

NATIONAL SCHOOL FUNDING FORMULA 2015/16

SUPPLEMENTARY CONSULTATION re DE-DELEGATION FOR HEREFORDSHIRE SCHOOLS

The budget response form must be returned by 12 noon 19th January 2015 to

School.funding@herefordshire.gov.uk

1.0 INTRODUCTION

Optional De-delegation

- 1.1 De-delegation is a technical term used by the Department for Education (DfE) to describe the process where services for locally maintained schools can be provided centrally by the local authority. Rather than a Service Level Agreement (SLA) whereby each school makes a decision and is invoiced individually for the cost of the service, Schools Forum agrees on behalf of all locally maintained schools and the charges are deducted at source from each School's budget. De-delegation does not apply to academies who must opt into the service through an SLA.
- 1.2 No Changes were proposed for 2015/16 to the de-delegation arrangements for the costs of trade union facilities, ethnic minority support and free school meals assessment. However Schools Forum deferred a final decision on de-delegation until their meeting on 19th January 2015, pending the outcome of a more detailed consultation with schools.
- 1.3 School Forum's Budget Working Group considers that all schools, both academy and locally maintained, should wherever possible have the same choices for de-delegation in terms of considering best value for money and making spending decisions in the best interests of their individual school.
- 1.4 The services to be de-delegated are as follows;

1. Trade union facilities – Delegation budget £45,000

a) What are trade union facilities?

By law, trade union representatives are entitled to reasonable paid time off from their regular job to enable them to perform their trade union duties and to undertake relevant training. Trade union members, including representatives, may also ask for unpaid time off to undertake activities. Together these arrangements constitute facility time.

There is substantial flexibility for maintained schools and, in particular, academies to determine their own approaches to facility time to ensure positive work place relations.

All trade union representatives who receive facility time to represent members employed in schools should spend the majority of their working hours carrying out their main duties as school employees.

Employers should ensure that spending on facility time is as efficient as possible and there should be full accountability and transparency.

Trade union duties include:

- Negotiations with the employer, or other functions connected with the subject of collective bargaining, such as terms and conditions, redundancy and dismissal arrangements.
- Policy development, e.g. performance related pay and appraisal policies.
- Preparations for negotiations, including attending relevant meetings.
- Informing members of progress and outcomes of negotiations.
- Matters of discipline (e.g. accompanying employees to internal hearings)
- Attending training of aspects of industrial relations relevant to carrying out their trade union duties. This training must be approved by the Trades Union Congress or by the trade union of which he/she is an official.

Employees who are union learning representatives and trade union health and safety representatives are also entitled to paid time off to carry out their duties and training.

b) Benefits of the trade union facilities agreement

- Local representatives have the training and skills not available to school based representatives.
- The cost of releasing local representatives is shared across schools, although not all schools will have casework issues which require consultation with trade unions
- Fewer teachers are taken away from the classroom to represent members; local representatives frequently help resolve issues at an early stage without the need for delays caused by waiting for regional representation.
- Maintains a good base for effective industrial relations where individual and collective issues can be dealt with effectively.

c) Benefits of De-delegation

- Trade union duties are undertaken by local representatives for all schools
- Experienced local representatives are trained to undertake case work.
- De-delegation provides for shared trade union representatives to cover health and safety duties.
- The cost of releasing representatives is covered by all schools.
- Issues in schools are resolved quicker because local representatives have the local knowledge of Herefordshire schools.
- Issues are potentially solved at an early stage reducing costs to the school both in human and financial terms.
- The Local Authority forum for consulting with representatives is more effective through de-delegation; employment policy work and procedures would avoid duplication of effort and inconsistencies across schools.

- The Local Authority would be responsible for consulting with union representatives on at least a termly basis on behalf of all non academy schools

A de-delegated budget streamlines administration and avoids over expensive administration costs.

Further information if required is available from HR – please contact Julie Davies.

e-mail: julie.davies@hoopleltd.co.uk

Funding is currently de-delegated for teaching trade unions at £3.50 per pupil.

2. Ethnic minority support – De-delegation budget £45,000

The English as an Additional Language team has developed a succinct and effective system for risk rating the progress and attainment of EAL learners. The team supports schools through a programme of liaison meetings with school leaders and packages of monitoring and support. De-delegation funds EAL assessments and monitoring/support visits from EAL teachers. The provision of teaching and training is an additional and chargeable service for all schools irrespective of de-delegation.

De-delegation funds the following services

- On-going advisory support (after a first initial meeting and analysis)
- EAL assessment carried out by specialist teacher

De-delegation is administratively convenient for both locally maintained schools and the local authority because it avoids the additional administrative costs associated with invoicing for services. The amount de-delegated is the former Ethnic Minority support grant and funding is targeted to schools as needed in accordance with the requirements of the previous grant.

Further information if required is available from Ben Straker,

e-mail: bstraker@herefordshire.gov.uk

Funding is de-delegated at £1.12 per pupil +£6.60 per ever-6 FSM+£107 for the first year of registration as an English as an Additional Language pupil.

3 Free school meals administration – De-delegation budget £10,000

Hoople provides the complete administration of the Free School Meals service. This includes prompt assessment of applications, regular entitlement checks, online entitlement reports and specialist advice to enable schools to maximise their pupil premiums

Hoople starts with a prompt assessment of all free meal applications and provide immediate verbal confirmation of entitlements. Experienced staff use specialist software that captures the relevant entitlement information and links into the Department for Work and Pensions (DWP) and HM Revenue and Customs systems. Staff are available throughout the school year to provide advice and support via telephone and email and provide ad hoc reports to assist budget setting as well as contacting potential applicants to maximise take-up.

Although it is possible that schools may be able to find an alternative provider, it is likely that the outcome of a decision not to de-delegate would be that Hoople would have to invoice all schools individually and the additional work involved could be reflected in the addition of an administration charge on each school's individual invoice.

Hoople Ltd provides a service for free school meals administration for schools at a de-delegation cost of £4.51 per Ever-6 free school meal.

Further information is available from Sonia Lowther, e-mail: Sonia.lowther@hoopleltd.co.uk

RESPONSE FORM

Q1: Phase of school	Primary Y/N	Secondary Y/N
Please indicate phase of school		
Please indicate if academy		

Q2: DE-DELEGATION Please answer individually for each service	Please answer Yes or No
<p>Please indicate whether you prefer De-delegation or a Service Level Agreement (SLA) for the services as follows</p> <p>1. trade union facilities</p> <p style="padding-left: 40px;">(i) De-delegation</p> <p style="padding-left: 40px;">(ii) SLA (i.e. no de-delegation)</p> <p>2. ethnic minority support</p> <p style="padding-left: 40px;">(i) De-delegation</p> <p style="padding-left: 40px;">(ii) SLA (i.e. no –de-delegation)</p> <p>3. free school meals administration</p> <p style="padding-left: 40px;">(i) De-delegation</p> <p style="padding-left: 40px;">(ii) SLA (i.e. no De-delegation)</p> <p>.</p>	
Name	
School	

Please return the questionnaire by 12 noon 19th January 2015 to:

school.funding@herefordshire.gov.uk