

## Consultation on Central Retention of Dedicated Schools Grant From April 2018

### Introduction

On behalf of Shropshire Schools Forum, the views of maintained schools are being sought on the central retention of Dedicated Schools Grant (DSG) in the next financial year, 2018-19. Significant decisions were taken by Schools Forum earlier this year that have impacted on the delegated budgets for maintained schools in 2017-18, without the opportunity or time to formally consult with them. Schools Forum is committed to consulting with maintained schools ahead of a Forum meeting on 7 December 2017, at which decisions on the de-delegation and top-slicing of DSG from April 2018 will be taken.

### Background

Schools Forum is a legally constituted advisory and consultative group, made up of representatives from the maintained, academy and wider education sectors, who work with the local authority on issues related to school funding. One of their key areas of work is in relation to the school funding formula and the retention of a small part of the overall DSG to underwrite the costs of services, centrally managed by the local authority on behalf of maintained schools, given the economies of scale and value for money for schools this can realise.

At meetings in November 2016 and January 2017, Schools Forum considered and approved a number of recommendations on the de-delegation and top-slicing of DSG from maintained schools for the financial year 2017-18. These methods of centrally retaining DSG are allowed within the Government's school revenue budget settlement guidelines and are defined as follows:

- De-delegation – centrally held budgets within the Schools Block of DSG can be de-delegated from maintained schools by the sector representatives on Schools Forum, with decisions taken on an annual basis.
- Top-slicing – in December 2016 the Government's school revenue settlement allowed local authorities to retain some of their Schools Block of DSG to carry out statutory duties for maintained schools, previously funded through general duties Education Services Grant (ESG), which was removed in September 2017.

The impact in 2017-18 of the decisions taken by Schools Forum are summarised in the table below:

Decision	Total	Primary Per Pupil	Secondary Per Pupil
<b>De-delegation (maintained primary and secondary):</b>			
10% pupil growth contingency	£320,230	£18.52	-
Maternity cover	£499,260	£21.98	£21.98
Fidelity guarantee insurance	£22,760	£0.90	£1.33
Trade union duties	£50,020	£1.93	£3.07
School improvement (primary)	£189,190	£10.94	-
School improvement (secondary)	£10,810	-	£2.26
<b>Top-slice (maintained primary and secondary):</b>			
Redundancy fund	£450,000	£19.81	£19.81
Statutory school finance	£30,000	£1.32	£1.32

Statutory human resources and health and safety	£100,000	£4.40	£4.40
Education welfare and inclusion	£254,700	£11.21	£11.21

This consultation document will examine each of the areas for which delegated funds are taken from maintained schools and seek views on a number of options for how to proceed on each in 2018-19. A simple return has been produced for collecting feedback from schools, which will be collated and inform the report that will be produced for the decision-making meeting of Schools Forum on 7 December 2017. **The consultation will run until Friday 24 November 2017.**

It is important to understand that Schools Forum has the choice, for each budget area, between de-delegating/top-slicing or not. This means that **any decisions taken will impact on all maintained schools from April 2018.**

## De-delegation

This section looks at each of the support areas for which funding can be de-delegated from maintained schools. Historically, reports have been taken to the late autumn term meetings of Schools Forum to secure formal decisions for the following financial year. The table below summarises these decisions since 2013-14.

	2013-14	2014-15	2015-16	2016-17	2017-18 Provisional
10% pupil growth	£96,460	£87,680	£160,000	£159,770	£320,230
Maternity cover	£455,120	£429,190	£334,000	£321,570	£499,260
Insurance	£26,730	£24,450	£24,450	£23,280	£22,760
Trade union duties	£64,860	£60,160	£53,180	£50,400	£50,020

An important consideration when looking at whether a budget should be de-delegated, is the impact on schools resulting from delegation, because **with delegation comes responsibility**. This means that the responsibility for the delegated budget line – e.g. paying for staff maternity cover – transfers to the school and any costs have to be met from the school's delegated budget. The de-delegated funds have therefore provided something of an insurance policy for schools against one-off hits to their budget, which can have a significant impact on schools with tight budgets and modest contingencies.

### 1. 10% pupil growth contingency – primary only

A contingencies budget de-delegated from maintained primary schools to allow additional funding to be targeted at schools where pupil numbers increase by at least 10% of their funded number on roll. Controls limit allocations to actual additional costs incurred by a school as a direct result of increased pupil numbers. This budget has overspent in 3 of the last 4 years, which explains the sharp increase in costs in 2017-18.

A key consideration is delegated responsibility. In this case, by not de-delegating, there would be no contingency for pupil growth from April 2018 and so schools would have to absorb cost pressures until the increased pupil numbers worked through from the school census in October 2018, which would result in an increased delegated budget from April 2019. In most cases, given the forecast data provided to schools by the local authority on pupil numbers, schools should be alert to such growth and be able to budget plan for the lagged funding. Such growth in pupil numbers will tend to impact from the beginning of an

academic year, with the Reception intake, which means that the lagged funding generally follows two terms later.

In 2017-18 to date, 9 schools have received growth funding, 7 of which are in rural locations and 2 in town locations. The funding for individual schools has ranged from £3,046 through to £69,370. The call on the contingency could be reduced by raising the threshold on which schools qualify for financial support.

A threshold of 15% or 20%, rather than the current 10%, could reduce both the number of maintained schools receiving support and the sums paid out, requiring a lower sum to be de-delegated and hence reducing the per pupil unit sum. Based on the 9 schools receiving support in 2017-18, only 4 schools would have received support at a 15% threshold level, while only 1 school would have received support at a 20% threshold level.

**10% pupil growth contingency - options for 2018-19:**

- a. De-delegate funding from primary maintained schools as in previous years, with per pupil sums determined by the outturn position in 2017-18 i.e. an overspend or underspend in 2017-18 will affect the per pupil rate in 2018-19.
- b. De-delegate funding from primary maintained schools, but with a review on the threshold level to reduce the required level of centrally retained funding e.g. increase from 10% to 15%.
- c. Fully delegate funding and responsibility to maintained schools, meaning that schools would be liable for funding pupil growth from their individual delegated budgets from April 2018.

## 2. Maternity cover

Funds the salary costs of any member of school staff on maternity leave in the maintained primary and secondary sector, meaning the schools are only liable for the costs of the replacement employee. After a period of reduced outturn costs, there was a sharp increase in costs in 2016-17, which required the budget in 2017-18 to be increased to just under £500,000.

A decision not to de-delegate this budget from April 2018, would mean that maintained schools would be responsible for meeting all maternity pay costs of school staff from their individual delegated budgets. Schools would be able to access commercially available products/policies, some combining maternity cover with sickness cover. The experience of academies is mixed – some are sourcing cover arrangements from the market place, while others are carrying the risk of meeting any maternity costs from their own budgets.

These options would be available to maintained schools if the decision is taken not to de-delegate funding for maternity cover. Schools would need to carefully consider the flexibility and 'headroom' within their budget (including reserves), as well as the age profile of their female staff. In financial planning terms this can be challenging, given the difficulty of predicting the need for maternity leave.

**Maternity cover - options for 2018-19:**

- a. De-delegate funding from maintained schools as in previous years, with per pupil sums determined by outturn position in 2017-18 i.e. an overspend or underspend in 2017-18 will affect the per pupil rate in 2018-19.
- b. Fully delegate funding and responsibility to maintained schools, meaning that schools would be liable for funding maternity cover from their individual delegated budgets from April 2018.



### 3. Fidelity guarantee insurance

This is a relatively small budget, which provides fidelity guarantee insurance for schools, covering loss of money, securities or other property resulting from one or more fraudulent or dishonest acts committed by an employee or as a result of computer fraud. The de-delegated sum represents the annual contribution from the maintained schools sector, which is included in the overall Shropshire Council insurance premium costs for this particular policy area. The sums de-delegated for this cover have reduced in recent years as schools have academised and so cease to be covered by the Council's policy.

Schools are currently recharged annually for employer and public liability insurance, as well as premises related insurance, directly through the delegated budget for maintained schools. It is unclear why fidelity insurance has been historically treated in a different way from these policy areas. The option being presented to maintained schools is not to de-delegate the fidelity insurance, but to add the cost of this cover to the suite of insurance cover arrangements provided by the Council, which will be recharged directly to maintained school budgets, providing greater transparency and clarity.

#### **Fidelity guarantee insurance - option for 2018-19:**

Fully delegate funding to maintained schools and recharge for fidelity guarantee insurance, as is done for other policy cover areas such as employer, public liability and premises insurance.

### 4. Trade union duties (referred to as facilities time)

This funding is de-delegated for the costs of trade union representatives supporting their members in maintained schools through what is commonly referred to as facilities time. The funding provides cover for, among other things: carrying out trade union duties, attending union training, undertaking health and safety functions, and accompanying members attending hearings e.g. disciplinary or grievance. There is strong lobbying each year from the professional associations for these funds to be de-delegated.

Each union is required to attend a termly meeting with the local authority, called the Association Secretary Group. The membership of this group includes the local union representative from each recognised trade union and representatives from the Council's human resources advisory team. This meeting is the mechanism which allows collective consultation and negotiation between the local authority on behalf of schools and the trade unions on behalf of their members. All human resources policies and procedures are consulted and agreed at these meetings. Schools would be required to consult with trade unions and their own staff if this was removed. The group also discusses other employment relations issues and maintains a positive dialogue between schools and unions which in turn supports positive employee/employer relationships.

If local trade union representatives were not funded via the facilities time, maintained schools would be able to consider using their delegated funding to secure local arrangements with the trade unions, in particular by pooling funding with other maintained schools and academies. This could lead to a fragmentation of the current arrangements across the schools sector. Alternatively it would mean each school would have to allocate funding for facilities time for all unions represented in their school and may lead to schools dealing with regional trade union representatives with little or no local knowledge. It is the

view of the local authority that this would not be as effective and efficient an arrangement as that which could be secured through continuation of de-delegation.

**Trade union duties - options for 2018-19:**

- a. De-delegate funding from maintained schools as in previous years, with per pupil sums likely to be similar to those in 2017-18, taking into account any adjustment for schools who have converted to academy status.
- b. Fully delegate funding and responsibility to maintained schools, meaning that local arrangements for facilities time would need to be secured by individual schools and/or groups of schools in collaboration with trade unions.

## 5. School improvement

For 2017-18, Schools Forum agreed to de-delegate £189,190 from maintained primary schools and £10,810 from maintained secondary schools to secure ongoing statutory school improvement support for the year through the Education Improvement Service (EIS). This was necessary given the Government's removal of funding for school improvement from the two elements of ESG funding, for retained duties and general duties. The de-delegation has, in part, been offset by the introduction of a new school improvement monitoring and brokering grant for local authorities from September 2017.

The combination of de-delegation and direct Government grant has secured a core service for maintained schools. The core service is delivered by 6.5 fte advisers (including a Principal Education Improvement Adviser). The impact of this statutory service includes, but is not limited to:

- Effective school performance monitoring for schools including those at risk of requiring improvement and intervention in schools at risk of entering an Ofsted category of concern: 6 pre-warning notices issued to governors have resulted in at least 4 schools being kept out of special measures. School performance monitoring is undertaken over and above one school visit per year.
- Support and challenge contributing to the increase in the proportion of good and outstanding LA maintained schools to above the national averages: currently 93% of all Shropshire primary schools are good or outstanding and 83% of all Shropshire secondary schools are good or outstanding compared to 55% of primary academies and free schools, and 77% of secondary academies. Shropshire is identified in HMCI's annual report 2017 as an equal 10th ranked LA for the improvement in the percentage of good or better primary schools. The proportions of good or better schools has increased every year for the last 5 years as a result of the improvement in LA maintained schools – over the same period 2 academies that were less than good at the point of conversion have become good schools.
- Support and challenge to schools contributing to:
  - Improved outcomes in 2017 across Early Years, key stage 1 and key stage 2 and key stage 4.
  - Improved teaching and learning in phonics, reading, writing and mathematics in key stages 1 and 2 as a result by subject specific course and school-based professional development.
- Support for schools before, during and after Ofsted inspections to maximise inspection outcomes - timely and detailed responses to Ofsted following referrals from parents/community to Ofsted concerning alleged safeguarding issues.
- Brokering of leadership and management (interim and permanent) arrangements, including governance for schools following long-term illness or resignation of the

headteacher: in excess of 10 schools have benefited from interim leadership arrangements brokered and established by the EIS.

- Effective challenge and support to governors has ensured increased rigour from governing bodies to support, encourage and hold their headteacher to account for provision and outcomes at their school(s).
- Support to governing bodies to sustain good or outstanding provision through strategic planning and rationalization of provision - 2 unsustainable maintained schools have merged with a third school to ensure improved provision and outcomes for pupils with the understanding of their local communities.
- In 2016-17 there was improved moderation of key stage 1 and key stage 2 outcomes through rigorous and accurate practice.
- Co-ordination and support for newly qualified teachers including professional development, monitoring and quality assurance.
- Provision of headteacher workshops, briefings and leadership development opportunities to ensure the continuous professional development of leaders.
- Provision of new headteacher induction sessions.
- Provision of a comprehensive offer of professional development for leadership and management and teaching and learning across all curriculum areas.
- Support for governors' professional development.

In terms of time, the core team provides the following levels of support to individual schools, based on their performance categorisation:

- Low support schools – minimum of 1 visit annually
- Medium support school – minimum of 2 visit termly
- High support school – minimum of 4 visits termly.

Provision of support and advice to headteachers, chairs of governors and subject leaders beyond these visit(s) includes the resolution of issues in schools (including those between headteachers and governors) and the co-ordination of support in the event of critical incidences to ensure staff and pupil well-being and the continued effective operation of schools.

The de-delegation options for 2018-19, being presented to maintained schools for consultation, will secure the ongoing provision of school improvement services which will deliver the full range of support detailed above. In order to do this, and taking into account the projected number of maintained schools in April 2018, the local authority is looking to de-delegate £150,000 from maintained schools in 2018-19. For modelling purposes, the balance of de-delegation will require £144,600 from 96 maintained primary schools and £5,400 from 3 maintained secondary schools.

There are two options being presented for consultation for 2018-19. In 2017-18 the de-delegation was done on a per capita basis. An additional option being presented for 2018-19 is based on a fixed element per site and variable element per pupil. The implication of this option is that larger schools would retain more of their delegated funds, while more funding would be recovered from smaller schools, but is potentially more appropriate based on the support maintained schools receive.

The table below illustrates the impact in cost per pupil terms for primary maintained schools, for each of the two options. The option based on pupil numbers would de-delegate £10.08 per primary pupil to recover the sum of £144,600, which is a reduction from the £10.94 per primary pupil in 2017-18. The fixed/variable option assumes 50% of the cost is recovered



on a fixed sum of £753 per site, with 50% recovered on a variable element of £5.04 per primary pupil. These proportions are based on the historic basis for charging schools through the annual EIS SLA.

<b>Modelling of EIS top-slice options for 2018-19 for maintained primary schools</b>		
<b>Numbers on Roll (summer 2017)</b>	<b>Option based on pupil numbers only</b>	<b>Option based 50% fixed and 50% variable elements</b>
25 to 100	£252 to £1,008	£879 to £1,257
101 to 200	£1,018 to £2,015	£1,262 to £1,761
201 to 300	£2,025 to £3,023	£1,766 to £2,265
301 to 400	£3,033 to £4,030	£2,270 to £2,768
401 to 420	£4,040 to £4,232	£2,773 to £2,869

For secondary schools the recovery of £5,400 would see the de-delegation figure reducing from £2.26 per pupil in 2017-18 to £2.08 per pupil in 2018-19. The models assume that by April 2018 there will only be three maintained secondary schools. It is therefore proposed to retain this option for 2018-19 and not to present a fixed/variable option given the small number of schools involved.

Headteachers from maintained schools have indicated their preference for the continued provision of school improvement services at the current level, on the basis that this maintains and sustains the strengths of current partnership and collaborative structures during a period of significant change in the sector.

**School improvement - options for 2018-19:**

- a. De-delegate funding from maintained schools as in previous years, but for a decreased sum of £150,000 (£144,600 primary and £5,400 secondary), using a per capita charging model.
- b. De-delegate funding from primary maintained schools as in previous years, but for a decreased sum of £144,600, using a model based on a 50% fixed element and 50% variable element. De-delegation of £5,400 for secondary maintained schools will be based on a per capita basis.

## Top-slicing

This section looks at each of the support areas for which funding has been top-sliced from maintained schools in the financial year 2017-18. These support areas were previously funded from general duties ESG and so, in the knowledge that this grant funding was being removed by the Government in September 2017, Schools Forum determined that - for the financial year 2017-18 – funding would be centrally retained in order to provide continuity of provision for maintained schools. This was on the understanding and commitment to fully consult with schools on what would happen after April 2018.

### 6. Redundancy fund

This fund underwrites the costs of premature retirement and redundancy of staff in maintained schools. Schools Forum supported the principle of retaining a central fund for redundancy costs in maintained schools in 2017-18. Based on the levels of expenditure on redundancies in previous years, it was determined that a fund of £450,000 was required, which would be funded by a contribution of £19.81 per pupil in maintained schools.

A decision not to top-slice funding from April 2018 would mean that individual maintained schools would be liable for meeting any redundancy costs from their delegated budget. This would present a potential financial risk and significant challenge for schools struggling to manage their budgets in year and with low levels of school balances to draw upon. Schools in the academy sector already face these financial challenges and so have to plan carefully and in a timely manner to manage such costs.

In recent years the cost of redundancies in maintained schools has been: £573,600 in 2014-15, £362,200 in 2015-16 and £516,600 in 2016-17. During this period a number of maintained schools converted to academy status and so the number of schools drawing from this fund has actually reduced. However, the table below provides statistics on the number of redundancies in recent academic years, which suggests that there is an increasing call on the redundancy fund despite maintained school numbers falling.

Phase	2013-14	2014-15	2015-16	2016-17
Primary	14	27	17	57
Secondary	25	11	29	3
<b>Total</b>	<b>39</b>	<b>38</b>	<b>46</b>	<b>60</b>

The costs of redundancy can vary significantly dependent on the grade of staff and length of service. Based on figures from 2014-15, the average cost of a teaching post redundancy was £15,000, while the average cost of a non-teaching post was £7,000.

#### **Redundancy fund - options for 2018-19:**

- a. Top-slice funding from maintained schools as in 2017-18, with per pupil sums determined by outturn position in 2017-18 i.e. an overspend or underspend in 2017-18 will affect the per pupil rate in 2018-19.
- b. Fully delegate funding and responsibility to maintained schools, meaning that schools would be liable for funding all redundancy costs from their delegated budget from April 2018.

## 7. Statutory school finance

This centrally retained funding underwrites the costs of officer support for statutory financial functions on behalf of maintained schools, including: the production and distribution of annual budgets; the monitoring and control of school balances; advice and support to schools in financial difficulties; challenge to schools who are not exercising appropriate financial controls, and; appraising and approving licensed budget deficits. With 114 maintained schools in Shropshire, the workload in this area is significant.

This is an area in which it is difficult to present an option for schools to assume delegated responsibility, or to present an option for schools to secure the support on a buy-back basis, given the statutory nature of the support being provided. Therefore the only option being presented is for the continued de-delegation of funding for this statutory support.

### **Statutory school finance - option for 2018-19:**

Top-slice funding of £30,000 from maintained schools, as in 2017-18, with the per pupil cost determined by the number of maintained pupils at the time the budgets for 2018-19 are set.

## 8. Statutory human resources and health and safety

A number of statutory and regulatory functions in the area of human resources and occupational health and safety were previously funded through general duties ESG. This is primarily due to the fact that the local authority is the employer of staff in maintained schools, with the exception of voluntary aided schools who directly employ their own staff. While maintained schools are able to secure advisory support through annual service level agreements, the costs of the functions previously funded through the general duties ESG were not costed into these agreements in 2017-18.

The areas of support covered by the £100,000 top-sliced in 2017-18 include health and safety, occupational health, recruitment, payroll and contracts, as well as HR advice.

Since this decision to delegate, it has been identified that a proportion of this centrally retained funding underwrites the costs of the statutory functions outlined in the Recruitment, Payroll and Contracts Service Level Agreement (SLA).

In addition it has been identified that a significant proportion of this centrally retained funding underwrites the Health and Safety and Occupational Health SLAs. It has been identified that such funding is required in order for the local authority to comply with its duties as the employer under the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions. It is the view of the local authority that compliance with the above legislation cannot reasonably be achieved through tasks delegated to the governing bodies of schools. The centrally identified funding includes expenditure incurred by the local authority in monitoring the performance of such tasks by governing bodies and, where necessary, giving them advice.

It should be noted that the local authority has a statutory responsibility for approximately 4,000 school employees, including centrally employed supply teachers.

The local authority view is that the above areas are difficult to present as an option for schools to assume delegated responsibility, or to present an option for schools to secure the support on a buy-back basis, given the statutory nature of the support being provided. Therefore the only option being presented is for the continued de-delegation of funding for this statutory support. However, the unit cost per pupil top-sliced in 2017-18 - £4.40 – will be held in 2018-19 and not increase.

Attached at Appendix A is a list of all the statutory duties which are underwritten by the top-slice in 2017-18.

**Statutory human resources and health and safety - option for 2018-19:**  
Top-slice funding of £4.40 per pupil from maintained schools (no increase therefore on 2017-18 per pupil rate).

## 9. Education Access Service

The top-slice in 2017-18 is partly funding education welfare, delivered through the Education Access Service (EAS). The service also receives grant funding from retained duties ESG (which the local authority continues to receive and is separate from the general duties ESG, which ceased in September 2017), as well as income from trading with academies.

The top-slice provides maintained schools with access to all EAS support including education welfare, attendance and inclusion/exclusion officers, a gypsy Roma and traveller teacher, child employment services and performance licensing.

The main alternative to top-slicing maintained school budgets is to move to a fully traded service from April 2018. Extensive work has been undertaken to develop a fair traded offer to schools that will ensure the continuity of service and maintains effective working with schools on securing improved attendance, safeguarding pupils and raising attainment.

The proposed EAS service delivery agreement model has been based on a daily rate built around the time required in maintained schools for strategic intervention and casework. For the separate service delivery agreement for inclusion services, a standard rate will be applied for maintained primary schools. A bespoke package can be offered to meet the individual requirements of the remaining maintained secondary and special schools. The two service delivery agreements will give maintained schools access to the full range of advice and support offered by EAS. The tables below outline the potential costs.

<b>Maintained Primary Schools</b>		
<b>Numbers on roll</b>	<b>Education Access Service annual charge</b>	<b>Inclusion Services annual charge</b>
<100	£630 to £1,050	£120
101 to 199	£840 to £2,100	£120
=/> 200	£1,470 to £2,520	£180

<b>Maintained Secondary and Special Schools</b>	
<b>Education Access Service annual charge</b>	<b>Inclusion Services annual charge</b>
£8,000 to £12,000	£250 to £1,100

The outline service delivery agreements are appended to this consultation document at Appendix B.

There are risks to maintained schools of not opting into a traded arrangement. They would need to be confident that they have the skills and underpinning knowledge they require within their own setting, or where they can secure this support from elsewhere and at what cost.

**Education Access Service - options for 2018-19:**

- a. De-delegate funding from maintained schools, as in 2017-18, with the per pupil cost determined by the number of maintained pupils at the time the budgets for 2018-19 are set.
- b. Fully delegate funding and responsibility to maintained schools, presenting buy-back arrangements through service delivery agreements from April 2018 for those seeking to secure ongoing education welfare and inclusion support for the statutory areas currently covered by the top-slice.

## Multicultural Development Team

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The costs of support for pupils new to English or to the UK, is currently procured for maintained schools via an annual service level agreement with the Multicultural Development Team (MDT), who are part of Telford & Wrekin Council. To date this has not formed part of the de-delegation or top-slicing decision making process.

The current annual service level agreement costs £60,000 and secures the following support for maintained schools: an assessment visit plus up to 5 x 1 hour teaching visits for 90 plus pupils new to English/to the UK (in Reception and KS1 it is 3 x 1 hour teaching visits). The funding for this service comes from the High Needs Block of DSG. The funding has not been increased in recent years – in order to remain within budget the numbers of pupils and/or the level of support provided have been reduced.

The new National Funding Formula, being introduced in April 2018, includes a formula factor for 'English as an additional language (EAL)'. The local funding formula for Shropshire in 2017-18 does not apply this factor. The unit value of the EAL factor will be £515 per primary pupil per year and £1,385 per secondary pupil per year. This funding applies for the pupil's first three years in a UK school. It is estimated that these factors will bring an additional and new funding into maintained schools of over £400,000 per annum. Schools are currently being consulted on whether to apply the National Funding Formula from April 2018 – if this is agreed, then the additional EAL funding will be in school budgets in the next financial year.

It is proposed, from April 2018, that maintained schools are able to secure support from MDT on a traded basis, as academies are currently able to do. The proposed unit costs – subject to final confirmation - are summarised in the table below.

Provision	Cost Per Pupil
Assessment plus 5 x 1 hour teaching visits	£800
Assessment plus 3 x 1 hour teaching visits	£600
2 full assessments	£600
Assessment only	£300
Schools are also able to buy in annual support packages based on a number of EAL Advisory Teacher visits	

As part of this proposal, the £60,000 funding will be subsumed back into the High Needs Block and will be used for eligible spend in this area of support to schools.

### Multicultural Development Team - options for 2018-19:

- a. The Council continues to procure MDT support for maintained schools for approximately 90 pupils via a service level agreement for the financial year 2018-19.
- b. The £60,000 funding for MDT support is allocated to another area of support in the High Needs Block, and maintained schools are charged directly by the service, based on the level of provision required, at the unit cost per pupil provided.

<b>Statutory Human Resources and Health &amp; Safety Statutory Functions</b>
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**Recruitment, Payroll and Contracts Statutory Duties:**

- Making BACS payments to employee's bank account to ensure payments are paid to employee's on their contractual monthly pay day.
- Assess, calculate and pay statutory payments based on statutory regulations including occupational sick, maternity, paternity and adoption pay with statutory record keeping and issue forms in relation to statutory payments as prescribed by legislation (e.g. SSP1L, MATB1).
- Deduct Income Tax, National Insurance Contributions and Attachment of Earnings Orders made by various statutory bodies in accordance with legislation and regulations made under such statutes.
- Ensure pensions (both Teachers and LGPS) and other deductions are deducted and paid over to the relevant body and recorded correctly, as well as providing monthly (e.g. TP reconciliation reports, LGPS Iconnect) and annual reports as required.
- Issue fully itemised and confidential electronic payslips and P60s.
- Manage electronic year end filing and reconcile year-end tax returns.
- Provide information, on request to various government agencies, including the HMRC and Child Support Agency.
- Produce Teachers Annual Service Return to Teachers Pension via Teachers Pension website by deadline.
- Undertake Teachers Pension Administration via Teachers Pension Portal - completion of TR6 Starters, TR8 Leavers, TR28 Missing Services and all other related changes and forms.
- Submit HMRC Real Time Information (RTI) in a timely manner on a monthly basis and year-end documentation. In addition P11D's and produce P45's for employee's who leave employment.
- Provide monthly staff and costing reports to support the management payroll output.
- Apply nationally and locally agreed pay awards and any associated arrears including ensuring that minimum wage and apprentice hourly rates (where selected) are increased in line with annual and age related increases.
- Make decisions in relation to statutory duties and create policies accordingly, for example, auto enrolment, pension re-banding and holiday pay ruling.
- Maintain audit trails for inspection by internal, external and HMRC auditors.
- Record School Workforce Census detail to ensure it can be collated correctly.
- Management of payments requiring payment to third parties on different dates to different deadlines e.g. childcare vouchers.
- Calculate, make and maintain salary sacrifice payments on behalf of employees.

**Health and Safety Statutory Duties:**

- Advising school on routine and complex H&S queries via a duty officer telephone/email helpdesk service between 9am and 5pm, Monday to Friday.
- Monitoring accident report forms required to be submitted by schools under health and safety legislation.
- Carrying out accident investigations in conjunction with the school and advise schools how to identify further corrective measures when necessary.
- Reporting RIDDOR reportable incidents/accidents on behalf of the school, together with the provision of advice and guidance on dealing with Health and Safety Executive (HSE) investigations and support during the process of an investigation.
- Provision and updating of Council (school specific) health and safety policies and procedures, including risk assessments.
- Provision of mandatory health and safety training core skills training courses that are required for schools to fulfil their health and safety obligations under the Health and Safety at Work Act 1974 etc.
- Provision, monitoring and appropriate advice related to the Schools Self-Monitoring Health and Safety Checklist required for schools to assess their current health and safety performance.
- Undertaking audits of schools health and safety management systems and provision of a comprehensive feedback report with recommendations.
- Access to an e-learning workstation training and risk assessment package.
- Provision of advice, guidance and documentation on the management of fire safety in schools.
- Access to the Council Crime Prevention Officer who provides schools with documentation for the Safer Schools initiative and providing certification.
- Attendance, organisation and chairing of Safer School Group meetings, including liaison with third parties.
- Provision of a fully accessible information service via the Shropshire Learning Gateway which provides up-to-date policies, procedures, best practice, guidance notes, relevant information alerts from external bodies (such as HSE and Health Protection), school specific risk assessments and templates for use by schools.
- Provision of a health and safety induction meeting with new headteacher to discuss their responsibilities.
- Provision of a termly Health and Safety Bulletin highlighting changes in legislation and topical issues.
- Provision of attendance for up to three school staff to one annual health and safety workshop which provides advice and guidance on topical issues.
- Attend, on request, specific school management groups to share information i.e. accidents, learning points, new legislation and responses to incidents.
- Liaison with the recognised health and safety trade union representatives on policies, procedures and guidance.



**Occupational Health Duties:**

**Although not statutory duties, the following are provided to maintained schools without charge to their budget, only via top-slice.**

- Provision of an occupational health enquiry email/telephone service between 9am and 5pm, Monday to Friday.
- Medical clearance of all new job offers prior to commencement of employment, by medical questionnaire or medical interview if necessary.
- Provision of medical referrals undertaken in line with the Schools Absence Policy and advice and guidance on rehabilitation measures in return to work cases and redeployment issues.
- Gather and prepare medical information for retirement on the grounds of permanent incapacity in accordance with Local Government Pension Scheme Regulations and Teacher's Pension Scheme.
- Confidential and secure storage of medical records.
- Provide early intervention and support to managers and employees facing problems or crisis, which could affect their work.
- Access to a confidential Counselling Services.
- Access to 'fast track' Physiotherapy Service.
- Provision of Health Surveillance undertaken by Occupational Health Advisers.

# Education Access Service

*Improving School Attendance to Safeguard Pupils and Help Raise Attainment*



## Service Delivery Agreement with <School>

### Education Welfare Service

**The services of an Education Welfare Officer to:**

- review all school registers to identify children with <90% attendance
- review coding of registers each term to inform on trends
- meet with staff who have strategic responsibilities re attendance to review policy and procedure and contribute and advise on appropriate strategic interventions
- meet with relevant school staff to discuss pupil case management
- contribute to and evaluate an annual School Attendance Action plan
- offer training to school staff in respect of managing school attendance
- develop and implement strategies to address specific areas impacting on school attendance eg holidays in term time
- undertake case work in respect of children with less than 90% attendance
- undertake relevant pupil assessments where school absence is the primary concern
- use a range of interventions including Fast Track and statutory interventions to address the absence of individual children
- contribute to safeguarding procedures in respect of children with attendance concerns, including attending EHP meetings and Child Protection Conferences and Core Groups
- undertake and advise on the legal work required to administer enforcement responsibilities
- advise on the statutory responsibilities of, Child Employment, Elective Home Education and Children Missing Education
- network, liaise and signpost to other agencies as required.

### Inclusion Service

**The services of the Inclusion team to provide:**

- telephone advice and guidance with up to date information on the law relating to exclusions
- attendance at pupil planning meetings and reviews
- information and links with alternative providers
- contribution to the strategic planning of schools' inclusion policy and procedures to support schools to address the behaviour of pupils at risk of exclusion
- training for schools on pastoral support plans
- case work with individual children and families to support inclusion and re-integration
- attendance at disciplinary committee hearings and at independent appeals

- contribution to Early Help Partnership and Child in Need meetings, case conferences and core groups
- mediation between families and schools
- close liaison with SEN colleagues
- multi-agency links.

**Support for parents and pupils will include as required:**

- transition between key stages and providers
- case assessment and planning
- home visits
- bullying, self-esteem, friendship issues, understanding anger and conflict strategies
- advocacy and liaison between families and schools
- empowering parents to manage their child's behaviour and bring about positive change
- assisting parents and pupils to explore and address the reasons for the behaviour that is causing them to be excluded from school.
- referrals to parenting courses
- solution focused interventions.

**Gypsy, Roma, Traveller Children (GRT)**

**The services of an Inclusion Service Advisory Teacher for Traveller Children to:**

- ensure access to and continuity of education
- support schools and services in meeting the needs of GRT families
- promote safeguarding
- support GRT parents to prioritise education for their children.

**Work with schools includes:**

- cultural issues
- INSET for staff
- workshops and assemblies for pupils
- distance learning – help schools to manage mobility (advise re: Distance Learning Packs where appropriate)
- raising attendance and achievement of GRT pupils – some intensive 1:1 support to target specific gaps
- case management advice and support
- engaging parents and improving home/school communications where necessary
- mediation between families and schools
- curriculum development and support – help schools to include GRT culture and issues in curriculum plans
- support at transition and throughout secondary phase
- support/advice re: racist incidents
- SEN case work.

**The services provided will also include:**

- administration
- recruitment

- professional standards - training and subscriptions
- professional development days
- supervision and support
- complaints handling
- technical equipment
- Information Management Systems
- data monitoring and analysis
- travel expenses
- business insurance
- health and safety
- risk assessments and lone working
- stationary and postage
- strategic policy.