

De-delegation, Education Functions and Health and Safety Service Proposals 2026/27

Report being considered by: Schools' Forum

Date of Meeting: 1st December 2025

Report Author: Lisa Potts

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

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(s)

- 2.1 De-delegation of Promoting Inclusive Practice Service (PIPS) is voted on separately as a de-delegated service.
- 2.2 Maintained primary, secondary, special, nursery and PRU heads (as applicable) to agree the De-delegations and Education Functions as set out under 4.5
- 2.3 Maintained primary, secondary, special, nursery and PRU heads (as applicable) to agree the Health and Safety Service as set out in Table 5.

Is the Schools' Forum required to make a decision as part of this report or subsequent versions due to be considered later in the meeting cycle?

Yes:

No:

3. Implications and Impact Assessment

Equalities Impact:	Positive	No Impact	Negative	Commentary
A Are there any aspects of the proposed decision, including how it is delivered or accessed, that could impact on inequality?		X		

B Will the proposed decision have an impact upon the lives of people with protected characteristics, including employees and service users?		X			
Data Impact:		X			

4. Executive Summary

- 4.1 De-delegated services are for maintained schools only. Funding must be allocated through the formula but can be passed back, or de-delegated for maintained primary and secondary schools with schools forum approval.
- 4.2 De-delegated services consist of Promoting Independent Practice, Ethnic Minority Support, Trade Union Local Representation, 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.
- 4.5 A summary of the costs proposed for 2026/27 are shown below:

	2026/27 Primary Budget £	Agreed by HFG	2026/27 Secondary Budget £	Agreed by HFG	2026/27 Early Years & High Needs Budgets £	Agreed by HFG
Trade Union Representation	£64,042		£15,349		£2,119	
CLEARPSS	£1,858		£945		£48*	
Education Functions	£126,712		£30,369		£4,192	

*special schools only

Issue Identification

- 4.6 The schools funding regulations for 2026/27 have not yet been published, but we have assumed similar arrangements for de-delegation of the cost of these services will apply for 2026/27.

Consultation and Engagement

- 4.7 Consultation with the Service Managers who run the services funded by de-delegations.

Monitoring and Evaluation

- 4.8 These budgets will be monitored as part of the quarterly budget monitoring cycle through the Heads Funding Group and Schools Forum meetings

5. Introduction and background

- 5.1 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).
- 5.2 De-delegated services consist of Behaviour Support, Ethnic Minority Support, Trade Union Local Representation, Consortium of Local Education Authorities for the Provision of Science Services (CLEAPSS) and School Improvement
- 5.3 Education functions consist of the statutory and regulatory duties held by the local authority in respect of maintained schools.

6. Supporting Information on De-delegated services

- 6.1 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.
- 6.2 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.
- 6.3 The schools funding regulations for 2026/27 have not yet been published, but we have assumed similar arrangements for de-delegation of the cost of these services will apply for 2026/27.
- 6.4 For 2026/27 there are a number of schools who are converting to academy status, who will not form part of the de-delegation. In order to maintain services, and reflect the increasing needs being supported, funding has been protected. The effect of this will be to lead to an increase in costs per school.
- 6.5 Primary and secondary school representatives are required to recommend to Schools Forum on whether each service is to be de-delegated or not. The services below were de-delegated in 2025/26 and are proposed to be de-delegated in 2026/27:

Primary and Secondary only:

- Trade Union Local Representation
- CLEAPSS

- 6.6 Ethnic Minority and Traveller Achievement Service will be delivered in a different way in 2026/27 and will not be de-delegated. School Improvement will be funded from Council funds from 2026/27 and not de-delegation

7. Trade Union Representation

- 7.1 The detail of the service provided by Trade Union representatives to schools is set out in Appendix B.
- 7.2 Table 1 shows the budget and unit charge for the service for 2026/27 compared to 2025/26. The proposal for 2026/27 is based on the cost of 1FTE supply teacher on UPS3. The total net cost in respect of primary and secondary schools will be divided by the total number of pupils in the October 2025 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 2024 census the charge will be £6.55 per pupil.

TABLE 1	2025/26			2026/27		
	Number of pupils	Unit Charge per pupil	Budget	Number of pupils	Unit Charge per pupil	Budget
Maintained Primary Schools	10,678	£5.20	£55,529	9,780	£6.55	£64,042
Maintained Secondary Schools	3,389	£5.20	£17,624	2,344	£6.55	£15,349
	£73,154			£79,391		

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

8.1 The detail of the service provided by this subscription is set out in Appendix C.

8.2 As the actual pricing from CLEAPSS will not be available until after the schools budget has been set, an assumption has been made on the 2025/26 fee. Any over or under spend will be recovered the following year, as in all de-delegated services. Table 2 shows the budget and unit charge for the service for 2026/27 compared to 2025/26. 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 2		2025/26			2026/27				
		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		10,678	£0.19	£2,029	£2,029	9,780	£0.19	£1,858	£1,858
Maintained Secondary Schools		3,389	£0.19	£250	£1,394	2,344	£0.19	£250	£1,195
				£3,423					£3,054

9. Education Functions for Maintained Schools

- 9.1 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.
- 9.2 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 D.
- 9.3 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 2026/27:

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

9.4 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.

9.5 Table 3 shows the budget and estimated unit charges for these services in 2026/27 compared to 2025/26. The total cost will be divided by the total numbers of pupils in the October 2025 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 2024 census the charge will be £12.96 per pupil.

TABLE 3	2025/26		2026/27				
	Charge per Pupil	Budget	Unit Charge per pupil	Total Budget	Primary Budget	Secondary Budget	Budget for Nursery, Special Schools and PRUs
Accountancy	£4.04	£56,784	£4.87	£60,670	£47,668	£11,425	£1,577
Audit	£3.75	£52,688	£4.52	£56,306	£44,240	£10,603	£1,463
Pension Scheme Administration	£2.88	£40,462	£3.56	£44,297	£38,804	£8,342	£1,151
Total Education Functions	£10.66	£149,934	£12.96	£161,273	£126,712	£30,369	£4,192

9.6 Table 4 summarises the de-delegations and education functions which are proposed for 2026/27:

TABLE 4	2026/27 Primary Budget £	Agreed by HFG	2026/27 Secondary Budget £	Agreed by HFG	2026/27 Early Years & High Needs Budgets £	Agreed by HFG
Trade Union Representation	£64,042		£15,349		£2,119	n/a
CLEAPSS	£1,858		£945		£48*	n/a
Education Functions	£126,712		£30,369		£4,192	

*Special schools only

10. Health and Safety Service to Schools

10.1 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.

10.2 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.

10.3 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.

10.4 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.

10.5 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.

10.6 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.

10.7 Table 5 below shows the 2026/27 cost if all Local Authority maintained schools, Voluntary Controlled, Voluntary Aided and special schools agree to one equal service.

Table 5

Pupil No's	Band A 0-60	Band B 61 - 100	Band C 101-200	Band D 201-300	Band E 301- 465	Band F +466	Band G Secondary
24/25	£881.92	£1433.12	£1763.84	£2204.80	£2866.24	£6.24 Per Pupil	£6.24 Per Pupil
25/26	£917.20	£1,490.44	£1,834.39	£2,292.89	£2,980.89	£6.40 per Pupil	£6.40 per Pupil

Pupil No's	Band A 0-50	Band B 51 - 100	Band C 101 - 175	Band D 176 - 250	Band E 251 - 325	Band F 326 – 447	Band G 448+	Band H Secondary
26/27	£972.23	£1,579.87	£1,944.46	£2,430.57	£3,159.74	£3,317.73	£7.42 per pupil	£7.42 per pupil

11. View from the Heads' Funding Group

The Heads Funding Group recommended that the proposed de-delegations go forward to the Schools' Forum on 1st December for consideration, with PIPS being voted on separately.

12. Appendices

12.1 Appendix A – De-delegations per school for 2026/27

12.2 Appendix B – Trade Union Representation Service

12.3 Appendix C – CLEAPSS Service

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

12.5 Appendix E - Health and Safety service to schools

12.6 Appendix F – Health and Safety Service 2026/27

12.7 Appendix G – Legal Duty Holders for Health & Safety

Appendix A

Indicative De-Delegations for 2026/27 - Based on October 2024 Census Data									
		De-delegations			Education functions for maintained schools				
		Promoting Inclusive Practice Service	Trade Union Representation	CLEAPSS	Statutory Accounting Functions	Internal Audit of Schools	Pension Scheme Administration	Total De-delegations and Education Functions	
Proposed Primary Delegation		£167,251	£64,042	£1,858	£47,668	£44,240	£34,804		£359,863
Proposed Secondary Delegation		£40,085	£15,349	£945	£11,425	£10,603	£8,342		£86,749
Total Proposed Delegation		£207,336	£79,391	£2,804	£59,093	£54,843	£43,146		£446,612
Estimated income from other maintained schools		£0	£2,119	£48	£1,577	£1,463	£1,151		£6,358
Total Cost of Service		£207,336	£81,510	£2,851	£60,670	£56,306	£44,297		£452,970
Cost per primary pupil		£17.10	£6.55	£0.19	£4.87	£4.52	£3.56		£37
Cost per secondary pupil		£17.10	£6.55	£0.19	£4.87	£4.52	£3.56		£37
Cost per other maintained school pupil		n/a	£6.55	£0.19	£4.87	£4.52	£3.56		£20
Fixed cost per secondary school		n/a	n/a	£250.00	n/a	n/a	n/a		£250
School	Pupil No's	EAL No's							
Aldermaston C.E. Primary School	116	4.4	1,984	760	22	565	525	413	4,268
Beedon C.E. (Controlled) Primary School	22	2.2	376	144	4	107	100	78	810
Beenham Primary School	45	14.7	770	295	9	219	204	160	1,656
Birch Copse Primary School	417	14.1	7,131	2,731	79	2,032	1,886	1,484	15,344
Bradfield C.E. Primary School	150	1.1	2,565	982	29	731	679	534	5,519
Brightwalton C.E. Aided Primary School	87	2.3	1,488	570	17	424	394	310	3,201
Brimpton C.E. Primary School	47	0.0	804	308	9	229	213	167	1,729
Bucklebury C.E. Primary School	113	2.4	1,932	740	21	551	511	402	4,158
Burghfield St Mary's C.E. Primary School	207	4.6	3,540	1,355	39	1,009	936	737	7,617
Calcot Infant School and Nursery	170	44.2	2,907	1,113	32	829	769	605	6,255
Calcot Junior School	261	22.0	4,463	1,709	50	1,272	1,181	929	9,604
Chaddleworth St Andrew's C.E. Primary School	26	0.0	445	170	5	127	118	93	957
Chieveley Primary School	171	3.5	2,924	1,120	32	833	774	609	6,292
Cold Ash St Mark's CE Primary School	203	2.4	3,472	1,329	39	989	918	722	7,470
Curridge Primary School	96	14.0	1,642	629	18	468	434	342	3,532
Downsway Primary School	212	4.7	3,625	1,388	40	1,033	959	754	7,801
Enborne C.E. Primary School	81	4.7	1,385	530	15	395	366	288	2,980
Englefield C.E. Primary School	110	4.7	1,881	720	21	536	498	391	4,048
Falkland Primary School	411	18.7	7,029	2,691	78	2,003	1,859	1,463	15,123
Garland Junior School	185	10.2	3,161	1,211	33	902	837	658	6,807
Hampstead Norreys C.E. Primary School	49	1.1	838	321	9	239	222	174	1,803
Hermitage Primary School	172	5.7	2,941	1,126	33	838	778	612	6,329
Hungerford Primary School	328	10.5	5,609	2,148	62	1,599	1,484	1,167	12,069
The Isleys Primary School	49	3.4	838	321	9	239	222	174	1,803
Inkpen Primary School	37	6.3	633	242	7	180	167	132	1,361
Kennet Valley Primary School	199	22.1	3,403	1,303	38	970	900	708	7,322
Kintbury St Mary's C.E. Primary School	122	6.7	2,086	799	23	595	552	434	4,489
Long Lane Primary School	207	14.0	3,540	1,355	39	1,009	936	737	7,617
Mortimer St Mary's C.E. Junior School	165	8.0	2,822	1,080	31	804	746	587	6,071
Mortimer St John's C.E. Infant School	235	9.1	4,019	1,539	45	1,145	1,063	836	8,647
Mrs Bland's Infant School	126	37.4	2,155	825	24	614	570	448	4,636
Pangbourne Primary School	136	6.1	2,322	891	26	663	615	484	5,004
Parsons Down Infant School	90	18.8	1,539	589	17	439	407	320	3,312
Parsons Down Junior School	167	7.1	2,856	1,094	32	814	755	594	6,145
Purley CoE Primary School	81	3.6	1,385	530	15	395	366	288	2,980
Robert Sandilands Primary School and Nursery	211	23.2	3,608	1,382	40	1,028	954	751	7,764
Shaw-cum-Donnington C.E. Primary School	91	7.8	1,556	596	17	444	412	324	3,348
Shefford C.E. Primary School	52	1.1	889	341	10	253	235	185	1,913
Springfield Primary School	300	20.8	5,130	1,964	57	1,462	1,357	1,068	11,039
Spurcroft Primary School	368	25.6	6,293	2,410	70	1,794	1,665	1,310	13,541
St Finian's Catholic Primary School	203	8.2	3,472	1,329	39	989	918	722	7,470
St John the Evangelist CoE Infant and Nursery School	171	55.5	2,924	1,120	32	833	774	609	6,292
St Joseph's Catholic Primary School	213	83.6	3,643	1,395	40	1,038	963	758	7,838
St Nicolas C.E. Junior School	255	19.0	4,363	1,670	48	1,243	1,153	907	9,383
St Paul's Catholic Primary School	296	46.3	5,062	1,938	56	1,443	1,339	1,053	10,892
Stockcross C.E. School	80	3.2	1,368	524	15	390	362	285	2,944
Streatley C.E. Voluntary Controlled School	98	3.4	1,676	642	19	478	443	349	3,606
Sulhamstead and Ulton Nervet School	99	1.2	1,693	648	19	483	448	352	3,643
Thatcham Park CoE Primary	318	21.6	5,438	2,082	60	1,550	1,438	1,132	11,701
Theale C.E. Primary School	308	10.5	5,267	2,017	59	1,501	1,393	1,096	11,333
Welford and Wickham C.E. Primary School	62	1.1	1,060	406	12	302	280	221	2,281
Westwood Farm Infant School	178	22.2	3,044	1,166	34	868	805	633	6,550
Westwood Farm Junior School	239	11.0	4,087	1,565	45	1,165	1,081	851	8,794
The Willows Primary School	339	22.5	5,797	2,220	64	1,652	1,533	1,206	12,474
The Winchcombe School	414	62.7	7,080	2,711	79	2,018	1,873	1,473	15,233
Woolhampton C.E. Primary School	102	0.0	1,744	668	19	497	461	363	3,753
Yattendon C.E. Primary School	90	1.2	1,539	589	17	439	407	320	3,312
Little Heath School	1,313	13.1	22,454	8,598	499	6,400	5,939	4,673	48,563
The Willink School	1,031	15.0	17,631	6,751	446	5,025	4,664	3,669	38,186
PRIMARY TOTAL	9,780	786.56	167,251	64,042	1,858	47,668	44,240	34,804	359,863
SECONDARY TOTAL	2,344	28.10	40,085	15,349	945	11,425	10,603	8,342	86,749
TOTAL ALL PRIMARY AND SECONDARY SCHOOLS	12,124	814.7	207,336	79,391	2,804	59,093	54,843	43,146	446,612
Other Maintained Schools									0
Hungerford Nursery	36.92		n/a	242	n/a	180	167	131	720
Victoria Park Nursery	34.6		n/a	227	n/a	169	157	123	675
Total within Early Years Block			0	468	0	349	324	255	1,395
The Castle Special School	158		n/a	1,035	30	770	715	562	3,112
i-college	94		n/a	616	18	458	425	335	1,851
Total Within High Needs Block			0	1,650	48	1,228	1,140	897	4,963
Total for All Other Maintained Schools	323.52	0.0		2,119	48	1,577	1,463	1,151	6,358
Total all Maintained Schools	12,448	815	207,336	81,510	2,851	60,670	56,306	44,297	452,970

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2026-27

Trade Union Representation Service

Outline of Proposed Service 2026/27

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; NEU 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 2026/27

The following table summarises the proposed cost of the service for 2026/27, compared to 2025/26. It is based on engaging a representative from each of the unions:

	2025/26 £	Proposed UPS3 2026/27 £
Total Direct Costs	£68,884	£74,100
Support Service Recharges	£6,888	£7,410
Total Cost	£75,772	£81,510
Income from Nursery and Special Schools and PRUs	£2,520	£2,119
Cost to Primary and Secondary Schools	£73,252	£79,391

The proposed budget for 2026/27 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 2026/27

The total cost of the service will be divided by the total number of pupils recorded in the October 2025 census to arrive at a per pupil amount for charging purposes. Using October 2024 census data, this would equate to £6.55 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 2026-27

CLEAPSS Service

Outline of Proposed Service 2026/27

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 CLEAPPS 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 2026/27

CLEAPSS set the pricing each year in February/March for the financial year April to March ahead. In 2025/26 the charge to schools was 19 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 CLEAPPS) there are additional costs of £250 per annum for the Radiation Protection Officer for the Radiation Protection Adviser.

The proposal for 2026/27 is to keep the same rate per pupil to 19 pence per pupil.

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.

The charges for the RPA and RPO service will increase to £270 to cover increased cost of RPA and expenses.

Independent, Academies, Foundation and VA schools may purchase the CLEAPSS subscription directly through CLEAPSS.

The cost per pupil/school is shown in the table below in comparison with the cost of buying this service directly from CLEAPSS, the RPA/RPO service is not available 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	19p	26p	N/A	N/A
Primary	19p	26p	N/A	N/A
Secondary	19p	34p	£65	£205
Special	19p	34/26p	N/A	N/A
PRU	19p	34/26p	N/A	N/A
Primary Academy	19p	26p	N/A	N/A
Secondary Academy	19p	34p	£65	£205
Incorporated colleges	19p	34p	£65	£205

West Berkshire Council Maintained Schools

Proposal to De-Delegate Formula Funding 2026-27

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: £60,670

0.37 FTE Accountants; 0.38 FTE Senior Accountant; 0.14 FTE Finance Manager

Total FTE 0.89

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: £44,297

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: £56,306
0.65 FTE Senior Auditor; 0.09 FTE Audit Manager

Proposed Cost of Delivery in 2026/27

The following table summarises the proposed cost of the service for 2026/27, compared to 2025/26.

	2024/25 £	2025/26 £	2026/27 Proposed £
Accountancy	54,607	58,817	60,670
Audit	52,781	54,574	56,306
Pension Scheme Admin	38,797	41,910	44,297
Total Cost	146,185	155,301	161,273
Less income from Special and Nursery Schools and PRUs	4,460	5,165	£4,192
Amount to be De-Delegated	141,725	150,136	£157,081

Method of charging in 2026/27

The total net cost of the service will be divided by the total number of pupils recorded in the October 2025 census to arrive at a per pupil amount for charging purposes. Using October 2024 census data, this would equate to £12.96 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

Proposal to De-Delegate Formula Funding 2026-27

Statutory and Regulatory Duties – Health and Safety

1. Introduction

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

2. Background and Legislative Context

2.1 The principal legislation in the United Kingdom for health and safety is the Health and Safety at Work etc. Act 1974, there is also a considerable amount of health and safety legislation under the Health and Safety at Work Etc Act 1974 including the Management of Health and Safety at Work Regulations etc.

2.2 The Management of Health and Safety at Work Regulations set out that every employer shall appoint one or more competent persons to assist him in undertaking the measures s/he needs to take to comply with the requirements imposed by the relevant statutory provisions.

2.3 The regulations state that the employer shall ensure that the number of competent persons appointed, the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of the undertaking, the risks to which employees are exposed and the distribution of those risks throughout the organisation. It should be noted that the regulations do not suggest any limit or scope to the competent advice or how it should be delivered practically.

2.4 The regulations also state that where there is a competent person in the employer's employment, that person shall be appointed in preference to a competent person not in his employment.

2.5 The duties imposed by the health and safety at work Act 1974 and associated regulations apply to the Council as an employer and it would also apply to the Council in relation to Local Authority maintained schools as the Council is the employer.

2.6 In the case of Foundation and Voluntary Aided schools the Governors are the employer. In independent schools and Academies the Governors or the Academy Trust are the employers.

2.7 The Council also has the general "duty to educate", even where the Governors or an Academy Trust are the employer, there could be some limited involvement for the Council if a serious incident were to occur. See Appendix B for further information on the legal duty holders.

3. The Councils Health & Safety Support Service to Schools

3.1 The Council offers a health and safety support service to West Berkshire schools in line with the service level agreement offered to all schools included in the de-delegation system.

3.2 Following a decision to change the way the service operated in 2020/2021 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 including necessary health and safety training, health and safety compliance and advice for schools.

3.3 As the Council is the employer and therefore a legal duty holder (not notwithstanding any delegated responsibilities to a schools, Head Teachers and Governors) in relation to health and safety, it makes sense to ensure an adequate and effective health and safety service is provided to Local Authority maintained schools and then a buy-back option offered to non-maintained schools.

4. Proposal

4.1 The 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.

4.2 Schools will pay a graduated fee based on pupil numbers. All maintained schools will need to agree to be part of this collective agreement to equitably fund the service.

4.3 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.

4.4 Table 1 below shows the 26/27 cost if all Local Authority maintained schools, Voluntary Controlled, Voluntary Aided and special schools agree to one equal service. Due to rising costs it has been necessary to increase the cost of the service Bands A-F by 6%.

Table 1

Pupil No's	Band A 0-60	Band B 61 - 100	Band C 101-200	Band D 201-300	Band E 301- 465	Band F +466	Band G Secondary
24/25	£881.92	£1433.12	£1763.84	£2204.80	£2866.24	£6.24 Per Pupil	£6.24 Per Pupil
25/26	£917.20	£1,490.44	£1,834.39	£2,292.89	£2,980.89	£6.40 per Pupil	£6.40 per Pupil

Pupil No's	Band A 0-50	Band B 51 - 100	Band C 101 - 175	Band D 176 - 250	Band E 251 - 325	Band F 326 – 447	Band G 448+	Band H Secondary
26/27	£972.23	£1,579.87	£1,944.46	£2,430.57	£3,159.74	£3,317.73	£7.42 per pupil	£7.42 per pupil

There are no discounts based on federated schools. However, schools who operate on the same site would pay one fee based on a combined pupil total up to 447 pupils when it will be charged per pupil. 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	2026/27 Proposed £
Staffing Costs	125,750
Other Costs	11,610
Support Service Recharges	13,740
Total Cost	151,100
De-delegated basic income @ £7.42 per pupil	-92,320
Remainder cost to be met by all Maintained Primary and Secondary Schools via a top up to support the delivery of the Health & Safety Service.	58,780

5. Recommendation

5.1 Schools consider the option set out above to maintain the current level of service.

6. Conclusion

6.1 The Council recognises that safety is important but needs to be approached creatively and should not be seen as simply another legal burden or bureaucratic chore. A planned approach to managing risk should be seen as an enabler, not just to prevent accidents and work related health problems 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.

6.2 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.

Appendix F

Health and Safety Service 2026/27

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 5LD

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, health and safety audit 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 range of health and safety training and health and safety newsletters. A summary of the service can be found in Table 3 below

Schools Health & Safety Audit

The Schools Health & Safety Audit is 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.

From September 2025 the way the health and safety team audit schools will change. Instead of conducting a full audit, at a risk assessed interval (between 1 & 4 years), the audit will be broken down into 4 sections. Each section will be audited and scored across a number of separate visits, and the next visit frequency for each section will depend on that section's score.

Schools will not receive an overall outcome, each section will be scored and shown on the report with the most recent scores for each section, to give an overview of health and safety management on the site.

The questions will remain similar and we will let schools know in advance which section/sections we would auditing prior to the visit. It is anticipated that the visits will be between 1-3 hours and most schools will receive at least one audit visit per year.

In addition, for secondary schools, it is intended to include additional visits to audit the controls in higher risk departments (Science, D&T/Art/Textiles/Food Tech, Drama, PE).

The audit sections are detailed below (Table 1) along with the frequency for reinspection (Table 2).

Table 1		
Section A	Governance, Leadership, Communication and Competence	
Section B	First Aid, Accidents, Play Equipment, Security, General site Condition	
Section C	Fire, Legionella and Asbestos	
Section D	Working at Height, Manual Handling, Managing Contractors, COSHH, Compliance, Kitchens, Pools & Transport (if applicable)	

Table 2		
Score	Outcome	Frequency between audits
91% +	Excellent	Up to 4 years
80-90%	Good	Up to 3 years
55-79%	Improvement required	Up to 2 years
Up to 54%	Urgent improvements required	Up to 1 Year

Table 3	
Health and Safety Service Summary	
<p>The aim of this service is to provide schools with a named, dedicated and professional Health and Safety Adviser to provide support and advice' to the school, guiding and prioritising the integration of an effective safety management system and documentation in support of the School's Health and Safety Policy.</p> <p>The schools dedicated Health and Safety Adviser will begin by arranging and completing a Health and Safety Audit (Needs Assessment) of the school that will help to identify the strengths and areas for improvement in the schools existing arrangements. The schools Health and Safety Adviser will then continue to work with the school to help plan, develop and implement your health and safety policy and the areas for improvement needed.</p> <p>The Management of Health and Safety at Work Regulations require you to appoint someone competent to help you meet your health and safety duties. A competent person is someone with the necessary skills, knowledge and experience to manage health and safety.</p> <p>West Berkshire Council, Schools Health and Safety Team will be your competent person and help ensure you meet your health and safety duties. Details of the health and safety service are listed below.</p>	
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. Health and Safety Audit	<p>Schools will receive a health and safety audit designed to assess and measure levels of compliance with health and safety legislation and best practice. The associated action plan will help you prioritise your improvement plan.</p> <p>Your dedicated Health and Safety Adviser will then arrange to assist and support the school in progressing the recommendations to ensure continual improvement.</p> <p>Health and Safety Needs Assessments will be completed for all maintained schools and those schools purchasing the service on a cycle subject to the outcome of the previous needs assessment as per Table 1&2 above.</p> <p>Schools will be able to request a new audit at any time, which will be booked at the earliest mutually convenient opportunity at no additional cost to the school.</p>

3. School Safety Policy:	<p>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.</p> <p>Ensure the Policy identifies key commitments with current signature.</p> <p>Ensure that the Policy, Organisation and arrangements are carried out and accurately reflect practice.</p>
4. Safety Organisation:	<p>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.</p>
5. Planning and implementing:	<p>Review the existing arrangements; ensure the school adequately documents the standards and procedures required for a safe place of work.</p> <p>Following written review and prioritisation of issues, help the school to progress the areas for improvement by providing support and guidance. Improvement will be achieved with the schools full commitment and involvement.</p>
6. Health and Safety Risk Assessment:	<p>Provide the school with training regarding completion of Risk Assessments.</p> <p>Provide review of the schools risk assessments on request, to support their completion.</p> <p>Provide support and guidance including a suite of generic risk assessments and guidance.</p>
7. 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.</p> <p>Should the associated risk to safety or health warrant a school visit, this shall be arranged at the request of the school.</p>
8. 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>On-site training can also be arranged at no additional cost.</p> <p>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> <p>Pre-recorded whole school training sessions are available for some subjects free of charge to all maintained schools and those purchasing the service.</p>
9. Fire Management	<p>Schools can request a review of the schools Fire Risk Assessment (FRA) with their Health and Safety Advisor.</p> <p>Your advisor can also:</p> <p>Complete a site inspection to verify recommendations have been implemented. Discuss any issues outstanding and how to address these.</p> <p>Your advisor will also help review your schools evacuation plans and fire safety arrangements.</p>

	Your advisor can also provide fire awareness/fire marshal training to school staff on request.
10. Asbestos Management	<p>Schools can request a site visit to complete a condition check of asbestos containing materials (ACM) with their Health and Safety Advisor.</p> <p>Your advisor can also review:</p> <p>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 regarding ACMs on site and highlight their responsibilities in respect of managing ACMs.</p>
11. Legionella Management	<p>Schools can request a 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 legionella risk assessment.</p>
12. Playground Equipment	<p>Schools can request a 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>We can also provide on-site training and support to staff on request.</p>
13. First Aid	<p>Schools can request support and assistance to ensure the school's first aid needs assessments are in place and up to date and an appropriate number of staff are identified and trained to deliver first aid.</p>
14. Accident / Incident investigation and enforcement action	<p>Schools can request on-site support and advice from your named and dedicated Health and Safety Adviser during an accident investigation for a serious accident or enforcement action by an enforcing authority such as the Health and Safety Executive.</p>
15. Accident Reporting & Recording System	<p>The Councils Accident Reporting & Recording System is provided to all schools to allow them to record and monitor accidents/incidents.</p>

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, and a Technical Compliance Officer. To discuss any aspect of the Health & Safety Service please contact: schoolshealthandsafety@westberks.gov.uk

Mike Lindenburn - Health & Safety Manager

mike.lindenburn@westberks.gov.uk 07901 114627

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.pye1@westberks.gov.uk 07775 013072

Alice has over 15 years' experience as an Environmental Health Officer which included health and safety auditing and enforcement as well as accident investigations, housing inspections and managing nuisance complaints. She is a member of the Chartered institute for Environmental Health (CIEH) and is EHRB registered, she also holds NEBOSH, (BIOH) Asbestos Specialist S301, BOHS P901 Legionella Management and has completed the RoSPA Operational playground inspection course.

Caroline Pooley - Senior Health & Safety Advisor (Schools)

caroline.pooley1@westberks.gov.uk

Caroline is an experienced and NEBOSH-qualified health and safety professional with a proven track record of leading teams, driving health and safety strategy, and delivering regulatory and operational services across educational and healthcare environments.

Catherine Henderson – Technical Compliance Officer

Catherine.henderson1@westberks.gov.uk 07881 230466

Catherine is our Technical Compliance Officer, overseeing all asbestos, legionella and fire safety for schools and corporate sites. She has many years' experience as an Environmental Health Practitioner working on H&S, food safety and environmental protection enforcement, as well as infectious disease control. She has also worked extensively for a large multi-national retail & distribution company covering all aspects of health & safety and trading standards, and as regional H&S Manager for the UK (South) for a national hospitality chain. As well as this wealth of experience, she has also had times working as a TA in a

complex needs resource base (including teaching Braille) and as an NCT antenatal practitioner.

Appendix G

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

