

**Education and Life Long Learning Service Improvement Plans 2014-15**

**Mid Year Update: April – September 2014**

**Risks**

**Identified in the Service Improvement Plans 2014-15**

## Learning, Education and Inclusion

Risk	Rating	Mitigating Action	Progress
<p>The standardised Reading Test for Wales will mean a newly established baseline, which will make evidencing progress more difficult in the short term future.</p>	<p><b>Low</b></p>	<p>It will be important to manage the change over between tests within schools and ensure that the data is understood both qualitatively and quantify to allow performance to be monitored.</p> <p>Staff training will provide schools with an understanding of the new data and performance measures.</p>	<p>The EAS have taken a leading role in the data collection and reporting of the National Tests and results were reported to Scrutiny 8<sup>th</sup> April 2014. The analysis of data will now continue, and allow us to monitor pupil and cohort progress.</p>
<p>It is difficult to implement interventions and evidence their outcomes within an annual period. Some interventions will need to be embedded for a number of years before results become to change.</p>	<p><b>Medium</b></p>	<p>Review and evaluate to progress to date and ensure that timely interventions are made to ensure that performance is positively affected.</p>	<p>Reporting on interventions has been monitored regularly and the information gathered has been used to implement more effective models of delivery.</p> <p>Data analysis linked to improvements has been strengthened with the development of new early identification systems.</p>
<p>The authority has a small number of schools in difficult circumstances and this could impact results within those schools, and affect the overall results of the authority.</p>	<p><b>Medium</b></p>	<p>Identified schools will receive additional support from the EAS Systems Leaders and Local Authority Officers.</p> <p>Intervention plans will be put in place to ensure performance is monitored.</p>	<p>The EAS continue to liaise with the local authority to provide timely support to schools.</p> <p>This is continually reviewed in meetings between the LEI Manager and the EAS.</p>

<b>Risk</b>	<b>Rating</b>	<b>Mitigating Action</b>	<b>Progress</b>
It is important that the Single Plan process is embedded into the authority in order to ensure it is effective for future working	<b>Low</b>	Work will continue to take place and progress monitored	Progress of the Learning element of the Single Plan has been updated and reported to the board. The report takes the format of a Ffynnon dashboard and managers are prompted to provide updates on progress.
Individual circumstances, usually linked to criminal activity can have an adverse effect on the rate of exclusions, which cannot be anticipated within target setting.	<b>Medium</b>	If circumstances do occur, the authority will deal with the situation and ensure educational offers are made to pupils within the agreed timescales.	<p>The number of exclusions has risen from 6 in Academic Year 12/13, to 14 in 13/14. In each case the authority managed the situation and provided appropriate educational offers.</p> <p>5 of the 14 pupils excluded were in Year 11, which made the offer of full time provision more difficult, as it required the matching of a more varied timetables which in some cases affected the timeliness of provision offered.</p>

## Planning and Strategy

Risk	Rating	Mitigating Action	Progress
Failure to highlight the savings required by the Council.	Low	To continue to use the MTFP Planning process in place within the Directorate and monitor the Improvement Plan.	The MTFP and Service Plans have been presented to a series of Special Scrutiny Committees which took place on the 19 <sup>th</sup> June and the 18 <sup>th</sup> September to highlight opportunities for savings.
Potential of highlighting savings in a more high profile, customer facing area than is required.	Medium	To continue to use the MTFP Planning process in place within the Directorate and monitor the Improvement Plan.	The MTFP and Service Plans have been presented to a series of Special Scrutiny Committees which took place on the 19 <sup>th</sup> June and the 18 <sup>th</sup> September. Managers provided options papers to inform the committee of the alternative service delivery options available.
Reduction in funding to Adult Community Learning impacts on whether the service can meet the needs of learners	Medium	To work within the new funding criteria to offer the best delivery model, to provide opportunities that meet learners needs where possible.	The new delivery model is currently being delivered and the initial findings highlight that enrolment in Basic Skills courses remains high. The enrolment in the Lifestyle course, which sit outside of the funding model is currently being analysed.
<p><i>Implement revised Library Service Management Structure:</i></p> <ul style="list-style-type: none"> <li>- Delays linked to outcome of consultation process</li> <li>- Cabinet elects not to approve the Management Restructure</li> </ul>	Low	<p>Thorough consultation process undertaken. Timeline for new structure implementation allows individual issues to be resolved ahead of start date.</p> <p>Outline proposals have been received by Cabinet informally via</p>	<p>The County Borough Library Service's proposed new Management Arrangements Report was received and endorsed by Education for Life Scrutiny Committee on June 4<sup>th</sup> 2014.</p> <p>The new staffing arrangements were implemented ahead on schedule on August 1<sup>st</sup> 2014.</p>

Risk	Rating	Mitigating Action	Progress
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<p><i>Review of Library Opening Hours and development of new tiering arrangement:</i></p> <ul style="list-style-type: none"> <li>- Proposals considered are not acceptable to Members</li> </ul>	<b>Medium</b>	Ensure appropriate initial, and ongoing, Member engagement takes place prior to the formal adoption of new Library Opening Hours.	The MTFP Plan for Libraries was presented to Special Scrutiny on the 19 <sup>th</sup> June and followed up on the 18 <sup>th</sup> September. A variety of options were discussed as part of the preparation of the papers and during the committee's themselves. Members requested that further assessments be undertaken on option 3 'tiered library opening hour reductions' to progress matters further within the scope of the review of provision and wider MTFP requirements of the Authority.
<p><i>Completion of Library Building Modernisation Programme:</i></p> <ul style="list-style-type: none"> <li>- One or more scheme is significantly delayed</li> <li>- Recruiting staff with the required skills and aptitude for the new Caerphilly Library proves challenging</li> </ul>	<b>Low</b>	<p>The Library Service will closely monitor each project to ensure all are delivered on time.</p> <p>Detailed oversight of the recruitment and selection process.</p>	<p>The modernisation programme is being delivered. The staffing issues have been considered as part of the Library Service's proposed new Management Arrangements Report was received and endorsed by Education for Life Scrutiny Committee on June 4<sup>th</sup> 2014.</p> <p>The new staffing arrangements were implemented ahead on schedule on August 1<sup>st</sup> 2014.</p>
<p><i>Review Community Centre Service:</i></p> <ul style="list-style-type: none"> <li>- Review outcomes do not receive appropriate Member endorsement</li> </ul>	<b>Low</b>	Appropriate Member and officer participation in the development of the Community Centre review – will assist in achieving broad consensus.	The MTFP Plan for Community Centres was presented to Special Scrutiny on the 18 <sup>th</sup> September.