
De-delegation Proposals 2018/19

Report being considered by: Schools Forum
On: 30/10/2017
Report Author: Gabrielle Esplin, Ian Pearson
Item for: Decision **By:** All Maintained Schools Representatives

1. Purpose of the Report

- 1.1 This report sets out the details, cost, and charges to schools of the services on which maintained school representatives are required to vote (on an annual basis) whether or not they should be de-delegated.

2. Recommendation(s)

- 2.1 To note the views of the Heads Funding Group on the de-delegations set out in Table 7.
- 2.2 To include these proposals in the consultation with all schools on funding arrangements for 2018/19.

Will the recommendation require the matter to be referred to the Council or the Executive for final determination?	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>
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3. Background

- 3.1 The Schools' Forum in December 2016 and January 2017 agreed for the following services to be centrally provided to primary and secondary maintained schools in the 2017/18 financial year through the pooling of funding:
- Behaviour Support Services
 - Ethnic Minority Support
 - Trade Union Representation
 - Schools in Financial Difficulty (primary only)
 - CLEAPSS
 - Statutory and Regulatory Duties comprising:
 - Statutory accounting functions in respect of schools
 - Internal Audit of schools
 - Administration of pensions for school staff
 - Health and Safety (level 1 support)
- 3.2 The schools funding regulations for 2018/19 have now been published and these confirm that similar arrangements will apply for dedelegation of the cost of these services will apply for the financial years 2018/19 and 2019/20. Funding arrangements are expected to change in 2020/21, but details of the changes have not yet been announced.

- 3.3 Representatives of Primary and Secondary schools are required to make a recommendation to Schools Forum whether or not funds should be de-delegated in the financial year 2018/19 for:
- Behaviour Support Services
 - Ethnic Minority Support
 - Trade Union Representation
 - Schools in Financial Difficulty (primary only)
 - CLEAPSS

Funds cannot be de-delegated from Special and Nursery Schools and PRUs for these services, but those schools will have the option to buy back these services at a cost based on the same amount per pupil as for primary and secondary schools.

- 3.4 In the case of the services which make up Statutory and Regulatory Duties, representatives of all maintained schools (including Special and Nursery Schools and PRUs) are required to recommend to Schools Forum whether or not funds should be de-delegated.
- 3.5 For 2018/19 Schools are also being offered the option to pool funds for the provision of level 2 Health and Safety support, as part of the Statutory and Regulatory Duties block (option 1).
- 3.6 The Schools' Forum also agreed for 2018/19 to pool funds for the provision of the statutory element of the School Improvement Service, which was previously funded from the Education Services Grant. However a new School Improvement Grant has now been made available to the Local Authority to provide this service, so it is no longer necessary to propose the pooling of schools' funds for School Improvement.
- 3.7 Academies and other non maintained schools also may be able to choose to buy into any of the above services subject to service provider agreement.
- 3.8 Appendix A sets out the total cost of each service and an initial estimate of the amount to be de-delegated from each school. This estimate is based on the October 2016 census. However the final amounts will be based on the October 2017 census when that data becomes available.

4. Behaviour Intervention Service

- 4.1 The Behaviour Intervention Service proposal for 2018/19 is set out in Appendix B.
- 4.2 Table 1 shows the budget and unit charge for 2018/19 compared to 2017/18. The total cost will be divided by the total numbers of pupils in the October 2017 census to determine a unit charge per pupil on which the de-delegated amount per school will be based. As all schools will have access to all aspects of the service, the same unit charge will apply to both primary and secondary schools. Based on the October 2016 census this is estimated to be £14.05 per pupil but the final rate will be determined according to the October 2017 census.

TABLE 1	2017/18		2018/19	
	Unit Charge per pupil	Budget	Estimated Unit Charge per pupil	Budget
Maintained Primary Schools	£13.77	£171,470	£14.05	£174,897
Maintained Secondary Schools	£13.77	£41,900	£14.05	£42,733
Total		£213,370		£217,630

5. Ethnic Minority and Traveller Achievement Service

- 5.1 The detail of the Ethnic Minority and Traveller Achievement Service (EMTAS) is set out in Appendix C.
- 5.2 Table 2 shows the budget and the estimated unit charge for the service for 2018/19 compared to 2017/18. The total cost in respect of Primary and Secondary schools will be divided by the total number of pupils recorded as having English as an additional language (EAL) in the October 2017 census to determine a unit charge per EAL pupil on which the de-delegated amount per school will be based. As all schools will have access to all aspects of the service, the same unit charge will apply to both primary and secondary schools. The estimated unit charge of £274.17 per pupil is lower than the rate for 2017/18 because the service spent £38,300 less than the amount which was agreed to be de-delegated in 2016/17 and this amount can be used to help meet the cost of delivering the service in 2018/19. The estimated unit charge is based on the October 2016 census, but the final rate will be determined according to the number of EAL pupils in the October 2017 census.

TABLE 2	2017/18		2018/19	
	Unit Charge per pupil with EAL	Budget	Estimated Unit Charge per pupil with EAL	Budget
Maintained Primary Schools	£349.43	£226,052	£274.17	169,085
Maintained Secondary Schools	£349.43	£5,248	£274.17	4,392
		£231,300		173,477

6. Trade Union Representation

- 6.1 The detail of the service provided by Trade Union representatives to schools is set out in Appendix D.

Table 3 shows the budget and unit charge for the service for 2018/19 compared to 2017/18. The proposal for 2018/19 is the same as 2017/18 with the cost based on 1FTE supply teacher on UPS3. It is assumed there will also be some buy in from academy schools. The total net cost in respect of Primary and Secondary schools will be divided by the total number of pupils in the October 2017 census to determine a unit charge per pupil on which the de-delegated amount per school will be based on. As all schools have access to all representatives (regardless of which school they are based in), the same unit charge will apply to both primary and secondary schools. Based on the October 2016 census this currently estimated to

be £3.01 per pupil but the final rate will be determined according to the October 2017 census.

TABLE 3	2017/18		2018/19	
	Unit Charge per pupil	Budget	Estimated Unit Charge per pupil	Estimated Budget
Maintained Primary Schools	£3.16	£39,297	£3.13	38,930
Maintained Secondary Schools	£3.16	£9,603	£3.13	9,512
		£48,900		48,442

7. Schools in Financial Difficulty

- 7.1 If schools decide to de-delegate funding to provide a fund for schools in financial difficulty, the amount to be pooled can be for any amount. Currently only primary schools de-delegate.
- 7.2 The proposal shown in Table 4 assumes continuing with an annual fund of £120,000, which would equate to £9.64 per pupil based on the October 2016 census but the final rate will be determined according to the October 2017 census.

TABLE 4	2017/18		2018/19	
	Unit Charge per pupil	Budget	Estimated Unit Charge per pupil	Estimated Budget
Maintained Primary Schools	£9.64	£120,000	£9.64	£120,000
Maintained Secondary Schools				
		£120,000		£120,000

- 7.3 More schools are now applying for funding, and it is largely used for one off exceptional costs such as those in relation to staffing restructures. If it is agreed to continue pooling, Schools' Forum will also be required to agree the criteria for primary schools to access this fund.

8. Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)

- 8.1 The detail of the service provided by this subscription is set out in Appendix E.
- 8.2 As the actual pricing from CLEAPSS will not be available until after the schools budget has been set, an assumption has been made on the 2018/19 fee. Any over or under spend will be recovered the following year, as in all de-delegated services. Table 5 shows the budget and unit charge for the service for 2018/19 compared to 2017/18. The unit charge includes the administration fee. Note that secondary schools will need to pay the fee relating to sixth form pupils separately as de-delegation is based on pre 16 pupils only.

TABLE 5	2017/18			2018/19		
	Unit Charge per pupil	Charge per school	Budget	Estimated Unit Charge per pupil	Estimated Charge per school	Estimated Budget
Maintained Primary Schools	£0.15		£1,870	£0.16		1,991
Maintained Secondary Schools	£0.15	£220	£1,120	£0.16	£225	1,162
			£2,990			3,153

9. Statutory and Regulatory Duties

- 9.1 The statutory regulatory duties consist of the statutory functions in respect of schools of Accountancy, Internal Audit, Pension scheme administration and Health and Safety. The Accountancy, audit and pension administration services are described in appendix F.
- 9.2 In 2017/18 funds to provide level 1 Health and Safety support were de-delegated but individual schools were given the choice whether or not to buy back level 2 support. The Health and Safety service is proposing two alternative options for de-delegation, as set out in appendix G. Option 1 is to de-delegate funds to provide level 1 and 2 support for all maintained primary and secondary schools. Option 2 is the same arrangement as for 2017/18.
- 9.3 Table 6 shows the budget and estimated unit charges for these services 2018/19 compared to 2017/18. The total cost will be divided by the total numbers of pupils in the October 2017 census to determine a unit charge per pupil on which the de-delegated amount per school will be based. The same unit charges will apply to both primary and secondary schools. The estimated unit charges shown are based on the October 2016 census but the final rates will be determined according to the October 2017 census.

TABLE 6	2017/18		2018/19				
	Charge per Pupil	Budget	Estimated Unit Charge per pupil	Estimated Total Budget	Estimated Primary Budget	Estimated Secondary Budget	Estimated budget for Nursery, Special Schools and PRUs
Accountancy	£2.00	£30,953	£2.09	£33,793	£25,977	£6,347	£1,469
Audit	£2.70	£41,883	£2.29	£45,173	£34,724	£8,484	£1,964
Pension Scheme Administration	£1.96	£30,404	£2.09	£33,759	£25,950	£6,341	£1,468
Health and Safety Option 1	£10.06	£155,764	£10.34	£167,446	£128,716	£31,450	£7,281
Health and Safety Option 2	£3.66	£56,642	£3.52	£56,962	£43,787	£10,699	£2,477
Total Option 1	£16.62	£259,007	£17.30	£280,171	£215,367	£52,622	£12,182
Total Option 2	£10.32	£159,882	£10.48	£169,687	£130,438	£31,871	£7,378

10. Summary of Proposals

10.1 Table 7 summarises the services and budgets which are proposed to be de-delegated in 2018/19:

TABLE 7	2018/19 Primary Budget £	Agreed by HFG	2018/19 Secondary Budget £	Agreed by HFG	2018/19 Early Years & High Needs Budgets £	Agreed by HFG
Behaviour Integration	174,897	Yes	42,733	TBD	n/a	n/a
Ethnic Minority Support	169,085	Yes	4,392	Yes	n/a	n/a
Trade Union Representation	38,930	Yes	9,512	Yes	n/a	n/a
Schools in Financial Difficulty	120,000	Yes	n/a		n/a	n/a
CLEAPSS	1,991	Yes	1,162	Yes	n/a	n/a
Statutory and Regulatory Duties Option 1	215,367	No	52,622	No	12,192	No
Statutory and Regulatory Duties Option 2	130,438	Yes	31,871	Yes	7,378	Yes

11. Consultation and Engagement

11.1 The proposals set out in this report will be included in the consultation with all schools on the proposed school funding arrangements for 2018/19.

12. Appendices

Appendix A – Indicative De-delegations per school for 2018/19

Appendix B – Behaviour Support Service

Appendix C – Ethnic Minority & Traveller Achievement Service

Appendix D – Trade Union Representation Service

Appendix E – CLEAPSS Service

Appendix F – Accountancy, Audit and Pension Administration

Appendix G- Health and Safety

De-delegation Proposals 2018/19

Appendix A

Indicative De-Delegations for 2018/19 - Based on October 2016 Census Data													Total Statutory and Regulatory Duties Option 1	Total Statutory and Regulatory Duties Option 2
	Behaviour Integration	Ethnic Minority Support	Trade Union Representation	Schools in Financial Difficulty	CLEAPSS	Statutory Accounting Functions	Internal Audit of Schools	Pension Scheme Administration	Health and Safety Support Levels 1 & 2	Health and Safety Support Level 1 only				
Proposed Primary Delegation	£174,897	£169,085	£38,930	£120,000	£1,991	£25,977	£34,724	£25,950	£128,716	£43,787	£215,367	£130,438		
Proposed Secondary Delegation	£42,733	£4,392	£9,512	£0	£1,162	£6,347	£8,484	£6,341	£31,450	£10,699	£52,622	£31,871		
Total Proposed Delegation	£217,630	£173,477	£48,442	£120,000	£3,153	£32,324	£43,209	£32,291	£160,166	£54,486	£267,989	£162,309		
Estimated income from other maintained schools	£0	£27,143	£2,202	£0	£76	£1,469	£1,964	£1,468	£7,281	£2,477	£12,182	£7,378		
Total Cost of Service	£217,630	£200,620	£50,644	£120,000	£3,229	£33,793	£45,173	£33,759	£167,446	£56,962	£280,171	£169,687		
Indicative cost per primary pupil	£14.05	£274.17	£3.13	£9.64	£0.16	£2.09	£2.79	£2.09	£10.34	£3.52	£17.30	£10.48		
Indicative cost per secondary pupil	£14.05	£274.17	£3.13	n/a	£0.16	£2.09	£2.79	£2.09	£10.34	£3.52	£17.30	£10.48		
Indicative cost per other maintained school pupil	n/a	£274.17	£3.13	n/a	£0.16	£2.09	£2.79	£2.09	£10.34	£3.52	£17.30	£10.48		
Fixed cost per secondary school	n/a	n/a	n/a	n/a	£225.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
School	Pupil No's	EAL No's	Indicative De-delegation for each Service by School											
Aldermaston Church of England Primary School	185	7.3	2,600	1,989	579	1,784	30	386	516	386	1,913	651	3,201	1,939
Basildon Church of England Primary School	143	0.0	2,009	0	447	1,379	23	298	399	298	1,479	503	2,474	1,499
Beedon Church of England Controlled Primary School	46	3.5	646	946	144	444	7	96	128	96	476	162	796	482
Beenhams Primary School	82	3.3	1,152	911	256	791	13	171	229	171	848	288	1,419	859
Birch Ospe Primary School	424	7.0	5,958	1,921	1,326	4,088	68	885	1,183	884	4,385	1,492	7,337	4,444
Bradfield Church of England Primary School	142	0.0	1,995	0	444	1,369	23	296	396	296	1,469	500	2,457	1,488
Brighton Church of England Aided Primary School	100	0.0	1,405	0	313	964	16	209	279	209	1,034	352	1,730	1,048
Brimpton Church of England Primary School	50	0.0	703	0	156	482	8	104	140	104	517	176	865	524
Bucklebury Church of England Primary School	129	0.0	1,813	0	404	1,244	21	269	360	269	1,334	454	2,232	1,352
Burghfield St. Mary's Church of England Primary School	208	4.7	2,923	1,296	651	2,005	33	434	580	434	2,151	732	3,599	2,180
Calcot Infant School & Nursery	230	26.2	3,232	7,184	719	2,218	37	480	642	480	2,379	809	3,980	2,410
Calcot Junior School	279	16.0	3,921	4,387	873	2,690	45	582	778	582	2,885	982	4,828	2,924
Chaddleworth St. Andrew's Church of England Primary School	29	0.0	408	0	91	280	5	61	81	60	300	102	502	304
Cheveley Primary School	209	4.7	2,937	1,280	654	2,015	33	436	583	436	2,161	735	3,617	2,190
Cold Ash St. Mark's Church of England Primary School	197	1.2	2,768	322	616	1,899	32	411	550	411	2,037	693	3,409	2,065
Compton Church of England Primary School	185	0.0	2,600	0	579	1,784	30	386	516	386	1,913	651	3,201	1,939
Curridge Primary School	103	4.7	1,447	1,284	322	993	16	215	287	215	1,065	362	1,782	1,079
Downs Way Primary School	209	4.7	2,937	1,280	654	2,015	33	436	583	436	2,161	735	3,617	2,190
Enborne Church of England Primary School	65	0.0	913	0	203	627	10	136	181	136	672	229	1,125	681
Englefield Church of England Primary School	98	0.0	1,377	0	307	945	16	205	273	204	1,014	345	1,696	1,027
Falkland Primary School	450	9.2	6,324	2,524	1,408	4,339	72	939	1,256	938	4,654	1,583	7,787	4,716
Francis Baily Primary School	543	16.2	7,630	4,435	1,698	5,235	87	1,133	1,515	1,132	5,616	1,910	9,396	5,691
Garland Junior School	217	7.0	3,049	1,919	679	2,092	35	453	605	452	2,244	763	3,755	2,274
Hampstead Norreys Church of England Primary School	88	0.0	1,237	0	275	848	14	184	246	183	910	310	1,523	922
Hermitage Primary School	196	5.8	2,754	1,599	613	1,890	31	409	547	409	2,027	690	3,392	2,054
Hungerford Primary School	393	16.3	5,523	4,463	1,229	3,789	63	820	1,096	819	4,064	1,383	6,801	4,119
The Isleys' Primary School	58	0.0	815	0	181	559	9	121	162	121	600	204	1,004	608
Inkpen Primary School	76	1.0	1,068	285	238	733	12	159	212	158	796	267	1,315	797
John Rankin Infant & Nursery School	260	43.3	3,654	11,881	813	2,507	42	543	725	542	2,689	915	4,499	2,725
John Rankin Junior School	280	9.0	3,935	2,476	876	2,700	45	584	781	584	2,896	985	4,845	2,934
Kennel Valley Primary School	194	15.7	2,726	4,304	607	1,870	31	405	541	404	2,006	683	3,357	2,033
Kintbury St. Mary's Church of England Primary School	140	1.3	1,967	352	438	1,350	22	292	391	292	1,448	493	2,423	1,467
Lambourn Church of England Primary School	196	13.4	2,754	3,672	613	1,890	31	409	547	409	2,027	690	3,392	2,054
Long Lane Primary School	208	3.5	2,923	961	651	2,005	33	434	580	434	2,151	732	3,599	2,180
Mortimer St. Johns Church of England Infant School	182	3.0	2,558	832	569	1,755	29	380	508	379	1,882	640	3,149	1,907
Mortimer St. Mary's Church of England Junior School	216	4.0	3,035	1,097	676	2,083	35	451	603	450	2,234	760	3,738	2,264
Mrs. Bland's Infant & Nursery School	170	10.6	2,389	2,913	532	1,639	27	355	474	354	1,758	598	2,942	1,782
Pangbourne Primary School	205	9.4	2,881	2,569	641	1,977	33	428	572	427	2,120	721	3,547	2,148
Parsons Down Infant School	217	13.0	3,049	3,570	679	2,092	35	453	605	452	2,244	763	3,755	2,274
Parsons Down Junior School	308	2.0	4,328	548	963	2,970	49	643	859	642	3,185	1,084	5,330	3,228
Purley Church of England Infants School	112	5.8	1,574	1,583	350	1,080	18	234	312	234	1,158	394	1,938	1,174
Robert Sandilands Primary School & Nursery	250	24.3	3,513	6,664	782	2,410	40	522	698	521	2,585	880	4,326	2,620
Shaw-cum-Donnington Church of England Primary School	95	3.5	1,335	965	297	916	15	198	265	198	982	334	1,644	996
Shefford Church of England Primary School	29	0.0	408	0	91	280	5	61	81	60	300	102	502	304
Springfield Primary School	301	17.5	4,230	4,798	942	2,902	48	628	840	628	3,113	1,059	5,209	3,155
Spurcroft Primary School	433	15.6	6,085	4,287	1,354	4,175	69	904	1,208	903	4,478	1,523	7,493	4,538
St. Finian's Catholic Primary School	197	7.1	2,768	1,941	616	1,899	32	411	550	411	2,037	693	3,409	2,065
St. John the Evangelist Infant & Nursery School	180	22.5	2,529	6,169	563	1,735	29	376	502	375	1,862	633	3,115	1,886
St. Joseph's Catholic Primary School	210	54.6	2,951	15,034	657	2,025	34	438	596	438	2,172	739	3,634	2,201
St. Nicolas Church of England Junior School	253	15.0	3,626	4,113	807	2,488	41	538	720	538	2,668	908	4,464	2,704
St. Pauls Catholic Primary School	325	18.5	4,567	5,074	1,017	3,134	52	678	907	678	3,361	1,143	5,624	3,406
Stockcross Church of England Primary School	101	2.4	1,419	652	316	974	16	211	282	211	1,045	355	1,748	1,059
Strealey Church of England Voluntary Controlled Primary School	99	3.5	1,391	969	310	955	16	207	276	206	1,024	348	1,713	1,038
Sulhamstead and Upton Nerve Church of England Voluntary	101	0.0	1,419	0	316	974	16	211	282	211	1,045	355	1,748	1,059
Thatcham Park Church of England Primary School	395	18.6	5,410	5,087	1,204	3,712	62	804	1,074	803	3,992	1,354	6,662	4,035
Theale Church of England Primary School	275	18.3	3,864	5,027	860	2,651	44	574	767	573	2,844	967	4,759	2,882
Welford and Wickham Church of England Primary School	94	0.0	1,321	0	294	906	15	196	262	196	972	331	1,627	985
Westwood Farm Infant School	172	8.9	2,417	2,439	538	1,658	28	359	480	359	1,779	605	2,976	1,803
Westwood Farm Junior School	219	7.8	3,077	2,144	685	2,112	35	457	611	457	2,265	770	3,790	2,295
The Willow's Primary School	344	48.5	4,834	13,284	1,076	3,317	55	718	980	717	3,558	1,210	5,953	3,605
The Winchcombe School	391	57.1	5,495	15,655	1,223	3,770	63	816	1,091	815	4,044	1,376	6,766	4,098
Woolhampton Church of England Primary School	92	0.0	1,293	0	288	887	15	192	257	192	951	324	1,592	964
Yattendon Church of England Primary School	73	0.0	1,026	0	228	704	12	152	204	152	755	257	1,263	765
PRIMARY TOTAL	12,446	617	174,897	169,085	38,930	120,000	1,991	25,977	34,724	25,950	128,716	43,787	215,367	130,438
SECONDARY TOTAL	3,041	16	42,733	4,392	9,512	0	1,162	6,347	8,484	6,341	31,450	10,699	52,622	31,871
TOTAL ALL PRIMARY AND SECONDARY SCHOOLS	15,487	633	217,630	173,477	48,442	120,000	3,153							

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2018-19

Behaviour Intervention Service

Outline of Proposed Service 2018/19

The Behaviour Intervention Team (BIT) offers evidence-based advice and support to schools. The type of involvement includes whole school support, staff training, staff support, class or year group support as well as individual support. This tiered service represents an enhanced offer from previous years.

Key Features Requested by Primary Heads

These themes stem from the behaviour review and will be addressed by BIT in 2018/19:

1. Provide a quick and flexible response to challenging cases in schools.
2. Provide different levels of response within the team.
3. Design and deliver a training package to skill up staff within schools
4. Set up support network for school staff.
5. Work with partners to ensure appropriate parent training is available.
6. Provide practice guidelines/ graduated response criteria.

A New look Team

1. The Team –
 - Beth Cartwright (BIT Manager & Acting Senior EP)
 - Kate Pike (BIT EP)
 - Gerry Heaton (Primary BIT Advisor)
 - Vacant (Secondary BIT Advisor –to be appointed)
 - Nicky Edwards (BIT Worker)
 - 2 Vacant BIT Worker posts (in the process of being recruited this month)
 - Andy Cordell (Exclusions Officer)
 - Piyush Bharania (Admin Assistant)

In addition to the above, schools will have access to a team of educational psychologists and graphic facilitators who will run circle of adult meetings to support schools with pupils at risk of exclusion. A Circle of Adults meeting is led by 2 trained workers and involves key staff and professionals from the school. It lasts 90 minutes and provides a structured approach to problem-solving and identifying agreed strategies.

This represents an increased offer with a range of professionals and expertise in the team. This will be delivered without a significant increase in the cost of the

service. This is due to a team restructure and a more efficient deployment of resources.

2. Rapid Response: capacity to respond rapidly to school concerns. This could relate to children but also whole school situations that arise. Behaviour would be main focus but wouldn't exclude other complex situations.
3. For those needing some quick advice, signposting, or consultation with a BIT Educational Psychologist, Kate or Beth will be available for a telephone consultation on Wednesday afternoons from 1230 - 1630.
4. BIT referrals will be triaged weekly and the most appropriate level of support offered within 5 days.
5. The team will be informed by evidence based practice which will result in clear suggestions of what needs to happen to move the situation forward.
6. Partners and working relationships: In partnership with other agencies Beth will look to develop a clear referral pathway for social emotional and mental health issues. This will include consideration of EHA, iCollege, EPS, EWS, and ASD support teachers.
7. All of the above should be able to link and sit neatly with Local Authority social and emotional mental Health and well-being agenda and restorative themes.
8. Research indicates that a number of children and young people presenting with challenging behaviour have unidentified mental health problems. New request for involvement forms have been created along with screening tools to identify any mental health problems. This will enable these needs to be addressed by BIT team members or for referrals to be made to appropriate services.

What would schools get?

1. Screening and signposting for identified mental health difficulties.
2. Immediate write up and actions as well as agreed review of cases where appropriate.
3. Links with other support services and help in securing necessary actions
4. More direct support with very complex cases involving a wide range of services.
5. Access to support for challenging whole school situations through advisors with senior level management experience and experienced educational psychologists.
6. Direct links into PAR (Pupils at Risk of exclusion mtg), PPP (Pupil Placement Panel & Fair Access process), VCF (Vulnerable Children's Fund) and other relevant systems/services
7. Support from workers where appropriate to help implement/model strategies in school.

8. Clear information of key personnel and agencies within West Berkshire –regularly updated.
9. Suggestions and links regarding potential training needs
10. Access to circle of adults meetings facilitated by an educational psychologist and another skilled worker for pupils at risk of permanent exclusion.

Proposed Cost of Delivery in 2018/19

The following table summarises the proposed cost of the service for 2017/18. It is based on employing the team members outlined above.

	2017/18 £	2018/19 Proposed £	% Increase
Staffing Costs	198,460	203,230	
Other Costs	6,150	6,150	
Support Service Recharges	19,400	20,940	
Total Cost	224,010	230,320	2.8%
Less Surplus Brought Forward	- 10,640	- 12,690	
Amount to be De-Delegated	213,370	217,630	2.0%

The overall cost of delivering the service has increased by 2.8% which takes into account the proposed changes to the staffing structure of the team outlined above together with the expected April 2018 pay award and salary increments due to existing staff. However, as the service spent £12,690 below the amount agreed to be de-delegated in 2016/17, this amount can be used to help meet the cost of delivering the service in 2018/19. As the underspend in 2016/17 was slightly higher than in 2015/18, the amount proposed to be de-delegated in 2018/19 is therefore 2% higher than in 2017/18.

This does not take into account income which will be earned from any Academies which choose to buy back this service. Any additional income received from this source will reduce the net cost and the charge to maintained schools.

Method of charging in 2018/19

The total net cost of the service will be divided by the total number of pupils recorded in the October 2017 census to arrive at a per pupil amount for charging purposes. Using October 2016 census data to provide an indicative amount, this would equate to £13.38 per pupil. Appendix A of the main report shows the indicative total amount per school.

Other Options which *may* be considered

1. The local authority offer a fully traded service (likely to increase the cost to individual schools).
2. Schools “pay as you go” either by employing/using own staff when needed or purchasing support from external providers (may include the local authority if still able to offer this service).
3. Local authority to consider an alternative (cheaper) service to offer.

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2018-19

Ethnic Minority & Traveller Achievement Service (EMTAS)

Outline of Proposed Service 2018/19

Since April 2012, the EMTAS service has been funded through a de-delegation process as agreed with the Heads Funding Group. Historically the Ethnic Minority Achievement Service was provided to West Berkshire Schools through a consortium arrangement hosted through Reading Borough Council and the Gypsy, Roma and Traveller (GRT) Service was through a consortium hosted through Wokingham District Council. The EMA service was brought in house several years ago and the GRT service became a West Berkshire Service in 2009. All of the support for Black Minority Ethnic, English as an additional language (EAL) pupils and Gypsy, Roma and Traveller (GRT) pupils is provided by the EMTAS Service.

The current service is led by a Team Manager (0.8FTE), supported by a Learning Support Adviser (a qualified teacher) for 0.6 FTE. There are 5 part time Pupil Support Officers (Teaching Assistant level posts) who are employed for a total of 3.0 FTE. The service has administrative support for 1 day per week.

The Team Manager is responsible for the day to day management of the service.

- Organisation of English language assessments of new arrivals and advanced bilingual speakers;
- Arranging advice and support for individual pupils, including those with EAL and SEN, for staff
- Arranging support for first language GCSE/AS/A2 papers; SATs maths translation.
- Arranging in- house school INSET focusing on EAL teaching and learning.
- LA wide INSET around issues such as the Equality Act 2010 and bespoke support for individual schools where necessary
- Leading training for teachers and teaching assistants on EAL/BME issues.
- Organisation of tailored packages of support to schools meet the needs of ethnic minority pupil and those from Gypsy, Roma, Traveller families.
- Joint working with other agencies to support schools with ethnic minority pupils.
- Provision of language assessments and support of unaccompanied asylum seeking children (UASC) in schools.
- Advice and guidance documents and resources to schools.

The Learning Support Adviser is responsible for providing support to schools. This includes:

- Carrying out the English language assessments for new arrivals. West Berkshire assessment requests have remained steady at approximately 100 - 120 per academic year.
- Providing assessment reports with recommendations and guidance for classroom teachers.
- Tracking the attainment of GRT pupils termly.
- Support and guidance to schools with GRT pupils and managing the Great 121 project which trains teaching assistants to work on short term intensive programmes of learning to enable GRT pupils to narrow the gap in attainment with their peers.

The Pupil Support Officers (PSO) all work in schools supporting individual and small groups of pupils.

De-delegation Proposals 2018/19

- Bilingual support is provided for Polish, German, Portuguese, Bengali, Hindi.
- Support is focused on helping pupils to access the curriculum and English acquisition which can include pre-teaching of concepts; support for written work; translations; support for external examinations.
- Unaccompanied Asylum Seeking children and young people receive weekly support in class from EMTAS
- PSOs support schools with parent meetings/ FSM letters/interpreting for parents at SEND reviews.
- The Pupil Support Officer for GRT pupils has a wider brief involving intensive liaison between families and staff as well as supporting pupils in schools. GRT families are supported with attendance, admissions, transition, access to extra-curricular activities and engagement with learning.

Benefits of Service

Number of EAL assessments completed in the last three years

In 2015/16 117 assessments were carried out in 43 primary schools and 4 secondary schools. In 2016/17 the current number of assessments is 85 in 31 primaries and 4 secondaries. This number will continue to rise during the rest of the term and is likely to be close to previous levels of assessments. The autumn term has continued to have the highest number of referrals than in other terms.

EAL assessments, including guidance and reports, have been completed in the following schools in 2016/17:

Birch Copse	Beedon
Calcot Infant	Calcot Junior
Compton	Downsway
Falkland	Garland
Francis Baily	Hungerford
Long Lane	Kennet Valley
Mortimer St. John's Infant	Lambourn
Parsons Down Infant	Mortimer St. Mary's Junior
St. Finians	Mrs Bland's Infant
St. John the Evangelist Infant	Purley
St. Joseph's	Robert Sandilands
Sulhamstead and Ufton Nervet	Speenhamland
Thatcham Park	St. Nicolas
Westwood Farm Infant	Stockcross
The Willows	The Winchcombe
Westwood Farm Junior	Little Heath
John O'Gaunt (Academy)	Theale Green (Academy)
Park House (Academy)	

PSO (Bengali/Hindi)

Bilingual support has been provided in the following schools this year:

Calcot Infant	St. Nicolas Junior
Victoria Park Nursery	Calcot Nursery
Westwood Farm	

Schools have also received assistance with Bengali/Hindi first language assessments, CP cases, Speech and Language, SEND issues and parental interviews in other settings.

PSO (Polish)

Theale Green (Academy)	Francis Baily
Thatcham Park	Calcot Junior
Little Heath	Robert Sandilands
Trinity (Academy)	Inkpen
St John the Evangelist	The Willows
St. Joseph's	Park House
Birch Copse	Brookfields

The Polish PSO has carried out the oral component of GCSE Polish and relevant tuition. Also AS level Polish and 'A' level Polish.

The Polish PSO has translated the mathematics papers of the KS2 SATs for individual eligible pupils.

Schools have also received assistance with Polish first language assessments, setting up EAL coffee mornings, SEND, joint working with 'Cognition and Learning' and 'Speech and Language' and parental meetings in other settings.

PSO (UASC)

Four secondary aged unaccompanied asylum seeking children from Iraq, Eritrea and Syria have been supported this year. EMTAS provides academic, exam and pastoral support in lessons and in tutor time. This PSO also attends Personal Education Planning meetings, liaising with SENCOs, Social Workers, Heads of Year and the LACES team. Support has been provided at the following schools this year:

Trinity School (Academy)	Kennet School (Academy)
St. Joseph's	

This PSO has also provided regular in-class support for three primary aged children who arrived with their family as part of the Syrian resettlement.

PSO (Portuguese)

Portuguese and Brazilian pupils in the following schools have received Polish PSO support in this academic year.

John Rankin Infant	Little Heath
Kennet Valley	Park House (Academy)
Francis Baily	St. Nicolas
St. Paul's	Robert Sandilands
Speenhamland	John Rankin Junior

Schools have also received assistance with Portuguese first language assessments, joint working with Education Psychology, Speech and Language, EAL coffee mornings, SEND issues, FSM and interpretation for parents in other settings.

EMTAS has carried out the oral component of GCSE Portuguese and preparation tuition. The Portuguese PSO has translated the mathematics papers of the KS2 SATs for individual eligible pupils.

Number of TA funded hours given to schools

De-delegation Proposals 2018/19

2015/16	2016/17
1,100 hours (EAL)	955 hours (EAL)
60 hours (GRT)	90 hours (GRT)
Total £9,291.60	Total £12,015

Schools in receipt of GReaT 1 to 1 project funding during 2016/17 to provide targeted intervention for Gypsy, Roma and Traveller pupils. (hours included in the figures above):

Aldermaston	Beenham
Garland Junior	Hermitage
Basildon	

Number of training sessions (both general and school specific)

2015/16	2016/17
New Arrivals with EAL	New Arrivals with EAL
SCITT	SCITT
NQT	EAL Co-ordinator's Network meeting
Social Work Academy	TA EAL training Hermitage School
EAL Co-ordinator's Network meeting	EAL training for teachers and TAs Thatcham Park School
LSCB GRT training	
The Winchcombe School – EAL all teachers	
Garland School Gypsy Roma & Traveller	
Mrs Bland's School Gypsy Roma & Traveller	
John Rankin Jnr and Infants: TAs Supporting EAL pupils	

Number of families supported by PSO (GRT)

West Berkshire has 102 children who are ascribed as Gypsy, Roma or Traveller. This number has increased from 2014/15 when it was 88. 34 West Berkshire schools have Gypsy, Roma and Traveller pupils on roll. This has increased from 24 in 2015/16 as ascription is increasing.

Approximately 55 GRT families have been supported by the PSO GRT and work continues with new families being ascribed to GRT status. Transition support has been provided between schools and also when pupils have been transferring from out of West Berkshire into our schools. This work involves 'in year' changes as well as end of Key Stage transitions. Children from Circus families have been supported in accessing education whilst in the LA.

Number of schools supported with GRT pupils

The following schools have received support from EMTAS for Gypsy, Roma and Traveller pupils.

Aldermaston	Sulhamstead and Ufton Nerve
Basildon	Theale Green (Academy)
Garland Junior	Thatcham Park
Hermitage	Alternative Curriculum
Fir Tree (Academy)	Mrs Bland's Infants
Kennet Valley	The Willink
John Rankin Infant	Yattendon
Beenham	

EMTAS organised a day of off-site activities for GRT children in the August holiday. This included children from both Traveller sites in West Berkshire and some housed Travellers. They took part in canoeing at Adventure Dolphin and a family picnic.

Number of sessions run by the Learning Bus

7 sessions have been delivered from September 2016 to July 2017 on the 'Bus of Hope'. These have taken place monthly at Paices Hill Traveller site and have provided Parent and Toddler activities for families. These sessions have enabled Family Hubs staff, the Fire and Rescue Service, EWOs, Health Visitors, schools and other agencies to make contact with 'hard to reach' families through working alongside EMTAS.

Proposed Cost of Delivery in 2018/19

The following table summarises the proposed cost of the service for 2018/19 in comparison with 2017/18.

	2017/18 £	2018/19 Proposed £	% Increase
Staffing Costs	182,010	185,480	
Other Costs	31,530	31,720	
Support Service Recharges	21,000	21,720	
Total Cost	234,540	238,920	1.9%
Less Surplus Brought Forward	- 3,150	- 38,300	
	231,390	200,620	
Less income from Special and Nursery Schools and PRUs		- 27,143	
Amount to be De-Delegated	231,390	173,477	-25.0%

The overall cost of delivering the service has increased by 1.9% which is in line with the estimated increase in staffing costs due to the expected April 2018 pay award and increments expected to be paid to existing staff. However, as the service spent £38,300 less than the amount which was agreed to be de-delegated in 2016/17, this amount can be used to help meet the cost of delivering the service in 2018/19. The amount proposed to be de-delegated in 2018/19 is therefore lower than in 2017/18.

Method of charging in 2018/19

The total cost of the service will be divided by the total number of pupils recorded as having English as an additional language (for up to 3 years after they enter the statutory school system) in the October 2017 census to arrive at a per pupil amount for charging purposes. Using October 2016 census data to provide an indicative amount, this would equate to £317.07 per pupil. Appendix A of the main report shows the indicative total amount per school.

Other Options which *may* be considered

Schools receive a high quality level of support in West Berkshire which has been highly valued by those that have used the service. The centrally funded service has allowed all schools to receive the level of support that they need which has not been directly linked to the number of pupils in schools.

If schools did not support a centrally delivered service to meet the needs of English as an additional language learners/Black Minority Ethnic pupils and those from the Gypsy Roma Traveller community they could expect to have to purchase support at the following rates:

An EAL assessment and report	£500-£600
Support for individual pupils by a Pupil Support Officer	£200 a day
Training on Equality and Diversity including Equality Act requirements; EAL bilingualism, meeting the needs of GRT pupils tailored to schools	
Requirements	£600-£800 a day
Tailored support provided by staff with relevant expertise	£400-£500 a day

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2018-19

Trade Union Representation Service

Outline of Proposed Service 2018/19

West Berkshire Council has a school trade union facilities agreement which includes provision for compensating individual schools for release time for teacher trade union representatives they employ. Compensation is paid from the dedicated schools grant (DSG).

Union representatives attend joint consultation meetings with the authority and meetings with head teachers and HR on a variety of employee relations matters. The latter includes TUPE consultation meetings where schools converted to academy status; consultation on reorganisations of teaching and support to staff (note: NASUWT and ATL also represent non teaching staff; NUT only represents teachers); disciplinary issues; grievances; ill health cases; capability cases; and settlement agreements.

What union officers do

Union officers use 'facilities time' to work with members experiencing professional difficulties (casework) and to support groups of members either in individual schools or through negotiation and consultation with the local authority acting on behalf of its schools (collective work). The casework dealt with by union officers falls into two broad categories: individual issues and collective issues.

Individual casework issues

The union officers spend most of the facilities time dealing with members. Union members in West Berkshire schools are able to contact their union representative directly by email or telephone. Issues raised by members in this way are known as casework. Casework can be divided into capability; disciplinary; grievance; and contracts, pay and conditions

Advice is often given on how the teacher can seek to resolve the matter for themselves. However, there are a number of cases where the union officer has to make contact with school management, human resources providers or an LA officer directly. Employees are entitled to be accompanied by a union officer at formal meetings under school HR procedures.

Contracts, Pay and Conditions issues such as pay determination appeals and questions of what teachers can be directed to do are becoming increasingly common.

Collective Issues

These include consultation on changes to working conditions such as pay policies, sickness absence policies, codes of conduct restructuring and redundancy. This school year has seen an increase in the number of school restructurings accompanied by the risk of redundancy, as school budgets come under increasing pressure. The redundancy procedure is complex and often involves multiple meetings. The threat of redundancy can quickly undermine morale in a school and often the role of union

officers is to reassure and support employees as well as ensuring that correct procedures are followed.

Benefits of Service

The following data gives information on the level and types of support provided in 2015/16:

Number of contacts made to/by union officers in 2015/16

Casework	Email	Phone	In person	Meeting
Capability Issues ¹	26	12	11	6
Pay & Conditions	19	7	4	3
Contracts	4	3	0	1
Disciplinary Issues	5	5	3	2
Grievance	4	6	1	1
Redundancy**				20
Restructuring**				8
TOTAL	58	33	19	41

Collective	In Person
LA Meetings ²	27**
Del Train	9
Personal	
Receive Train	14
Research	Not recorded
Union Briefing	15

¹ Includes formal support through appraisal

² Such as Joint Consultative Panel and Education Liaison meetings.

** Number of attendances. Officers of several unions are normally present at each meeting

Notes

This is hierarchical, i.e. an email that leads to a meeting is not recorded.

Email: number of members supported by an exchange of emails

Phone: number of members supported through at least one phone call.

In person: number of members with whom a officer has met at least once

Meeting: number of members supported at a meeting with management.

Hearing: number of members supported at a hearing

Officers also spend time on internal union organisation such as attending, committee and general meetings. These activities are not undertaken in 'facilities time' Each union has a support infrastructure for its officers that includes reference resources as well as briefings and training courses included above.

Proposed Cost of Delivery in 2018/19

The following table summarises the proposed cost of the service for 2018/19, compared to 2017/18. It is based on engaging a representative from each of the unions:

Union	2017/18	Proposed 2018/19
NASUWT		£14,745
NUT		£14,698
ATL		£12,634
NAHT		£3,264
ASCL		£2,244
Total Direct Costs		£47,580
Support Service Recharges		4,760
Total Cost		£52,340
Income from Academies		£1,696
Cost to Maintained Schools		£50,644
Less income from Nursery and Special Schools and PRUs		£2,202
Cost to Primary and Secondary Schools	£48,900	£48,442

The proposed budget for 2018/19 is based on:

- Reimbursement to schools providing release time for teacher trade union activities is dependent on agreement by Schools Forum in respect of maintained primary and secondary schools and from other schools which elect to buy in the facilities time - approximately equivalent to 1fte supply teacher across all unions, paid on UPS 3;
- Each trade union to have five days for activities including attendance at local authority consultative meetings;
- Balance of budget available is divided proportionately by the number of current members in each union as at 1st June (the budget will be adjusted depending on the actual level of buy back from other schools).

Note that representatives work across all sectors, and it is irrelevant what type of school they are employed by. Therefore the total net cost is divided between all schools de-delegating rather than taking each sector separately.

Method of charging in 2018/19

The total cost of the service will be divided by the total number of pupils recorded in the October 2017 census to arrive at a per pupil amount for charging purposes. Using October 2017 census data to provide an indicative amount, this would equate to £3.15 per primary and secondary pupil. Appendix A of the main report shows the indicative total amount per school. Academies and other schools may choose to buy into the service at the same per pupil rate (this would provide funding for additional hours).

Other Options which *may* be considered

It should be noted that once a decision has been made to discontinue pooling arrangements, it would be almost impossible to reverse that decision at a later date. Therefore the HFG and SF need to be aware that a decision to cease pooling arrangements for this budget would be permanent.

De-delegation Proposals 2018/19

Currently some academies are using their allocation for trade union facilities time to set up school based consultative arrangements, rather than 'buying in' to local authority arrangements. This might be the preferred model for all secondary schools in the future with de-delegation and funding of release time for representatives to undertake union duties in another WBC school to be confined to the Primary sector.

There may also be the option to consider a reduced service at a lower cost to schools.

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2018-19

CLEAPSS Service

Outline of Proposed Service 2018/19

West Berkshire Council has an agreement with CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) which includes the provision of support and advice to teachers, technicians, head teachers and governors/trustees on how best to use high quality practical work to support pupils learning in science, design & technology and, most recently, art & design.

All but two of the 182 authorities, with the duty to provide education, in England, Wales and Northern Ireland and the various islands, are members of CLEAPSS.

The Local Authority can offer schools and academies the opportunity to purchase an annual CLEAPSS subscription at a heavily discounted price from that which schools would pay independent of West Berkshire Council.

The CLEAPSS subscription includes Radiation Protection Officer (RPO) (including site visit/assessment) and the Radiation Protection Adviser Service (RPA) for secondary schools and academies.

Benefits of Service

CLEAPSS covers:

- Health & safety including model risk assessments
- Chemicals, living organisms, equipment
- Sources of resources
- Laboratory design, facilities and fittings
- Technicians and their jobs
- D&T facilities and fittings

CLEAPSS provides:

- Termly newsletters for primary and secondary schools
- A wide range of free publications
- Model risk assessments
- Special risk assessments
- Low-cost training courses for technicians, teachers and local authority officers
- A telephone helpline
- A monitoring service, e.g. for mercury spills
- Evaluations of equipment
- Advice on repairs
- A H&S / Review of service publishers, exam boards and other organizations producing teaching resources

The local authority will have met the conditions of membership if all community schools subscribe.

Costs and Method of charging for 2018/19

CLEAPSS set the pricing each year in January/February for the financial year April to March ahead. In 2017/18 the charge to schools was 15 pence per pupil including administration costs plus £220 per secondary school for the RPA and RPO services.

The proposal for 2018/19 is to set a rate per pupil of 16 pence per pupil which is expected to cover any increase in the CLEAPSS fee and the cost of administration. As the de-delegation covers pre 16 pupils only, maintained secondary schools will need to pay the 6th form element of the fee as a separate sum. Any shortfall or surplus will be carried forward to the following year.

Other Options which may be considered

Independent, Academies, Foundation and VA schools may purchase the CLEAPSS subscription directly through CLEAPSS at an increased price.

The proposed cost per pupil/school is shown in the table below in comparison with the cost of buying this service directly from CLEAPSS

School	Cost through local authority per pupil	Cost directly per pupil (min 200 pupils/ 350 secondary)	Radiation Protection Advisor	Radiation Protection Officer
Primary	16p	21p	N/A	N/A
Secondary	16p	27p	£40	£185
Special	16p	21p	N/A	N/A
PRU	16p	21p	N/A	N/A

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2018-19

Statutory and Regulatory Duties - Accountancy, Audit and Pension Scheme Administration

Accountancy (Statutory Functions)
<p>Description of Duties: Consolidation of school accounts into Council's year end statement of accounts.</p> <p>Overview of school budget submissions & budget monitoring reports.</p> <p>Monitoring of schools in deficit.</p> <p>Monitoring adherence to Scheme for Financing Schools.</p> <p>Returns to Central Government – CFR, CFO grants return.</p> <p>Administration of grants & other funding to maintained schools eg. PPG, budget allocations & adjustments.</p>
<p>Cost: £33,793</p>
<p>0.35 FTE Accountant 0.10 FTE Senior Accountant 0.15 FTE Finance Manager</p>
Pension Scheme Administration
<p>Description of Duties: Administration of Teachers and Local Government pension schemes in relation to staff working in maintained schools: Amending and updating employee records in relation to pensions Responding to queries from employees in relation to pensions Completion of statutory monthly returns to Teachers Pensions and Local Government pension scheme, including service and pay calculations.</p>
<p>Cost: £33,759</p>
<p>1.0 FTE Pensions Assistant</p>

Internal Audit of Schools – Statutory Requirements
<p>Description of Duties: Annual internal audit of maintained schools according to level of risk - circa 10 schools are audited per year. Each audit takes on average 7 days. The audit covers Governance; financial planning and management; financial policy, processes and records; benchmarking and value for money; school fund, SFVS.</p> <p>We also carry out Follow-up reviews for those schools that have a weak or very weak audit report opinion.</p> <p>There is provision for adhoc advice to schools/issuing the Anti Fraud Advisory Bulletins and the investigation of any financial irregularities. We also monitor compliance with submitting the SFVS returns.</p> <p>We have also included an element of time for the planning and monitoring of the school visit programme, and liaising with Accountancy /governor support etc on queries when they arise.</p>
<p>Cost: £45,173</p>
<p>0.3FTE Senior Auditor 0.5 FTE Auditor 0.07 FTE Audit Manager 0.03 FTE Chief Internal Auditor</p>

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2018-19

Statutory and Regulatory Duties – Health and Safety

1. Summary of Options

Option 1

- 1.1 Combine the costs of the provision of the schools health and safety service currently split and funded from de-delegated funds and through buy back income, thus removing the differing levels of service and maintain current staff levels.
- 1.2 All schools will equally and equitably share the costs of the provision of the schools health and safety service. The three posts will provide an equivalent of the Level Two service to all maintained schools, although some site visits will be more evenly distributed so the fire, asbestos, legionella, play equipment review visits would move to 'at least every 2 years or more frequently as required'. This accommodates the extra 25 schools that would qualify for them as all schools would be paying but spreads the workload over 2 years with 3.2 FTE posts.

Option 2

- 1.3 Maintain the current choice based service options with all schools equally and equitably share the costs of the provision of the Level One schools health and safety service. Those schools that decide to purchase the Level Two schools health and safety service will then be provided the comprehensive health and safety support service equivalent of the Level Two service.

2. Legislative Context

- 2.1 The principal legislation in the United Kingdom for health and safety is the Health and Safety at Work Etc Act 1974. There is also a considerable amount of health and safety legislation under the Health and Safety at Work Etc Act 1974 including the Management of Health and Safety at Work Regulations.
- 2.2 The Management of Health and Safety at Work Regulations set out that every employer shall appoint one or more competent persons to assist him in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.
- 2.3 The regulations also state that the employer shall ensure that the number of competent persons appointed, the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of his undertaking, the risks to which the employers employees are exposed and the distribution of those risks throughout the undertaking. It should be noted that the regulations do not suggest any limit or scope to the competent advice or how it should be delivered practically.

- 2.4 The regulations also state that where there is a competent person in the employer's employment, that person shall be appointed in preference to a competent person not in his employment.
- 2.5 The duties imposed by the health and safety at work Act 1974 and associated regulations apply to the Council as the employer in the majority of the Council's schools.
- 2.6 In the case of Foundation and Voluntary Aided schools the Governors are the employer. The Council also has the general "duty to educate", even where the Governors are the employer.

3. Health & Safety Support Service

- 3.1 The Council has an established, professional and well regarded Health and Safety Team that already supports West Berkshire schools, currently through two service options, Level One and Level Two.
- 3.2 The Level One service suggests compliance with the Management of Health and Safety at Work Regulations in terms of access to competent advice for health and safety. The Level One service includes for a health and safety needs assessment of schools on a three year basis but all other services are remote and delivered by email and/or telephone contact. All other services set out in Level Two are not included or would require payment.
- 3.3 Schools health and safety needs assessments are completed less frequently for Level One schools and there is no additional support to improve on the areas identified in the needs assessment report. The schools are expected to make the improvements themselves without further access to competent advice and support. The issues discussed at 3.2 and 3.3 are not necessarily compatible with 2.3 above.
- 3.4 The Level Two service is a comprehensive health and safety support service and covers all aspects of health and safety management and support including necessary health and safety training.
- 3.5 Two members of the health and safety team provide the Level Two service to the 50 schools that opt to take the service. It could also be argued that there is a potential conflict in performing a compliance / enforcement role with their customers.
- 3.6 The Health and Safety Team provide a compliance, advice and training role for schools. However, the work of the team relies on the buy-back which thus far has been reasonably stable but only just covers the costs of the posts.
- 3.7 This brings with it difficulty in future planning and the risk that if there was even a relatively small drop off in buy-back that one of the posts would be vulnerable. This in turn would make the service unviable as it would not be possible to maintain the Level Two service with one post/person.

4. Update on position since last year

- 4.1 An options paper setting out a number of alternative ways that the schools health and safety service could be funded into the future was taken to the Schools Funding Forum in January.

- 4.2 There were options to move to a uniform service level delivered to all schools and funded by all schools paying an equal share based on pupil numbers and one option to remain with the part funded and part buy-back service as we are. Head Teachers voted to remain as we are with a Level 1 core service (funded by all schools) and the Level 2 buy-back support service.
- 4.3 Head Teachers accepted that if the Level 2 buy-back drops off then this would jeopardise the future provision of the service and requested that a further report be brought for their consideration if that was to happen.
- 4.4 As was somewhat expected at this time last year the overall buy-back of the service by schools did reduce slightly with around five schools dropping out due to budget constraints.
- 4.5 Buy back for the year 2017/8 was £93,280 with staffing costs around £110,666 including overheads, leaving a shortfall of around £17,386.
- 4.6 Funding for the Level 1 post, which was held vacant, offset this in the short term but we need to establish the structure and funding for the Schools H&S Team going forward.
- 4.7 We have recently been successful in a tender process for health and safety support service to the Excalibur Academies Trust for approximately £13,000 per annum. However, the volume of work means that we need to fill the vacant post to maintain service standards to all schools, thus adding to the financial pressure notwithstanding the additional income.
- 4.8 We were also successful in gaining work and income from Park House Academy and Dingley's Promise Nursery's.

5. Proposals

Option 1

- 5.1 To combine the costs of the provision of the schools health and safety service as shown in the table below and remove the differing levels of service.

Table 1

Staffing Structure Required to deliver Option1: 0.2 FTE Health & Safety Manager 1.0 FTE Health & Safety Officer 2.0 FTE Senior Health & Safety Officers	
Total Cost of Service to Maintained Schools	£167k
Less: Charge to maintained nursery, special, and PRU schools	-£7k
Total Cost of Service Proposed to be met by Maintained Primary and Secondary Schools	£160k
Estimated Rate per Pupil	£10.34

- 5.2 This staffing structure will provide a comprehensive health and safety support service equivalent of the Level Two service to all schools but we would need to smooth the workload over more time, so the fire, asbestos, legionella, play equipment review visits would move to 'at least every 2 years or more frequently as required'. This accommodates the extra 25 schools that would qualify for them as all schools would be paying but spreads the workload over 2 years with 3.2 FTE posts.
- 5.3 All schools will equally and equitably share the costs of the provision of the schools health and safety service.

Option 2

- 5.4 Maintain the current choice based service options with all schools equally and equitably share the costs of the provision of the Level One schools health and safety service.
- 5.5 Those schools that decide to purchase the Level Two schools health and safety service will then be provided the comprehensive health and safety support service equivalent of the Level Two service to all schools at additional cost. Additional costs for the Level Two service will be charged similar to existing.

Table 2

Staffing Structure Required to deliver Option1: 0.2 FTE Health & Safety Manager 1.0 FTE Health & Safety Officer	
Total Cost of Service to Maintained Schools	£57k
Less: Charge to maintained nursery, special, and PRU schools	-£2.5k
Total Cost of Service Proposed to be met by Maintained Primary and Secondary Schools	£54.5k
Estimated Rate per Pupil	£3.52

This is not a preferred option for the arguments set out above in 2.2, 2.3 and 2.4 in that it may not comply the spirit of the legislation. The work of the remainder of the team will rely on the buy-back which, in the recent few years has only just covered the costs of two posts. This brings difficulty in future planning and the risk that if there was even a relatively small drop off in buy-back that one of the posts would be vulnerable. This in turn could make the Level Two service unviable as it would not be possible to maintain the Level Two service with one post/person.

6. Conclusion

- 6.1 The Council recognises that safety is important but needs to be approached creatively and should not be seen as simply another legal burden or bureaucratic chore. A planned approach to managing risk should be seen as an enabler, not just to prevent accidents and work related health problems to both staff and pupils but to build a culture of sensible risk management, linked to a curriculum where teaching young people can develop their capability to assess and manage risk.

De-delegation Proposals 2018/19

- 6.2 Risk is part of life but accidents do not need to be, so while schools need to make sure staff, pupils and visitors are safe, they also need to make sure that pupils are helped to become risk aware without becoming unnecessarily risk averse.
- 6.3 The Council will continue to support sensible and pro-active health and safety management in schools by providing a supportive infrastructure and service to schools.