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# Central Schools' Services Block Budget 2021/22

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**Report being considered by:** Schools' Forum on 7 December 2020

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**Item for:** Discussion **By:** All Forum Members

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## 1. Purpose of the Report

- 1.1 To set out the budget proposal for services funded from the Central Schools' Services (CSSB) block of the DSG and to propose measures to enable the budget for this block to be balanced.

## 2. Recommendations

- 2.1 To balance the Central Schools Services Block by transferring funds from other blocks and by reducing costs.

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

- 3.1 The Schools Funding Regulations for 2018/19 introduced a new Central Schools' Services Block within the Dedicated Schools Grant (DSG). This block consists of centrally retained services:

- (1) Admissions, licences and servicing of Schools' Forum, which were previously funded from the Schools Block, and
- (2) Education welfare, asset management, and statutory & regulatory duties, which were previously funded from the Education Services grant which was withdrawn in 2017/18.

- 3.2 The CSSB covers funding allocated to Local Authorities (LAs) to carry out central functions on behalf of pupils in state-funded maintained schools and academies in England. All the services funded by this block are statutory and have to be carried out.

- 3.3 The provisional allocation of funding for the Central Schools Services Block for 2021/22 is £934,757, which is a £23,970 reduction on the previous year.

## 4. Budget Requirement for the Central Schools Services Block

- 4.1 The following table shows the budget requirement for the services that fall within the Central Schools Services Block for 2021/22 compared to 2020/21.

	Central Schools Services Block (CSSB)	2020/21 Budget	2021/22 Budget Requirement	Increase/Decrease	Change
		£	£	£	%
	<b>Budget Requirement:</b>				
1	School Admissions	213,020	225,896	12,876	6%
2	National Copyright Licences	140,190	142,994	2,804	2%
3	Servicing of Schools Forum	51,290	52,640	1,350	3%
4	Education Welfare	214,890	206,986	-7,904	-4%
5	Statutory & Regulatory Duties:				
a	Provision of Education Data	207,510	212,329	4,819	2%
b	Finance Support for the Education Service	84,060	81,071	-2,989	-4%
c	Strategic Planning of the Education Service	96,770	99,900	3,130	3%
	<b>Total Budget Requirement</b>	<b>1,007,730</b>	<b>1,021,816</b>	<b>14,086</b>	<b>1%</b>

4.2 For 2021/22, costs have increased overall by 1% or £14k. There have been staff reductions in Finance support and the Education Welfare Service. The Support Service Recharges have been reallocated accordingly.

4.3 The cost of copyright license for schools is determined by the relevant national agencies. Details of all the other services included in the Central Schools Services Block (including a breakdown of costs) is given in Appendix A.

## 5. Funding

5.1 There has been a funding shortfall on the block since it was established.

- (1) In 2018/19, the shortfall was £251k and was balanced by transfers from Early Years and High Needs blocks and one off Council funding.
- (2) For 2019/20, costs were brought down by £135k, mainly from staffing reductions, and the block was balanced using under spends and some remaining ESG funding.
- (3) The 2020/21 grant funding for the CSSB reduced by £24k to £952k. This was balanced following a review of all the budgets and removing £9k of services budgets as well as re-coding staff time. There was an underspend from 2019/20 of £54k which will be used to off-set the in year budget shortfall of £49k.
- (4) For 2021/22, the initial grant allocation has reduced by £24k but costs have increased by £14k. The current shortfall on the budget is £87,056.

5.2 The table below shows how the block has been balanced in previous years.

## Central Schools' Services Block Budget 2021/22

Central Schools Services Block (CSSB)	2019/20 Budget	2020/21 Budget	2021/22 Budget Requirement	Increase/Decrease from 20/21	Change
	£	£	£	£	%
<b>Total Budget Requirement</b>	<b>1,108,030</b>	<b>1,007,729</b>	<b>1,021,816</b>	<b>14,086</b>	<b>1%</b>
<b>Funding:</b>					
Central Schools Services Block DSG	-976,226	-958,730	-934,760	- 23,970	-3%
Copyright underspend 18/19 & 17/18 cf	-53,155				
Capita 1 underspend 18/19	-15,000				
Release of ESG unutilised grant	-63,649	-49,000			
<b>Total Funding</b>	<b>-1,108,030</b>	<b>-1,007,730</b>	<b>-934,760</b>		
<b>Balance</b>	<b>0</b>	<b>0</b>	<b>87,056</b>		

## 6. Proposals for discussion

6.1 The table below shows the potential value of a Block transfer from the Early Years and High Needs Blocks. Cost reductions will also be investigated to reduce the value required as a transfer.

	TOTAL	Early Years Block	High Needs Block
<b>Statutory &amp; Regulatory Duties:</b>			
Provision of Information	212,329		
Accountancy	81,071	8,107	8,107
Education Service Planning	99,900	9,990	9,990
Sub Total Stat Reg Duties	393,300		
Education Welfare Service	206,986		
Servicing the Schools Forum	52,640	5,264	5,264
Admissions	225,896		
National Copyright Licences	142,994	14,299	14,299
	<b>1,021,816</b>	<b>37,660</b>	<b>37,660</b>
Central School Services Block DSG	<b>-934,757</b>	initial allocation 2021/22	
Current shortfall	<b>87,059</b>		

## Appendix A

## Details and Costs of Central Schools' Services

	Number of Posts	% Charged to CSSB	2021/22 £
<b>School Admissions</b>			
<b><u>Description of Statutory Duties covered</u></b>			
Administration of admissions process for maintained schools and academies			
<b><u>Staffing Structure</u></b>			
Service Manager	1.00	10%	
Admissions and Transport Manager	1.00	80%	
Admissions Officers	2.50	80%	
<b><u>Breakdown of Costs</u></b>			
Staff salary costs			142,540
Employee Expenses			18,700
Supplies and Services			5,850
Capita One recharge			22,055
Support Service Recharges			36,751
<b>TOTAL ELIGIBLE EXPENDITURE FOR ADMISSIONS</b>			<b>225,896</b>
<b>Servicing the Schools Forum</b>			
<b><u>Description of Statutory Duties covered</u></b>			
Setting agendas, minute taking, co-ordination and distribution of papers for Schools Forum and its sub groups			
<b><u>Staffing Structure</u></b>			
Head of Education	1.00	10.00%	
Schools Finance Team	2.46	5% to 10%	
Schools Forum Clerk			
<b><u>Breakdown of Costs</u></b>			
Staff salary costs			43,680
Room hire, consumables and members expenses			1,610
Support Service Recharges			7,350
<b>TOTAL ELIGIBLE EXPENDITURE FOR SERVICING THE SCHOOLS FORUM</b>			<b>52,640</b>

	Number of Posts	% Charged to CSSB	2021/22 £
<b>Education Welfare</b>			
<b><u>Description of Statutory Duties covered</u></b>			
Tracking of children who can be legally removed from the school roll.			
Monitoring of elective home education.			
Issuing and monitoring of child work permits and performance licences.			
Attendance at core group meetings for specific pupils			
Advice on keeping registers			
Progress cases to court where appropriate. Maintain up to date knowledge of legal processes and			
<b><u>Staffing Structure</u></b>			
Principal Education Welfare and Safeguarding Officer	1.00	45%	
Senior Education Welfare Officer	0.40	90%	
Education Welfare Officers	4.30	35%	
Assistant Education Welfare Officer	1.00	100%	
Administrative Assistant	0.40	100%	
<b><u>Breakdown of Costs</u></b>			
Staff salary costs			154,903
Employee expenses/car allowances			6,150
Other non staffing costs			3,380
Income from fines			-11,350
Capita One Recharges			9,803
Support Service Recharges			44,101
<b>TOTAL ELIGIBLE EXPENDITURE FOR EDUCATION WELFARE</b>			<b>206,987</b>
	Number of Posts	% Charged to CSSB	2021/22 £
<b>Provision of Education Data</b>			
<b><u>Description of Statutory Duties covered</u></b>			
Statutory returns to DfE			
Data analysis and reporting e.g. Exam results, performance			
School census administration and reports			
<b><u>Staffing Structure</u></b>			
Staffing	2.00	100%	
<b><u>Breakdown of Costs</u></b>			
Staff salary costs			96,950
Capita One recharge			100,679
Support Service Recharges			14,700
<b>TOTAL ELIGIBLE EXPENDITURE FOR PROVISION OF EDUCATION DATA</b>			<b>212,329</b>

	Number of Posts	% Charged to CSSB	2021/22 £
<b>Finance Support for the Education Service</b>			
<b><u>Description of Statutory Duties covered</u></b>			
DSG services budget preparation, monitoring, and year end			
Education services budget preparation, monitoring, and year end			
School funding formula and early years funding formula			
Administration of funding allocations to all schools for early years and high needs			
Statutory returns e.g. APT, S251, CFO deployment of DSG			
<b><u>Staffing Structure</u></b>			
DSG Accountant	1.00	5%	
Accountant - Education	0.50	75%	
Accountant - Education	1.00	50%	
Senior Accountant - Education	0.61	50%	
Education Finance Manager	0.81	15%	
Chief Accountant	1.00	5%	
<b><u>Breakdown of Costs</u></b>			
Staff salary costs			59,020
Support Service Recharges			22,051
<b>TOTAL ELIGIBLE EXPENDITURE FOR FINANCE SUPPORT</b>			<b>81,071</b>
<b>Strategic Planning of the Education Service</b>			
<b><u>Description of Statutory Duties covered</u></b>			
Strategic planning and management of the Education service as a whole			
<b><u>Staffing Structure</u></b>			
Head of Education	1.00	80%	
Other staffing	1.00	42%	
<b><u>Breakdown of Costs</u></b>			
Staff salary costs			97,100
Other staff costs			2,800
Support Service Recharges			0
<b>TOTAL ELIGIBLE EXPENDITURE FOR PLANNING OF EDUCATION SERVICE</b>			<b>99,900</b>