

## Members' Library Service Request Form

Date of Document	17/07/15
Originator	Colin Forbes
Originator's Ref (if any)	
Document Title	Adult Learning Classes - Revisions to existing charges

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Additional information:

Authorised By	Douglas Proudfoot
Designation	Head of Development
Date	20/07/15

For Office Use Only:	
Library Reference	132/15
Date Received	27/07/15
Bulletin	Jul 15

**REPORT TO:** Members' Library Service

**MEETING DATE:**

**BY:** Head of Development

**SUBJECT:** Adult Learning classes – Revisions to existing charges

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## **1 PURPOSE**

- 1.1 The purpose this report is to highlight revisions to existing charges for Adult Learning classes. Revisions are made under delegated powers in accordance with the Council's Scheme of Delegation.

## **2 RECOMMENDATIONS**

- 2.1 Members are asked to note the revised charges for Adult Learning Classes as outlined in this report.

## **3 BACKGROUND**

- 3.1 Adult Learning classes have operated across East Lothian for many years and include a range of topics including languages, drawing and painting, pottery, yoga, tai chi, cooking with the full programme advertised on the Council's website.
- 3.2 East Lothian is one of fourteen local authorities who still deliver a programme of leisure based adult learning classes and in most of those authorities the programme is limited in range of courses offered and is mainly delivered in partnership with other further education providers with strict class numbers and fee categories applying. Currently in East Lothian class fees are spread across three categories; Standard; 60+ and Retired, and Concession, with the Concessions category including specifically those in receipt of benefits.
- 3.3 In March 2013 Cabinet approved a new Access to Leisure scheme as a consequence of a review of the Leisure Pass Plus Scheme. Essentially the review considered the range of eligibility criteria available for

concessionary discounted rates for access to Sport and Leisure provision within the County. The review also concluded that the schemes discounted rates should apply to those in receipt of appropriate benefits, namely; unemployed, adults or children with disability, adults diagnosed as long term sick, war widows/ widowers, single parents, senior citizens, family working tax credit, carers, and students.

- 3.4 East Lothian is one of the few local Authorities who still retain a 60+ and retired category for its Adult Learning programme. The majority of other Local Authorities operate schemes of concessions more typical of those agreed by Cabinet for Access to Leisure in East Lothian. The Adult Learning programme is reviewed annually to take account of learner interest and to enable changes to the programme and fees to be made. This year's revisions include a phased removal of the 60+ and retired category to be replaced with a senior citizens category and consistent with more defined Access to Leisure categories. Pension Credit Award letters will become proof of eligibility rather than simply self declaration of a learner's retirement status.
- 3.5 Class fees for 2015/16 have been revised and are shown together with comparator fees for 2014/15 in Appendix 1 of this report. Every effort has been made to retain the full paying standard rate fee at market levels whilst maintaining enrolment numbers to ensure class viability. Fees for concessions have likewise been revised with typical fees for singing, art, health and wellbeing classes calculated at £3 for a 2 hour class and £4.00 for a 2 hour language class. Languages class fees are higher, given the requirement for reduced class numbers.
- 3.6 Enrolments for adult learning classes have over recent years been in decline and further equalities impact assessment has been undertaken ensuring that classes are inclusive and open to all people, irrespective of protected characteristic, with an emphasis on concessions and helping those with less resource to attend. To help ease and support the transition arrangements and in efforts to maintain student numbers and class viability a phased approach to full implementation will apply. Full transition will conclude in advance of the 2017/18 programme taking place.

## **4 POLICY IMPLICATIONS**

- 4.1 Revisions are in line with the Council's Corporate Charging Policy.

## **5 EQUALITIES IMPACT ASSESSMENT**

- 5.1 An Equality Impact Assessment has been carried out and no negative impacts have been found.

## 6 RESOURCE IMPLICATIONS

- 6.1 Financial – The traditional leisure based adult learning programme operates on a cost neutral basis with fee incomes from classes adjusted to cover tutor cost expenditure. Incomes in 2014/15 were down on years previous and these revisions will assist in supporting the delivery of an adult learning programme locally whilst ensuring the continued availability of concessionary rates coupled with a more appropriate and robust eligibility criteria.
- 6.2 Personnel - None
- 6.3 Other - None

## 7 BACKGROUND PAPERS

- 7.1 Adult Learning  
[http://www.eastlothian.gov.uk/site/scripts/google\\_results.php?q=adult+learning](http://www.eastlothian.gov.uk/site/scripts/google_results.php?q=adult+learning)

<b>AUTHOR'S NAME</b>	Colin Forbes, Sheila Northcott, Alistair McDonald
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<b>DATE</b>	17/07/15

## Appendix 1

Course Code	Year	Standard	60+ & Retired	Concession	Duration	Minimum Class Number	Revised 2015-16 Hourly rate	Comments
B (Cooking, Self Hypnosis)	2015/2016 Revised	£40.00	£23.50	£17.00	2hrs x 5 weeks	6	Standard £4.00 60+ £2.35 Con £1.70	Number limited due to venue and subject
	2014/2015 Actual	£39.00	£19.00	£17.00				
B1 (Art in venues that charge)	2015/2016 Revised	£82.00	£49.00	£32.00	2hrs x 10 weeks	10	Standard £4.10 60+ £2.45 Con £1.60	High percentage of 60+ and retired participants
	2014/2015 Actual	£82.00	£38.00	£28.00				
C (Yoga, Tai Chi)	2015/2016 Revised	£60.00	£35.50	£22.50	1.5hrs x 10 weeks	10	Standard £4.00 60+ £2.36 Con £1.50	High percentage of 60+ and retired participants
	2014/2015 Actual	£58.00	£27.00	£19.00				
D (Singing, Art, Health & Wellbeing, Patchwork)	2015/2016 Revised	£80.00	£47.00	£30.00	2hrs x 10 weeks	10	Standard £4.00 60+ £2.35 Con £1.50	High percentage of 60+ and retired participants
	2014/2015 Actual	£77.00	£33.00	£22.00				
E (Upholster a Chair)	2015/2016 Revised	£120.00	£70.50	£45.00	30 hours (5hrs x 6weeks)	10	Standard £4.00 60+ £2.35 Con £1.50	Offered on Saturdays in a suitable venue with charges
	2014/2015 Actual	£114.00	£48.00	£29.00				
L (Languages)	2015/2016 Revised	£85.00	£64.00	£40.00	2hrs x 10 weeks	7	Standard £4.25 60+ £3.20 Con £2.00	High % of 60+ and retired participants. Small class sizes.
	2014/2015 Actual	£82.00	£38.00	£28.00				
N (Criminology)	2015/2016 Revised	£160.00	£128.00	£45.00	2hrs x 20 weeks	8	Standard £4.00 60+ £3.20 Con £2.25	New 20 week course with opportunity to obtain SQA certification
	2014/2015 Actual	£154.00	£66.00	£42.00				
O (First Aid, Food Hygiene)	2015/2016 Revised	£40.00	£40.00	£40.00	4 hour session	10	£10 per hour	Free for participants of ELC employability related courses
	2014/2015 Actual	£40.00	£40.00	£40.00				
English for Speakers of Other Languages	2015/2016 Revised	£200.00	£200.00	£200.00	2hrs x 28weeks	6	£3.57 per hour/ free for concessions	Free concession for those eligible with individual learning account.
	2014/2015 Actual	£200.00	£200.00	£200.00				

**East Lothian Council**  
**Combined Impact Assessment: The Paperwork**

<b>Title of Initiative</b>	Adult Learning Programme
<b>Completion Date</b>	
<b>Contact Person</b>	Alistair McDonald (Adult Learning Development Officer)

**Type of Initiative:**

Review of existing policy document

**1. Briefly describe the policy you are assessing.**

Set out a clear understanding of the purpose of the policy being developed or reviewed, including the context within which it will operate.

Adult Learning classes have operated across East Lothian for many years and include a range of topics including languages, drawing and painting, pottery, yoga, tai chi, cooking with the full programme advertised on the Council's website.

East Lothian <sup>is</sup> one of fourteen local authorities who still deliver a programme of leisure based adult learning classes and in most of those authorities the programme is limited in range of courses offered and is mainly delivered in partnership with other further education providers with strict class numbers and fee categories applying. Currently in East Lothian class fees are spread across three categories; Standard; 60+ and Retired, and Concession, with the Concessions category including specifically those in receipt of benefits. East Lothian is one of the few local Authorities who still retain a 60+ and retired category for its Adult Learning programme.

The Adult Learning programme is reviewed annually to take account of learner interest and to enable changes to the programme and fees to be made.

The 2014/15 review found 70% of learners enrolled came under 60+ and retired fee category and the current amount paid per person did not cover staff and running costs in most cases

Without an increase in the fee category amount many courses in the Adult Learning Programme could be cancelled or run at a loss.

Standard and Concession fee categories will also have an increase which will be proportionate to the average amount learners who fall into that category i.e. 2014/15 Standard fee learners 22% and Concession Fee learner 6.4%

## 2. What will change as a result of this policy?

60+ and Retired fee category increase will reduce the amount of courses cancelled due to low income

This year's revisions include a phased removal of the 60+ and retired category to be replaced with a straightforward senior citizens category consistent with Access to Leisure categories. Pension Credit Award letters will become proof of eligibility rather than simply self declaration of retirement. The phased removal of the 60+ and retired category will be completed in 2017/18.

## 3. Do I need to undertake a Combined Impact Assessment?

High Relevance	Yes/no
The policy is Council wide or public facing	Yes
The policy has consequences for or affects significant numbers of people	No
The policy has potential to make a significant impact on equality	No
The policy has the potential to make a significant impact on the economy and the delivery of economic outcomes	No
The policy is likely to have a significant environmental impact	No
Low Relevance	
The policy has consequences for or affects very few people	Yes
The policy has little relevance to equality	No
The policy has negligible impact on the economy	Yes
The policy has no/ minimal impact on the environment	Yes
<p><b>If you have identified low relevance please give a brief description of your reasoning here.</b> The policy affects approximately 1,000 people out of a total East Lothian population of 99,717 (2011 census). The policy has relevance to equality in that it will ensure that those most in need will benefit from concessions whilst the courses will remain inclusive and open to all, irrespective of protected characteristic, at the standard cost rate.</p>	

If you have answered yes to high relevance above, please proceed to complete the Combined Impact Assessment. If you have identified a low risk, please ask the Head of Service to sign the end of this form and send it to [equalities@eastlothian.gov.uk](mailto:equalities@eastlothian.gov.uk)

**4. What information/data/ consultation have you used to inform the policy to date?**

Comparison of previous year's learner enrolment numbers and a breakdown of categories

Research and benchmarking of other Scottish Local Authorities including specifically selected re ELC's Charges Policy

Comparisons of hourly rates regarding 60+ and Retired categories from Enjoy Leisure, Scottish Further Education institutions, Charities/Trusts and private sector

Projected budget costs and enrolment figures for 2015/16 based on actual costs and enrolment figures for 2014/15

**5. How does the policy meet the different needs of groups in the community?**

	<b>Comments</b>
<p><b>Equality Groups</b></p> <ul style="list-style-type: none"> <li>• Older people, people in the middle years, young people and children</li> <li>• Women, men and transgender people (includes issues relating to pregnancy and maternity)</li> <li>• Disabled people (includes physical disability, learning disability, sensory impairment, long-term medical conditions, mental health problems)</li> <li>• Minority ethnic people (includes Gypsy/Travellers, non-English speakers)</li> <li>• Refugees and asylum seekers</li> <li>• People with different religions or beliefs (includes people with no religion or belief)</li> <li>• Lesbian, gay, bisexual and heterosexual people</li> </ul>	<p>60+ and retired fee will still offer a reduced rate to enable access to the Adult Learning Programme for people with limited income</p> <p>English for Speakers of Other Languages is included in the programme</p> <p>Carers are allowed to attend courses for free when accompanying an individual to the class</p> <p>Advertising for the classes includes information about the support that is available to disabled people.</p> <p>Adult Education classes are considered to have a beneficial effect on mental health</p> <p>Higher participation rate for older participants</p>



<ul style="list-style-type: none"> <li>• People who are unmarried, married or in a civil partnership</li> </ul>	<p>NEET Groups- adult education classes can provide a good stepping stone to other learning opportunities</p>
<p><b>Those vulnerable to falling into poverty</b></p> <ul style="list-style-type: none"> <li>• Unemployed</li> <li>• Single Parents</li> <li>• Pensioners</li> <li>• Looked after children</li> <li>• Those leaving care settings (including children and young people and those with illness)</li> <li>• Homeless people</li> <li>• Carers</li> <li>• Those involved in the criminal justice system</li> <li>• Those living in the most deprived communities (bottom 20% SIMD areas)</li> </ul>	<p>The policy will ensure a concession fee category will apply to those in receipt of appropriate benefits, namely; unemployed, adults or children with disability. Adults diagnosed as long term sick, war widows/ widowers, single parents senior citizens, family working tax credit, carers, and students derived benefit from the scheme.</p>
<p><b>Geographical communities</b></p> <ul style="list-style-type: none"> <li>• Rural communities</li> <li>• Urban Communities</li> <li>• Coastal communities</li> <li>• Business community</li> </ul>	<p>The Adult Learning Programme has various venues throughout East Lothian including schools, village halls, community centres and libraries. Courses run at various times and days</p>

**6. Are there any other factors which will affect the way this policy impacts on the community?**

No

7. Is any part of this policy/ service to be carried out wholly or partly by contractors?

No

8. Is the policy a qualifying PPS as defined by The Environmental Impact Assessment (Scotland) Act 2005?

No

9. Please consider how your policy will contribute to the following?

Sustainability Objective	Positive	Neutral	Negative	Comments
<b>Environmental</b>				
Reduce greenhouse gas (GHG) emissions in East Lothian (including carbon management)	No Impact identified			
Plan for future climate change	No Impact identified			
Improve air quality	No Impact identified			
Protect coastal and inland waters	No Impact identified			
Enhance biodiversity	No Impact identified			
Encourage resource efficiency (energy, water, materials and minerals)	No Impact identified			
Minimise waste generation	No Impact identified			
Reduce need to travel / promote sustainable forms or transport	No Impact identified			
<b>Social</b>				
Improves health and well being	Positive Impact Courses offered include Tai Chi, Healthy Cooking, Gentle Exercise Extensive research on the positive impact of adult learning on mental health <a href="http://www.mentalhealth.org.uk/content/assets/PDF/.../learning-for-life.pdf">www.mentalhealth.org.uk/content/assets/PDF/.../learning-for-life.pdf</a>			

Promotes good relations between groups	Positive impact – the courses will be inclusive and open to all people, irrespective of protected characteristic, with an emphasis on concessions helping those with less resource to attend.
Promotes participation and inclusion	Positive Impact Services offered throughout East Lothian and courses with different levels of entry i.e. beginners, intermediate or advanced
Builds family and support networks	No Impact identified
Reduces poverty	Positive impact Fee categories which provides learning opportunities for East Lothian residents who have low incomes, and in receipt of benefits
<b>Economic</b>	
Helps young people into positive destinations	No Impact identified
Supports local business	No Impact identified
Helps people to access jobs	No Impact identified

## 10. Action Plan

Identified negative impact	Mitigating circumstances	Mitigating actions	Timeline	Responsible person
Those with protected characteristics not in receipt of pension credit will have to pay standard price	If pension credit not received then it can be assumed person can pay the standard rate	None required	N/A	N/A

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**11. Sign off by Head of Service**

Name *Louise Pinner*  
Date *20 JULY 2015*

