

Public Document Pack

Schools Forum

Wednesday, 23rd October,
2013
at 4.15 pm

PLEASE NOTE TIME OF MEETING

**VENUE: RICHARD TAUNTON 6TH FORM COLLEGE
HILL LANE, SOUTHAMPTON, SO15 5RL**

This meeting is open to the public

LEAD OFFICER

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AGENDA

Agendas and papers are now available via the City Council's website

1 APOLOGIES AND CHANGES IN MEMBERSHIP (IF ANY)

2 MINUTES OF PREVIOUS MEETING

Minutes of the meeting held on 11th September 2013, attached.

3 DECLARATIONS OF INTEREST

In accordance with the Localism Act 2011, and the Council's Code of Conduct, Members to disclose any personal or pecuniary interests in any matter included on the agenda for this meeting.

NOTE: Members are reminded that, where applicable, they must complete the appropriate form recording details of any such interests and hand it to the Democratic Support Officer.

4 SCC ENERGY SERVICE FOR SCHOOLS

Briefing paper of the Carbon Reduction Officer, providing details on updates of changes to the energy management services offered through the Energy Team at Southampton City Council, attached.

5 PEOPLE TRANSFORMATION

Briefing paper and slides of the Head of Education providing details of the transformation of the People Directorate, attached.

6 PRIMARY AND SECONDARY SCHOOL FUNDING FORMULA 2014-15 - MOBILITY FACTOR UPDATE AND CENTRAL EXPENDITURE REQUESTS

Decision paper of the Principal Accountant Children's Services providing an update on the mobility factor to be included in the proposed Primary and Secondary Funding Formula and seeking approval for funding of central expenditure items from the Schools Block, attached.

7 SERVICE LEVEL AGREEMENTS 2014/15 - OFF SITE ACTIVITIES UPDATE

Briefing paper of the Commissioning Lead, Children Services & Learning, providing details of the shared service covering Hampshire, Southampton and Portsmouth and details of the Service Level Agreement, attached.

8 FINANCIAL BENCHMARKING INFORMATION 2013-14

Briefing paper of the Finance Manager providing details on financial benchmarking information issued by the DfE, based on the 2013/14 Section 251 Budget statement returns made by each authority, attached.

9 AOB - SCHOOLS FORUM TRAINING

Information on Schools Forum Training will be tabled and discussed at the meeting.

16TH OCTOBER 2013

HEAD OF LEGAL, HR AND DEMOCRATIC
SERVICES

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Agenda Item 2

**SOUTHAMPTON SCHOOLS' FORUM
NOTES OF THE MEETING HELD ON
WEDNESDAY 11th SEPTEMBER 2013
AT MANSBRIDGE PRIMARY SCHOOL**

Present:

Primary School

Peter Howard	-	Headteacher
Mark Sheehan	-	Headteacher
Julie Swanston	-	Headteacher
Colin Warburg	-	Governor
David Turner	-	Governor

Secondary Schools

Richard Harris	-	Governor
Ruth Evans	-	Headteacher
Karen Dagwell	-	Headteacher

Nursery

Karen Stacey	-	Headteacher
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Non Schools

Councillor Paffey	-	Council Representative – substitute for Cllr Lloyd
Anna Wright	-	PVI provider of early year entitlement
Alice Wrighton	-	Post 16

Also in attendance:

Councillor Bogle	-	Cabinet Member for Children's Services
Sue Thompson	-	Observer – EYCP
Councillor Turner	-	Observer
Mike Watts	-	SCC - HR
Jo Francis	-	SCC - HR
Graham Talbot	-	People
Lynn Franklin	-	People
Chris Tombs	-	People
Sue Poynter	-	People
Sharon Pearson	-	Democratic Services

1. **ELECTION OF CHAIR**

Richard Harris was unanimously voted in as Chair for the 2013/2014 year.

2. **APOLOGIES AND CHANGES IN MEMBERSHIP (IF ANY)**

Apologies were received from Councillor Lloyd, Pete Sopowski, Liz Filer, Jonathan Howells and Graham Wilson.

Alice Wrighton, Principal of Taunton College and Post 16 representative was welcomed as a new member and the Forum noted the following changes in membership:

Jonathan Howells had resigned as a Special School representative and Andy Evans would be replacing him in the future.

Ian Golding had resigned as an academy representative.

It was noted that an email had been sent to all academy head teachers at the start of the school term inviting nominations for academy representation as the new structure of the Schools Forum required 4 academy representatives and to date Jeannie Gibbons, Ludlow Infant School had expressed an interest as had Colin Warburg and David Turner.

Members wished Chris Tombs every success in his move to a different area of work in the Council and passed a vote of thanks for his hard work and close involvement with the Schools Forum and Southampton Schools. Sue Poynter was welcomed as the new Principal Accountant, Schools.

Members passed a vote of thanks to Mark Sheehan who had very kindly provided the venue and refreshments for the meeting.

The next meeting was scheduled for 23rd October 2013 and Alice Wrighton, Tauntons College, very kindly offered to host the meeting.

3. **NOTES OF PREVIOUS MEETING AND MATTERS ARISING**

The minutes of the meeting held on 10th July 2013 were approved as a correct record.

Matters Arising from Minutes 10th July 2013 – Item 6 – Secondary Falling Rolls Contingency 2014-15 – Page 3

The Forum noted that a letter had been sent to the EFA expressing disappointment that the fund for schools with falling rolls was restricted to good or outstanding schools only and to date had not received a reply.

4. **HR ISSUES OF INTEREST TO SCHOOLS FORUM**

The Forum received a verbal update from Mike Watts, Head of Strategic HR in relation to HR issues of interest to the School Forum relating to “equal pay” and “living wage”.

The following was noted:-

- that there needed to be a commitment by all employers to pay a living wage of £7.45/hour; this ruling applied to all non-teaching staff at maintained schools and that academies would be encouraged to join the commitment;
- that there had been a number of high court rulings where it had been found that the authority had the power to influence a decision and was therefore responsible for a schools local decision;
- the issue of Equal Pay would need to go to a formal consultation and it was suggested that a representative group of head teachers and governors be nominated to represent all schools, as agreement needed to be reached with the unions;

- new legislation now allowed teachers to be employed on wages which did not adhere to the national standard.

The following was AGREED:

- that schools would be requested to grant permission for the local authority to obtain employment/wage data for school staff; and
- that the Forum would be provided with updates on “equal pay” issues on an ongoing basis.

5. **PEOPLE DIRECTORATE TRANSFORMATION**

The Forum received a verbal update on changes to the People Directorate by Graham Talbot, Head of Education.

The following was noted:-

- that the transformation of the People Directorate would involve the reconfiguration of children’s and adult social care services;
- one of the proposed themes was to put together an effective early help/intervention service for young children and pre-school children;
- a Multi-Agency Safeguarding Hub (MASH) would be established incorporating all the different agencies; and
- officers would provide the Forum with further updates on an ongoing basis.

6. **PRIMARY AND SECONDARY SCHOOL FUNDING FORMULA 2014-2015**

The Forum considered the decision paper of the Finance Manager, Corporate Services requesting that the Forum recommend the proposed Primary and Secondary School Funding Formula to be put forward for consultation with all schools before final approval by the Cabinet Member for Children’s Services in October.

The following was noted:-

- mobility factor – should the recommendation of the Forum be to continue with this factor then funding would only be targeted at schools with mobility over 10%. An analysis was presented, giving an indication of the likely impact on individual school funding.
- PFI factor - Officers to provide information on how this was impacting on schools;
- that schools were no longer required to contribute to the council’s carbon Reduction Commitment from April 2014 so £160,000 would be delegated to schools through the per pupil factor;
- support for schools in financial difficulties had been reduced to £346,000 as it excludes schools who have converted to academy status, funds can therefore only be distributed to maintained schools ;
- notional SEN block and High Needs Block – it was confirmed that there were likely to be transfers of funding from High Needs to School block to help to fund the first £6,000 of additional educational support that schools are now responsible for, however due to continued pressure within the High Needs

block there is likely to be a need to transfer funding in from the Schools block. Details of the proposed movements between blocks would be made at the January 2014 meeting before final figures were issued to the Education Funding Agency.

- Special Schools and Pupil Referral Unit – proposed pupil top up rates would be tabled at a later meeting.

RESOLVED that the Forum agreed the following:-

- (i) Mobility factor – that finance would produce a set of revised options and that responsibility be delegated to officers to approve the option that would provide a more equitable balance between option 1 and option 2.
- (ii) PFI factor - The Schools Forum wished to register with Southampton City Council their understanding of the difficulties in which they find themselves due to the Government cuts in grant funding. They also wished to register the fact that they had not come to their decisions easily and appreciated the fact that Southampton City Council was not increasing this amount;
- (iii) that the proposed funding values for the 2014/15 School Funding Formula be noted;
- (iv) to note that the proposals for funding of the central expenditure items from the Schools Block would be tabled at the October meeting ;
- (v) to approve a contingency amount for the Primary Review Growth Fund of £734,800 including one additional class at Thornhill Primary School;
- (vi) to approve a contingency of up to £346,000 for maintained Primary and Secondary Schools in financial difficulty; and
- (vii) to note the proposal to allocate any “headroom” funding within the 2014-15 Schools Block through per pupil funding.

7

SCHOOLS FORUM TERMS OF REFERENCE 2013/2014

The Forum received and noted the briefing paper of the Principal Accountant Schools identifying the changes to the Southampton Schools Forum Constitution (including Terms of Reference) for 2013-14.

Agenda Item 4

SUBJECT: SCC ENERGY SERVICES FOR SCHOOLS
DATE: 23 October 2013
RECIPIENT: Schools Forum

INTRODUCTION

1. This briefing covers updates on changes to the energy management services that are offered through the Energy Team at Southampton City Council. The services cover procurement, the management and reporting of energy consumption and cost data, and other services which may be offered or commissioned,
2. Schools will no longer be required to participate in the Carbon Reduction Commitment (CRC) from April 2014; however the DfE have indicated that they will continue to require schools to report on their energy consumption. The actual format and content of this reporting has not been finalised.

THE ENERGY TEAM

3. The Energy Team and roles with regard to schools:
 - Jason Taylor, Energy Manager. Jason manages the team, undertakes energy audits and can offer project management for energy related works.
 - Rae Newman, Energy Contracts Management Officer. Rae manages energy data and the energy procurement contract. She carries out energy data entry and amendments on SystemsLink, and resolves invoice and meter queries.
 - Jane Altounyan, Carbon Reduction Officer. Jane manages the Carbon Reduction Commitment reporting process, creates and amends reports on SystemsLink and carries out behaviour change programmes.

UPDATES ON LASER ENERGY PROCUREMENT CONTRACT

4. All electricity and gas for SCC buildings and operations are procured through contract with Kent Laser. Schools have and continue to benefit from the bulk buying that this contracts enables. We currently procure almost £10 million of gas and electricity across commercial and housing contracts with Laser.
5. SCC have obtained independent verification of the value for money of the Laser contract energy prices, which show consistently cheaper than average energy costs for us assessed on the wholesale market price.
6. The estimated average SCC gas and electricity price rises from October 1st 2013 to September 30th 2014 are circa 7% based on the previous close to 0% rises last year. We will be able to provide price changes from the 1st of November and will keep you posted on any issues associated with the price changes in this contract period. Invoicing is planned to start 1st week in November. Even with this price rise, the cost of energy procured through Laser will be extremely competitive.

7. Laser also provide a managed service which provides a full validation and query management process. For example, in the last quarter Laser have validated 537 electricity invoices and 723 gas invoices. Of the 537 electricity invoices 162 (30%) failed their initial validation process and required either manual checking or querying with the supplier. Of the 723 gas invoices, 253 (35%) failed the Laser initial validation process. This process not only picks up incorrect detail on the bills but also ensures that we all pay the correct charges associated with our energy use. It has proven to be cost effective and to provide us with savings.
8. We in the energy team also pro actively target cost reductions associated with the procurement of energy. These recently include VAT and CCL reductions in schools. This work is integrated and complements the energy management programme.

POSSIBLE CHANGES TO MANAGEMENT OF SCHOOLS INVOICES

9. The Energy Team are investigating possible changes to the way that the Laser energy procurement contract is managed which would reduce the cost and allow us to offer added value to those schools who procure their energy through the contract.
10. If these changes were to be implemented it is likely that errors and queries in invoicing could be resolved more quickly, and that we would be better able to deal with any delays in invoice receipt.
11. We will be incorporating industry best-practice into Southampton CC processes and procedures and provide training where required.
12. The Energy Team is obtaining access to Ecoes and Xoserve - industry databases that give access to key information on gas and electricity meters. This will enable faster query resolution and more accurate estimated billing where actual reads are unavailable.
13. We will carrying out an "Annual Quantity" (AQ) review on all gas meters. The review can determine whether any meter's standing charge is too high because of an inflated assumption of annual consumption against that meter.
14. We will also carry out an 'agreed supply capacity' review against all electricity meters; as above this can lead to a smaller standing charge where the capacity was previously set too high.
15. We will continue to upload invoice details onto SystemsLink, as we do now, but this means that schools will be able to download invoices direct from SystemsLink WebReports.

ADDED VALUE SERVICES

16. The Energy Team are receiving additional training from SystemsLink to ensure we are getting the most from the software. The training will focus on the resolution of queries, reporting, setting 'alerts', communication logs, and more.
17. Partly as a result of this training, an example of additional services that could be available to those schools that procure through the Laser contract include, where agreed:

- Where schools have agreed to purchase 'half hourly' consumption data, the Energy Team may alert schools were a sudden and unexplained change to be noted, and offer advice to determine the cause.
- Invoices will be validated within the context of knowledge about the school.
- A benchmarking of schools consumption within a Southampton league table will identify those that appear to have an unexplained and inordinately high use, and the Team could contact those that may benefit from additional advice.
- Schools would be notified in good time where there is a delay in receiving invoice data.

ENHANCED REPORTING

18. The Energy Team will produce an annual Energy Consumption League Table for Southampton schools which will be distributed each October. In addition, an estimate of the final quarter of invoice data will be produced and distributed each March to assist in budgeting.
19. The Energy Team have designed a new set of reports, available through the SystemsLink online Webreports. These will be available by the end of year. New reports will, per school
 - provide a "dashboard" containing summary energy consumption data
 - compare monthly gas consumption against the measure of outside winter temperatures (known as "degree days")
 - allow the estimated accrual of invoice totals to a period end
 - calculate the consumption of gas and electricity per m²
 - show consumption for all utilities within the school, including solar power.

TRAINING

20. Following the success of the energy efficiency training for schools business and site managers, the Energy Team will be offering additional training dates that will extend the information offered in the first sessions. It is expected that these will take place in January 2014. In addition a series of presentations on energy efficiency products, such as LED lighting or boiler controls, is being arranged, and to which school site and business managers are invited.
21. Training will be offered on how to make best use of the Webreports to help schools manage their consumption. The Energy Team are keen to work with school clusters so that members can support each other in learning efficient energy reporting and management.

RECOMMENDATION:

22. Schools receive a number of benefits from procuring their energy through the Laser contract, including negotiated discount prices and additional reporting and management services that the Laser contract allows the Energy Team to deliver.
23. Schools should contact the Energy Team about the services described in this briefing if they are interested in discussing the options further.

Further information available from: Name: Jane Altounyan

E-mail: jane.altounyan@southampton.gov.uk

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**Children's Services
Transformation Programme
September 2013 – April 2017**



The Case for Change

- National Drivers
- The World Today for Our Children
- Evidence to support the proposals
- 7 Key Themes

National Drivers for Change

- Compelling evidence locally and nationally of the need to deliver evidence based interventions; Graham Allen's report "Early Intervention – the next steps" 1 highlights the impact that effective early intervention has had on outcomes for children and families through the UK
- Munro recommendations for child centred approach and continuous relationship with family
- New statutory guidance safeguarding, adoption & permanency
- Children & Families Bill, Family Justice review
- New safeguarding & LAC inspection regime with stronger focus on Early Intervention

The World Today for Our Children

- We have 26% more (than statistical neighbours) hospital admissions for deliberate or accidental injury and significantly higher admissions for alcohol and substance misuse for young people.
- Sexual health is generally worse than our comparator areas
- Teenage pregnancy rates are 17% higher than statistical neighbours and rank Southampton 142/152 LA's

The World Today for Our Children

- Child and Adolescent Mental Health outcomes are relatively poor compared to the national picture and was ranked worst in the comparator group for the emotional health of its children.
- Domestic Violence accounts for 20% of all violent crimes. The number of cases being presented to MARAC is double the national average and the recent audit of children subject of a Child Protection plan defined 80% of the families as having domestic violence as a feature.

The World Today for Our Children

- Whilst our educational outcomes for children have been steadily improving from a very low base over recent years we continue to perform poorly in measures relating to absenteeism and levels of fixed term exclusions:
 - Total absence from school – 5.9% (England 5.1%) giving the city a rank of 147/152
 - Total persistent absence -7.6% (England 5.2%) giving the city a rank of 149/152
 - Fixed Term exclusions from school 7.6% (England 5.2%) giving the city a rank of 150/152

The World Today for Our Children

- The levels of first time offending and reoffending in our young people are also too high and outside of the range of performance of our statistical neighbours ranking us 145/152 and 144/152 LA's.
- The demand for Social Care Services across the spectrum is disproportionate (usually to about 30% higher) to our statistical neighbours.
- The excessive demand for our services across the board has lead to an overspend of almost £5m

Evidence to Support the Proposals

- A review of cases and service pathways for children has shown significant systems failure at the interface between tier 2 and 3 services and within individual services and agencies.
- Informal consultation with partners and feedback from our customers has identified service gaps, duplication and confusion in our present service design.
- It takes too long for children and their families to access services and where they do they experience both duplication and gap.
- A plethora of panels gate-keeping referrals delaying processes resulting in subsequent referral's on a family whilst the initial referral was still awaiting action

Evidence to Support the Proposals

- Families were frequently not seen as meeting a threshold for Tier 3 or 4 services and referred for a lower level of intervention without any sufficient systems in place to track the outcomes of this activity.
- Once families did access services there was insufficient rigour in the virtual Team around the Family (TAF) process to evidence the work in place or to be confident that each member of the TAF understood their role, responsibility and required activity.

Evidence to Support the Proposals

- Some cases were evidenced as having up to 6 services, just from across the City Council alone, involved with a lack of coordination leading to confusions and the potential for dangerous practice
- The LSCB has not been rigorous enough in its challenge of agencies and adherence to procedures.

- So here's the good news

We are Ambitious for Change

- We are on a road of continuous improvement – all staff and managers appreciate and recognise the improvements to be made in the front line practice of our services, our systems and our interagency collaboration.
- A relentless attention to improving the outcomes of our children is being driven by a clear vision of an aspirational and ambitious peoples directorate and exceptionally strong partnerships.
- We can and will transform our services this year to ensure that we have a stronger focus on Early Help with clearer pathways that allow families to access services earlier.
- Whilst also ensuring the pursuit of timely permanency for all of our looked after children through a diverse range of routes

Our Vision

“An Early Intervention City with a multi agency integrated service provision that works to ensure children's needs are met at the earliest stage.

Where possible, and children's welfare is assured, these needs will be met within their family and community resources. ”

Seven Key Themes

1.

There will be an ambitious education offer for all children and a focussed intervention on narrowing the gap for vulnerable groups Multi Agency integrated services across the board -expanding good practice already in place BRS/FM/Jigsaw/ARC.

Seven Key Themes

2.

We will identify need at the earliest opportunity to provide timely and easy access to support for families. We will develop a new integrated single front door for safeguarding (MASH) and ensure effective thresholds for intervention across the spectrum of need are fully understood, communicated to all stakeholders and assist families in accessing services in a timely manner.

Seven Key Themes

3.

Our resources will be integrated, co-managed and co-located in order to meet the priorities agreed through the Children's Trust and operate around effective frameworks ensuring families receive a seamless service and only have to tell their story once. These services will have embedded core quality standards across all assessments and interventions.

Seven Key Themes

4.

Early Help services will operate from a case work model offering focused and evidence based interventions with families. Our service redesign will be based upon what families tell us, both in national research and locally, and based on the rich research base again nationally and locally of what works for children and families.

Seven Key Themes

5.

Where children cannot safely and effectively be brought up within their own families our interventions will be timely and our service provision of a sufficiently good and sufficient standard to ensure our looked after children population subscribes to 'Right child, right time, right placement, only for as long as necessary'. We will ensure the Pre proceedings pilot improves timeliness in decision making in children lives. We will improve the assessment and contact services for children looked after and ensure the capacity within our fostering and adoption service is maintained and the recruitment of resources is increasingly targeted to our identified needs.

Seven Key Themes

6.

We are strengthening the Quality Assurance function across all services and the newly designed unit will ensure that our internal provision can be assured as safe, effective and responsive to feedback. The unit will also ensure the work of the LSCB is well evidenced, robust and fit for purpose – including delivering effectively the SCR's underway.

Seven Key Themes

7.

We are developing further the workforce development strategy in order to deliver a permanent and stable workforce. We will up-skill all of our staff working in universal services and settings in order that they can offer preventative support before the need for targeted intervention and ensure that staff working in enhanced and specialist service areas are sufficient, well trained and effectively supported. Our proposed Professional Development Programme will invest in the skills and knowledge of our staff and in particular first line managers

How do we get there?

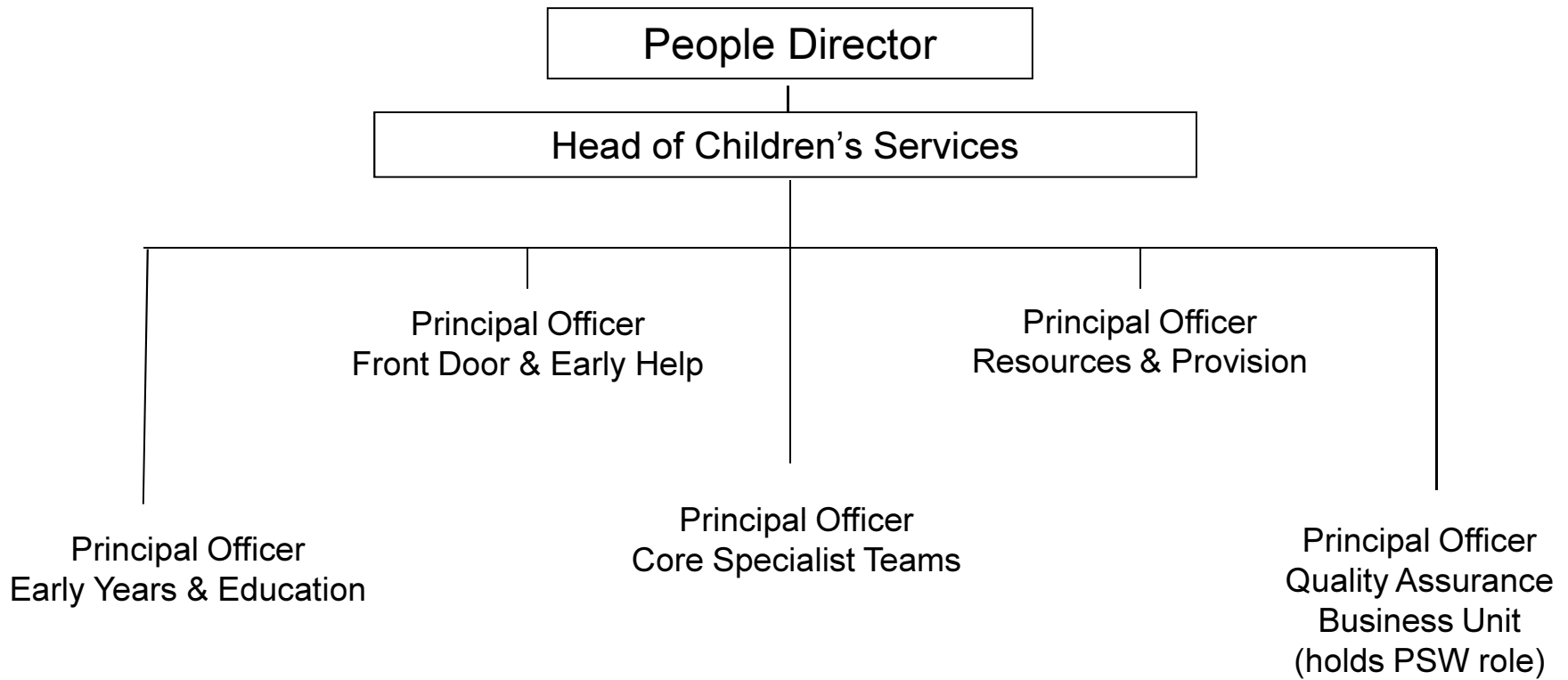
- Transformation of services with minimal service disruption over next 2/3 years in two distinct phases, with a structured programme of improvement running in parallel
- Re-engineering of service provision across the city, directly provided or commissioned
- Merger of CYP Commissioning, Education & Children's Social Care and the creation of five new service streams
- Establishment of Joint Commissioning Unit

Transformation of Services

- A single point of contact for safeguarding concerns regarding children and young people through a Multi Agency Safeguarding Hub (MASH)
- Integrated Early Help services for 0-4 and 5-19 year olds
- Threshold Criteria to be reviewed to create 3 tiers; Universal, Enhanced and Specialist
- Creation of Integrated Family Assessment & Intervention Service (IFAIS)
- Integrated service offering for 14+/Care Leavers Service & Permanent Care of our Looked After Children
- Quality Assurance Unit built on national best practice
- SEND 0-25 Service

Changes to Management Structure

- New Head of Children's Services post reporting directly to Director of People
 - Replaces Head of Children's Safeguarding and Head of CYP Strategic Commissioning
- 5 New Principal Officer posts reporting to Head of Children's Services
 - Replaces Principal Officer Social Care & Children Looked After and Principal Officer Social Care (Child Protection) and Service Manager Children In Need/Child Protection Manager, Referral & Assessment Manager, Locality Prevention & Inclusion Manager, Children Looked After, Families Matter Manager & Principal Educational Psychologist



Early Years & Education Service

- Standards and School Improvement including governor support
- School Organisation and Planning Virtual School Head Teacher & team
- Admissions, Children missing education, Elective home education
- Music Service
- SEND Service for 0-25
- Lead officer Early Years with oversight of – Early Years Teachers
- Start Point Sholing and Northam
- Early years & Childcare Planning Staff
- Two year old offer
- Children's Centres EWN and C

Front Door & Early Help Service

- Multi-Agency Safeguarding Hub (MASH)
- Child Protection Investigation & Assessment Team
- Early Help Assessment Lead Officers
- 0-4 Early Help Service
- 5-19 Early Help Service

Core Specialist Teams Service

- Six core social work teams
- Integrated Family Assessment & Intervention Service (incorporating SAT, BRS, and the contact service)
- Integrated Domestic Violence Service
- Youth Offending Service

Resources & Provision Service

- Acts as Agency Decision Maker for fostering
- Fostering Service
- Private Fostering
- Adoption Service
- Permanent Care – Looked After Children Team
- 14+ and Care Leavers Service
- Links to ICU for all children commissioning

Quality Assurance Business Unit

- Acts as Agency Decision Maker (ADM) for Adoption
- Team manager & staffing for Independent Reviewing Officers and Child Protection Chairs and Fostering Household Reviewing Officer
- Inspire
- Practice Educator Lead and Children's Workforce Development Staff
- Local Authority Designated Officer (LADO)
- LSCB Manager and administration for LSCB and LSAB
- Lead Officer for Permanency Assurance (adoption adviser)
- Lead Officer for Safeguarding Assurance
- Lead Officer for Adults and Housing Audit Programmes

Teams Transferring to Other Areas

- The following teams would remain under the management of the present Interim Head of Education until their transfer into their new domains
 - Youth and Play
 - Asset Management and Capital Strategy
 - Data Team / CSL IT
 - Business Support Services
 - Hospital PRU
 - Commissioning & Contracts
 - Catering Services

Workforce Development

- New Expert Practitioner who will have themed strategic lead and carry complex cases
- Enhanced Professional Development Framework
- Targeted training programmes to support new services
- Recruitment and retention strategy to find, grow and develop the best talent

Proposed Timeline Phase One

- April 2013- October 2013
 - Listening Phase - Informal Consultation
- October 2013
 - DMT Report and Staff Conference
- 14th October - 15th November
 - Formal Consultation with staff and partners on CFSTP proposals
- 14th October – 13 December Senior Management Consultation
- 29th November - 17th January
 - Formal Consultation with staff forming the Quality Assurance Unit MASH and Child Protection Team. SCC staff to be included in the 0-4 and 5-19 services and the IFAIS
- 27th January - 7th March
 - Formal Consultation with Looked after Children and PACT Teams

Proposed Timeline Phase Two

- 7th April - 23rd May 2014
 - SEND 0--24 Service
- Other areas still await a timeline

Next Steps

- Informal consultation process starts today
- Unions to be consulted on proposed changes and the transformation programme
- Formal consultation process starts in the next few weeks and everyone will get a consultation pack
- Everyone will have individual consultation and staff meetings
- FAQ will be available via the intranet
- Dedicated email address for feedback

DECISION PAPER

SUBJECT: Primary and Secondary School Funding Formula 2014-15 - Mobility Factor Update and Central Expenditure requests

DATE: 23rd October 2013

RECIPIENT: Schools Forum

SUMMARY

This report provides an update on the mobility factor to be included in the proposed Primary and Secondary School Funding Formula considered by the Schools Forum on 11th September 2013. A further option is now recommended. Approval is also sought for funding of central expenditure items from the Schools Block.

RECOMMENDATION

It is recommended that the Forum:

- i. Recommends the preferred mobility factor basis of allocation.
- ii. Approves the funding of the central expenditure items listed in paragraph 8 from the Schools Block.
- iii. Recommends whether to approve the de-delegation of a centrally held Trade Union Duties budget at a rate of up to £3.59 per pupil in 2014/15.

REASONS FOR REPORT RECOMMENDATIONS

1. The Department for Education has set a deadline of the 31st October 2013 for Local Authorities to submit their proposed 2014-15 schools funding formulas. The Forum, at its meeting on 11th September 2013, considered and reached agreement on the elements included in the proposed funding formula with the exception of the mobility factor. Whilst it was agreed that a mobility factor should be included, further consideration of alternative options was requested. Approval is also requested for items to be funded from the central expenditure of the Schools Block.

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2. Four options for the allocation of a mobility factor were presented to the Forum for consideration at their meeting on 11th September 2013 as follows:
 - Option 1 – allocate £679 per mobile pupil, the same as 2013/14. Unallocated funding per phase is then redistributed through per pupil funding.
 - Option 2 – increase the amount per mobile pupil to £2,073 for Primary and £5,920 for Secondary in order to allocate the same amount of money given to those schools with mobility over 10% in 2013/14. Unallocated funding per phase is then redistributed through per pupil funding.
 - Option 3 – Mobility factor is not used. Unallocated funding per phase is then redistributed through per pupil funding.
 - Option 4 - Mobility factor is not used. Unallocated funding per phase is then redistributed through prior attainment funding.

- Options 3 and 4 were discounted on the basis that a mobility factor was required. It was agreed that a further option, looking to increase the per pupil amount of option 1 (£679) but differentiating between primary and secondary schools as per option 2, should be considered.

BACKGROUND and BRIEFING DETAILS:

- Mobility factor

At the last Forum further work was requested looking to provide an increase on the current year mobility allocation of £679 per pupil (Option 1) but to provide a rate that differentiates between Primary and Secondary School (Option 2) with any residual unallocated funding per phase being redistributed through per pupil funding.

- A further option has been derived on this basis. A percentage increase in increments of 25% changes in the rates between Option 1 and 2 were considered. The two options that gave the most equitable outcomes for the majority of schools were the options that gave an increase of 25% on option 1 (option 1a) and 50% on option 1 (option 1b). These are shown in the table below:

	Option 1	Option 1a	Option 1b	Option 2
Primary Mobility Rate	£679.00	£1,028.00	£1,376.00	£2,073.00
Primary Per Pupil Rate	£47.03	£41.35	£35.62	£24.34
Secondary Mobility Rate	£679.00	£1,988.00	£3,300.00	£5,920.00
Secondary Per Pupil Rate	£42.27	£37.60	£32.93	£23.60

- All options assume the same amount of funding to be made available for the mobility factor as 2013/14 £1,433,200 (£996,700 for Primary and £436,500 for Secondary) using the number on roll as at October 2012 totalling 26,928. Appendix A shows the original Option 1 and Option 2 and the new Options 1a and 1b broken down by individual schools.
- Schools with the highest mobility gain the most under Option 1b however; under this option the majority of schools who have less than 10% mobility receive less funding. Option 1a would seem to offer the most equitable position, with changes to individual school funding falling into a narrower band of variation. Schools who marginally qualify for 10% funding do not gain under any option with Option 1a offering the lowest amount of reduction in their funding.

8. Contributions from the Schools Block to school focused services delivered by the Council

Schools Forum members are asked to provide a decision on proposals to continue to fund the following central services from the Schools Block.

- Admissions function (£422,100)
- Family and Parenting Practitioners (£426,800)
- Preventative Social Care Workers (£200,000)
- Copyright Licensing Agency (CLA) and Music Publishers Association (MPA) licences purchased nationally by DfE (£44,300)

9. As mentioned at the last meeting, from April 2014 schools will no longer be required to contribute to the council's Carbon Reduction Commitment. However the DfE has informed local authorities that the funding for this (£160,000 for Southampton) will be deducted from the Delegated Schools Grant and therefore cannot be delegated to schools as previously stated.

10. De-delegation of funding for centrally held Union Duties Budget

The Forum is asked to consider the letter received from Trade Union representatives (Appendix B) requesting the establishment of a Union Duties budget for maintained schools. This year the money has been delegated to schools and a Service Level Agreement offered. Under the proposal put forward for next year an amount per pupil would automatically be de-delegated from maintained schools to create a centrally held Union Duties budget. Academies would continue to have the option to buy in to this budget, via a contractual arrangement.

11. In addition, a further change is proposed to provide a central provision for Unison and GMB Union Duties representing non-teaching staff in schools. The introduction of Equal Pay will inevitably increase the need for union support for non-teaching staff. The proposal is to provide for 1.7 FTE of staff to support both members of the GMB and Unison. Representation for Unite is not required at this time.

12. The proposed rate per pupil is therefore made up of two elements and is detailed in the table below:

Trade Union Facility	Basis of Calculation	Charge	NOR (all schools) Oct 2012 – 26,928 Rate Per Pupil
Teacher Union Facilities	266 supply days @ £218 per day	£58,000	£2.16
Unison & GMB	1.7 FTE including on costs & PA support	£38,600	£1.43
Total		£96,600	£3.59

13. It should be noted that staff are legally entitled to Trade Union representation in consultations that effect all staff and that all representatives appointed by the recognised trade unions are entitled to paid time off to undertake their union duties. Should a central provision not be provided individual schools will have to make local arrangements.

Appendices/Supporting Information:

Appendix A – Mobility Factor options

Appendix B – Letter from ATL, NAHT, NASUWT and NUT representatives re Union Duties budget

Further Information Available From: **Name:** Sue Poynter
 Tel: 023 8083 4153
 E-mail: sue.poynter@southampton.gov.uk

Options						Option 1				Option 1a (25%)				Option 1b (50%)				Option 2 (100%)				
Name	NOR	Overall % of Mobility	> 10%	% > 10%	Mobility Data	Mobility 2013-14	Mobility funding at 2013-14 unit values	Balance of 2013-14 Mobility funding allocate per pupil	Total	Variance to 2013-14	Mobility funding unit values	Balance of Mobility funding allocate per pupil	Total	Variance to 2013-14	Mobility funding unit values	Balance of Mobility funding allocate per pupil	Total	Variance to 2013-14	Mobility 2014-15 (total funding reduced to 2013-14 sector amount)	Balance of 2013-14 Mobility funding allocate per pupil	Total	Variance to 2013-14
Bassett Green Primary School	386	22.69%	Y	12.69%	48.99	£59,483	£33,269	£18,154	£51,423	(£8,060)	£50,360	£15,961	£66,321	£6,838	£67,401	£13,749	£81,150	£21,667	£101,562	£9,395	£110,957	£51,474
Thornhill Primary School	291	14.43%	Y	4.43%	12.90	£28,523	£8,761	£13,686	£22,446	(£6,077)	£13,261	£12,033	£25,294	(£3,229)	£17,748	£10,365	£28,114	(£409)	£26,744	£7,083	£33,827	£5,304
Newlands Primary School	343	13.74%	Y	3.74%	12.84	£32,012	£8,718	£16,131	£24,849	(£7,163)	£13,197	£14,183	£27,380	(£4,632)	£17,662	£12,218	£29,880	(£2,132)	£26,614	£8,349	£34,963	£2,951
Sinclair Primary School	178	20.90%	Y	10.90%	19.41	£25,269	£13,181	£8,371	£21,552	(£3,717)	£19,952	£7,360	£27,313	£2,043	£26,704	£6,340	£33,044	£7,775	£40,239	£4,333	£44,571	£19,302
Mansel Park Primary School	284	7.39%	N	0.00%	0.00	£14,262	£0	£13,357	£13,357	(£905)	£0	£11,743	£11,743	(£2,518)	£0	£10,116	£10,116	(£4,145)	£0	£6,913	£6,913	(£7,349)
Beechwood Junior School	210	8.57%	N	0.00%	0.00	£12,224	£0	£9,876	£9,876	(£2,348)	£0	£8,684	£8,684	(£3,541)	£0	£7,480	£7,480	(£4,744)	£0	£5,111	£5,111	(£7,113)
Bevois Town Primary School	241	18.41%	Y	8.41%	20.27	£30,131	£13,765	£11,334	£25,099	(£5,033)	£20,836	£9,965	£30,801	£670	£27,886	£8,584	£36,470	£6,339	£42,020	£5,866	£47,886	£17,754
BITTERNE MANOR PRIMARY	204	6.86%	N	0.00%	0.00	£9,508	£0	£9,594	£9,594	£86	£0	£8,435	£8,435	(£1,072)	£0	£7,266	£7,266	(£2,241)	£0	£4,965	£4,965	(£4,542)
Mount Pleasant Junior School	251	10.36%	Y	0.36%	0.90	£17,657	£611	£11,805	£12,416	(£5,241)	£925	£10,379	£11,304	(£6,353)	£1,238	£8,941	£10,179	(£7,478)	£1,866	£6,109	£7,975	(£9,682)
MAYTREE NURSERY AND INFANTS	268	8.58%	N	0.00%	0.00	£15,620	£0	£12,604	£12,604	(£3,016)	£0	£11,082	£11,082	(£4,538)	£0	£9,546	£9,546	(£6,074)	£0	£6,523	£6,523	(£9,097)
St.Denys Primary School	209	10.05%	Y	0.05%	0.10	£14,262	£68	£9,829	£9,897	(£4,364)	£103	£8,642	£8,745	(£5,517)	£138	£7,445	£7,582	(£6,679)	£207	£5,087	£5,294	(£8,967)
St. John's Primary and Nursery School	175	14.86%	Y	4.86%	8.50	£17,657	£5,773	£8,230	£14,003	(£3,654)	£8,738	£7,236	£15,974	(£1,683)	£11,695	£6,234	£17,928	£271	£17,622	£4,260	£21,882	£4,224
Sholing Junior School	240	5.00%	N	0.00%	0.00	£8,149	£0	£11,287	£11,287	£3,138	£0	£9,924	£9,924	£1,775	£0	£8,549	£8,549	£399	£0	£5,842	£5,842	(£2,308)
Sholing Infant School	207	0.97%	N	0.00%	0.00	£1,365	£0	£9,735	£9,735	£8,370	£0	£8,559	£8,559	£7,195	£0	£7,373	£7,373	£6,009	£0	£5,038	£5,038	£3,674
Swaythling Primary	206	17.65%	Y	7.65%	15.75	£24,688	£10,698	£9,688	£20,386	(£4,302)	£16,194	£8,518	£24,712	£24	£21,674	£7,338	£29,011	£4,323	£32,659	£5,014	£37,673	£12,985
Woolston Infant School	175	5.14%	N	0.00%	0.00	£6,112	£0	£8,230	£8,230	£2,118	£0	£7,236	£7,236	£1,124	£0	£6,234	£6,234	£121	£0	£4,260	£4,260	(£1,853)
Glenfield Infant School	233	2.58%	N	0.00%	0.00	£4,075	£0	£10,958	£10,958	£6,883	£0	£9,635	£9,635	£5,560	£0	£8,299	£8,299	£4,225	£0	£5,671	£5,671	£1,597
Banister Infant School	167	15.57%	Y	5.57%	9.30	£17,657	£6,316	£7,854	£14,170	(£3,487)	£9,560	£6,905	£16,466	(£1,191)	£12,795	£5,949	£18,744	£1,087	£19,281	£4,065	£23,345	£5,688
Mansbridge Primary	205	15.61%	Y	5.61%	11.50	£21,732	£7,810	£9,641	£17,451	(£4,281)	£11,822	£8,477	£20,299	(£1,433)	£15,822	£7,302	£23,124	£1,393	£23,842	£4,990	£28,831	£7,100
Redbridge Primary	210	8.10%	N	0.00%	0.00	£11,545	£0	£9,876	£9,876	(£1,669)	£0	£8,684	£8,684	(£2,862)	£0	£7,480	£7,480	(£4,065)	£0	£5,111	£5,111	(£6,434)
Hightown Primary School	230	15.42%	Y	5.42%	12.46	£24,083	£8,464	£10,817	£19,280	(£4,803)	£12,812	£9,511	£22,322	(£1,761)	£17,147	£8,193	£25,339	£1,256	£25,837	£5,598	£31,435	£7,352
Wordsworth Infant School	202	5.47%	N	0.00%	0.00	£7,507	£0	£9,500	£9,500	£1,993	£0	£8,353	£8,353	£845	£0	£7,195	£7,195	(£312)	£0	£4,917	£4,917	(£2,591)
Moorlands Primary School	239	5.44%	N	0.00%	0.00	£8,829	£0	£11,240	£11,240	£2,412	£0	£9,883	£9,883	£1,054	£0	£8,513	£8,513	(£315)	£0	£5,817	£5,817	(£3,011)
Townhill Infant School	258	3.49%	N	0.00%	0.00	£6,112	£0	£12,134	£12,134	£6,022	£0	£10,668	£10,668	£4,556	£0	£9,190	£9,190	£3,078	£0	£6,280	£6,280	£168
Weston Shore Infant	83	6.02%	N	0.00%	0.00	£3,396	£0	£3,903	£3,903	£508	£0	£3,432	£3,432	£36	£0	£2,956	£2,956	(£439)	£0	£2,020	£2,020	(£1,375)
Townhill Junior School	279	8.24%	N	0.00%	0.00	£15,620	£0	£13,121	£13,121	(£2,498)	£0	£11,537	£11,537	(£4,083)	£0	£9,938	£9,938	(£5,682)	£0	£6,791	£6,791	(£8,829)
Fairisle Infant/Nursery School	245	3.28%	N	0.00%	0.00	£5,455	£0	£11,522	£11,522	£6,067	£0	£10,131	£10,131	£4,676	£0	£8,727	£8,727	£3,272	£0	£5,963	£5,963	£508
Fairisle Junior	332	5.12%	N	0.00%	0.00	£11,545	£0	£15,614	£15,614	£4,069	£0	£13,728	£13,728	£2,183	£0	£11,826	£11,826	£281	£0	£8,081	£8,081	(£3,464)
Foundry Lane Primary School	448	4.69%	N	0.00%	0.00	£14,262	£0	£21,069	£21,069	£6,808	£0	£18,525	£18,525	£4,263	£0	£15,958	£15,958	£1,696	£0	£10,904	£10,904	(£3,357)
Shirley Warren Primary & Nursery School	259	6.95%	N	0.00%	0.00	£12,224	£0	£12,181	£12,181	(£43)	£0	£10,710	£10,710	(£1,515)	£0	£9,226	£9,226	(£2,999)	£0	£6,304	£6,304	(£5,920)
Mason Moor Primary	251	16.41%	Y	6.41%	16.08	£27,966	£10,920	£11,805	£22,725	(£5,241)	£16,530	£10,379	£26,909	(£1,057)	£22,123	£8,941	£31,064	£3,098	£33,336	£6,109	£39,446	£11,480
Bitterne Junior School CE (VC)	235	5.53%	N	0.00%	0.00	£8,829	£0	£11,052	£11,052	£2,223	£0	£9,717	£9,717	£889	£0	£8,371	£8,371	(£458)	£0	£5,720	£5,720	(£3,109)
Bitterne CE Infants School	180	2.22%	N	0.00%	0.00	£2,716	£0	£8,465	£8,465	£5,749	£0	£7,443	£7,443	£4,727	£0	£6,412	£6,412	£3,695	£0	£4,381	£4,381	£1,665
St.Mark's CE Primary School	479	14.44%	Y	4.44%	21.25	£46,965	£14,435	£22,527	£36,962	(£10,002)	£21,850	£19,807	£41,657	(£5,308)	£29,244	£17,062	£46,306	(£659)	£44,066	£11,659	£55,724	£8,760
St. Mary's Primary School	472	20.00%	Y	10.00%	47.20	£64,109	£32,054	£22,198	£54,253	(£9,856)	£48,522	£19,517	£68,039	£3,930	£64,940	£16,813	£81,753	£17,644	£97,855	£11,488	£109,343	£45,234
Highfield C.E. Primary School	266	2.26%	N	0.00%	0.00	£4,075	£0	£12,510	£12,510	£8,435	£0	£10,999	£10,999	£6,924	£0	£9,475	£9,475	£5,400	£0	£6,474	£6,474	£2,400
Holy Family Primary School	392	10.71%	Y	0.71%	2.80	£28,523	£1,902	£18,436	£20,337	(£18,186)	£2,878	£16,209	£19,088	(£9,435)	£3,852	£13,963	£17,815	(£10,708)	£5,805	£9,541	£15,346	(£13,177)
St. Patricks Catholic Primary	338	6.80%	N	0.00%	0.00	£15,620	£0	£15,896	£15,896	£276	£0	£13,976	£13,976	(£1,643)	£0	£12,040	£12,040	(£3,580)	£0	£8,227	£8,227	(£7,393)
Ludlow Infant Academy	273	3.33%	N	0.00%	0.00	£6,180	£0	£12,839	£12,839	£6,659	£0	£11,289	£11,289	£5,109	£0	£9,724	£9,724	£3,544	£0	£6,645	£6,645	£465
Portsmouth Primary	417	8.87%	N	0.00%	0.00	£25,127	£0	£19,612	£19,612	(£5,516)	£0	£17,243	£17,243	(£7,884)	£0	£14,854	£14,854	(£10,274)	£0	£10,150	£10,150	(£14,978)
Shirley Junior School	478	3.56%	N	0.00%	0.00	£11,545	£0	£22,480	£22,480	£10,935	£0	£19,765	£19,765	£8,220	£0	£17,026	£17,026	£5,481	£0	£11,635	£11,635	£89
Shirley Infant School	272	3.32%	N	0.00%	0.00	£6,135	£0	£12,792	£12,792	£6,658	£0	£11,247	£11,247	£5,113	£0	£9,689	£9,689	£3,554	£0	£6,620	£6,620	£486
Hollybrook Infant School	177	3.95%	N	0.00%	0.00	£4,754	£0	£8,324	£8,324	£3,570	£0	£7,319	£7,319	£2,565	£0	£6,305	£6,305	£1,551	£0	£4,308	£4,308	(£446)
Freemantle C of E Community Academy	298	9.43%	N	0.00%	0.00	£19,079	£0	£14,015	£14,015	(£5,064)	£0	£12,322	£12,322	(£6,757)	£0	£10,615	£10,615	(£8,465)	£0	£7,253	£7,253	(£11,826)
Springhill Catholic Primary	629	8.74%	N	0.00%	0.00	£37,352	£0	£29,582	£29,582	(£7,770)	£0	£26,009	£26,009	(£11,342)	£0	£22,405	£22,405	(£14,947)	£0	£15,310	£15,310	(£22,042)
Ludlow Junior School	532	6.02%	N	0.00%	0.00	£21,732	£0	£25,020	£25,020	£3,288	£0	£21,998	£21,998	£266	£0	£18,950	£18,950	(£2,782)	£0	£12,949	£12,949	(£8,783)
Hollybrook Junior School	217	4.61%	N	0.00%	0.00	£6,791	£0	£10,206	£10,206	£3,414	£0	£8,973	£8,973	£2,182	£0	£7,730	£7,730	£938	£0	£5,282	£5,282	(£1,509)
Kanes Hill Primary School	337	12.76%	Y	2.76%	9.30	£29,202	£6,316	£15,849	£22,165	(£7,037)	£9,560	£13,935	£23,495	(£5,707)	£12,795	£12,004	£24,799	(£4,403)	£19,281	£8,203	£27,483	(£1,719)
Harefield Primary School	314	13.10%	Y	3.10%	9.73	£27,933	£6,609	£14,767	£21,376	(£6,557)	£10,003	£12,984	£22,987	(£4,946)	£13,388	£11,185	£24,573	(£3,360)	£20,174	£7,643	£27,817	(£116)
Bitterne Park Primary School	621	5.32%	N	0.00%	0.00	£22,436	£0	£29,206	£29,206	£6,769	£0	£25,678	£25,678	£3,242	£0	£22,120	£22,120	(£316)	£0	£15,115	£15,115	(£7,321)

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Agenda Item 6



Southampton City Council
Exec. Director For Childrens Services And
Learning
Civic Centre
Southampton
Hampshire
SO14 7LY



Sent to
Graham 16/9.

12 September 2013

Dear Director

We are writing on behalf of all employees working within the boundaries of your local authority who are members of ATL, NAHT, NASUWT and NUT.

You will recall that, from April 2013, local schools agreed through your Schools Forum to partially 'de-delegate' funding for supply cover costs, including for trade union facilities time. Where de-delegation took place we believe this was the right decision and would like to see this replicated across both Primary and Secondary phases.

We believe that the central retention and distribution of the fund is the most effective and efficient arrangement and we would like to work with you to ensure that this arrangement applies to all schools. Discussions are now taking place in your authority on funding arrangements for supply cover costs from April 2014 and we are asking you to pass the information in this letter to members in your Schools Forum and to encourage them to vote for de-delegation of funding arrangements for supply cover costs from 2014.

Successive governments have recognised the importance of good industrial relations and have legislated to provide a statutory basis for facilities time as follows.

- Paid time off for union representatives to accompany a worker to a disciplinary or grievance hearing.
- Paid time off for union representatives to carry out trade union duties.
- Paid time off for union representatives to attend union training.
- Paid time off for union 'learning representatives' to carry out relevant learning activities.
- Paid time for union health and safety representatives during working hours to carry out health and safety functions.

These provisions are contained within the Employment Relations Act 1999 and the Trade Union Labour Relations (Consolidation) Act 1992 and the Safety Representatives and Safety Committees Regulations 1997.

ATL, NAHT, NASUWT and NUT have members and union representatives in academies as well as maintained schools within your authority and, in addition to seeking your support for de-delegation, we are seeking your agreement for the local trade union funding arrangement to be formally extended to academies within your local authority boundaries.

The trade union recognition agreement between the authority and the recognised unions will have transferred to the academy school as the new employer of the transferred staff as part of the conversion process to academy status under TUPE. We believe that, following conversion, academies should also become parties to local authority trade union facilities arrangements.

The academies within your boundaries will have received funding for trade union facilities time in their budgets and they are entitled to use that funding to buy-back into local authority arrangements. Indeed, many academies across England have already agreed to buy in to local authority trade union facilities arrangements.

Pooled funding will help the local authority and all schools to meet their statutory obligations on trade union facilities time. Setting up a central funding arrangement will allow academies to pay into a central pool if they wish to. But most importantly it will help maintain a coherent industrial relations environment where issues and concerns whether individual or collective can be dealt with more effectively.

We urge you therefore to support the de-delegation funding for supply cover costs, extending it, where necessary, across all schools and to continue or establish (if you did not do so in 2013) a mechanism whereby academies within your boundaries are able to buy into a central fund for trade union facilities time. If you agree to do so, we will write to academy principals to encourage them to buy in to your arrangement.

Yours sincerely

Mary Bousted

Russell Hobby

Chris Keates

Christine Blower

BRIEFING PAPER

SUBJECT: Off site activities and educational visits
DATE: October 2013
RECIPIENT: SCHOOLS' FORUM

THIS IS NOT A DECISION PAPER**SUMMARY:**

1. Since 1997 when Southampton City Council became a Unitary Authority, the function of providing an operational system to support all schools in the County with offsite activities and educational visits has been managed by Hampshire County Council on behalf of Southampton. It is a shared service covering Hampshire, Southampton and Portsmouth. A Service Level Agreement between Hampshire and Southampton has covered this arrangement. At the April Schools Forum meeting it was agreed that this charge needed to be passed on to schools in a proportional way and that a further report would follow providing details of the Service Level Agreement (SLA).

BACKGROUND and BRIEFING DETAILS:

2. NAHT guidance issued in 2011 outlined the role and responsibility of the Head Teacher regarding educational visits:

“An employer (the Local authority for maintained schools) has a legal responsibility for the health and safety of pupils, employees and volunteers involved in an educational visit. The day to day management of the visit and the discharging of this responsibility can be delegated, often to the head teacher, who is then responsible for ensuring that employer and establishment policies are implemented and that all visits and activities are properly planned and supervised by a competent person, or persons, with an appropriate staff/pupil ratio. It is important for there to be an establishment visits policy on which a school’s Outdoor Education Adviser can provide guidance’.

3. Southampton City Council has discharged this duty by maintaining the Service Level Agreement with Hampshire County Council for this service. Should any Southampton school choose not to be part of the arrangement Southampton City Council has with Hampshire County Council, it would need to be giving evidence that robust and effective alternative arrangements are in place.

4. The core service Hampshire County Council provides is as follows:
 - Regulatory, legal and employer support and advice on current and best practice, insurance and indemnification.
 - Provision of documents and web-based advice and guidance.
 - Provision of agreed approval systems for educational visits and ventures, sporting activity, and outdoor, PE and sport providers.
 - Good practice guides related to high quality practice, teaching and learning.
 - The clarification of such matters and advice or issue resolution by phone or e-mail.
 - Access to advice on matters to do with insurance and the indemnification of staff.
 - Monitoring and inspection of the safety management systems of providers, activity centres and instructors.
 - Operation of any required licences, eg Adventure Activities Licence.
 - Immediate support for incidents and emergencies, and access to emergency provision.
 - Direct support of key personnel: Heads of Establishments, Heads of Department/Curriculum Leaders, Educational Visit Coordinators, Trailblazer Managers.
 - Access to a comprehensive outdoor education/outdoor learning training programme, DofE e-training, and PE safety management courses, as well as those via Local Sports Partnerships.
 - Access to good practice initiatives, e.g. Trailblazer (outdoor learning).
 - Access to services that are recognised nationally for their range, quality and expertise.
 - Support to schools with Direct Licensing Organisation status for the Duke of Edinburgh's Award to ensure consistent and effective practice and access to suitable training and the development of training teams.
5. It is recommended that, as agreed at the April Schools Forum meeting, the City Council makes an annual charge of £1.25 per pupil to all schools, maintained and academies, from 1st September 2013, (pro rata £0.73 per pupil for the rest of the financial year 2013/14). The charge will then rise to £1.35 per pupil from 1st April 2014. This charge is designed to cover the £32,000 annual cost Southampton City Council pays Hampshire County Council in its latest SLA commencing 1st April 2013, through to 1st March 2016.
6. It is noted that schools will have the freedom to opt out of this provision and develop or purchase their own arrangements to support off site activities and educational visits. However the Hampshire County Council service is tried and tested, and represents good value for money and it is anticipated that all schools will choose to opt in as is the case for all schools across Hampshire and every academy in Southampton where the choice has previously been required.

Appendices/Supporting Information:

SLA between Hampshire County Council and Southampton City Council

Further Information Available From:	Name:	Kevin Allan
	Tel:	023 8083 3453
	E-mail:	Kevin.allan@southampton.gov.uk

This Agreement is made this 1 day of April 2013

Between:

(1) **HAMPSHIRE COUNTY COUNCIL** of The Castle, Winchester, Hampshire
SO23 8UG ("the Council")

and

(2) **SOUTHAMPTON CITY COUNCIL** whose principle offices are at Civic Centre,
Southampton SO14 7LY ("the City Council")

Background

- A) This Contract is a commitment between Hampshire County Council's Outdoor Education PE and DofE Service and the City of Southampton in relation to health and safety of young people involved in educational visits, off-site and adventurous activities.
- B) The intention of the Contract is to regulate the parties' relationship by setting out the respective obligations relating to performance and payment for the Service.

General conditions

1. Interpretation

In this Contract the following terms shall have the meanings given below:

"Contract" means this contract comprising the terms and conditions together with all Schedules attached hereto;

"Contract Period" means the period from the Start Date until 1 April 2016;

"Contract Price" means the sum payable to the Council by the City Council;

"Start Date" means 1 April 2013.

2 Duration

2.1 The Contract shall commence on the Start Date and shall continue in force for the Contract Period unless terminated in accordance with the terms and conditions of the Contract.

2.2 The parties shall have the option to extend the Contract Period by consent for a further period as may be agreed between the parties in writing. Any extension of the Contract Period shall be on the terms and conditions of the Contract.

3. Payment

- 3.1 In consideration of the Council 's supply of the Service in accordance with the Contract the City Council shall pay to the Council the Contract Price of £32,000 per annum, compose of £30,000 for educational visits and PE support, and £2000 for support to City Council schools holding Direct Licences for the Duke of Edinburgh Award.
- 3.2 The Council shall invoice the City Council on an annual basis.
- 3.3 The City Council shall pay the Council within 30 days of receipt of a valid invoice.

4 Services to be provided to the City Council

4.1 Key purpose

- Support for the City Council in complying with its legal framework as employers:
 - in relation to **off-site activity and educational visits** (as outlined in *Health and Safety of Pupils on Educational Visits* and supplementary documents (1998 and 2003) and including *Health and Safety: Responsibilities and Powers* (2011) and
 - **physical education and sport** (see *Physical Education and the Law in safe Practice in PE and School Sport* (AfPE 2012))
 - the key features being: assessing the risk of activities; introducing controls (regulation, advice, guidance and training...); informing their employees about these measures and then ensuring that their employees take reasonable care of their own and others' safety; co-operate with their employers and carry out activities in accordance with training and instruction.
- Liaise with named and agreed local City Council staff in order to do this.

4.2 Key activities

- Provide legal guidance on off-site activities and educational visits, the Duke of Edinburgh's Award (for DLO schools) and physical education and sport through publications, information notes, communications and access to website(s), this to include up-to-date advice on best and safe practice and risk management.
- Provide an agreed approval system in order to assess the needs of individual educational visits. Offer access to a web-based approval and guidance system.

- Provide access to the Outdoor Education (PE and DofE) Service to make available:
 - advice and guidance, and support problem/issue solving
 - additional access to advice from the Council's current Service Managers: the Education Consultant PE and Sport, the PE Consultant, the County Inspector Outdoor Education/Head of Service, the Outdoor Learning Manager and the County DofE manager
 - advice on further related contacts as required, for example technical advisers.
- Monitor activity providers of outdoor education/outdoor activities, physical education and sport and confirm that their safety management systems are in place. Follow up any issues, inspect centres and visit providers as issues arise or near misses are reported. In liaison with City Council staff and as agreed, support and follow up any incidents or emergencies.
- Operate an Adventure Activities Licence for outdoor activities in scope of the scheme to ensure compliance and provide advice.
- Offer a comprehensive outdoor education training programme to ensure that training needs are addressed. Provide access to Hampshire County Council initiatives (eg safety management, curriculum development and high quality physical education and sport), in addition to those available through the sports partnerships and Local Delivery Agency.
- Provide data from the approval system to demonstrate the range and extent of approved ventures. (Continue to develop and support data provision through the web system.)
- Provide an annual report that will include:
 - educational visit and venture statistics
 - training recommended and numbers attending (both areas)
 - advice given and typical activity undertaken (both areas)
 - any areas of concern or recommendations to consider (national and local information – both areas).
- In addition, liaise with:
 - City Council staff to ensure that incident and emergency arrangements for off-site activities and educational visits are in place and effective
 - the City Council's Insurance and Risk Manager to ensure that current practice is shared and issues are addressed
 - the City Council Schools with DLO status for the Duke of Edinburgh's Award to ensure consistent and effective practice. Liaise directly with schools over the provision of suitable training and the development of training teams.

5 Service entitlements and limits

5.1 The Service will be offered as comprehensively and responsively as possible, limited by typical staff and resource availability. However, where necessary the parties will agree a minimum and maximum commitment of the Service staff for key activities. The current agreements are for:

- an annual meeting to present a written report and feedback
- one day per year to train or work with key managers regarding educational visits and outdoor learning (eg EVC training for managers or heads of establishment)

The manager/tutor will be provided, but the venue etc will be the responsibility of the City Council

- full involvement and follow up in the strategic management/partnership work with the PE/Sports Partnerships, plus access to special initiatives at cost (subsidised as for Hampshire County Council).

5.2 The provision of all additional training and good practice projects and other documents will be offered at the same cost as for Hampshire County Council establishments and participants.

5.3 All resources, equipment and property used by Hampshire County Council to provide these services will remain the property of the County Council/the Outdoor Education, PE and DofE Service should this Contract be terminated.

6 Services not subject to the agreement

6.1 The provision of appropriate Employer liability insurance and travel/school visits insurance in respect of City Council employees and establishments.

6.2 Advice on insurance matters where the policy of the parties to this Contract varies from that currently adopted by Hampshire County Council. An example of this would be schools' and youth groups' off-site activity insurance cover and employer's liability issues provided by the City Council.

6.3 The cost of printing major new or revised documents or the annual fee for any agreed web-based approval or similar system.

6.4 Any additionally negotiated activity.

7 City Council responsibilities

7.1 City Council responsibilities

- Provide the names of and access to the lead officers in the areas outlined above. Agree the key contacts.
- Provide a communication route for all agreed documents, notes and communications to keep the workforce informed and up to date.
- Support the efficient and effective management of the approval and guidance systems.

- Provide suitable locations and venues for agreed core training, including refreshments

7.2 Schools and other group responsibilities

- All schools and groups should comply with the agreed monitoring and approval systems within the agreed time-spans (unless the circumstances are exceptional).
- All staff qualified in outdoor leadership must register with the Outdoor Education, PE and DofE Service. Only approved and registered staff may lead groups/instruct adventurous activities (the list of which is to be made available and kept up to date).
- Schools and groups make themselves aware of their requirements through their Educational Visits Coordinator and key staff (this is the head of establishment where no named person is in place).
- Ensure that staff have access to appropriate training according to their needs, for example leader training (Open Country, EVC).
- Confirm that schools and groups recognise their key roles and responsibilities in ensuring good practice, in particular the professional competence of leaders, the suitable training and induction of all staff and leaders involved, and their familiarisation with their roles and responsibilities.

8 Issues and complaints

- 8.1 Any issues or complaints about the level or quality of the Service should first go to the member of staff concerned and, if not resolved, on to the County Inspector/Head of Service.
- 8.2 If further referral is necessary, this should go to the County Manager (currently Melanie Saunders) at 01962 846364, melanie.saunders@hants.gov.uk.
- 8.3 If mutual confidence in the continuation of the Contract cannot be restored, it may be terminated by either party by giving six months' notice, in writing.

9. Amendments to the contract

- 9.1 The Contract shall not be varied or amended unless such variation or amendment is issued in writing by the Council.

10. Force Majeure

- 10.1 Neither the Council or the City Council shall be liable to the other party for any failure to fulfil its obligations under this Contract if such a failure is caused by circumstances beyond its reasonable control and if it is not attributable to the wilful act or neglect of or failure to take reasonable precautions of the affected party, its agents or employees.

11. Data Protection Act

- 11.1 Both parties shall at all times comply with the Data Protection Act 1998 including, where appropriate maintaining a valid and up to date registration or notification under the Data Protection Act 1998.
- 11.2 The parties shall not disclose Personal Data to any third parties other than:
 - 11.2.1 to employees and sub-contractors to whom such disclosure is reasonably necessary in order to carry out the Services; or
 - 11.2.2 to the extent required under a court order.
 provided that disclosure under clause 11.2.1 is made with the approval of the other party, as appropriate, and subject to written terms no less stringent than the terms contained in this clause.
- 11.3 Each party shall indemnify and keep indemnified the other against all losses, claims, damages, liabilities, costs and expense (including reasonable legal costs) incurred by it as a result of any breach of this clause by the other party its employees, sub-contractors and agents.
- 11.4 Both parties are required to comply with the obligations set out in Principle Seven of the Data Protection Act 1998.
- 11.5 In this clause "Personal Data" means personal data as defined in the Data Protection Act 1998 which is supplied to the Council by the City Council or obtained by the Council in the course of performing the Services and any data held by the Council provided by the City Council."

12. Freedom Of Information Act 2000 ("FOIA") And Environmental Information Regulations 2004 ("EIR")

- 12.1 Each party acknowledges that the other party is subject to the requirements of the FOIA and the EIR and each party shall assist and co-operate with the other (at their own expense) to enable the other party to comply with these information disclosure obligations.
- 12.2 Where a party receives a request for information (as defined in the FOIA) in relation to information which it is holding on behalf of the other party, it shall (and shall procure that its employees and sub-contractors shall) :-
 - 12.2.1 transfer the request for information to the other party as soon as practicable after receipt and in any event within two working days of receiving the request for information;
 - 12.2.2 provide the other party with a copy of all relevant information in its possession or control in the form that the other party requires within five working days (or such other period as the other party may specify) of the other party requesting that information ; and
 - 12.2.3 provide all necessary assistance as reasonably requested by the other party to enable it to respond to a request for information within the time for compliance set out in Section 10 of the FOIA.

- 12.3 Where a party receives a request for information which relates to this Contract, it shall inform the other party of the request for information as soon as practicable after receipt and in any event within two working days before disclosure.
- 12.4 Where a party reasonably determines that information (including confidential information) must be disclosed it shall notify the other party of that decision at least two working days before disclosure.
- 12.5 Each party shall be responsible for determining at its absolute discretion whether any commercially sensitive information and / or any other information:-
- 12.5.1 is exempt from disclosure under the FOIA or the EIR ;
- 12.5.2 is to be disclosed in response to a request for information
- 12.6 Each party acknowledges that the other party may be obliged under the FOIA or the EIR to disclose information.
- 12.6.1 without consulting with the other party, or
- 12.6.2 following consultation with the other party and having taken its views on account.
- 12.7 Each party acknowledges that any lists or schedules provided by it outlining confidential information, are of indicative value only and that the other party may nevertheless be obliged to disclose confidential information in accordance with clause 12.4.

13 Social Responsibility

- 13.1 Each party agrees that there shall be no discrimination by it against any person with respect to the delivery of the Services and opportunity for employment or conditions of employment with either party, by reason of that person's gender, marital status, race, age, sexual orientation, religion/belief or disability. The parties shall in all matters arising in the performance of the Agreement comply with the provisions of the Disability Discrimination Act 1995, the Race Relations Acts 1976 and the Race Relations (Amendments) Act 2000, the Sex Discrimination Act 1975 all as amended and with any regulations made there under.

14. Contract (Rights of Third Parties) Act 1999

- 14.1 None of the provisions of the Contract are intended to or will operate to confer any benefit (pursuant to the Contracts (Rights of Third Parties) Act 1999) on a person who is not named as a party to the Contract.

15 Law and Jurisdiction

- 15.1 The Contract shall be governed by English Law and the parties submit to the exclusive jurisdiction of the English Courts.

IN WITNESS this Contract has been executed by the Parties on the date of this Contract

Signedin the capacity of Authorised Signatory

For and on behalf of Hampshire County Council

Signed in the capacity of Authorised Signatory

For and on behalf of Southampton City Council

BRIEFING PAPER

SUBJECT: Financial Benchmarking Information 2013/14
DATE: 23rd October 2013
RECIPIENT: Schools Forum

THIS IS NOT A DECISION PAPER

SUMMARY:

1. Financial benchmarking information has been issued by the DfE, based on the 2013/14 Section 251 Budget statement returns made by each authority.
2. Average figures for England, Unitary authorities and Statistical Neighbours are provided for comparison purposes. A ranking against all Unitary Authorities and Statistical Neighbours is also included, along with the Unitary quartile in which we appear, with the upper quartile being the highest cost, or level of funding, per pupil.

BACKGROUND and BRIEFING DETAILS:

3. Appendix A shows a selection of the benchmarking statistics that relate to schools.

Schools Budget

4. The first row shows the average amount of ISB funding per pupil i.e. how much is delegated to schools in their budget shares. This figure is in the upper quartile for unitaries and is 3rd highest when compared to our statistical neighbours suggesting that schools contribute less to central services than other comparable authorities.
5. The contingency row relates to the £370,000 Intervention Fund budget held for unexpected items. This contingency appears to be high when compared to other unitaries and the highest of our statistical neighbours. However, this is the only de-delegated budget held by the local authority.
6. The next six rows show the items held centrally as agreed by the Schools Forum. Row 1.4.12 relates to the licences purchased nationally on behalf of schools.
7. The total High Needs budget for Southampton is low compared to other unitaries and almost the lowest of our statistical neighbours.
8. **Dedicated Schools Grant & Minimum Funding Guarantee**
9. The DSG Schools Block unit of funding shows how much money we receive from central Government for pupil provision. Southampton has increased to the upper quartile for unitaries and compared to our statistical neighbours 4th best funded.
10. The final section shows the percentage of schools in each sector receiving the Minimum Funding Guarantee (MFG) rather than the Fair Funding Formula. The figures show that almost two thirds of our secondary schools are protected by the MFG reflecting the movement in funding from Secondary to Primary.

BRIEFING PAPER

Further Information Available From:

Name: Lynn Franklin

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Section 251 Row	SCC	ENGLAND				UNITARY					STATISTICAL NEIGHBOURS			
		Average (mean)	Average (median)	Minimum	Maximum	Average (median)	Minimum	Maximum	Rank Out of 55	QUARTILE	Average (median)	Minimum	Maximum	Rank Out of 11
Schools Budget														
1.0.1 Individual Schools Budget (before Academy recoupment)**	£4,593	£4,350	£4,312	£2,134	£6,935	£4,240	£3,783	£4,813	6	Upper	£4,382	£3,961	£4,638	3
1.1.1 Contingencies*	£15	£10	£7	£0	£140	£5	£0	£140	11	Upper	£6	£0	£15	1
TOTAL DEDELEGATED ITEMS*	£15	£36	£35	£0	£150	£27	£0	£140	41	Third	£36	£12	£94	10
1.3.1 Central expenditure on children under 5****	£42	£34	£27	£0	£168	£22	£0	£99	13	Upper	£42	£1	£83	6
1.4.1 Contribution to combined budgets**	£21	£24	£15	£0	£118	£14	£0	£105	21	Second	£23	£0	£76	7
1.4.2 School admissions**	£14	£9	£9	£0	£41	£9	£2	£25	10	Upper	£7	£2	£16	2
1.4.3 Servicing of schools forums**	£0	£1	£1	£0	£28	£1	£0	£11			£0	£0	£3	
1.4.4 Termination of employment costs**	£0	£5	£1	£0	£42	£0	£0	£42			£0	£0	£18	
1.4.5 Carbon reduction commitment allowances**	£5	£5	£5	£0	£81	£5	£0	£9	12	Upper	£5	£0	£7	5
1.4.6 Capital expenditure from revenue (CERA)**	£0	£18	£0	£0	£643	£0	£0	£62			£0	£0	£26	
1.4.7 Prudential borrowing costs**	£0	£3	£0	£0	£68	£0	£0	£31			£0	£0	£16	
1.4.8 Fees to independent schools without SEN**	£0	£2	£0	£0	£117	£0	£0	£117			£0	£0	£56	
1.4.9 Equal pay - back pay**	£0	£4	£0	£0	£67	£0	£0	£48			£0	£0	£10	
1.4.10 Pupil growth/ Infant class sizes**	£25	£18	£14	£0	£80	£14	£0	£70	13	Upper	£20	£0	£70	5
1.4.11 SEN transport**	£0	£3	£0	£0	£51	£0	£0	£51			£0	£0	£38	
1.4.12 Exceptions agreed by Secretary of State**	£1	£3	£2	£0	£104	£2	£0	£56	38	Third	£1	£0	£2	6
1.5.1 Other Specific Grants**	£0	£2	£0	£0	£199	£0	£0	£145			£0	£0	£0	
HIGH NEEDS BUDGET*****	£223	£281	£277	£143	£1,051	£281	£143	£371	44	Lower	£261	£143	£331	10
1.6.1 TOTAL SCHOOLS BUDGET (before Academy recoupment)**	£5,155	£4,989	£4,933	£2,723	£8,321	£4,885	£4,387	£5,527	10	Upper	£5,076	£4,499	£5,510	5
Dedicated Schools Grant & MFG														
2013-14 DSG Schools Block Unit of Funding £ / pupil	£4,649	£4,551	£4,490	£3,950	£7,014	£4,432	£3,969	£5,309	11	Upper	£4,551	£4,364	£4,862	4
Percentage of primary schools receiving Minimum Funding Guarantee for 2013-14	19%	35%	35%	0%	97%	38%	0%	73%	53	Lower	42%	19%	70%	11
Percentage of secondary schools receiving Minimum Funding Guarantee for 2013-14	63%	35%	30%	0%	100%	33%	0%	100%	9	Upper	33%	0%	86%	3

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