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

Report being considered by:	Schools Forum		
On:	24 th January 2022		
Report Author:	Lisa Potts, 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 That representatives of maintained primary schools should agree to de-delegate funds in the 2022/23 financial year for:

- Behaviour Support Services
- Ethnic Minority Support
- Trade Union Representation
- Schools in Financial Difficulty
- CLEAPSS
- School Improvement
- Statutory and Regulatory Duties comprising:
 - Statutory accounting functions in respect of schools
 - Internal Audit of schools
 - Administration of pensions for school staff
- Health and Safety Service to Schools

- 2.2 That representatives of maintained secondary schools should agree to de-delegate funds in the 2022/23 financial year for:

- Behaviour Support Services
- Ethnic Minority Support
- Trade Union Representation
- CLEAPSS
- School Improvement
- Statutory and Regulatory Duties comprising:
 - Statutory accounting functions in respect of schools
 - Internal Audit of schools
 - Administration of pensions for school staff
- Health and Safety Service to Schools

- 2.3 That representatives of maintained special, nursery and PRU heads should agree to de-delegate funds in the 2022/23 financial year for:

- Trade Union Representation

- CLEAPSS (Special schools and PRU only)
- Statutory and Regulatory Duties comprising:
 - Statutory accounting functions in respect of schools
 - Internal Audit of schools
 - Administration of pensions for school staff
- Health and Safety Service to Schools

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

Yes: ☐

No: ☒

3. Summary of proposals

TABLE 1	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	173,230	Yes	50,628	Yes	n/a	n/a
Ethnic Minority Support	166,270	Yes	2,594	Yes	n/a	n/a
Trade Union Representation	45,158	Yes	13,198	Yes	1,831	Yes
Schools In Financial Difficulty	165,480	Yes	n/a	Yes	n/a	n/a
CLEAPSS	1,941	Yes	1,272	Yes	66*	Yes
School Improvement and Governor Support	119,612	Yes	34,957	Yes	n/a	n/a
Education Functions	103,433	Yes	30,229	Yes	4,194	Yes
Health & Safety services to schools	As per banding	Yes	As per banding	Yes	As per banding	Yes

*special schools only

4. Introduction

- 4.1 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).
- 4.2 De-delegated services consist of Behaviour Support, Ethnic Minority Support, Trade Union Local Representation, Schools in Financial Difficulty fund (primary), Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) and School Improvement
- 4.3 Education functions consist of the statutory and regulatory duties held by the local authority in respect of maintained schools.
- 4.4 The Health and Safety service provides a compliance, advice and training role for schools.

5. De-delegated Services

- 5.1 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.
- 5.2 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.

- 5.3 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.
- 5.4 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 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
- School Improvement

6. Therapeutic Thinking Service (previously Behaviour Intervention)

- 6.1 The Therapeutic Thinking Service proposal for 2022/23 is set out in Appendix B.
- 6.2 Table 2 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 2021 census the charge will be £15.17 per pupil.

TABLE 2	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	11,418	£15.17	£173,230
Maintained Secondary Schools	3,189	£15.20	£48,459	3,337	£15.17	£50,628
Total			£224,776			£223,858

7. Ethnic Minority and Traveller Achievement Service

- 7.1 The detail of the Ethnic Minority and Traveller Achievement Service (EMTAS) is set out in Appendix C.
- 7.2 Table 3 shows the budget and the 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. Based on the October 2021 census the charge will be £233.70 per pupil.

TABLE 3	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	712	£233.70	£166,270
Maintained Secondary Schools	14	£249.17	£3,571	11	£233.70	£2,594
			£185,727			£168,864

8. Trade Union Representation

- 8.1 The detail of the service provided by Trade Union representatives to schools is set out in Appendix D.
- 8.2 Table 4 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 2021 census the charge will be £3.95 per pupil.

TABLE 4	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	£3.70	£42,929	11,418	£3.95	£45,158
Maintained Secondary Schools	3,189	£3.70	£11,799	3,337	£3.95	£13,198
			£54,728			£58,356

9. Schools in Financial Difficulty

- 9.1 The Schools in Financial Difficulty fund was topped up 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.
- 9.2 There have been £30k worth of bids considered so far this year, therefore £30k of funding would be required to top up the fund to the original £200k.

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

- 10.1 The detail of the service provided by this subscription is set out in Appendix E.
- 10.2 As the actual pricing from CLEAPSS will not be available until after the schools budget has been set, an assumption has been made on the 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	11,418	£0.17		£1,941
Maintained Secondary Schools	3,189	£0.16	£235	£1,215	3,337	£0.17	£235	£1,272
				£3,072				£3,213

10.3 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.

11. School Improvement Team

11.1 The detail of the service provided by the School Improvement Team is set out in Appendix F.

11.2 Since 2017, the School Improvement Team has been funded by a grant. A recent consultation on proposed changes from the DFE has set out a proposed plan for future funding. This is expected to comprise of a grant, based on 50% of the 2021/22 allocation, with the remaining 50% to be funded via a dedelegation. From 2023/24 onwards this is expected to be fully funded via dedelegation.

11.3 In addition to the 50% grant allocation for 2022/23, there is £41k funding in reserves from when School Improvement was a dedelegation prior to 2017.

11.4 Table 6 shows the budget and unit charge for 2022/23. 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 2021 census the charge will be £10.48 per pupil.

TABLE 6	2022/23		
	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	11,418	£10.48	£119,612
Maintained Secondary Schools	3,337	£10.48	£34,957
			£154,569

12. Education Functions for Maintained Schools

12.1 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.

12.2 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 G.

- 12.3 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

- 12.4 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.

- 12.5 Table 7 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. Based on the October 2021 census the charge will be £9.06 per pupil.

TABLE 7	2021/22		2022/23				
	Charge per Pupil	Budget	Unit Charge per pupil	Total Budget	Primary Budget	Secondary Budget	Budget for Nursery, Special Schools and PRUs
Accountancy	£3.18	£48,491	£3.40	£51,756	£38,832	£11,349	£1,575
Audit	£3.09	£47,081	£3.29	£50,075	£37,571	£10,980	£1,523
Pension Scheme Administration	£2.41	£36,729	£2.37	£36,025	£27,029	£7,900	£1,096
Total Education Functions	£8.68	£132,301	£9.06	£137,856	£103,433	£30,229	£4,194

13. Health and Safety Service to Schools

- 13.1 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.
- 13.2 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.
- 13.3 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.
- 13.4 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.

- 13.5 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.
- 13.6 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.
- 13.7 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

14. Consultation and Engagement

- 14.1 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.

15. Appendices

Appendix A – 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 – School Improvement Team

Appendix G – Accountancy, Audit and Pension Administration (Education Functions)

Appendix H – Health and Safety service to schools

Appendix I – Equalities Impact Assessment

Final De-Delegations for 2022/23 - Based on October 2021 Census Data																
			De-delegations						Education functions for maintained schools							
			Behaviour Intervention	Ethnic Minority Support	Trade Union Representation	Schools in Financial Difficulty	CLEAPSS	School Improvement & Governor Support	Total De-delegations	Statutory Accounting Functions	Internal Audit of Schools	Pension Scheme Administration	Total Education Functions	Total De-delegations and Education Functions		
Proposed Primary Dedelegation			£173,230	£166,270	£45,158	£30,000	£1,941	£119,612	£536,211	£38,832	£37,571	£27,029	£103,433	£639,644		
Proposed Secondary Dedelegation			£50,628	£2,594	£13,198	£0	£1,272	£34,957	£102,649	£11,349	£10,980	£7,900	£30,229	£132,879		
Total Proposed Dedelegation			£223,858	£168,864	£58,356	£30,000	£3,213	£154,569	£638,860	£50,181	£48,552	£34,929	£133,662	£772,522		
Estimated income from other maintained schools			£0	£0	£1,831	£0	£66	£0	£1,898	£1,575	£1,523	£1,096	£4,194	£6,092		
Total Cost of Service			£223,858	£168,864	£60,187	£30,000	£3,280	£154,569	£640,758	£51,756	£50,075	£36,025	£137,856	£778,614		
Cost per primary pupil			£15.17	£233.70	£3.95	£2.63	£0.17	£10.48	£266	£3.40	£3.29	£2.37	£9.06	£275		
Cost per secondary pupil			£15.17	£233.70	£3.95	n/a	£0.17	£10.48	£263	£3.40	£3.29	£2.37	£9.06	£273		
Cost per other maintained school pupil			n/a	£233.70	£3.95	n/a	£0.17	£10.48	£248	£3.40	£3.29	£2.37	£9.06	£257		
Fixed cost per secondary school			n/a	n/a	n/a	n/a	£235.00	n/a	£235	n/a	n/a	n/a		£235		
School	Pupil No's	EAL No's														
Aldermaston Church of England Primary School	131	4.5	1,987	1,047	518	344	22	1,372	5,291	446	431	310	1,187	6,478		
Basildon Church of England Primary School	159	3.6	2,412	839	629	418	27	1,666	5,991	541	523	376	1,440	7,431		
Beedon Church of England Controlled Primary School	47	0.0	713	0	186	123	8	492	1,523	160	155	111	426	1,949		
Beenham Primary School	50	0.0	759	0	198	131	9	524	1,620	170	165	118	453	2,073		
Birch Copse Primary School	425	14.1	6,448	3,293	1,681	1,117	72	4,452	17,063	1,445	1,398	1,006	3,850	20,913		
Bradfield Church of England Primary School	156	0.0	2,367	0	617	410	27	1,634	5,054	531	513	369	1,413	6,468		
Brightwalton Church of England Aided Primary School	99	3.6	1,502	846	392	260	17	1,037	4,054	337	326	234	897	4,950		
Brimpton Church of England Primary School	54	0.0	819	0	214	142	9	566	1,750	184	178	128	489	2,239		
Bucklebury Church of England Primary School	114	0.0	1,730	0	451	300	19	1,194	3,694	388	375	270	1,033	4,726		
Burghfield St. Mary's Church of England Primary School	204	0.0	3,095	0	807	536	35	2,137	6,610	694	671	483	1,848	8,458		
Calcot Infant School & Nursery	201	31.6	3,050	7,383	795	528	34	2,106	13,895	684	661	476	1,821	15,716		
Calcot Junior School	272	13.0	4,127	3,038	1,076	715	46	2,849	11,851	925	895	644	2,464	14,315		
Chaddeworth St. Andrew's Church of England Primary School	30	0.0	455	0	119	79	5	314	972	102	99	71	272	1,244		
Chieveley Primary School	198	7.1	3,004	1,652	783	520	34	2,074	8,067	673	652	469	1,794	9,861		
Cold Ash St. Mark's Church of England Primary School	178	0.0	2,701	0	704	468	30	1,865	5,767	605	586	421	1,612	7,380		
Compton Church of England Primary School	188	4.7	2,852	1,091	744	494	32	1,969	7,183	639	619	445	1,703	8,886		
Cunrude Primary School	92	2.3	1,396	530	364	242	16	964	3,511	313	303	218	833	4,345		
Downsway Primary School	214	8.1	3,247	1,902	846	562	36	2,242	8,836	728	704	507	1,939	10,774		
Enborne Church of England Primary School	75	1.2	1,138	273	297	197	13	786	2,703	255	247	178	679	3,383		
Englefield Church of England Primary School	105	1.2	1,593	285	415	276	18	1,100	3,687	357	346	249	951	4,638		
Falkland Primary School	420	22.1	6,372	5,167	1,661	1,104	71	4,400	18,775	1,428	1,382	994	3,805	22,580		
Garland Junior School	230	9.1	3,489	2,131	910	604	39	2,409	9,583	782	757	544	2,084	11,667		
Hampstead Norreys Church of England Primary School	89	0.0	1,350	0	352	234	15	932	2,884	303	293	211	806	3,690		
Hermitage Primary School	195	4.7	2,958	1,105	771	512	33	2,043	7,423	663	642	462	1,766	9,190		
Hungerford Primary School	348	17.2	5,280	4,027	1,376	914	59	3,646	15,302	1,184	1,145	824	3,152	18,454		
The Isleys' Primary School	61	1.1	925	250	241	160	10	639	2,226	207	201	144	553	2,779		
Inkpen Primary School	64	2.4	971	566	253	168	11	670	2,639	218	211	152	580	3,219		
John Rankin Infant & Nursery School	251	21.6	3,808	5,057	993	659	43	2,629	13,190	854	826	594	2,274	15,463		
John Rankin Junior School	358	15.1	5,431	3,524	1,416	941	61	3,750	15,123	1,218	1,178	847	3,243	18,366		
Kennet Valley Primary School	204	22.7	3,095	5,298	807	536	35	2,137	11,908	694	671	483	1,848	13,756		
Kinbury St. Mary's Church of England Primary School	145	3.4	2,200	788	573	381	25	1,519	5,486	493	477	343	1,314	6,799		
Long Lane Primary School	210	12.8	3,186	2,998	831	552	36	2,200	9,802	714	691	497	1,902	11,705		
Mortimer St. Johns Church of England Infant School	172	13.8	2,610	3,230	680	452	29	1,802	8,802	585	566	407	1,558	10,361		
Mortimer St. Mary's Church of England Junior School	237	2.0	3,596	467	937	623	40	2,483	8,146	806	780	561	2,147	10,293		
Mrs. Bland's Infant & Nursery School	155	13.5	2,352	3,150	613	407	26	1,624	8,172	527	510	367	1,404	9,576		
Pangbourne Primary School	191	13.6	2,898	3,169	755	502	32	2,001	9,357	650	628	452	1,730	11,088		
Parsons Down Infant School	107	15.3	1,623	3,573	423	281	18	1,121	7,040	364	352	253	969	8,009		
Parsons Down Junior School	233	6.1	3,535	1,421	922	612	40	2,441	8,970	792	767	552	2,111	11,081		
Purley Church of England Infants School	104	5.8	1,578	1,365	411	273	18	1,089	4,734	354	342	246	942	5,676		
Robert Sandilands Primary School & Nursery	232	20.7	3,520	4,831	918	610	39	2,430	12,347	789	763	549	2,102	14,449		
Shaw-cum-Dorington Church of England Primary School	90	8.0	1,365	1,863	356	236	15	943	4,779	306	296	213	815	5,594		
Shefford Church of England Primary School	60	1.2	910	276	237	158	10	629	2,220	204	197	142	544	2,763		
Springfield Primary School	304	15.4	4,612	3,608	1,202	799	52	3,185	13,458	1,034	1,000	720	2,754	16,212		
Spurcroft Primary School	417	37.3	6,327	8,710	1,649	1,096	71	4,368	22,221	1,418	1,372	987	3,778	25,998		
St. Firian's Catholic Primary School	193	8.3	2,928	1,949	763	507	33	2,022	8,202	656	635	457	1,748	9,951		
St. John the Evangelist Infant & Nursery School	178	40.1	2,701	9,360	704	468	30	1,865	15,127	605	586	421	1,612	16,739		
St. Joseph's Catholic Primary School	203	71.7	3,080	16,745	803	533	35	2,127	23,322	690	668	481	1,839	25,161		
St. Nicolas Church of England Junior School	247	24.0	3,747	5,609	977	649	42	2,587	13,612	840	813	585	2,238	15,849		
St. Pauls Catholic Primary School	319	41.9	4,840	9,794	1,262	838	54	3,342	20,130	1,085	1,050	755	2,890	23,020		
Stockcross Church of England Primary School	100	0.0	1,517	0	395	263	17	1,048	3,240	340	329	237	906	4,146		
Strealey Church of England Voluntary Controlled Primary School	103	1.1	1,563	259	407	271	18	1,079	3,597	350	339	244	933	4,530		
Sulhamstead and Upton Nerveet Church of England Voluntary Aided Primary School	95	1.1	1,441	266	376	250	16	995	3,344	323	313	225	861	4,205		
Thatcham Park Church of England Primary School	325	12.4	4,931	2,891	1,285	854	55	3,405	13,421	1,105	1,069	769	2,944	16,365		
Theale Church of England Primary School	311	10.5	4,718	2,459	1,230	817	53	3,258	12,535	1,058	1,023	736	2,817	15,352		
Welford and Wickham Church of England Primary School	80	0.0	1,214	0	316	210	14	838	2,592	272	263	189	725	3,317		
Westwood Farm Infant School	180	25.7	2,731	6,008	712	473	31	1,886	11,840	612	592	426	1,631	13,471		
Westwood Farm Junior School	239	13.0	3,626	3,038	945	628	41	2,504	10,782	813	786	566	2,165	12,947		
The Willows Primary School	336	15.2	5,098	3,557	1,329	883	57	3,520	14,443	1,143	1,106	795	3,044	17,487		
The Wincombe School	448	65.5	6,797	15,307	1,772	1,177	76	4,693	29,822	1,524	1,474	1,061	4,058	33,881		
Woolhampton Church of England Primary School	102	1.2	1,548	273	403	268	17	1,069	3,578	347	336	241	924	4,502		
Yattendon Church of England Primary School	90	0.0	1,365	0	356	236	15	943	2,916	306	296	213	815	3,731		
The Downs School	1,016	2.0	15,414	474	4,018		408	10,643	30,958	3,455	3,343	2,405	9,204	40,162		
Little Heath School	1,314	4.1	19,936	949	5,197		458	13,765	40,305</							

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	
Amount to be De-Delegated	238,034	224,776	223,858	-0.41%

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 2021 census data, this would equate to £15.17 per pupil. Appendix A of the main report shows the total amount per school.

Other Options which *may* be considered

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

West Berkshire Council Maintained Schools

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

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	
Amount to be De-Delegated	237,056	237,056	168,864	-10%

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 2021 census data, this equates to £233.70 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
Total Cost	£57,697	£61,640
Income from Academies	£1,310	£1,453
Cost to Maintained Schools	£56,387	£60,187
Income from Nursery and Special Schools and PRUs	£1,659	£734
Cost to Primary and Secondary Schools	£54,728	£59,453

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 1st June (the budget will be adjusted depending on the actual level of buy back from other schools).

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

Method of charging in 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 2021 census data, this would equate to £3.95 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 6th 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

School Improvement Team

Outline of Proposed Service 2022/23

1. Statutory Functions

1.1 From section 13A of Education Act 1996:

“Duty to promote high standards and the fulfilment of potential”

When delivering school improvement functions, LAs must also have regard to the Schools Causing Concern statutory guidance. The guidance covers “Schools Causing Concern” but also other maintained schools which the LA has serious concerns about and needs to be addressed.

To fulfil these requirements, the LA is required to have the expenditure to:

- Monitor all maintained schools (visit to schools at risk, data monitoring; categorisation of support)
- Have the resources to be able to take action where necessary to support the improvement of standards in particular, This includes issuing Warning Notices where there are concerns about standards, leadership, governance, finance or the safety of pupils.

1.2 Monitoring National Curriculum Assessment Arrangements

Expenditure on monitoring NC assessment arrangements required by orders made under section 87 of the 2002 Education Act.

Under the Education (NC) (KS1 Assessment Arrangements) Order 2004, a local authority must:

- Moderate teacher assessments carried out at the end of KS1 by schools in at least 25% of maintained schools each year and ensure that every school will be subject to moderation at least once every 4 years.
- Appoint a person who has recent experience of provision of the NC in primary schools.
- LAs have equivalent duties in KS2

(Currently costed at £25k per annum)

1.3 Religious Education

A local authority must:

- Set up a standing advisory council on religious education (section 390 Education Act 1996); and
- Prepare an agreed syllabus of religious education in accordance with Schedule 31, Education Act 1996. (currently costed at £4K per annum)

2. Other services provided free of charge

2.1 The School Improvement Team is currently funded by the School Improvement Grant and also the traded side of the service. There is however a significant part of the service that is provided **free** for all maintained schools, regardless of whether they buy into the Traded service or not.

This includes:

1. An annual **Footprint visit** – that not only bring the successes of the school together but also ensures that we are able to plan bespoke training or training that multiple schools are asking for. The information gives us an accurate picture and helps put schools in touch with each other, where particularly strong practice is happening.
2. **Ofsted** support – 24/7 support from an experienced adviser from the first phone call from Ofsted to the feedback at the end of the inspection. Support for staff as and when needed and rapid support when issues need to be closed down, school end.
3. **KIT emails** – to ensure that links and resources are sent in a timely manner, so that Head Teachers have current DFE and Ofsted updates and are not missing deadlines for statutory compliance.
4. **Primary Heads Forum** – Focused presentations that share information to upskill and support Head teachers 5x across the year.
5. **Head teacher recruitment** – a School Improvement Adviser to support, sit on the Headteacher Appointment Panel, advise the panel on the process of recruitment, support with panel questions and presentations and both the adviser and Director Of Education attends the final panel.
6. **Heads Together** – 6 sessions per annum to support Head Teachers through the year.
7. **Documentation** – Any documents we produce are sent out to all schools e.g
 - (i) Recovery curriculum resources
 - (ii) Bitesize Learning in first lockdown – daily from March to July 2020
 - (iii) Templates for Deep Dives
 - (iv) Questions for middle leaders
 - (v) Expertise knowledge and signposting in any area
 - (vi) Remote education plans checked for compliancy in January & February 2021

8. **Re categorisation** – Outcome 3 for Section 8 Inspections – up to 3 days further support for maintained schools
9. **Email queries** from all school staff and leaders about all areas of school improvement.
10. **Pupil Premium Grant/Diminishing the Difference training** and bespoke support for every school in the county. 2 advisers have been contracted to work on school's behalf.
 - Pupil Premium Grant queries – eg contacting the DFE on schools behalf.
 - Shape and support the Pupil Premium Grant template writing, which includes a 2 hour meeting that is completely free and checking the Pupil Premium Statement templates if needed for all schools and give feedback.
11. **Free and subsidised courses.** This year there have been the following courses provided:
 - Amjad Ali - 4 ½ hours of a national speaker – as many of the staff team in every school requested
 - Gareth Metcalfe – 2 years of subsidised courses that have had great impact in the classroom and for co-ordinators in many schools.
12. **New to Headship** – 3 days of free support from an experienced School Improvement Adviser and a mentor provided by the LA.
13. **The Key documents** - due to a new relationship with The Key in 2021/2022, documents are sent out, saving schools the cost.
14. **Early Reading – Phonics Training.** All schools are invited to attend four strategic sessions. The training will enable school leaders to ensure early reading is supported with a high quality whole school approach towards phonics. Phonics Satellite group meetings for specific schools will take place each term. Themes regarding good practice in phonics will be explored.

3. Proposed Cost of Delivery in 2022/23

- 3.1 The School Improvement service has been funded by a grant since 2017.
- 3.2 In October 2021, the DFE consulted on the future funding of the service with the proposal to:
 - (i) Phase out the current grant funding by the start of 2023/24
 - (ii) Reduce the grant in 2022/23 to 50% of the current amount on a per school basis
 - (iii) The remaining 50% funding to be de-delegated to schools in 2022/23

3.3 The following table summarises the proposed cost of the service for 2022/23.

	2022/23 Proposed £
Staffing Costs	289,356
Other Costs	11,860
Support Service Recharges	30,122
Total Cost	331,338
Forecast grant funding	-135,769
De-delegation underspend from 2017/18	-41,000
Amount to be De-Delegated	154,569

The overall cost of delivering the service is based on the grant level being the same as October 2021. An underspend from the 2017/18 de-delegation has been 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 2021 census data, this would equate to £0.69 per pupil. Appendix A of the main report shows the indicative total amount per school.

Other Options which *may* be considered

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

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 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
Total Cost	132,301	137,856
Less income from Special and Nursery Schools and PRUs	4,800	4,194
Amount to be De-Delegated	127,501	133,662

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 2021 census data, this would equate to £9.06 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

- 3.3 The Council has an established, professional and well regarded Health and Safety Team that already supports West Berkshire schools.
- 3.4 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.

4. Background and Legislative Context

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 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.
- 4.5 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.
- 4.6 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.
- 4.7 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.

5. The Councils Health & Safety Support Service to Schools

- 5.1 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.
- 5.2 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.
- 5.3 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.

6. Update on position since last year

- 6.1 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

7. Proposals

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 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:

Table 2	2022/23 Proposed £
Staffing Costs	131,802
Other Costs	5,000
Support Service Recharges	13,680
Total Cost	150,482
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	77,765

8. Recommendation

- 8.1 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.

9. Conclusion

- 9.1 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.
- 9.2 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.
- 9.3 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.

- 9.4 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.

10. 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%	10.1.1 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	80% to 90%	Up to 4 years

			schools and those schools purchasing the service.		
Requires Improvement	55% to 79%	10.1.2	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%	10.1.3	Schools judged as 'inadequate' on the previous needs assessment	59% and below	Up to 1 year

		ment 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.		
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West Berkshire Council Health and Safety

Table 2

Health and Safety Enhanced Service

Summary

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.

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.

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.

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.

Service Provided	Service Standard
1) Advice	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) Covid Secure Arrangements	Schools will receive dedicated support and advice to develop and implement covid secure plans, risk assessments and arrangements. Your Health and Safety Adviser can arrange to visit site and help review and update your covid secure plans, risk assessments and arrangements.
3) Health and Safety Needs Assessment	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. Your dedicated Health and Safety Adviser will then arrange to assist and support the school in progressing the recommendations to ensure continual improvement. 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. 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.
4) School Safety Policy:	Review existing against a model H&S Policy that is school specific, in line with the LA Safety Policy, and conforms to appropriate local and legislative requirements. Ensure the Policy identifies key commitments with current signature. Ensure that the Policy, Organisation and arrangements are carried out and accurately reflect practice.
5) Safety Organisation:	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.
6) Planning and implementing:	Review the existing arrangements; ensure the school adequately documents the standards and procedures required for a safe place of work. 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.
7) Health and Safety Risk Assessment:	Provide the school with initial or refresher training to nominated persons regarding completion of <i>local</i> Risk Assessments. Provide on-site review of the schools risk assessments, to support

	<p>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>
8) Telephone/Incident response:	<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>
9) Health and Safety Training	<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 http://info.westberks.gov.uk/index.aspx?articleid=29858.</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>
10) Fire Management	<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>
11) Asbestos Management	<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</p>

	highlight their responsibilities in respect of Health and Safety regarding asbestos.
12) Legionella Management	<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>
13) Playground Equipment	<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>
14) First Aid	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.
15) Accident / Incident investigation and enforcement action	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.
16) Accident Reporting & Recording System	The Councils Accident Reporting & Recording System is provided to all schools to allow them to record and monitor accidents/incidents. Schools must use the Councils Accident Reporting & Recording System as failure to do so could invalidate insurance cover.
17) CHAS	<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>
18) Safety Schemes In Partnership (SSIP)	<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</p>

etc. Access to SSIP is included for Level 2 schools.
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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 Lindenburn - 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	schoolshealthandsafety@westberks.gov.uk		
Alice Pye	07775 013072	alice.pye1@westberks.gov.uk	

Julian Routledge		Julian.Routledge1@westberks.gov.uk	
Mike Lindenburn	07901 114627	mike.lindenburn@westberks.gov.uk	

11. 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

Appendix I

Equality Impact Assessment (EqIA) - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (section 149 of the Equality Act 2010), which states:

- (1) A public authority must, in the exercise of its functions, have due regard to the need to:*
 - (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;*
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:*
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;*
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;*
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.*
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.*
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.*

The following list of questions may help to establish whether the decision is relevant to equality (the relevance of a decision to equality depends not just on the number of those affected, but on the significance of the impact on them):

- Does the decision affect service users, employees or the wider community?
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the Council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Schools' Forum to make:	To agree to the areas for de-delegation as part of the Schools consultation on the funding formula
Name of Service/Directorate:	Dedicated Schools Grant
Name of assessor:	Lisa Potts
Date of assessment:	12/10/2021

Is this a ?		Is this policy, strategy, function or service ... ?	
Policy	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	New or proposed	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Strategy	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Already exists and is being reviewed	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Function	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Is changing	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Service	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		

(1) What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To agree the areas of schools budget to de-delegate
Objectives:	To ensure services continue to be funded
Outcomes:	Agreement to de-delegate services as set out in the papers
Benefits:	A deliverable service

(2) Which groups might be affected and how? Is it positively or negatively and what sources of information have been used to determine this? <i>(Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex and Sexual Orientation)</i>			
Group Affected	Potential Positive Impacts	Potential Negative Impacts	Evidence
Age	None	None	
Disability	None	None	
Gender Reassignment	None	None	
Marriage and Civil Partnership	None	None	

Pregnancy and Maternity	None	None	
Race	None	None	
Religion or Belief	None	None	
Sex	None	None	
Sexual Orientation	None	None	
Further Comments:			

(3) Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide an explanation for your answer:	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide an explanation for your answer:	

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a EqlA 2.

If an EqlA 2 is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the EqlA guidance and template – <http://intranet/index.aspx?articleid=32255>.

(4) Identify next steps as appropriate:	
EqlA Stage 2 required	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Owner of EqlA Stage Two:	
Timescale for EqlA Stage Two:	

Name: Lisa Potts

Date: 05/01/2022

Please now forward this completed form to Pamela Voss, Equality and Diversity Officer (pamela.voss@westberks.gov.uk), for publication on the WBC website