

## **Appendix 4: Purpose of Each De-Delegated Fund**

### **1. ESBD School Support Team:**

As a specialist teaching support service, the ESBD Service provides:

- Experienced teaching and Inclusion Mentor staff, who offer practical support, advice and strategies to Primary school colleagues, in meeting the needs of pupils presenting with the most challenging behaviours
- Support to schools to develop their understanding of social and emotional behaviour, and the management of pupils experiencing difficulties. Wherever possible advice is given on the development of systems and skills that increase the capacity of the school to respond to issues in the future
- Peripatetic Inclusion Mentors, who work under the direction of specialist teachers to offer intensive, time-limited, focused support and training for staff dealing with ESBD
- A range of bespoke training

If this de-delegated fund is not held in 2017/18, primary schools will need to replace these services from their own resources, for example, by directly employing specialist staff, or by purchasing services, on an individual basis or as a cluster of schools. The Local Authority offers a traded service.

### **2. FSM Eligibility Assessments:**

This fund covers the work the Local Authority's Benefits Team does in relation to Free School Meals eligibility for pupils in schools. It covers staffing and ICT costs associated with:

- The processing of all applications for FSM for all maintained schools
- Checking & verifying claims, notifying parents of successful and unsuccessful claims
- Notifying schools of successful claims and changes to existing claims
- Assisting schools with eligibility, take up and administrative issues & providing guidance
- Promoting maximum take up of FSM eligibility, including cross checking pupil FSM data with other Authority benefits systems

The Local Authority makes use of a nationwide FSM checking system, which means that paper evidence does not have to be supplied by parents. Applications for all children who attend Bradford schools can be processed quickly via the Council's website, telephone, personal visit or in writing. Currently, schools do not have direct access to this checking system.

If this de-delegated fund is not held in 2017/18, schools will either need to undertake FSM assessment themselves or purchase services. The Local Authority offers a traded service.

### **3. Fischer Family Trust – School Licences:**

This fund pays for schools' subscriptions to Fischer Family Trust (FFT). FFT provides a unique service to schools and the local authorities. This service analyses previous national end of key stage data and the contextual data of schools and uses this to provide estimates of outcomes at pupil level for the next key stage result. These pupil level results are aggregated at school and at local authority level. Over time these estimates have come to be held in high regard and the work of the FFT is valued by schools and local authorities. Government funding for the FFT was withdrawn at March 2012. As a consequence, the FFT restructured their pricing and data access policies. The purchasing of the data through the Local Authority offers significant savings.

If this de-delegated fund is not held in 2017/18, maintained schools will need to purchase their own licences to access FFT data, on an individual basis or as a cluster of schools.

#### **4. School Maternity / Paternity 'insurance':**

This fund has historically acted as an 'insurance' pot, where schools are reimbursed for the costs of the salaries of staff on maternity / paternity leave, so that the cost of cover / supply arrangements can be afforded from the school's budget. The Schools Forum has discussed the delegation of this pot to schools on a number of occasions over the last ten years or so, and has always concluded that the protection this centrally managed fund offers, especially to smaller schools, against the disproportionate and unpredictable nature of maternity / costs is vital.

If this de-delegated fund is not held in 2017/18, maintained schools will not be reimbursed for the salary cost of staff on maternity / paternity leave and would have to make alternative arrangements to manage this cost, for example, by including maternity cover within the school's supply insurance arrangements or by working in clusters to share the cost of staffing cover.

#### **5. Trade Union Facilities Time:**

There is a legal obligation (under The Trade Union and Labour Relations (Consolidation) Act 1992) for an employer to provide facilities for recognised trade unions to function within the workplace, including an obligation to grant time off with pay. The recognised unions in schools are:

- Teacher Trade Unions - NUT, NASUWT, ATL, ASCL, NAHT, VOICE, and
- The Trade Unions representing support and other professional school staff – UNISON, GMB and UNITE

To meet this obligation, the Council has agreed to release a number of staff for part or all of their time from their school duties to carry out their duties as elected lay officials. This applies to the recognised trade unions in schools with significant membership. Historically the agreed ratio for facility time has been 1 day per 400 members, which has been used as a mutually acceptable, in principle, starting point for the joint management and trade union discussions. Current Facility Time arrangements with respect to School Employees are:

- NUT has 2.1 FTE lay officials (10.5 days per week)
- NASUWT has 1.8 FTE lay officials (9 days per week)
- ATL has 1 FTE lay official (5 days per week)
- NAHT has 0.4 FTE lay official (2 days per week)
- UNISON has 1.3 FTE lay officials (6.5 days per week)
- GMB has 0.6 FTE lay officials (3 days per week)
- ASCL has 0.1 FTE lay official (1 day a fortnight)

If this de-delegated fund is not held in 2017/18, individual schools will need to consider how they will meet their statutory obligations to allow trade unions to represent and consult with their members and with the school as the employer, as local branch trade union representatives would no longer be available without cost. For example, each trade union has the right to appoint a trade union representative within a school to carry out statutory functions, and seek time off for these representatives to be trained to carry out these duties.

#### **6. Trade Union Health and Safety Facilities Time**

In order to comply with the letter and the spirit of the Health and Safety Regulations, the Council and the Trade Union Health and Safety Lay Representatives in Bradford made a Health and Safety Agreement in 1989. The amount of time funded by the DSG based was significantly reduced by the Schools Forum at April 2015, following review with the Unions. Nominated accredited Trade Union and lay Health and Safety representatives continue to carry out Health and Safety inspections in schools and are released for all or part of their time from their school responsibilities to carry out these duties. A number of days per year are allocated for the Safety Representatives to carry out inspections and this includes appropriate training. In addition, the Safety Representatives carry out site management visits in relation to building work and work with the Council's Health and Well Being

Team on occupational matters, such as stress and undertake the role of investigating accidents, disease and other medical matters. There is a trade union Health and Safety web-site, which is password protected but shared with the relevant Council Safety Officers. A total of 7 days per week (1.4 FTE) of facilities time is currently funded by the DSG.

If this de-delegated fund is not held in 2017/18, individual schools will need to consider how they will meet their employer statutory obligations around health and safety.

## 7. School Staff Public Duties and Suspensions Fund

This fund has historically acted, on a similar basis to maternity / paternity payments, as an 'insurance' type pot for schools to be reimbursed for staffing costs associated with public duties (magistrates / court duties) and, more significantly, where an employee is suspended from duty following a Child Protection allegation and where the Police are undertaking an investigation. In the case of suspensions, schools are reimbursed for 50% of the cost of the salary of the member of staff suspended. Payments are authorised by the Strategic Director, Children's Services.

If this de-delegated fund is not held in 2017/18, maintained schools will not be reimbursed for the salary cost of staff and would have to make alternative arrangements to manage this cost.

### 2016/17 De-Delegated Funds: Values

The table below shows the total values that were de-delegated from individual school budgets in the current financial year. If these funds continue to be de-delegated in 2017/18, we would expect the values of funds to match anticipated cost pressures, and to reduce from the 2016/17 values shown below for the impact of maintained schools converting to academy status.

<b>Fund</b>	<b>Early Years £</b>	<b>Primary £</b>	<b>Secondary £</b>	<b>Total Value £</b>
ESBD School Support Team	£0	£426,361	£0	<b>£426,361</b>
FSM Eligibility Assessments	£0	£86,968	£32,100	<b>£119,068</b>
Fischer Family Trust – School Licences	£0	£24,836	£8,724	<b>£33,560</b>
School Maternity / Paternity 'insurance'	£70,400	£1,200,000	£295,000	<b>£1,565,400</b>
Trade Union Facilities Time	£17,240	£213,721	£75,071	<b>£306,032</b>
Trade Union Health and Safety Rep Time	£2,634	£32,659	£11,472	<b>£46,765</b>
School Staff Public Duties & Suspensions Fund	£3,545	£43,941	£15,435	<b>£62,921</b>
<b>Total</b>	<b>£93,819</b>	<b>£2,028,486</b>	<b>£437,801</b>	<b>£2,560,107</b>

These total values were de-delegated from 2017/18 individual maintained school budgets on a flat amount per pupil basis, with the exception of FSM Eligibility Assessments, which has been de-delegated on an amount per Ever 6 FSM formula pupils, as follows:

<b>Fund</b>	<b>Early Years £app</b>	<b>Primary £app</b>	<b>Secondary £app</b>
ESBD School Support Team	£0	£9.10	£0
FSM Eligibility Assessments (per FSM)	£0	£5.80	£5.14
Fischer Family Trust – School Licences	£0	£0.53	£0.53
School Maternity / Paternity 'insurance'	£18.63	£25.62	£17.93
Trade Union Facilities Time	£4.56	£4.56	£4.56
Trade Union Health and Safety Rep Time	£0.70	£0.70	£0.70
School Staff Public Duties & Suspensions Fund	£0.94	£0.94	£0.94
<b>Total</b>	<b>£24.83</b>	<b>£47.25</b>	<b>£29.80</b>

Each maintained school has contributed from its 2016/17 delegated budget share the amount per pupil (£app) shown above multiplied by its number of reception to year 11 pupils, or by its number of Ever 6 FSM formula pupils for FSM Eligibility Assessments.