

## APPENDIX 1

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| <b>Proposal Title</b> | Free School Meals & Clothing Grants  |
| <b>Proposal Text</b>  | This topic was raised following discussion at an Education Management Team meeting.<br>Review the automatic enrolment of school clothing grants and free school meals. |

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| <b>TOPIC TITLE:</b>        | Automatic enrolment of school clothing grants and free school meals |
| <b>SUBMITTED BY:</b>       | Education Management Team   |
| <b>DATE OF SUBMISSION:</b> | 02 April 2019   |

| PRELIMINARY ASSESSMENT   |          |  |
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| QUESTION   | RESPONSE | RESPONSE JUSTIFICATION   |
| 1 Does the issue affect a number of people living in Argyll and Bute across multiple wards or, if restricted to a single or small number of wards, would its scrutiny have a wider impact across the council?                      | Yes      | Free school meals and clothing grants are available to eligible children across the local authority area.  |
| 2 Does the issue concern an area of poor performance or an emerging issue (meaning there is no comprehensive performance data available)?  | Yes      | Glasgow City Council has automated the process and this has been championed by the Improvement Service as good practice. Therefore it is an emerging issue rather than an area of poor performance.  |
| 3 Can scrutiny add value - i.e. is performance likely to improve as a result of scrutiny?  | No       | It is not likely that a scrutiny review in 2019/20 would add value. The service have already identified through preliminary research that there are approximately 109 pupils that should be in receipt of free school meals who are not currently receiving them. This means a process is already in place to facilitate improvements in service delivery. Scrutiny is only likely to add value by reviewing this once it has been in place for a period of two years and there can be a meaningful assessment of benefit realisation. |
| 4 Does the issue relate to a service area with a revenue and/or capital budget in excess of £100k or, in the case of an emerging issue, is there a realistic expectation that the revenue and/or capital budget will exceed £100k? | Yes      | The total education budget is approximately £79.3 million. This proposal is anticipated to cost the Council £52,100 but generate additional Pupil Equity Funding of £130,800.  |
| 5 Is the issue being addressed by another committee (area or strategic) or been subject to review in past 18 months?   | Yes      | Internal Audit are performing a review of the Pupil Equity Fund (PEF) as part of the 2019/20 audit plan. As part of this audit Internal Audit will consider how the Council's PEF is calculated and allocated. This will include the impact of autoenrolment on the Council's overall PEF allocation.  |
| Does the issue pass to stage 2 assessment?   |          | Fail   |
| QUESTION   | RESPONSE | RESPONSE JUSTIFICATION   |
| 6 Is the scrutiny activity timely - i.e. will it be possible to implement changes at the current time?   |          |  |
| 7 Is there adequate resources in place to scrutinise the issue effectively?  |          |  |
| 8 Is it an issue which has attracted public attention and/or highlighted by residents?   |          |  |
| 9 Does it address an area highlighted by the Council's risk management process or other audit/scrutiny reports?  |          |  |
| Stage 2 Assessment Outcome   |          | Fail   |