

DUDLEY SCHOOLS FORUM

TUESDAY 12TH FEBRUARY, 2013

AT 6.00PM
AT SALTWELLS EDUCATION
DEVELOPMENT CENTRE
BOWLING GREEN ROAD
NETHERTON
DUDLEY
DY2 9LY

If you (or anyone you know) is attending the meeting and requires assistance to access the venue and/or its facilities, could you please contact Democratic Services in advance and we will do our best to help you

HELEN SHEPHERD
ASSISTANT DEMOCRATIC SERVICES OFFICER

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You can view information about Dudley MBC on

www.dudley.gov.uk



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MEETINGS AT SALTWELLS EDUCATION DEVELOPMENT CENTRE, NETHERTON

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Centre

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HS Helen Shepherd 01384 815236

31st January, 2013

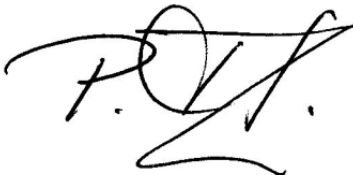
Dear Member

Dudley Schools Forum – Tuesday 12th February, 2013

You are requested to attend a meeting of the Dudley Schools Forum, which will be held at Saltwells Education Development Centre, Bowling Green Road, Netherton, Dudley, DY2 9LY on Tuesday 12th February, 2013 at 6.00 pm, to consider the business set out in the Agenda below.

Light refreshments will be available from 5.30 pm.

Yours sincerely



Director of Corporate Resources

Distribution:-

All Members of the Dudley Schools Forum, namely:-

Mrs Belcher	Mr Conway	Mr Dalloway	Mr Derham	Mrs Garratt
Mrs Hannaway	Mr Harris	Mrs Hazlehurst	Mr Hudson	Mr Jones
Mr Kelleher	Mr Kirk	Mr Lynch	Ms Pearce	Mrs Quigley
Ms Richards	Mr Ridney	Mrs P Rogers	Ms S Rogers	Mrs Ruffles
Mr Shaw	Mr Timmins	Mr Ward	Mr Warren	Mr Weaver
Mrs Withers				

c.c - Councillor Crumpton – Cabinet Member for Integrated Children’s Services;
Councillor S Turner – Chair of the Children’s Services Scrutiny Committee;
Jane Porter – Director of Children’s Services;
Ian McGuff – Assistant Director of Children’s Services;
Dave Perrett – Assistant Director of Children’s Services;
Karen Cocker – Children’s Services Finance Manager, Directorate of Corporate Resources;
Sue Coates – Principal Accountant, Directorate of Corporate Resources.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence from the meeting.

2. APPOINTMENT OF SUBSTITUTE MEMBERS

To report the appointment of any substitutes for this meeting of the Forum.

3. MINUTES

- To approve as a correct record and sign the minutes of the meeting of the Forum held on 13th November, 2012 (attached).
- To approve and adopt the acts, proceedings and recommendations of the informal meeting held on 22nd January, 2013 (To follow).

4. MATTERS ARISING FROM THE MINUTES

Any other matters arising from the Minutes of the meeting of the Forum held on 13th November, 2012 and 22nd January, 2013 not included on the agenda for this meeting.

5. EARLY YEARS SINGLE FUNDING FORMULA FOR TWO YEAR OLDS – CONSULTATION FEEDBACK (PAGES 1 - 8)

To consider the report of the Director of Children's Services.

6. DEDICATED SCHOOLS GRANT PLANNING PROCESS 2013/14 – UPDATE (PAGES 9 - 16)

To consider the report of the Director of Children's Services.

7. SCHOOLS FORUM TRAINING – 29TH JANUARY, 2013 (PAGES 17 - 40)

To consider the report of the Director of Children's Services.

8. DATES OF FUTURE MEETINGS OF THE FORUM

19 th March, 2013	Saltwells EDC, Bowling Green Road, Netherton, DY2 4LY
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4 th June, 2013	Saltwells EDC, Bowling Green Road, Netherton, DY2 4LY
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9 th July, 2013	Saltwells EDC, Bowling Green Road, Netherton, DY2 4LY
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DUDLEY SCHOOLS FORUM

Tuesday, 13th November, 2012 at 6.00 pm
at Hillcrest School and Community Centre

PRESENT:-

Mr L Ridney - Chair

Mr J Conway, Mrs Hannaway, Mr M Lynch, Mrs Quigley, Mrs A Richards, Mrs P Rogers, Mrs H Ruffles, Mr N Shaw, Mr R Timmins, Mr D Ward, Mr M Weaver and Mrs G Withers.

Persons not a member of the Forum but having an entitlement to attend meetings and speak

Director of Children's Services

Officers

Assistant Director of Children's Services (Education Services) (Directorate of Children's Services); Children's Services Finance Manager, Senior Principal Accountant and Miss H Shepherd (Directorate of Corporate Resources)

1. **ELECTION OF VICE-CHAIR**

RESOLVED

That Mr R Timmins be appointed Vice-Chair of the Forum for the remainder of the 2012/13 municipal year.

2. **APOLOGIES FOR ABSENCE**

Apologies for absence from the meeting were received on behalf of Mr C Derham, Mrs A Garratt, Mrs Hazlehurst, Mr S Hudson, Mr P Jones, Ms T Pearce and Councillor Crumpton.

3. **MINUTES**

RESOLVED

That the minutes of the meeting of the Forum held on 16th October 2012, be approved as a correct record and signed.

4. MATTERS ARISING FROM THE MINUTES

The Chair welcomed new Members to the meeting and confirmed that training for new and existing School Forum Members would take place on 29th January, 2013 at 6.00 pm and would be held at Saltwells Education Development Centre.

5. DEDICATED SCHOOLS GRANT OUTTURN 2011/12

A report of the Director of Children's Services was submitted providing Schools Forum members with financial data in respect of the Schools Budget for the 2011/12 financial year ending 31st March 2012.

Arising from a question raised from a Member, the Director of Children's Services confirmed that Pensnett School was still included in the schools funding as decommission work was on going.

In response to a question relating to the loans pool facility for Voluntary Aided and Foundation schools, it was confirmed that no schools had taken up on this option therefore the monies remained earmarked within the DSG reserve. In view of the length of time that the loans pool facility had been set aside, it was agreed that the item would be brought back to a future meeting of the Schools Forum for discussion.

The Assistant Director of Children's Services (Education Services) then referred to the proposal at Appendix B to the report submitted relating to the development of collaborative working in primary schools and apologised that the requested amendments made at the Budget Working Group had not been made in time for when the report was printed and that reference to co-operative trusts should be removed.

Following a query raised by a Secondary School Governor representative as to why this support was solely for Primary Schools, the Assistant Director of Children's Services (Education Services) stated that there were more good and outstanding Secondary Schools within the borough and therefore it was felt that targeting Primary Schools performing below national average should take priority.

A secondary school head teacher representative raised concerns and referred to difficulties secondary schools experienced especially without any additional funding and asked how the Primary Schools in receipt of the support would be identified.

It was stated that if there was any under-spend in the budget the Director of Children's Services would be prepared to explore a similar support scheme for secondary schools, but Primary Schools would currently take priority. It was also stated that there were targeted Primary Schools in mind, but none had yet been confirmed and that a report would be brought back to a future meeting of the Forum updating Members on the progress of the support scheme.

The Children's Services Finance Manager then referred to the remaining DSG reserve and stated that consideration was being given to using this money in helping Schools experiencing financial difficulty as a result of equal pay liabilities. The Director of Children's Services elaborated on this stating that the money set aside could be used to support equal pay liabilities for Schools that would have difficulty meeting their commitments but would have to meet a set criteria. Schools would have to demonstrate that they had followed advice and guidance of the Local Authority and not put themselves in that place deliberately. It would be distributed in a lump sum amount, just to help stabilise the situation.

RESOLVED

- (i) That the information contained in the report and appendices to the report submitted relating to the 2011/12 financial outturn in respect of the Schools Budget and the planned use of the roll forward reserves, be noted.
- (ii) That, the allocation of the £300,000 of the DSG reserve to the School Support Work project, be approved, in line with Forums combined budget powers, subject to a change in wording in Appendix B.
- (iii) That the information contained in the report and appendices to the report submitted in respect of the likely implications for Dudley in relation to the DfE assurances in respect of Local Authorities DSG reserve balances, be noted.
- (iv) That the Director of Children's Services report back to a future meeting of the Forum updating Members on the development of collaborative working in Primary Schools and the use of the remaining DSG reserve.

6. COMBINED SERVICES BUDGET OUTTURN 2011/12

A report of the Director of Children's Services was submitted providing School Forum Members with financial data in respect of the Combined Services Budget for the 2011/12 financial year ending 31st March, 2012.

RESOLVED

That the information contained in the report submitted on the Combined Services Budget for the 2011/12 financial year, be noted.

7. CONSULTATION ON EARLY YEARS SINGLE FUNDING FORMULA FOR TWO YEAR OLDS

A report of the Director of Children's Services was submitted to inform Members on the consultation process in respect of the implementation of the Government's proposed funding of the free entitlement to early education for two year olds.

Following the presentation of the report, the Assistant Director of Children's (Education Services) stated that setting the rate at £4.00 per hour for providers was a proposal until final confirmation of Dudley's allocation of DSG Funding had been received. It was also stated that the Government was promoting the scheme as education for two year olds, however Dudley was considering it more as family education and support which would obtain a more sustainable outcome.

Concerns were raised by Members with regards to the rate of pay and the impact this would have on the quality of service and considered that this was insufficient for qualified staff.

In response to a question raised by a Non School Member representative the Director of Children's Services stated that the funding for the early education for two years olds was transferring from the Local Authority's Early Intervention Grant (EIG) funding to the DSG from 2013/14 but after accounting for this transfer of £0.7million there still remained a reduction in Dudley's EIG for 2013/14 of £2.8million which was a budget pressure for the Directorate.

RESOLVED

That the information contained in the report and appendix to the report submitted in relation to the consultation process in respect of the implementation of the Government's proposed funding of the free entitlement to early education for two year olds, be noted.

8. SCHOOL FUNDING REFORMS – UPDATE

A report of the Director of Children's Services was submitted to update members of Dudley's progress in respect of the DfE's national school funding reforms for implementation in April 2013. A copy of the final Education Funding Agency funding reform proforma, was circulated at the meeting.

The Children's Services Finance Manager presented the report and in doing so referred to the 2013 School and Early Years Finance (England) Regulations and the responsibilities for financial issues relating to the Forum. She also referred to paragraphs (a) to (p) of the report submitted and members were given the opportunity to comment.

The Forum discussed paragraph (j) of the report submitted. The Director of Children's Services stated that each individual's case was evaluated. The Authority worked in partnership with Connexions in identifying and understanding individual's preferences. It was also stated that if a young person was not progressing well then an alternative would be looked at, however there was no facility to fund attendance in a provision at a distance outside of the borough. She also confirmed that there was a rise in the number of young people with special needs in the borough particularly in the 16-25 range.

RESOLVED

That the report submitted on Dudley's progress in respect of the DfE's national school funding reforms for implementation in April 2013 and the completed final Education Funding Agency funding reform proforma, circulated at the meeting, be noted.

9. SCHOOLS FORUM MEMBERSHIP – UPDATE

A report of the Director of Children's Services was submitted on an update on the current position relating to the new appointments, current vacancies, the DfE Best Practice Guide and future training to be carried out for Schools Forum Members in early 2013.

RESOLVED

That the report and appendices to the report submitted in relation to Schools Forum Membership, the DfE Best Practice Guide and the future training for Schools Forum members, be noted.

10. DATES OF FUTURE MEETINGS OF THE FORUM

RESOLVED

That the dates and venues of the remaining future meetings of the Forum in 2012/13 be noted.

11. COMMENTS OF THE CHAIR AND ASSISTANT DIRECTOR OF CHILDREN'S SERVICES (EDUCATION SERVICES)

It was requested by the Chair and the Assistant Director of Children's Services (Education Services), on behalf of the Forum that thanks be expressed and recorded to Hillcrest School for their co-operation in accommodating the Forum meeting.

The meeting ended at 7.25 p.m.

CHAIR

Schools Forum 12 February 2013

Report of the Director of Children's Services

Early Years Single Funding Formula for Two Year Olds - Consultation Feedback

Purpose of Report

1. To provide consultation feedback to Schools Forum in respect of the Early Years Single Funding Formula (EYSFF) for disadvantaged Two Year Olds.

Discussed at HTCF – BWG

2. Yes – 16 January 2013. HTCF-BWG supported the proposal to fund Early Years provision for disadvantaged two year olds at a rate of £4.50 per hour and to continue to provide additional family support in respect of these children.

Schools Forum Role and Responsibilities

3. From 1 April 2006, the Schools Budget has been funded by a direct Department for Education (DfE) grant: the Dedicated School Grant (DSG).
4. The Schools Forum Regulations 2012 at Regulation 11 prescribe that schools forum must inform the governing bodies of schools maintained by the authority of any consultation carried out by the authority, as soon as it reasonably can.
5. The Schools Forums (England) Regulations 2012 at Regulation 8(10) prescribe that Non-schools members, other than those who represent early years providers, must not vote on matters relating to the formulae to be used by the local authority to determine the amounts to be allocated to schools and early years providers in accordance with regulations made under sections 47 and 47a of the Act.

Actions for Schools Forum

6. For those Forum members eligible to vote, as outlined in paragraph 5 above, to provide the Director of Children's Services with a view as to the recommended hourly rate payable in relation to the Early Years Single Funding Formula (EYSFF) for Two Year Olds for the 2013/14 financial year.

Attachments to Report

7. Appendix A - Written Ministerial statement on Funding Early Education.
8. Appendix B –Summary of consultation responses on Early Years Single Funding Formula for Two Year Olds.

Sue Coates
Senior Principal Accountant
28 January 2013

Schools Forum 12 February 2013

Report of the Director of Children's Services

Early Years Single Funding Formula for Two Year Olds - Consultation Feedback

Purpose of Report

1. To provide consultation feedback to Schools Forum in respect of the Early Years Single Funding Formula (EYSFF) for disadvantaged Two Year Olds.

Background Consultation

2. From September 2013, Local Authorities are required to allocate the revenue funding to early years providers of free early education for disadvantaged two year olds through an Early Years Single Funding Formula (EYSFF), as currently exists for three and four year olds.
3. The consultation document containing details of the proposal for Dudley's EYSFF for two year olds from September 2013 was discussed in detail at the 13 November Forum meeting and was subsequently issued on 26 November.
4. At the time of issue, the funding allocations for each LA had not been confirmed by the DfE therefore the initial proposal contained within the consultation document was to fund Early Years provision for two year olds at a single rate of £4.00 per hour. Dudley considered this to be sufficient to cover average costs established from providers during the data collection exercise completed in October 2012, however, the final decision was subject to confirmation once the actual funding allocation for Dudley had been received.

DfE Statement and Funding

5. On the 27 November 2012 the DfE issued a written ministerial statement regarding the funding for Early Education which included details of how funding for free targeted early education for two year olds will, from 2013/14, be transferred from Early Intervention Grant funding to the Dedicated Schools Grant (DSG), within the Early Years Block. A copy of the written ministerial statement is attached at Appendix A for information.
6. Also on the 27 November, the 2013/14 revenue allocation of funding for Dudley was confirmed as £2.041m for statutory provision for 732 places (20% of two year olds) plus £0.801m notional amount for trajectory building capacity for non-statutory places in preparation for the 2014 entitlement of 40% together with a capital grant of £0.517m. The revenue funding of £2.041m and £0.801m is now included within the Dedicated Schools Grant and is not ring-fenced. The capital funding of £0.517m is also not ring-fenced.
7. To arrive at Dudley's revenue funding for 2013/14 the DfE have assumed an hourly rate of **£4.89**. The DfE guidance which has been issued states "*Childcare Minister Elizabeth Truss has called for funding to be passed on in full to providers*",

.....To this end local authorities will receive an average of £5.09 per child per hour, for statutory places, which they are expected to pass on in full to schools, nurseries and childminders....”.

Dudley Proposal Following DfE Funding Announcement

8. The average rate of £5.09 quoted by the Childcare Minister Elizabeth Truss referred to in paragraph 7 above includes local area weightings, however following the DfE funding announcement an hourly rate of £4.89 was confirmed for Dudley, it is proposed that the Early Years provision for two year olds is funded through the EYSFF at £4.50 per hour (compared with £4.00 outlined in the consultation) and to retain approximately £164k centrally in order to continue to provide family support to these children.

Family Support Workers

9. The Family support work provided alongside access to a childcare places has made significant impact on the outcomes for those children and families participating in the project to date, and has made the difference between sustained engagement and continuity for the families of these most vulnerable 2 year olds, £164k would enable the local authority to support at least 6 FTE family support posts across the children’s centre clusters to continue this work.
10. The recent Her Majesty’s Chief Inspector (HMCI) of Education, Children’s Services and Skills - Early Years report placed Dudley MBC within the top ten and equal 2nd nationally for Good – Outstanding outcomes from inspections of early years and childcare provisions.

Consultation Outcomes

11. Dudley’s consultation closed on 18 January and 7 responses have been received from a potential total of 450, these are summarised at Appendix B for information and indicate support for the EYSFF for two year olds to consist of a single hourly rate payable to all providers. 1 respondent commented that the full amount of funding should be passed directly to the provider and 1 respondent commented that providers should still be able to offer Family Support as part of the funded 15 hours if the social needs of the family dictate it.
12. The refined proposal in respect of the early years funding for 2 year olds, as outlined in paragraph 8 above, was discussed at Headteachers’ Budget Working Group (HTCF-BWG) on 16 January and their recommendation was to support the proposal.

Options for Schools Forum

13. Options Schools Forum consideration are therefore:
 - a. To passport all revenue funding direct to providers (which is the *expectation* of the DfE see paragraph 7 above) which would equate to an hourly rate of £4.89; or
 - b. To fund providers at a slightly lower rate (£4.50 suggested) and retain an amount of funding centrally, approximately £164k, in order to continue to provide family support to these disadvantaged children.

Director of Children's Services Decision Making Process

14. The Director of Children's Services will formalise the decision at the Directorate Strategic Leadership Team (DSLTL) before 31st March 2013 in order that budgets for 2013/14 can be produced and published by the statutory deadline of 31st March 2013.

Finance

15. The funding of schools is prescribed by the Department for Education (DfE) through the School and Early Years Finance (England) Regulations 2012 which are effective from 1 January 2013 and relate to the 2013/14 financial year.

16. Schools Forums are regulated by the regulated by the Schools Forums (England) Regulations 2012.

17. From 1st April 2006, the Schools Budget has been funded by a direct grant; Dedicated School Grant (DSG).

Law

18. Councils' LMS Schemes are made under Section 48 of the School Standards and Framework Act 1998. The Education Acts 1996 and 2002 also have provisions relating to school funding.

Equality Impact

19. The Council's Equal Opportunities Policy is taken into account when considering the allocation of resources.

Recommendation

20. Schools Forum members entitled to vote, as outlined in paragraph 5 (Schools Forum Roles and Responsibilities) are invited to give a view in respect of the Early Years Single Funding Formula for disadvantaged two year olds, as outlined in paragraph 13. This will enable the Director of Children's Services to be informed of Forum's view prior to making a final decision before 31 March 2013.



Jane Porter
Director of Children's Services

Contact Officer: Karen Cocker, Children's Services Finance Manager
Karen.cocker@dudley.gov.uk Tel: 01384 815382

Written Ministerial Statement on Funding Early Education

1. Today I am announcing indicative revenue funding allocations to local authorities to secure early education places for two year olds from lower income households. This will form part of the Dedicated Schools Grant (DSG) in 2013-14. I am also announcing capital funding allocations for the current financial year.

Revenue funding

2. The government announced in the “Government Response to Supporting Families in the Foundation Years: Consultation on Proposed Changes to Free Early Education and Childcare Sufficiency “ (May 2012), that funding for early education for two year olds will form part of the DSG in 2013-14¹. This reflects the fact that early education will become a statutory entitlement for around 20% (130,000) of eligible two year olds² from September 2013, in the same way as it is for all three and four year olds.

3. Formula details – in 2013-14 the Department is allocating £525m to local authorities and using £9m itself to fund the new programme for early education for two year olds. Local authority allocations have been calculated using an estimated number of eligible two year old children likely to receive provision in each area, using Free School Meals (FSM) data for four to six year olds as a proxy, and including an area cost adjustment. Each local authority’s allocation includes a notional amount for statutory places (which must be funded once the entitlement for 20% of two year olds comes into force from September 2013) and a notional amount for trajectory building which will be used, in the main, to create non-statutory places in preparation for the entitlement for 40% of two year olds (September 2014).

4. Funding rates – the result of the formula is that the Department is allocating funding to local authorities at an average hourly rate of £5.09 for statutory two year old places. This compares favourably to the Daycare Trust Cost Survey 2012 which shows average hourly childcare fees in England are £4.13 per hour for under-twos and £3.95 per hour for children aged two and over.

5. Local funding arrangements – research evidence is clear that high quality early education is critical to the success of the early years programme for two year olds from lower income families. The government expects local

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<https://media.education.gov.uk/assets/files/pdf/g/government%20response%20proposed%20changes%20to%20free%20early%20education%20and%20childcare%20sufficiency.pdf>

² Eligibility criteria for first phase of the entitlement: 1) Looked after children; 2) Children who meet the FSM criteria e.g. from families whose income is below £16,190 and their parents are in receipt of any of the following benefits: Income Support; Income-based Job Seekers' Allowance; Income-related Employment and Support Allowance; Support under Part VI of the Immigration and Asylum Act 1999; the Guarantee element of the State Pension Credit; or Child Tax Credit, provided they have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs, and are not in receipt of Working Tax Credits (except during the four-week period immediately after their employment ceases, or after they start to work fewer than 16 hours per week).

authorities to fund places in any settings that are rated good or outstanding by Ofsted. Our aspiration is that all eligible two year olds are able to receive early education in good and outstanding provision.

6. We expect local authorities to pass all available funding to providers and not retain any centrally, and to do so using a flat rate with no supplements so that all providers receive the same rate. Stable and sustainable funding rates are vital to give providers the confidence to offer new two year old places. We will increase transparency so that providers and parents will be able to hold local authorities to account on the rate they are offering. For the first time, from 2013-14, local authorities will be required to submit details of the funding rates they pay providers for two, three and four year old places to the Department. This information will be published on the Department's website and will enable providers and parents to compare rates across the country, particularly between similar local authorities.

7. Participation funding – we see the key role of the local authority as raising awareness of the programme with parents and it is the government's strong intention to reward local authorities who achieve high levels of take-up by moving to participation funding. This is not possible in 2013, but we intend to do so as quickly as possible from 2015. In the interim, the Department will provide funding to local authorities according to a formula, based on estimated numbers of eligible children. Local authorities will be made aware, in their allocation letters, of the intention to move towards participation-based funding for the new programme at the earliest opportunity.

Capital funding

8. £100 million of capital funding will be allocated in 2012-13 as a contribution to local authorities' capital budgets. This additional funding may be used for any capital purpose, but it is intended to support implementation of early years education for two year olds from lower income families.

9. Formula details – local authority allocations have been calculated using the estimated number of eligible two year old children in each area (using FSM data for four to six year olds as a proxy) and including a capital specific area cost adjustment.

10. More details about today's revenue and capital allocations are being sent to local authorities and will be published on the Department's website at: www.education.gov.uk. Details of today's announcement can be found at Annex A and copies of the dedicated school grant and capital investment documents will be placed in the House Libraries.

Accompanying documents

- A table of local authority revenue and capital investment allocations
- A technical note explaining the methodology used to calculate these allocations

These can be found online at: www.education.gsi.gov.uk

QUESTION 1

Do you agree with the proposal for Dudley's EYSFF for two year olds to be based on a single hourly rate payable to providers ?

Yes	No	No Opinion	Comments	Consultation response from:
1				Greenfield Pre School
1				Registered Childminder
1				Sledmere Primary
		1		Kids Corner Day Nursery
1			Single hourly rate needs to reflect the Governments Funding Provision and passed directly to providers. Published Government figures indicate this to be an average of £5.09 per child per hour.	Wrens Nest Primary & Children's Centre
1			Whilst I agree to the hourly rate I believe providers should still be able to offer Family Support as part of the funded 15 hours if the social needs of the family dictate it I also think the proposal of £4 per hour is insufficient when the Government is proposing £5.77 per hour; if one assumes the average NEF funding is £3.43 approx per hour when the ratio is 1:8, I don't know how it is possible to offer two year old provision on a 1:4 ratio [often for children with considerable additional and social need] for just 57p more per hour – it certainly would not pay for the additional member of staff that ratios would require.	Netherton Park Nursery School & Children's Centre
		1	The Archdiocese has no real opinion on this matter but would support any initiative to help less advantaged children.	
5	0	2		

Schools Forum 12 February 2013

Report of the Director of Children's Services

Dedicated Schools Grant Planning Process 2013/14 - Update

Purpose of Report

1. To provide Schools Forum with a further update in respect of the Dedicated Schools Grant budget planning process and to agree the Central Expenditure budgets for 2013/14.

Discussed at HTCF – BWG

2. Yes – 6 February 2013.

Schools Forum Role and Responsibilities

3. From 1 April 2006, the Schools Budget has been funded by a direct Department for Education (DfE) grant: the Dedicated School Grant (DSG).
4. The Forum is the 'guardian' of the local Schools Budget, and its distribution among schools and other bodies, and therefore must be closely involved throughout the development process
5. Schools Forum Regulations 2012 state that Forum must decide on the Central Expenditure met from the Dedicated Schools Grant from 2013/14.

Actions for Schools Forum

6. For Schools Forum to note the updated information in respect of the DSG and to approve the Central Expenditure budgets proposed for 2013/14 financial year.

Attachments to Report

7. None

Karen Cocker
Children's Services Finance Manager
28 January 2013

Schools Forum 12 February 2013

Report of the Director of Children's Services

Dedicated Schools Grant Planning Process 2013/14 - Update

Purpose of Report

1. To provide Schools Forum with a further update in respect of the Dedicated Schools Grant (DSG) budget planning process and to agree the Central Expenditure budgets for 2013/14.

Background Consultation

2. At the January Schools Form meeting the report outlined that the DSG can only be used for the purposes of the Schools Budget as defined in the School and Early Years Finance Regulations. The Schools Budget consists of delegated budgets allocated to individual schools, Pupil Referral Units (PRUs) and Early Years Provision in Private, Voluntary and Independent (PVIs) providers, a budget for other provision for pupils which local authorities fund centrally, which now includes the bulk of high needs provision, including post-school provision up to age 25, together with centrally retained expenditure in respect of special education needs and early years services.
3. The presentation of the DSG for 2013/14 will now show three, un-ring fenced funding blocks for the local authority:
 1. Schools Block;
 2. Early Years Block; and
 3. High Needs Block
4. The Central Expenditure Limit (CEL) calculation is no longer a requirement for Schools Forum approval, but for 2013/14 there will be a series of central expenditure limits rather than a single one. Authorities are free to move funding between the blocks provided that they comply with requirements of the Minimum Funding Guarantee (MFG) and central expenditure.
5. This report provides Forum with an update in respect of the DSG allocation for 2013/14 and seeks approval in respect of the proposed central expenditure budgets for 2013/14.

DSG Budget Update for 2013/14

6. Since the January report to Forum, the DfE has confirmed the £155,000 funding adjustment in respect of (iii) below with the other adjustments still to be confirmed. Table 1 has been updated to reflect this additional funding.

- i. Early Years Block will be amended in the Summer of 2013 and Spring 2014 for updated pupil count data.
- ii. Post 16 SEN and 19-24 LDD budget of £1.272m is still under discussion with EFA; the new responsibility is effective from August 2013.
- iii. Growth for planned places in the High Needs Block.

Table 1 -Dudley Provisional Dedicated Schools Grant 2013/14 at January 2013

	Pupil Data	Unit of Funding	Schools Block £m	Early Years Block £m	High Needs Block £m
Total Funding Pupil Led	43,014	£4,459.29	191.812		
Total Funding Pupil Led	2,782	£3,650.97		10.157	
Newly Qualified Teachers			0.066		
2 Year Olds Early Education				2.843	
Baseline Funding					27.748
April – July Post 16 SEN Funding					0.239
Aug – March 2014 Post 16 SEN and 19 -25 LDD					1.272
Growth for planned places in the High Needs Block					0.155
Provisional 2013/14 DSG Budget			£191.878	£13.000	£29.414
Provisional Total			£234.292m		

7. A further update will be provided at the March meeting in preparation for the commencement of the 2013/14 financial year.

Central Expenditure Budgets 2013/14

8. The Schools Forum Regulations state that Forum must approve items of central expenditure, as defined in Table 2 and 3 of this report.
9. For Table 2, Forum must approve each item of expenditure, however there is no restriction placed by the Regulations on the value of the budget.

Table 2 – 2013/14 Central Expenditure Budgets For Schools Forum Approval – No Restrictions on Value

Central spend on	Value for 2013/14	Comments
Funding for significant pre-16 pupil growth	none	Expenditure incurred due to a significant growth in pupil numbers as a result of the local authority's duty under section 13(1) of the 1996 Act to secure that efficient primary education and secondary education are available to meet the needs of the population in their area, and expenditure incurred in order to make provision for extra classes in order to comply with the School Admissions (Infant Class Sizes (England) Regulations 2012.
Equal pay back-pay	£2,000,000	Centrally retained provision for meeting the cost of equal pay settlements in schools. <i>One off funding from the prior years DSG reserve to be allocated in 2013/14.</i>
Places in independent schools for non-SEN pupils (RBPI)	£95,700	In making any grant or other payment in respect of fees or expenses (of whatever nature) which are payable in connection with the attendance of pupils at a school which is not maintained by any local authority. <i>Relates to 5 pupils boarding: 3 at Wolverhampton Royal School; 1 at Bloomfield; and 1 at Old Swinford Hospital School. These placements relate to either looked after children (LAC) or children on the edge of care.</i>
Early years expenditure	1,030,834	Early years centrally retained spending: from the early years proforma on children under 5. <i>Early Years Contingency £253k; Early Years Budgets in respect of delegated service items £78k; Early Years Foundation Advice and co-ordination £534k; £165k Family support for two year olds (to be confirmed).</i>
Carbon reduction commitment (RBTO)	£444,799	Cost of the purchase of Carbon Reduction Commitment allowances in relation to schools and Academies in the local authority's area where centrally retained.

10. For Table 3, Forum must approve each item of expenditure detailed, there is a restriction placed up to the value committed in 2012/13 and where expenditure has already been committed.

Table 3 – 2013/14 Central Expenditure Budgets For Schools Forum Approval – Restricted to Cash Limit of 2012/13 Expenditure

Central spend on	Value for 2012/13	Value for 2013/14	Comments
Admissions (RBRY)	331,459	331,400	Expenditure incurred in connection with the Authority's functions under section 85A of the 1998 Act (as inserted by s46 2002 Act) . This includes the administration of the system of admissions of pupils to schools.
Servicing of schools forum (RBWF)	13,100	13,100	Expenditure incurred in connection with the authority's functions of running the forum as defined under section 47A of the 1998 Act (addition under Section 43 of Education Act 2002) (establishment and maintenance of, and consultation with, schools forums).
Capital expenditure funded from revenue (RYBA)	66,000	66,000	Expenditure commonly known as CERA (capital expenditure which an authority expects to charge to a revenue account of the authority within the meaning of section 22 of the Local Government Act 2003). <i>Relates to heavy duty kitchen replacement programme of equipment.</i>
Contribution to combined budgets (RACM)	350,700	350,700	Expenditure under this heading should only reflect the contribution to a combined service approved by the schools forum (paragraph 4 (c) of Schedule 2 to the School and Early Years Finance (England) Regulations 2012). <i>Astley Burf £10k; School Visits £31k; CRC reduction £100k; DART £39k; Anti bullying £50k; Place planning £33k; Safeguarding £36k; Information Governance £20k; Statistical work £31k.</i>
Schools budget centrally funded termination of employment costs (RAEB)	71,200	71,200	Expenditure in respect of premature retirement costs, or for the purposes of securing the resignation of any person employed in a maintained school where there are consequential savings to the schools budget and such cost have been approved by the Schools Forum. <i>Expenditure in respect of Dudley school closures.</i>
Schools budget funded prudential borrowing costs	none	none	Expenditure incurred in repayment of loans under paragraph 4(a) of Schedule 2 to the School and Early Years Finance (England) Regulations 2012 .

De- Delegations 2013/14

11. Schools Forum approved the de-delegations for 2013/14 at the October 2012 meeting. These are now summarised in Table 4, for information. An outturn report will be provided to Schools Forum in respect of the 2013/14 financial year.

Table 4 – De-delegations Approved By Schools Forum in October 2012 – Relating to Maintained Primary and Secondary Schools

De-delegation for mainstream schools for:	Value for 2013/14	Comments
Contingencies (RACG & RAHG)	245,963	This “expenditure on the schools specific contingency” is central expenditure deducted for the purpose of ensuring that monies are available to enable increases in a school’s budget share after it has been allocated where it subsequently becomes apparent that a governing body have incurred expenditure which it would be unreasonable to expect them to meet from the school’s budget share
Licences/subscriptions (RAHA)	74,898	Copyright Licensing Agency & Music Publishers Association. New December 2012 DfE . Expenditure on licence fees or subscriptions paid on behalf of schools.
Staff costs - supply cover –Union Facilities time (RACJ)	226,457	Expenditure in making payments to, or in providing a temporary replacement - taking part in trade union activities
Staff costs - supply cover – NQT (RAFG)	305,927	Expenditure in making payments to, or in providing a temporary replacement
Support for minority ethnic pupils/underachieving groups (RBNN)	256,485	Expenditure for the purposes of improving the performance of under-performing pupils from ethnic minority groups; and meeting the specific needs of bilingual pupils
Behaviour support services- LACES (RBPW)	28,095	Cost of providing or purchasing specialist behaviour support services, both advisory and teaching
Library and museum services (RAGD)	219,483	Expenditure on services to schools provided by museums and galleries.

Copy Right Licensing

12. The DfE has agreed with the Copyright Licensing Agency (CLA), and the Music Publishers Association (MPA), to purchase a single national licence managed by the DfE for all state-funded schools in England. This means that local authorities and schools will no longer need to negotiate individual licences. The Department will pay the cost, including VAT, to the CLA and will provide this as a service to local authorities at a charge. These arrangements will cover recoupment

Academies as well as maintained schools, and we will allow local authorities to hold this money centrally rather than include it in school budgets.

13. For Dudley the charge has been set at £76,116 for 2013/14. The administration arrangements are yet to be determined by the DfE but authorities should take into account that schools will no longer have to pay for these licences when calculating school budgets. It is proposed therefore that the value of £76,116 is top sliced from the funding to be allocated to mainstream (£74,898) and special schools (£1,218) for this to be retained and paid centrally from 2013/14.

Annual Consultation Process

14. The Regulations also state that the Local Authority must consult with the Schools Forum annually in respect of the following in order that Schools Forum can give a view.
- Arrangements for pupils with special educational needs;
 - Arrangements for use of pupil referral units and the education of children otherwise than at school;
 - Arrangements for early years provision;
 - Administration arrangements for the allocation of central govt grants

15. Further detailed information will be provided at the March 2013 meeting.

Finance

16. The funding of schools is prescribed by the Department for Education (DfE) through the School and Early Years Finance (England) Regulations 2012 which are effective from 1 January 2013 and relate to the 2013/14 financial year.
17. Schools Forums are regulated by the regulated by the Schools Forums (England) Regulations 2012.
18. From 1st April 2006, the Schools Budget has been funded by a direct grant; Dedicated School Grant (DSG).

Law

19. Councils' LMS Schemes are made under Section 48 of the School Standards and Framework Act 1998. The Education Acts 1996 and 2002 also have provisions relating to school funding.

Equality Impact

20. The Council's Equal Opportunities Policy is taken into account when considering the allocation of resources.

Recommendation

21. Schools Forum to :

- Note the updated 2013/14 Dedicated Schools Grant budget as detailed in Table 1;
- To approve the central expenditure budgets for 2013/14, as detailed in Table 2;
- To approve the central expenditure budgets for 2013/14, as detailed in Table 3;
- To note the De-delegations budgets detailed in Table 4;
- To approve the top slice of £74,898 from the Mainstream schools budget in respect of the copy right licenses to be funded centrally from 2013/14, in line with DfE guidance issued in December;
- To approve the top slice of £1,218 from the special schools budget in respect of the copy right licenses to be funded centrally from 2013/14, in line with DfE guidance issued in December.



Jane Porter

Director of Children's Services

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**Schools Forum Training
29 January 2013**

**Children's Services Funding &
Schools Forum Powers and
Responsibilities**

Karen Cocker
Sue Coates



Directorate of Children's Services

Objective

- **To inform Schools Forum members of the areas of funding where they have responsibilities - either in an advisory or decision making capacity**



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Topics to be covered

- Funding for Schools' and Children's Services
- Schools Forum role and powers
- Impact of Government Policy Changes



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Department for Education

- The Department for Education (DfE) is responsible at a national level for the education service
- Includes responsibilities for planning and monitoring the education service in schools in England, ensuring the provision of integrated services for children, and bringing together policy relating to children and young people



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Education Funding Agency (EFA)

- Education Funding Agency is the DfE's delivery agency for funding and compliance
- Providing revenue and capital funding for education for learners between the ages of 3 and 19, or the ages of 3 and 25 for those with learning difficulties and disabilities
- Supporting the delivery of building and maintenance programmes for schools, academies, Free Schools and sixth-form colleges
- First port of call for queries from open academies, and carry out a number of compliance and assurance activities on behalf of the Secretary of State, including monitoring funding agreements and admission appeals
- Implementing funding reform for pre- and post-16 education for 2013-14



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The Purpose of a Schools Forum

- S47A of School Standards and Framework Act 1998 (as amended by 2002 Education Act)
 - Outlines the role for advising the LA on such matters relating to the authority's '**Schools Budget**'
- Schools Forums (England) Regulations 2002
 - Required a LEA to establish a schools forum by January 2003
- Functions
 - Consultation on school funding formula
 - Consultation on contracts
 - Consultation on financial issues
- Schools Forum (England) Regulations 2012 came into force from 1st October 2012



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Children's Service Revenue Funding

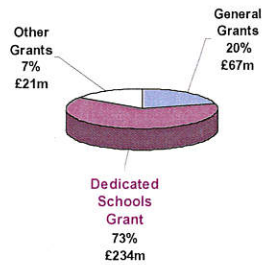


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Children's Service Revenue Budget 2013/14 £322m

DCS Grants

LA Budget



Schools Budget



Directorate of Children's Services

LA Budget - £67m

- Funding: Retained Business Rates + Revenue Support Grant + Top Up Funding + New Homes Bonus + Council Tax
- Budget holder is the Director of Children's Services
- Budget includes:
 - Children and Family Services
 - Quality and Partnership
 - Education Services
- Expenditure is prescribed through School Finance Regulations



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Other Grants 2013/14 - £21m

- Education Funding Agency post 16 £3m - EFA
- Pupil Premium £11m – DfE
- Youth Justice Board £0.5m - YJB
- Education Services Grant £6m - DfE
- Music Education Grant £0.5m - DfE



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Schools Budget - £234m

- Funding: Dedicated Schools Grant (DSG)
- Schools Forum is the 'guardian of the local Schools Budget':
 - Individual Schools Budget – e.g. Delegated budgets
 - ~ Mainstream Schools
 - ~ Early Years Providers
 - ~ Special Schools
 - ~ Pupil Referral UnitsBudget holder is Head teacher/Provider Manager
 - Central budget
 - Budget holder is Director of Children's Services

Expenditure is prescribed through School Finance Regulations



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Dedicated Schools Grant



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Dedicated Schools Grant (DSG) Background

- Broadly reflects assessment of needs in 2005-06 formula
- Delivers ring-fenced funding for education
- No direct relationship between funding and pupil needs



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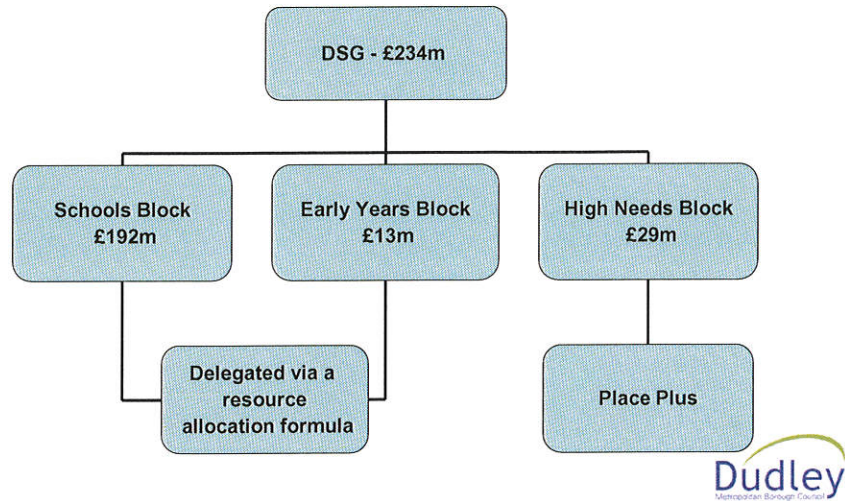
Dedicated Schools Grant- DSG

- DSG divided into three notional blocks from 2013/14
 - ~Schools Block
 - ~Early Years Provision Block
 - ~High Needs Pupils Block
- The blocks will not be ring-fenced but the DSG continues to be ring-fenced
- Schools Forum role – approval of central expenditure



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Dedicated Schools Grant Allocation 2013/14



Dudley
Metropolitan Borough Council

Directorate of Children's Services

DSG Census Data

- 2013/14:
 - Confirmed notional Schools Block based on October 2012 Census;
 - Initial notional Early Years Block based on January 2012 Census, to be updated during 2013/14 for January 2013 and January 2014 numbers; and
 - Confirmed notional High Needs Block based on 2012/13 spend, possibly updated for 2013/14 population projections; by December 2012.

Dudley
Metropolitan Borough Council

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3 DSG Funding Blocks:

**Schools,
Early Years
&
High Needs**



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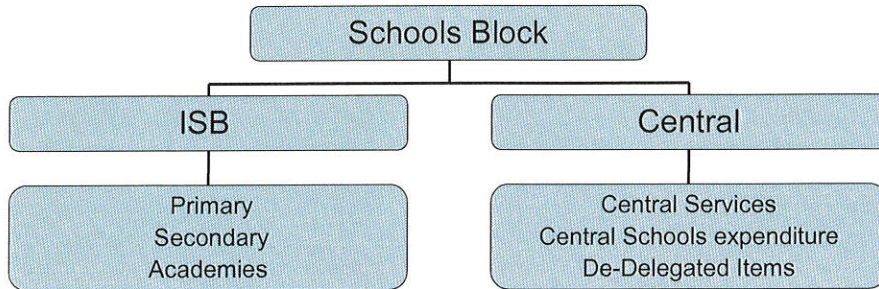
Schools Block Pupils

- Maintained schools and Academies
- National Curriculum Year Groups R-11 aged 4 or above
- Excluding pupils in SEN units or Resourced Provision – High Needs



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Schools Block



- Post 16 Provision in schools funded by EFA
- Academies funded directly via EFA



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Mainstream School Funding Proforma

- Statutory requirement for LA to produce for EFA
- LA's detail their funding arrangements within the parameters of a simplified model
- Indicative 31st October 2012
- Final 22nd January 2013
- Scrutinised by EFA
- EFA policy changes 2014/15?



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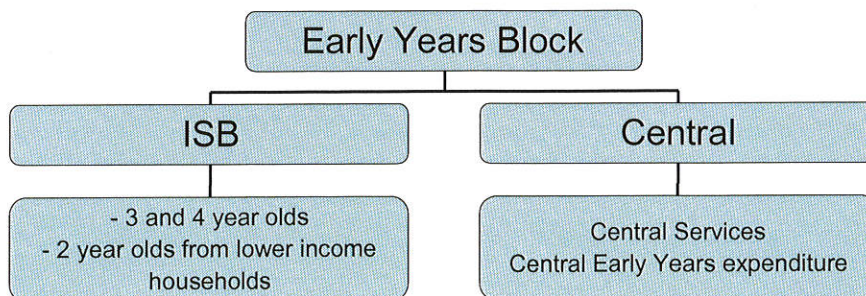
Early Years Block Pupils

- Maintained schools and Academies
 - National Curriculum year groups N1 and N2
 - All relevant pupils in Private, Voluntary and Independent (PVI) providers
 - Under 5s in Alternative Provision
 - Excluding
 - pupils in SEN units or Resourced Provision
 - Two-year-olds with SEN
- funded under the High Needs Block



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Early Years Block



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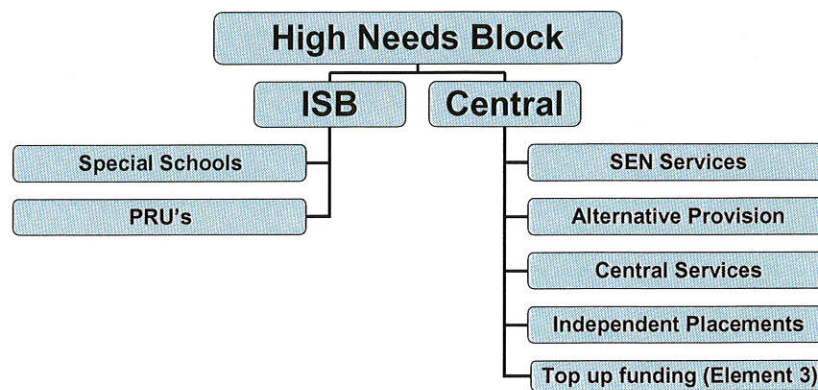
High Needs Block Pupils /Students

- High needs pupils and students include:
 - pupils aged from birth to 19 with high-levels of SEN in schools, Academies or other settings;
 - those aged 16-25 with high-level Learning Difficulties or Disabilities (LDD) in FE; and,
 - school-age pupils placed in Alternative Provision (AP).
- High needs pupils and students defined as those requiring provision costing more than around £10,000/£8,000 per year



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High Needs Block



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High Needs Block Funding Approach

- **Element 1** = Core Education Funding
 - ~ Basic entitlement approx £4k
- **Element 2** = Additional Needs Support Funding
 - ~ Notional SEN £6k
- **Element 3** = Top Up Funding
 - ~To meet total cost of the education provision of an individual high needs pupil/student based on assessed needs: >Basic funding plus notional SEN of £6k



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High Needs Block - Place-Plus Approach

- Funding on a mixture of place and a pupil led basis:
place-plus
- Elements 1 & 2
 - Specials Schools funded at £10,000 per place
 - Pupil Referral Unit funded at £8,000 per place
 - SEN Units or Resourced provisions at £10,000 per place
- Element 3 / Top up budget
 - Special Schools
 - PRUs
 - 16-18 SEN or 19 – 24 with Learning Difficulties and Disabilities
 - Mainstream SEN pupils
 - SEN units or Resourced provision
 - Dudley resident pupils in other local authority schools with SEN



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High Needs Block – Arrangements

- Commissioner - statutory responsibility for arranging the educational provision for the pupil or student and paying Top Up funding
- Real time budget adjustments



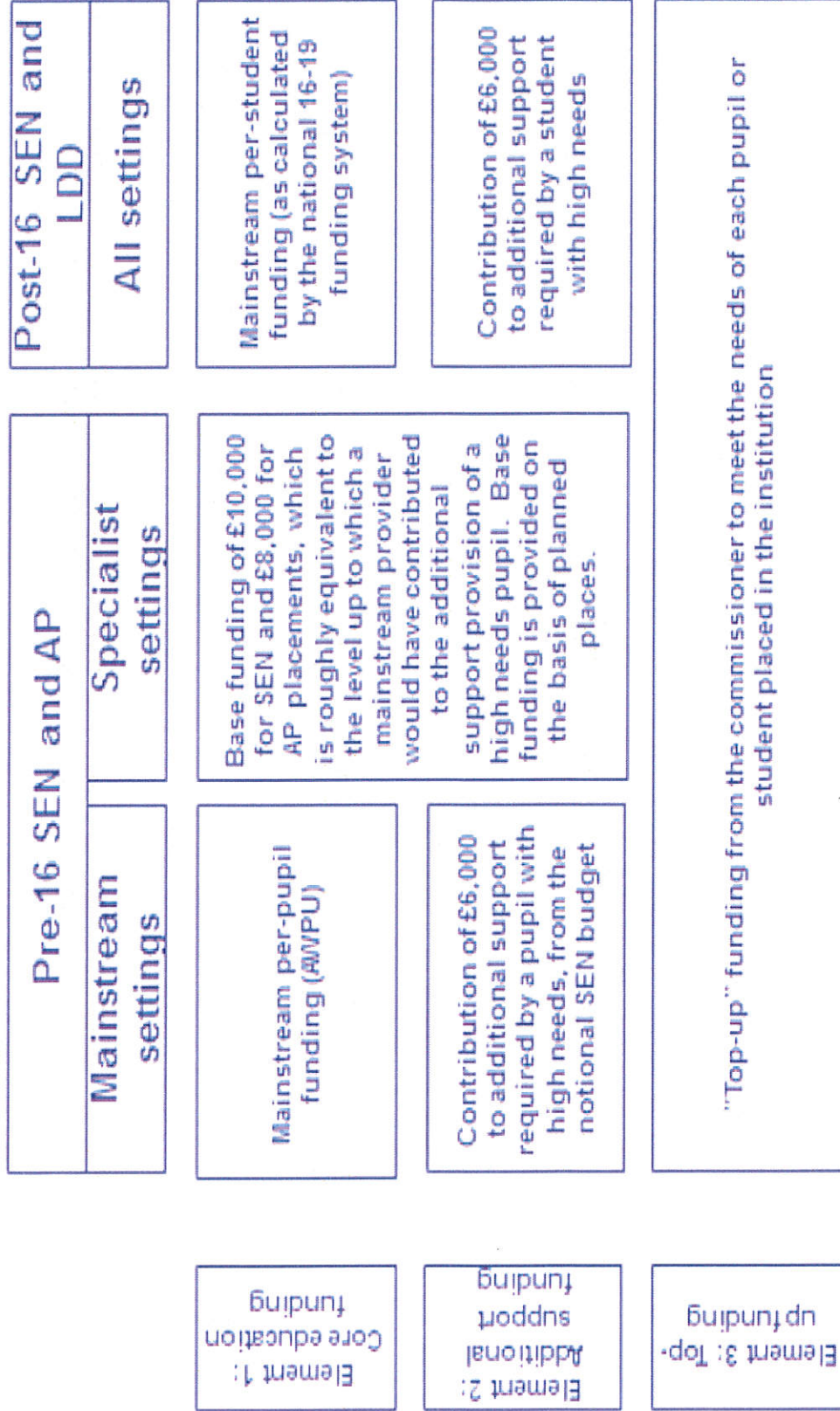
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Overview High Needs Funding

	Pre-16 SEN and AP		Post-16 SEN and LDD
	Mainstream settings	Specialist settings	All settings
Element 1: Core education funding	Mainstream per-pupil funding (R/VP/PU)	Base funding of £10,000 for SEN and £8,000 for AP placements, which is roughly equivalent to the level up to which a mainstream provider would have contributed to the additional support provision of a high needs pupil. Base funding is provided on the basis of planned places.	Mainstream per-student funding (as calculated by the national 16-19 funding system)
Element 2: Additional support funding	Contribution of £6,000 to additional support required by a pupil with high needs, from the notional SEN budget		Contribution of £6,000 to additional support required by a student with high needs
Element 3: Top-up funding	"Top-up" funding from the commissioner to meet the needs of each pupil or student placed in the institution		

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Overview High Needs Funding



Regulatory Framework



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School Finance Regulations

The funding of schools is prescribed by the DFE, through **The School and Early Years Finance (England) Regulations 2012**. The regulations prescribe how the school budget is to be allocated between Local Authority and Dedicated Schools Grant.



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Scheme for Financing Schools

- Statutory requirement – Section 48 School Standards & Framework Act 1998
- Sets out the financial relationship between the LA and the maintained schools which it funds
- It contains requirements relating to financial management
- Changes to the scheme approved by Schools Forum after public consultation
- To include PRU's from 1st April 2013



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Section 251 Statement

(S251 of The Apprenticeship, Skills, Children & Learning Act 2011)

- Statutory requirement for LA to produce
- Budget statement- LA school planned expenditure
- Outturn statement - LA school actual expenditure
- Format prescribed by DFE – LA level information & Schools level information for high needs
- Used for benchmarking and statistical analysis



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Section 251 Statement

- Section 251 statements can be accessed:
 - Inside Dudley access via:
Children's Services/CS Electronic Library/Children's services accountancy team/ section 251 budgets/section 251 budget statement 2012-13/ March 2012
 - Internet via:
Dudley.gov.uk/about/directorates/children-services/financialdocuments/section-251-2012-13-march-2012



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Schools Forums Role



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Schools Forums

- Schools Forum Regulations 2012 govern composition, consultation and procedures for Schools Forums
- Schools Forums – Operational and Good Practice Guidance
- Must meet at least four times a year
- Dudley Schools Forum meet to cover financial issues:
 - Regular and recurring items
 - DfE Policy items
 - Strategic issues impacting on DCS



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Schools Forums Roles and Powers

- Roles
 - Consultation/Advisory role
 - Decision making role
- Supported by
 - Budget Working Group – technical working sub group provides recommendations to Schools Forum



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Consultative/Advisory role

Advice to the Director of Children's Services In relation to:

- Changes to the resource allocation formula
- Contracts
- Arrangements for pupils with special educational needs
- Arrangements for use of pupil referral units and the education of children otherwise than at school
- Arrangements for early years provision
- Administration arrangements for the allocation of central Government grants
- Minimum Funding Guarantee



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Decision Making Role

- Decisions on:
 - De-delegations for mainstream schools
 - Central spend - significant pre-16 pupil growth/equal pay back pay/places in independent schools for non SEN pupils/early years expenditure/CRC
 - Central spend – admissions/servicing of schools forum/capital exp funded from revenue/combined budgets/termination of employment costs/prudential borrowing (cash limited to 2012/13 values)
 - C/fwd deficit on central expenditure
 - Approval of the Scheme for Financing schools



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Impact of Policy Changes



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Impact of Policy Changes

- National Funding Formula
- Pupil Premium
- SEN green paper
- Alternative Provision
- PRU restructure
- Extension of the participation age
- Academy conversions



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National Funding Formula

- School Funding Reforms implemented from April 2013 first steps towards the introduction of a new NFF
- Expected to be introduced in Governments next spending period 2015/16
- Intended to ensure that similar pupils attract similar levels of funding



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Pupil Premium

- National budget
 - 2011 £625m
 - 2012 £1.25bn
 - 2013 £1.875bn
 - 2014 £2.5bn
- Per pupil 2013-14 £900
- Purpose of pupil premium
- Reporting requirements



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Pupil Premium

- Additional premium of £500 (maximum) for each Year 7 pupil who has not achieved at least level 4 in reading and/or maths at Key Stage 2
- Available to all state-funded schools with a Year 7 cohort, including PRUs and special schools
- Funding to continue for at least the duration of the current spending review – to 2015
- £50bn available Summer schools programme 2013-14



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Questions?



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SCHOOLS FORUMS: POWERS AND RESPONSIBILITIES 2013-2014

	Function	Local Authority	Forum	DfE Role
1	Formula Change (including redistributions)	Proposes and decides	Must be consulted. [Voting restricted to schools members plus PVF members]	None
2	Contracts	Propose at least one month prior to invitation to tender, the terms of any proposed contract	Gives a view	None
3	Financial Issues relating to: arrangements for pupils with special educational needs; arrangements for use of pupil referral units and the education of children otherwise than at school; arrangements for early years provision; administration arrangements for the allocation of central govt grants.	Consult annually	Gives a view and informs the governing bodies of all consultations carried out in lines 1, 2 & 3	None
4	Minimum funding guarantee	Proposes any exclusions from MFG for application to DfE	Gives a view	Approval
5	De-delegation for mainstream schools for: contingencies administration of free school meals insurance licences/subscriptions staff costs - supply cover support for minority ethnic pupils/underachieving groups behaviour support services library and museum services	Will propose	Primary and secondary school member representatives will decide for their phase.	Will adjudicate where Forum does not agree LA proposal
6	Central spend on funding for significant pre-16 pupil growth equal pay back-pay places in independent schools for non-SEN pupils early years expenditure	Proposes	Decides	Adjudicates where Forum does not agree LA proposal
7	Central spend on admissions servicing of schools forum capital expenditure funded from revenue contribution to combined budgets schools budget centrally funded termination of employment costs schools budget funded prudential borrowing costs	Proposes up to the value committed in 2012/13 and where expenditure has already been committed	Decides for each line	Adjudicates where Forum does not agree LA proposal
8	Carry forward a deficit on central expenditure to the next year to be funded from the schools budget	Proposes	Decides	Adjudicates where Forum does not agree LA proposal
9	Scheme of financial management changes	Proposes and consults GB and Head of every School	Approves	Adjudicates where Forum does not agree LA proposal
10	Membership : length of office of members	Decides	None (but good practice would suggest that they gave a view)	None
11	Membership: appointment of Schools and Academies Members	Appoints those elected by members of the relevant sub groups. Facilitates election where required and appoints member if there is a tie or the election does not take place by a date set by the LA	None	None
12	Membership: Non Schools Members	Seeks nominations from the relevant bodies then appoints	None (but good practice would suggest that they gave a view)	None
13	Voting Procedures	None	Determine voting procedures	None
14	Chair of Forum	Facilitates	Elects (may not be an elected member of the council or officer)	None