

# Agenda

## Herefordshire schools forum

Date: **Friday 7 July 2017**

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Time: **9.30 am**

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Place: **The Council Chamber - The Shire Hall, St. Peter's Square, Hereford, HR1 2HX**

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Notes: Please note the time, date and venue of the meeting.

For any further information please contact:

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# Agenda for the meeting of the Herefordshire schools forum

## Membership

**Chairman** Mrs J Rees  
**Vice-Chairman** Mrs S Catlow-Hawkins

Mrs S Bailey	Special Schools
Mr P Barns	Pupil Referral Unit
Mr P Burbidge	Roman Catholic Church
Mrs J Cohn	Special School Governor Representative
Mr A Davies	Academies
Mr P Deneen	Trade Union Representative
Mr J Docherty	Academies
Mr T Edwards	Local Authority Maintained Primary School Governor
Mr M Farmer	Academies
Mr J Godfrey	16-19 provider representative
Mr NPJ Griffiths	Academies
Ms A Jackson	Early Years Representative
Mrs L Johnson	Local Authority Maintained Secondary School Governor
Mr T Knapp	Academies
Ms T Kneale	Locally Maintained Primary School (Nursery)
Mr C Lewandowski	Trade Union Representative
Mr M Lewis	Local Authority Maintained Primary School
Mrs S Lines	Church of England
Mrs R Lloyd	Early Years Representative
Mrs M Stevens	Local Authority Maintained Primary School
Mrs K Weston	Local Authority Maintained Primary School
Mr P Whitcombe	Academies
Mr K Wright	Local Authority Maintained Primary School

## Agenda

		Pages
1.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>To receive apologies for absence.</p>	
2.	<p><b>NAMED SUBSTITUTES (IF ANY)</b></p> <p>To receive any details of Members nominated to attend the meeting in place of a Member of the Forum.</p>	
3.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>To receive any declarations of interest by Members in respect of items on the Agenda.</p>	
4.	<p><b>MINUTES</b></p> <p>To approve and sign the minutes of the meeting held on 10 March 2017.</p>	5 - 14
5.	<p><b>UPDATE ON NEW HEREFORDSHIRE COUNCIL SCRUTINY ARRANGEMENTS</b></p> <p>To brief members of the forum on the new arrangements for scrutiny within Herefordshire Council and links to the schools forum.</p>	
6.	<p><b>REPORT OF THE BUDGET WORKING GROUP</b></p> <p>To consider the report of the budget working group (BWG) on the following matters:</p> <ul style="list-style-type: none"> <li>• Dedicated schools grant outturn 2016/17;</li> <li>• Apprentice Levy;</li> <li>• Trade union facilities; and</li> <li>• Simplifying financial services to schools.</li> </ul>	15 - 20
7.	<p><b>SCHOOLS FORUM CONSTITUTION AND ANNUAL REVIEW OF MEMBERSHIP</b></p> <p>To receive a report and consider proposals on the forum's constitution and to receive the results of the annual review of membership to ensure proportionality.</p>	21 - 50
8.	<p><b>BRIEFING ON HEREFORDSHIRE COUNCIL BUDGET PRIORITIES CONSULTATION</b></p> <p>To brief members of the forum on the council's budget priorities consultation for 2018/19.</p>	51 - 56



HEREFORDSHIRE COUNCIL

**MINUTES of the meeting of Herefordshire Schools Forum held at The Council Chamber - The Shire Hall, St. Peter's Square, Hereford, HR1 2HX on Friday 10 March 2017 at 9.30 am**

**Present:** Mrs J Rees (Chairman)

Mrs S Bailey, Mr P Barns, Mr P Burbidge, Mrs J Cohn, Mr A Davies, Mr P Deneen, Mr T E Edwards, Ms A Jackson, Mr T Knapp, Mr C Lewandowski, Mr M Lewis, Mrs S Lines, Mrs R Lloyd, Mrs K Weston and Mr P Whitcombe

**Officers:** Chris Baird, Malcolm Green and Les Knight

**262. APOLOGIES FOR ABSENCE**

Apologies were received from Wendy Bradbeer, Sara Catlow-Hawkins, John Docherty, Martin Farmer, Jonathan Godfrey, Nigel Griffiths and Lynn Johnson.

**263. NAMED SUBSTITUTES (IF ANY)**

None

**264. DECLARATIONS OF INTEREST**

None

**265. MINUTES**

**Resolved:**

**that the minutes of the meeting of 13 January 2017 be approved and signed by the chairman as an accurate record.**

**266. REPORT OF THE BUDGET WORKING GROUP**

The chairman of the budget working group was unable to attend the meeting and had submitted written comments. In his note he thanked the schools finance manager and the clerk to the meeting for facilitating the working party and thanked the members of the budget working group for their hard work in the previous two meetings, which had been very detailed and focused. He also thanked the head teachers of the special schools for sharing their information with the group.

The schools finance manager briefed the meeting on the activities of the budget working group as set out in the report. The following key points were highlighted.

Special School Funding

An independent report had been commissioned from Mr Mark Whitby of Acuity Education to determine if the funding received by Herefordshire special schools was fair

compared to statistical neighbours and if the expenditure on staffing was reasonable compared to other special schools.

The final version of the report had been received and was unchanged from the draft which had been circulated with the agenda papers. The special school heads had accepted the report as accurate and helpful.

The schools finance manager highlighted the benchmarking tables on pages 25 to 27 of the agenda pack to be particularly helpful in setting the situation in each school in context. Benchmarking for Brookfield had been difficult due to lack of comparator data.

The conclusion of the report was that Barrs Court, Blackmarston and Brookfield received reasonable levels of income but that Westfield had a low level of income per pupil compared to statistical comparators. It was intended that the low funding allocated to Westfield be investigated further.

Mrs Bailey thanked the budget working group for allowing the special school representatives to attend the meetings. She commented that the original data used in the report had been captured prior to a restructure at Blackmarston and that updated data had been submitted. She also noted that statistical comparators were not always the same category of school. The special school representatives had been pleased to meet with Mr Whitby and supported his judgements that the level of funding to the special schools was reasonable.

**It was resolved that:**

**the conclusions of the independent review of special schools funding as set out by Mr Whitby in his report be endorsed and in particular that the low funding allocated to Westfield school be investigated further.**

#### National School Funding Formula

The schools finance manager briefed the meeting on the proposed joint local authority and schools forum response to the DfE stage 2 consultation. The response was due by 22 March 2017.

Letters had been sent to the county's two MPs highlighting the council's concerns over the proposed national formula and other schools funding issues. The letters were identical except for the example schools used, which were selected from the relevant constituency. The local authority would continue to lobby for support from the county MPs. Individual schools were encouraged to make their own representations.

The schools finance manager confirmed that the local authority response would be shared with all schools and he encouraged schools to respond individually to the consultation, highlighting their own circumstances.

In running through the draft response the following points were made:

- stakeholders of small schools may not agree that a teaching head is a luxury, the decision to recruit a teaching head should be based on local data and circumstances, different models of leadership should be reflected in the response
- schools should make their own responses to the consultation and personalise the response to their own situation
- the F40 group had constructed a detailed model to show that a lower rate of funding for additional needs factors was appropriate, most schools serving deprived communities in Herefordshire lose money despite higher funding for additional needs

- the lump sums used historically in different authorities were very different, moving to a single national figure would inevitably be difficult given the different starting positions
- there was a lack of evidence in the DfE paper as to how the lump sum figure had been arrived at
- it was suggested that the lump sum should cover a schools fixed costs and that the lump sum should be stepped to take account of different sizes of school, however this was not universally supported
- larger schools may struggle to sustain support to smaller schools through federations or MATs if their funding drops
- sparsity factor needed to be considered alongside the lump sum
- that Herefordshire had been proactive historically in making savings, retaining high levels of delegation to schools and maintaining budget discipline by ring-fencing the three funding blocks
- the area cost adjustment threw up significant inequalities between similar schools in different local authorities, while there were some acknowledged differences in costs between areas the adjustments proposed were not felt to be fair and reasonable
- the wording of the response would be updated in light of comments received during the meeting

Chris Lewandowski gave details of the impact of the area cost adjustment on two example Herefordshire schools if they were moved to other local authority areas. The full detail of this would be circulated with the minutes of the meeting.

**Resolved that:**

**subject to comments made by forum members, the draft response to the DfE consultation on the national school funding formula be approved for submission to the DfE by the 22 March closing date.**

Response to high needs funding consultation

The schools finance manager gave a verbal update on the proposed response to the high needs consultation. He noted that little work had been done on this so far as the F40 group had been focussed on the mainstream funding consultation.

Herefordshire would gain by about 3% under the proposed formula. The background to the formula was very technical and included a 50% historic spend factor and elements for population, income deprivation, free school meals, disability living allowance and children in bad health.

It was proposed that the schools finance manager, together with the head of additional needs and the assistant director commissioning and education finalise a response for submission. The Herefordshire response would be based on the F40 group response, a draft of which had just been received.

**Resolved:**

**that the response to the high needs formula consultation be based on the f40 draft and finalised by officers prior to submission to the DfE.**

ESG transitional funding allocation

The schools finance manager reminded forum members that at the meeting in January 2017 the issue of how to allocate the £372k of ESG transitional funding had been discussed. It had been agreed to allocate £210k to an exceptional redundancy reserve

and to allocate £50k for school improvement work for the period April 2017 to August 2017. This left £112k to be allocated.

It had been suggested that this funding could be used to fund the apprenticeship levy for those schools required to pay in in 2017/18. The council had felt that other options should be considered which might deliver better value and longer term impact.

The schools finance manager outlined a package of measures proposed to be funded from this one off grant:

- £20k for HR / payroll IT system improvements, the SLA for 2018/19 would be frozen due to the efficiencies delivered giving an ongoing saving to schools
- £20k for improvements to the IT system for processing of SEN payments, again SLA costs would be frozen or reduced for 2018/19
- £55k to bring forward the planned savings from the Kielder Centre a year early, allowing this funding to be released in the high needs block
- £17k to fund a review of tariffs in Westfield school resulting from the independent review of special school funding.

The final package of allocations relating to the ESG transitional grant funding would require approval by the cabinet member for young people and children's wellbeing.

**Resolved that:**

**The proposals for the allocation of the ESG transitional funding of £372k be recommended to the Cabinet Member for Young People and Children's Wellbeing as follows:**

- a) **Exceptional redundancy reserve, £210k**
- b) **School Improvement for the period April 2017 to August 2017, £50k**
- c) **HR / payroll improvements, £20k**
- d) **Improvements to SEN payments computer system, £20k**
- e) **Bring forward savings from Kielder Centre from 2018/19 to boost high needs block funding in 2017/18, £55k**
- f) **Cost of undertaking the tariff review costs – up to £17k**

High Needs Budget 2017/18

The schools finance manager referred the members of the forum to the detailed budget set out on pages 59 to 60 of the agenda pack. Changes from 2016/17 were generally related to cost pressures and tidying up.

The budget working group had considered whether high needs tariffs paid to early years children should continue to be paid from the high needs block or from the early years block. DfE guidance allowed either approach. Moving these costs to the early years block would have released a further £130k to increase high need tariffs. There had been extensive discussion on the issue but the budget working group considered that the principle of maintaining the ring-fence around each funding block was important. The recommendation of the group was therefore that the high needs block continue to fund early years high needs tariffs.

A further proposal had been considered by the budget working group to fund an outreach service using special school staff to support mainstream schools. The group acknowledged that there was insufficient funding to deliver everything and decided not to recommend any funding for outreach in the 2017/18 budget. This item could be reconsidered for the 2018/19 budget.

The remaining funds in the high needs block were recommended to be used to uplift the tariffs.



**Resolved that:**

**the Cabinet Member for Young People and Children's Wellbeing be asked to approve the following :**

- a) the integrity of the three funding blocks remains a key principle and the early years block should not take on additional high needs costs currently funded from the high needs block;**
- b) the remaining £243k of high needs funding be allocated as follows:**
  - i. £50k be reserved to meet the cost of any tariff amendments arising from the review at Westfield and the other special schools; and**
  - ii. £193k be allocated to increase the tariffs (rounded) as follows:**
    - Tariff A: £1,360 (+£50)**
    - Tariff B: £3,340 (+£90)**
    - Tariff C: £5,700 (+£200)**
    - Tariff D: £9,170 (+£540)**
    - Tariff E: £12,950 (+£550)**
    - Tariff F: £17,260 (+£470)**

The chairman thanked the budget working group for their hard work in considering these issues and considered that the outcome was a fair reflection of all parties interests.

#### **Summary of recommendations agreed**

**It was resolved that:**

- a) the conclusions of the independent review of special school funding as set out by Mr Whitby in his report be endorsed and in particular that the low funding allocated to Westfield school be investigated further;**
- b) subject to comments made by forum members, the draft response to the DfE consultation on the national school funding formula be approved for submission to the DfE by the 22 March closing date; and**
- c) the response to the high needs formula consultation be based on the f40 draft and finalised by officers prior to submission to the DfE.**
- d) The proposals for the allocation of the ESG transitional funding of £372k be recommended to the Cabinet Member for Young People and Children's Wellbeing as follows:**
  - a) Exceptional redundancy reserve, £210k**
  - b) School Improvement for the period April 2017 to August 2017, £50k**
  - c) HR / payroll improvements, £20k**
  - d) Improvements to SEN payments computer system, £20k**
  - e) Bring forward savings from Kielder Centre from 2018/19 to boost high needs block funding in 2017/18, £55k**
  - f) Cost of undertaking the tariff review costs – up to £17k**
- e) The budget working group recommends to the schools forum that the Cabinet Member for Young People and Children's Wellbeing be asked to approve the following :**
  - a) the integrity of the three funding blocks remains a key principle and the early years block should not take on additional high needs costs currently funded from the high needs block;**
  - b) the remaining £243k of high needs funding be allocated as follows:**

- i. **£50k be reserved to meet the cost of any tariff amendments arising from the review at Westfield and the other special schools; and**
- ii. **£193k be allocated to increase the tariffs (rounded) as follows:**
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  - Tariff F: £17,260 (+£470)**

## 267. LOOKING TO THE FUTURE

The head of additional needs introduced the report. He reminded the members of the forum that the high needs task and finish group was one of four established some time previously. Its purpose was to look at pressures and possible solutions relating to provision for pupils with high needs. A paper had been circulated at the January 2017 schools forum for reading and feedback. The paper before the forum at this meeting was broadly the same but reworked to make it easier to follow.

It was noted that no specific funding was allocated to this task, with resources needing to be found from savings elsewhere or by making a specific business case to the forum. However most of the actions identified by the task and finish group require time and thought only.

The head of additional needs highlighted the growth in special school places in Herefordshire of 38% over 5 years, compared to 12-15% growth nationally. This rate of growth could not continue. The task and finish group was split into smaller working groups to consider 5 key areas:

- a) the number of special school places needed
- b) the provision in mainstream schools
- c) improving the offer for young people with SEND post 16
- d) preventing the need for high cost residential placements, particularly for ASD/LD and challenging behaviour
- e) improving early years provision to prevent later underachievement and cost

The head of additional needs thanked his co-chair, Sara Catlow-Hawkins, and those who had participated in the task and finish group.

The proposals from each of the 5 key areas were then considered in turn. The following key points and comments were made:

### Section A – the number of special school places needed

- a figure of a maximum of 1.2% of the predicted overall 2-19 school population for 2021 was proposed to determine the number of special school places required, this reflected the national average and was close to the existing number of places
- this would allow growth room to 2021
- it was difficult to predict what demands would emerge, for example improvements in medical technology had led to better survival rates for premature babies and this was now reflected in the number of two and three year olds requiring support
- advances in medicine only accounted for a proportion of growth, considered to be around 5% nationally
- mainstream provision needed to be considered alongside special schools and ensure that pupils were in the right setting for their needs and that mainstream was meeting need appropriately

- there was engagement with the child and adolescent mental health service but some input was later than officers would like, work was taking place across the board on mental health strategies to provide earlier intervention as well as the CAMHS Tier 3 service.

### Section B - the provision in mainstream schools

- there had not been a recent focus on an inclusive ethos in schools and it was proposed that a restatement of this approach should take place
- the SENCO network had been reinvigorated and was more active in sharing good practice
- the Herefordshire local offer pages were in need of updating, this information was a statutory requirement to inform families, young people and professionals, it was proposed to allocate 6 weeks of officer time to prepare new materials and update the website
- a member of the forum commented that the financial challenges faced by mainstream schools made it more difficult to be inclusive
- it was noted that the fair access panel was struggling to place some children when they moved around the county
- special schools had provided support to mainstream schools in the past and were willing to continue to do so, failure in mainstream could impact on a pupil's confidence which then manifested in poor behaviour
- a document setting out the minimum offer expected from all mainstream schools would be published and used to challenge those schools not meeting the standard
- a minimum commitment of experience in SEN would be sought from teacher training institutions.

The head of additional needs stated that the annual review system did not work particularly well as a vehicle for active monitoring of pupil progress. It was not realistic with current funding constraints to expect all reviews to be attended by an SEN Officer. Ways needed to be found to get the best out of what was available.

The provision of outreach services was discussed. The head of additional needs commented that it was difficult to place children in absolutely the right setting for their needs every time because their needs change or emerge. Some pupils were placed in special schools who, with hindsight, might not have needed to be placed there. Conversely some pupils in mainstream school might have been better placed in a special school. The question was posed how to draw on the expertise in both special schools and mainstream schools to provide support to one another and to ensure that pupils were placed in the most appropriate setting.

There were different models of outreach that could be used. The success of the intervention model used by Brookfield School was being assessed. It was noted that about half of children over the past 3 years who attended the intervention class did not revert into the 'behaviour system'.

The squeeze on funding meant that the special schools could no longer provide outreach support for free as they used to. Special schools reported that when charges were introduced the demand for the service significantly reduced, yet the need remained. There would be a cost implication for any outreach support and this would need to be funded. It was suggested that around £50k would provide the equivalent of one teacher for a year to be released for outreach support. It was noted that support and training needed to be available to all teaching staff, not just to NQTs or trainee teachers, and that it was beneficial if training was based around the need of individual pupils actually on roll rather than training being one-off events on a theoretical basis.

### Section C – improving the offer for young people with SEND post 16

- it was noted that a lot of progress had been made in preparing students for work, schools were being proactive and some internships had commenced. Good use would be made of the one off grant which was being co-ordinated through Barrs Court and which would support the co-ordination of internships. There was concern about what would happen to this role when the funding ran out.
- it was noted that young people with SEND also needed supported housing, close to suitable employment to boost their independence, the local authority was working on an accommodation strategy to deliver sufficient stock of appropriate housing
- the importance of co-ordination between education and adult social care to support those with severe and complex learning difficulties was highlighted, work would commence shortly to identify gaps in provision particularly for those with more moderate learning difficulties
- the post 16 NEET project supported by schools forum for 2016/17 had been successfully implemented, there was a desire to see this work continue but other funding would need to be secured in the order of £30k per annum. The head of additional needs highlighted that the only other funding currently available required claims for individual students and considerable bureaucracy.

### Section D - preventing the need for high cost residential placements, particularly for ASD/LD and challenging behaviour

- It was noted that schools forum approved funding in 2016/17 for a project to explore ways in which children with a high risk of needing out-of-county residential provision could have their needs met locally. The project had identified some suitable pupils and work was underway. One successful case was identified at Westfield School that had resulted in cost savings. Progress of the full project would be reported later in 2017/18.
- The importance of identifying at an early age those children likely to end up in high cost places was noted, as was the need to provide a whole package of support, not just the education component, to the child and their family.

### Section E – improving early years provision to prevent later underachievement (and cost)

- the cross over with work undertaken by the early years task and finish group was noted
- the increase in diagnoses of autism in children in the county was noted, the comment was made that earlier diagnosis requires earlier support and that children often presented with a combination of issues in need of unpicking
- the good partnership between agencies was recognised in the recent inspection of children's services, however it was noted that there was always room for improvement
- the value of SALT advice clinics was noted, funding needed to be identified to expand capacity on an ongoing basis. The early years forum representatives indicated this was to be funded for the next 3 years via the 2-year old underspend.
- it was reported that speech and language issues were an increasing issue but that communication within the authority with specialist provision and early years provision was excellent. Good communication made sure that settings had the information and support needed to deliver the best outcomes for the child.

It was noted that the planned review of the SEN matrix had not progressed due to lack of capacity. The importance of this piece of work was acknowledged.

**Resolved that:**

- a) the schools forum's views on the individual proposals outlined in Table A of the report be noted;**
- b) the head of additional needs, in consultation with the high needs task and finish group, provide an update on progress to the schools forum in October 2017; and**
- c) the head of additional needs present a detailed business case for any additional funding sought, to be consulted on during the autumn term 2017 for implementation in the 2018/19 budget.**

**268. WORK PROGRAMME AND MEETING DATES FOR 2017/18**

The chairman briefed members of the forum on the forthcoming dates of meeting for 2017/18 and the intended work programme for the June 2017 meeting.

The chairman reported that the work of the outcomes task and finish group and the capital task and finish group had been overtaken by other developments, namely the planned changes to the school funding formula and the Herefordshire schools capital investment strategy. Consequently the chairman proposed that these groups were not expected to report further to the forum and should be removed from the work programme.

**Resolved that:**

- a) the dates for meetings of the schools forum during the 2017/18 municipal year be agreed; and**
- b) the work programme for the schools forum for 2017/18 be agreed, subject to the comments made in relation to the outcomes and capital task and finish groups**

The meeting ended at 11.32 am

**CHAIRMAN**





<b>Meeting:</b>	<b>Schools forum</b>
<b>Meeting date:</b>	<b>7 July 2017</b>
<b>Title of report:</b>	<b>Budget working group</b>
<b>Report by:</b>	<b>School finance manager</b>

## Classification

Open

## Key decision

This is not an executive decision.

## Wards affected

County-wide.

## Purpose

To consider the report of the budget working group (BWG) on the following matters:

- Dedicated schools grant outturn 2016/17;
- Apprentice Levy;
- Trade union facilities;
- Simplifying financial services to schools;

## Recommendation(s)

**THAT:**

- a) **the Dedicated schools grant underspend of £211k for 2016/17 be added to balances; and**
- b) **net balances be retained to cover anticipated high needs pressures in the coming years.**
- c) **A reminder about how schools can access the apprentice levy funding be circulated to schools; and**
- d) **members of the BWG and school forum be encouraged to disseminate information through other groups.**
- e) **the issue of Trade Union facilities be added to the work programme for the schools forum for 2017/18 academic year.**

## Alternative options

- 1 Alternative options will be fully considered by the BWG prior to inclusion in the autumn schools budget consultation. At this stage only a preliminary view has been sought to determine whether there is merit and scope for further development of these proposals..

## Reasons for recommendations

- 2 The BWG has no decision making powers and reports to Schools Forum for consideration of any recommendations and proposals that BWG believes warrant further action. Recommendations involving expenditure will be referred to the Cabinet Member for approval.

## Key considerations

### Dedicated schools grant outturn 2016/17

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An overall underspend of £211k was reported for 2016/17 as follows:

DSG over spends	£'000
Early Years	134
High Needs Top-ups	197
Special places (PRU, school)	199
Home hospital team	51
Independent special schools	72
DSG underspends	£'000
Complex needs placements	-274
SEN Support services	-139
National school budgete/MFG	-135
Excluded pupils	-70
Contingency/unspent pupil	
Premium from previous year	-96
Special recoupment	-137
Trade union facilities	-14

It was recommended that this be added to balances. It was noted that the key pressure within the budget related to high needs. A supplement was expected for early years which would not be received until July. This was expected to cover the overspend for early years in 16/17.

Net balances, excluding £890k already committed to early years, were reported as £924k. It was recommended that this be retained to cover anticipated high needs pressures in the coming years.



## Apprentice Levy

The BWG was briefed on the costs and uptake of the apprentice levy.

The cost to LA schools was reported as £144k. Total available funding after accounting for the deduction for the Welsh percentage (2%) and the additional government contribution (10%) was estimated to be £155k.

At the time of reporting, Hoople training division had only received applications from 4 schools for funding. If money is not spent on training it will be returned to the government.

It was noted that the teacher apprentice training scheme was still in development. It was anticipated there would be greater uptake once this route was available.

Funding was being allocated on a first come first service basis. A notional account would be run for each school recording how much they had paid in and how much funding they had drawn down. There was a two year rolling window to spend levy funding.

The BWG queried how the funding had been advertised to schools. It was reported that emails were sent out from HR and an event held by Hoople.

The BWG suggested that the DfE be asked if the 24 month window for expenditure could be extended until after the teaching apprentice scheme was in place.

## Trade union facilities

Employers are legally responsible for negotiating and consulting with union representatives. Funding for trade union facilities time for local authority maintained primary schools is dealt with through de-delegation. VA schools and academies can buy in to a SLA if they wish.

Around £100k had been paid to trade unions cumulatively over the previous three years but there was concern over a lack of transparency as to how this funding was used. The BWG felt it to be unclear whether schools were getting value for money.

The HR services manager had put together a short report but was unable to attend the BWG meeting. The report is attached as an appendix.

The School finance manager (SFM) summarised the report highlighting the changes that had been introduced to improve governance of the scheme including the use of vouchers which controlled spending, making it impossible to overspend and setting a standardised payment per day. For the last few years there had been an underspend which was returned to the pot each year for schools forum to allocate.

He drew attention to the chart on page 4 of the report which detailed the activities carried out by TU representatives between January and April 2017. He noted that there was no information on how much time each activity took. Each voucher issued covered about half a day.

Page 5 of the report showed a comparison of the cost to schools in Herefordshire compared with other authorities. The SFM was seeking further information from other authorities on how they operated their system. It was noted that the England average was £2 per pupil while Herefordshire's current figure was £3.50.

It was felt that there was potential to reduce the cost per pupil. The SFM reported that current thinking was that it would fall to between £2.75 and £3.00 per pupil.

It was noted that there would be further opportunities to discuss the issue and that the HR

services manager was willing to attend schools forum to brief members.

## **Simplifying financial services to schools**

The BWG was briefed on three areas of financial services provided to schools.

### **1. Insurance for LA schools**

Insurance for LA schools was a delegated item so schools were free to purchase their own insurance if they wished. The LA offer required schools to pay between £24 and £77 per pupil but there were other offers available.

The LA offer includes costs for admin support, insurance brokers and claims handling which could possibly be reduced in an all-inclusive price direct from the market. It was proposed to consider alternative arrangements using a framework of approved providers which schools could purchase from.

The SFM stated that notice would need to be given to the current insurers prior to the renewal date in October. There currently was a mismatch between the policy year and the financial year which added to the financial risk when schools withdraw from the county scheme in April each year.

It was estimated that making this change could save schools around £100k per year and simplify the council's insurance activity.

**It was noted that more work was required to explore the options available. It was agreed that the SFM would take this forward and report back at a future meeting.**

### **2. School sickness absence scheme**

This was a scheme for primary schools and special schools. It was well supported by LA maintained primary schools and there were a good number of academy primary schools also buying back the service. Secondary schools usually made their own arrangements.

The SFM reported that benefits from the scheme had been trimmed back in recent years to avoid rising costs and that the scheme was complex and time-consuming to administer. Any overspends could no longer be claimed back from DSG due to DfE regulations.

The reserves for the scheme were reported at £400k, retained to cover future losses.

It was noted that special schools regularly claimed more than they paid in.

The SFM gave the view that if the scheme was to continue it would need to be simplified. An option was to run the scheme through de-delegation. All LA schools in a phase would need to agree to be included or else the scheme would not cover that phase. The estimated cost per pupil for this option was £37.50. The £400k in reserves could then be distributed to schools.

Academies would be able to join but this would need to be on a 5-year rolling contract to avoid schools drawing down more than they paid in.

The alternative was to close the scheme completely and allow schools to buy their own cover from the market. However, there was concern that the coverage from market products was not as good as that offered by the LA scheme and that maternity cover was not available.

In the ensuing discussion, the following points were made:

- that there were reports of schools which had left the LA scheme being "burnt" with maternity cover not being paid out and premiums rising significantly, some schools had

- rejoined the LA scheme due to being unable to find equivalent value from the market;
- that there was a greater percentage of female staff in the primary sector;
- whether it would be appropriate to have the same cost per pupil for special schools as for mainstream schools, given the higher numbers of support staff they employed. (Note - the DfE usually apply a multiplier to pupil numbers of 3.75);
- that no assumptions had been made about whether the DfE would continue to allow delegation for this service;
- there was a suggestion that smaller primary schools would find it more difficult to find good value from the market
- that the LA should explore the option of a bulk contract with an external provider.

**It was agreed that the SFM would write to primary schools seeking views on the options. It was assumed that secondary schools were happy to continue making their own arrangements.**

### 3. Under 5's free and subsidised milk schemes

The SFM gave a briefing on the current scheme and the difficulties of operating it. The LA was providing the service to fewer and fewer schools. It was noted that schools could claim direct or use external providers such as Cool Milk who would provide a complete service at an additional cost to parents.

Nursery milk was free, the subsidy for infants in schools was about 7p so some schools might feel it was not worth their while to claim it back.

The SFM reported the intention of the LA was to withdraw this service.

**The BWG recommended that the SFM include the intention to withdraw this service in his letter to schools.**

## Community impact

4. Increasingly school and education funding is directed by government and the council can only allocate funding given by government. School governing bodies retain the responsibility to spend the school budget on meeting pupil needs.

## Equality and human rights

5. There are no implications for the public sector equality duty.

## Financial implications

6. There are no direct financial implications from these proposals regarding expenditure on school budgets, early years and high needs will not exceed the funding available within the Dedicated Schools Grant.

## Legal implications

7. The purpose of this report is to update the Schools Forum on the recent meeting of the Budget Working Group in preliminary planning for the 2018/19 schools budget within the dedicated schools grant.
8. Section 10 of the Schools Forums (England) Regulations 2012 sets out the local authority's duties to consult with the Schools Forum on school funding issues in relation to the DSG.

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Further information on the subject of this report is available from  
Malcolm Green, School Finance Manager, on Tel (01432) 260818

- 9 The Education Funding Agency provides a summary of powers and responsibilities of schools forums which includes decisions it can make on proposals put forward by the local authority.

## **Risk management**

10. The BWG reviews proposals in detail prior to making recommendations to the Schools Forum. This two stage process helps to ensure greater scrutiny of budget proposals and mitigate against any risks that may be identified.

## **Consultees**

11. All maintained schools, academies and free schools in Herefordshire will be consulted in autumn 2017 on the school budget proposals for 2018/19. The information in this report and school forum's views will shape this future consultation.

## **Appendices**

- Report on trade union facility overview by HR services manager

## **Background papers**

- None identified.



<b>Meeting:</b>	<b>Herefordshire Schools Forum</b>
<b>Meeting date:</b>	<b>7 July 2017</b>
<b>Title of report:</b>	<b>Review of Schools Forum Constitution and Membership</b>
<b>Report by:</b>	<b>Clerk to the Forum</b>

## **Classification**

Open

## **Key decision**

This is not an executive decision.

## **Wards affected**

Countywide

## **Purpose**

To seek the views of the Herefordshire Schools Forum on the proposed amendments to its constitution and to recommend the adoption of the amended constitution.

## **Recommendation(s)**

**THAT:**

- (a) the schools forum note the outcome of the review of its constitution;**
- (b) that the Herefordshire Schools Forum be reduced to 26 members by the removal of the seat for the 14-19 partnership; and**
- (c) the revised constitution and all appendices, as set out at appendix 1 to the report, be recommended to the Director for Children's Services, subject to any amendments the schools forum wishes to make**

## Alternative options

- 1 The schools forum could retain its current constitution unchanged. This is not recommended as the constitution is not reflective of current practice and would benefit from additional clarity.
- 2 The schools forum could retain a seat for the 14-19 group and identify a suitable body to elect or appoint members to this seat. This is not recommended as there is no longer a requirement in regulations for such as seat and the 14-19 age group is already represented by secondary schools and post-16 providers.

## Reasons for recommendations

- 3 The constitution of the schools forum was last reviewed in 2012. It is good practice to undertake a regular review to ensure the constitution remains compliant with regulations, is clearly understood and reflects current working practices.
- 4 The composition of the forum is reviewed on an annual basis to ensure that Local Authority maintained schools and academies are broadly proportionately represented on the forum, based on the proportion of Herefordshire pupils registered at them at the January school census.

## Key considerations

- 5 The constitution of the Herefordshire Schools Forum as updated in October 2012 has been reviewed to confirm that it remains compliant with legislation and guidance and to identify any areas for improvement, particularly regarding arrangements for election of representatives to the forum.
- 6 The constitution has also been reviewed against current standard practices for the operation of council committees. Although the schools forum is not a committee of the council it is common for councils to run the forum along similar lines and this is recognised in guidance as a legitimate approach.
- 7 The review concluded that the constitution complied with all current legislation. However the review did identify some points where the constitution could be strengthened to clarify arrangements for the operation of the forum, taking on board the good practice highlighted in guidance produced by the Education Funding Agency.
- 8 The Department for Education (DfE) intends to introduce a national school funding formula. Although the final details of the formula and timelines for introduction are still to be confirmed, its introduction is likely to reduce the powers of the schools forum as there will be little or no opportunity to make local decisions. The DfE has yet to confirm what changes will be made to regulations governing the schools forum, or indeed if the forum will continue to be a statutory requirement. If there is any change to regulations the constitution of the schools forum will be revised accordingly.

## Summary of proposed changes to constitution

- 9 Membership  
It is established practice that the membership of the forum be reviewed on an annual basis to ensure that local authority maintained schools and academies are broadly proportionately represented on the forum and that the membership complies with

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Further information on the subject of this report is available from Sarah Smith, democratic services officer on Tel (01432) 260176

regulations. The membership of the forum is published on the Herefordshire Council website. These points have been clarified in the constitution.

An issue with the description of the seat for a representative of academy special schools has been identified as explained further in appendix 2. The constitution has been updated to address this.

- 10 Election and nomination arrangements  
Guidance published by the Education Funding Agency notes that the relevant group or sub-group is probably best placed to determine how their members should be elected. A model scheme can be devised but the local authority does not have the power to impose it.
- 11 The proposed update to the constitution clarifies the arrangements for the election or appointment of members of the forum and introduces a new appendix to the constitution which will detail the bodies responsible for organising the election or appointment of members for each sub-group. These bodies will be approved by the schools forum and will be responsible for ensuring that elections and appointments are carried out in a fair and transparent manner. A deadline for completion of elections of not less than six weeks in term time from the date of notification has been added.
- 12 Substitutes  
Each electing or appointing body will be invited to designate one or more substitutes to attend meetings in the event that one of that groups members is unavailable. The wording of the constitution now makes clear that designated substitutes will have the same voting rights as the member they are representing.
- 13 Tenure of Office  
The description of the tenure of office of members has been amended to clarify the arrangements when the chairman or vice chairman of the forum reaches the end of their term of membership before their term as chairman or vice chairman ends. It has been clarified that their term of membership of the forum will be extended to provide continuity.
- 14 Quorum  
The procedure when a meeting of the forum is inquorate has been clarified.
- 15 Administration of the forum  
The constitution has been updated to reflect current practice in democratic services in relation to the publishing of agenda papers and minutes. Adherence to these standards brings the forum into line with committees of the council and meets the requirements of both the schools forum regulations and access to information regulations.
- 16 Decision Making  
The procedure for making urgent decisions has been clarified and a requirement for urgent decisions taken to be reported to the next scheduled meeting of the forum added.
- 17 Other changes  
All other changes are typographical corrections, simplification or to ensure compliance with the council's style guide.

**Review of membership**

- 18 Herefordshire schools forum is composed of 26 seats allocated between schools members, academies members and non-school members. The 16 seats that are allocated to mainstream schools and mainstream academies are required to be proportionate to the number of pupils attending such schools.
- 19 The annual review has been carried out to assess the proportion of Herefordshire pupils attending local authority maintained primary and secondary schools, and academies. Regulations make no distinction between primary phase and secondary phase academies. The guidance states that Free Schools are classed as academies for the purpose of this exercise. The calculations of proportionality set out below have been made on that basis and translate these proportions into numbers of seats on the forum, rounded as necessary. Pupil numbers are taken from the January 2017 school census.
- 20 Total pupil population in mainstream schools was 22,997, broken down as follows:

School category	Number of pupils	Proportion	Number of seats (rounded)
Maintained Primary	9,901	43.1%	6.89 (7)
Maintained Secondary	3,272	14.2%	2.28 (2)
Academies	9,824	42.7%	6.83 (7)
Total			16

- 21 Based on this assessment, no changes are proposed to the allocation of seats to the schools groups on the forum.
- 22 The forum agreed in October 2015 that following disbandment of the 14-19 partnership the membership of the forum would stand at 26 rather than 27, with consideration of a permanent reduction in the forum’s membership to follow. It is proposed that this permanent reduction now take place. Regulations no longer require representation from 14-19 groups and this age group is covered by representatives of secondary schools and post-16 providers.

**Membership of the Budget Working Group**

- 23 The Budget Working Group is a permanent advisory sub-group of the forum. Regulations prescribe how the forum itself is to be constituted but these provisions do not apply to the composition of sub-groups. The composition of the Budget Working Group is therefore a matter for the forum itself.
- 24 The forum agreed in October 2012 that the Budget Working Group would consist of 14 members with the 11 places available to primary schools, secondary schools and academies, (taking account of the 2 early years places and 1 special schools place) to be allocated on a broadly proportionate basis based on pupil numbers in each category. The forum also agreed that there should be a minimum of one maintained school representative from the secondary sector and one academy representative from the primary school sector.

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Further information on the subject of this report is available from Sarah Smith, democratic services officer on Tel (01432) 260176



- 25 Total pupil population in mainstream schools was 22,997, broken down as follows:

School category	Number of pupils	Proportion	Number of seats (rounded)
Maintained Primary	9,901	43.1%	4.74 (5)
Maintained Secondary	3,272	14.2%	1.57 (2)
Academies	9,824	42.7%	4.70 (4)
Total			11

- 26 It could be argued that the academy representation on the Budget Working Group should increase at the expense of one maintained school place. It is reiterated, however, that proportionality is not required and the composition of the group is a matter for the forum. It is proposed that the current representation is maintained.

## Community impact

- 27 The items considered and decisions made by the forum should have regard to what matters to schools and settings in Herefordshire and how the forum can best contribute to managing the current changing and challenging financial circumstances.
- 28 The updated constitution will ensure that the membership of the schools forum continues to reflect the range of types of school and setting across Herefordshire and that all groups have the opportunity to shape the decisions of the forum.

## Equality duty

- 29 The Public Sector Equality Duty (specific duty) requires us to consider how we can positively contribute to the advancement of equality and good relations, and demonstrate that we are paying “due regard” in our decision making in the design of policies and in the delivery of services. In relation to schools finance it is the responsibility of individual governing bodies to commit expenditure according to the individual pupil need. However the decisions of the schools forum should have regard to this duty and the potential implications of any decisions made.

## Financial implications

- 30 A budget of £12,000 has been allocated for administering the schools forum and associated activities for the 2017/18 financial year. This is funded from the dedicated schools grant received from central government and includes a modest budget for the commissioning of expert advice and reviews.

## Legal implications

- 31 The schools forum is established under section 47A of the School Standards and Framework Act 1998. The current regulations pertaining to the operation and management of schools forums are set out in The Schools Forums (England) Regulations 2012.
- 32 The Education Funding Agency (EFA) set out guidance on the operation of schools forums in March 2015 which was partially updated in December 2016. This document also gives examples of good practice which the EFA have drawn from a number of schools forums and the Department for Education. It is not designed to be

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Further information on the subject of this report is available from Sarah Smith, democratic services officer on Tel (01432) 260176

prescriptive except where it refers directly to the Schools Forum Regulations 2012.

- 33 The council must ensure that the schools forum for their area is constituted in accordance with the regulations and is responsible for determining the size and composition of the forum, and the members' terms of office.

## **Risk management**

- 34 There are no identified risks associated with approval of the recommendations contained in this report. If the recommendations are not supported and the constitution not updated there is a risk that the forum will not operate efficiently.

## **Consultees**

- 35 The draft revised constitution and appendices were circulated to all members of the forum on 15 May 2017 for comments. Four responses were received, two of which made suggestions on changes or improvements to the draft. These comments and responses to them are included as appendix 2 to this report.

## **Appendices**

Appendix 1 – Updated Herefordshire Schools Forum constitution

Appendix 2 – Consultation responses

Appendix 3 – tracked change version of the Schools Forum constitution showing alterations made as a result of consultation feedback

## **Background papers**

- None identified.

## **HEREFORDSHIRE SCHOOLS** **FORUM MEMBERSHIP AND CONSTITUTION**

### **1. Introduction**

The schools forum is established by virtue of S47A of the School Standards and Framework Act 1998 (as amended by the Education Act 2002) and Regulations.

### **2. Function**

The schools forum will have several main functions as listed below, but may also consult on other items that the Local Authority deems appropriate. Details are defined in Regulations and Department for Education guidance.

### **3. Purpose of the Forum**

Regulations prescribe the matters on which the Local Authority must consult the forum as follows:

- a. On changes to the national schools funding formula
- b. On issues relating to the management of the Schools Budget, including:
  - arrangements for the education of pupils with special educational needs
  - arrangements for the use of pupil referral units and the education of children otherwise than at school
  - arrangements for early years education
  - insurance arrangements
  - prospective revisions to the Local Authority's financing scheme for the financing of schools

### **4. Powers and Duties**

The local authority must by law determine certain matters relating to the operation of the forum. The schools forum is an advisory body, established to represent schools views to the Local Authority. In addition, however, the forum does have decision-making powers in relation to the implementation of the national schools funding formula.

- Approving increases to the DfE prescribed limits on centrally managed expenditure
- Formula changes during multi-year funding periods (in exceptional and limited circumstances)
- Approving minor amendments to the Minimum Funding Guarantee – in limited circumstances (eg to remove anomalies), provided no more than 50% of pupils in schools are affected.
- To agree arrangements for combining elements of the centrally managed budget with elements of other services where there are resulting benefits for schools and pupils.

## **5. Membership**

The Herefordshire Schools Forum will have 26 members elected or appointed as follows:

### **Schools Members**

- 5 maintained primary schools' headteacher representatives
- 1 Local Authority maintained schools' with a maintained nursery class representative
- 1 maintained primary schools' governor representative
- 1 maintained secondary schools' headteacher representative
- 1 maintained secondary schools' governor representative
- 1 Local Authority maintained special schools' headteacher representative
- 1 Pupil Referral Units' (PRUs) management committee representative
- 7 mainstream academies' representatives
- 1 academy special school representative

### **Non Schools Members**

- 2 Early Years representatives
- 1 16-19 provider representative
- 2 Diocesan/faith representatives
- 2 Trade Union representatives, 1 primary school and 1 secondary school

Total Forum members: 26

The composition of the forum will be reviewed on an annual basis to ensure that Local Authority maintained primary schools, Local Authority maintained secondary schools and academies are broadly proportionately represented on the Forum, having regard to the proportion of Herefordshire pupils registered at them, and that the membership complies with regulations.

A list of the membership of the forum will be published on the Herefordshire Council website.

## **6. Election and Nomination Arrangements**

Appendix A to this constitution sets out the agreed electing or appointing bodies for each sub-group and the process for electing or appointing members.

The clerk to the forum will notify the agreed electing or appointing body of a vacancy and the date by which a new member must be notified to the clerk. The deadline will be not less than six weeks (being designated term time weeks and excluding any school holiday dates) from the date of notification. If the electing or appointing body is unable to name a new member by the date specified, the Local Authority will appoint a member to that vacancy.

## **7. Substitutes**

Each electing or appointing body will be invited to designate one or more substitutes. In the event that a member is unable to attend a meeting they may request a substitute to attend on their behalf. Substitutes should be notified to the clerk to the forum prior to the start of the meeting. Designated substitutes will have the same voting rights as the member they are representing.

## **8. Tenure of Office**

Each member will have a three year term of office. If a member is elected to the role of chair or vice chair of the forum, their membership of the forum will be extended as necessary to cover the whole of their two year term in that role.

In the event that a member of the forum leaves office before the end of their term of office, an alternative appointment must be made. The replacement appointee will serve the remainder of the original term.

## **9. Quorum**

The forum shall not be quorate if less than 40% of the total membership is present at the meeting. Members unable to attend should therefore arrange cover from nominated substitutes. Arrangements for meetings will seek to minimise the likelihood of the meeting being inquorate.

If a meeting is inquorate, or becomes inquorate after the start of the meeting, it can proceed but cannot legally take decisions. An inquorate meeting can respond to local authority consultation and give views to the local authority. The local authority may choose to take account of views from an inquorate meeting, but is not legally obliged to do so.

## **10. Election of Chair and Vice Chair**

The chair and vice-chair must be elected from the forum's own members. The chair and vice-chair will hold these positions for a maximum of two years. The chair and vice-chair should represent different sectors of the school community.

When the chair and vice-chair are not present, the meeting can elect a chair for that meeting only.

## **11. Declarations of Interest**

There are many instances where a decision on an issue will have an effect on all schools, be it on a pro rata basis, and as such members would not declare an interest. It is recognised that all schools group members will have an interest in at least one school. It is important that members should declare if the item under discussion could make a material difference to that school, or where they may have a personal or pecuniary interest. Notwithstanding this, a member may continue contributing to the discussion, but should not take any part in any decision made concerning that particular proposal which uniquely affects one particular school, at which the member is, for example, an employee or where the employee's children attend or which changes funding for their particular school/schools.

In considering the declaration of an interest, a member of the forum should apply the following test: would a member of the public, knowing the facts of the situation, reasonably think that the member might be influenced by the interest?

## **12. Managing the Business**

The operational timescales and procedures described in the sections below are required to ensure that schools forum operates efficiently and has sufficient information and time to consider the issues.

### **13. Frequency of Meetings**

These are determined by the schools forum. The forum should meet at least four times a year. Dates should be set annually for the forthcoming year.

### **14. Administration of the Forum**

A forward plan must be established and reviewed by the forum on an annual basis, usually in February of each year.

Herefordshire Council Democratic Services will provide the resource to facilitate the forum, including organising and sending out agendas, papers, minutes and action sheets.

Papers for meetings of schools forum must be circulated five clear working days before the date of the meeting. Reports must be signed off by relevant officers prior to circulation.

Briefing meetings for the chair should take place at least three working days before each schools forum meeting.

Minutes from each schools forum meeting must be circulated within ten clear working days of the meeting as draft, and the minutes will be formally considered and confirmed at the following schools forum meeting.

### **15. Decision Making**

Schools forum is primarily a consultative body, with some decision making responsibilities. The Local Authority will take the views of schools forum into account before finalising arrangements on which the forum has been consulted, at a directorate leadership team and lead member, cabinet and council level.

Recommendations to the council should normally be made through consensus. Majority voting should be used to decide any issues, with each representative casting one vote. The chair will have the casting vote in the event of a tie.

Voting on the funding formula is limited by Regulations to schools members and PVI representatives.

Voting on de-delegation is limited by Regulations to the specific primary and secondary phase of schools members.

In the event of an urgent decision being required an email will be sent to all schools forum members fully explaining the issue on which a decision is required and the reason for the urgency. Forum members will be required to submit their response via email to the date required. No decision will formally be made until a quorate number of responses has been received. This process will be administered by Democratic Services. Decisions taken through this urgency process will be reported to the next scheduled meeting of the schools forum explaining the reason for the urgency and the feedback provided by members of the forum.

Schools forum should receive feedback on the decisions made by Herefordshire Council that have taken into account schools forum views as part of any consultation process. The Chair of schools forum can invite council members to provide feedback at schools forum meetings.

## **16. Working Groups**

Herefordshire Children's Wellbeing Directorate and schools should try to make use of existing working groups wherever possible, to minimise duplication and use existing expertise. In order to support and advise the work of the schools forum existing working groups can be approached to provide information on related activities. The forum can also, if required, set up working groups for specific tasks. Such groups could be time-limited and would need to establish clear remits, appropriate membership and operating principles.

The full schools forum remains the decision making body. Working groups and other groups will provide information, advice and options.

### **Budget Working Group**

The Budget Working Group is a permanent advisory sub-group of the full Schools Forum. It provides additional support and time to consider information and data in order to inform the development of key budgetary options, recommendations and decisions relating to Dedicated Schools Grant.

The terms of reference and membership of the Budget Working Group is attached to this constitution as Appendix B.

## **17. Confidential Reports**

Meetings of the forum will be open to the public and press unless it is considered that an item of business should be considered in private session based on the application of the principles of the Local Government 1972 (as amended) that apply to local authority committees.

## **18. Public Participation**

Any participation will be at the chair's discretion.





## Herefordshire Schools Forum

### Election and Appointment Arrangements

- 1 The tables below set out the agreed electing or appointing body for each sub-group and the number of seats available on the forum.
- 2 Electing or appointing bodies must provide the clerk to the schools forum with details of the method of election or appointment of members to the forum for that sub-group and a point of contact to which notification of vacancies can be made. Details should be sent to [GovernanceSupportTeam@herefordshire.gov.uk](mailto:GovernanceSupportTeam@herefordshire.gov.uk).
- 3 Electing bodies are responsible for ensuring that nomination and election of members takes place in a fair and transparent way and for providing evidence of this if requested to do so. Electing bodies must ensure that all those eligible to vote on membership have the opportunity to do so, even if they are not members of the organisation administering the election.

### Schools Members

<b>Sub-Group</b>	<b>Electing / Appointing Body</b>	<b>Number of seats</b>
LA maintained primary school's head teacher representatives	Primary heads (LA maintained schools only)	5
LA maintained school with a maintained nursery class representative	Primary heads (LA maintained schools only)	1
LA maintained primary schools' governor representative	HGA	1
LA maintained secondary schools' governor representative	HGA	1
LA maintained secondary schools' head teacher representative	HASH (LA maintained schools only)	1
LA maintained special schools' head teacher representative	Special school heads (LA maintained only)	1
Pupil Referral Unit management committee representative	Management Committee for the Pupil Referral Service	1
Mainstream academies	Mainstream academy proprietors in Herefordshire	7
Academy special school	Special academy proprietors in Herefordshire	1

### Non-Schools Members

<b>Sub-Group</b>	<b>Electing / Appointing Body</b>	<b>Number of seats</b>
Early years representatives	Appointed by Local Authority	2
16-19 provider representative	16-19 providers (Arranged by Local Authority)	1
Diocesan / faith representatives	One each appointed by Diocesan Board of Education and Catholic Archdiocese	2
Trade Union representatives 1 primary and 1 secondary remit	Appointed by Local Authority	2



**Current Terms of Reference and Membership of the Budget Working Group**

This group is established as a permanent advisory sub-group of the full Schools Forum. Importantly it reports to Schools Forum (SF), and is not itself a decision-making body.

**Remit:**

To provide additional support and time to consider information and data in order to inform the development of key budgetary options, recommendations and decisions relating to Dedicated Schools Grant.

**Membership:**

As appointed by HASH, Primary Head Teachers and Early Years Forum.

**Operating principles:**

To assess financial information prior to presentation to Schools Forum

To consider implications of any financial proposal

To draft papers for submission to full Schools Forum meetings

To provide considered information and advice to support the work of the full Schools Forum.



## Appendix 2

### Responses to the consultation on the review of the constitution of Herefordshire Schools Forum and replies to comments made

#### Response A – academy representative

<b>Comment</b>
It all seems clear and fair and I have no other comments to make.
<b>Reply</b>
Noted

#### Response B – TU representatives

<b>Comment</b>
<p>In Appendix A in the table of membership it states that Trade Union representatives are appointed by the LA.</p> <p>Technically they are nominated by the staff side of the Schools Consultative Committee.</p> <p>This is in line with with Section 9 of Constitution Review 2017 which states:-</p> <p>“Criteria published by the Education Funding Agency notes that the relevant group or sub group is probably best placed to determine how members should be elected....”</p>
<b>Reply</b>
Noted. Appendix A has been updated to correct this.
<b>Comment</b>
<p>Secondly it is disappointing that Non School Members of the Forum have no right of representation on the Budget Working Group, I acknowledge that they could be co-opted although I am not aware that any have been.</p> <p>This could be remedied by increasing the membership of the BWG by 1, for non school members. As well as changing Appendix B Membership (of the Budget Working Group) from “as appointed by HASH, Primary Head Teachers and Early Years Forum” to, “as appointed by Schools Forum”.</p>
<b>Reply</b>
The composition of the budget working group is a matter for the schools forum to determine. It is not required to be proportionate or to include representation from all groups on the forum. The budget working group membership is intended to be a cross section of knowledgeable and informed heads and early years reps so that the working group can challenge, debate and test budget proposals before recommending a decision

to Forum where all members will have the opportunity to discuss. The budget working group has no decision making powers, any recommendations it makes are reported to the schools forum. The local authority is not minded to recommend any change to the membership of the working group at this time.

Response C – academy representative

<b>Comment</b>
I've had a very quick look and it appears that nothing major has changed. In which case, I will support it.
<b>Reply</b>
Noted.

Response D – HGA (full copy of response is overleaf)

<b>Comment</b>
Appendix A – suggested clarity that special school governor representative be marked as LA maintained, with HGA as electing / appointing body.
<b>Reply</b>
<p>As Herefordshire LA has both LA maintained and academy special schools, regulations require at least one seat for a representative of LA maintained special schools and at least one seat for a representative of academy special schools.</p> <p>The LA has the authority to determine if the representative of LA maintained special schools is a headteacher, a governor or to leave it open to either. Currently the constitution stipulates one seat for a LA maintained special schools' headteacher representative so this meets the requirements of the regulations.</p> <p>The current constitution then goes on to say there will be one seat for a special schools' governor representative. It does not specify if this is to be a governor of a LA maintained special school or from an academy special school. It is for the academy special school proprietors to determine if their representative should be a headteacher, governor or other member of staff.</p> <p>Currently this seat is occupied by an academy special school governor. Consequently the composition of the forum meets regulations. However for the sake of clarity in future elections it is recommended that the membership be updated to show one seat for an academy special school representative, to be elected by the proprietors of the academy special schools. The LA could determine that an additional seat be added for a LA</p>

<p>maintained special school governor but this is not required by regulations and is not recommended.</p>
<p><b>Comment</b></p>
<p>Appendix A – suggested that additional text be added to academies entry to identify that at least one member must be representative of mainstream academies and in addition there must be one member for special academies and one for alternative provision academies</p>
<p><b>Reply</b></p>
<p>As explained in the response above, the seat for an academy special school representative will be listed separately. Herefordshire does not have an alternative provision academies so it not required to allocate a seat for this sub-group. Therefore it is recommended that the entry in the membership table and appendix A be amended to read “7 Mainstream academies’ representatives”</p>
<p><b>Comment</b></p>
<p>Suggested amendment for clarity to section 6 (Election and nomination arrangements):</p> <p>The clerk to the forum will notify the agreed electing or appointing body of a vacancy and the date by which a new member must be notified to the clerk. The deadline will be not less than six weeks (being designated term time weeks and excluding any school holiday dates) from the date of notification.</p>
<p><b>Reply</b></p>
<p>The definition has been revised to clarify that the minimum period which will be applied is six weeks, excluding any school holiday dates.</p>
<p><b>Comment</b></p>
<p>Suggested amendment to section 6 (Election and nomination arrangements):</p> <p>If the electing or appointing body is unable to name a new member by the date specified, the Local Authority will may appoint a member to that vacancy or may extend the deadline for the electing /appointing body, subject to a request to do so being made by either the schools forum, or by the electing /appointing body with the subsequent agreement of the schools forum.</p> <p><i>Reasoning - Allows for flexibility in extenuating circumstances. There may be a genuine reason why a body may need an extension of time and there should be scope in the Constitution for this to be permissible, particularly as the term of office for a representative is 3 years. To restrict the electing/appointing body strictly to a 6 week maximum is unreasonable.</i></p>
<p><b>Reply</b></p>

It is noted that there may be exceptional circumstances where it is not possible to name a new member by the deadline set. However regulations and guidance state that where, for any reason, an election does not take place by the date set the LA must appoint a member to that vacancy. It should be noted that the LA does not have to set a deadline for elections, but it is considered sensible to do so to ensure that groups do not remain unrepresented or under represented for long periods. The forum is asked to consider whether the six week term time minimum period is a reasonable timescale for an election to take place.

**Comment**

Suggested amendment to section 8 (Tenure of Office)

Each member will have a three-year term of office. ~~(unless they become chair or vice-chair).~~

*Reasoning - This clause should be struck out. There is no qualification provided: does becoming Ch/VC mean the term of office is somehow over-ridden? And if so by how much?*

*A Ch/VC can ONLY be in post within the confines of their own membership term of office, and as such this clause is misleading and appears contrary to the guidance.*

**Reply**

As the term of office for members is three years but the term of office for the chairmanship or vice-chairmanship is two years, where a member becomes the chair or vice chair of the forum their term of office as a member of the forum is extended as necessary to allow them to serve the full two year term in that position.

Guidance allows for the LA to stipulate the term of office for each member, following published rules. The terms should be applied in a consistent manner but need not be identical. Having a continuity of experience rather than a complete change in membership at a single point helps the forum at times of transition.

The wording of section 8 has been amended to clarify the arrangements.

Alternatively the LA could determine that the term of office for members be reduced to two years, or the term of office as chair or vice-chair be extended to three years, from the next general election of members in 2018 to achieve consistency.

**Comment**

Suggested amendment to section 8 (Tenure of Office)

In the event that a member of the forum leaves office before the end of their term of office, an alternative appointment must be made. The replacement appointee will serve the remainder of the original term.

*Reasoning – for clarity*



<b>Reply</b>
Agreed, paragraph has been updated.
<b>Comment</b>
<p>Suggested amendment to section 14 (Administration of the Forum)</p> <p>Papers for meetings of schools forum must be circulated ten <del>five</del> clear working days before the Schools Forum date of the meeting. Reports must be They are required to be signed off by relevant officers prior to circulation.</p> <p><i>Reasoning - There would appear to be no good reason in the interests of the HSF why the circulation time for papers prior to the meeting should be reduced.</i></p> <p><i>As ten days is allocated for the distribution of draft minutes AFTER the meeting (later in the same paragraph), it would be reasonable and consistent to use the same definitive for distribution of papers PRIOR to the meeting.</i></p> <p><i>It is an important principle that adequate time be fairly allowed prior to the meeting for members and the wider school family to:</i></p> <ol style="list-style-type: none"> <li><i>1) pre-read papers,</i></li> <li><i>2) obtain clarification if necessary of any item within the papers, in order to fully understand issues prior to the meeting.</i></li> </ol> <p><i>Reducing the time allowed for papers to be pre-read &amp; checked/clarified could, in some instances, be detrimental to due process within the HSF.</i></p>
<b>Reply</b>
<p>Regulations require only that the authority promptly publish all papers considered by the forum and the minutes of the meetings on their website. No specific timescales are specified. Guidance published by the DfE expands on the regulations by saying that it is good practice that papers are published at least a week in advance. The guidance further notes that some schools forums operate along the lines of the local authority committee and states that “this is perfectly legitimate and will provide a consistent framework for the running of meetings that are open to the public...”.</p> <p>The proposed amendment to publishing agenda papers five clear working days before the meeting and draft minutes within ten clear working days seeks to bring the Herefordshire schools forum in line with the practices adopted by Herefordshire Council for other public meetings.</p> <p>It should be noted that the publication deadline is a minimum and that where possible papers will be made available earlier.</p>
<b>Comment</b>
Suggested amendment to section 15 (Decision Making):

In the event of an urgent decision being required an email will be sent to all schools forum members fully explaining the issue on which a decision is required. Forum members will be required to submit their response via email to the date required. No decision will formally be made until a quorate number of responses has been received. This process will be administered by Democratic Services, ensuring all emailed responses are minted, along with the subsequent decision (or notice of why a decision was not made). Such minutes will be documented and made available to members of the schools forum, and subject to public scrutiny as if they were minutes of a schools forum meeting.

In addition, schools forum should receive feedback on the decisions made by Herefordshire Council that.....

*Reasoning - It is unclear where in the current regulations there is provision for remote decision making? This item may be a hang-on from an earlier version and if not referenced in current regulations should be struck out in entirety.*

*If however such a remote decision making process is to be included within the HSF Constitution it must be an evidenced, fair and transparent due process.*

*It is essential that members of the forum, and of the public, are able to see evidence, email trails and rationale of emergency decisions that have been taken/influenced following email consultation.*

*The phrase that email consultation responses are minuted "as if they were minutes of a schools forum meeting" ensures the records are filed/circulated in line with regulations & due process, taking into account any sensitive/restricted items and Data Protection guidance.*

## **Reply**

It should be noted that no change was proposed to this section of the constitution, the text is as agreed in the 2012 constitution review.

Regulations are silent on the option of making decisions in this manner. However DfE guidance notes that:

*"Where the regulations make no provision on a procedural matter, local discretion should be exercised. It is for the local authority to decide how far it wishes to establish rules for the schools forum to follow, in the form of standing orders."*

The guidance goes on to say that it is good practice for the local authority to agree with its schools forum an urgency procedure to be followed when there is a genuine business need for a decision or formal view to be expressed before the next scheduled meeting.

In such circumstances the local authority could seek to call an additional unscheduled meeting. However if the decision is urgent and the meeting called with minimal notice, there would be a high likelihood of the meeting being inquorate.

The section has been amended to include the requirement to explain the reasons for the urgency in communication with members and sets out a requirement for decisions taken

through this urgency procedure to be reported and explained to the next scheduled meeting of the forum in order that a public record is made of the decision, the reasons for urgency and the feedback received from the forum members.

**Verbal Comment**

The procedure to follow when a meeting of the forum was deemed to be inquorate was questioned (section 9 Quorum).

**Reply**

The proposed alterations to the constitution sought to clarify that in the event that a meeting was inquorate, although no legally binding decisions could be taken, the members present could still provide feedback on issues and the LA could choose to take account of these views. This is in line with guidance issued by the DfE. The procedure is only expected to be used on rare occasions. The wording of the new paragraph has been amended to clarify that arrangements for meetings will seek to minimise the likelihood of problems with the quorum.

The alternative would be for inquorate meetings to be abandoned, with remaining items of business deferred to the next scheduled meeting or dealt with under urgency procedures.



## **HEREFORDSHIRE SCHOOLS FORUM MEMBERSHIP AND CONSTITUTION**

### **1. Introduction**

The schools forum is established by virtue of S47A of the School Standards and Framework Act 1998 (as amended by the Education Act 2002) and Regulations.

### **2. Function**

The schools forum will have several main functions as listed below, but may also consult on other items that the Local Authority deems appropriate. Details are defined in Regulations and Department for Education guidance.

### **3. Purpose of the Forum**

Regulations prescribe the matters on which the Local Authority must consult the forum as follows:

- a. On changes to the national schools funding formula
- b. On issues relating to the management of the Schools Budget, including:
  - arrangements for the education of pupils with special educational needs
  - arrangements for the use of pupil referral units and the education of children otherwise than at school
  - arrangements for early years education
  - insurance arrangements
  - prospective revisions to the Local Authority's financing scheme for the financing of schools

### **4. Powers and Duties**

The local authority must by law determine certain matters relating to the operation of the forum. The schools forum is an advisory body, established to represent schools views to the Local Authority. In addition, however, the forum does have decision-making powers in relation to the implementation of the national schools funding formula.

- Approving increases to the DfE prescribed limits on centrally managed expenditure
- Formula changes during multi-year funding periods (in exceptional and limited circumstances)
- Approving minor amendments to the Minimum Funding Guarantee – in limited circumstances (eg to remove anomalies), provided no more than 50% of pupils in schools are affected.
- To agree arrangements for combining elements of the centrally managed budget with elements of other services where there are resulting benefits for schools and pupils.

## 5. Membership

The Herefordshire Schools Forum will have 26 members elected or appointed as follows:

### **Schools Members**

5 maintained primary schools' headteacher representatives

1 Local Authority maintained schools' with a maintained nursery class representative

1 maintained primary schools' governor representative

1 maintained secondary schools' headteacher representative

1 maintained secondary schools' governor representative

1 Local Authority maintained special schools' headteacher representative

~~1 special schools' governor representative~~

1 Pupil Referral Units' (PRUs) management committee representative

7 mainstream academies' representatives (~~headteacher/governor/schools business manager~~)

1 academy special school representative

### **Non Schools Members**

2 Early Years representatives

1 16-19 provider representative

2 Diocesan/faith representatives

2 Trade Union representatives, 1 primary school and 1 secondary school

Total Forum members: 26

The composition of the forum will be reviewed on an annual basis to ensure that Local Authority maintained primary schools, Local Authority maintained secondary schools and academies are broadly proportionately represented on the Forum, having regard to the proportion of Herefordshire pupils registered at them, and that the membership complies with regulations.

A list of the membership of the forum will be published on the Herefordshire Council website.

## 6. Election and Nomination Arrangements

Appendix A to this constitution sets out the agreed electing or appointing bodies for each sub-group and the process for electing or appointing members.

The clerk to the forum will notify the agreed electing or appointing body of a vacancy and the date by which a new member must be notified to the clerk. The deadline will be not less than six weeks (being designated term time weeks and excluding any school holiday dates) from the date of notification, ~~taking account of school term dates~~. If the electing or appointing body is unable to name a new member by the date specified, the Local Authority will appoint a member to that vacancy.

## 7. Substitutes

Each electing or appointing body will be invited to designate one or more substitutes. In the event that a member is unable to attend a meeting they may request a substitute to attend on their behalf. Substitutes should be notified to the clerk to the forum prior to the start of the meeting. Designated substitutes will have the same voting rights as the member they are representing.

## **8. Tenure of Office**

~~Each member will have a three year term of office (unless they become chair or vice chair). In the event that a member of the forum ceases to hold the office, the term of office ceases and another appointment must be made. The replacement will serve the remainder of the term.~~  
Each member will have a three year term of office. If a member is elected to the role of chair or vice chair of the forum, their membership of the forum will be extended as necessary to cover the whole of their two year term in that role.

In the event that a member of the forum leaves office before the end of their term of office, an alternative appointment must be made. The replacement appointee will serve the remainder of the original term.

## **9. Quorum**

The forum shall not be quorate if less than 40% of the total membership is present at the meeting. Members unable to attend should therefore arrange cover from nominated substitutes. Arrangements for meetings will seek to minimise the likelihood of the meeting being inquorate.

If a meeting is inquorate, or becomes inquorate after the start of the meeting, it can proceed but cannot legally take decisions. An inquorate meeting can respond to local authority consultation and give views to the local authority. The local authority may choose to take account of views from an inquorate meeting, but is not legally obliged to do so.

## **10. Election of Chair and Vice Chair**

The chair and vice-chair must be elected from the forum's own members. The chair and vice-chair will hold these positions for a maximum of two years. The chair and vice-chair should represent different sectors of the school community.

When the chair and vice-chair are not present, the meeting can elect a chair for that meeting only.

## **11. Declarations of Interest**

There are many instances where a decision on an issue will have an effect on all schools, be it on a pro rata basis, and as such members would not declare an interest. It is recognised that all schools group members will have an interest in at least one school. It is important that members should declare if the item under discussion could make a material difference to that school, or where they may have a personal or pecuniary interest. Notwithstanding this, a member may continue contributing to the discussion, but should not take any part in any decision made concerning that particular proposal which uniquely affects one particular school, at which the member is, for example, an employee or where the employee's children attend or which changes funding for their particular school/schools.

In considering the declaration of an interest, a member of the forum should apply the following test: would a member of the public, knowing the facts of the situation, reasonably think that the member might be influenced by the interest?

## **12. Managing the Business**

The operational timescales and procedures described in the sections below are required to ensure that schools forum operates efficiently and has sufficient information and time to consider the issues.

## **13. Frequency of Meetings**

These are determined by the schools forum. The forum should meet at least four times a year. Dates should be set annually for the forthcoming year.

## **14. Administration of the Forum**

A forward plan must be established and reviewed by the forum on an annual basis, usually in February of each year.

Herefordshire Council Democratic Services will provide the resource to facilitate the forum, including organising and sending out agendas, papers, minutes and action sheets.

Papers for meetings of schools forum must be circulated five clear working days before the date of the meeting. Reports must be signed off by relevant officers prior to circulation.

Briefing meetings for the chair should take place at least three working days before each schools forum meeting.

Minutes from each schools forum meeting must be circulated within ten clear working days of the meeting as draft, and the minutes will be formally considered and confirmed at the following schools forum meeting.

## **15. Decision Making**

Schools forum is primarily a consultative body, with some decision making responsibilities. The Local Authority will take the views of schools forum into account before finalising arrangements on which the forum has been consulted, at a directorate leadership team and lead member, cabinet and council level.

Recommendations to the council should normally be made through consensus. Majority voting should be used to decide any issues, with each representative casting one vote. The chair will have the casting vote in the event of a tie.

Voting on the funding formula is limited by Regulations to schools members and PVI representatives.

Voting on de-delegation is limited by Regulations to the specific primary and secondary phase of schools members.

In the event of an urgent decision being required an email will be sent to all schools forum members fully explaining the issue on which a decision is required and the reason for the urgency. Forum members will be required to submit their response via email to the date required. No decision will formally be made until a quorate number of responses has been



received. This process will be administered by Democratic Services. Decisions taken through this urgency process will be reported to the next scheduled meeting of the schools forum explaining the reason for the urgency and the feedback provided by members of the forum.

Schools forum should receive feedback on the decisions made by Herefordshire Council that have taken into account schools forum views as part of any consultation process. The Chair of schools forum can invite council members to provide feedback at schools forum meetings.

## **16. Working Groups**

Herefordshire Children's Wellbeing Directorate and schools should try to make use of existing working groups wherever possible, to minimise duplication and use existing expertise. In order to support and advise the work of the schools forum existing working groups can be approached to provide information on related activities. The forum can also, if required, set up working groups for specific tasks. Such groups could be time-limited and would need to establish clear remits, appropriate membership and operating principles.

The full schools forum remains the decision making body. Working groups and other groups will provide information, advice and options.

### **Budget Working Group**

The Budget Working Group is a permanent advisory sub-group of the full Schools Forum. It provides additional support and time to consider information and data in order to inform the development of key budgetary options, recommendations and decisions relating to Dedicated Schools Grant.

The terms of reference and membership of the Budget Working Group is attached to this constitution as Appendix B.

## **17. Confidential Reports**

Meetings of the forum will be open to the public and press unless it is considered that an item of business should be considered in private session based on the application of the principles of the Local Government 1972 (as amended) that apply to local authority committees.

## **18. Public Participation**

Any participation will be at the chair's discretion.



## Budget Priorities consultation – 2018/19

### The questionnaire

#### Herefordshire Council's aspiration for the future

Herefordshire Council's aspiration for the future is: *"People, organisations and businesses working together to bring sustainable prosperity and well-being for all, in the outstanding natural environment of Herefordshire."*

The council's strategic objectives are described within the corporate plan. The four priorities are to:

- Enable residents to live safe, healthy and independent lives;
- Keep children and young people safe and give them a great start in life;
- Support the growth of our economy; and
- Secure better services, quality of life and value for money.

**Q1 Are there any areas within these priorities that you think the council should do more?**

Yes, please specify below

No

#### Enable residents to live safe, healthy and independent lives

**Q2 How can communities support people with vulnerabilities/disabilities to maintain independent lives?**

**(Please tick all that apply)**

- Support with day to day tasks such as shopping, cleaning and gardening
- Arrange social events for people to meet each other
- Pop in to chat to them and keep them company
- Help them access employment
- Help people feel safe and secure in their communities and homes
- Provide meals for people or arrange lunch groups
- Bring people together from different background and ages
- Set up car share schemes and encourage community transport
- Other (please specify)

**Q3 How should the council develop a network of groups and individuals across the county, who can offer advice and guidance for people wanting to adopt a healthier lifestyle? (Please tick all that apply)**

- Provide financial incentives to groups who enable people to make lifestyle changes
- Use a time-banking system where volunteers are rewarded through giving their time (rewards can be other voluntary services/activities or discount schemes etc.)
- Expand the remit of professionals, such as pharmacies and dentists
- Provide training and support to individuals so that they can offer support and advice within their own local communities
- Commission a provider to do this as part of the information and signposting service
- Other (please specify)

**Q4 How should the council make it easier for people who need care to manage their own budget?**

- Choose their own care
- Choose from a selection of providers chosen by the council

**Q5 How should the council prioritise getting more houses built in Herefordshire? (Please tick all that apply)**

- Encourage housing associations
- Build new houses itself
- Invest in more roads and transport
- Speed up the processing of planning applications
- Make council owned land available to builders
- Offer incentives to landowners
- Other (please specify)

### **Keep children and young people safe and give them a great start in life**

In 2016/17 Herefordshire achieved national uptake targets for childhood immunisation and antenatal, newborn and children screening programmes. This is central to the council's policy of giving children a great start in life.

**Q6 Should the council continue investing in promoting these programmes to achieve national targets in the next year?**

- Yes
- No
- Not sure

**Q7 How should the council work with parents and other services to give children the best start in life in their early years? (Please tick all that apply)**

- Offer parenting classes in local areas
- Focus support to the most disadvantaged families to ensure children are 'school ready'
- Promote healthy eating for parents and young children
- Improve information, advice and guidance on local support via the web
- Work with parents to improve the dental health of their children
- Other (please specify)

**Q8 How should the council support young people to make the most of their education and employment opportunities? (Please tick all that apply)**

- Focus more work on developing opportunities for young people with special needs and disabilities
- Make apprenticeships available across the county and explore transport options to support this
- Other (please specify)

### **Support the growth of our economy**

**Q9 How should the council assist in ensuring that the infrastructure and support needed to provide jobs and houses within the local economy is in place? (Please tick all that apply)**

- Improve road network
- Invest in superfast broadband
- Support housing growth
- Promote investment into Herefordshire
- Support local business start-ups
- Make more land and buildings available for business and industrial use
- Support for the university
- Other (please specify)

## Secure better services, quality of life and value for money

**Q10 The capital budget funds schemes and investments which will derive a long term benefit for the county. Capital expenditure is funded from the sale of land and assets, borrowing and annual contributions from the revenue budget. Where should we invest our capital budget? (Please tick all that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> New roads              | <input type="checkbox"/> Road safety                            |
| <input type="checkbox"/> School buildings       | <input type="checkbox"/> Investment in housing                  |
| <input type="checkbox"/> Road maintenance       | <input type="checkbox"/> Safeguarding                           |
| <input type="checkbox"/> Residential care       | <input type="checkbox"/> Supporting/facilities for young people |
| <input type="checkbox"/> Other (please specify) |   |

**Q11 The council is responsible for improving the health of its residents and commission a number of public health services. How would you choose to prioritise the following services? (1 = most important and 6 = least important)**

	1	2	3	4	5	6
School nursing and Health Visiting service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stop smoking service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Substance misuse service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Healthy lifestyle trainer service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sexual health service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
NHS Health Check	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Council tax

Council Tax and business rates currently only meet around 30% of the council's costs. Furthermore, grants from government have been drastically cut in recent years (to around 10%) and will be almost eliminated by 2020. There are a number of council services which are chargeable and provide an income, such as car parking, planning, licensing and burial services.

**Q12 In order to ensure the council raises sufficient income, how would you choose to prioritise the following options? (1 = first and 3 = last)**

	1	2	3
Council tax increase for general use	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adult social care precept on Council Tax	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Increased fees/charges	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Q13 Do you have any other comments you would like to make? Please state below:

### About you

Q14 Are you responding on behalf of an organisation or group, or as an individual?

Organisation or group

Individual

If you are responding on behalf of an organisation or group please tell us the name of the organisation/group:

If you are responding as an individual please answer the following questions about yourself. This information helps us to understand the profile of respondents and whether views vary amongst different groups of people across the county. It will only be used for the purpose of statistical monitoring, treated as confidential and not used to identify you.

Q15 What is your full postcode?

Q16 What is your gender?

Male

Female

Q17 What is your age band?

0-15 years

25-44 years

65-74 years

16-24 years

45-64 years

75+ years

Q18 Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?

Yes - limited a lot

Yes - limited a little

No

Q19 **How would you describe your national identity? (Please tick all that apply)**

- |   |                                   |                                |
|---|-----------------------------------|--------------------------------|
| <input type="checkbox"/> English        | <input type="checkbox"/> Scottish | <input type="checkbox"/> Welsh |
| <input type="checkbox"/> Northern Irish | <input type="checkbox"/> British  | <input type="checkbox"/> Irish |
| <input type="checkbox"/> Other          |                                   |                                |

Q20 **How would you describe your ethnic group?**

- White British/English/Welsh/Scottish/Northern Irish
- Other White (please specify below)
- Any other ethnic group (please specify below)

Q21 **Do you feel that the council has treated you differently (positively or negatively) because of who you are? (e.g. your gender, age, disability or ethnicity)**

- Yes  No

**Thank you**

You can complete this questionnaire online at:

<https://myaccount.herefordshire.gov.uk/current-consultations>, but completed hard copies can be sent to:

Herefordshire Council Research Team, Freepost SWC4816, PO Box 4, Hereford, HR4 0BR

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The data collected in this form will only be used for the purpose of statistical monitoring. This information will only be retained for as long as is considered necessary for monitoring purposes and then it will be destroyed. At all times it will be kept in accordance with the Act.