

CABINET MEMBER FOR EDUCATION, CULTURE AND LEISURE SERVICES

**Venue: Town Hall, Moorgate
Street, Rotherham.**

Date: Tuesday, 10 May 2005

Time: 9.00 a.m.

A G E N D A

1. To determine if the following matters are to be considered under the categories suggested in accordance with the Local Government Act 1972.
2. To determine any item which the Chairman is of the opinion should be considered as a matter of urgency.
3. Minutes of previous meetings held on 12th and 19th April, 2005 (copies herewith) (Pages 1 - 7)
- to receive previous minutes
4. Minutes of a meeting of the Education of Looked After Children held on 18th April, 2005 (copy herewith). (Pages 8 - 12)
- to receive minutes
5. Organisation of School Terms 2006/07 (David Hill, Manager, School Organisation, Planning and Development, Resources and Information) (report herewith). (Pages 13 - 16)
- to consider school term dates for the academic year 2006/07
6. Budget Monitoring Report as at March, 2005 (Pete Hudson, Strategic Finance Officer) (report herewith) (Pages 17 - 20)
- to note the forecast outturn for 2004/05
7. Rotherham Archives and Local Studies Service 2004/05 (Sarah Wickham, Principal Officer, Archives and Local Studies Service) (report herewith). (Pages 21 - 24)
- to receive report
8. LSC commissioned review of the Foundation area of Adult Community Learning (Helen Shaw, Community Learning Manager) (report herewith). (Pages 25 - 28)
- to receive the report
9. Date and Time of Next Meeting

EDUCATION, CULTURE AND LEISURE SERVICES
12th April, 2005

Present:- Councillor Boyes (in the Chair); Councillors Austen, Littleboy and Rushforth.

199. MINUTES OF A PREVIOUS MEETING

The minutes of a previous meeting held on 22nd March, 2005 were agreed as a correct record.

200. LOCAL ADMISSIONS FORUM

Resolved:- That the minutes of a meeting of the above Forum held on 17th March, 2005 be received.

201. SPACE FOR SPORT AND ARTS IN PRIMARY SCHOOLS COMMUNITY ACCESS FUND

Further to Minute No. 3 of a meeting of the Cabinet Member, Education, Culture and Leisure Services held on 9th October, 2001, consideration was given to a report of the Strategic Leader Culture, Leisure and Lifelong Learning which contained details of operational experience and levels of take-up at the five different schools in the programme.

During the development of the £2.6m Space for Sport & Arts programme, it became clear that the funding bodies required community access to new facilities in deprivation communities to be affordable. On that basis, members agreed in 2001 to create a Community Access Fund to enable the LEA to provide a subsidy for local people to access the new facilities. The programme has now reached the end of its first full year (2004-05), and the Community Access Fund has worked well by targeting a substantial number of low income participants in sport or arts groups.

In order to ensure proper budgetary control, and to establish a baseline for comparative levels of take-up at the five different schools in the programme, requests for subsidy have in this first year been approved on a one by one basis at LEA level. In the light of this first year's experience and take-up, a different process is proposed for 2005-06 which will streamline procedures and make better use of the funding available.

Resolved:- (1) That a streamlined process for approving claims to the Community Access Fund, which provides a better level of financial control over the funding, be approved.

(2) That part of the total fund is used proactively to add value to the forthcoming Community Coaching Initiative.

(3) That a report be submitted to a future meeting on community groups, level of outreach work and allocation of funding within Thurcroft.

(The Chairman authorised consideration of the following item in order to keep Members fully informed)

202. CLIFTON PARK MUSEUM

The meeting was informed that a total of thirty thousand nine hundred and fifty-eight people had visited the Museum since its recent refurbishment.

CABINET MEMBER FOR EDUCATION, CULTURE AND LEISURE SERVICES
Tuesday, 19th April, 2005

Present:- Councillor Boyes (in the Chair); Councillor Austen.

An apology for absence was received from Councillor Littleboy.

203. PRESENTATION - "EVERY CHILD MATTERS AND THE CULTURAL SERVICES AGENDA"

The Strategic Leader Culture, Leisure and Lifelong Learning gave a presentation on a whole range of service delivery initiatives and projects which were presently taking place within the Programme Area which included all aspects of the Cultural Services agenda, all of which had a huge role to play in terms of links to the Council's agenda in respect of Children's Services work and "Every Child Matters".

The following themes were covered:-

Being Healthy

- 4,000 young people taking part in community sports development every year
- 4,000 parent and child swimming lessons every year
- 600 young people taking part in the Biennial Rotherham Gymnastics Festival
- 800 children attending Rotherham Dance Network
- 7,500 Football/Cricket sessions on Borough Council sports pitches offering affordable physical activity opportunities

Enjoying and Achieving

- 4,500 taking part in 2004 Children's Book Festival
- 100,000 School swimming lessons per year on Sports Facilities Regeneration Programme
- 4,000 children taking part in non-school swimming lessons
- 12,000 visitors to Civic Theatre Pantomime
- 2,000 pupils taking up music lessons
- 8,000 under 16's visited Rotherham Museums and Galleries in organised groups
- 15,000 young people watching or participating in Living History at Rother Valley Country Park
- 250,000 children's books are borrowed from Libraries every year
- 50,000 children's books delivered to Primary Schools through the Schools Library Service
- 9,000 under 5's learning through reading throughout the Book Start Scheme this Autumn.

Economic Wellbeing

- 1,000 Youth Theatre sessions every year
- 3,000 Theatre workshop Performance Sessions through the Arts Centre Saturday Kids Club

Performing Arts Opportunities (Staying Safe)

- 50,000 internet and other IT accesses at Community Libraries by children under 16's
- 5,000 school children taking part in local environmental education projects
- Rangers working with 4,000 young people on environmental education projects at Rother Valley Country Park

Out of Classroom Activities

- 3,000 young people in several structured activities in urban parks and green spaces
- 7,000 young people participating in formal coaching sessions in sport
- 1,500 young people into active sport through South Yorkshire partnership
- Park Rangers working with more than 1,000 children in major urban parks

Making a Positive Contribution

- Get Fired Up – 40 hard to reach young people researching and producing a piece of public artwork for Clifton Park

Increasing Confidence and New Skills

- Rotherham Cultural Diversity Festival – more than 400 young participants and 8,000 young people in the audience
- 15,000 young people learning water sports skills at Rother Valley Country Park

Resolved:- That the Strategic Leader Culture Leisure and Lifelong Learning be thanked for an interesting and informative presentation.

204. MINUTES OF A PREVIOUS MEETING

The minutes of a meeting held on 5th April, 2005 were agreed as a correct record.

205. GIFTED AND TALENTED PROVISION IN ROTHERHAM

Consideration was given to a report of the Strategic Leader School Improvement which gave a brief update on the impact of the Excellence in Cities Programme on the educational opportunities for Gifted and

Talented children in Rotherham.

The report explained that Excellence in Cities (EiC) is a targeted programme of support for schools in deprived areas of the country, which provides resources linked to a range of coherent strategies that focus on learning and teaching, behaviour and attendance, and leadership.

The Gifted and Talented area of work was one of nine strands of the EiC which sought to improve the education of gifted and talented children and young people aged 3-19 in schools and colleges.

Launched as a Secondary initiative in 1999, Rotherham was one of the first Councils to embark on this work, which reflects the deprivation factor of the town.

Its core objectives are to:-

- Raise the attainment, aspirations, motivation and self esteem of G&T children and students
- challenge and support the establishment of a differentiated learning and teaching environment that meets the needs of the individual

The report gave details of the following aspects of the work:-

- Areas of Strength
- Assessment Outcomes
- Areas for Development
- Partnership working
- Future Funding

Measures of progression show that the 5 or more GCSEs A*-C trend has increased in this area of work.

A Showcase Conference was to take place in October, 2005 which will reflect the progress and activities that have happened within the Excellence in Cities programme in Rotherham.

The meeting discussed the links between this initiative and work with other young people, in particular the Education of Looked After children and visits to Universities, and children who are gifted and talented in music and sport.

The report was to be considered at the next meeting of the Lifelong Learning Opportunities Scrutiny Panel.

Resolved:- That the report be received and the information noted.

(The Chairman authorised consideration of the following item in order to resolve the

matter referred to without delay)

206. NOMINATION - ROTHERHAM ARTS EXECUTIVE COMMITTEE

The meeting was asked to consider up to six nominations to serve on the Executive Committee of the above organisation.

Resolved:- That Councillors Austen, Boyes, Littleboy and Swift, Guy Kilminster and Lizzie Alageswaran be appointed to Rotherham Arts Executive Committee as Trustees.

207. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs, indicated below, of Part 1 of Schedule 12A to the Local Government Act 1972.

208. WALKER MAUSOLEUM

Further to Minute No. 4 of a meeting of the Cabinet Member, Education, Culture and Leisure Services held on 29th June, 2004, consideration was given to a report of the Libraries, Museums and Arts Manager on the requirement to obtain a Court Order to grant the necessary access to the Walker Mausoleum in order for the Authority to carry out its obligations to repair and maintain the Mausoleum.

The owner of the Masbrough Chapel has refused to give RMBC Officers access to the property.

The report set out the details of a 1968 Agreement between the Chapel Trustees and the former County Borough Council (CBC) and the responsibility of CBC for the management and control of the burial ground and mausoleum.

Resolved:- That the Head of Legal and Democratic Services be authorised to commence such Court proceedings as may be necessary to establish the Council's rights and obligations in relation to the Walker Mausoleum, in order to enable works of restoration and repair to the Mausoleum to proceed.

(Exempt under Paragraph 12 of the Act – information relating to any legal proceedings by or against the authority).

(The Chairman authorised consideration of the following two items in order to expedite matters referred to without delay).

209. TENDER REPORT - SURE START, MALTBY

Consideration was given to a report of the Executive Director, Economic and Development Services which sought approval to accept a tender for the new Sure Start building on Tickhill Road, Maltby.

The work consisted of the construction of a single storey building on the vacant site next to the Edward Dunn building on Tickhill Road, to provide Sure Start facilities and a café, together with offices for Sure Start personnel.

It is intended that the building will be ready for use by 29th October, 2005.

The report set out details of the project cost and funding source.

Resolved:- That the tender submitted by Birse Build Limited, dated 6th April 2005, with a Target Cost of £855,700 and a Guaranteed Maximum Price of £870,700 be accepted.

(Exempt under Paragraph 8 – information relating to the amount of expenditure proposed to be incurred by the authority for the supply of goods or services).

210. TENDER REPORT - POPE PIUS X CATHOLIC HIGH SCHOOL - NOF SPORTS HALL

Consideration was given to a report of the Executive Director, Economic and Development Services which sought approval to accept a negotiated Target Cost tender for the construction of a sports hall at Pope Pius x Catholic High School.

The contract is for the construction of a new 4-court sports hall and associated changing facilities at Pope Pius X Catholic High School.

The report set out the budgetary and financial implications of the Contract.

Resolved:- That the Target Cost Tender Sum of £1,145,483 and Guaranteed Maximum Price of £1,295,257 negotiated with Henry Boot Construction Limited for the Pope Pius X Catholic High School – NOF Sports Hall be accepted and a start be made on site on or after 13th June 2005, subject to final approval by the funder (New Opportunities Fund) and to the conditions of contract being agreed.

(Exempt under Paragraph 8 of the Act – information relating to the amount of expenditure proposed to be incurred by the authority for the supply of goods or services).

EDUCATION OF LOOKED AFTER CHILDREN
28th February, 2005

Present:- Councillor Boyes (in the Chair); Councillors Gosling, Kirk and Littleboy.

Also in attendance:- Councillor G. A. Russell (Chairman of the Corporate Parenting Review Group)

1. MINUTES OF THE PREVIOUS MEETING HELD ON 20TH DECEMBER, 2004

Resolved:- That the minutes of the meeting held on 22nd December, 2004 be received.

2. MATTERS ARISING FROM THE MINUTES

Reference was made to Minute No. 12 - Teenagers to Work and the Chairman asked about progress on the number of work experience placements.

Katy, the Get Real Team Manager, reported that there had been some delay with the property and that Social Services were monitoring this. However, 5 posts had come up and 2 young people would be going into employment.

This Panel expressed concern that the Teenagers to Work Project was moving slowly and expected the Council to take seriously its role as "corporate parent" and asked that the Corporate Management Team take a lead role on this and consider options across the range of possibilities to progress the Project.

Resolved:- (1) That the Corporate Management Team be informed of this Panel's concerns that the Teenagers To Work Project was progressing very slowly and that it be re-iterated that the Project needed positive promotion within the Council to enable the provision of training placements in-house for looked after young people and care leavers. Supporting the theme of corporate parents ensured the best possible outcomes of our young people.

(2) That the Corporate Management Team be asked to consider options to progress the project.

3. EDUCATION DEVELOPMENT PLAN 2005 - CHILDREN IN PUBLIC CARE

Ann Clegg, Acting Head of Inclusion Support Service, referred to the Education Development Plan and submitted the draft section relating to the Educational Attainment of Children in Public Care.

Ann explained that the aim was to try and get the real educational focus into the team and work with schools, as many of the resources were in schools. Every child would be known, tracked and monitored and if there

was a need for intervention this could be done early.

The Chairman referred to extra support for looked after young people via additional part-time hours and suggested that this matter be referred to the Executive Directors of both Education, Culture and Leisure Services and Social Services.

Resolved:- (1) That the draft section relating to the Educational Attainment of Children in Public Care be noted.

(2) That the issue about extra support for looked after young people via additional part-time hours be referred to the Executive Directors of both Education, Culture and Leisure Services and Social Services.

4. GET REAL TEAM - UPDATE REPORT

Katy Hawkins, Manager of the Get Real Team, gave an update on progress and reported on the following :-

(a) The Team

The Team was currently fully staffed and currently working at full capacity. Due to the high demand of support needs in the secondary sector the limited Learning Mentor capacity within the team means that they were not able to improve outcomes for as many young people as demand requires.

There had been thirteen referrals within the past two months, ten of which have been allocated in the team.

There are a significant number of year 8 and year 9 girls who are beginning to exhibit challenging behaviour in school and the team are working on developing a girls group to address some of the presenting issues. This should be up and running after Easter.

Rehearsals for the version of Grease in collaboration with RCAT were starting at the end of February and there had been a positive response from children and young people wanting to take part.

The weekend club was going strong with numbers up to fifteen attending the activities. The Team are planning to start a young journalist group, where young people are trained in writing articles and photography and encouraged to interview people who have an impact in their life. This work will be displayed on the Get Real website.

On 4th March, 2005 there will be a Conference for Social Services staff, foster carers and other relevant people involved in looked after children; this is to compliment the conference held in October, 2004 for Designated Teachers and Governors. A Joint Conference is planned for later in the year to encourage joint working.

The Teenagers to Work Project was progressing with the RTI scheme with six young people signed up and attending the course. Due to the withdrawal of match funding from Phoenix enterprises, only eight young people can go through the scheme. A property has been identified for renovation and negotiations on signing the lease are underway.

A day's training was successfully delivered to 12 Social Workers in January, 2005.

There are named Education link workers in all the Children's Residential Units and they hold half termly meetings where each unit is encouraged to identify specific training needs around education. Training around residential staff being able to deliver units of an Asdan Award in collaboration with the team has been identified as a way forward for those young people who are not attending school. However there is a cost implication of £820 which is proving difficult to find.

(b) Public Service Agreement - Performance

As the Team were entering the final year of our LPSA agreement they were, in some cases, working with results already achieved and monitoring closely those results which will impact. The breakdown was as follows:-

GCSE grades A* - G, target 90%. In 2004 examinations, 56.5% achieved grades A* - G although the care leaver statistic for 2004/5 has not yet been calculated. The only impact that this can have on this target is by carefully considering the care plans for these young people and looking to see if Care Orders can be discharged early without leaving the young person at risk. However, although not meeting the target, the expected outcome will still be considerably higher than the 2001 base line of 34.3%.

5 A* - C, the target here is seven young people leaving care between April, 2004 and March, 2006. At present there are six young people who qualify for this target and again careful examination of care plans will allow the team to consider if they can reach the target. This will need to take place after the results of this year's cohort as it may be some of these young people will fit the criteria.

Key stage 2 SATs results, Target 42%. The team are currently on line for this target. One young person has entered the system early February and his predicted results are awaited. If he meets level 4 the predicted outcome will be 55.5%, if he does not, the expected outcome will be 50%. The risk factors in the category are high as previous years have shown this is one of the most transitory groups. Up until the point of sitting the tests the team are open to young people entering or leaving the system which affects results.

(c) Improvement Plan – Attendance

For the school year 2003/2004 the absence figure for Children in Care over 12 months, and missing 25 days or more education, was 18%. This was higher than the predicted figure of 14%. Activities to improve this figure included:-

- A new system for monitoring attendance allows the team to have access to registers for young people. This makes the data more timely and accurate. It also allows the team to pick up early warning signs and investigate absences which were beginning to build up.
- The team have developed a system where every young person who achieves 100% attendance gets a certificate and voucher for an activity of their choice, this has been the first term this has run and 101 certificates were sent out. There had been positive feedback from Carers on this.
- A letter from the Head of Service had been sent to all parents who have Children subject to Care Orders living with them. This letter outlines their responsibilities in getting their children to school and failure to do so may result in a prosecution under Section 44 of the Education Act 1996.

The team were currently addressing the small number of Looked After Children, both in Foster Care and in family placements, who are having holidays during term time which impacts on the figures.

Ann Clegg, Acting Head of Inclusion Support Services, advised that all schools were operating first day absence which could be challenged and followed up and that the monitoring of absenteeism for looked after children was no different to that of all other children.

Resolved:- That the attendance be kept under review.

(d) GCSE Attainment – 2005 Onwards

This year's cohort stands at forty young people which is the largest Year 11 cohort since the beginning of the team. The team are the only source of education for five young people who are all working towards a minimum of three GCSE's. This is on top of a further three younger years that have alternative packages where the teaching is delivered by the Get Real Team.

The teaching staff are actively supporting a further sixteen young people to help improve their outcomes. This high level of support limits the team in picking up young people whose grades are beginning to drop in school.

The Art tuition is proving to be very successful with some very challenging young people engaging well. This is an area where development may offer a GCSE to the most hard to reach young people.

The Team have also given consideration to developing the delivery of the

Expressive Arts GCSE. The syllabus for this could enable some of the most dis-engaged young people to work towards a GCSE. Unfortunately staff capacity is not allowing the team to follow this up. The mentoring staff are prioritising Year 11 pupils at risk of dis-engaging. This is a scarce resource in the team and there is a delicate balance between supporting other young people.

The homework club has been a positive resource and the team are trying to link young people into this who are at risk of falling behind in their coursework or studies.

All Year 11 pupils are regularly monitored and Action plans put in place.

The breakdown of the cohorts predicted grades are as follows;

- Total cohort 40 pupils
- 9 children in special school 22.5%
- 1 long term dis-engaged 2.5%
- 5 A- G 30%
- 5 A* - C 7.5%
- 1 A* -G 70%

(e) Pupils off School Roll

Details of three pupils currently off school roll and action being taken to meet the pupils educational needs were explained.

(f) Forthcoming Events

- Between 21st February, 2005 and end of March, 2005 – A number of mandatory training sessions being arranged for Foster Carers.
- A number of young people are meeting with Elected Members to discuss the corporate parenting agenda and policy.

5. DATE OF NEXT MEETING

The next meeting of the Panel will take place on Monday, 18th April, 2005 at 9.30 am.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member and Advisers Education, Culture and Leisure Services
2.	Date:	10 th May 2005
3.	Title:	Organisation of School Terms 2006/07
4.	Programme Area:	Education Culture and Leisure Services

5. Summary: The purpose of this report is to :

- Provide information on the outcome of discussions with the Teaching, and Non-teaching Union's Consultative Group in relation to the neighbouring South Yorkshire Authority's proposed term dates and the Local Government Association's recommendations for the school year 2006/2007.
- Make recommendations for the school term dates for the academic year 2006/07

6. Recommendations: The proposed term dates (Annex A) for 2006/07 be adopted and circulated to all schools.

7. **Proposals and Details:** The Local Government Association (LGA) Standing Committee, meets annually to agree recommended standard school year term dates.

The LGA have published guidance for 2006/07 and the principles behind their recommendations are:

- A return date for 2006 of Monday 4th September (being as near to 1st September as possible)
- An even distribution of term lengths across the year
- A start date for 'term 5' (Summer Term) during the second, or early in the third, week of April. (irrespective of the incidence of Easter)
- A summer holiday of at least 6 weeks for those schools which want this length of break
- A 7-day break at October half term.
- A calendar based on 190 pupil days for 2006/07 and allowing the five INSET/CPD days to be set by the Head Teacher.

To assist in the determination of term dates, as well as the above information from the LGA, officers from the Authority have met with the other Authorities in South Yorkshire and suggested co-ordinated dates have been drafted for South Yorkshire:

(Copies of all these suggested dates are attached in Annex A to this report)

The LGA proposals were considered by the Consultative Group and concern was expressed at some of their recommendations. The concerns centered around (1) the failure to include the five in-service training days (2) the inclusion of two additional days in the October half-term break, which creates a split-week. There was, however, general support for the return date on September 4th and the dates of the half terms breaks which are consistent with the South Yorkshire suggested dates.

The recommendations made were:

- to commence the 2006/07 School Year on the 4th September 2005.
- to take a week at October half term. (this is counter to the LGA proposal, which was to add two days and which would create a split week).
- the Easter holiday to fall in the middle of the Holiday break, which gives a more even term structure.

The co-ordination of term dates as much as possible with neighbouring authorities was seen as a key issue and the Group recommended that the suggested dates for South Yorkshire be adopted. **(Annex A)**

In Service training days

The school year for pupils is 190 days but teachers are required to make themselves available for 195 days. The five remaining days being used for in-service development and training. The five in-service dates have been incorporated into the proposed 195 days. Schools may still be needed for election purposes, the inclusion of the in-service training days allows for flexibility. In some schools the five teacher in-service days have traditionally been used as five full days of development for teachers but other schools have chosen a combination of full days and a disaggregation of the remaining in-service days into after school or “twilight” in-service sessions. It is recommended that this flexible practice should be allowed to continue if it best suits the professional development needs of staff.

8. **Finance:** N/A
9. **Risks and Uncertainties:** The setting of term dates which are inconsistent with neighbouring authorities will cause problems for parents who have pupils in schools in different authorities, and similarly for school staff who live outside Rotherham and who have children educated in the authority where they live.
10. **Policy and Performance Agenda Implications:** N/A
11. **Background Papers and Consultation:** The 'Standard School Year - 2006-07 Dates' published by the Local Government Association.

Draft term dates are initially considered by the Teacher Union representatives and formally approved by the Cabinet Member and Advisers.

Contact Name : David Hill, Manager, School Organisation, Planning and Development, Resources and Information. Extension 2536
E-mail david-education.hill@rotherham.gov.uk

 = Bank Holiday

 = School Holidays

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	Cabinet Member and Advisors
2.	Date:	10th May 2005
3.	Title:	Budget Monitoring Report as at March 2005 (All Wards)
4.	Programme Area:	Education, Culture and Leisure Services

5. **Summary:** This is the final Budget Monitoring Report for the Programme Area for 2004/05, with a forecast to overspend against budget for the financial year by £565k (0.35%).

This relates to budget pressure in Culture and Leisure Services (£565k).

A detailed variance analysis is included in the attached appendices.

6. **Recommendations:** Members are asked to note the forecast outturn for 2004/05 based on actual costs to 31st March and forecast costs still to be applied to 2004-5 during the year-end closedown process.

7. **Proposals and Details:** The forecast Programme Area overspend is due to overspending in Culture and Leisure Services. This relates primarily to continued pressure on sport and recreational facility budgets, as experienced in previous years.

Culture and Heritage forecast an overspend of £115k mainly due to a shortfall in income, due in part to a loss of room hire income at the Arts Centre due to the utilisation of the room as a call centre and, also, the temporary closure of Clifton Park Museum.

The overall Culture and Leisure overspend is partly offset by a saving on the Library Service budget, resulting from a moratorium on procurement spending and slippage in staff recruitment (£67k).

The Programme Area forecast outturn as at March (£565k) shows a reduction of £21k when compared to the overspend reported in February. This relates to an improvement in the Education Services forecast, which is now in line with budget.

Action to minimise overspending in the Programme Area has included;

- Management focusing on reducing overall Culture and Leisure costs to mitigate overspending in Recreation and Sport.
- The operation of a tight vacancy management process across the entire Programme Area with a view to maximising further areas of possible savings.
- Procurement of goods and services restricted to essential items only.

8. **Finance:** The current forecast as at 31st March is for the Programme Area to overspend the budget by £565k.

9. **Risks and Uncertainties:** Underlying risks presently identified and under evaluation are:

- Some costs relating to the operation of the Strategic Partnership with RBT have not yet been processed. It is assumed that these charges will outturn on budget.
- Costs to be charged to the Programme Area in respect of the operation of the Corporate Transport Unit are assumed to equal the available budget.

10. **Policy and Performance Agenda Implications:** The forecast outturn as at 31st March shows an overspend (£565k) compared to the Programme Area and Corporate financial plan for 2004/05.

11. **Background Papers and Consultation:** This report has been discussed with the Acting Executive Director of Education, Culture and Leisure Services and the Head of Corporate Finance.

Contact Name: Pete Hudson, Strategic Finance Officer, Ext. 2550,
peter.hudson@rotherham.gov.uk

Service (& Division of Service	Expenditure		Income		Reasons/Implications	
	Budget £000	Proj'd out turn £000	Variance £000	Budget £000		Proj'd out turn £000
Education, Culture and Leisure Services						
Education Services:						
Individual Schools Budget Strategic Management	157,947,959 6,156,658	157,947,959 6,281,658	0 125,000	(33,385,436) (577,347)	(33,385,436) (607,347)	0 (30,000)
School Improvement Special Education Provision	1,297,520 6,750,316	1,297,520 6,715,316	0 (35,000)	(64,297) (1,086,173)	(64,297) (1,152,173)	0 (66,000)
Access to Education	2,901,423	2,936,423	35,000	(212,697)	(322,697)	(110,000)
Specific Grant Support Non-Schools Funding Delegated Services Youth and Community Total Education Services	29,787,933 3,112,116 5,652,709 3,806,916 217,413,550	29,787,933 3,124,116 5,652,709 3,805,916 217,549,550	0 12,000 0 (1,000) 136,000	(24,581,664) (129,557) (6,176,017) (1,289,665) (67,502,853)	(24,581,664) (129,557) (6,106,017) (1,289,665) (67,638,853)	0 0 70,000 0 (136,000)
Culture and Leisure Services:						
Culture and Heritage	1,610,595	1,628,595	18,000	(518,930)	(421,930)	97,000
Recreation and Sport Tourism Library Service Overheads Total Culture and Leisure Services	8,674,250 143,393 4,856,785 3,457,695 18,742,718	9,108,250 143,393 4,789,785 3,457,695 19,127,718	434,000 0 (67,000) 0 385,000	(2,785,050) 0 (797,160) (3,457,695) (7,558,835)	(2,702,050) 0 (797,160) (3,457,695) (7,378,835)	83,000 0 0 0 180,000
Total Education, Culture and Leisure Services	236,156,268	236,677,268	521,000	(75,061,688)	(75,017,688)	44,000

Service (& Division of Service)	Proj'd Variance NET £000	RAG Status		Actions Proposed and Intended Impact	Revised RAG Status	
		Financial	Performance		Financial	Performance
<u>Education, Culture and Leisure Services</u>						
<u>Education Services:</u>						
Individual Schools Budget Strategic Management	0 95,000	Red		To be offset with underspends elsewhere in the Programme Area	Green	
School Improvement Special Education Provision	0 (101,000)	Green		Staff appointments commenced Jan 05	Green	
Access to Education	(75,000)	Green			Green	
Specific Grant Support Non-Schools Funding	0 12,000	Red		To be offset with underspends elsewhere in the Programme Area	Green	
Delegated Services	70,000	Red		To be offset with underspends elsewhere in the Programme Area	Green	
Other	(1,000)	Green			Green	
Total Education Services	0					
<u>Culture and Leisure Services:</u>						
Culture and Heritage	115,000	Red		Moratorium / Vacancy management ongoing. Other services within Culture & Leisure are working to identify possible savings that can contribute to offsetting this overspend	Red	
Recreation and Sport	517,000	Red		Moratorium / Vacancy management ongoing. Other services within Culture & Leisure are working to identify possible savings that can contribute to offsetting this overspend	Red	
Tourism Library Service	0 (67,000)	Green		Working to identify further possible savings to contribute to offsetting anticipated overspend in the CLLL service	Green	
Overheads	0					
Total Culture and Leisure Services	565,000					
Total Education, Culture and Leisure Services	565,000					

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS

1.	Meeting:	ECALS Cabinet Member and Advisers
2.	Date:	May 10th 2005
3.	Title:	Rotherham Archives & Local Studies Service 2004/5
4.	Programme Area:	ECALS

5. Summary:

To provide a brief update on the Archives & Local Studies Service.

6. Recommendations:

The report be received.

7. Proposals and Details:

Rotherham's Archives & Local Studies Service aims to collect manuscript and printed records of all aspects of life within Rotherham Metropolitan Borough from the earliest times to the present day and to make these available for study by customers of all ages.

At 31 March 2005 there was a staff complement of 5.64 fte providing this service to our customers. During 2004/5 we;

- ❖ were open to the public for 222 days
- ❖ served 4,268 personal visitors
- ❖ answered 16,645 enquiries (by phone/post/email and from visitors)
- ❖ provided 27,597 items for customer study
- ❖ benefited from 165 volunteer hours

The number of items provided for customer study increased by 18% from 2003/4, and the average number of enquiries per day rose from 70 in 2003/4 to 75 in 2004/5. These increases were despite the need to close the Service to the public for the equivalent of 26 days following the shortage in staff consequent upon the untimely death of the previous Principal Officer Tony Munford. The closures meant a slight decrease (of 2.55%) in customer visits from 2003/4.

A selection of comments received from customers during the year:

- ❖ *Thank you for supporting our community project by scanning our photos... thanks a million for all your support – we really appreciate you!* - customer from Maltby, Mar 05
- ❖ *WOW – What service! I am very impressed* – customer from Devon, Mar 05
- ❖ *Thank you for your comprehensive and very helpful search* – customer from Bedfordshire, Feb 05
- ❖ *Thank you for the information, it will be of great help to me... Your service is excellent* – customer from Scotland, Feb 05
- ❖ *I would like to say a big thank you for your extremely quick and efficient service.. It is a great pleasure to deal with people such as yourself* – customer from Bristol, Dec 04
- ❖ *Thank you – you've been brilliant, we've had a good day* – customer from Rotherham, Nov 04
- ❖ *Once again thanks for the newspaper item and keeping me informed* – customer from Perth, Australia, May 04

Development during 2005/6

There are a number of strategic developments which will impact on the service we provide to our customers this year:

- ❖ The appointment of an additional member of searchroom staff in May 2005 will enable us to consider extending our opening hours. It will also allow the professional staff the equivalent of 2 days a week to undertake tasks essential to the long-term preservation and availability of our holdings – increasing accessibility for our customers in the longer term. This will include work towards making our catalogues and other items available over the internet. This post is funded from within the existing budget.
- ❖ Rolling out the Archives project¹: in June we will hear the result of an application for £196,150 to the Heritage Lottery Fund (total project cost of £217,944). Approximately 20% of the total project cost will cover the long-term preservation of the holdings, 35% will encourage more people to be involved with their documentary heritage, and 45% will ensure that all can learn about and have access to their documentary heritage.
- ❖ RMBC records management service²: work to develop the new records management service will mean the records of RMBC are managed properly to allow departments to operate effectively. Good records management across RMBC is also essential if the Council is to meet the requirements of legislation (such as Data Protection and Freedom of Information) and to work towards the implementation of initiatives such as the e-government agenda.

8. Finance:

No financial implications of this report updating members.

9. Risks and Uncertainties:

None in relation to this report updating members.

10. Policy and Performance Agenda Implications:

The Archives & Local Studies Service contributes to the following areas of the community strategy: education and training opportunities to build skills and capabilities; culture, leisure and recreation activities open to all; local needs met locally; social inclusion and equity; partnership and participative approach.

Approximately a fifth of our customers visiting the Service in person, and just under half of our customers using the enquiry services, come from outside the Borough (including overseas). This contributes to regeneration, transforming the image of the Borough and addressing negative views, and also generates tourist income in the local economy. The anticipated increase in customers enabled by Rolling out the Archives will increase this contribution.

¹ See report to ECALS Cabinet Member & Advisers minute 131, 11th January 2005

² See report to ECALS Cabinet Member & Advisers minute 171, 8th March 2005

11. Background Papers and Consultation:

The report has been approved by Andrew Bedford, Acting Executive Director ECALS.

Contact Name

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ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	ECALS Cabinet Member and Advisers
2.	Date:	May 10th 2005
3.	Title:	LSC commissioned review of the Foundation area of Adult Community Learning.
4.	Programme Area:	Education, Culture and Leisure Services

5. **Summary:** To inform Members of the outcome of the recent LSC commissioned review of the Foundation area of Adult Community Learning, March 2005.

The following table reflects the grades awarded at inspection May 2003, at re-inspection May 2004 and from the LSC commissioned review in March 2005.

Area of Learning	May 03	May 04	March 05
Family Learning	2	2	
Information & Communication Technology	3	3	
Community Learning	3		
Foundation	5	4	3
Leadership and Management	4	3	
Equality of opportunity	4	3	
Quality Assurance	4	3	

1 = Outstanding, 2 = Good, 3 = Satisfactory, 4 =Unsatisfactory, 5 = Very Weak

6. **Recommendations:** That the report be received.

- 7. Proposals and Details:** In the re inspection in 2004, two grades were maintained and four had improved since the previous inspection. Those areas that maintained their grades (ICT and Family Learning) were also judged to have improved with the scope of that grade. However, one area of learning, Foundation, was still considered to be unsatisfactory. The LSC instructed the service to produce an emergency post inspection action plan to detail how the weaknesses identified in the re inspection would be addressed to ensure that this curriculum area was of a satisfactory standard.

If the grade 3 standard had not been achieved in the Foundation area by March 2005 it was possible that the LSC might withdraw funding for this area of LA provision.

The LSC established monthly monitoring meetings, where the Community Learning Manager and Adult Community Learning Coordinator gave an update on the progression towards achieving the actions identified in the emergency action plan. Paper evidence to support the reporting was provided at these meetings.

In addition, the LSC commissioned an Adult learning Inspector to visit the Foundation provision to judge as to whether the actions reported in the monitoring meetings, had resulted in an improvement in the quality of teaching and learning in the sub contracted learning provision.

The external review of Foundation programmes in Rotherham took place over four days in March 2005. During the two days of observation, a wide range of provision and venues were visited. Ten observations were undertaken. Four visits were made to provision for learners with difficulties and disabilities (LDD), two to courses for English for speakers of other languages (ESOL) operating at entry level and the remainder were made up of courses in Crafts, Music, Cookery and Local History.

The provision was reviewed against the action and progress since re-inspection indicated in the emergency post inspection action plan, through the observations possible over the two days and grading on the 1-7 scale, through discussions with managers, by identifying strengths and weaknesses and reaching an overall grade for Foundation on the 1-5 scale. The report followed closely an ALI inspection report format and the review reported the following findings.

Foundation programmes

Grade 3

Strengths

- good retention rates on all courses
- good development of learners' skills on most programmes
- good teaching and learning in LDD classes
- very good monitoring of and support for subcontractors

Weaknesses

- some untrained and ineffective use of volunteers on ESOL courses
- missed opportunities for group work in some classes
- limited use of individual learning plans on some courses

During the review 10 sessions were observed and the grades awarded were as follows

Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7
	2	4	4			

- There has been significant improvement in the grades for teaching and learning since the re-inspection. The upward trend is significant.
- 60% of sessions observed are good or better and this compares exactly with the ALI total observations for all areas of learning in 2003/04.
- Of the six sessions graded good or better all four LDD courses are represented.
- No unsatisfactory teaching and learning sessions were observed but there are areas for improvement that need continual monitoring and support.
- All tutors demonstrated subject expertise and knowledge of the area in which they were delivering.
- A comprehensive emergency action plan has been key in the development of leadership and management support to learning and providers.
- Tutors and management staff of provider organisations commented on the help and support they were receiving.
- There has been rigorous review with SYLSC to monitor the achievement of actions and these have been recorded on the PIAP.
- All of the weaknesses identified at re-inspection have been addressed and considerable progress made.

“The work undertaken by the ACL Team since re-inspection has been demanding and thorough. Working at a distance with contracting providers presents particular difficulties in all aspects of quality assurance and continuous improvement. The approaches developed in recent months, if sustained, will put RMBC ACL in a strong position to meet the requirements of the new inspection approach where self assessment and the capacity to make further improvement have a strong emphasis in judging the overall effectiveness of a provider.”

8. Finance:

RMBC funds adult learning through the South Yorkshire Learning and Skills Council (LSC). All courses are currently free of charge to learners. Funding from the LSC for the academic year 2005/2006 has not yet been confirmed.

9. Risks and Uncertainties:

Following the review and the achievement of a grade 3 for the Foundation area, the service has received confirmation of the continuation of LSC funding for the rest of this academic year.

However, the improvements made over the last year will need to be sustained, to ensure the service meet the requirements of the new inspection framework, thereby guaranteeing continuation of LSC funding.

10. **Policy and Performance Agenda Implications:** The Adult Community Learning Service contributes to maximising participation in lifelong learning, a priority of the Community Strategy. Community Learning has a key part to play in the social and economic regeneration of communities by providing learning opportunities, raising skill levels, raising aspirations and improving the quality of life for some of the most vulnerable people in Rotherham.
11. **Background Papers and Consultation:** Inspection report – May 2003, Re-inspection Report – May 2004, External Review for SY LSC– March 2005. The report has been approved by Andrew Bedford, Acting Executive Director ECALS.

Contact Name :

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