Action	Owner	Number	Abbreviated recommendations
Completed, and (where relevant) embedded into ongoing work	Rodger	1	Vision and Values from TCS embedded into all work for children and young people
	Swanston	11	Continued funding practice for secondary schools and ANAs
	Everingham	18	Reduce budgets for placements outwith Borders
	Mirley	19	Reduce total school transport budget by £119k
	Everingham	21	Reduce commissioned services by £50k
	Rodger	23	Encourage CYPPP partners to co-locate with locality teams
	Brown	45	Establish central budget for CfE
	McCracken/Mirley	46	Revised DSM to include non class contact time (complete RICCT) work
	Rodger	61	Retain current pattern of school week and school year
	Rodger	64	Revise small schools policy
	Hasson	78	End lease on Duns Volunteer Hall on 31.12. 2009
	Jackson	82	Establish link between Health & Wellbeing (CFE) and catering DSO
	Jackson	87	Decisions on kitchens in old Earlston HS and Eyemouth HS for primary use
	Mirley	88	Cleaning of all but PPP schools to remain with DSO
	Mirley	103	Current system of property maintenance is retained
	Mirley	106	Tech Service will continue to provide grounds maintenance
	Mirley	80	Council's DSO catering service to continue to provide schools meals
	Rodger	109	Adopt TCS principles on management
	Mirley	134	Review methodology for increases in demographic growth
	Patterson	68	Use School Review to inform development of capital programme
	Mirley	123	Retain Facilities and Contracts team

Action	Owner	Number	Abbreviated recommendations	Indicative timescales
Assets	Drummond Hunt	69	Plan for 2 locality AN centres and 3 central AN centres	Work will begin March 09 – completion will depend on availability of capital funding
Assets	Drummond Hunt	70	Consider co location of library and community facilities in new schools	Work began in Dec 2007 – seeking Council agreement to proposals by June 2009 Implementation reliant on funding
Assets	Drummond Hunt	73	leave adequate accommodation in current Earlston HS for community use	
Assets	Drummond Hunt	74	Relocate Southfield centre to old BHS and declare building surplus	
Assets	Drummond Hunt	77	Declare Eyemouth town hall surplus to requirements	
Assets	Drummond Hunt	71	Consider moving Eyemouth Community library to current HS	
Assets	Drummond Hunt	79	Consider relocation of Jim Clark Museum to existing BHS	
Assets	Drummond Hunt	66	Relocate Duns primary in part of old BHS building	
Assets	Everingham/ Drummond Hunt	5	Establish bases for the five locality teams	Preliminary work will begin March 09 – completion will depend on availability of capital funding
Assets	Everingham/ Drummond Hunt	8	Establish bases for the five locality teams	Preliminary work will begin March 09 – completion will depend on availability of capital funding
Assets	Everingham	12	Establishing two small residential units in Borders	First phase (Wheatlands) complete – further work by Dec 09
Assets	Everingham	17	Consider establishment of new units to replace placements outwith Borders	Still to be determined
Assets	MacAulay	62	Develop models for libraries etc in line with School of Future	Initial report on way forward Mar 09
Assets	Patterson	65	Develop new campuses in Hawick and Gala	Initial work underway Project Brief by May 09
Assets	Patterson	67	Retain parts of old Earlston and Eyemouth HS for their adjoining Primary schools	Planning underway – bid for refurb funding 2011

Action	Owner	Number	Abbreviated recommendations	Indicative timescales
DSM	Mirley	91	Develop formula for allocation of secondary janitors	This is being tackled through a single multi phase action plan. Work is now underway, some elements will be completed for August 2009 and the whole plan by March 2010
DSM	Mirley	92	Allocate primary janitors on new formula - revise DSM to reflect this	
DSM	Mirley	25	Extend and revised DSM manual to include 5 additional needs	
DSM	Mirley	43	Reduce DSM allocation for secondary schools by 1 FTE main grade	
DSM	Mirley	127	Devolve budget for nursery classes, teachers and nurses to schools	
DSM	Mirley	128	Develop new DMS formula to reflect all changes in staffing	
DSM	Mirley	129	Devolve janitor budget - including peripatetic - to schools	
DSM	Mirley	130	Amend DSM allocations to include nursery nurse -	
DSM	Mirley	131	Increase devolved budgets in respect of disclosure	
DSM	Mirley	132	Amalgamate various DSM cash budgets into one single cash budget	
DSM	Mirley	133	Devolve long term teacher supply budget to schools - exception union cover	
DSM	Mirley	59	Change allocation of PT pastoral based on school roll and deprivation	

Action	Owner	Number	Abbreviated recommendations	**Indicative timescales**
Facilities	Gray Tech services	90	Tech Service to consider replacing old cleaning equipment	Underway by Tech Services
Facilities	MacConnachie	35	Develop system to reconcile pupil absence with taxi costs for AN pupils including new system of cancellation	Still to be determined
Facilities	Jackson	81	Update SLA between catering service - involve HTs in process include issue reporting for HTs	Still to be determined
Facilities	Jackson	83	As funding permits phase out regeneration kitchens - continue plans for secondary cashless catering	April 09 – Dec 09
Facilities	Jackson	85	Tech Service - catering & cleaning - staff training regime in APSE review	April 09 – Sept 09
Facilities	Jackson	86	Review catering SLA - remove barrier to increasing school meal uptake and review cross subsidy system	Feb 09 – Dec 10 (in line with Members & officers working group
Facilities	Jackson	89	Update SLA on DSO cleaning and sharing of material with ability for school janitors to vary	April 09 – March 2010
Facilities	Jackson	93	Develop training programme for janitors to include up-skilling	July 09 – March 2010
Facilities	Jackson	94	Develop job specification and service standards for janitors	
Facilities	Jackson	95	HTs remain line managers for janitor advice from ELL contract team	
Facilities	Jackson	96	School janitors to assume monitoring of Tech Service DSO services	
Facilities	Jackson	98	System developed to allow joint monitoring (with Tech Services) of transports costs	Feb 09 – June 09
Facilities	Jackson	100	When appropriate use Young Scot Card to develop concessionary fares for free school transport	Awaiting national roll outs
Facilities	Jackson	101	Consider use of smart cards for transport .. Cashless catering, library	
Facilities	Jackson	102	Phase out minibus service and reallocate budget to schools	Jan – March 09
Facilities	Jackson	105	Develop SLA for Property Maintenance in ELL and SW	Still to be determined
Facilities	Jackson	107	Update SLA for grounds maintenance with ELL and SW	Jan 10 – June 10
Facilities	MacConnachie	20	Review policy and procedures for AN Transport	Still to be determined
Facilities	MacConnachie	34	Develop checklist to allocate AN transport and review this annual against pupil capacity and transport requirements	Still to be determined

Action	Owner	Number	Abbreviated recommendations	**Indicative timescales**
Policy	Easton	2	Integrate Assessment Framework	Pilot underway – full implementation Jan 2010
Policy	Everingham	9	Redevelop/renaming of BDI	March 09 – June 2010
Policy	Everingham	22	Establish inter depart group to look at governance etc	Feb – Sept 09
Policy	Everingham	24	Produce glossary of terms used in children's services	Jan – Sept 09
Policy	Everingham/Houston	136	Develop Quality Assurance frameworks for Integrated Service and Community Services	Still to be determined
Policy	Hasson	75	Develop consistent hire and costs structure for schools, community facilities etc	Ongoing - In line with Scrutiny
Policy	Jackson	97	Review school lets and janitor involvement	Still to be determined
Policy	McCracken/Swanston	26	Revise constitutions of JCG and LNCT to enable SW representation	Not going ahead in this format – new HR proposals on employee representation
Policy	McCracken/Swanston	63	Develop appropriate protocols to enable all schools to be community schools, including formal process for local community to be involved in decisions	Still to be determined
Policy	McCracken	76	Develop policy to enable schools to use village halls	March 2011 – June 2012
Policy	McCracken	108	Undertake major catchment review	
Policy	Swanston	47	Establish working group to look at CfE in secondary schools S4-6	Start March 09 – completion still to be determined
Policy	Swanston	48	Change structure of secondary schools to junior and senior model	
Policy	Swanston	49	Working group to change balance of teaching time between junior and senior/ share of time for vocational courses in line with CfE	
Policy	Swanston	50	Establish consistent criteria for entry to H and AH and prepare guidance for schools	
Policy	Swanston	51	Develop guidance for 'teaching' time for H and AH course that attract low number of pupils	
Policy	Swanston	52	when appropriate … agree minimum number for teaching courses and how scholar and video can supplement base school's teaching time	July 09 – Dec 10
Policy	Swanston	53	establish working group to promote use of scholar on line material	
Policy	Swanston	54	Examine feasibility of video conference	
Policy	Swanston	55	Expand range of vocational course in secondary schools	
Policy	Swanston	56	Consider partially aligning timetables to facilitate use of scholar	

Action	Owner	Number	Abbreviated recommendations	Indicative timescales
Redistribution	McCracken/Swanston	135	Devolve budget to LCs for CfE	March – Dec 2009
Redistribution	Mirley	36	Calculate catering and cleaning costs for AN services (within ELL budgets) and transfer to SW	
Redistribution	Mirley	28	Agree proportion of ELL AN budget to be devolved to schools for learning support staff	
Redistribution	Mirley	29	Transfer AN budget inc transport and escorts to SW	
Redistribution	Mirley	27	Revise FM charges between ELL/SW for joint use building and develop new protocols for future capital development	
Redistribution	Mirley	44	Determine which budgets are to be devolved to learning communities and develop necessary protocols	
Redistribution	Everingham	33	Nominate officer responsible for AN transport (both ELL and SW) including development of protocols and procedures	

Action	Owner	Number	Abbreviated recommendations	Indicative timescales
Staff development	Garry	60	Develop enhanced training structure for PTs pastoral	Feb 09 – June 2010
Staff development	Houston	114	Develop strategies to expand uptake of chartered teachers	Still to be determined
Staff development	Houston	116	Expand training for PTs in quality assurance and quality improvement	Jan 2010 – Sept 2010
Staff development	MacConnachie/Jackson	32	Develop AN escorts training programme	

Action	Owner	Number	Abbreviated recommendations	**Indicative timescales**
Staffing structures	McCracken	112	Implement changes to SHAPE as per budget	April – June 2009
Staffing structures	Everingham	10	Use of 'BDI' for SW staff and CMAT	April – June 2009
staffing structures	Wyllie	124	Reduce number of PA s by 0.5	July – Sept 2009
Staffing structures	Rodger	110	Revise ELL senior management team	Jan – March 2009
Staffing structures	Houston	111	Review composition of Quality Services	Jan – June 2009
Staffing structures	McCracken	39	Reduce number of HTs to 42 - establishing new shared headships	Jan – Sept 2009
Staffing structures	McCracken	40	Reallocated primary deputes - in line with new formula	
Staffing structures	McCracken	41	Reduce number of Primary PTs to 54	June 2009 – June 2010
Staffing structures	McCracken/Swanston	38	Establish six learning communities and necessary operational protocols	Feb – June 2009
Staffing structures	Swanston	42	Determine budget allocation for each secondary school to restructure their MT	Feb – June 2009
Staffing structures	Swanston	57	Change job title for all PT guidance .. And make changes so these PTs only teach PSE classes	Feb 09 – Sept 2010
Staffing structures - Schools	Swanston	58	Adopted extended remit for PTs Pastoral	
staffing structures - SSR	SSR	122	Transfer ELL asset team to Tech Services	Awaiting SSR timescales
staffing structures - SSR	SSR	125	Transfer clerical/admin support staff for training and ICT to corporate	
staffing structures - SSR	SSR - Team ICT	119	Transfer ELL & SW ICT teams to corporate retaining salary budget for non ICT work	
staffing structures - SSR	SSR - Team ICT	120	Transfer ELL & SW Training and staff development teams to corporate-	
staffing structures - SSR	SSR - Team ICT	121	Transfer ELL & SW Communications staff to corporate	

Action	Owner	Number	Abbreviated recommendations	**Indicative timescales**
Staffing structures -AN	Everingham	4	Establish 5 locality teams	July – Dec 09
Staffing structures -AN	Everingham	6	Establish five central teams	July Dec 09
Staffing structures -AN	Everingham	7	Transition to adulthood team	Ongoing – Dec 09
Staffing structures -AN	Everingham	14	Provision of hospital teaching service	Oct – Dec 09
Staffing structures -AN	Everingham	15	Specialist ICT provision	Still to be determined
Staffing structures -AN	Everingham	30	Sort admin and clerical staff to move to 5 central AN teams (both SW and ELL)	Feb – Sept 09
Staffing structures -AN	Everingham	16	Appoint 5 locality managers	July – Dec 09
Staffing structures -AN	Lowe/Rodger/Everingham	3	Establish new integrated AN Service	Feb – Sept 09
Staffing structures -AN	Lowe/Rodger/Everingham	13	Establish new management structure for AN Service	April – Sept 09
Staffing structures -AN	Swanston	31	Sort transfer of admin and clerical staff from AN (ELL) to SW	Feb – June 09
Staffing structures	Hasson	113	Close St Andrews Art Centre and declare surplus - including staff changes	Feb – June 09
Staffing structures	McCracken/Swanston	126	When budgets permit increase level of support staff in schools	Review Oct – Dec 2010

Recommendations: 83, 99, 104 were deleted at the Council meeting on 18 December

Recommendations: 72, 115, 118 were not presented