

# Minute of Meeting



## Cabinet

Date	Time	Venue
10 October 2017	11.00 am	Committee Room, Midlothian House, Buccleuch Street, Dalkeith

### Present:

Councillor Milligan - Convener	Councillor Muirhead – Depute Convener
Councillor Imrie	Councillor Curran
Councillor Hackett	

### Religious Representatives:

Mr V Bourne	

## 1 Apologies

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Apologies were received from Matin Khan.

## 2 Order of Business

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The order of business was confirmed as outlined in the agenda that had been circulated.

## 3 Declarations of interest

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No declarations of interest were received.

## 4 Minutes of Previous Meetings

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The Minutes of (i) Meeting of the Cabinet held on 15 August 2017 and (ii) Special Meeting of the Cabinet held on 21 August 2017 were submitted and approved as correct records.

## 5. Reports

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Agenda No	Report Title	Presented by:
5.1	Inspection of Bilston Primary School Nursery Class	Head of Education
Outline of report and summary of discussion		
<p>Based on the findings of this inspection, Education Scotland had awarded the following grades:</p> <p>Quality of care and support 6 - Excellent Quality of environment 6 - Excellent Quality of staffing 5 - Very Good Quality of management and leadership 5 - Very Good</p> <p>The Inspection Team noted the following strengths:</p> <ul style="list-style-type: none"><li>• The high quality environment rich in opportunity with free flowing access to the outdoor play area at all times.</li><li>• Staff plans provided an excellent example of responsive planning in action.</li><li>• Staff were reflective and aware of the impact and influence they had on the children in their care. Their interactions with children were purposeful and enriching as they strived to build children understanding and confidence of their world in everything they did. Their high expectations for the children were reflected in the level of trust and autonomy they gave children to lead their learning.</li><li>• The Head Teacher was a regular visitor to the nursery and had a strong commitment to making sure that the nursery was seen as part of the school community.</li></ul>		

- The Head Teacher had a clear vision for the on-going development of the service. She was supported in this work by a reflective, innovative team who were committed to ensuring that every child was given the opportunities they needed to support their individual development and reach their potential.

There were no requirements or recommendations with this inspection.

The Head of Education was heard in amplification of the report after which several Members as well as Vic Bourne congratulated all concerned on the positive aspects of the inspection report and the work being done to ensure further improvement.

#### Decision

- (a) To note the content of the inspection report;
- (b) To pass this report to the Performance, Review and Scrutiny Committee for its consideration; and
- (c) Congratulate the pupils, parents and staff connected with Bilston Primary School Nursery Class on the key strengths highlighted in the report.

#### Action

Head of Education

Agenda No	Report Title	Presented by:
5.2	Inspection of Cowan Court Extra Care Housing	Joint Director, Health and Social Care

#### Outline of report and summary of discussion

The report provided information in relation to the recent inspection by the Care Inspectorate.

Based on the findings of the recent inspection the care Inspectorate awarded Cowan Court the following grades:

Quality of care and support Grade 5 Very Good

Quality of environment not inspected

Quality of staffing Grade 4 Good

Quality of management and leadership Grade 5 Very Good

- Tenants mentioned positively the impact living at Cowan Court had made to their lives. This varied from making friends with other tenants to the care being provided.
- Each tenant has a personal plan which included good detail as to their health issues and support needs to aid care staff.
- Care plans and risk assessments were reviewed every 6 months and consistently updated when care needs changed. This allowed care staff to have up to date information and to ensure the correct support was provided.

- Carers monitor tenants' wellbeing and report any concerns to senior staff. It was noted that concerns were followed up by relevant parties e.g. health professional and social work.
- Tenants were supported and encouraged to organise activities.
- The staff received appropriate training to help them in undertaking their roles.
- Tenants and relatives praised the staff who worked at Cowan Court.
- Observation of carers to ensure their competency to deliver care was taking place.
- The service had its own identity and benefited from having an experienced team supervisor. Positive comments were received about the team supervisor, administrator and handy man.
- There was good quality assurance and audits in place.

There were 2 recommendations made:

- Infection control training to be delivered to staff.
- Improvements to be made in relation to the recording of sufficient and accurate care information by staff.

#### Decision

- (a) To note the content of the report; and
- (b) Acknowledge the continued improvement since the last Inspection and the positive and ongoing work by management and staff connected with Cowan Court

#### Action

Joint Director, Health and Social Care

Agenda No	Report Title	Presented by:
5.3	Fair Funding to achieve Excellence and Equity in Scottish Education: Outcome of the Midlothian Council Survey	Head of Education
<b>Outline of report and summary of discussion</b>		
<p>With reference to paragraph 5.4 of the Minutes of the Cabinet of 15 August 2017, the report presented the outcome of the Midlothian Council survey in response to the Scottish Government's consultation entitled Education Governance Review – Fair Funding to achieve excellence and equity in education. The consultation was launched in June 2017 and would close on 13 October 2017. The full Midlothian Council Survey response was appended to the report. The Head of Education was heard in amplification of the report.</p>		

Decision
<p>(a) To note the content of the report; and</p> <p>(b) That the Midlothian Council consultation response contained within appendix 2 to the report be submitted to the Scottish Government before 13 October 2017.</p>
Action
Head of Education

Agenda No	Report Title	Presented by:
5.4 and 5.5	Education Appointment Committee of 6 October 2017	Head of Education
Outline of report and summary of discussion		
<p>There were submitted the Minutes of the meetings of the Education Appointment Committee of 6 October 2017 with regard to:</p> <p>(a) Head Teacher, Saltersgate; and</p> <p>(b) Depute Head Teacher, Newbattle Community High School</p>		
Decision		
<p>(a) That S Buggy be appointed as Head Teacher, Saltersgate School: and</p> <p>(b) That no appointment be made at this time.</p>		
Action		
Director Education, Communities and Economy/Head of Education		

Agenda No	Report Title	Presented by:
5.6	2020 Vision for Early Years, Early Learning and Childcare Expansion Plan	Head of Education
Outline of report and summary of discussion		
<p>The report provided an update on the submission of the Early Learning and Childcare Expansion Plan and Financial Template as well as the submission of the Graduate Plan to the Scottish Government. The Head of Education was heard in amplification of the report.</p>		
Decision		
<p>(a) To note the content of the report regarding the submission of the Early Learning and Childcare Expansion Plan and Financial Template to the Scottish Government</p> <p>(b) To note the content of the report regarding the submission of the Graduate Plan to the Scottish Government.</p> <p>(c) To authorise officers to report on the submission of the Early Learning and Childcare Expansion Plan and Financial Template and Graduate Plan to Council;</p>		

- (d) To authorise officers to report on the submission of the Early Learning and Childcare Expansion Plan and Financial Template and Graduate Plan to the Community Planning Partnership; and
- (e) That any displaced member of staff who applied for a post within Early Learning and Childcare, who successfully met the required criteria will be offered a guaranteed interview and that the need for any appropriate support and training required should be provided.

#### Action

Head of Education

Agenda No	Report Title	Presented by:
5.7	Regional Education Improvement Collaboratives	Head of Education

#### Outline of report and summary of discussion

The report provided details of the Solace, CoSLA, ADES and Scottish Government agreement dated 28 September 2017 which had been attached as an appendix to the report. A letter on this matter had also been issued to Chief Executives dated 3 October 2017 and a copy of this was also included as an Appendix to the report. The Head of Education was heard in amplification of the report.

#### Decision

- (a) To note the agreement on Regional Education Improvement Collaboratives;
- (b) To note that Midlothian would be a member of the South East Collaborative;
- (c) To note the arrangements for the leadership and formation of the Improvement Collaboratives with a Regional Improvement Lead to be identified by 31 October 2017 with the development of both an Improvement Plan and a Workforce Plan for each collaborative by 31 January 2018, and
- (e) To note that a further report would be brought submitted to Cabinet outlining the progress of the development of the improvement plan, workforce plan and any further resource requirements identified to progress with the work of the South East Regional Improvement Collaborative.

#### Action

Head of Education

Agenda No	Report Title	Presented by:
6.1	Procurement Contract Delivery Plan 2018 - 2019	Head of Finance and Integrated Service Support

#### Outline of report and summary of discussion

The report provided details of the Procurement Contract Delivery Plan 2018-19, together with an update on the development of the next Procurement Strategy, covering the years 2018-2020. The Head of Finance and Integrated Service Support was heard in amplification of the report.

Decision
<p>(a) To approve the Procurement Contract Delivery Plan 2018-19;</p> <p>(b) To note that a new Procurement Strategy would be presented to cabinet by March 2018; and</p> <p>(c) To note the requirement to produce an Annual Procurement report for Scottish Ministers in April 2018.</p>
Action
Head of Finance and Integrated Service Support.

The meeting terminated at 11.34pm.