

Members' Library Service Request Form

| | |
|---------------------------|--|
| Date of Document | 23/03/17 |
| Originator | Iain Farquhar |
| Originator's Ref (if any) | IF |
| Document Title | Proposed Refurbishment of Existing Ground Floor to Provide Nursery Accommodation at the Red School Building, Prestonpans |

Please indicate if access to the document is to be "unrestricted" or "restricted", with regard to the terms of the Local Government (Access to Information) Act 1985.

| | | | |
|--------------|-------------------------------------|------------|--------------------------|
| Unrestricted | <input checked="" type="checkbox"/> | Restricted | <input type="checkbox"/> |
|--------------|-------------------------------------|------------|--------------------------|

If the document is "restricted", please state on what grounds (click on grey area for drop-down menu):

| |
|-----------------|
| For Publication |
|-----------------|

Please indicate which committee this document should be recorded into (click on grey area for drop-down menu):

| |
|---------|
| Cabinet |
|---------|

Additional information:

| | |
|---------------|---------------------|
| Authorised By | Douglas Proudfoot |
| Designation | Head of Development |
| Date | 24/03/17 |

| | |
|----------------------|----------|
| For Office Use Only: | |
| Library Reference | 42/17 |
| Date Received | 24/03/17 |
| Bulletin | Mar17 |

REPORT TO: Members' Library Service

MEETING DATE:

BY: Depute Chief Executive – Partnerships and Community Services

SUBJECT: Proposed Refurbishment of Existing Ground Floor to Provide Nursery Accommodation at the Red School Building, Prestonpans

1 PURPOSE

- 1.1 To note the decision to award the contract for the Proposed Refurbishment of Existing Ground Floor to Provide Nursery Accommodation at The Red School Building, Prestonpans to Messrs Clark Contracts Ltd, Paisley.

2 RECOMMENDATIONS

- 2.1 Cabinet is asked to note the decision of the Head of Development in consultation with the Head of Council Resources and Head of Education to accept Messrs Clark Contracts Ltd's tender amounting to £516,144.63 after checking, correction and adjustment and noting that it is open for consideration until 25 April 2017 for the Proposed Refurbishment of Existing Ground Floor to Provide Nursery Accommodation at The Red School Building, Prestonpans.

3 BACKGROUND

- 3.1 Prestonpans, like a number of areas across East Lothian, has had a significant amount of new houses built, which has had an impact on the number of early learning and childcare places required. The current situation is such that there is already a gap in provision of places for Eligible two year olds who have an annual entitlement to 600 hours of early learning and childcare.

The accommodation at the Red School provides an opportunity to think creatively about the way in which we support young children and families and provides the additional capacity required to meet this need now, and in the future – as we move to the provision of 1140 hours for eligible two year olds and all three and four year olds by 2020.

3.2 The works comprise:

Internal alterations to provide a kitchen area, staff facilities, suitable toilets, secure access, disabled WC and baby change areas; refurbishment and upgrading of three existing large rooms, of which two will become playrooms and the third will be used as a multi-purpose community resource for families; remodelling of existing main entrance office and reception area, essential electrical and heating improvements and external fabric repairs and remodelling and upgrading existing playground area including the provision of a new external canopy.

3.3 Tender documents were issued to the four undernoted Lot 3 Framework Contractors and the following offers were duly received, the three lowest Tenders being subjected to detail checks resulting in the Tender Amounts indicated below:

| Ref | Contractor | Tender Amount Before Checking | Tender Amount After Checking | Lowest Checked Tender Amount |
|-----|---|-------------------------------|------------------------------|------------------------------|
| 1 | Clark Contracts Ltd Paisley | £494,600.68 | £501,641.57 | <u>£501,641.57</u> |
| 2 | Ashwood Scotland Ltd Bathgate | £518,056.51 | £518,205.50 | |
| 3 | Hadden Construction Ltd Perthshire | £533,102.50 | £534,506.63 | |
| 4 | Henry Brothers (Magherafelt) Ltd Londonderry | £698,976.00 | Not checked | |

3.4 As indicated at 3.3 Messrs Clark Contracts Ltd's tender amounting to £501,641.57 after detailed checking remains the lowest of the offers submitted and has been competitively priced throughout.

3.5 Following receipt of the above Tenders minor adjustments were required to the proposals to allow the project to meet Care Inspectorate Guidelines and so in accordance with the NJCC Code of Procedure for Single Stage Selective Tendering, and with agreement of the Council's Procurement Department, an exercise was carried out with the lowest placed Tenderer where, through negotiation, the additional cost of providing the adjustment of the design through the Contract was agreed. The cost of these adjustments were added to the tender amount noted above and resulted in a new Tender of £516,144.63. All values are summarised in Section 7.1 below.

3.6 Messrs Clark Contract Ltd have indicated that they propose to use the following Sub-Contractors on this contract:

| | |
|-----------------------|---|
| Downtakings | MacWilliam Demolition Ltd., Coatbridge |
| Decoration | Richard Parks (Decorators) Ltd., Glasgow |
| Plumbing & Mechanical | Express Heating Co. Ltd., Edinburgh |
| Electrical | AKD Electricians, Edinburgh |
| Groundworks | GGK Contracts (Scotland) Ltd., Edinburgh |
| Masonry | Conservation Masonry Ltd., Glasgow |
| Roofing | Town & Country Roofing Services, Cumbernauld |

3.7 The Contract is prepared on a firm price basis in terms of the standard Building Contract With Quantities for use in Scotland (2011 Edition) incorporating Amendment 1 (March 2015) and the Contractor has undertaken to complete the works within 16 weeks from the date of commencement.

4 COMMUNITY BENEFITS IN PROCUREMENT

4.1 Messrs Clark Contracts have been made aware of the Council's CBIP requirements. The Council's Community Benefits Co-ordinator will contact the contractor to agree a suitable level of CBIP for this contract.

5 POLICY IMPLICATIONS

5.1 None

6 INTEGRATED IMPACT ASSESSMENT

6.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

7 RESOURCE IMPLICATIONS

7.1 Financial - Together with the addition of External Consultant's Professional Costs and expenses, along with other associated costs, the total project expenditure will not exceed £656,000.00 and can be itemised as follows:

| | |
|--|---------------------------|
| Lowest checked and corrected compliant Tender | £501,641.57 |
| Costs for adjustments to design to meet Care Inspectorate guidelines | <u>£14,503.06</u> |
| Sub Total (Revised Works Tender) | £516,144.63 |
| Risk Contingency (Building Condition) | £40,000.00 |
| Furniture and fittings - allowance | £49,400.00 |
| Fire extinguishers | £300.00 |
| Cleaning equipment | £2,200.00 |
| Teaching materials - allowance | £8,000.00 |
| Toys/play equipment - allowance | £6,700.00 |
| IT, incl phones, computers & whiteboards - allowance | £17,600.00 |
| Asbestos removal | £8,500.00 |
| Structural investigations | £500.00 |
| External Consultant's costs & expenses | <u>£6,600.00</u> |
| Total Expenditure | <u>£655,944.63</u> |

The cost will be met from the following budgets.

| | |
|--|---------------------------|
| Red School Nursery Capital Budget | £574,000.00 |
| Education Early Years Budget 2016/17 - Toys/play equipment and furniture (Subject to Approval) | £15,500.00 |
| Education Early Years Budget 2017/18 -Teaching Materials | £8,000.00 |
| Property Renewals Budget | <u>£58,500.00</u> |
| Total Funding | <u>£656,000.00</u> |

The spend profile for this work will be approximately as follows:

| | |
|-----------|-------------|
| 2016/17 - | £21,500.00 |
| 2017/18 - | £626,702.00 |
| 2018/19 - | £7,742.63 |

7.2 Personnel - None

7.3 Other - None

8 BACKGROUND PAPERS

Children and Young People (Scotland) Act 2014 – Part 6

http://www.legislation.gov.uk/asp/2014/8/pdfs/asp_20140008_en.pdf

Early Learning and Childcare Strategy 2016-2021 – attached

| | |
|----------------------|---------------------------|
| AUTHOR'S NAME | Douglas Proudfoot |
| DESIGNATION | Head of Development |
| CONTACT INFO | Iain Farquhar – Ext. 7317 |
| DATE | 23 March 2017 |

Shaping Futures in the Early Years

Early Learning & Childcare Strategy 2016 – 2021



*‘East Lothian’s children have the best start in life
and are ready to succeed’*



The East Lothian Plan Single Outcome Agreement 2013-2023 has an overarching priority ...

'To reduce inequalities between our communities' to ensure we have ...

A Sustainable Economy, Resilient People, Safe and Vibrant Communities

Population

- In terms of population, East Lothian is ranked the 23rd largest Local Authority in Scotland.
- Although the population of East Lothian is relatively small it is forecast to grow at a faster rate than any of the other 31 local authorities over the next 20 years
- According to statistics provided by The National Records of Scotland annual population review 2015, the area of Scotland's fastest growing population over the last 10 years has been East Lothian, which has risen by 11%.
- The highest growth in population is anticipated to be in the 0-15 age groups, which is predicted to rise by as much as 43% over the next 18 years.

Deprivation

- East Lothian has no datazones amongst the 10% most deprived areas in Scotland and the number amongst the 15% most deprived areas has fallen from three in 2012 to two in 2016. Both of these datazones are located in the Fa'side Ward.
- There are six datazones in East Lothian amongst the lowest 20% most deprived areas in Scotland. Three are located within the Preston Seton Gosford Ward and three in Fa'side Ward (two of which are included in the most 15% deprived).
- The five most deprived datazones in East Lothian in 2016 in terms of education, skills and training are all located within two wards; Preston Seton Gosford and Fa'side.

Data

- As a part of an ongoing commitment to improve the well-being of children across Scotland, the East Lothian Local Authority has participated in the collection of data on children in primary school.
- A developmental questionnaire, called the Early Development Instrument (EDI), was completed by all P1 teachers in East Lothian in January 2012 and again in January 2016.
- The EDI study, which measures children's readiness to learn at school, asks questions about five areas of child development: Physical Health and Well-being; Social Knowledge and Competence; Emotional Health and Maturity; Language and Cognitive Development; and General Knowledge and Communication Skills.
- Results from the 2012 study indicated that 27.3% of children at P1 were considered to be developmentally vulnerable and that lowest scores across East Lothian were in relation to emotional maturity and communication. Once published, the results from the 2016 EDI study will provide strategic direction for improvement.
- Information resulting from the 27 to 30 month health visitor checks provided by our Public Health colleagues, together with data from the EDI, Social Index of Multiple Deprivation (SIMD) and population statistics will serve as our drivers for change.

To date, our Early Years Strategy has delivered on commitments within East Lothian's Single Outcome Agreement by;

Implementing the 600 hours of Early Learning and Childcare in line with the Children and Young People (Scotland) Act 2014 for three and four year olds and Priority two year olds.

Employing 23 FTE additional qualified nursery staff in local authority establishments to meet the required staff: child ratios and ensure opportunities for purposeful play are facilitated to support the delivery of Curriculum for Excellence.

Promoting, publicising and supporting parents and carers in accessing and taking up places for eligible 2 year olds - leading to 154 applications (2015-16) with 135 two year olds being allocated early learning and childcare places, predominantly in Partnership Centres.

Negotiating for the 'Red School' in Prestonpans to become an Early Learning and Childcare Centre.

Investing in high quality early learning & childcare across a range of settings to ensure the best outcomes for children & young people, in particular supporting positive destinations through the School Age Mums' Project and Tots & Teens Provision.

Enabling early learning and childcare staff within Local Authority and Partnership Centres to access relevant training, qualifications and career long professional learning opportunities.

Developing a professional and skilled workforce confident to deliver high quality learning and teaching; delivering the early level curriculum and carrying out assessment to inform future planning and next steps.

Planning and resourcing a third Tots & Teens provision at Musselburgh Grammar School to compliment the childcare modules undertaken by pupils
(Opening October 2016)

Co-ordinating and supporting the roll out of phase two of the Early Development Instrument (EDI) Study. Data from the developmental questionnaire completed by all P1 teachers in January 2016 (first carried out in January 2012) will be available from September 16 and the results used to inform planning of both universal and targeted supports for parents and young children.

Writing a Play Policy to ensure that play threads through other policies within the Local Authority, thereby acknowledging the importance of play for children of all ages.

East Lothian's Early Learning and Childcare Vision

East Lothian Council commits to working with children, families and partners in the community to ensure children have the best start in life and are ready to succeed.

We will do this by taking into account national and local policies and frameworks which influence the development and expansion of Early Learning and Childcare Services across Scotland.

We have identified three guiding principles, each with a number of specified objectives which, we believe, will meet the needs and aspirations of children and families at the earliest stages of their learning journey.

Our principles are aligned with the Key Priorities in the

National Improvement Framework for Scottish Education 'Achieving Excellence and Equity'

(Scottish Government, January 2016)

and

Delivering Excellence and Equity in Scottish Education

(Scottish Government, June 2016)

Improvement in attainment, particularly in literacy and numeracy;

Closing the attainment gap between the most and least disadvantaged children;

Improvement in children and young people's health and wellbeing; and

Improvement in employability skills and sustained, positive school leaver destinations for all young people.

Principle 1

Deliver on the Scottish Government's commitment to increase the number of funded early learning & childcare hours from 600 to 1140 per year by 2020 and target support towards the parents, children and communities most in need

Objective 1.1

Increase the number of high quality early learning and childcare places in line with projected demand and the planned expansion of housing development across East Lothian, as outlined in the Local Development Plan.

Actions

- Liaise with colleagues across the Local Authority on the Local Development Plan, identifying areas where there will be a shortage of places.
- Evaluate the nature and location of early learning and childcare provision across the Local Authority to inform future provision.
- Convene a steering group to advise on the implementation of 1140 hours in Local Authority settings, ensuring appropriate representation across the six cluster areas.
- Create new standalone early learning and childcare centres to expand existing provision and providing equity of opportunity for children and families.
- Follow recruitment and selection processes to recruit additional staff within Local Authority settings

Objective 1.2

Create new early learning and childcare places and further develop current provision to provide more accessible and flexible early learning and childcare, increasing availability and responding to local need.

Actions

- Fulfil the duty placed upon the Council, as prescribed in the Children and Young People (Scotland) Act 2014, to consult with parents and carers every two years to ascertain demand, flexibility and accessibility in regard to places, including out of school childcare provision.
- Use the findings from the consultation with parents and carers in conjunction with the Local Development Plan to develop provision and vary models of delivery.
- Trial early learning and childcare options in accordance with the Scottish Government's Blueprint for 2020: 'Expansion of Early Learning and Childcare in Scotland' (October 2016) – taking account of demand, accessibility, flexibility and choice – particularly in areas of higher deprivation and rural communities.

- Enable the move to 1140 hours by utilising flexibility within IT systems to best effect, including the Nursery Admissions Management System (NAMS), to reflect variability in patterns of use and initially to match proposed trials (2017-18) and full implementation by 2020.
- Develop additional and appropriate places to meet increasing demand for provision for children with severe and complex needs, in particular eligible 2 year olds.
- Extend nursery provision by establishing outdoor classrooms, where space allows.
- Maintain professional dialogue with relevant regulatory bodies (Care Inspectorate and Scottish Social Services Council) to ensure all proposed changes meet the standards required for new and continued registration, as defined within the Public Services Reform (Scotland) Act 2010.
- Create Tots & Teens Projects, based in the remaining three secondary schools, to ensure equity of opportunity and provision across the Local Authority: working with staff and secondary aged pupils to create a playgroup setting, offering work experience and qualifications in early learning and childcare.

Objective 1.3

Establish bespoke early learning and childcare solutions which meet the needs of local communities in order to reduce inequalities for children disadvantaged by circumstance and support sustainability in rural areas.

Actions

- Extend the opening hours of Local Authority nurseries in rural areas to provide additional hours in the afternoon where they currently open in the mornings only, according to need.
- Consult on more flexible use of rural school buildings, creating opportunities to provide additional services including parenting support, community playgroups and facilities for eligible 2 year olds, supporting the sustainability of rural settings.
- Where pupil rolls have declined in Local Authority nurseries; utilise surplus capacity to accommodate eligible 2 year olds.
- Develop and enter into a formal Partnership Agreement with childminders providing early learning and childcare for eligible two year olds and those supporting our school age mums.
- Improve standards, in line with higher expectations, by creating Childminding Networks to provide support, training and quality assurance.
- Explore blended models of delivery for eligible 2, 3, and 4 year olds, by considering extending partnership arrangements across the range of sectors.

Principle 2

To close the attainment gap through early intervention and reduce the impact of disadvantage by providing targeted support to families facing additional pressures

Objective 2.1

Work with multi agency and community partners to raise awareness of the value of play in raising attainment and to ensure that play opportunities are accessible and inclusive for all children; in line with East Lothian Council's Play Policy

Actions

- Offer training opportunities and seminars to a range of multi-agency partners and community based providers on the role of play in raising attainment.
- Continue to signpost the early learning and childcare workforce to relevant training opportunities provided by local and national third sector agencies.
- Build upon existing local networks to share and promote good practice within and between settings with regard to learning through play.
- Support communities to plan and facilitate play events linked to international, national and local play initiatives.
- Investigate the use of play resources such as school playgrounds, particularly over holiday periods.

Objective 2.2

Focus on the six most deprived data zones within East Lothian in order to limit the effects of the 'summer slide' (fall-back in attainment over the summer break) and aid transition between settings and school stages.

Actions

- Evaluate qualitative and quantitative data from both summer lunch clubs trialled during the summer of 2016 to ascertain effectiveness in preventing the fall-back in attainment, pupil behaviour and attitudes to returning to school.
- Use evidence from evaluations to roll out summer lunch clubs, prioritising the most deprived data zones.
- Seek additional funding streams out-with the Council wherever possible.
- Build relationships with community partners to make best use of local resources.

Objective 2.3

Develop children's learning through practical and active play-based learning experiences, both in-door and out, in line with:

- Early Level Curriculum for Excellence (*Scottish Government, May 2009*)
- 'Building the Ambition' National Practice Guidance on Early Learning and Childcare (*Scottish Government, August 2014*)
- 'My World Outdoors' (*Care Inspectorate January 2016*) and
- East Lothian Play Policy (*2017-2020*)

Actions

- Revise the Early Learning and Childcare Partnership Contract to further promote learning through play facilitated through direct access to adjacent outdoor play space.
- Monitor the outcomes of training and opportunities for career long professional development to ensure that play is embedded in practice.
- Supporting early learning & childcare practitioners to incorporate play as an integral part of every child's day and to ensure play is not used as a reward or sanction

Objective 2.4

Support Local Authority, private, independent and voluntary sector early learning and childcare providers to use 'How good is our early learning and childcare' (HGIOELC) as a self evaluation and quality assurance tool, to achieve and maintain grades of 'very good' and 'excellent' following Education Scotland and Care Inspectorate inspections.

Actions

- Enter into an Early Learning and Childcare Local Partnership Agreement between Education Scotland and East Lothian Council.
- Work with Education Scotland Officials to provide professional opportunities for early learning and childcare staff to improve arrangements for self-evaluation and improvement.
- Support the development of a Quality Assurance and Self Evaluation toolkit.
- Work with Quality Improvement Officers and Education Scotland to roll out HGIOELC to all early learning and childcare staff.
- Amend the Early Learning and Childcare Partnership Contract, specifying the use of HGIOELC as a key tool for self evaluation and in raising standards.
- Undertake evaluation visits to ensure high quality and consistency across all providers

- Evaluate the outcomes for eligible 2 year olds to influence staff training and inform future models of delivery.

Objective 2.5

Raise awareness amongst parents and carers that, from birth, play and exploration are fundamental to children's learning, health and wellbeing.

Actions

- Promote play as a vehicle for learning with secondary school pupils through opportunities provided by the Tots & Teens Projects.
- Identify areas in the community for 'Stay and Play' sessions, particularly in rural areas and utilising community resources including schools where the opportunity exists.
- Actively encourage the use of self evaluation tools such as 'How good is our early learning and childcare?' and 'How good is our community learning and development'
- Attend and contribute to community planning groups, such as Support from the Start and the six Area Partnerships.

Objective 2.6

Provide opportunities for parents to develop their skills and confidence in supporting their children's learning.

Actions

- Adopt the principles outlined in the Parenting Strategy and Parental Involvement Strategy to support family learning.
- Promote Bookbug Assertive Outreach Programmes (Bookbug at Home)
- Work with the Library Service to promote early literacy and attachment.
- Support childminders working with pupils accessing the School Age Mums' Project to share good practice with the young parents, enabling them to support their children's learning at home.
- Work with statutory and voluntary partners within the community to target support to families disadvantaged by circumstance.
- Utilise the Red School and other appropriate facilities to support parents with a range of family based interventions, including early literacy and numeracy.
- Support staff across a range of settings in strategies to promote family based early intervention.

Principle 3

To ensure a well qualified, skilled and motivated workforce to enable delivery of high quality early learning and childcare services capable of meeting future demand and challenges as we move towards 1140 hours

Objective 3.1

Realign the job titles and work streams of East Lothian Council's early years' staff at the Centre and out-with in nursery classes, to reflect the early learning and childcare agenda and enable delivery of East Lothian's Early Learning and Childcare Policy.

Actions

- Follow all appropriate processes within the Council to change the name of the present Early Years Team to 'The Early Learning and Childcare Team' in line with Scottish Government and Education Scotland documentation.
- Follow all appropriate processes within the Council to amend the job descriptions of the above team to reflect the work streams required to implement East Lothian's Early Learning and Childcare Strategy.
- Follow all appropriate processes within the Council to change the job title of 'Nursery Nurse' to 'Early Learning and Childcare Practitioner' in line with the Scottish Social Services Council definitions.

Objective 3.2

Evaluate our qualifications and continuous professional development training opportunities in line with the requirements of the Scottish College for Education Leadership (SCEL) and the Scottish Social Services Council (SSSC) in order to meet the needs of the workforce and promote continuity and progression in children's learning.

Actions

- Set up a working group to audit and evaluate the present training and qualifications programme in line with East Lothian's Early Learning and Childcare Strategy.
- Co-ordinate any additional training requirements with the existing programme of qualifications and training to ensure continuity and consistency.
- Acknowledging the different developmental needs of two year olds as distinct to three and four year olds develop training opportunities.

Objective 3.3

Work closely with professionals within and out-with the Council to continue to provide qualifications training and career long professional learning opportunities in line with best practice and legislative requirements.

Actions

- Secure dedicated time from a knowledgeable and experienced early learning and childcare workforce co-ordinator.
- Continue to follow procurement processes to enable early learning and childcare staff in out-with Local Authority settings to access professional qualification training.
- Continue to procure mandatory training, including Child Protection/Safeguarding First Aid and Food Hygiene, enabling early learning and childcare staff working out-with Local Authority settings to comply with legislative requirements.
- Disseminate research findings and signpost staff to websites, such as Education Scotland, the Scottish Social Services Council and the Care Inspectorate, to provide examples of good practice, new legislation and guidance to support Post Registration Training and Learning (PRTL).
- Ensure early learning and childcare staff have access to advice and support on workforce development, qualifications and training in line with Scottish Social Services Council registration.
- Ensure that all early learning and childcare staff are signposted to relevant training provided by agencies and organisations, including those in the third sector and further and higher education.

Objective 3.4

Respond to the changing early learning and childcare landscape by further integrating training opportunities across the workforce.

Actions

- Offer early learning and childcare seminars and twilight training across the range of Local Authority, private, independent, voluntary and charitable sector workforce.
- Introduce termly Early Level cluster opt-in sessions for Local Authority and Partnership Centre staff to share good practice and build positive working relationships between the sectors.
- Offer head-teachers opportunities to learn about good practice in early learning and childcare and its importance in setting the foundation for future learning for Curriculum for Excellence.

Objective 3.5

Establish an effective leadership and management structure by increasing opportunities for career long professional learning and to develop future managers and leaders.

Actions

- Develop a structure, providing career progression to suitably qualified and experienced early learning and childcare staff to enable them to become 'Senior Early Learning and Childcare Practitioners' in order to provide the flexibility and management roles required to implement the 1140 hours.
- Support and develop the role of appropriately qualified teachers and degree qualified staff in line with the 'Independent Review of the Scottish Early Learning and Childcare Workforce and Out of School Care Workforce'

(Scottish Government, June 2015)