping intakes, increasing the number of reserved places for priority 1 pupils, monitoring placing requests and if this continues to be a significant issue, reviewing catchment areas. However, there is currently no plan to review catchment areas due to projected falling rolls.

Table 4: School Capacities, Rolls and catchment status as at September 2023

School Name	Sector	Planning Capacity	Roll	Occupancy	Living in catchment	Outside catchment	% in catchment	% outside catchment
Ancrum Road	Primary	451	318	71%	179	139	56%	44%
Ardler	Primary	267	110	41%	73	37	66%	34%
Ballumbie Primary	Primary	676	398	59%	288	110	72%	28%
Barnhill	Primary	534	402	75%	325	77	81%	19%
Blackness	Primary	342	329	96%	129	200	39%	61%
Camperdown Primary	Primary	338	228	67%	158	70	69%	31%
Claypotts Castle	Primary	500	348	70%	293	55	84%	16%
Cleington	Primary	574	401	70%	283	118	71%	29%
Craigiebarns	Primary	367	301	82%	135	166	45%	55%
Craigowl	Primary	434	314	72%	202	112	64%	36%
Dens Road	Primary	292	239	82%	125	114	52%	48%
Downfield	Primary	434	302	70%	145	157	48%	52%
Eastern	Primary	459	388	85%	157	231	40%	60%
Fintry	Primary	434	368	85%	193	175	52%	48%
Forthill	Primary	651	491	75%	364	127	74%	26%
Glebelands	Primary	432	356	82%	178	178	50%	50%
Longhagh	Primary	371	260	70%	128	132	49%	51%

Mill of Mains	Primary	317	277	87%	189	88	68%	32%
Our Lady's RC	Primary	245	239	98%	183	56	77%	23%
Rosebank	Primary	278	295	106%	181	114	61%	39%
Rowantree	Primary	434	299	69%	230	69	77%	23%
Sidlaw View	Primary	440	214	49%	141	73	66%	34%
St Andrew's RC	Primary	484	461	95%	347	114	75%	25%
St Clement's RC	Primary	288	209	73%	160	49	77%	23%
St Fergus RC	Primary	367	167	46%	74	93	44%	56%
St Francis RC	Primary	392	311	79%	246	65	79%	21%
St Joseph's RC	Primary	367	356	97%	179	177	50%	50%
St Mary's RC	Primary	300	282	94%	204	78	72%	28%
St Ninian's RC	Primary	308	250	81%	173	77	69%	31%
Ss Peter and Paul RC	Primary	341	348	102%	223	125	64%	36%
St Pius' RC	Primary	242	156	64%	125	31	80%	20%
Tayview	Primary	660	440	67%	270	170	61%	39%
Victoria Park	Primary	242	202	83%	97	105	48%	52%
Baldragon Academy	Secondary	1100	881	80%	718	163	81%	19%
Braeview Academy	Secondary	1058	704	67%	608	96	86%	14%
Craigie High School	Secondary	1050	725	69%	531	194	73%	27%
Grove Academy	Secondary	1370	1347	98%	1077	270	80%	20%
Harris Academy	Secondary	1309	1338	102%	1066	272	80%	20%
Morgan Academy	Secondary	1065	942	88%	697	245	74%	26%
St John's RC High School	Secondary	1261	1279	101%	979	300	77%	23%
St Paul's RC Academy	Secondary	1305	997	76%	905	92	91%	9%
Kingspark School	Special	172	180	105%				
Rockwell OES	Special	51	31	61%				

6 BUILDING SAFETY

- 6.1 A system is in place for the inspection, monitoring, reporting and addressing of defects that arise within all Council nurseries, primary schools and secondary school buildings. The Head Teachers assume the role of Building Manager and have overall responsibility for property safety assisted by the Building Co-ordinator which is the Business Manager in Secondary Schools and Locality Support Officers in both Primary and Nursery Schools. Building Surveying Services have allocated a Property Officer to each school who carry out comprehensive building condition inspections on an annual basis. The Property Officers also carry out regular inspections of the school and its facilities (typically on a monthly basis). The Building Manager, Building Co-ordinator or facility staff will also inspect on an ongoing basis and report any safety concerns to the Property Officer. The Property Officer attends regular meetings with schools once a term where a set agenda specifically looks at health and safety issues.

There are separate health and safety contracts in place for safety inspection and testing in areas as diverse as electrical testing, testing of gas appliances, fire alarm servicing and assessment of water quality.

- 6.2 Regular meetings are held and attended by Property, Children and Families Services and Tayside Contracts where any issues are identified, with solutions discussed and implemented.
- 6.3 A detailed structural inspection is carried out every three years across the estate by City Engineers. Any structural maintenance needs arising from these inspections are programmed on a prioritised basis. These cyclical inspections highlight a need for structural maintenance across the school's estate with allowance provided within the capital plan over the next five years to preserve asset condition and safety. Any major works required are identified through these inspection processes and prioritised through the capital budget process.
- 6.4 A system is also in place for the eight Dundee PPP Contract Schools through the facilities management contractor. Any work required in relation to these properties is carried out through planned maintenance processes. The works are funded through the lifecycle maintenance portion of the contract.
- 6.5 Operational Mechanical, Electrical and Property Officers continue to assist and support with day-to-day duties and repairs and maintenance where required.

6.6 REINFORCED AUTOCLAVED AERATED CONCRETE (RAAC)

- 6.6.1 Reinforced autoclaved aerated concrete (RAAC) has been used in part of the roof structure at two of our school buildings – St Fergus and Ardler Primary Schools.
- 6.6.2 The roofs have been, and continue to be, inspected regularly by the City Engineer. The RAAC at each school is described as being in good condition currently with no structural issues apparent, accordingly both schools can safely continue to operate.
- 6.6.3 Detailed inspections of the roof areas continue to be carried out at least every six months and in line with national guidelines. Relevant industry guidance is frequently reviewed and management of RAAC in these properties will reflect any subsequent advice provided by the construction industry and Scottish Government.

6.7 FIRE SAFETY

- 6.7.1 Building Surveying Services continue to deliver duty holder training to Head Teachers, Tayside Contracts, Locality Support Officers and Contract Managers working in schools. In addition, Locality Support Officers have been provided with presentations to make further training available to duty holders, fire marshals and fire stewards.
- 6.7.2 Safety Officers have undertaken a review of bin store locations, security and liaised with Tayside Contracts and Children and Families Services staff with regard to the importance of securing bins/enclosures in order to reduce the possibility of wilful fire-raising. Fire Risk Assessments are reviewed annually, followed up by fire audits.
- 6.7.3 All schools have up to date and relevant Fire Risk Assessments in place, and every school is reviewed annually by a Fire Risk Assessor.
- 6.7.4 We have had no Unwanted Fire Alarm Signal (UFAS) notifications in 2023. The Scottish Fire and Rescue Service (SFRS) changed their response to fire alarms in July 2023 which should have reduced the number of these types of incidents.
- 6.7.5 All schools are connected to a remote alarm receiver centre. However, the procedures have changed in line with changes to the SFRS response. The alarm receiver centre will contact a list of key holders. An investigation will be carried out and 999 call to SFRS to confirm if the activation is a fire or false alarm. SFRS will only respond automatically to a fire alarm activating in a sleeping risk, any other type of building will have to clarify signs of fire before they will mobilise.

6.8 ASBESTOS MANAGEMENT AND OTHER TRAINING

- 6.8.1 All relevant Education facilities have asbestos management surveys in place where required and are re-inspected annually by accredited Surveyors. Each of these Education properties have their own Action Plans which are reviewed by City Development, updated, appropriately actioned and/or managed at regular intervals.
- 6.8.2 Any asbestos related works are carried out during school holiday periods/weekends and strictly in line with relevant regulation and control.
- 6.8.3 Relevant staff are suitably trained, and guidance is provided to Building Managers and Head Teachers as appropriate.
- 6.8.4 Suitable training and support is provided to relevant Building Managers and Head Teachers in pertinent areas of building safety and management, and support is always available from fully qualified Property staff within City Development.

6.9 ADDITIONAL SUPPORT AND ASSISTANCE

- 6.9.1 Additional support and assistance is provided by Building Surveying Services, when required, by coordinating works related to property which is funded by Devolved School Management budgets.
- 6.9.2 Property Officers and Clerk of Works continue to support and assist with the installation of Wi-Fi to 18 education facilities.

7 RESIDENTIAL CHILDCARE

- 7.1 Residential childcare forms part of Dundee City Council's accommodation resources for care experienced children and young people. The Council has 6 houses offering up to 33 beds for children aged 12-21, including Gillburn Road which previously provided short breaks for families with children with a disability and is now a residential home for up to 4 young people. The houses are registered services under the Care Inspectorate whose annual inspection reports identify houses where there are clear or emerging issues around the suitability and fabric of the buildings to meet the needs of the young people we care for.
 - a Drummond House has undertaken full upgrading of the en suites to each bedroom in addition to further general upgrades and decoration. Upgrading work commenced in Autumn of 2021 and was completed in February 2022.
 - b A new build site was identified at Southampton Road to deliver a new children house to replace Fairbairn Street, work commenced in August 2022, completed in April and occupied during the summer of 2023. This resource is now named Craigie Cottage and offers specialist care to children under the age of 12 who cannot manage a family setting such as kinship care or foster care. This provision is allowing for the youngest most vulnerable of children to return to the City. This provision allows for children to access mainstream education, maintain relationships with peers and families as well as access community clubs and interests. Craigie Cottage allows Dundee City Council to have a range of internal provision to meet the needs of all children, of all ages who cannot safely remain at home.
 - c Fairbairn Street House is receiving some minor improvement work, this will enable the house to be re-purposed to deliver support for care experienced young people transitioning to independent living. Re-provisioning Fairbairn to a 6 bedded housing support service for care leavers allows us to extend the options for care leavers, allowing young adults to have supported accommodations on return to the city from out of Authority placements and means less reliance on external high-cost placements. Retaining Fairbairn provides a 7th house increasing our internal capacity from 33 to 39 beds. There have been minimal costs to retaining this house with staffing being sourced from internal capacity and house improvements largely being undertaken by the Justice Unpaid Work Team.

8 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 CONSULTATION

- 9.1 The Council Leadership Team was consulted in the preparation of this report.

10 BACKGROUND PAPERS

- 10.1 None.

Audrey May
Executive Director of Children and Families Service

Gordon Laidlaw
Education Officer
Children and Families Service

January 2024

Michael Mclaughlin
Senior Manager
City Development

APPENDIX 1

Capital Works Programme 2024/25

Proposed General upgrading works:

School	Proposed Works for 2024/25	Estimated value
Barnhill PS	Electrical Upgrade Phase 3 and Fire Alarm Replacement	£450,000
Mill O' Mains PS	Development of Enhanced Support Area	£150,000
St John's HS	Enhanced Support Area Improvements	£250,000
St John's HS	Swimming Pool relining and Pool Plantroom refurbishment	£150,000
Craigiebarns PS	Roof Covering replacement – Phase 3	£200,000
St Mary's PS	Roof Covering replacement – Phase 3	£200,000
St Pius PS	Roof Covering Replacement – Assembly Hall and stage	£180,000
St Ninian's PS	Final Phase Window replacement	£150,000
Blackness PS	Upgrade of Ground Floor Toilets	£85,000
Eastern PS	Upgrade Centenary Block Toilets	£100,000
Eastern PS	Develop Strategy for Upgrade of windows through original school building	On-going

The above overall proposed investment in our service estate for session 2024/25 is circa £1.9m.

APPENDIX 2

Summary Data on the School Estate

Core facts on the school estate as at September 2023

		Condition	Suitability
Rating A	Good	Performing well and operating efficiently	Performing well and operating efficiently
Rating B	Satisfactory	Performing adequately but showing minor deterioration	Performing well but with minor problems
Rating C	Poor	Showing major defects and/or not operating adequately	Showing major problems and/or not operating optimally
Rating D	Bad	Life expired and/or serious risk of imminent failure	Does not support the delivery of services to children and communities

Early Years Establishments

	Condition	Suitability
Balgay Hill Nursery School	A	A
Frances Wright Nursery	A	A
Jessie Porter Nursery	A	A
Menzieshill Nursery (New Build)	A	A
Quarry View Nursery	A	A
Wallacetown Nursery	B	B
Woodlea Children's Centre	B	B

Primary/Secondary Schools

School Name	School Type	Overall Condition	Suitability of Estate
Ancrum Road Primary School	Primary	B	B
Ardler Primary School	Primary	B	B
Ballumbie Primary	Primary	A	A
Barnhill Primary School	Primary	C	B
Blackness Primary School	Primary	B	B
Camperdown Primary	Primary	A	A

Claypotts Castle Primary School	Primary	A	A
Cleington Primary School	Primary	B	B
Craigiebarns Primary School	Primary	C	B
Craigowl Primary School	Primary	A	A
Dens Road Primary School	Primary	B	B
Downfield Primary School	Primary	A	A
Eastern Primary School	Primary	C	B
Fintry Primary School	Primary	A	A
Forthill Primary School	Primary	B	B
Glebelands Primary School	Primary	B	B
Longhaugh Primary School	Primary	A	A
Mill of Mains Primary School	Primary	B	B
Our Lady's RC Primary School	Primary	A	A
Rosebank Primary School	Primary	A	A
Rowantree Primary School	Primary	A	A
Sidlaw View Primary School	Primary	A	A
St Andrew's RC Primary School	Primary	A	A
St Clement's RC Primary School	Primary	A	A
St Fergus RC Primary School	Primary	B	B
St Joseph's RC Primary School	Primary	A	A
St Francis RC Primary School	Primary	A	A
St Mary's RC Primary School	Primary	B	B
St Ninian's RC Primary School	Primary	B	A
St Peter and Paul RC Primary School	Primary	B	B
St Pius' RC Primary School	Primary	B	B
Tayview Primary School	Primary	A	A

Victoria Park Primary School	Primary	A	A
Baldragon Academy	Secondary	A	A
Braeview Academy	Secondary	C	B
Craigie High School	Secondary	C	B
Grove Academy	Secondary	A	A
Harris Academy	Secondary	A	A
Morgan Academy	Secondary	A	B
St John's RC High School	Secondary	A	B
St Paul's RC Academy	Secondary	A	A
Kingspark School	Special	A	A
Rockwell Learning Centre	Special	B	B

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REPORT TO: CHILDREN, FAMILIES AND COMMUNITIES COMMITTEE - 22 JANUARY 2024

REPORT ON: SCOTTISH ATTAINMENT CHALLENGE UPDATE

REPORT BY: EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE

REPORT NO: 29-2024

1 PURPOSE OF REPORT

- 1.1 This report provides an update on Dundee's Strategic Equity Fund (SEF) allocation for 2024/25. SEF is a funding stream in the Attainment Scotland Fund (ASF), which supports the Scottish Attainment Challenge (SAC).

2 RECOMMENDATION

- 2.1 The Children, Families and Communities Committee is asked to note the content of the report.

3 FINANCIAL IMPLICATIONS

- 3.1 The Strategic Equity Fund (SEF) is a fully funded specific grant from the Scottish Government's Attainment Scotland Fund.
- 3.2 The Strategic Equity Fund allocation for Dundee City Council for 2024/25 is £2,533,537. This is a reduction in grant allocation of £1,229,976 from the funding level of 2023/24. Table 2 provides an overview of the allocation of funding in 2024/25.

4 BACKGROUND

- 4.1 The Scottish Attainment Challenge was launched in February 2015 with the strategic aim of "closing the poverty-related attainment gap between children and young people from the least and most disadvantaged communities". The Attainment Scotland Fund (ASF), which supports the Scottish Attainment Challenge, prioritises improvements in literacy, numeracy and health and wellbeing of those children adversely affected by poverty in Scotland's schools. Achieving excellence and equity in education are the key aims.
- 4.2 In November 2021, the Cabinet Secretary for Education and Skills set out plans for a refreshed Scottish Attainment Challenge (SAC) from April 2022. The mission of this refreshed Scottish Attainment Challenge (SAC) is: to use education to improve outcomes for children and young people impacted by poverty, with a focus on tackling the poverty-related attainment gap.
- 4.3 The refreshed Scottish Attainment Challenge introduced several changes to the programme at national, regional, and local level. This included changes to the ASF with the introduction of Strategic Equity Funding (SEF), which replaced Challenge Authority and Schools Programme Funding. The ASF is now made up of the SEF, the Pupil Equity Fund (PEF) and the Care Experienced Children and Young People Funding,
- 4.4 Strategic Equity Funding (SEF) is £43 million annually to be shared by all 32 local authorities to invest in approaches to achieving the mission of the Scottish Attainment Challenge (SAC). A link to further information about SEF, including the SEF allocation for each of the 32 local authorities, is included in Appendix 1.
- 4.5 The £43 million in SEF is distributed based on Children in Low Income Families data for the 2019/2020 financial year. As a result of the change from Challenge Funding (for 9 challenge authorities, including Dundee) to SEF, Dundee City Council's funding allocation to achieve the mission of the Scottish Attainment Challenge is tapering over four years from £6,223,466 in 2021/22 to £1,303,561 in 2025/26 (See appendix 1). Therefore, Dundee's allocation will reduce by a further £1,229,976 from 2024/25 to 2025/26. As yet, there is no confirmation of any SEF beyond 2025/26.

- 4.6 Dundee's SEF for 2023/ 24 is allocated to different interventions and activities and used for either staffing or contract work/providers/resources to build capacity and provide targeted support. Plans for sustainability are built into this. SEF for 2023/ 24 is allocated, broadly, as follows:

Table 1 – SEF grant funding 2023/24

INTERVENTION	STAFF - FTE	OTHER ALLOCATION OF FUNDING e.g., contract work/providers/resources	TOTAL
Pedagogy Team and Central Support - Learning Provision lever	12	£10,000 (Resources)	£849,340
Speech and Language Therapy - Learning Provision lever		£80,000	£80,000
Targeted Support - Learning Provision lever	20.0		£850,402
Health and wellbeing - Learning Provision lever	17.8		£904,885
Parental Engagement and Family Support – Families and Communities lever	25.0		£893,970
Supporting improvement lever	3.7		£184,916
TOTAL	78.5	£90,000	£3,763,513

- 4.7 As part of the budget setting process for 2023/24 the Children and Families Service was allocated £150,000 to help tackle educational inequalities. As a result, the overall SEF plan (table 1) for 2023/24 also included the following additional projects:

- 'Leading Learners' programme to provide targeted support for senior phase pupils with teachers being trained as coaches to work with pupils at risk of not achieving their target grades in exams.
- Enhancing 'AIM': Anxiety in Motion (AIM) is a provision in Education, Learning and Inclusion for secondary school pupils who are unable to attend school due to significant anxiety and related mental health needs. The additional money is being used to:
 - enhance the curriculum offer for pupils who attend AIM.
 - enhance outreach to support an increased number of young people whilst building in-school capacity to allow for sustainability beyond 2023/ 24.

- 4.8 Table 2 details the broad areas where the allocation of funding for 2024-25 will be targeted; these figures include an estimate for the pay award. Plans for sustainability beyond 2024/25 are built into the strategic plan where possible.

Table 2: SEF – overview of areas of spend in 2024/25

INTERVENTION	STAFF - FTE	OTHER ALLOCATION OF FUNDING e.g., contract work/providers/resources	TOTAL
<p>Pedagogy Team and Central Support – Learning Provision lever</p> <ul style="list-style-type: none"> Informed by data, the pedagogy team will provide targeted support related to specific improvement themes (e.g., Moderation); it will also work with targeted schools to improve the quality of learning, teaching, and assessment. There will also be a focus on embedding the ‘Every Dundee Learner Matters’ (EDLM) improvement strategy, which is underpinned by principles of equity. 	7.0		£597,377
<p>Speech and Language Therapy – Learning Provision lever</p> <ul style="list-style-type: none"> Continued partnership with Speech and Language Therapy Service to provide support to Primary 1 pupils in targeted schools, and to build staff capacity in the supporting pupils with speech, language, and communication. 		£80,000	£80,000
<p>Targeted Support - Learning Provision lever</p> <ul style="list-style-type: none"> Continue to provide targeted support to pupils to overcome barriers to learning and to build capacity around supporting young people with additional support needs. Provide additional learning pathways to ensure all pupils make appropriate progress in achieving planned outcomes 	13.0		£549,393
<p>Health and wellbeing - Learning Provision lever</p> <ul style="list-style-type: none"> Additional support for targeted health and wellbeing support in the primary and secondary sector. Continue to support children and young people to <ul style="list-style-type: none"> Be present – attend school regularly Participate – be engaged in learning Make progress – attain and achieve in their learning, meeting milestones as appropriate 	10.8		£561,840

Parental Engagement – <i>Families and Communities lever</i> <ul style="list-style-type: none"> Head Teachers involved in determining where School and Family Development Workers (SFDWs) can have greatest impact. SEF and Pupil Equity Fund (PEF) will be used to fund SFDWs to provide targeted support to pupils and families, with a particular focus on school attendance. 	12.2		£552,399
<i>Supporting improvement lever</i> <ul style="list-style-type: none"> Education Officer, Research and Information Analysis Officers, and Educational Psychologist provide support directly to settings and schools to ensure that interventions are planned and implemented as effectively as possible. 	3.0		£192,528
TOTAL	46.0	£80,000	£2,533,537

- 4.9 The reduction in FTE in the 2024/ 25 SEF plan will be managed, where necessary, through the redeployment of staff to other roles, retirements, or the end of temporary contracts; or, through using other funding streams.

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 was consulted in the preparation of this report.

7 BACKGROUND PAPERS

- 7.1 None.

Audrey May
Executive Director of Children and Families Services

Paul Fleming
Head of Education, Learning & Inclusion

29 December 2023

ABBREVIATIONS AND ACRONYMS

AIM	Anxiety in Motion
ASF	Attainment Scotland Fund
EDLM	Every Dundee Learner Matters
FTE	Full Time Equivalent
PEF	Pupil Equity Funding
SAC	Scottish Attainment Challenge
SEF	Strategic Equity Fund
SFDW	School and Family Development Worker
SQA	Scottish Qualifications Authority

GLOSSARY

AIM	AIM (Anxiety in Motion) is a provision within for secondary school pupils who are unable to attend school due to significant anxiety and related mental health needs.
ASF	The ASF is an additional, targeted investment to be used strategically alongside existing funding at and across local authority and school level, with local authorities and schools collaborating to achieve the shared, national mission of the Scottish Attainment Challenge. Resources for the Scottish Attainment Challenge, through the ASF, will be provided to all 32 local authorities through Strategic Equity Funding (SEF) and Care Experienced Children and Young People funding (CECYP); and to schools through Pupil Equity Funding (PEF).
PEF	Pupil Equity Funding is allocated directly to schools and targeted at closing the poverty related attainment gap. This funding is to be spent at the discretion of the head-teacher working in partnership with each other and their local authority, with Pupil Equity Funding: national operational guidance designed to help support those plans.
SAC	The Scottish Attainment Challenge was launched in February 2015 with the strategic aim of “closing the poverty-related attainment gap between children and young people from the least and most disadvantaged communities”.
SEF	Strategic Equity Funding (SEF) is £43 million to be shared by all 32 local authorities to invest in approaches to achieving the mission of the Scottish Attainment Challenge (SAC).

APPENDIX 1**STRATEGIC EQUITY FUNDING ALLOCATIONS**

Year	Amount
2021/2022 – final year of SAC funding	£6,223,466
2022/2023 – allocation SEF	£4,993,490
2023/2024 – allocation SEF	£3,763,513
2024/2025 – allocation SEF	£2,533,537
2025/2026 – allocation SEF	£1,303,561

STRATEGIC EQUITY FUNDING ALLOCATIONS FOR EACH LOCAL AUTHORITY

[Pupil attainment: closing the gap - Schools - gov.scot \(www.gov.scot\)](http://www.gov.scot)

APPENDIX 2



Integrated Impact Assessment

Committee Report Number: 29-2024

Document Title: Scottish Attainment Challenge Update

Document Type: Service

Description:

This report provides an update on how the Children and Families Service will use Dundee's Strategic Equity Fund (SEF) allocation for 2024/25.

Intended Outcome:

Report is noted.

Period Covered: 01/04/2024 to 31/03/2025

Monitoring:

Chief Education Officer and Education Managers will review and evaluate the impact of the remaining Strategic Equity Fund.

Lead Author:

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Director Responsible:

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5 City Square, East Wing, DUNDEE DD1 5FE

Equality, Diversity And Human Rights

Impacts & Implications

Age: No Impact

Disability: No Impact

Gender Reassignment: No Impact

Marriage & Civil Partnership: No Impact

Pregnancy & 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:	Not Known
Lochee:	Not Known
Coldside:	Not Known
Maryfield:	Not Known
North East:	Not Known
East End:	Not Known
The Ferry:	Not Known
West End:	Not Known

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: Negative

With the reduction in the allocation of Strategic Equity Funding (SEF) to Dundee, there will be interventions that will either cease or be reduced in terms of their reach. Whilst this has been planned for – and plans for sustainability in place – there may still be an impact.

Plans are in place to minimise the impact of the reduction of funding. This includes the effective use of all Attainment Scotland Funds (e.g., working with Head Teachers to use SEF and Pupil Equity Funding (PEF) together. Learning from evaluations of impact will also help inform interventions for 2024/25 and allow for better targeting of resources.

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: Negative

With the reduction in the allocation of Strategic Equity Funding (SEF) to Dundee, there will be interventions that will either cease or be reduced in terms of their reach. Whilst this has been planned for – and plans for sustainability in place – there may still be an impact.

Plans are in place to minimise the impact of the reduction of funding. This includes the effective use of all Attainment Scotland Funds (e.g., working with Head Teachers to use SEF and Pupil Equity Funding (PEF) together. Learning from evaluations of impact will also help inform interventions for 2024/25 and allow for better targeting of resources.

Health: No Impact

Life Expectancy: No Impact

Mental Health: No Impact

Overweight / Obesity: No Impact

Child Health: No Impact

Neighbourhood Satisfaction: No Impact

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: Not Known

It is not known how this report may be perceived by members of the public, media etc and as such the likelihood of political or reputational damage to the Council is not known.

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: No Impact

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 – 22 JANUARY 2024

REPORT ON: INDEPENDENT LIVING SUPPORT AT REID SQUARE

REPORT BY: EXECUTIVE DIRECTOR, CHILDREN AND FAMILIES SERVICE

REPORT NO: 28-2024

1 PURPOSE OF REPORT

- 1.1 This report requests approval by Elected Members of the adjusted use of Hillcrest Homes flats at Reid Square to provide independent living support for care experienced young people and young people at risk of homelessness aged 16 to 21 years.

2 RECOMMENDATION

- 2.1 It is recommended that the Committee:
- a Approve the Council's lease of Reid Square flats for an initial period of 24 months to provide independent living support and enhanced transitions into adulthood for cohorts of young people.

3 FINANCIAL IMPLICATIONS

- 3.1 The total annual rental/running cost of the property of £244k and this will be fully self-funded by a combination of Home Office funding for Unaccompanied Asylum-Seeking Children (UASC) which ranges from £14k to £52k per year per young person, Housing Benefits and core funding.

4 BACKGROUND

- 4.1 A total of 10 flats with 22 bedrooms at Reid Square are owned by Hillcrest Homes and in a previous lease agreement between the Council and Action for Children (AFC), they had been constituted as supported accommodation for vulnerable families.
- 4.2 This model of support involved the Council commissioning AFC to provide outreach support to vulnerable families residing at Reid Square, alongside support from Social Work teams and an on-site 24/7 concierge service. The project ended in June 2023.

5 MAIN TEXT

- 5.1 The subsequent availability of the flats has been explored with Hillcrest Homes in the context of a need to build local care capacity for care experienced young people and others, including UASC, young people moving out of care or out of Continuing Care and other young people who are at risk of homelessness and/or residing in accommodation which is unsuitable to meet their needs. The following points have been considered.
- 5.2 The Home Office National Transfer Scheme (NTS) for UASC, which involves a rota which has a definitive outline of numbers to be transferred to Local Authority areas based on a standard formula of 0.07% of the local child population. Locally, this means that up to 4-6 young people can receive safe transfer to the city every 12 months. Since its introduction to Scotland in 2018, a total of 21 young people has arrived in the city via the scheme.
- 5.3 Locally, UASC have all initially been aged 16-17 years and supported in care settings suitable to meet their individual needs, including Foster Care (2), Young People's Houses (4) and Supported Accommodation (15). They typically have higher levels of independent living skills and settle well but given their experiences before arriving in the city they do require some additional support. As they are defined as care experienced young people, they are entitled to Continuing Care up to age 21.

- 5.4 There is also a longer-term imperative to build capacity via a range of options suitable to meet the different needs of other care experienced young people and care leavers, as the current age distribution includes 103 (22%) aged 12-15 years and 95 (20.5%) aged 16 and above. A number of these will remain in their existing setting in Continuing Care until aged 21 years but others will elect to leave care completely and may require independent living support as they move into early adulthood.
- 5.5 When young people do leave care or Continuing Care, they may decide to enter mainstream accommodation, which is often not suited to the type and level of support which is still necessary to meet their needs and mitigate any risks from others or to themselves. In this context, a Significant Case Review (SCR) published in June 2021 noted 'a lack of choice for care leavers with age-appropriate accommodation which hinders professionals' ability to protect them from harm including homelessness'.
- 5.6 The Council strategy as outlined in Our Promise (Article IV of the minute of meeting of this Committee of 23/10/23 and Committee Report Number 295-2023 refers) promotes the development of local care options for children and young people to prevent their escalation into external residential care. Whilst the balance of family-based versus residential has increased this year from 87.2% to 89.6%, maintaining progress requires sustained local capacity building via a range of age-appropriate options suitable to meet different needs.

6 INDEPENDENT LIVING SUPPORT

- 6.1 In response to these needs, adjusting the previous use of the Reid Square flats to accommodate suitability matched older young people aged 17-21 years is presented as a necessary, supportive and viable option. Support will include a continuation of the 24/7 concierge service, alongside a Social Work team providing immediate onsite support from one of the flats, Housing Options support and in any exceptional circumstances, additional on-site support as required.
- 6.2 The Children and Families Service and Neighbourhood Services will jointly maintain oversight of young people accessing and supported in the flats, including screening appropriate referrals, matching of compatible young people living in the flats, funding, occupancy levels, additional direct support and coordination of wider services such as NHS Tayside, Further or Higher Education and Employability Services as and where necessary. It will ensure that the flats remain a nurturing environment.
- 6.3 The city needs to build care capacity via a range of options which meet the needs of different young people, including UASC, older care experienced young people and vulnerable young people who may be homeless and otherwise placed in adult-based accommodation. The availability of the flats offers an opportunity to contribute towards these options through independent living support for young people consisting of an on-site concierge, co-located Social Work support, Housing Options and wider support.

7 POLICY IMPLICATIONS

- 7.1 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.

8 CONSULTATIONS

8.1 The Council Leadership Team were consulted in the preparation of this report.

9 BACKGROUND PAPERS

9.1 None.

Audrey May
Executive Director of Children and Families Service

Glyn Lloyd
Head of Service, Children Services & Criminal Justice

APPENDIX 1



Integrated Impact Assessment

Committee Report Number: 28-2024

Document Title: Independent Living Support at Reid Square

Document Type: Service

Description:

This report outlines a proposal for the Council lease of Hillcrest Homes flats at Reid Square to be used as independent living support for cohorts of young people aged 17-21. This includes Unaccompanied Asylum-Seeking Children (UASC) arriving in the city via the National Transfer Scheme (NTS), care leavers not wishing to remain in Continuing Care and other young people who would otherwise need to be placed in adult accommodation not suitable to meet their needs.

There are 10 flats with a controlled security entrance, CCTV and a 24/7 concierge service which monitors entrance/exit and is available to provide basic advice and support during day-time, evenings and weekends. Only the 2-bedroom flats will be used to accommodate suitably matched young people. In addition to standard arrangements, Social Work staff will also be onsite Monday to Friday via a team rota and will provide and/or coordinate wider supports.

Intended Outcome:

The intended outcome of the proposal is to extend the range of suitable accommodation options for vulnerable young people on their transition to adulthood, enable young people to move on from formal care arrangements including external placements in a more graduated manner and place less reliance on the use of Foster Carers and/or Young People's Houses for UASC.

Period Covered: 22/01/2024 to 22/01/2026

Monitoring:

The proposal will be monitored in terms of the appropriate matching, support and onward living arrangements of young people and in terms of funding arrangements by the Children and Families Service, Neighbourhood Services and Hillcrest Homes. There will also be ongoing liaison with the Home Office in relation to UASC arrivals via the NTS.

Lead Author:

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5 City Square

Director Responsible:

Audrey May, Executive Director of Children and Families Service, Children and Families Service
audrey.may@dundeeccity.gov.uk, 01382 436000

5 City Square

Equality, Diversity And Human Rights

Impacts & Implications

Age: Positive

The flats will provide enhanced support for key cohorts of young people/young adults.

Disability: Positive

One of the flats has disability access and facilities.

Gender Reassignment: No Impact**Marriage & Civil Partnership: No Impact****Pregnancy & Maternity: Positive**

The 2-bedroom flats would offer suitable accommodation for very young families where necessary.

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: The flats will be used for young people/young adults from all parts of the city.

Household Group Impacts and Implications

Looked After Children & Care Leavers: Positive

The flats offer enhanced independent living support for care experienced young people who do not wish to remain in Continuing Care.

Household Group Impacts and Implications

Carers: No Impact

Lone Parent Families: Positive

It is possible that a flat could be used for a young lone parent family where necessary.

Single Female Households with Children: Positive

As above.

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

Pensioners - single / couple: No Impact

Unskilled workers or unemployed: Positive

The flats will provide stable accommodation from where young people can obtain and maintain suitable employment.

Serious & enduring mental health problems: Positive

The flats will provide stability and security for some vulnerable young people.

Homeless: Positive

The flats offer a bespoke alternative to adult accommodation for young people at risk of homelessness with additional levels of age appropriate support.

Drug and/or alcohol problems: Positive

As above, although care will be taken to ensure that young people accessing the accommodation are suitably matched and supported.

Offenders & Ex-offenders: Positive

It is possible that some young people will have been involved in the youth or adult justice systems.

Socio Economic Disadvantage Impacts & Implications

Employment Status: Positive

As above.

Education & Skills: Positive

As above.

Income: Positive

As above.

Caring Responsibilities (including Childcare): Positive

As above

Affordability and accessibility of services: Positive

The flats will be funded by a combination of income streams dependent on the status of the young person, including Home Office, Housing Benefits and core funding.

Fuel Poverty: No Impact

Cost of Living / Poverty Premium: No Impact

Connectivity / Internet Access: Positive

All flats are furnished and young people will also be supported to suitably personalise the properties.

Income / Benefit Advice / Income Maximisation: Positive

The flats will provide stable and secure accommodation from where young people are more likely to be receptive towards advice and capable of acting on it.

Employment Opportunities: Positive

As above

Education: Positive

As above in respect of Further and Higher Education.

Health: Positive

As above.

Life Expectancy: Positive

A recent Significant Case Review (SCR) noted that a range of suitable accommodation is necessary to minimise risks to vulnerable young people.

Mental Health: Positive

As above.

Overweight / Obesity: Not Known

No information at present.

Child Health: Positive

As above.

Neighbourhood Satisfaction: Not Known

The proposed use of the flats does not deviate from their previous use for vulnerable families and there have been no reported community issues but this will be monitored.

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

The flats demonstrate the Council commitment to humanitarian support and support for vulnerable young people.

Economic/Financial Sustainability / Security & Equipment: Not Known

Funding for the flats will be met through a combination of Home Office funding for UASC, Housing Benefits, core funding and contributions from young

people where they are in employment. It is not possible to quantify the balance of these contributions but the service is confident that through appropriate matching the overall costs will be met. This will be monitored and reviewed, with an option to end the lease in 24 months if any financial risks cannot be mitigated and the flats are not affordable.

Social Impact / Safety of Staff & Clients: No Impact

Technological / Business or Service Interruption: No Impact

Environmental: No Impact

Legal / Statutory Obligations: Positive

The flats offer additional capacity to enable the Council to comply with the NTS and meet all requirements in relation to care experienced young people.

Organisational / Staffing & Competence: No Impact

Corporate Risk Implications & Mitigation:

There are moderate levels of risk associated with the subject matter of this report. However, having undertaken a full analysis of the upside and downside risks there is a clear benefit in what is proposed and we are satisfied that adequate controls are available to mitigate the downside risks.

The downside financial exposure to the Council is less than £250,000 and this together with other areas of risk can be effectively managed.

REPORT TO: CHILDREN, FAMILIES & COMMUNITIES COMMITTEE – 22 JANUARY 2024

REPORT ON: REVIEW OF DUNDEE’S SCHEME FOR THE ESTABLISHMENT OF COMMUNITY COUNCILS

REPORT BY: EXECUTIVE DIRECTOR OF NEIGHBOURHOOD SERVICES

REPORT NO. 6-2024

1. PURPOSE OF REPORT

- 1.1 To update committee on the feedback from public consultation and further officer consideration on the Draft Amended Scheme for the Establishment of Community Councils.
- 1.2 To update Committee on proposed amendments to the Scheme following recent reviewed Scottish Government Guidance.
- 1.3 To approve the draft amended Scheme.
- 1.4 To approve the publication of a Public Notice for the commencement of the second 8-week consultation period on the draft amended Scheme.
- 1.5 To inform committee of the revised timescales for the anticipated completion of the review.

2. RECOMMENDATIONS

- 2.1 It is recommended that Children, Families & Communities Committee:
 - a) Approves the draft amended Scheme set out in Appendix I
 - b) Notes the revised timescales and steps required to undertake the review and the subsequent intention to bring further reports to committee to complete the review of the Scheme
 - c) Approves the publication of a Public Notice for the commencement of the second 8-week consultation period on the draft amended Scheme set out in Appendix II.

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 second report required as part of the review of the Scheme. A draft amended Scheme was approved previously (Item IV of the Neighbourhood Services Committee of 12 June 2023, Report No. 151-2023 refers).

4.1.2 An 8-week public consultation was open until 8 August 2023 and input was sought from the existing community councils and neighbourhood representative structures.

4.1.3 During the period in which this report was being drafted the Scottish Government produced a revised Model Scheme for the Establishment of Community Councils which this revised Scheme also reflects.

4.2 Public Consultation

4.2.1 Western Gateway Community Committee suggested that Denhead of Gray Community Council be renamed Western Gateway Community Council to more accurately reflect that the new settlements, including but not limited to Denhead of Gray, are commonly referred to as Western Gateway. This suggestion has been accepted.

4.3 Scottish Government Revised Model Scheme

4.3.1 In October 2023, the Scottish Government's introduced a new Model Scheme. This has been adopted in its entirety into the draft proposed amendments to the Scheme approved by the committee for public consultation on 12th June 2023.

4.3.2 The main points of difference between the updated Scheme and the version approved for public consultation are:

- There is a specific mention of digital forms of engagement ie virtual meetings, for community councils and that Local Authorities should support this.
- Specific reference to the new rights for community councils arising from the Community Empowerment (Scotland) Act 2015 in relation to Participation Requests, Common Good Land and Allotments.
- Updates the legislative requirements applicable to community councils under the UK General Data Protection Regulations 2018 and the Equality Act 2010
- Increases the time by which minutes and agendas must be presented to Local Authorities from 14 days to 30 days.
- Removing MEPs as Ex-Officio members.
- Restating that only the Local Authority may review their scheme.
- Reflecting that 16/17 year olds will now be on the Electoral Register
- Allows the Local Authority to permit a community council Elected Member leaving the area to remain in place until the next election.
- Gives the community council, as opposed to the Local Authority, the power to determine their own election dates based on 4 year election cycles, in agreement with the Local Authority, and further removes the prohibition on holding community council elections in the same year as Local Authority elections.
- Removes the prohibition on self-nomination
- Provides for 2 Youth Members between 16-18 with full voting rights for a 2 year term.
- Accounts may be examined by one, as opposed to two, examiners.
- Community councils are now responsible for all their own insurance arrangements and there is no longer a national scheme of insurance.
- Removal of a DCC complaints procedure
- Removal of the ability of DCC to suspend community councils

4.4 **Timescales and Future Committee Reports**

4.4.1 In order to incorporate the Scottish Government's new Model Scheme it has not been possible to meet the dates advised in Report No. 151-2023.

4.4.2 The new timetable for the Review is set out in Appendix III below. This 8- week consultation period will run from Friday 26th January 2024 to Friday 22nd March 2024.

4.4.3 It is therefore anticipated that further reports will come back to Children, Families & Communities Committee

- Third Meeting – June 2024
- Fourth Meeting – 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.

Elaine Zwirlein
Executive Director of Neighbourhood Services

Tom Stirling
Head of Communities, Safety and Protection

4 December 2023

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 1st 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
Dundee City Overall Total	111,253	216		
* 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 1st April to 31st 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**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, are initiating the second of two 8 week periods of public consultation on proposed amendments to the Scheme for the Establishment of Community Councils.

A meeting of the Children, Families and Communities Committee, held on 22 January 2024, agreed to give public notice of these proposed amendments.

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

Hard copies of the documents may be requested by contacting shoreterrace@dundeecity.gov.uk , or by calling 01382 435808.

Any person or organisation wishing to make written representations on the proposed amendments to the Scheme for the Establishment of Community Councils should address them to shoreterrace@dundeecity.gov.uk or by post to Nicky MacCrimmon, Community Learning & Development Manager, 1 Shore Terrace, Dundee, DD1 3AH within a period of 8 weeks from publication of this Notice (No later than 22 March 2024).

Gregory Colgan

Chief Executive

Dundee Council

26 January 2024

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 22nd March 2024.

3. Third Special Meeting of Full Council – May 2024

- I. Consider the draft reviewed Scheme and suggestions and agreed final draft of the Scheme.
- III. 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 – May 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.



Integrated Impact Assessment

Committee Report Number: 6-2024

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

Document Type: Policy

Description:

Report on the review of statutory obligation to provide a scheme of establishment for community councils

Intended Outcome:

Permission to carry out second consultation

Period Covered: 23/10/2023 to 29/12/2023

Monitoring:

Public consultation exercise

Lead Author:

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Director Responsible:

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Equality, Diversity and Human Rights Impacts & Implications

Age: No Impact

Disability: No Impact

Gender Reassignment: No Impact

Marriage & Civil Partnership: No Impact

Pregnancy & 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 structure will have a positive impact on communities who want to affect positive change in their communities.

Household Group Impacts and Implications

Looked After Children & Care Leavers: No Impact

Carers: No Impact

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

Community Councils allow people to make positive change in their community and this revised scheme will make this easier and make the communities more meaningful.

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.
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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

This report and the subsequent consultation on review of the scheme is required to meet our statutory obligations under the 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.