

***Comhairle nan Eilean Siar***



***Action and KPI Progress Report***

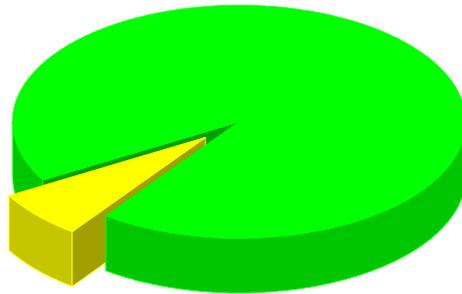
*April 2024 - September 2024*

***EDUCATION AND CHILDREN'S SERVICES***

## OVERALL PERFORMANCE - EDUCATION AND CHILDREN'S SERVICES

### Actions

On Track	93.3%
Monitoring Required	6.7%
Off Track	0.0%
No Targets Set/ Ongoing	0.0%
<b>Total:</b>	<b>100.0%</b>

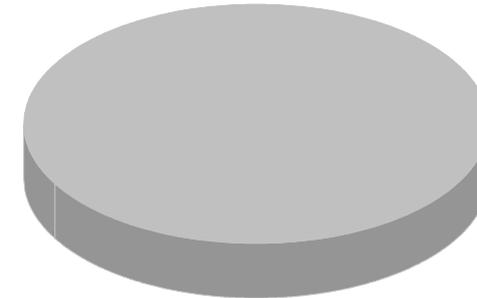


#### 15 Actions reported on

14	Actions with at least 100% of target
1	Actions greater than 79 and less than 100% of target
0	Actions with less or equal to 79% of target
0	Actions with no target set / ongoing

### KPIs

On Track	0.0%
Monitoring Required	0.0%
Off Track	0.0%
Annual	100.0%
<b>Total:</b>	<b>100.0%</b>



#### 4 KPIs reported on

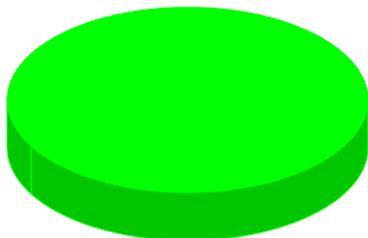
0	KPIs on track
0	KPIs monitoring required
0	KPIs off track
4	KPIs NA

## Children's Services

### Business Unit Overall Performance - Children's Services

#### Actions

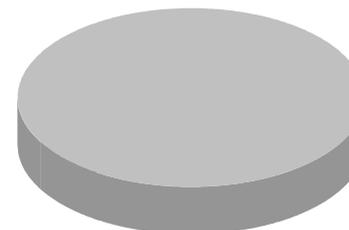
<span style="color: green;">■</span> On Track	100.0%
<span style="color: yellow;">■</span> Monitoring Required	0.0%
<span style="color: red;">■</span> Off Track	0.0%
<span style="color: blue;">■</span> No Targets Set / Ongoing	0.0%
<b>Total:</b>	<b>100.0%</b>



<b>2</b>	<b>Actions reported on</b>
<b>2</b>	Actions with at least 100% of target
<b>0</b>	Actions greater than 79 and less than 100% of target
<b>0</b>	Actions with less or equal to 79% of target
<b>0</b>	Actions with no target set / ongoing

#### KPIs

<span style="color: green;">■</span> On Track	0.0%
<span style="color: yellow;">■</span> Monitoring Required	0.0%
<span style="color: red;">■</span> Off Track	0.0%
<span style="color: gray;">■</span> Annual	100.0%
<b>Total:</b>	<b>100.0%</b>



<b>2</b>	<b>KPIs reported on</b>
	KPIs on track
<b>0</b>	KPIs monitoring required
<b>0</b>	KPIs off track
<b>2</b>	KPIs NA

**Comments - Children's Services**

**2024/25 Quarter 2 Progress Comment:**

The CPC Improvement Plan has now been updated and has been implemented. The ICSP has also been updated and now incorporates our UNCRC and Promise responsibilities and commitments. The updated plan is going to next Committee Series for approval.

As part of our Bairns Hoose developments, we are undertaking a review of our policies and procedures with a view of updating them as necessary. The Service has just introduced a quality improvement framework and process for non child protection cases, based on the wellbeing indicators.

Jack Libby, Chief Officer, Children's Services and Chief Social Work Officer, 7 November 2024

**Action Progress - Children's Services**

**Strategic** 2.1.2. Early intervention in place to keep our most vulnerable children safe.

**Objective:**

**Service Profile**

Children & Families, Fostering & Adoption and Extended Learning

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
2.1.2.1.Ensure delivery, quality assurance and development of services that meet statutory duties and support the outcomes of the Integrated Children's Services Plan.	Jack Libby - Chief Officer, Children's Services (Chief SWO)	In Progress	01/04/2022	31/03/2027	50%	50%	
<b>ACTION PROGRESS COMMENTS</b>							
<p>Quarter 1</p> <p>Due to staff absence in the 2023/24 period, through a combination of maternity leave and sickness, staffing within statutory social work services is compromised and meeting statutory duties is currently very challenging. The Service is prioritising Child Protection activities. Referrals to statutory social work, like elsewhere in Scotland, are increasing and not decreasing. This is placing additional pressure on the service and whilst the referral rate is increasing, the number of statutory social workers remains static. The service is also expected to make an additional £70,000 saving and this will have to come from the staffing budget. The Service does not have the budget to allow for cover during maternity and sickness absences, so quality and quantity of interventions is affected.</p> <p>The review of the care estate has expanded to include a review of the wider service delivery model in terms of early intervention and prevention. This is referred to as a prevent and return model. Prevent, as in preventing children coming into care, and Return as in returning children home from care when coming into care was unpreventable. It is felt that the wider children's services partnership could be working more efficiently and effectively through a 'all services under one roof' type approach. The review is well underway and will be presented to the June 2024 Committee series.</p> <p>The Scottish Child Interview Model has continued to be utilised as the main interview model for children. The CPC Improvement plan is being reviewed and is expected to be approved in December 2024.</p> <p>Quarter 2</p> <p>The CPC Improvement Plan has now been updated and has been implemented. The ICSP has also been updated and going to next Committee Series for approval. The ICSP incorporated our UNCRC and Promise responsibilities and commitments.</p> <p>As part of our Bairns Hoose developments, we are undertaking a review of our policies and procedures with a view of updating them as necessary.</p>							



The Service has just introduced a quality improvement framework and process for non child protection cases, based on the wellbeing indicators.

**Strategic** 4.1.5. Effective governance of the Comhairle is in place.

**Objective:**

**Service Profile**

Children & Families, Fostering & Adoption and Extended Learning

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
4.1.5.62.CIAP: Implement the Children's Services - Residential Placement Providers - Contracts Internal Audit Follow Up Review (FU11-2022/23) recommendations.	Jack Libby - Chief Officer, Children's Services (Chief SWO)	Completed	10/02/2023	31/12/2024	100%	100%	 GREEN

**ACTION PROGRESS COMMENTS**

As per the Internal Audit Follow Up Review Children's Services (Providers/Contracts) Final Report – FU11-2022/23 24th October 2023, Internal Audit note that out of the 7 follow up recommendations made in the original report 4 appear to have been fully implemented, and management have confirmed that the remaining recommendations will be implemented by early 2024. One recommendation was found to be partly outstanding as at 31 March 2024 and, therefore, carried forward to the 2024/25 business plan. Recommendation 2.3 is now complete (Q2).

- Action 2.3 recommended: The Comhairle to reflect on the services offered, the costs incurred and to consider looking into the Comhairle running part or all of the service using the Spend to Save strategy.
  - Action By: Chief Social Worker/Head of Children's Services
  - Progress as at 24th October 2023: The Comhairle has commenced discussions with HHP re possible site for new build short-break and residential facility on-island. A Service Manager will commence a review of all commissioned services November 2023.
  - Action outstanding: Complete review of all commissioned services.
- Progress update: COMPLETE – The Chief Officer, Children's Services/Chief Social Work Officer presented a report to the Education, Sport and Children's Services Committee in September 2024. The Committee established a Member and Officer Working Group (MOWG) to scope a plan for the development of a residential facility for children with severe and complex needs.

## Scorecard - Children's Services

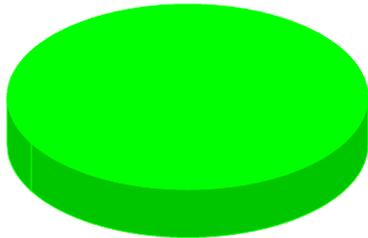
2024/25 SBP PIs - Children's Services (Chief SWO)	Unit	Target	Actual	Indicator	Comments
2.1.2 ECS002 (LGBF: CHN09): Balance of Care for looked after children: Percentage of "Looked After Children" (LAC) being cared for in the Community.	%	85.00	Annual		CHN9 – The COVID-19 pandemic impacted on how the service was delivered, resulting in an 8% decrease in 2020/21 (80%) in comparison to the previous year. The 2019/20 (pre-COVID) Scottish average and LGBF Family Group average are both 90%. Taking these percentages into consideration, the Comhairle set a service prioritisation for improvement 2022/23 Target of 83% increasing 1% each year towards a target of 90% by 2030 and the national and group average, and to exceed the baseline year.
2.1.2. ECS197: Percentage of children who through the use of outcome measurement tools, have shown an improvement in their wellbeing after 6 months. Responsible Officer: Jack Libby.	%	77.50	Annual		The service have set milestone targets increasing year on year towards a target of 90% by 2030.

## Education

### Business Unit Overall Performance - Education

#### Actions

■ On Track	100.0%
■ Monitoring Required	0.0%
■ Off Track	0.0%
■ No Targets Set / Ongoing	0.0%
Total:	100.0%



4	Actions reported on
4	Actions with at least 100% of target
0	Actions greater than 79 and less than 100% of target
0	Actions with less or equal to 79% of target
0	Actions with no target set / ongoing

## Comments - Education

### 2024/25 Quarter 2 Progress Comment:

#### Schools

The National Improvement Framework plan and Stretch Aims have been fully updated and submitted to Scottish Government. A new Quality Assurance Policy has been drawn up and the draft is currently being consulted upon with schools and officers.

A major self-evaluation activity took place across the central education service in September 2024 as part of preparations for participation in a National Thematic Review of Education Authorities.

The authority has agreed to participate in ADES Quality Improvement Quads. (Quad joins us with Inverclyde, West Dunbartonshire and East Ayrshire). This QA/Evaluative work will run through November, December and January and will culminate in a peer review event with Education Scotland at the end of January.

#### Early Years

The Early Years Service is working with the Scottish Childminding Association to increase the number of childminders and a number of information sessions have been delivered aimed at encouraging individuals to take up childminding. Recruitment of staff for Nurseries is also challenging.

The service participated in recent events in the Town Hall related to Anti Poverty and family Support. The service runs weekly bookbug sessions in Sandwick Hall and Stornoway Library along with two Young Mums groups in Pointers. Individual Triple P sessions have also been delivered during this quarter.

The service operates a Baby Bank where all parents can borrow various items. The Baby Bank also provides access to consumables for those families facing financial difficulties.

#### Gaelic

The Early Years team have developed a teaching syllabus for Early Years (0 to 3 and their parents/carers). At the heart of this syllabus is an emphasis on spoken Gaelic skills and developing the confidence of parents in speaking the language and developing early fluency to aid transition to Sgoil-àraich (Nursery) for children.

Community Learning Hebrides' Adult Literacies and Numeracies (Gaelic & English) Apprentice continues to deliver bespoke lessons to parents online and works with families who have pre-school children and introduces them to basic Gaelic skills which are used in the home. Following a pilot in Stornoway Primary, Tong and Laxdale, the work continues apace in promoting Gaelic in Stornoway, including the creation of a Book Creator by the team and a monthly programme of sessions for children and their parents is delivered by the Early Years team across the Isles. The two Gaelic Vans continue to provide a focal point reaching out to our Gaelic communities and encouraging the children, their families in our Sgoil Araich settings, Pàrant is Pàiste groups, and others, to make use of the vans to learn Gaelic in an engaging way. There are now 4 Pàrant is Pàiste groups running between South Uist and North Uist.

A range of community engagement activities have been undertaken including; a FilmG project with Sgoil-àraich Dhalbroig, Sgoil-àraich Open days, Gaelic Messy Play sessions, Gaelic baby meditation, Splaoid aig Deas home visits, Otter Mountain, and attendance at community events.

Mary Clare Ferguson, Head of Education Skills and Children's Services, 7 November 2024

## Action Progress - Education

**Strategic** 2.1.1. Attainment rates continuously improve.

### Objective:

#### Service Profile

#### Schools

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
2.1.1.1.Ensure delivery, quality assurance and development of educational provision in accordance with Scotland's Curriculum, the	Donald A. Macleod - Chief Officer, Education and Children's Services	In Progress	01/04/2022	31/03/2027	50%	50%	 GREEN

National Improvement Framework and Local Improvement Plans (Including School Improvement Plans)

**ACTION PROGRESS COMMENTS**

Quarter 1

Important new appointments completed and commencing to support quality assurance:

Quality Improvement Officer (Secondary Education)

Quality Improvement Officer (Attainment)

Quality Improvement Officer (Learning & Teaching) - Temp

School Improvement Plan templates were further improved and a new template issued. All schools and nurseries completed them and submitted in May. Primary and secondary attainment tracking tools have been updated and are being rolled out. An updated National Improvement Plan is being developed and prepared for the next submission deadline in September 2024.

Meetings and visits held with our Senior Regional Advisor and HMI Area Lead Inspector.

October 2024

NIF plan and Stretch Aims have been fully updated and submitted to Scottish Government.

A new Quality Assurance Policy has been drawn up and the draft is currently being consulted upon with schools and officers.

A major self-evaluation activity took place across the central education service in September 2024 as part of preparations for participation in a National Thematic Review of Education Authorities.

The authority has agreed to participate in ADES Quality Improvement Quads. (Quad joins us with Inverclyde, West Dunbartonshire and East Ayrshire). This QA/Evaluative work will run through November, December and January and will culminate in a peer review event with Education Scotland at the end of January.

The Early Years Service is working with the Scottish Childminding Association to increase the number of childminders and a number of information sessions have been delivered aimed at encouraging individuals to take up childminding. Recruitment of staff for Nurseries is also challenging.

The service participated in recent events in the Town Hall related to Anti Poverty and family Support. The service runs weekly bookbug sessions in Sandwick Hall and Stornoway Library along with two Young Mums groups in Pointers. Individual Triple P sessions have also been delivered during this quarter.

The service operates a Baby Bank where all parents can borrow various items. The Baby Bank also provides access to consumables for those families facing financial difficulties.

**Strategic** 2.1.2.Early intervention in place to keep our most vulnerable children safe.

**Objective:**

**Service Profile**

Schools

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
2.1.2.2.Ensure delivery, quality assurance and development of Education Psychology Services that meet statutory duties and support the outcomes of the Integrated Children's Services Plan.	Sally Kane - Educational Psychologist	In Progress	01/04/2022	31/03/2027	90%	50%	 GREEN

**ACTION PROGRESS COMMENTS**

Work continues on re-establishing electronic filing, and electronic systems for monitoring the work of the service. These tasks have become necessary due to the cyberattack in November.

**Strategic** 2.1.5.Childcare facilities in place to meet the needs of working parents.

**Objective:**

**Service Profile**

Early Years and Pre-School



ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
2.1.5.1.Support the provision of childcare across the Western Isles	Carol Burns - Early Years Service Manager	In Progress	01/04/2022	31/03/2027	50%	50%	 GREEN
<b>ACTION PROGRESS COMMENTS</b>							
<p>Quarter 1</p> <p>We have a requirement to review service provisions on a 2 yearly basis. Our next review is due in the 2025/26 period. Two of our staff are now trained in Ante-Natal PEEP and have been liaising with maternity services to begin the first session. We have also set dates to deliver baby massage which will be advertised shortly.</p> <p>A recruitment campaign took place to promote childminding. It was inclusive of the benefits of being a childminder and also highlighted the financial gains and support packages available. Following on from this we have successfully signed up another childminder who will join us as a partner provider.</p> <p>We have been successful in recruiting for most of our recent vacant posts. There has also been a steady increase in the number of staff who are currently on the relief list which has eased some of the pressure of staffing issues in settings. This is not a long-term solution so the continued promotion of a career in childcare as well as childminding will be ongoing through a variety of media including at our next events in the Town Hall on 3rd of September.</p> <p>Bookbug is well established and PEEP groups are up and running to support parents and carers with the improvement of all aspects of their child's learning and development.</p> <p>This quarter following inspection by the Care Inspectorate of the four settings that were inspected one had 4 very goods, 1 had 3 very goods and 1 good, 1 had 3 goods and 1 adequate, 1 had 2 goods and 2 adequate. We will continue to quality assure and support all of our settings including partner providers through the implementation of their improvement plans for 2024 – 2025.</p> <p>Quarter 2</p> <p>The Early Years Service is working with the Scottish Childminding Association to increase the number of childminders. A number of information sessions have been delivered aimed at encourage individuals to take up childminding.</p>							

**Strategic** 3.1.1. The Gaelic language, natural heritage and culture of our communities is supported and promoted.

**Objective:**

**Service Profile**

Early Years and Pre-School

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
3.1.1.14.Ensure delivery, quality assurance and development of the Gaelic Action Plan and Comhairle Gaelic First Policy	Evelyn Coull NicLeòid - Gaelic Education Manager	In Progress	01/04/2022	31/03/2027	50%	50%	 GREEN
<b>ACTION PROGRESS COMMENTS</b>							
<p>3.1.1.14. Ensure delivery, quality assurance and development of the Gaelic Action Plan and Comhairle Gaelic First Policy</p> <p>Teaching Syllabus for Early Years (0 to 3 and their parents/carers)</p> <p>The Early Years team have developed a teaching syllabus for Early Years (0 to 3 and their parents/carers). At the heart of this syllabus is an emphasis on spoken Gaelic skills and developing the confidence of parents in speaking the language and developing early fluency to aid transition to Sgoil-àraich (Nursery) for children. A monthly schedule was developed for communities in co-operation with Sgoiltean-àraich and community trusts. This includes two-hour sessions for each community – entailing 8 sessions during the academic year – including: Gaelic Bookbug sessions and Seinn Còmhla sessions; opportunities to play together through the medium of Gaelic; Caint Ghraidheil san Dachaigh mini-lessons for parents, (with audio support on the Foghlam Gàidhlig website and information leaflets developed by the MMU); and providing information about the benefits of bilingualism.</p> <p>Gaelic Family Learning Apprentice</p> <p>Community Learning Hebrides' Adult Literacies and Numeracies (Gaelic &amp; English) Apprentice is continuing to make good progress with bespoke lessons to parents online. The Apprentice also works with families who have pre-school children and introduces them to basic Gaelic skills which are used in the home. Following a pilot in Stornoway Primary, Tong and Laxdale, the</p>							

Gaelic Family Learning offer was extended to all schools in the Western Isles. It is open to all families. The Adult Literacies and Numeracies Apprentice has also attended a number of Gaelic family events such as, Thig a Chluich, LUACH and Bookbug, where she has made contact with families and explained the Gaelic Family Learning offer and how to access it.

#### Stornoway Childcare Centre

Work continues apace in promoting Gaelic in Stornoway, including the creation of a Book Creator by the team. This can be accessed via the link to the Padlet below, and contains a wealth of other Gaelic educational materials created by CnES:

<https://padlet.com/emorrison4a/g-idhlig-anns-na-bliadhnaichean-tr-tha-tr-th-re-ezwrp15mffuxttk8>

"It was great to see staff singing Gaelic songs and will be a wonderful resource for supporting families and encouraging other practitioners. The commitment and enthusiasm that Fiona and the staff at Stornoway Childcare Centre have had to the Gaelic Improvement Plan project is excellent." (Early Years Curriculum Teacher)

#### Dileab 2024

The aims of the Dileab project are as follows:

- bring local history to life for the current population, both school children and the wider community alike;
- generate exciting and relevant materials to aid teaching through Curriculum for Excellence, both within the timeframe of the project and beyond;
- create opportunities for intergenerational learning;
- provide a context for the creation of new works of music and drama inspired by the project themes, as well as opportunities for performance of these;
- generate economic benefit for Comuinn Eachdraidh and the community;
- showcase the cultural history and current talents of the Outer Hebrides to a wider audience, celebrating the resilience of our communities and other positive aspects of the historical legacy which have contributed to the vibrancy of life on the islands today.

By delivering a progressive, ongoing programme of thematic activities over a number of years, in conjunction with all CnES schools, the Dileab programme is ensuring that young people engage with aspects of language, culture, music and drama. It is an excellent example of intergenerational collaboration with all participants benefitting. Partnership from Fèisean nan Gàidheal and local Comunn Eachdraidh societies has been crucial in bringing this to fruition.

#### GSG bid

The bid for 2024/5 went to the Scottish Government in December 2023. The Comhairle have been given the same sum as in previous years, £965,000.

#### Gaelic Education Strategy

This Strategy, which was approved by the Comhairle in February 2023, was developed to provide school leaders and staff with guidance, support, and best practice to ensure high quality learning and teaching, consistency and equity in the delivery of Gaelic education provision from age 0-18 in the Western Isles. Clear expectations have been outlined within the Strategy, underpinning the Education Scotland's Gaelic Language Plan, which defines Gaelic education as having three inter-related components:

- Gaelic Medium Education (GME);
- Gaelic Learner Education (GLE);
- The promotion of learning about Gaelic Language and Culture (LAGC) as part of Scotland's identity.

The Strategy highlights best practice to guide school leaders and Gaelic Medium and Gaelic Learner staff, enabling them to effectively plan for an approach that specifically supports Gaelic language development in the delivery of GME and GLE from 0-18. Schools, Early Years and all learning settings will plan collaboratively with their colleagues, partner agencies and the local community to ensure continuity and progression in learning across all curriculum areas, particularly at transitional stages: from home into Early Years; from Early Years to P1; between P7 and S1; from the Broad General Education (BGE) into the Senior Phase; and finally to positive destinations. It will be amended and updated as required, in response to changes in legislation and taking account of feedback from pupils, parents/carers, staff and other agencies.

The monthly programme of sessions for children and their parents delivered by the Early Years team across the Isles includes the following:

- Gaelic BookBug sessions;
- Seinn Còmhla - Gaelic group singing sessions;
- Mini-lessons: Cainnt Ghràidheil an Dachaigh – Gaelic in the Home lessons;
- Providing information and encouragement to parents about the benefits of bilingualism for children, and the educational opportunities that GME can provide for them.

In addition, the Early Years team have been:

- Establishing a lasting network of Pàrant is Pàiste groups across the Isles with memberships and committees;
- Increasingly working with parents to establish Pàrant and Pàiste groups where there is a need for them;
- Expanding social media activity in dedicated accounts/pages for Pàrant is Pàiste groups on Instagram, Facebook, Twitter and TikTok, and a monthly newsletter is circulated, in addition to increased advertising and provision of information for parents;
- Continuing to support Pàrant is Pàiste groups across the Isles in submitting funding applications;
- Putting together programmes for Play-leaders who are fluent in Gaelic;
- Preparing resources for learning at home, for families with children at Early Years level (through the medium of Gaelic, and bilingually), with the support of the Multimedia Unit (MMU) and e-Sgoil.

#### Gaelic Vans

The Early Years' experience is a critical part of the Gaelic medium journey. Extensive research shows that the earlier a child is exposed to a language, the more likely it is that the child will then go on to recognise that language as an integral part of their identity, which will in turn nurture a lifelong affinity with the language and a strong commitment to maintaining fluency and proficiency in the language. Two vans were purchased last year to support the work of Early Years and our partner agencies to enhance the delivery of Gaelic for 0–3-year-olds across the islands; one van for Lewis and Harris (Spaoid aig Tuath) and one for Uist and Barra (Splaoid aig Deas). They continue to provide a focal point reaching out to our Gaelic communities and encouraging the children, their families in our Sgoil Araich settings, Pàrant is Pàiste groups, and others, to make use of the vans to learn Gaelic in an engaging way.

Below is a breakdown of activities in relation to the Gaelic Van:

- Promoting the Van and its services, for example via Facebook and Instagram;
- Promoting events for 0-3 years hosted by the Van;
- Promoting Gaelic events across the Isles for 0-3 years;
- Promoting Gaelic apps and websites that parents can access to learn Gaelic.

#### Splaoid aig Deas – Gaelic Early Years Co-ordinator Report

##### Pàrant is Pàiste

There are now 4 Pàrant is Pàiste groups running between South Uist and North Uist.

##### Monday: Daliburgh School.

- 5 parents and 5 children attending regularly.
- Sgoil-àraich engagement with the class has led to Parents opting to put their 2-year olds to sgoil-àraich at the earlier age of 2 to ensure Gaelic is being heard and learned by their child earlier.

##### Wednesday: Clachan Church Hall

- 13 Parents and 16 children attending regularly.
- Parents have been running the class independently over the school holidays, building their confidence to run this class on their own.
- Parents with Gaelic gaining confidence to speak and interact with their children in Gaelic more.
- Chance for questions/ Myths regarding GME to be addressed in an informal setting.

##### Thursday: Cothrom

- 5 Parents and 5 Children attending.
- Running independently by Cothrom, with engagement from myself and the health visitor who is offering baby massage.

Friday: Balavanich School

- 16 parents and 18 children attending regularly.
- Engagement from the nursery.
- Highest number of attendees to date has been 26.

Art at the Start

- Art therapy sessions run by Catriona Macinnes – art therapist.
- Therapy sessions for Children under 5 years old and their Parents.
- Specifically for Parents with attachment issues and trauma.
- I assist Catriona with the classes and bring a Gaelic element to the session, speaking Gaelic to the children and their parents, as well as a Gaelic song and story session during the class.

Community engagement

- FilmG project with Sgoil-àraich Dhalbrog, showcasing the wonderful work they do in the community to embrace Gaelic language and culture.
- Sgoil-àraich Open days, incorporating Pàrant is Pàiste sessions into an open day to entice parents that might not normally attend an open day to see what the sgoil-àraichs can provide and the opportunities and growth choosing GME can offer.
- Gaelic Messy Play sessions, providing something a little different to families around Uist and Barra but doing so through the medium of Gaelic. Since visiting Barra with the messy Play sessions, they have gone on to make these regular sessions independently.
- Gaelic baby meditation, Using the cosy and tranquil space of Splaoid aig Deas to provide private baby mediation sessions to parents and their children. The repetition that guided meditation naturally is made up of, lends itself easily to introducing the Gaelic language to under-3s and parents who are not fluent in the language very easily.
- Splaoid aig Deas home visits. Visiting family homes to provide a Pàrant is Pàiste type session in the convenience of the families drive way or garden, etc. I have also visited the local Childminder who has no Gaelic to provide these sessions at her home as she was keen to have Gaelic sessions as part of her business.
- Otter Mountain is an outdoor playgroup aimed at children under 5 years of age. I have provided sessions using Splaoid aig Deas to introduce Gaelic to the normally English outdoor play sessions.
- Community events – Agricultural shows, EDF Music Festival, Christmas Fayres, Community garden events, Sgoil-àraich fun days, Fèisean.

Deasbad 2024

<https://www.foghlamgaidhlig.com/deasbad/>

Facebook: [https://www.facebook.com/deasbadbtalba/?locale=en\\_GB](https://www.facebook.com/deasbadbtalba/?locale=en_GB)

## BACKGROUND

In 1985, the first Gaelic Medium Units in Scottish schools were opened and 24 children attended these units. In 2022, there were 5472 pupils receiving their education through the medium of Gaelic. 6715 pupils also study Gaelic as a learner subject and Gaelic is taught in 52 secondary schools across Scotland. The number of schools teaching Ga'idhlig (fluent speakers) at Higher Level continues to show expansion, and there is no doubt that the Gaelic debate competition offers them a platform to improve their linguistic skills. The Gaelic Bill of 2005 recognises the importance of the Gaelic language as well as its fragility, and there is a concerted drive within Scottish political circles to raise the profile and usage of the Gaelic language. BBC Alba, the Gaelic digital television service is now well established and such developments require a supply of people with relevant skills. While there are many exciting new opportunities for school-leavers and graduates, we must strive to maintain the momentum and keep education and the media industries supplied with the skills they need.

## AIM

The aim of the debate is to give Gaelic speaking teenagers a platform to showcase their public speaking skills, to further improve their linguistic skills and to enhance their personal and social skills. In addition, the social value of the debate cannot be undervalued; both as an instrument of influence on participant and audience and as an opportunity for young Gaelic speakers to network with their contemporaries from all areas of Scotland.

## PUBLICITY

The debate continues to receive considerable media attention with extensive coverage in the press and through broadcast on BBC Radio nan Ga'idheal, also available worldwide via satellite and the internet. During the last few years social media engagement has grown and much of the competition is now livestreamed. Local publicity is also used in the form of posters, flyers, leaflets and local radio adverts.

#### JUDGES

Over the years judges have been chosen from a wide range of professionals involved in the arts, media, education and political spheres. In 2023 the judges were Angus MacLennan, Agnes Rennie and Iain MacAulay.

#### DEVELOPMENT

The final of Debate 2024 will be held at the Scottish Parliament building in Edinburgh on the 28th of November 2024. The Committee held the preliminary rounds in Stornoway in November 2023 on the 6th and 7th of November 2024.

Quote from Chair of the Committee, Evelyn Coull MacLeod:

We all understand the beneficial effect that the Debate has on the confidence, fluency and reasoning skills of participating pupils. They can be quite shy and quiet in the first round, but by the time they reach the later rounds, they are ready to tackle any argument or challenge!

We are also very fortunate that we have the opportunity to stage the final of the Debate in the Scottish Parliament. That is almost as impressive as the silver cuach you receive if you are lucky enough to emerge as champions. The Parliament now streams the final live on the Web, and Radio nan Ga'idheal has always been very supportive, broadcasting snippets of the early rounds, and broadcasting the final live.

I believe the competition provides a platform for potential funders to use the wonderfully talented young Gaelic-speaking participants to raise the profile and to strengthen company branding. The format of the competition over the past few years has been that the first two rounds have been held in Stornoway, and the semis and final held in Edinburgh, with the Final being held in The Scottish Parliament, and broadcast live on Radio nan Gaidheal. The final, which attracts about 100 guests, is normally followed by a reception to which guests are invited to attend. Potential funders would have the opportunity to invite guests to the event, providing further marketing opportunities in the Scottish Parliament. The competition regularly attracts excellent, positive press which would again help further reinforce company branding at national level."

Angus MacLennan, 2022/23/24 Judge

"This competition gives young people an excellent opportunity to hone research, public-speaking and debating skills which will stand them in good stead throughout their lives, as they apply for further education places and career opportunities. It is interesting and very encouraging to see the young people grow in confidence as they appear in the competition from year to year, and many of them have the potential to forge successful careers in the media and politics. The competition also enhances the status of the Gaelic language, for the participants and for their peers, and the broadcast programmes are followed avidly by Gaelic-speakers throughout Scotland and indeed worldwide through the Internet.

Iain A MacSween, teacher at Sir E Scott, winners of the 2023 competition.

The debate offers them an unparalleled opportunity to stand in front of attentive, critical, yet supportive audiences and judges while also being recorded by BBC Alba and Radio nan Ga'idheal. Indeed the semi-finals and the final are broadcast live from the Scottish Parliament and it is remarkable to see how the competitors engage so professionally and with such aplomb.

It is the competition itself that has provided the platform to encourage, guide and inspire young Ga'idhlig speakers to reach this level. Debating and language skills have grown exponentially. If the competition could not continue it would be an enormous loss both to the Ga'idhlig community and to Scottish education, but more importantly to our exciting, young, talented Ga'idhlig speakers.

These are the young folk that are going to carry the good fight. They make us proud and they will make you proud."

Dileab: Leverhulme

The Dileab: Leverhulme production saw over 40 Gaelic medium pupils take to the stage, many of whom had been involved last year in the rural primary schools as part of Dileab: Metagama.

The Gaelic script was written by Aonghas Mac 'Illinnein and Coinneach 'Mòr' Maciomhair and they also featured as narrators on the evening as well as engaging with pupils in the historical and storytelling elements in the run-up to the production. Evelyn Coull MacLeod, from the Education Department of the Comhairle, said: "The sheer number of pupils wanting to get involved in the Nicolson production is incredibly heartening, and a testament to the amount of work which has been undertaken since the start of the year by our strong and talented team, who have been delivering inputs to our schools."

"It was particularly encouraging to see so many secondary pupils showing an active interest in our culture and history and the Dileab project strives to give opportunities to pupils to develop a wide range of skills. I would like to thank the staff and pupils of the school for their enthusiasm and hard work - it truly was a pleasure to work with them in bringing this to fruition."

The four productions were as follows:

Stornoway Primary School, An Lanntair, 14th March 2024

Sir E Scott/Leverhulme Memorial, SES School, 27th March 2024

The Nicolson Institute, An Lanntair, 15th May 2024

Sgoil an Rubha, An Lanntair, 23rd May 2024

## Gaelic Promotional Videos

We have produced 13 promotional videos in partnership with Sgoil a' Bhac and Bun-sgoil Steòrnabhagh under the banner of "Mi-fhèin 's mo Ghàidhlig", including 3 parents. P7 pupils tell of their journey through GME from nursery through primary before they leave to go to secondary school. English subtitles are being added to the Gaelic videos

Mi-fhèin 's mo Ghaidhlig - Bun Sgoil Steòrnabhaigh

<https://www.foghlamgaidhlig.com/gmefmg/mi-fhein-s-mo-ghaidhlig/>

Mi-fhèin 's mo Ghaidhlig - Sgoil a' Bhac

<https://www.foghlamgaidhlig.com/gmefmg/mi-fhein-s-mo-ghaidhlig-bac/>

Staff Responsible:

Evelyn Coull Macleod – Gaelic Services Manager

Elaine Poke – Early Years Curriculum Teacher

Kirsty Watt - Teacher

2.3 Learning, teaching and assessment

2.5 Family Learning

2.3 Learning, Teaching and Assessment

1.3 Play and Learning

1.4 Family Engagement

3.2 Home, 0-3 and Early Years

Enrolment and Supporting Parents

Desired Outcome: Increase in the number of children enrolling in Gaelic Medium to 70% by the end of this plan.

Desired Outcome: Increased engagement with parents and prospective parents regarding the benefits of bilingualism.

Desired Outcome: Provision of more opportunities for parents to learn Gaelic along with their children.

Audit current learning and teaching material and identify any gaps in provision.

Feedback from Early Level practitioners and teachers identify that not having input from Gaelic singing instructors is having an impact on Gaelic singing.

Advice on Gaelic Education, 2015, Updated March 2022 Section 7.3

'There is also a key role for planning and delivering group sessions in the Early Level to ensure language is being developed in a progressive way. This may be centred around singing.'

Sharing with parent/families Gaelic songs will support Gaelic Family Learning.

This will also support parents/families to make an informed choice when considering Gaelic Medium Education.

Stretch Aim(s)

Current % of P1 Children in Gaelic Medium:

Sgoil a' Bhac – 36%

Sgoil Lacasdail – 24%

Sgoil an Rubha – 11%

Bun-Sgoil Thunga – 31%

Increase % of P1 children in each target school by 20% (August 2025)

Target Settings/Schools

Sgoil an Rubha agus Sgoil Àraich, Sgoil Lacasdail agus Sgoil Àraich, Sgoil a' Bhac agus Sgoil Àraich, Bun-Sgoil Thunga and Sgoil Àraich

Planned Outcomes (SMART Primary Drivers)

- Kirsty will plan, teach and evaluate weekly 'Ceolmhor' sessions in Early Level Sgoil Àraich and composite classes of identified settings. Two days available. Monday and Friday. A timetable of structured sessions will be shared and implemented following consultation.
- Following sessions videos/photos of children engaging in session will be shared by practitioners through Seesaw.
- Song Words/Links will also be shared through Seesaw. This will be provided by Kirsty.
- An invitation for parents/families to join a Gaelic 'Stay and Sing' Session will be made. Two options during the project - Term Two.
- Target sessions will be for GLE Nursery/GME Sgoil Araich and Early Level GLE and GME classes (Composite P1/2, P1-3 classes will also be included.)

Baseline Measures

Current projected % of children expected to enrol in P1 for each school.

Identify any undecided parents/carers in each Sgoil Àraich.

Practitioners/Teacher to complete a short Microsoft Form with detailing songs children sing confidently, target vocabulary, Facal na Seachdain, Abairt na Seachdain that could be covered by song input. Any additional support needs/medical issues, known triggers, communication passports, use of Boardmaker could also be detailed.

A format for parental questionnaire is available. A decision to use would be at the Headteacher's discretion.

Change Actions & Methodologies (Secondary Drivers)

Reporting Responsibility

Completion

Deadline Measures of Success

Modelling of teaching songs, using props to support Gaelic Language Acquisition.

Kirsty/Elaine December 2024 Sharing plans and evaluations with Sgoil Àraich practitioners and teachers.

Identified improvement in Gaelic vocabulary

Children will show increased confidence when singing Gaelic songs.

Traditional Gaelic songs to be introduced and reinforced.

Kirsty/Elaine December 2024

Increased Family Learning Opportunities:

Online recordings of songs – similar in format to:

<https://learngaelic.scot/littlebylittle/songs/index.jsp>

New Gaelic Promotional Material to be used in target settings identified

Evelyn Coull Macleod December 2024

Increased GM Enrolments in identified Sgoiltean.

Scorecard - Education

Unit	Target	Actual	Indicator	Comments
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there are no KPIs for this Business Unit

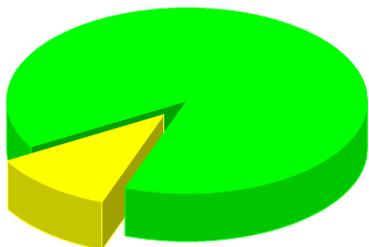


## Education and Children's Services Directorate

### Business Unit Overall Performance - Education and Children's Services Directorate

#### Actions

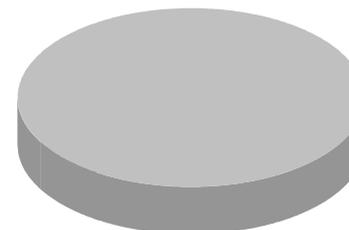
<span style="color: green;">■</span> On Track	88.9%
<span style="color: yellow;">■</span> Monitoring Required	11.1%
<span style="color: red;">■</span> Off Track	0.0%
<span style="color: blue;">■</span> No Targets Set / Ongoing	0.0%
<b>Total:</b>	<b>100.0%</b>



<b>9</b>	Actions reported on
<b>8</b>	Actions with at least 100% of target
<b>1</b>	Actions greater than 79 and less than 100% of target
<b>0</b>	Actions with less or equal to 79% of target
<b>0</b>	Actions with no target set / ongoing

#### KPIs

<span style="color: green;">■</span> On Track	0.0%
<span style="color: yellow;">■</span> Monitoring Required	0.0%
<span style="color: red;">■</span> Off Track	0.0%
<span style="color: gray;">■</span> Annual	100.0%
<b>Total:</b>	<b>100.0%</b>



<b>2</b>	KPIs reported on
	KPIs on track
<b>0</b>	KPIs monitoring required
<b>0</b>	KPIs off track
<b>2</b>	KPIs NA

## Comments - Education and Children's Services Directorate

### 2024/25 Quarter 2 Progress Comment:

The Multi Media Unit (MMU) is supporting the new Parant is Paiste - Sgoil an Rubha group in getting started with resources, logos and promotional graphics. A series of bilingual signage for use within both GME and English medium classrooms, as requested by Stornoway Primary School, have been produced. The Service is also developing graphics to assist in increasing the Gaelic output on CnES Social Media. The Unit has produced 13 promotional videos in partnership with Sgoil a' Bhac and Bun-sgoil Steòrnabhagh under the banner of "Mi-fhèin 's mo Ghàidhlig", where P7 pupils tell of their journey through GME from nursery through primary before they leave to go to secondary school. A new GME promotional flyer and e-doc is being produced and will be sent to parents of children starting in GME. Videos from early years songs in the MMU archive are being produced for Facebook.

44 applications for school lets have been processed and Janitorial cover arranged for CNES operated schools.

The Active Schools report for 2023-24 shows that 1098 pupils attended 798 sessions delivered by 105 deliverers, of which 83% were volunteers. The Sports Development team provided a Summer Motiv8 programme across the Outer Hebrides providing opportunities for young people to try out and take part in a wide range of sports and activities. The team worked with staff within Education and with groups and organisation to enhance the programme and enable those with additional needs to be included. The introduction of Sporting Memories and activity sessions delivered in Harris is proving popular following successful pilot events in Stornoway and surrounding areas. Walking football is also growing in popularity with various groups becoming established across the islands.

Representatives from WIIGA travelled to Orkney and were shown round the venues and accommodation, met with the chosen travel company and attended the IIGA AGM. Selection for the Games is well under way and it is anticipated that a squad of 100-110 will travel to Orkney in July 2025. The second tranche of Athlete Travel Award Scheme was awarded to 8 athletes, selected from a strong list of 17 athletes from across 6 sports. This funding is to be used towards travel costs in attending high level events or coaching.

The Move More programme ended on 31st July 2024 and the service is maintaining some of the classes and support that was previously available, but with reduced levels of expertise. An apprentice Outdoor Learning Manager has been recruited and brings with him experience in utilising the outdoors in education settings. A further 10 relief Leisure Attendants have been recruited to increase resilience across the leisure centre network.

Aberdeenshire Live has recently joined the LeisureLink scheme bringing the number of authority areas in the scheme to 10 (Aberdeen, Aberdeenshire, Borders, Highland, Moray, Orkney, Shetland and Outer Hebrides). This allows Slainte Mhath members to use (at least) core services at facilities within the LeisureLink Scheme for no extra cost. Memberships at the end of Q2 stand at 2828, an increase of 6% from the same period last year.

Stornoway Library hosted a Gaelic student on a 5-week placement in September. They created Gaelic materials for the library and ran a number of community events, as well as visiting the Nicolson to survey Gaelic-speaking students. The National Library of Scotland completed the digitisation of the Highland News West Coast Edition and the fragile print copies were deposited with Tasglann/Archives. A relief staff pool was recruited for Stornoway and Tarbert libraries, and Stornoway Library hosted two work experience students.

Libraries staff attended school in-service days, connecting with teaching and support staff and gathering feedback on school needs. This led to a partnership with Stornoway Primary, who will be a pilot for our Reading Schools project. An application for a Scottish Library and Information Council has been submitted aimed at supporting improvements to school services and the implementation of the Scottish Book Trust's "Reading Schools" programme across the Western Isles. Our Bookbug offering increased this quarter, with weekly sessions in Stornoway, Tarbert and Lionacleit, supported by Early Years staff and CnAG. The Summer Reading Club numbers were our highest ever, with over 100 participants. School holiday programming is steadily increasing and we are working towards more equitable offerings across all library branches.

This quarter saw 14906 physical items issued across our network. From our online collection there were 746 ebook loans, as well as 1014 eaudiobooks and 941 digital magazines.

The Adult Learning Partnership group met to discuss the next iteration of the ALP plan which is to be submitted to the CPP. Joint planning meetings were held with Health Promotion for a community event in the Town Hall. This developed into an event within Challenge Poverty week with a focus on food. Community groups and teams were invited to come along and advise the community how they can help during the financial crisis. We have had a great response from groups who will come along to talk about energy savings, energy tokens, air fryers, chimney balloons, energy saving light bulbs etc. As well as groups coming to advise about free play groups, baby banks etc.

The Adult Literacies Apprentice has completed their apprenticeship and has been recruited into a vacant Adult Literacies post. The postholder will work on a Gaelic for Care course designed to support workers to speak in Gaelic to residents in care settings. Adult Learning was part of the PACE response to the Backafrost redundancies and attended three days at the Town Hall to support employees looking for work or training opportunities.

The ScotXed data for CfE levels 2024-25 was reviewed, signed off, and submitted by the deadline date. A review of the Scottish Government data requirements for the collation and

submission of ScotXed data for Child Protection has been completed, and new OLM Reports functionality has been reviewed, tested, and issues identified have been resolved. There is ongoing development of data reports for managers, and refinement of Eclipse processes in liaison with the Eclipse Working Group: A Review of Retention and destruction process has been completed and awaiting approval. There has been an ongoing review of data reports affected by the IT Incident and recreation of school roll draft reports. The service undertook initial Collation of SQA 2024 exam results and provides ongoing support to SMT for internal reporting for CFE and Senior Phase. The MIS Manager is now the Northern Representative on the SEEMiS Business Intelligence Working Group.

Catering provision in schools in the Western Isles continues to be monitored and evaluated. The service works with Health & Nutrition Inspectors in Primary Schools from Education Scotland to ensure compliance with the Food & Drink in Schools (Scotland) Regulations 2020. The Regulations apply to all food and drink supplied to children throughout the day including breakfast clubs, lunch, mid-morning service, after school clubs, evening meals (Hostels), community cafes, vending machines and tuckshops.

Route allocation of pupils, including ASN pupils, to Home to School Transport for Primary and Secondary Schools was completed and all bus passes issued in time for the start of school term in August. Implementation of Telematics into all vehicles being used for ASN transport has been undertaken and has proved to be successful and has enable the department to make efficiencies in the service. An additional pilot of a telematic and dashcam combined unit is planned, work is currently underway to implement this.

79 applications for Free School Meals & Clothing Grants, and 35 applications for Education Maintenance Allowance (EMA) have been processed this quarter. The service has planned and calculated Free School Meal Holiday Payments for October to families who are eligible based on means tested entitlement to Free School Meals.

A new online ledger system has been set up and tested with the data from 2023/24 financial year and that allowed that year to be closed off. This has led to the online ledger system coming online for 2024/25 but unfortunately not in time to report on the second quarter expenditure. This work is in now underway following the recent appearance of the ledger system for reports. The first and second quarter were managed by spreadsheets issued to budget managers by the Resources Section inform them of their budgets. Expenditure has been carefully monitored by a system of spreadsheets. These spreadsheets have now been uploaded to the new ledger system.

The procurement route and purchasing plan for the School IT infrastructure upgrade has been approved by the Procurement Steering Group. The switches and Wifi access points have all been ordered and delivered. Configuration of the devices is underway and roll out will begin early January 2025 and completed by end of March 2025. The Probationer Allocation report was finalised and details of PGDE students being supported in 2024-25 were completed.

Five complaints were received during quarter 2 and three complaints were finalised. Of the complaints finalised two were upheld and one was partially upheld. 58 FOIs were received during this quarter and 60 were responded to with 43 of these within 20 days.

The service completed minutes for a range of departmental meetings. Relevant pages on the website have been updated to provide clear information to service users. All Seemis reports were provided to police Scotland/Housing/social work within 24 hours

During this quarter the Non Teacher Staffing team processed 9 Fin 1s, 12 Fin 2s, 18 Fin 3's and 4 Fin 4s for Support for Learning Assistants, Classroom Assistants and School Assistants. Payroll uploads were prepared and submitted by the payroll deadlines. 49 part-time holiday calculations were completed and an additional upload for all staff owed hours was sent to payroll for the January-June period. The Teacher Staffing team processed 195 FINs in the last quarter and uploaded the information to SEEMiS. Data was collected for the SEEMiS census. .

Donald A Macleod, Chief Officer, Education and Children's Services, 7 November 2024

**Action Progress - Education and Children's Services Directorate**

**Strategic** 2.1.1. Attainment rates continuously improve.

**Objective:**

**Service Profile**

Multimedia

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
2.1.1.2.Ensure delivery, quality assurance and development of multi media resources	Martin C. Macleod - Multimedia Developer	In Progress	01/04/2022	31/03/2027	50%	50%	 GREEN



**ACTION PROGRESS COMMENTS**

22/05/24

GME Promotional Material

We have been designing GME promotional adverts to supplement the Gaelic Pages in Events and to go out on Social Media.

Gaelic Play Vans

We are currently working on decals for the two Gaelic Play Vans that are visiting parent and toddler groups across the islands. The design is nearing completion and will be passed to a local company to apply to the van.

CDM

To support the Creative and Digital Media course taught by Iain MacSween in SES Harris we have been providing work experience to the students on the course.

Dileab

The MMU has been heavily involved in the latest Dileab programme of productions. On the admin side we managed ticket sales, produced promotional materials, assist the Dileab team to process expenses, provided hard copies of scripts, designed school specific Dileab stings, produced visuals, videos and sounds for each production. We worked alongside An Lanntair technicians to ensure the best possible recording was produced to showcase the performances and allow those unable to attend to enjoy. The team is currently editing the performances and making them available across various platforms.

Archive resources

The team is working on digitising a huge archive of resources- CD, tapes, VHS, printed materials.

As part of this process the songs from Gaelic Galore and Orain Eilean Litreach have been made available across streaming platforms. Animated videos are being produced using the songs from these resources and have been popular on YouTube, with over 23k views on one video, <https://www.youtube.com/watch?v=3ASO9IhC7Ik> in 3 months.

Gaelic Careers Days

The MMU have attended careers day events and delivered workshops in both primary and secondary schools to showcase the career options available through Gaelic.

An Comunn Gàidhealach

Provided new logos for the local Mod programme.

Website

Work is ongoing on the new unit website [FoghlamGaidhlig.com](http://FoghlamGaidhlig.com)

Stickers

A new range of stickers have been produced and will be made available to GME Teachers.

Schools requests

A range of bilingual curriculum rationales have been produced for Balivanich and lochdair schools, and a Gaelic transition report has been created for all the Uist and Barra schools to use. Stornoway Primary requested a fully Gaelic version of their logo.

Early Years Requests

Created promotional materials for bilingual community events in Uist and Barra – “Spark” and for early years recruitment events.

e-Sgoil

The MMU continues to support e-Sgoil in delivering its online programme. The unit manage their web site and servers and provide design support when required.

CnES Requests

Supporting the CnES in delivering professional publications and visuals, including the CLD yearly report and the bilingual tour of the new care home Taigh Shìphoirt

02/09/24

Parant is Paiste - Sgoil an Rubha

We are supporting the new group in getting started with resources, logos and promotional graphics.

Gaelic Promotional Videos

We have produced 13 promotional videos in partnership with Sgoil a' Bhac and Bun-sgoil Steòrnabhaigh under the banner of “Mi-fhèin 's mo Ghàidhlig”, including 3 parents. P7 pupils tell of their journey through GME from nursery through primary before they leave to go to secondary school. English subtitles are being added to the Gaelic videos

Mi-fhèin 's mo Ghaidhlig - Bun Sgoil Steòrnabhaigh

<https://www.foghlamgaidhlig.com/gmefmg/mi-fhein-s-mo-ghaidhlig/>

Mi-fhèin 's mo Ghaidhlig - Sgoil a' Bhac

<https://www.foghlamgaidhlig.com/gmefmg/mi-fhein-s-mo-ghaidhlig-bac/>

GME resources for Teachers

New reward stickers were designed and printed for the new school year and given out to nursery and primary school teachers.

New certificates are being produced to tie in with the sticker designs.  
 Gaidhlig Play Van  
 The Gaelic Play Van is undergoing a branding and design for the outside of the van. The final designs have been made and once agreed by the new group - Na Sgoiba Gaidhlig airson na Trath Bliadhachean they will be finished and set to the printers.  
 School Requests  
 We receive regular requests from Uist Schools to produce posters and resources to promote GME and for use within the schools and nursery.  
 We are producing a series of bilingual signage for use within both GME and English medium classrooms as requested by Stornoway Primary School.  
 GME Promotional Flyer  
 A new GME promotional flyer and e-doc is being produced and will be sent to parents of children starting in GME.  
 New videos from old musical resources  
 We are producing videos from early years songs we have in our archive. They are going out on Facebook, YouTube and accessible from our site.  
[https://www.youtube.com/@estoras-gme/videos?view=0&sort=dd&shelf\\_id=1](https://www.youtube.com/@estoras-gme/videos?view=0&sort=dd&shelf_id=1)  
 e-Sgoil  
 We continue to support e-Sgoil running their technical side and producing any required graphics or documents.  
 CnES  
 Developing graphics to assist in increasing the Gaelic output on CnES Social Media.

**Strategic** 2.1.3.Schools are centres for lifelong learning and key assets for the community.

**Objective:**

**Service Profile**

Resources (Education)

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
2.1.3.2.Support community access to school facilities and sports facilities within schools.	Iain G Smith - Service Manager – Resources	In Progress	01/04/2024	31/03/2027	50%	50%	 GREEN
<b>ACTION PROGRESS COMMENTS</b>							
Q1 - April - June 43 applications for school lets processed. Liaise with FES to arrange access to WISP schools and obtain quotations where required. Arrange Janitorial cover for requests to access CNES operated schools. Reinstated online application form for school lets with 14 day notice period. The online form is now integrated with power automate, and the CNES OTOBO helpdesk and case management system.  Q2 - July - September 44 applications for school lets processed. Liaise with FES to arrange access to WISP schools and obtain quotations where required. Arrange Janitorial cover for requests to access CNES operated schools.							

**Strategic** 2.1.4.People are healthy and active.

**Objective:**

**Service Profile**

Sport and Leisure

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
2.1.4.1.Ensure delivery, quality assurance and development of sporting and national health improvement activities in support of the Active Hebrides Strategy	Iain GG Campbell - Sports Development Services Manager	In Progress	01/04/2022	31/03/2027	50%	50%	 GREEN
<b>ACTION PROGRESS COMMENTS</b>							



Q1: Approved increases in fees and charges at facilities were put in place from 1st April 2024, 10% increase to the Slainte Mhath membership scheme and 5% increase to pay-as-you-go prices.

The Active Schools team are working on their monitoring for Term 2 (Easter). We still have a vacancy in Outdoor Learning, so a member of our relief Outdoor Instructor pool has been helping with preparation for the Duke of Edinburgh expedition season.

The Move More Programme will end on 31st July 2024 following the withdrawal of funding by NHSWI Director of Public Health. Preceded by a GP Referral Scheme, the Move More Programme was initially a partnership between Macmillan Cancer, NHSWI and CnES Sport & Health in October 2017. The Covid pandemic severely restricted Macmillan's ability to fundraise and they withdrew their support in 2020, with NHSWI and CnES filling the funding gap. Despite widespread support for the programme from users and health care professionals, and extensive efforts to change the DPH's decision the programme will cease and the contracts of the 3 staff involved will end. This is a major loss to the service and to the community.

Lifeguard courses have been held at Castlebay and ISL during the period in an effort to top up our pool of relief Leisure Attendants. Recruitment continues to be an issue across the service with more reluctance to work unsociable hours putting pressure on staffing, particularly in rural areas. More courses are planned in the coming months as well as the re-introduction of the Rookie Lifeguard Courses.

The Sports Development team completed our annual award winning Bikeability Level 2 programme to 260 P6 pupils, with all 20 Primary Schools participating. At the end of the summer term the team held the WIIGA School Sports for Lewis & Harris and Uist & Barra schools and the Charlie Nicolson Football tournament in Stornoway.

The Active Schools team are in the process of completing year-end monitoring returns following a busy year where the continued main focus was PEPAS support, extra-curricular clubs and School Sports Awards, incorporating our approach to equality, diversity and inclusion. Currently 6 of our primary schools have achieved Gold School Sports Award – Balivanich; lochdar; Laxdale; Uibhist a Tuath; Stornoway; and Tong. A number of others have been working through Bronze and Silver levels with the intention of aiming for Gold during the 2024/25 school year.

Q2: Active Schools and Community Sports Hub Officers completed sportscotland within deadlines. Our annual review will be available in quarter 3, but the Active Schools report for 2023-24 shows that 1098 pupils attended 798 sessions delivered by 105 deliverers, of which 83% were volunteers. The Sports Development team provided a Summer Motiv8 programme across the Outer Hebrides providing opportunities for young people to try out and take part in a wide range of sports and activities. The team worked with staff within Education and with groups and organisation to enhance the programme and enable those with additional needs to be included.

The introduction of Sporting Memories and activity sessions delivered in Harris is proving popular following successful pilot events in Stornoway and surrounding areas. Walking football is also growing in popularity with various groups becoming established across the islands.

Representatives from WIIGA travelled to Orkney to attend the "One year to go" event for next year's International Island Games. Along with representatives from the other 22 member islands they were shown round the venues and accommodation, met with the chosen travel company and attended the IIGA AGM. Selection for the Games is well under way and it is anticipated that a squad of 100-110 will travel to Orkney in July 2025.

The Move More programme ended on 31st July 2024 with the loss of 3 members of staff qualified to support clients with serious illnesses, including cancer. The service is doing what it can to maintain at least some of the classes and support that was previously available, and will continue to do so, but with reduced levels of expertise.

We were successful in recruiting Fraser Lippok as Apprentice Outdoor Learning Manager and look forward to supporting him in his training journey. Fraser takes part in a range of outdoor activities and is already experienced in utilising the outdoors in education settings. He is looking forward to enhancing his skills to support his work with young people. We have also recruited 10 new relief Leisure Attendants who have helped increase our resilience across our leisure centre network.

The second tranche of Athlete Travel Award Scheme was awarded to 8 athletes, selected from a strong list of 17 athletes from across 6 sports. This funding is to be used towards travel costs in attending high level events or coaching.

Aberdeenshire Live has recently joined the LeisureLink scheme bringing the number of authority areas included to 10 (Aberdeen, Aberdeenshire, Borders, Highland, Moray, Orkney, Shetland and Outer Hebrides). Our inclusion in the scheme adds substantial value to our Slainte Mhath membership, allowing members to use (at least) core services at facilities within the LeisureLink Scheme for no extra cost. Memberships at the end of Q2 stand at 2828, an increase of 6% from the same period last year.

**Strategic** 3.1.1. The Gaelic language, natural heritage and culture of our communities is supported and promoted.

**Objective:**

**Service Profile**

Sport and Leisure

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
3.1.1.5. Provide a Library and Information Service that meets the aims of Scotland's Public Library Strategy.	Renee Mason - Libraries Manager	In Progress	01/04/2022	31/03/2027	50%	50%	 GREEN
<b>ACTION PROGRESS COMMENTS</b>							
Quarter 1							



A new Libraries Manager was appointed in June 2024. During this quarter there were events with authors Jennifer Mackenzie Dunbar and Louisa Macdougall. The Library Service celebrated; World Earth Day; World Book Night; Mental Health awareness Week; Dementia Awareness Week; Scottish Breastfeeding Week; and Make Music day. Bookbug sessions continue to run across our library branches. Various events have taken place in "The Space" including: Craft Markets; the Forget Me Not Cafe; An Cat Coigreach book launch and OH CON. This quarter saw 13,403 physical issues across our network and from our online collection there were 1,103 e-Audiobooks; 1,017 e-Books; and 802 e-Magazines issued.

Quarter 2  
 Services: A staff survey was conducted this quarter and followed up with 1-1 conversations to gather feedback on team experience, service direction, and training needs. Insights from this process informed the draft Libraries Strategic Plan and prompted updates to procedures for timesheets, annual leave and rota procedures, as well as moving everything onto Teams/OneDrive to improve communication and efficiency.

Stornoway Library hosted a Gaelic student on a 5-week placement in September. They created Gaelic materials for the library and ran a number of community events, as well as visiting the Nicolson to survey Gaelic-speaking students. This led to the revision of the vacant Senior Librarian (Digital & Outreach) role to focus on Gaelic & Outreach. While recruitment is underway for this post a temporary Library Development Officer position has been created and filled by internal promotion. A relief staff pool was recruited for Stornoway and Tarbert libraries, and Stornoway Library hosted two work experience students.

Collection: The National Library of Scotland completed the digitisation of the Highland News West Coast Edition and the fragile print copies were deposited with Tasglann/Archives. GME resources came under library management and after consultation with the Head of Education, Acair and Storlann, we are making plans for the EDC to support both languages. This quarter saw 14906 physical items issued across our network. From our online collection there were 746 ebook loans, as well as 1014 eaudiobooks and 941 digital magazines.

Programmes: Libraries attended school in-service days, connecting with teaching and support staff and gathering feedback on school needs. This led to a partnership with Stornoway Primary, who will be a pilot for our Reading Schools project. Our Bookbug offering increased this quarter, with weekly sessions in Stornoway, Tarbert and Lionacleit, supported by Early Years staff and CnAG. Two additional library staff completed training. Summer Reading Club numbers were our highest ever, with over 100 participants. School holiday programming is steadily increasing as we return to normal staffing levels, and we are working towards more equitable offerings across all library branches.

We were successful in our bid for a SLIC grant which will fund improvements to school services and the implementation of the Scottish Book Trust's "Reading Schools" programme in the Western Isles.

**Strategic** 3.1.5.Reduce inequality and poverty and promote social mobility.

**Objective:**

**Service Profile**

Performance & Staffing (Education)

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
3.1.5.1.Ensure delivery, quality assurance and development of Adult Learning opportunities in support of the Community Learning and Development (CLD) Plan 2021 - 2024.	Morag Fletcher - Adult Learning Manager	In Progress	01/04/2022	31/03/2027	50%	50%	

**ACTION PROGRESS COMMENTS**

The Adult Learning Plan is due to be refreshed at the end of this year (2024). As this sits under the CLD strategy, Adult Learning is working across both. The CLD Steering group has had a couple of meetings regarding the next iteration of the CLD plan. The Adult Learning Partnership will meet on 16th July to discuss the next iteration of the Adult Learning Action Plan. Information has been supplied to partners regarding our current position / what actions we need to decide to continue, remove (as completed) or remove as unable to achieve.

One of the Adult Literacy tutors has set up two groups of learners which is working well. They access the Learning Shop and this means if one person doesn't come in that day, the tutor still has other learners to work with. The Adult Literacies service continues to receive referrals and has managed to offer support to everyone who has approached us. We continue to support the Child Care Centre Gaelic Family Learning project and also working with parents in person in the Learning Shop and via Teams on Gaelic Family Learning. Multiply project workers continue to engage with one to one learners twice per week and engage with community groups to offer numeracy support. They continue to develop resources that engage learners and



educate at the same time. Digital Literacies interventions are problematic as we cannot have learner access on the council network. General ESOL provision has now come to an end. The learners who were entitled to access the Resettlement ESOL provision have been contacted and offered to meet with the tutor to chat over options. They would need to join existing groups in the Learning Shop as tutor is at capacity. A number of wonderbags have gone out to community groups across the islands along with a recipe book. While we have received one or two additional requests for a bag we still have a few left. We will do another offer after the summer when groups are likely to be looking at warm spaces etc again for the winter. A new Adult Learning Award is now available to be delivered, however this is likely to need to be done in partnerships as people don't have the staff / capacity to deliver the award.

In July we welcomed a new learner (UASC) from Vietnam. He is very hard working and positive and is making good progress with his English. He has the additional support of AfC as his home base and this is making a big difference to his language skills.

The Adult Learning Partnership group met to discuss the next iteration of the ALP plan. Agree MF would make amendments and circulate for approval. Completed, circulated and passed on to SG to be tabled at CPP.

NML and MF worked on reports for CWP and HR Sub to match the Adult Literacies Apprentice into a vacant Adult Literacies post, then increase the hours. The funding for this was pulled from existing Adult Learning budget. This went through CWP and HR Sub and our apprentice now has a permanent contract.

PACE response – Adult Learning was part of the PACE response to the Backafrost redundancies and attended three days at the Town Hall to support employees looking for work or training opportunities. We had planned to offer ESOL if necessary, however only two people needed it, one other wanted to join for conversation. However, our contact is unavailable at the moment and we will need to hold off until the new year.

Working on our Health Literacies presentations (AL / Health Promotion) we found ourselves adding more to the final product. We hadn't included visual or auditory challenges. We have now remedied that. We also considered that as people age, they tend to revert to Language 1 as this is where they are most confident. In the case of the islands this is obviously Gaelic. We made suggestions that people working in the Care Sector should learn a few phrases if possible to make people feel comfortable and confident. HG will work on a Gaelic for Care course, and we will speak to workers in the Care Sector to find out what the best delivery model would be to allow them to learn without disrupting their service.

Met with Gaelic officers to discuss a presentation to the Gaelic Committee to explain what Gaelic The Adult Learning Service provides.

Presentation date agreed and Adult Learning and Libraries did a presentation to the committee.

Joint planning meetings were held with Health Promotion for a community event in the Town Hall. This developed into an event within Challenge Poverty week with a focus on food as that was the focus of that day suggested by Challenge Poverty group. Community groups and teams were invited to come along and advise the community how they can help during the financial crisis. We have had a great response from groups who will come along to talk about energy savings, energy tokens, air friers, chimney balloons, energy saving light bulbs etc. As well as groups coming to advise about free play groups, baby banks etc.

MF advised the Anti Poverty Strategy group about the cost of flu jags on the island. Superdrug offer the vaccine for under £10, Boots for nearly £22.00. Tesco offer the vaccine at a cost between those. However as there is no pharmacy in Tesco or Superdrug they don't offer it here. Superdrug Manager emailed her Head Office to query this but didn't get anywhere.

Also went to KJ's to ask about their cost – they don't offer it as none of their staff are trained. Went to check how to book at Boots, they don't offer it either. This has also been passed on to Anti Poverty group – if a worker doesn't get paid when they are off sick then they do not want to get the flu, however if they don't qualify on NHS for a vaccine, they need to go to Inverness to purchase one. Statutory Sick Pay will not cover rent and utility bills for the weeks that someone is off work. That doesn't take into account food, clothing or any other expenses.

MG taken on for 14 hours per week for MULTIPLY and is now working alongside MFr to increase confidence and ability of learners with their numeracy skills.

**Strategic** 4.1.4. Efficient and sustainable services are provided to the community.

**Objective:**

**Service Profile**

Resources (Education)

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
4.1.4.1. Provide resources to support the delivery of the Education, Skills and Children's Services Department Business Plan.	Iain G Smith - Service Manager – Resources	In Progress	01/04/2022	31/03/2025	50%	50%	 GREEN

**ACTION PROGRESS COMMENTS**  
 Q1 - April - June  
 Organise and arrange department Health & Safety Committee, circulate papers and relevant reports in advance. 2 meetings have been held to date with 2 further meeting to be held.



Q2 - July - Sept

Department Health & Safety Committee, circulate papers and relevant reports in advance. 2 meetings have been held to date with 2 further meetings to be held. The committee will meet again on 4 December 2024

Last Updated - 01/11/2024 Jordan Carberry

September 2024: Data reviewed and submitted by deadline and final Sign off completed.

Last Updated - 01/11/2024 Jane Watson

Quarter 2 2024: Review of new Scottish Government data requirements completed. New OLM Reports functionality reviewed, tested and issues identified issues resolved. Regular Quality assurance data reviews and follow-up with relevant workers and managers. CARM recording process completed in Eclipse and awaiting approval of Senior Management. CARM Return confirmed as a Nil return for 2023-24.

Last Updated - 05/11/2024 Jane Watson

Quarter 2 2024:

Guidance and process notes have been refreshed. Inservice training provided to all school offices in August and to department colleagues in HR and Early Years.

Due to the restrictions of SEEMiS to school network access only, hot desks have been setup in Matheson Hall for Sandwick Road and Education Development Centre colleagues and a system setup for HR updates in Lionacleit Education Centre.

Data entry is complete and support is ongoing to schools and Education HR and Early Years sections for quality assurance checks. An improved quality assurance process and prompt responses from schools and department colleagues mean this is on target for completion by October and November deadlines.

Last Updated - 05/11/2024 Jane Watson

Q1 April - June

Collated school Suitability Surveys from school Head Teachers, liaised with colleagues in AFR to obtain most current Condition Survey Reports. Liaised with colleagues in AFR to obtain information on incurred costs for capital works undertaken. All information gathered brought together and submitted to ScotXed.

Last Updated - 12/07/2024 Jordan Carberry

Quarter 2

We continue to deliver, monitor and evaluate the catering provision in schools in the Western Isles. All Primary Schools in the Western Isles follow the same 4 week menu cycle which is compliant with the Nutritional requirements for Food & Drink in Schools (Scotland) Regulations 2020.

We work with Health & Nutrition Inspectors in Primary Schools from Education Scotland to ensure compliance.

The food and drink apply to all food and drink supplied to children throughout the day including breakfast clubs, lunch, mid-morning service, after school clubs, evening meals (Hostels), community cafes, vending machines and tuckshops.

Last Updated - 05/11/2024 Diane Campbell

The cleaning in schools and council buildings is monitored and actions taken as required.

Last Updated - 05/11/2024 Diane Campbell

Quarter 2, 2024: Ongoing development of data reports for managers, FOI responses, Quality assurance checks for statutory returns and cross checks with education SEEMiS reports. Child Protection, Referrals and Looked After Children for Children's Services.

Ongoing refinement of Eclipse processes in liaison with Eclipse Working Group: New CARM Process complete, awaiting approval by managers. Review of Retention and destruction process completed and awaiting approval. Review of Fostering & Adoption process began.

Ongoing review of data reports affected by IT Incident and recreation of school roll draft reports. Initial Collation of SQA 2024 exam results and ongoing support to SMT for internal reporting for CFE and Senior Phase.

Refinement of custom databases from IT Incident ongoing - school roll collation, Glow account creation and Achievement Of A Level Survey Quality Assurance functionality.

The MIS Manager is now the Northern Representative on the SEEMiS Business Intelligence Working Group.

Last Updated - 01/11/2024 Jane Watson

Continual service improvement and increased security due to Corporate network breach.

Last Updated - 05/11/2024 Iain Campbell - IT Sch

\*\*\*Q1 - April – June\*\*\*

\*Mainstream Home to School Transport

Planning and route allocation of pupils to Home to School Transport for Primary and Secondary Schools.

\*ASN Home to School Transport

Planning and route allocation of pupils accessing ASN Home to School Transport. Arranging trial runs to establish timings. Update ASN Transport Risk Assessments for each route.

Continued management of ASN Home to School Transport. Difficulties in recruiting suitable staff to assist on relief basis. Central office staff have had to assist on occasion with driving and escorting duties to maintain continuity of service.

\*ASN Transport Fleet Replacement

Now completed all vehicles have been procured, delivered and are now in service.

\*\*\*Q2 - July – Sept\*\*\*

\*Mainstream Home to School Transport

Route allocation of pupils to Home to School Transport for Primary and Secondary Schools. All bus passes issued in time for start of school term in August.

\*ASN Home to School Transport

Route allocation of pupils accessing ASN Home to School Transport. Monitoring of all ASN transport routes and liaison with staff.

Continued management of ASN Home to School Transport. Successful recruitment into 2 ASN Driver posts, additional Relief Driving staff also successfully recruited.

Implementation of Telematics into all vehicles being used for ASN transport. This has proved to be successful and has enable the department to make efficiencies in the service. An additional pilot of a telematic and dashcam combined unit is planned, work is currently underway to implement this.

Last Updated - 01/11/2024 Jordan Carberry

\*\*\*Q1 - April – June\*\*\*

\*Education Maintenance Allowance

Payments issued (EMA Year August 2023 – June 2024):

- April - £4,890
- May - £3,840
- June - £4,980

\*Free School Meals & Clothing Grants

Sent invitation to apply for Free School Meals & Clothing Grants to all parents/guardians of children in the Western Isles via GROUPCALL and e-mail.

158 Applications processed between April and June.

\*Free School Meal Holidays Payments

Planned and calculated Free School Meal Holiday Payments to families who are eligible based on means tested entitlement to Free School Meals, details as follows:

- Easter Free School Meal Holiday Payments - 138 families totalling £8,445 @ £3.00 per day per child.
- Summer Free School Meal Holiday Payments - 146 families totalling £24,675 @ £3.00 per day per child.

\*\*\*Q2 - July - September\*\*\*

\*Free School Meals & Clothing Grants

Applications for Free School Meals & Clothing Grants Processed

79 applications processed between July and September

Planned and calculated Free School Meal Holiday Payments for October to families who are eligible based on means tested entitlement to Free School Meals.

\*Education Maintenance Allowance (EMA)

Applications for Education Maintenance Allowance (EMA) Processed: 35

Last Updated - 01/11/2024 Jordan Carberry

Finance:

The Comhairle experienced a criminal cyber incident in November 2023 and it was not possible to produce the quarterly monitoring report due to the loss of systems and data that occurred during the recent cyberattack. All expenditure data in the civica system was lost and the current emphasis is on data recovery to feed a new online system. A new online ledger system has been set up and tested with the data from 2023/24 financial year and that allowed that year to be closed off. This has led to the online ledger system coming online for 2024/25 but unfortunately not in time to report on the second quarter expenditure. This work is now underway following the recent appearance of the ledger system for reports. The first and second quarter were managed by spreadsheets issued to budget managers by the Resources Section inform them of their budgets. Expenditure has been carefully monitored by a system of spreadsheets. These spreadsheets have now been uploaded to the new ledger system.

Last Updated - 01/11/2024 Iain G Smith

Asset Management meetings to manage issues in the Department Estate take place weekly. Regular meetings have taken place with Chief Officer Education and Children's Services and a schedule of required and prioritised projects for the Department has been compiled. CFCR and Capital funding is currently being allocated to priority works. Sgoil nan Loch nursery works and a refurbishment of The Kabin were all approved in the first quarter and have been completed. Progress on lochdar School Play Area has been paused. Work needs to take place in the growing season for the turf to be established. This work will be rescheduled for early next year.

Last Updated - 01/11/2024 Iain G Smith

Procurement route and purchasing plan approved by the Procurement Steering Group for the School IT infrastructure upgrade. The switches and Wifi access points have all been ordered and delivered. Configuration of the devices underway with rollout plan being developed.

Roll out will begin early January 2025 and completed by end of March 2025

Last Updated - 05/11/2024 Iain Campbell - IT Sch

Survey takes place February 2025

Last Updated - 01/11/2024 Jane Watson

**Service Profile**

**Performance & Staffing (Education)**

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
4.1.4.2. Provide business and administrative resources to support the delivery of the Education, Skills and Children's Services Department Business Plan.	Neil MacLeod - Service Manager – Performance & Staffing	In Progress	01/04/2022	31/03/2027	50%	50%	

**ACTION PROGRESS COMMENTS**

**Quarter 1**  
 Managers have been supported to update 2023-24 Quarter 4 Business Plan progress report. Reviewed and coordinated update of Departmental Business Plan on Interplan. Of the eight complaints finalised during quarter 1 one was withdrawn, three were upheld, two were partially upheld and two were not upheld. 69 FOIs were received during this quarter and 63 were responded to with 50 of these within 20 days.  
 Analysis of Probationer need and availability of placements was undertaken as part of the Teacher staffing exercise. During this quarter the Teacher Staffing Team processed 8 Fin 1s, 17 Fin 2s and 35 Fin 3's. Supply Teacher timesheets were checked and payroll uploads were prepared and submitted by the payroll deadlines.  
 The ASN Audit was finalised and work began on completing the required Fins. During this quarter 6 Fin 1s, 6 Fin 2s, 36 Fin 3's and 16 Fin 4s for Support for Learning Assistants, Classroom Assistants and School Assistants were completed and submitted to HR. Relief staff timesheets were checked and payroll uploads were prepared and submitted by the payroll deadlines.

**Quarter 2**  
 The Probationer Allocation report was finalised and details of PGDE students being supported in 2024-25 were completed. Managers were supported to update 2024-25 Quarter 1 Business Plan progress reports and also prepare Head of Service Reports. Request for 2023/24 LPI Data Collection were responded to.  
 Five complaints were received during quarter 2 and three complaints were finalised. Of the complaints finalised two were upheld and one was partially upheld. 58 FOIs were received during this quarter and 60 were responded to with 43 of these within 20 days.  
 The service completed minutes for a range of departmental meetings including; Team Around The Child, TATC's, Child reviews, resource panels, Locality meetings, and secondary HT meeting. Relevant pages on the website have been updated to provide clear information to service users. All Seemis reports provided to police Scotland/Housing/social work within 24 hours  
 During this quarter the Non Teacher Staffing team processed 9 Fin 1s, 12 Fin 2s, 18 Fin 3's and 4 Fin 4s for Support for Learning Assistants, Classroom Assistants and School Assistants were completed and submitted to HR. Relief staff timesheets were checked and payroll uploads were prepared and submitted by the payroll deadlines. 49 part-time holiday calculations,

letters sent out, an additional upload for all staff owed hours sent to payroll for the January-June period.  
 The Teacher Staffing team processed 195 FINs in the last quarter and uploaded the information to SEEMiS. Data was collected for the SEEMiS census, which was completed in the second week in October. Work continues on digitising old paperwork, with the supply diary and LA5s now digitally based.

**Strategic** 4.1.5. Effective governance of the Comhairle is in place.

**Objective:**

**Service Profile**

Resources (Education)

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
4.1.5.56.CIAP: Implement the Education Maintenance Allowance (EMA) Internal Audit Follow Up Review (FU03-2022/23) recommendations.	Jordan Carberry - E&CS - Senior Resources Officer	In Progress	16/05/2022	31/12/2024	80%	100%	 YELLOW

**ACTION PROGRESS COMMENTS**

The Education Maintenance Allowance (EMA) Internal Audit Review (May'22) made four recommendations and one is partly outstanding and requires the service to update and refresh the EMA policy that is published on the Comhairle's website. The Scottish Government EMA Guidance and Process document was finalised late 2023 and did not give enough time for the policy development and report to be presented to the November 2023 series of meetings. Proposals were for the updated policy and report to be presented to the first series of meetings in 2024. However, the cyber incident and the subsequent loss of the Comhairle website has led to a pause with this project. Recovery has been the focus of the officer responsible for refreshing the policy and there has been a delay. It is anticipated that this CIAP Action will be concluded by the end of the 2024/25 period.

**Service Profile**

Sport and Leisure

ACTION	RESPONSIBILITY	ACTION STATUS	START DATE	END DATE	% COMP.	TARGET	PERFORMANCE
4.1.5.68.CIAP: Implement the Sports Centres Internal Audit Follow Up Review (FU06-23/24) recommendations.	Donald A. Macleod - Chief Officer, Education and Children's Services	In Progress	21/09/2023	31/12/2024	80%	40%	 GREEN

**ACTION PROGRESS COMMENTS**

As per the Internal Audit Follow Up Review Sports Centres Final Report – FU06-23/24 14 June 2024, Internal Audit note that out of the 19 follow up recommendations made in the original report 7 appear to have been fully implemented, and management have confirmed that the remaining 12 recommendations listed below will be implemented by December 2024.

- Action (2.1) recommended: The Chief Officer Assets and Infrastructure considers this as part of the ongoing capital programme and advises when a condition report will be provided.
- Action By: Chief Officer Assets and Infrastructure
- Progress as at 14 June 2024: Departmental investment requirements are discussed regularly with the Chief Officer, Education and Children's Services. Currently condition assessments are undertaken at a desktop level, a more detailed assessment would be undertaken when prioritised by the Chief Officers. A priority list is currently being developed for all service department assets for consideration at the Asset Investment Team. The priority list will be shared with Service Managers. - Action outstanding: Priority list to be developed and assessed.
- Progress update:
- Action (2.2) recommended: The SDSM to urgently address the staffing issues identified and in addition consider the need for the compilation of a bank of staff to cover for sickness and absences. - Action By: Sports Development Services Manager
- Progress as at 14 June 2024: Lifeguard courses have been held at Castlebay, Lincilate and at Stornoway and adverts for relief posts released. More courses are planned for Stornoway and Harris facilities. There have been a number of challenges maintaining opening hours due to retirement, sickness, maternity and students not being available. We have reduced the minimum age for recruitment to 16. This is the minimum age for qualifying as a lifeguard and allows us to recruit and retain students for longer. Working directive is followed for young adults.
- Action outstanding: Some issues remain with recruitment as there is an increasing challenge recruiting to posts due to unsociable hours (weekends/evenings). Because of this many prefer not to commit to permanent hours, which works for and against us. Recruitment in more rural areas is increasingly difficult. Discussions with Spòrsnis are at an advanced stage with a view to them taking over the operation of the pool at Lionel.



Progress update as at 30 Oct 2024:-

A further course has been held at ISL w/c 23rd Sept, which will help towards increasing capacity at Lewis & Harris pools and 2 recruitments have been made at Lincilate. We are in a much better place but underlying issues around recruitment and retention remain e.g. Lincilate is currently closed on Sunday's to allow us to maintain consistent operations due to long term illness and a resignation respectively of two of our 4 Duty Officers.

- Action (2.3) recommended: Arrangements to be put in place to address the IT issues that have been reported at Castlebay, Lionacleit and Harris Sports Centre.

- Action By: IT Manager

- Progress as at 14 June 2024: Awaiting updated list of issues that affect each site. Each issue will be addressed once information is received.

- Action outstanding: Awaiting list.

Progress update:

- Action (2.5) recommended: The Chief Office Education and Children's Services to address the issues concerning the flexi hours being forfeited by the members of staff.

- Action By: Chief Officer, Education and Children's Services

- Progress as at 14 June 2024: Implementation of the new structure will alleviate the pressures on the Sports Development Services Manager.

- Action outstanding: New Structure to be implemented

Progress update:

- Action (2.7) recommended: Management should analyse if the membership costs being charged for sporting activities are realistic given the unprecedented rise in utilities and in comparison to other like councils.

- Action By: Chief Officer, Education and Children's Services

- Progress as at 14 June 2024: Prices were increased as of 1st April 2024 – Slàinte Mhath by 10% and "Pay As You Go" prices by 5%.

- Action outstanding: A further review of pricing is being considered along with the potential for developing chargeable specialist activities.

Progress update:

- Action (2.10) recommended: The SDSM to review and refresh the risk assessments to bring them up to date.

- Action By: Sports Development Services Manager

- Progress as at 14 June 2024: Most of our risk assessments were lost in the Cyber-attack and time has been spent in compiling and updating RA's. Castlebay and Lincilate are now up to date.

- Action outstanding: Continue work on updating RA's at all centres.

Progress update 30 Oct 2024:-

All electronic copies of RA's lost following the cyber-attack have been rewritten in Castlebay, Lincilate and ISL with work ongoing in Harris, where paper copies are being updated.

- Action (2.11) recommended: The SDSM to delegate the refreshing and updating of all Normal Operating Procedural (NOP) documents for each sports facility. - Action By: Sports Development Services Manager

- Progress as at 14 June 2024: Duty Officers and Sports Facilities Development Manager (U&B) are updating NOP's following the cyber-attack. A full review of ISL NOP's was near completion but 95% of documents were lost in the cyber-attack.

- Action outstanding: Work is ongoing on updating NOP's at all centres.

Progress update 30 Oct 2024:

NOP's have been rewritten following the cyber-attack with some general updating ongoing.

- Action (2.12) recommended: The SDSM to update and refresh the Emergency Action Plans (EAP) at all facilities.

- Action By: Sports Development Services Manager

- Progress as at 14 June 2024: Duty Officers and Sports Facilities Development Manager (U&B) are updating EAP's following the cyber-attack. A full review of ISL EAP's was near completion but documents were lost in the cyber-attack.

- Action outstanding: Work is ongoing on updating EAP's at all centres.

Progress update 30 Oct 2024:T

he review of EAP's at all centres has been completed.

- Action (2.13) recommended: The SDSM to update and refresh the COSHH guidelines at the facility where this has not been updated.

- Action By: Sports Development Services Manager

- Progress as at 14 June 2024: Duty Officers and Sports Facilities Development Manager (U&B) reviewing COSHH guidelines.

- Action outstanding: Work on checking and updating COSHH guidelines is almost complete.

Progress update 30 Oct 2024:-

COSHH guidelines are now up to date at all sites.

- Action (2.14) recommended: The SDSM makes arrangements to authorise the officers at these locations to undertake all purchasing requirements for their specific area and ensure all the required pre requisite arrangements are in place.

- Action By: Sports Development Services Manager

- Progress as at 14 June 2024: The process was postponed following the cyber-attack and the ongoing changes to procedures. Discussions have been had with staff and we are keen to put this process in place as soon as possible. - Action outstanding: Complete the processes involved in authorising relevant officers

Progress update 30 Oct 2024:- Authorisations and training are expected to be completed by the end of 2024.

- Action (2.17) recommended: Health Screening Forms to be refreshed and updated to reflect any changes to clientele health. - Action By: Sports Development Services Manager

- Progress as at 14 June 2024: Working with software provider to put alerts in place to have screening forms checked periodically.

- Action outstanding: Put system in place as soon as possible.

Progress update 30 Oct 2024:-

Spot checks are in place to ensure that all screening forms are signed off by a qualified member of staff. The responsibility for a change in medical condition is with the member, which general does happen when there is a significant change and they seek advice. We are working with colleagues in Legal to ensure that GDPR guidelines are met. We are also undertaking a general review of our software with our current provider to see if there is scope for affordable improvements.

- Action (2.18) recommended: IT to arrange the card reader systems in Harris, Lionacleit and Castlebay that have not been functional for some time to allow for photographs to be uploaded to the service users' accounts.

- Action By: IT Manager

- Progress as at 14 June 2024: Card Readers are functional but there are intermittent issues. IT Support team to look at each site and ensure every user profile works with the Card reader. Web Camera used for Gladstone Mugshot Client also to be checked and tested.

- Action outstanding: Ongoing

Progress update:

### Scorecard - Education and Children's Services Directorate

2024/25 SBP PIs - Education and Children's Services Directorate	Unit	Target	Actual	Indicator	Comments
3.1.5 ECS079: (LO7) Percentage of adults participating in literacy and numeracy provision achieving one or more of their learning outcomes per annum. Responsibility: Morag Fletcher	%	80.00	Annual		
3.1.5 ECS081: Percentage of adults participating in English for Speakers of Other Languages (ESOL) provision achieving one or more of their learning outcomes per annum. Responsible Officer: Morag Fletcher	%	80.00	Annual		