

# De-delegation, Education Functions and Health and Safety Service Proposals 2022/23

**Report being considered by:** Schools Forum  
**On:** 18<sup>th</sup> October 2021  
**Report Author:** Melanie Ellis, 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).

## 2. Recommendation

- 2.1 Maintained primary, secondary, special, nursery and PRU heads (as applicable) to agree the De-delegations and Education Functions as set out in Table 7.
- 2.2 Maintained primary, secondary, special, nursery and PRU heads (as applicable) to agree the Health and Safety Service as set out in Table 8.

**Will the recommendation require the matter to be referred to the Council or the Executive for final determination?**

Yes: ☐

No: ☒

## 3. Introduction

- 3.1 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).
- 3.2 De-delegated services consist of Behaviour Support, Ethnic Minority Support, Trade Union Local Representation, Schools in Financial Difficulty fund (primary) and Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS)
- 3.3 Education functions consist of the statutory and regulatory duties held by the local authority in respect of maintained schools.
- 3.4 The Health and Safety service provides a compliance, advice and training role for schools.

## 4. De-delegated Services

- 4.1 De-delegated services are for maintained schools only. Funding must be allocated through the formula but can be passed back, or de-delegated for maintained primary and secondary schools with schools forum approval.
- 4.2 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. Academies may also be given the option to buy into the service.

- 4.3 The schools funding regulations for 2022/23 have now been published and these confirm that similar arrangements for de-delegation of the cost of these services will apply for 2022/23. Funding arrangements are expected to change in 2023/24, but details of the changes have not yet been announced.
- 4.4 Primary and secondary school representatives are required to recommend to Schools Forum on whether each service is to be de-delegated or not. The services below were de-delegated in 2021/22 and are proposed to be de-delegated in 2022/23:

**Primary and Secondary only:**

- Behaviour Support Services
- Ethnic Minority Support
- Trade Union Local Representation
- Schools in Financial Difficulty (primary schools only)
- CLEAPSS

**Therapeutic Thinking Service (previously Behaviour Intervention)**

- 4.5 The Therapeutic Thinking Service proposal for 2022/23 is set out in Appendix B.
- 4.6 Table 1 shows the budget and unit charge for 2022/23 compared to 2021/22. The total cost will be divided by the total numbers of pupils in the October 2021 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 2020 census this is estimated to be £15.13 per pupil but the final rate will be determined according to the October 2021 census.

TABLE 1	2021/22			2022/23		
	Number of pupils	Unit Charge per pupil	Budget	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	11,603	£15.20	£176,317	11,603	£15.13	£174,720
Maintained Secondary Schools	3,189	£15.20	£48,459	3,189	£15.13	£49,138
Total			<b>£224,776</b>			<b>£223,858</b>

**Ethnic Minority and Traveller Achievement Service**

- 4.7 The detail of the Ethnic Minority and Traveller Achievement Service (EMTAS) is set out in Appendix C.
- 4.8 Table 2 shows the budget and the estimated unit charge for the service for 2022/23 compared to 2021/22. 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 2021 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 is based on the October 2020 census, but the final rate will be determined according to the number of EAL pupils in the October 2021 census.

TABLE 2	2021/22			2022/23		
	Number of pupils	Unit Charge per pupil with EAL	Budget	Number of pupils	Unit Charge per pupil with EAL	Budget
Maintained Primary Schools	731	£249.17	£182,156	731	£243.03	£164,606
Maintained Secondary Schools	14	£249.17	£3,571	14	£243.03	£4,258
			<b>£185,727</b>			<b>£168,864</b>

### Trade Union Representation

- 4.9 The detail of the service provided by Trade Union representatives to schools is set out in Appendix D.
- 4.10 Table 3 shows the budget and unit charge for the service for 2022/23 compared to 2021/22. The proposal for 2022/23 is based on the cost of 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 2021 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 2020 census this currently estimated to be £3.92 per pupil but the final rate will be determined according to the October 2021 census.

TABLE 3	2021/22			2022/23		
	Number of pupils	Unit Charge per pupil	Budget	Number of pupils	Estimated Unit Charge per pupil	Estimated Budget
Maintained Primary Schools	11,603	£3.70	£42,929	11,603	£3.92	£45,272
Maintained Secondary Schools	3,189	£3.70	£11,799	3,189	£3.92	£12,732
			<b>£54,728</b>			<b>£58,004</b>

### Schools in Financial Difficulty

- 4.11 The Schools in Financial Difficulty fund was topped up by £27.5k to £200k as part of the 2021/22 budget process. This fund is largely used for one off exceptional costs such as those in relation to staffing restructures.
- 4.12 There have not been any approved bids so far in the current financial year, therefore it is proposed that we review this at the next meeting

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

- 4.13 The detail of the service provided by this subscription is set out in Appendix E.
- 4.14 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 2022/23 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 2022/23 compared to 2021/22. 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	2021/22				2022/23			
	Number of pupils	Unit Charge per pupil	Charge per school	Budget	Number of pupils	Est Unit Charge per pupil	Est Charge per school	Estimated Budget
Maintained Primary Schools	11,603	£0.16		£1,856	11,603	£0.17		£1,963
Maintained Secondary Schools	3,189	£0.16	£235	£1,215	3,189	£0.17	£235	£1,257
				<b>£3,072</b>				<b>£3,220</b>

- 4.15 The total cost of each de-delegated service and an initial estimate of the amount to be de-delegated from each school is shown within Appendix A. This estimate is based on the October 2020 census, however the final amounts will be based on the October 2021 census when that data becomes available.

## 5. Education Functions for Maintained Schools

- 5.1 Education responsibilities held by local authorities for **all** schools are funded from the Central Schools Services Block of the DSG. Education functions held by local authorities for **maintained schools only** can be funded from maintained schools budget shares and de-delegated, with agreement of the maintained schools members of schools forums.
- 5.2 Education functions consist of the statutory and regulatory duties held by the local authority in respect of maintained schools. These consist of Accountancy, Internal Audit and Pension scheme administration. The Accountancy, audit and pension administration services are described in appendix F.
- 5.3 Representatives of all maintained schools (including Special and Nursery Schools and PRUs) are required to recommend to Schools Forum whether or not these services should be funded from maintained school budget shares and de-delegated for 2022/23:

### All Maintained Schools:

- Statutory and Regulatory Duties comprising:
    - Statutory accounting functions in respect of schools
    - Internal Audit of schools
    - Administration of pensions for school staff
- 5.4 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.
- 5.5 Table 6 shows the budget and estimated unit charges for these services in 2022/23 compared to 2021/22. The total cost will be divided by the total numbers of pupils in the October 2021 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 2020 census but the final rates will be determined according to the October 2021 census.

TABLE 6	2021/22		2022/23				
	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	£3.18	£48,491	£3.37	£51,756	£38,930	£10,949	£1,878
Audit	£3.09	£47,081	£3.26	£50,075	£37,666	£10,593	£1,817
Pension Scheme Administration	£2.41	£36,729	£2.35	£36,025	£27,097	£7,621	£1,307
Total Education Functions	<b>£8.68</b>	<b>£132,301</b>	<b>£8.98</b>	<b>£137,856</b>	<b>£103,693</b>	<b>£29,162</b>	<b>£5,001</b>

5.6 The total cost of each service and an initial estimate of the cost for each school is shown within Appendix A. This estimate is based on the October 2020 census, however the final amounts will be based on the October 2021 census when that data becomes available.

5.7 Table 7 summarises the de-delegations and education functions which are proposed for 2022/23:

TABLE 7	2022/23 Primary Budget £	Agreed by HFG	2022/23 Secondary Budget £	Agreed by HFG	2022/23 Early Years & High Needs Budgets £	Agreed by HFG
Therapeutic Thinking Support	174,720		49,138		n/a	n/a
Ethnic Minority Support	164,606		4,258		n/a	n/a
Trade Union Representation	45,272		12,732		n/a	n/a
Schools In Financial Difficulty	0		n/a		n/a	n/a
CLEAPSS	1,963		1,257		n/a	n/a
Education Functions	103,693		29,162		5,001	

## 6. Health and Safety Service to Schools

- 6.1 As the Council is the employer and therefore the principal legal duty holder (notwithstanding any delegated responsibilities to a schools, Head Teachers and Governors) in relation to health and safety, it makes sense to ensure an adequate, effective and efficient health and safety service is provided to all Local Authority maintained schools and a buy-back option offered to non-maintained schools.
- 6.2 The Health and Safety Team provide a compliance, advice and training role for schools and the Team continue to be heavily involved in assisting schools developing and reviewing covid secure arrangements, plans and risk assessments.
- 6.3 Following a decision to change the way the service operated in 2020/21, for the last year all maintained schools have had the Level Two (Enhanced) service. This 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.
- 6.4 It is proposed to provide the full schools health and safety service to all maintained schools, continuing on from the previous year. This will meet the requirements of

the employer under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations and other related legislation.

- 6.5 Schools will pay a graduated fee based on pupil numbers for the Level 1 element of the service and a top up cost to cover the combined service. All maintained schools will need to agree to be part of this collective agreement to equitably fund the service.
- 6.6 A buy-back option would continue to be offered to schools such as academy and independent schools. Income generated from buy-back services would be invested in the service or offset to reduce costs for the schools in the collective agreement.
- 6.7 Table 8 below shows the 2022/23 cost if all Local Authority maintained schools, Voluntary Controlled, Voluntary Aided and special schools agree to one equal service.

**Table 8**

Pupil No's	Band A 0-60	Band B 61 - 100	Band C 101-200	Band D 201-300	Band E 301-650	Band F 650+	Band G Secondary
21/22	£800.00	£1,300.00	£1,600.00	£2,000.00	£2,600.00	£4.47 Per pupil	£4.47 Per pupil
22/23	£800.00	£1,300.00	£1,600.00	£2,000.00	£2,600.00	£4.57 Per pupil	£4.57 Per pupil

- 6.8 Further detail is provided in Appendix G.

## 7. Consultation and Engagement

- 7.1 The proposals set out in this report will be included in the consultation with all schools on the proposed school funding arrangements for 2022/23.

## 8. Appendices

Appendix A – Indicative De-delegations per school for 2022/23

Appendix B – Therapeutic Thinking 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 service to schools

Appendix H – Equalities Impact Assessment

Appendix A



# De-delegation, Education Functions and Health and Safety Service Proposals 2022/23

Indicative De-Delegations for 2022/23 - Based on October 2020 Census Data													
	De-delegations							Education functions for maintained schools					
			Behaviour Intervention	Ethnic Minority Support	Trade Union Representation	Schools in Financial Difficulty	CLEAPSS	Total De-delegations	Statutory Accounting Functions	Internal Audit of Schools	Pension Scheme Administration	Total Education Functions	Total De-delegations and Education Functions
Proposed Primary Delegation			£174,720	£164,606	£45,272	£0	£1,963	£386,561	£38,930	£37,666	£27,097	£103,693	£490,254
Proposed Secondary Delegation			£49,138	£4,258	£12,732	£0	£1,257	£67,385	£10,949	£10,593	£7,621	£29,162	£96,547
Total Proposed Delegation			£223,858	£168,864	£58,004	£0	£3,220	£453,946	£49,878	£48,258	£34,718	£132,855	£586,801
Estimated income from other maintained schools			£0	£0	£2,183	£0	£63	£2,246	£1,878	£1,817	£1,307	£5,001	£7,247
Total Cost of Service			£223,858	£168,864	£60,187	£0	£3,283	£456,192	£51,756	£50,075	£36,025	£137,856	£594,048
Indicative cost per primary pupil			£15.13	£243.03	£3.92	£0.00	£0.17	£262	£3.37	£3.26	£2.35	£8.98	£271
Indicative cost per secondary pupil			£15.13	£243.03	£3.92	n/a	£0.17	£262	£3.37	£3.26	£2.35	£8.98	£271
Indicative cost per other maintained school pupil			n/a	£243.03	£3.92	n/a	£0.17	£247	£3.37	£3.26	£2.35	£8.98	£256
Fixed cost per secondary school			n/a	n/a	n/a	n/a	£235.00	£235	n/a	n/a	n/a		£235
School	Pupil No's	EAL No's											
Aldermaston Church of England Primary School	142	2.3	2,148	548	557	0	24	3,277	479	463	333	1,275	4,552
Basildon Church of England Primary School	151	2.4	2,284	582	592	0	26	3,484	509	492	354	1,356	4,840
Beedon Church of England Controlled Primary School	50	1.2	756	283	196	0	9	1,244	169	163	117	449	1,692
Beenham Primary School	54	1.1	817	273	212	0	9	1,311	182	176	127	485	1,796
Birch Copse Primary School	425	13.0	6,430	3,147	1,666	0	72	11,315	1,433	1,386	997	3,816	15,131
Bradfield Church of England Primary School	160	3.5	2,421	845	627	0	27	3,920	539	522	375	1,437	5,357
Brightwalton Church of England Aided Primary School	103	3.6	1,558	863	404	0	18	2,843	347	336	242	925	3,767
Brimpton Church of England Primary School	58	0.0	877	0	227	0	10	1,115	196	189	136	521	1,635
Bucklebury Church of England Primary School	111	0.0	1,679	0	435	0	19	2,133	374	362	260	997	3,130
Burghfield St. Mary's Church of England Primary School	214	1.2	3,238	284	839	0	36	4,397	721	698	502	1,921	6,318
Calcot Infant School & Nursery	180	22.3	2,723	5,423	706	0	31	8,882	607	587	422	1,616	10,498
Calcot Junior School	277	10.0	4,191	2,430	1,086	0	47	7,754	934	903	650	2,487	10,241
Chaddlesworth St. Andrew's Church of England Primary School	30	0.0	454	0	118	0	5	577	101	98	70	269	846
Cheveley Primary School	204	3.5	3,086	850	800	0	35	4,770	688	665	479	1,832	6,602
Cold Ash St. Mark's Church of England Primary School	177	1.1	2,678	269	694	0	30	3,671	597	577	415	1,589	5,260
Compton Church of England Primary School	187	4.5	2,829	1,095	733	0	32	4,689	630	610	439	1,679	6,368
Curridge Primary School	99	2.3	1,498	547	388	0	17	2,449	334	323	232	889	3,338
Dowryway Primary School	213	11.6	3,222	2,829	835	0	36	6,922	718	695	500	1,912	8,835
Erborne Church of England Primary School	73	0.0	1,104	0	286	0	12	1,403	246	238	171	655	2,058
Englefield Church of England Primary School	99	2.4	1,498	594	388	0	17	2,497	334	323	232	889	3,386
Falkland Primary School	424	17.5	6,415	4,258	1,662	0	72	12,407	1,429	1,383	995	3,807	16,214
Garland Junior School	206	6.1	3,116	1,480	808	0	35	5,439	694	672	483	1,850	7,288
Hampstead Norreys Church of England Primary School	88	0.0	1,331	0	345	0	15	1,691	297	287	206	790	2,481
Hermitage Primary School	183	4.6	2,769	1,126	717	0	31	4,643	617	597	429	1,643	6,286
Hungerford Primary School	360	13.0	5,446	3,155	1,411	0	61	10,074	1,214	1,174	845	3,232	13,306
The Isleys' Primary School	63	0.0	953	0	247	0	11	1,211	212	205	148	566	1,776
Inken Primary School	60	1.1	908	265	235	0	10	1,418	202	196	141	539	1,957
John Rankin Infant & Nursery School	270	30.7	4,085	7,456	1,058	0	46	12,645	910	881	633	2,424	15,070
John Rankin Junior School	351	14.0	5,310	3,402	1,376	0	60	10,148	1,183	1,145	824	3,151	13,300
Kennet Valley Primary School	194	16.5	2,935	4,000	760	0	33	7,729	654	633	455	1,742	9,471
Kimbury St. Mary's Church of England Primary School	145	1.2	2,194	284	568	0	25	3,071	489	473	340	1,302	4,373
Long Lane Primary School	214	9.2	3,238	2,237	839	0	36	6,350	721	698	502	1,921	8,271
Mortimer St. John's Church of England Infant School	232	4.0	3,510	972	909	0	39	5,431	782	757	544	2,083	7,514
Mortimer St. Mary's Church of England Junior School	172	12.7	2,602	3,084	674	0	29	6,389	580	561	404	1,544	7,934
Mrs. Bland's Infant & Nursery School	176	19.2	2,663	4,673	690	0	30	8,055	593	574	413	1,580	9,635
Pangbourne Primary School	200	8.2	3,026	2,001	784	0	34	5,845	674	652	469	1,796	7,641
Parsons Down Infant School	129	10.9	1,952	2,644	506	0	22	5,123	435	421	303	1,158	6,281
Parsons Down Junior School	232	2.0	3,510	492	909	0	39	4,951	782	757	544	2,083	7,034
Purley Church of England Infants School	104	6.9	1,573	1,685	408	0	18	3,684	351	339	244	934	4,617
Robert Sandilands Primary School & Nursery	233	28.7	3,525	6,974	913	0	40	11,451	785	760	547	2,092	13,543
Shaw-cum-Donnington Church of England Primary School	87	8.5	1,316	2,056	341	0	15	3,728	293	284	204	781	4,509
Sheffield Church of England Primary School	53	0.0	802	0	208	0	9	1,019	179	173	124	476	1,494
Springfield Primary School	303	10.5	4,584	2,549	1,188	0	52	8,372	1,021	988	711	2,720	11,093
Spurcroft Primary School	450	28.6	6,808	6,957	1,764	0	77	15,605	1,517	1,468	1,056	4,040	19,646
St. Finian's Catholic Primary School	194	10.7	2,935	2,603	760	0	33	6,332	654	633	455	1,742	8,073
St. John the Evangelist Infant & Nursery School	178	47.9	2,693	11,633	698	0	30	15,053	600	581	418	1,598	16,652
St. Joseph's Catholic Primary School	200	64.7	3,026	15,725	784	0	34	19,569	674	652	469	1,796	21,365
St. Nicolas Church of England Junior School	256	16.0	3,873	3,888	1,004	0	44	8,808	863	835	601	2,298	11,107
St. Pauls Catholic Primary School	315	32.9	4,766	7,998	1,235	0	54	14,052	1,062	1,027	739	2,828	16,880
Stockcross Church of England Primary School	103	1.2	1,558	288	404	0	18	2,267	347	336	242	925	3,192
Strealey Church of England Voluntary Controlled Primary School	103	1.2	1,558	281	404	0	18	2,261	347	336	242	925	3,186
Sulhamstead and Upton Nervet Church of England Voluntary	100	0.0	1,513	0	392	0	17	1,922	337	326	235	898	2,820
Thatcham Park Church of England Primary School	340	18.3	5,144	4,451	1,333	0	58	10,986	1,146	1,109	798	3,053	14,038
Theale Church of England Primary School	311	14.0	4,705	3,410	1,219	0	53	9,387	1,048	1,014	730	2,792	12,179
Welford and Wickham Church of England Primary School	88	1.1	1,331	267	345	0	15	1,959	297	287	206	790	2,749
Westwood Farm Infant School	177	27.2	2,678	6,618	694	0	30	10,019	597	577	415	1,589	11,609
Westwood Farm Junior School	237	8.0	3,585	1,944	929	0	40	6,499	799	773	556	2,128	8,627
The Willows Primary School	371	23.9	5,613	5,817	1,454	0	63	12,947	1,251	1,210	870	3,331	16,278
The Wincombe School	442	66.7	6,687	16,198	1,733	0	75	24,692	1,490	1,442	1,037	3,969	28,661
Woolhampton Church of England Primary School	106	1.2	1,604	283	416	0	18	2,320	357	346	249	952	3,272
Yattendon Church of England Primary School	92	2.4	1,392	588	361	0	16	2,356	310	300	216	826	3,183
													0
The Downs School	988	5.1	14,947	1,235	3,873	0	403	20,458	3,330	3,222	2,318	8,871	29,328
Little Heath School	1,290	9.4	19,516	2,294	5,057	0	454	27,321	4,348	4,207	3,027	11,582	38,903
The Willink School	970	3.0	14,675	729	3,802	0	400	19,606	3,270	3,164	2,276	8,709	28,315
PRIMARY TOTAL	11,549	677.32	174,720	164,606	45,272	0	1,963	386,561	38,930	37,666	27,097	103,693	490,254
SECONDARY TOTAL	3,248	17.52	49,138	4,258	12,732	0	1,257	67,385	10,949	10,593	7,621	29,162	96,547
TOTAL ALL PRIMARY AND SECONDARY SCHOOLS	14,797	695	223,858	168,864	58,004	0	3,220	453,946	49,878	48,258	34,718	132,855	586,801
Other Maintained Schools													
Hungerford Nursery	103		n/a	n/a	404	n/a	n/a	404	347	336	242	925	1,329
Victoria Park Nursery	84		n/a	n/a	329	n/a	n/a	329	283	274	197	754	1,083
Total within Early Years Block			0	0	733	0							

Appendix B



# West Berkshire Council Maintained Schools

## Proposal to De-Delegate Formula Funding 2022/23

### Therapeutic Thinking Support Team

#### Outline of Proposed Service 2022/23

The Therapeutic Thinking Support Team (TTST) offers evidence-based advice and support to schools through promotion of Therapeutic Thinking approach and tools. The type of involvement includes whole school support, staff training, staff support, class or year group support, as well as individual support.

#### Key Features

1. Quick and flexible response for schools who have pupils presenting with difficult and dangerous behaviours.
2. Different levels of response within the team (whole school, group, individual).
3. Support and advice in relation to Therapeutic Thinking; developing therapeutic plans, anxiety mapping, conscious and subconscious checklists

1. The Team –

Beth Cartwright (TTST Manager & Senior EP)  
Robyn Stevens (Assistant EP)  
Gerry Heaton (Primary TTST Adviser)  
Melissa West (Secondary TTST Adviser)  
Kayleigh Chocian (SEMH Practitioner)  
Jessica Durham (SEMH Practitioner)  
Madeleine Williams (SEMH Practitioner)  
Roslyn Arthur (Exclusions Officer)

2. Rapid Response: capacity to respond rapidly to school concerns. This could relate to children but also whole school situations that arise. Anti-social behaviour would be the main focus but wouldn't exclude other complex situations.
3. For those needing some quick advice, signposting, or consultation with a TTST Educational Psychologist, Beth is available for telephone consultations.
4. TTST 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 and the Therapeutic Thinking approach, 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 continue 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 sits 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 difficult behaviour have unidentified mental health problems. Revised 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 TTST 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. A stepped approach using the Therapeutic Thinking flowchart to support analysis and help identify appropriate strategies and interventions, which is likely to often lead to writing or revision of a mini or full Therapeutic plan.
3. Having identified a child or young person's need following consultation and use of the Therapeutic Thinking tools, a TTST worker may offer an intervention to develop the unmet need, e.g. Social skills through Lego Therapy, reading and social emotional skills through Storylinks
4. Support in developing Small garden provision
5. More direct support with very complex cases involving a wide range of services.
6. Support from practitioners where appropriate to help implement/model strategies in school.
7. Access to support for challenging whole school situations through advisers with senior level management experience and experienced educational psychologists.
8. Teacher consultations and support from the Adviser or EP
9. Write up and actions as well as agreed review of cases where appropriate.
10. Direct links into PPP (Pupil Placement Panel & Fair Access process), VCF (Vulnerable Children's Fund), Therapeutic Thinking funding and other relevant systems/services
11. Links with other support services and help in securing necessary actions
12. Clear information of key personnel and agencies within West Berkshire –regularly updated.
13. Training in some interventions (available at Local Authority / whole school / small group levels)
14. Access to circle of adults meetings facilitated by an Assistant Educational Psychologist or SEMH Practitioner for pupils at risk of permanent 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.

## Feedback from 2021/2022 delivery

- 75% of respondents found TTST involvement extremely or very helpful

*'The team are always ready to listen and make suggestions. They recognise that schools are coping with difficult situations with a range of issues from staff, parents and children'*

*'Support totally tailored to our needs'*

- Respondents thought there had been an improvement in the pupils' wellbeing following TTST involvement

*'Much better interaction with staff and a better attitude all round'*

*'Children were successful in class after small garden work'*

- The majority of respondents felt that children's antisocial behaviours had reduced following TTST involvement:

*'Less physical outbursts that impact themselves and others.'*

*'Reduced dangerous behaviours towards others. Improvement in mood and more pro social behaviours. Beginning to spend more time in class.'*

### Additional testimonials:

*'I would be lost without this service'*

*'Just to say thank you for all the help you have given [school] this year. I think the service has grown in its provision with regard to the range of intervention and support it now offers. Great team great people.'*

## Proposed Cost of Delivery in 2022/23

The following table summarises the proposed cost of the service for 2022/23. It is based on employing the team members outlined above.

	2020/21 £	2021/22 £	2022/23 Proposed £	% increase
Staffing Costs	210,245	197,472	207,897	
Other Costs	6,150	6,870	6,870	
Support Service Recharges	21,639	20,434	21,477	
Total Cost	238,034	224,776	236,243	4.85%
Less Surplus Brought Forward	0	0	-12,385	
<b>Amount to be De-Delegated</b>	<b>238,034</b>	<b>224,776</b>	<b>223,858</b>	<b>-0.41%</b>

The overall cost of delivering the service has reduced by 0.41% taking into account the expected April 2022 pay award and salary increments. The underspend from prior years is used to off-set the cost of service for 22/23.

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 2022/23

The total net cost of the service will be divided by the total number of pupils recorded in the October 2021 census to arrive at a per pupil amount for charging purposes. Using October 2020 census data to provide an indicative amount, this would equate to £15.13 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.

## Appendix C

### West Berkshire Council Maintained Schools

## Proposal to De-Delegate Formula Funding 2022/23

### Ethnic Minority & Traveller Achievement Service (EMTAS)

#### Context

EMTAS has been funded through a de-delegation process as agreed with the Heads Funding Group. 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 West Berkshire EMTAS Service.

#### Current Structure

The resignation of the Team Manager at the end of the academic year 2019/20 has allowed for a restructuring of the service; the first of which was to move the team into the Education Welfare and Safeguarding Service. Through an overall FTE reduction it has been possible to reduce the total cost of the service.

Currently, EMTAS is led by a Team Leader (0.6FTE), supported by a Learning Adviser/PSO EAL (1.0 FTE). There are 3 part time Pupil Support Officers (Teaching Assistant level posts) who are employed for a total of 1.6 FTE. The service has administrative support for 2 days per week, since September 2021.

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

- Organisation and completion of English language assessments of new arrivals and advanced bilingual speakers; then writing reports with recommended strategies.
- Arranging advice and support for individual pupils, including those with EAL and SEND, EHC planning.
- Arranging support for first language GCSE/AS/A2 papers; SATs Maths translation.
- Delivery of school INSET focusing on EAL teaching and learning.
- Leading training for teachers and teaching assistants on EAL and Equalities.
- Organisation of tailored packages of support to schools meet the needs of ethnic minority pupils and those from Gypsy, Roma, Traveller families e.g. managing the GReAT 121 project – training teaching assistants to deliver intervention programmes to narrow the attainment gap with their peers and to reduce inequalities.
- Tracking the attainment of GRT pupils termly.
- 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/PSO is responsible for providing support to schools. This includes:

- Completion of English language assessments for new arrivals. Providing assessment reports with recommendations and guidance for classroom teachers.
- Support and the Team Leader to deliver training in schools.

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

- Bilingual support is provided for Polish, Portuguese, Spanish, Italian and Romanian pupils.
- 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.
- PSOs support schools with parent meetings/ FSM letters/interpreting for parents at SEND reviews/EHC planning/CP and CIN cases.
- 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

### EAL assessments

Referrals for EAL assessments were received from 20 Primary Schools from the beginning of the September 2020 to August 2021 academic year. This figure is up by 4 schools, but no secondary referrals.

EAL assessments, including guidance and reports, were completed in the following schools in during that period

Aldermaston	Shaw-cum-Donnington
Compton	Springfield
Curridge	Spurcroft
Garland	St John's
Kennet Valley	St Josephs
Mortimer	St Paul's
Mrs Bland's	Theale Primary
Pangbourne	The Willows
Parsons Down	Winchcombe
Robert Sandilands	Westwood Farm

During the summer term of 2020, 44 referrals were made from 10 Primary schools for EAL assessments for pupils moving from FS2 to Year 1. These were allocated 20 TA hours or bilingual support from September 2021.

### Pupil Support Officer (Romanian)

Bilingual support has been provided in the following schools in 2020/21:

Aldermaston	The Willows
Robert Sandilands	The Winchcombe

A total of 5 pupils were supported by the part-time PSO. Schools have also received assistance with Romanian first language assessments, CP cases, Early Years, Speech and Language, SEND, EHC planning and parental liaison.

### Pupil Support Officer (Polish)

Polish bilingual support and/or translation has been provided in the following schools in 2020/21:

Theale Primary	St Joseph's
Mrs Blands	St Paul's
Parsons Down Infants	Robert Sandilands
St John's	

A total of 11 children have been supported by a member of the team undertaking 2 roles (Adviser/PSO). Schools have also received assistance with Polish first language assessments, Student Assisted Programme (SAP) meetings and EHC planning meetings/form completion, translating documents (including medical documentation), also interpreting during meetings between parents and school, enabling fluent communication between all the parties involved.

**Pupil Support Officer (Portuguese/Italian/Spanish)**

Portuguese, Brazilian, Spanish and Italian pupils in the following schools have received bilingual PSO support in this academic year.

St.Joseph's	Calcot
St John's	Winchcombe
Spurcroft	

A total of 9 pupils have been supported by the part-time PSO.

Schools have also received assistance with Portuguese, Spanish and Italian first language assessments and EHC planning meetings, enabling the parents and children to have their opinions heard.

**Pupil Support Officer (Urdu)**

This bilingual PSO role has not been replaced since the team member left.

**Pupil Support Officer (UASC)**

Since this team member left, the role has not been replaced, but the Team Leader advises and continues to offer English assessments. A Vietnamese UASC was assessed in November 2020.

**GCSEs**

Unfortunately, due to adjustments because of Covid, EMTAS have not supported secondary pupils in examinations as in previous years.

**Teaching Assistant funding**

EMTAS provides funding for Teaching Assistants within schools to support specific ethnic minority pupils. EMTAS increased the hourly rate to £10.43 per hour in September 2018 to be more in line with current Teaching Assistant pay.

Number of TA funded hours given to schools:

2020/21
740 hours (EAL)
90 hours (GRT)
Total: £8656.90

**Schools in receipt of GReaT 1 to 1 project funding during 2020/21** to provide targeted intervention for Gypsy, Roma and Traveller pupils (hours included in the figures above):

Mrs Bland's: 1 pupil, 15 hours funding	Aldermaston: 5 pupils, 75 hours funding
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**Training provided (both general and school specific)**

2020/21
EAL training delivered for trainee teachers for the Berkshire Teaching Alliance – 17 delegates (14 Primary and 3 Secondary).
Meeting the needs of new arrivals with English as an additional language – training for WBC EAL specialists in schools.
TA training to support EAL pupils in school: <ul style="list-style-type: none"> <li>• St John the Evangelist - 4 TAs</li> <li>• Thatcham Park – 6 TAs</li> <li>• Calcot – 1 TA</li> </ul>

**Number of families supported by Pupil Support Officer (GRT)**

West Berkshire has 133 children who are ascribed as Gypsy, Roma or Traveller.  
35 West Berkshire schools have Gypsy, Roma and Traveller pupils on roll.

Approximately 30 GRT children and 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.

**Number of schools supported with GRT pupils**

The following schools/colleges have received support from EMTAS for Gypsy, Roma and Traveller pupils. EMTAS Pupil Support Officer for GRT pupils has been involved in 158 sessions/meetings between September 2020 and July 2021 in support of children and families from GRT backgrounds. This included face to face sessions and a range of home/school visits. This figure does not include extensive support of GRT families and schools via phone and zoom throughout lockdown periods during the pandemic.

Aldermaston	Mrs Bland's
Garland Junior	John Rankin
Thatcham Park	i-College – Integration
The Hurst	i-College – Intervention
The Willink	i-College – The Pod
Theale Green (Academy)	Westwood Farm
Trinity (Academy)	Newbury College

Schools have been supported with engagement with their GRT families, issues around safeguarding, behaviour, avoiding exclusion, intervention for gaps in learning, transport, admissions and attendance.

**Michaelmas Fair 'School' 2020**

The Michaelmas Fair 'school' did not take place due to Covid it was cancelled by WBC. Also, a decision was made in the prior year that due to staffing and funding; in future Learning Packs will be distributed to the visiting children in addition to online learning provided by the schools they are enrolled at.

**Afghan refugees**

At present EMTAS are supporting the newly arrived Afghan refugee children daily by delivering educational activities. This has been ongoing for 3 weeks and has stretched the team's capacity, so a temporary teacher to coordinate this support is in the process of being sought.

### Number of outreach sessions on Traveller Site

Unfortunately, due to Covid 19 restrictions the outreach sessions for pre-school GRT children have been unable to resume. The Bus of Hope visits should be 9/12 months of the year, winter months are excluded due to difficulties in regard of H&S related to weather conditions. This service operates from Paices Hill Traveller site and has provided Parent and Toddler activities for families and support with school applications for children who stay on a short term basis on the site. These sessions have been supported by a range of agencies and the Family Hub staff. Usually, children attend sessions at different times over the course of the year because their families were travelling and staying temporarily on the transit part of the site. EMTAS are keen to resume these engagement sessions when it is deemed safe to do so in light of Covid 19.

### Proposed Cost of Delivery in 2022/23

The following table summarises the proposed cost of the service for 2022/23 in comparison with 2021/22 and 2020/21.

	2020/21 £	2021/22 £	2022/23 Proposed £	% decrease
Staffing Costs	198,640	171,455	177,120	
Other Costs	26,020	26,020	26,020	
Support Service Recharges	22,466	19,748	20,314	
Total Cost	247,126	217,223	223,454	2.79%
Less Surplus Brought Forward	-10,070	-31,496	-54,590	
<b>Amount to be De-Delegated</b>	<b>237,056</b>	<b>237,056</b>	<b>168,864</b>	<b>-10%</b>

The overall cost of delivering the service has decreased by 10% taking into account the expected April 2021 pay award and salary increments. The underspend from prior years is used to off-set the cost of service for 22/23. The underspend in 2020/21 was due to a vacant post, reduced mileage costs and lower spend on supplies and services due to Covid.

### Method of charging in 2022/23

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 2021 census to arrive at a per pupil amount for charging purposes. Based on October 2020 census data, this equates to £243.03 per pupil. Appendix A of the main report shows the 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 2022-23

#### Trade Union Representation Service

### Outline of Proposed Service 2022/23

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/support staff 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.

## Proposed Cost of Delivery in 2022/23

The following table summarises the proposed cost of the service for 2022/23, compared to 2021/22. It is based on engaging a representative from each of the unions:

Union	2021/22	Proposed 2022/23
NASUWT	£16,254	£17,365
NEU	£30,129	£32,188
NAHT	£3,597	£3,843
ASCL	£2,471	£2,640
Support Service Recharges	£5,245	£5,604
<b>Total Cost</b>	<b>£57,697</b>	<b>£61,640</b>
Income from Academies	£1,310	£1,453
<b>Cost to Maintained Schools</b>	<b>£56,387</b>	<b>£60,187</b>
Income from Nursery and Special Schools and PRUs	£1,659	£734
<b>Cost to Primary and Secondary Schools</b>	<b>£54,728</b>	<b>£59,453</b>

The proposed budget for 2022/23 is based on:

- Reimbursement to schools providing release time (not the salary of the union representative for 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 – the budget is calculated as approximately equivalent to 1fte teacher paid on UPS3 across all unions;
- Each trade union to have five days for regular 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 1<sup>st</sup> 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 2022/23

The total cost of the service will be divided by the total number of pupils recorded in the October 2021 census to arrive at a per pupil amount for charging purposes. Using October 2020 census data to provide an indicative amount, this would equate to £3.92 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.

There may 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 2022-23

#### CLEAPSS Service

### Outline of Proposed Service 2022/23

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 to CLEAPSS independent of West Berkshire Council.

The CLEAPSS service also requires the provision of a Radiation Protection Officer (RPO) and the Radiation Protection Adviser (RPA) for secondary schools and academies who will require some radiation sources on site as part of the national curriculum.

### 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 and 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 2022/23

CLEAPSS set the pricing each year in January/February for the financial year April to March ahead. In 2021/22 the charge to schools was 16 pence per pupil including administration costs. For secondary schools who require the service of a Radiation Protection Officer (delivered by WBC Health & Safety Team) and a Radiation Protection Adviser (delivered by CLEAPSS) there are additional costs of £185 per annum for the Radiation Protection Officer and £50 per annum for the Radiation Protection Adviser totalling £235 for the RPA and RPO services.

The proposal for 2022/23 is to set a rate per pupil of 17 pence per pupil which we hope will 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 6<sup>th</sup> form element of the fee as a separate sum. Any shortfall or surplus will be carried forward to the following year.

The charges for the RPA and RPO service will be maintained as above.

### 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
Nursery	17p	31p	N/A	N/A
Primary	17p	31p	N/A	N/A
Secondary	17p	31p	£50	£185
Special	17p	31p	N/A	N/A
PRU	17p	31p	N/A	N/A
Primary Academy	17p	31p	N/A	N/A
Secondary Academy	17p	31p	£50	£185
Incorporated Colleges	17p	31p	£50	£185

## West Berkshire Council Maintained Schools

### Proposal to De-Delegate Formula Funding 2022-23

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

#### Accountancy (Statutory Functions)

**Description of Duties:**

Consolidation of school accounts into Council's year end statement of accounts.

Overview of school budget submissions & budget monitoring reports.

Monitoring of schools in financial difficulty/deficit.

Monitoring adherence to Scheme for Financing Schools.

Returns to Central Government – CFR, CFO grants return.

Administration of grants & other funding to maintained schools eg. PPG, budget allocations & adjustments.

Budgeting and accounting functions relating to maintained schools (Sch 2, 74)

Cost: £51,756

0.48 FTE Accountants; 0.28 FTE Senior Accountant; 0.05 Schools Accountancy Manager;  
0.12 FTE Finance Manager

**Total FTE 0.93**

#### Pension Scheme Administration

**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.

Cost: £36,025

1.0 FTE Pensions Assistant

## Internal Audit of Schools – Statutory Requirements

### 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.

We also carry out follow-up reviews for those schools that have a weak or very weak audit report opinion.

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.

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.

Cost: £50,075

0.65 FTE Senior Auditor; 0.09 FTE Audit Manager

## Proposed Cost of Delivery in 2022/23

The following table summarises the proposed cost of the service for 2022/23, compared to 2021/22.

	2021/22 £	2022/23 Proposed £
Accountancy	48,491	51,756
Audit	47,081	50,075
Pension Scheme Admin	36,729	36,025
<b>Total Cost</b>	<b>132,301</b>	<b>137,856</b>
Less income from Special and Nursery Schools and PRUs	4,800	5,001
<b>Amount to be De-Delegated</b>	<b>127,501</b>	<b>132,855</b>

## Method of charging in 2022/23

The total net cost of the service will be divided by the total number of pupils recorded in the October 2021 census to arrive at a per pupil amount for charging purposes. Using October 2020 census data to provide an indicative amount, this would equate to £8.98 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).

Local authority to consider an alternative (cheaper) service to offer.

## West Berkshire Council Maintained Schools

### Health & Safety Service to Schools Proposal 2022-23

#### 1. Introduction

- 1.1 The Council has an established, professional and well regarded Health and Safety Team that already supports West Berkshire schools.
- 1.2 Over the course of 2020/21 pandemic the Schools Health and Safety Team have been significantly involved in producing guidance and helping schools to develop and review their covid secure plans, risk assessments and arrangements.

#### 2. Background and 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 etc.
- 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 s/he needs to take to comply with the requirements imposed by the relevant statutory provisions.
- 2.3 The regulations 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 the undertaking, the risks to which employees are exposed and the distribution of those risks throughout the organisation. 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 an employer and it would also apply to the Council in relation to Local Authority maintained schools as the Council is the employer.
- 2.6 In the case of Foundation and Voluntary Aided schools the Governors are the employer. In independent schools and Academies the Governors or the Academy Trust are the employers.
- 2.7 The Council also has the general "duty to educate", even where the Governors or an Academy Trust are the employer, there could be some limited involvement for the Council if a serious incident were to occur. See Appendix B for further information on the legal duty holders.

### 3. The Councils Health & Safety Support Service to Schools

- 3.1 Following a decision to change the way the service operated in 2020/2021 for the last year all maintained schools have had the Level Two (Enhanced) service. This 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.
- 3.2 The Health and Safety Team provide a compliance, advice and training role for schools and the Team continue to be heavily involved in assisting schools developing and reviewing covid secure arrangements, plans and risk assessments.
- 3.3 As the Council is the employer and therefore the principal legal duty holder (notwithstanding any delegated responsibilities to a schools, Head Teachers and Governors) in relation to health and safety, it makes sense to ensure an adequate, effective and efficient health and safety service is provided to Local Authority maintained schools and then a buy-back option offered to non-maintained schools.

### 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 2020/21. There were options to move to a uniform service level to all maintained schools funded by all maintained schools paying an equal share or to remain with the part funded and part buy-back service. Head Teachers voted to change to a system where all schools paid for the enhanced Level 2 buy-back service.

We were successful in retaining work for health and safety support service to the Excalibur Academies Trust for approximately £26,000 per annum as well as 2 other academy schools at approximately £7,000

### 5. Proposals

- 5.1 The full schools health and safety service would be provided to all maintained schools, continuing on from the previous year. This will meet the requirements of the employer under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations and other related legislation.
- 5.2 Schools will pay a graduated fee based on pupil numbers for the Level 1 element of the service and a top up cost to cover the combined service. All maintained schools will need to agree to be part of this collective agreement to equitably fund the service.
- 5.3 A buy-back option would continue to be offered to schools such as academy and independent schools. Income generated from buy-back services would be invested in the service or offset to reduce costs for the schools in the collective agreement.
- 5.4 Table 1 shows the 22/23 cost if all Local Authority maintained schools, Voluntary Controlled, Voluntary Aided and special schools agree to one equal service.

**Table 1**

Pupil No's	Band A 0-60	Band B 61 - 100	Band C 101-200	Band D 201-300	Band E 301-650	Band F 650+	Band G Secondary
21/22	£800.00	£1,300.00	£1,600.00	£2,000.00	£2,600.00	£4.47 Per pupil	£4.47 Per pupil
22/23	£800.00	£1,300.00	£1,600.00	£2,000.00	£2,600.00	£4.57 Per pupil	£4.57 Per pupil

There are no discounts based on federated schools. However schools with infants and juniors on the same site would pay one fee based on a combined pupil total. Maintained nursery schools would pay Band A due to the part time nature of their pupils.

Table 2 below shows the cost of providing the enhanced service:

<b>Table 2</b>	<b>2022/23 Proposed £</b>
Staffing Costs	131,802
Other Costs	5,000
Support Service Recharges	13,680
<b>Total Cost</b>	<b>150,482</b>
De-delegated basic level one income @ £4.57 per pupil	-70,171
Less: Charge to maintained nursery, special & PRU schools	-2,546
Remainder cost to be met by all Maintained Primary and Secondary Schools via a top up for enhanced Health & Safety package	<b>77,765</b>

## 6. Recommendation

- 6.1 Schools consider the option set out above to maintain the current level of service. If this is not acceptable schools should identify what system they would prefer and the financial implication can be calculated.

## 7. Conclusion

- 7.1 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 for 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.
- 7.2 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.
- 7.3 The pandemic has brought health and safety front and centre in the minds of everyone in 2020/2021 and schools continue to be under significant pressure and scrutiny around their covid arrangements.
- 7.4 The Schools Health and Safety Team continue to be significantly involved in helping schools to develop and review their covid secure plans, risk assessments and arrangements.

## 8. Annex A

### Health and Safety Service 2022/23

The Health and Safety Team are part of Finance and Property Service in the Resources Directorate. Our address is: Council Offices, Market Street, Newbury RG14 1BZ

#### Overview of Service

West Berkshire Council has a professional and dedicated Schools Health and Safety Team who provide support and advice to schools on all aspects of health and safety including an online safety management system incorporating accident reporting, compliance management and a resource library.

The Schools Health and Safety Team also work on policy development and effective implementation, user friendly guidance and information, support in completing risk assessments, a complete range of health and safety training, safety alerts and health and safety newsletters.

The Schools Health and Safety Team have also been very involved in producing guidance and reviewing schools risk assessments and covid secure plans.

#### Schools Health & Safety Needs Assessment

Schools Health & Safety Needs Assessment are designed to measure levels of compliance with legislation and best practice. The associated action plan will help you prioritise your improvements.

The assessment is conducted using a process of objective evidence gathering including a review of safety documentation, discussions with relevant managers and staff and a tour/inspection of the site.

We have operated the current system of needs assessments for four years now and have seen schools develop their health and safety management system but continued improvement is still required.

In order to free resource time that could be better utilised helping schools improve on the areas identified in the needs assessments, we propose to continue with the needs assessments with an amended schedule and to develop topic based assessments that will enable greater depth and time to be devoted to specific topics.

We propose that we would move the needs assessment process onto re-inspection frequencies similar to Ofsted.

Schools achieving a score of 91% and above on the previous needs assessment will require a new needs assessment completed in up to 5 years. For those schools purchasing the Level Two Health and Safety Service, support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed, where required.

Schools achieving a score of 80% to 90% on the previous needs assessment will require a new needs assessment completed in up to 4 years. For those schools purchasing the Level Two Health and Safety Service, support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed, where required.

Schools achieving a score of 60% to 79% on the previous needs assessment will require a new needs assessment completed in up to 3 years. For those schools purchasing the Level Two Health and Safety Service, support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed, where required.

Schools achieving a score of 59% and below on the previous needs assessment will require a new needs assessment completed in up to 1 year. For those schools purchasing the Level Two Health and Safety Service, support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed, where required.

Those schools purchasing the Level 2 Health and Safety Service will be able to request a new needs assessment at any time, which will be booked at the earliest mutually convenient opportunity at no additional cost to the school.



There are 20 questions in the Schools Needs Assessment, each carrying a maximum of 4 marks giving a total maximum possible score of 80. Any question marked not applicable will reduce the total maximum score possible accordingly. Terminology has been taken from Ofsted, which should make it more familiar to schools and the scoring system has been influenced by British Safety Council and RoSPA health and safety audit systems. The frequency of needs assessments discussed above has been included in Table 1 below.

**Table 1**

Benchmark	Overall Score	Description	Score Range Achieved	Frequency between needs assessments
Outstanding	91%+	Schools judged as 'outstanding' on the previous needs assessment will require a new needs assessment completed in up to 5 years. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed for all maintained schools and those schools purchasing the service.	91% and above	Up to 5 years
Good	80% to 90%	<b>(1)</b> Schools judged as 'good' on the previous needs assessment will require a new needs assessment completed in up to 4 years. Support will be provided in intervening years on the areas identified for improvement and topic specific assessments will be completed for all maintained schools and those schools purchasing the service.	80% to 90%	Up to 4 years
Requires Improvement	55% to 79%	<b>(2)</b> Schools judged as 'requires improvement' on the previous needs assessment will require a new needs assessment completed in up to 2 years. Support will be provided in intervening year on the areas identified for improvement and topic specific assessments will be completed for all maintained schools and those schools purchasing the service.	60% to 79%	Up to 3 years
Inadequate	Up to 54%	<b>(3)</b> Schools judged as 'inadequate' on the previous needs assessment will require a new needs assessment completed in up to 1 year. Support will be provided in intervening months on the areas identified for improvement and topic specific assessments will be completed for all maintained schools and those schools purchasing the service.	59% and below	Up to 1 year

Table 2

Health and Safety Enhanced Service	
<p><b>Summary</b></p> <p>The aim of this service is to provide schools with a named, dedicated and professional Health and Safety Adviser to provide 'on-site support and advice' to the school, guiding and prioritising the integration of an effective and efficient safety management system and documentation in support of the School's Health and Safety Policy.</p> <p>The schools dedicated Health and Safety Adviser will begin by arranging and completing a Health and Safety Audit (Needs Assessment) of the school that will help to identify the strengths and areas for improvement in the schools existing arrangements. The Schools dedicated Health and Safety Adviser will then continue to work closely with the school to help plan, develop and implement your health and safety policy and the areas for improvement you need.</p> <p>The Management of Health and Safety at Work Regulations require you to appoint someone competent to help you meet your health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety.</p> <p>West Berkshire Council, Schools Health and Safety Team will be your competent person and help ensure you meet your health and safety duties. Details of the Health and Safety service are listed below in further detail.</p>	
Service Provided	Service Standard
1) <b>Advice</b>	Advice and support will be provided to the school on specific questions/issues. If required the schools dedicated Health and Safety Adviser will arrange to visit the school and meet with relevant persons to ensure the enquiry is resolved.
2) <b>Covid Secure Arrangements</b>	<p>Schools will receive dedicated support and advice to develop and implement covid secure plans, risk assessments and arrangements.</p> <p>Your Health and Safety Adviser can arrange to visit site and help review and update your covid secure plans, risk assessments and arrangements.</p>
3) <b>Health and Safety Needs Assessment</b>	<p>Schools will receive a health and safety needs assessment designed to assess and measure levels of compliance with health and safety legislation and best practice. The associated action plan will help you prioritise your improvement plan.</p> <p>Your dedicated Health and Safety Adviser will then arrange to assist and support the school in progressing the recommendations to ensure continual improvement.</p> <p>Health and Safety Needs Assessments will be completed for all maintained schools and those schools purchasing the service on a cycle subject to the outcome of the previous needs assessment as per Table 1 above.</p> <p>Schools will be able to request a new needs assessment at any time, which will be booked at the earliest mutually convenient opportunity at no additional cost to the school.</p>
4) <b>School Safety Policy:</b>	<p>Review existing against a model H&amp;S Policy that is school specific, in line with the LA Safety Policy, and conforms to appropriate local and legislative requirements.</p> <p>Ensure the Policy identifies key commitments with current signature.</p> <p>Ensure that the Policy, Organisation and arrangements are carried out and accurately reflect practice.</p>
5) <b>Safety Organisation:</b>	Review and provide documentation that identifies how health and safety is/shall become 'embedded' in daily operations at the school. Identify and/or nominate key staff tasked with health and

	safety responsibilities.
<b>6) Planning and implementing:</b>	<p>Review the existing arrangements; ensure the school adequately documents the standards and procedures required for a safe place of work.</p> <p>Following written review and prioritisation of issues, help the school to progress the areas for improvement by providing support and guidance. Improvement will be achieved with the schools full commitment and involvement.</p>
<b>7) Health and Safety Risk Assessment:</b>	<p>Provide the school with initial or refresher training to nominated persons regarding completion of <i>local</i> Risk Assessments.</p> <p>Provide on-site review of the schools risk assessments, to support their completion.</p> <p>Provide basic refresher training to nominated groups of key staff. Ensure a practical understanding of the training by jointly completing several specific health and safety risk assessments required by the school.</p> <p>Provide support and guidance in terms of prioritising risk assessments to be completed or reviewed etc.</p>
<b>8) Telephone/Incident response:</b>	<p>Provide general telephone health and safety advice as required.</p> <p>Please note that where the topic is of a specific nature, additional time may be required for a detailed response following the initial call.</p> <p>Whilst every endeavour is made to provide an immediate answer to health and safety queries via telephone/email, requests may require additional research time. Therefore, where it is not possible to provide an answer of sufficient depth at the time of the call, or the same day, every endeavour shall be made to provide a follow-up call the next working day.</p> <p>Should the associated risk to safety or health warrant a school visit, this shall be arranged by the Health and Safety Team.</p>
<b>9) Health and Safety Training</b>	<p>The Health and Safety Team run school specific health and safety courses. All health and safety training is included for all maintained schools and those schools purchasing the service.</p> <p>Further details of courses available and costs can be obtained from CYP Training  <a href="http://info.westberks.gov.uk/index.aspx?articleid=29858">http://info.westberks.gov.uk/index.aspx?articleid=29858</a>.</p> <p>On-site training can also be arranged at no additional cost. Much of the training offer can now be completed by attending virtual training sessions via zoom/teams meaning costs in terms of staff availability and downtime for training are reduced.</p>
<b>10) Fire Management</b>	<p>Schools can request a regular site visit to complete a review of the schools Fire Risk Assessment (FRA) with their Health and Safety Advisor.</p> <p>Your advisor can also:          Complete a site inspection to verify recommendations have been implemented.          Discuss any issues outstanding and how to address these.          Your advisor will help schools to complete an assessment to ensure you have adequate numbers of appropriately trained staff to deal with fire safety issues.</p> <p>Your advisor can also provide Fire Awareness training to school staff at an agreed time and date on site.</p>

<b>11) Asbestos Management</b>	<p>Schools can request a regular site visit to complete a condition check of ACM (asbestos containing materials) with their Health and Safety Advisor.</p> <p>Your advisor can also review: The Asbestos Management Plan The Asbestos Register The Asbestos Survey</p> <p>Additionally any asbestos related risk assessment you may have in place will be reviewed to ensure it is correct and relevant.</p> <p>Your advisor can also provide tool box talks to your staff to allay any fears they may have regarding retained ACMs and also to highlight their responsibilities in respect of Health and Safety regarding asbestos.</p>
<b>12) Legionella Management</b>	<p>Schools can request a regular site visit to complete a review of the legionella risk assessment with their Health and Safety Advisor.</p> <p>The advisor will also check that the school are working within the written scheme suggested and in line with the recommendations of the risk assessment.</p>
<b>13) Playground Equipment</b>	<p>Schools can request a regular site visit to complete a playground equipment inspection with their Health and Safety Advisor. This will be a guided check to ensure staff are confident with what should be checked, what should be recorded and what action to take.</p> <p>We can also review the playground equipment risk assessment with the school to ensure it is suitable and sufficient.</p> <p>This will give a specific opportunity for any concerns to be discussed and queries answered.</p> <p>We can also provide on-site training and support to staff if required.</p>
<b>14) First Aid</b>	<p>Schools will receive support and assistance to ensure the school's first aid needs assessments are in place and up to date and an appropriate number of staff are identified and trained to deliver first aid.</p>
<b>15) Accident / Incident investigation and enforcement action</b>	<p>Schools will receive full on-site support and advice from your named and dedicated Health and Safety Adviser during an accident investigation for a serious accident or enforcement action by an enforcing authority such as the Health and Safety Executive.</p>
<b>16) Accident Reporting &amp; Recording System</b>	<p>The Councils Accident Reporting &amp; Recording System is provided to all schools to allow them to record and monitor accidents/incidents. Schools must use the Councils Accident Reporting &amp; Recording System as failure to do so could invalidate insurance cover.</p>
<b>17) CHAS</b>	<p>Assessing health and safety competence can be a lengthy and time consuming process. CHAS assesses applicants: health and safety policy, their organisation for health and safety and their specific health and safety arrangements to a standard acceptable to our buyers and others. In essence, CHAS completes the initial health and safety application process for you.</p> <p>Using CHAS will help you select a competent contractor or supplier but you still need to check they are competent to carry out your project by checking they have appropriate experience and take references etc.</p>
<b>18) Safety Schemes In Partnership (SSIP)</b>	<p>An important feature of the SSIP Forum is the HSE's message that a buyer can be confident a supplier who is registered or accredited as compliant or approved with an SSIP member has been assessed to the Core Criteria standard.</p>

	<p>There are numerous pre-qualification health and safety schemes including CHAS, EXOR, SAFEcontractor etc. SSIP brings most of the pre-qualification schemes together under one umbrella via a 'deem to satisfy' agreement.</p> <p>This means that buyers using the SSIP database will have access to thousands of contractors who are accredited as compliant to the HSE's Core Criteria (stage one) standard.</p> <p>Using SSIP will help you select a competent contractor or supplier but you still need to check they are competent to carry out your project by checking they have appropriate experience and take references etc. Access to SSIP is included for Level 2 schools.</p>
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### School responsibilities

Whilst the duty to comply with statutory requirements cannot be delegated and remains with Schools and in some cases the Local Authority, the tasks involved with the effective implementation of health and safety management in schools is delegated to Head Teachers. For this approach to be successful, each school must do all that is reasonably practicable to ensure the health, safety and welfare of their staff, pupils and non-employees.

The operation of an effective health and safety management system at the school is central to achieving the above, with key areas being:

- The school Health and Safety Policy
- Organising for health and safety
- Planning and implementing safety controls
- Monitoring school health and safety performance
- Auditing and reviewing health and safety compliance and best practice.

Schools must also use the Council's Crest system to record accidents and incidents relating to the health and safety of their staff, pupils or visitors.

### West Berkshire Council Schools Health and Safety Team

The Schools Health and Safety Team is made up of two Senior Schools Health and Safety Advisors and a Health and Safety Manager who also manages Corporate Health and Safety.

#### Mike Lindburn - Health & Safety Manager

Mike has a wide range of experience in both the public and private sectors for over twenty years, providing strategic direction and operational management on health and safety. Applying initiative and practical, cost-effective solutions whenever possible. He is professional and hard working with good leadership, management and influencing skills.

Mike is a Chartered Member of the Institute of Occupational Safety and Health (CMIOSH), has a Level 5 Institute of Leadership & Management certificate in Leadership, is an Associate Member of Institute of Environmental Management and Audit (AIEMA), and has achieved (BIOH) Asbestos Specialist S301, BOHS P901 Legionella Management and completed RoSPA Operational playground inspection course.

#### Alice Pye - Senior Health & Safety Advisor (Schools)

Alice has over 15 years' experience of health and safety enforcement as an Environmental Health Officer. Alice has excellent organisational and communication skills and will work well with schools by building positive relationships.

#### Julian Routledge - Senior Health & Safety Advisor (Schools)

Julian is an experienced health and safety adviser and is able to quickly and effectively bring people together to promote a positive organisational safety culture. Julian has a good ability to successfully interact with a variety of different people and develop good relationships to provide tailored advice and support.

To discuss any aspect of the Health & Safety Service please contact:

Key Contacts			
Name	Contact Number	Email Address	
Team Email	<a href="mailto:schoolshealthandsafety@westberks.gov.uk">schoolshealthandsafety@westberks.gov.uk</a>		
Alice Pye	07775 013072	<a href="mailto:alice.pye1@westberks.gov.uk">alice.pye1@westberks.gov.uk</a>	
Julian Routledge		<a href="mailto:Julian.Routledge1@westberks.gov.uk">Julian.Routledge1@westberks.gov.uk</a>	
Mike Lindburn	07901 114627	<a href="mailto:mike.lindburn@westberks.gov.uk">mike.lindburn@westberks.gov.uk</a>	

## 9. Annex B

England and Wales	
School type	Employer
Community schools	The local authority
Community special schools	
Voluntary controlled schools	
Maintained nursery schools	
Pupil referral units	
Foundation schools	The governing body
Foundation special schools	
Voluntary aided schools	
Independent schools	The governing body or proprietor
England	
Academies and free schools	The Academy Trust