

Meeting of the Dudley Schools Forum

**Tuesday 3rd October, 2023 at 6.00pm
on Microsoft Teams**

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Agenda - Public Session (Meeting open to the public and press)

- 1a. To elect a Chair of the Forum for the 2023/24 academic year.
- 1b. To appoint a Vice-Chair of the Forum for the 2023/24 academic year.
1. Introductions by the Chair
2. Apologies for absence.
3. To report the appointment of any substitutes for this meeting of the Forum.
4. [To approve as a correct record the minutes of the meeting of the Forum held on 20th June, 2023 \(Pages 5 - 15\).](#)
5. Any other matters arising from the Minutes of the meetings of the Forum held on 20th June, 2023, not included on the agenda for this meeting.
6. Head Teachers Consultative Forum – Budget Working Group Verbal Feedback
7. [Schools Forum Membership \(Pages 16 – 20\)](#)
8. [Growth Fund Methodology 2024/25 \(Pages 21 – 25\)](#)



9. [Trade Union Facility Time – Pooled Funding Arrangement \(Pages 26 – 59\)](#)
10. [Directorate of Children’s Services Verbal Update](#)



Chief Executive

Dated: 25th September, 2023

Distribution:

Members of Dudley Schools Forum

Nursery School Headteacher: Miss A Ward;

Primary School Headteachers: Mrs A Hannaway, Ms L Maskell, Mrs S Parkes and Vacancy;

Primary School Governors: Mrs J Belcher (Chair), Mrs J Morgan (Vice-Chair) Mr B Roe and Vacancy;

Secondary School Headteacher: Mr T Harris;

Secondary School Governor: Mrs S Watson;

Special School Headteacher: Miss J Colbourne;

Special School Governor: Mr P Leyshon;

Academy Members: Mrs R Cox, Mr C Finnerty, Mrs J Higgins, Mr M Kelay, Mr S Lanckham, Ms E Stanton, Miss F Sumner, Mr K Tranter, Mrs A Webb and Vacancy;

Pupil Referral Unit Representative: Mrs V Howard;

Non-School Members: Mrs E O’Brien, Mrs J Williams, Mr T Reid and Vacancy;

Non-Voting Attendees

Councillor R Buttery - Cabinet Member for Children and Young People;

Councillor K Lewis - Chair of Children and Young People Select Committee;

C Driscoll – Director of Children’s Services;

S Thirlway, Service Director of Education, SEND and Family Solutions

M Palfreyman – Head of Education Outcomes and Inclusion;

C Ludwig – Finance Manager;

J Wilson – Senior Principal Accountant.

Please note the following:

- This meeting will be held virtually by using Microsoft Teams. The meeting will be held live via the Internet link. The meeting will be recorded for future viewing.
- This is a formal meeting and it will assist the conduct of business if participants speak only when invited by the Chair.
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- The Chair reserves the right to adjourn the meeting, as necessary, if there is any disruption or technical issues.
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- Please remember to unmute your microphone and switch on your video feed when it is your turn to speak. Speak clearly and slowly into your microphone.
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Schools Forum Members

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- Members can submit apologies by contacting Democratic Services. The appointment of any Substitute Member(s) should be notified to Democratic Services at least one hour before the meeting starts.
- The Democratic Services contact officer for this meeting is Gemma Gray, Telephone 01384 815334 or E-mail gemma.gray@dudley.gov.uk
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**Minutes of Dudley Schools Forum
Tuesday, 20th June, 2023 at 6.00 pm
Microsoft Teams**

Present:

Mrs J Belcher (Chair)
Mrs J Morgan (Vice-Chair)
Miss J Colbourne, Mrs A Hannaway, Mrs V Howard, Mr M Kelay, Mr S Lanckham, Mr P Leyshon, Ms L Maskell, Mr T Reid, Mr B Roe, Ms E Stanton, Miss F Sumner, Mr K Tranter, Mrs S Watson and Mrs A Webb.

Non-Voting Officers:

C Driscoll (Director of Children's Services), M Palfreyman (Head of Education Outcomes and Inclusion), S Thirlway (Service Director Education, SEND and Family Solutions), C Ludwig (Finance Manager), J Wilson (Principal Accountant) and G Gray (Democratic Services Officer)

55 **Introductions by the Chair**

The Chair welcomed everyone to the meeting. It was noted that there had been resignations submitted from Mrs C Finnegan, Primary Head Teacher Representative and Ms A Middleton, Non-School Representative and the Chair would be sending her thanks to them for their contributions and support to the Schools Forum.

56 **Apologies for Absence**

Apologies for absence from the meeting were submitted on behalf of Miss A Ward, Mrs S Parkes, Mrs J Higgins, Mrs E O'Brian, Councillor R Buttery and Councillor K Lewis.

57 **Substitute Members**

There were no substitute Members appointed for this meeting of the Forum.

58 **Minutes**

In referring to minute no. 50 – Head Teachers Consultative Forum – Budget Working Group (HTCF-BWG) Verbal Feedback, it was requested that the minute be amended to reflect that the work had not commenced on Pens Meadow School, however, it was confirmed that the work was undergoing a tendering process.

Resolved

That, subject to the amendment referred to above, the minutes of the meeting held on 28th March, 2023, be approved as a correct record.

59 **Head Teachers Consultative Forum – Budget Working Group Verbal Feedback**

Ms L Maskell, Primary School Headteacher Representative, provided feedback on the discussions held at the previous Head Teachers Consultative Forum – Budget Working Group (HTCF-BWG) meeting advising that the Principal Accountant had provided a session for Headteachers regarding the scheme for financing schools and that similar information had also been shared with school business leaders.

The Head of Education Outcomes and Inclusion also provided details regarding Special Educational Needs and Disabilities (SEND) based funding to Head Teachers at the Budget Working Group.

Ms L Maskell confirmed that the outstanding action concerning providing information to the Service Director Education, SEND and Family Solutions regarding the gap in support services for Reception children due to their date of birth, had now been completed.

The Budget Working Group were advised of the HTCF-BWG meeting schedule for 2023/24.

The Head of Education Outcomes and Inclusion provided an education update at the HTCF-BWG meeting and in doing so advised that Education Outcomes were waiting for clarification regarding the next steps in industrial action. It was noted that currently no commitment had been offered from the Government to provide additional funding for potential increased staffing costs, which could place schools into a deficit position and that Multi-Academy Trusts were also finding themselves in similar financial difficulties.

Updated Guidance had been received for all schools around Office for Standards in Education (OFSTED) inspections moving forward, which included clarification on the timing of inspections. There had been increased pressure regarding the scheduling for OFSTED inspections due to a number of Headteachers suspending their involvement in inspections as Inspectors.

The Budget Working Group were advised that the alternative Provision Thematic Review had resulted in a draft letter being issued to the Local Authority and that a three-to-five-year strategic plan was being established.

It was noted that a renewed Education Strategy was being developed and School Leaders were being encouraged to add representations to assist in developing the strategy.

The Fair Access Protocol and processes were being renewed due to significant pressures, which included a number of families arriving into the Country who had been placed within the Borough by the Home Office, together with elective home educated children returning to main stream schools. Further to this, there were concerns regarding children missing in education which had amounted to approximately 300 pupils for this month.

The Budget Working Group were advised that the Children's Services re-design would be entering into Phase 2 and that an APP review for SEND would be due to take place shortly.

The Finance Manager and Principal Accountant presented the 2022/23 Combined Services Outturn and it was noted that costs had been subsumed within the last financial year by a number of services within the Local Authority.

The Dedicated Schools Grant Outturn and School Reserves for 2022/23 was also presented to the Budget Working Group, which included details of schools reserves and licensed deficit. It was noted that during 2022/23 schools had not entered into a licensed deficit, however, the forecast for the next financial year would prove to be difficult.

S Powell, SEND Manager also provided an update regarding the Delivering Best Value in SEND. It was noted that the programme was currently pursuing a delivery partner to support the next stages and the activity and next steps in each of the three work streams were outlined in a report submitted to the Budget Working Group.

Resolved

That the feedback provided be noted.

60 Schools Forum Membership

A report of the Director of Children's Services was submitted on an update in respect of Schools Forum membership changes effective from 1st May, 2023.

The Democratic Services Officer in presenting the report outlined the membership changes as a result of the recent election process. It was noted that there remained two vacancies for Academy Member Representative and Primary School Governor. It was advised that since the writing of the report a further two vacancies had become available following the resignation of Mrs C Finnegan, Primary School Headteacher Representative and Ms A Middleton, Non-School Member Representative, which would remain vacant until the next election process.

Resolved

That the updated position in respect of the membership of Dudley's Schools Forum effective from 1st May, 2023, as referred to in Appendix A of the report submitted, be noted.

61 **Schools Forum Proposed Meetings and Forward Plan for 2023/24 Academic Year**

A report of the Director of Children's Services was submitted on the schedule of proposed meeting dates and Forward Plan for the 2023/24 academic year.

In presenting the report submitted, the Democratic Services Officer outlined the schedule of proposed meeting dates and Forward Plan for the 2023/24 academic year. The Chair confirmed that meetings would continue to be held remotely through MS Teams with the option of a physical meeting if deemed necessary.

Resolved

That the meeting dates proposed for the 2023/24 academic year, as outlined in Table 1 of the report submitted, together with the forward plan, as attached at Appendix A to the report submitted, be agreed and endorsed.

62 **Combined Services Budget Outturn 2022/23**

A report of the Director of Children's Services was submitted on the financial data and service provider information in respect of the Combined Services Budget of the 2022/23 financial year, which ended 31st March, 2023.

The Principal Accountant presented the report submitted and in doing so referred Members to Table 1, which detailed the final outturn for the six combined service budgets totalling at £182,000 and was agreed by the Budget Working Group on 31st March, 2022. The contributions included £12,000 towards Astley Burf Outdoor Activity Centre, £10,000 for support, advice and guidance regarding School Visits, £44,000 for the employment of an Education Liaison Officer, £42,000 for the Safeguarding training role and £74,000 in total for Place Planning and Statistical Work combined who supported staff within the Integrated Commissioning Hubs.

It was advised that due to the reduction of the Central School Services block allocation for 2023/24, the combined budgets would cease from April, 2023 and that funding for the services would be continued through service efficiency savings or self-funding.

Resolved

That the information contained in the report, in respect of the combined services budget outturn for 2022/23 and service provision, as detailed in Table 1 of the report submitted, be noted.

63 **Dedicated Schools Grant Outturn and School Reserves 2022/23**

A report of the Director of Children's Services was submitted on the financial data in respect of the Schools Budget funded by the Dedicated Schools Grant (DSG) for the 2022/23 financial year ending 31st March, 2023.

The Finance Manager presented the report and in doing so advised that the year-end processes had been completed and that the outturn position outlined in the report submitted was provisional pending an external annual audit process, which was due to commence in July, 2023.

The Finance Manager referred Members to paragraph 9 of the report submitted and it was reported that the 2022/23 DSG outturn would be a total of £301.299m with an allocation of £131.84m being payable to Dudley's Primary and Secondary Academy Schools, which provided Dudley with a net DSG of £169.405m.

The net DSG of £169.405m would be divided to the Centrally retained budget areas of £47.127m, the De delegated budget of £0.256m, Maintained Schools and Funding for the Early Years provision of £125.080m, and Business Rates of £2.406m.

Members were referred to Appendices A and B of the report submitted, which provided a summary of the DSG allocation. Appendix B outlined the opening and closing balances for the High Needs Block, Early Years Block and Central School Services Block and it was reported that the total of the Central DSG reserves would be a cumulative deficit of £23.317m, which included the deficit closing balance of £26.676m from the High Needs Block.

The Finance Manager also confirmed that the closing position of the School Specific Contingency Reserve had been increased to £1.237m.

Members were referred to Paragraph 20, which included Tables 2-4 of the report submitted. In referring to Table 2, it was noted that the opening reserve for the School Reserve Balances from Delegated Budgets was £10.164m, however, this had significantly reduced with the closing position being £7.593m.

Table 3 of the report submitted provided further details regarding the movement in the school reserves. It was noted that reserves utilised by maintained schools during 2022/23 was £4.844m; additions to reserves during 2022/23 was £0.899m and the in year surplus balances for schools at 31st March, 2023 was £1.964m. Further to this it was noted that the Covid catch up grant reserve had largely been spent and that there was in year deficits for schools of £330,000 together with a small amount of loan repayments.

In referring to Table 4 of the report submitted, it was noted that the school trading accounts provided a closing balance of £1.931, relating to before and after clubs, extended school arrangements, cluster arrangements, adult education and leisure activities.

It was noted that six schools held greater balances than those permitted within the Balance Control Mechanism and that the Director of Children's Services and the Service Director for Early Help, Schools and SEND determined that the surplus reserves totalling £84,000 should not be removed from the schools and retained centrally.

It was also noted that two schools had set aside reserves to balance their 2022/23 budget totalling £110,000, which would not be removed from the schools and retained centrally.

It was advised that the scheme for financing schools allowed schools to use reserves to balance budgets, however, there was a provision that the Director of Children's Services would be able to claw back should reserves not be required to balance budgets. Maintained schools had been advised that as a general rule, surplus reserves used to balance 2023/24 budgets would not be removed should they not be needed to balance budgets.

The Finance Manager informed representatives that four schools ended the year with financial deficits, and that the Local Authority was working with the schools to provide details of financial plans to recover deficits, which would be deducted from the 2023/24 in the first instance and providing support in order to balance the budget in 2023/24. It was further noted that no schools operated with a Licensed Deficit during 2022/23.

It was noted that there were concerns regarding the financial position and pressures that schools would be facing regarding budgets, considering the uncertainty surrounding the pay award and continuing pressures due to inflation, however, the Local Authority was working with schools that were affected to establish ways in which they could continue to set balanced and sustainable budgets.

In response to a question raised from Miss J Colbourne, Special School Headteacher representative, the Finance Manager reassured the representative that the Finance Team were undertaking ongoing detailed work with the SEND Team regarding special school budgets and were aware of the particular structural budget issues for these schools. It was advised that the Financial Team were also contacting mainstream schools individually regarding deficit budgets and would be communicating the way forward once work had been completed.

Resolved

- (1) That the 2022/23 Dedicated Schools Grant Outturn and Accumulated Reserve, as detailed in Appendix A and B of the report submitted, be noted.
- (2) That the 2022/23 financial outturn in respect of the reserves for Dudley maintained schools, be noted.

64 **Delivering Better Value (DBV) in SEND Update**

A report of the Director of Children's Services was submitted in respect of an update regarding the Delivering Best Value (DBV) in SEND programme in Dudley.

The Service Director Education, SEND and Family Solutions outlined the report submitted and in doing so advised Members that spending for the High Needs Block had increased annually by 9% over the last five years and referred Members to the breakdown of the key areas which had significantly growth over the five-year period.

It was advised that Newton Europe was commissioned directly by the Department of Education (DfE) in 2022 to undertake a deep dive analysis and that three key areas were identified that had the most significant pressures on the High Needs Block. The areas identified were increased demand for specialist education provision, new Education Health Care Plan's (EHCP's) and EHCP's for young people aged between 19 and 25.

The Service Director Education, SEND and Family Solutions stated that, although there had been a reduction in EHCP's following the analysis from Newton Europe, the current demand was in line with the growth in EHCP's nationally.

It was advised that three key workstreams had been established to respond to the areas identified by Newton Europe and that a system would need to be developed to provide a sustainable budget position within the High Needs Block. The three key workstreams identified were sufficient cost-effective local provisions, ensuring early identification and intervention was appropriately met at SEND Support and commissioning cost effective and appropriate provision to support transition into adulthood.

The Service Director Education, SEND and Family Solutions provided a summary of the information contained in Table 1 of the report submitted, which reflected the development activity that had been carried out within each workstream together with the next steps.

It was noted that, going forward, ongoing discussions were being held with Special Schools to ensure budgetary requirements and needs were being met and to ensure that there would be sufficient capacity for children locally. It was noted that a 5-to-10-year sufficiency strategy around the SEND provision was being developed to enable Dudley to be in a position to plan for the future and meet future needs locally at the right level and that the data management information capability was being enhanced to provide a clear understanding of the needs and trends to ensure that Commissioning could be carried out appropriately.

It was reported that Phase 1 of the Children's Services restructure had been undertaken, which included the development of a Family Safeguarding model and Family Hubs. The Service Director Education, SEND and Family Solutions advised that Phase 2 would be carried out in Autumn, 2023, which included the redesign of Education Services and SEND services.

Representatives were informed that the SEND lead practitioner had been appointed; that the development of localised assessment centres would be commencing and that the panel process to support multi agency decision making had been reviewed and updated.

A review of the Special Education Services was being carried out to ensure the correct SEND support was being provided and that monitoring of SEND services were being established across the Borough.

It was noted that plans had been progressed in particular to develop the Integrated Early Years Service to support children starting mainstream schools.

The Service Director Education, SEND and Family Solutions referred to the key workstream regarding Commissioning of cost effective and appropriate provision to support transition into adulthood and in doing so provided a summary of the activity undertaken to date.

It was advised that the work that needed to be carried out included ensuring there was joint commissioning of services and that all multi-agency events were in arranged conjunction with parent carers and young people.

It was reported that grant funding of £1m had been secured to support the initial delivery of the DVB programme and to support system change, which would help ensure good outcomes for children within a sustainable budget.

Representatives were informed that the process to secure a delivery partner was being undertaken to work alongside the Local Authority to assist in the delivery of the DVB programme outcomes.

It was noted that the programme was supported to enable to address the ongoing increase in spend against the High Needs Block.

In response to a question raised by Mr B Roe, Primary School Governor representative, the Service Director Education, SEND and Family Solutions advised that the Local Authority was undertaking a tendering process to secure a delivery partner. It was clarified that only a proportion of the grant funding would be used for commissioning the delivery partner with a view for the funding being used for delivery of services in schools, therefore, there would be no further additional financial pressures on the High Needs Block. It was further clarified that part one of the programme had been fully funded by the DfE.

Resolved

That the report on the update of Delivering Best Value in SEND, be noted.

65 Directorate of Children's Services – Verbal Update

The Director of Children's Services advised of the financial pressures and concerns facing all Local Authorities, Schools and Settings. It was advised that work had been carried out to reduce the financial deficit for the High Needs Block, however, a further £27m deficit had been added.

It was noted that the DBV programme was government sponsored and was a funded intervention to support the Local Authority to continue with the resource that was available and that the financial position was exacerbated by the cost-of-living crisis, staffing increases and the cost of fuel and services.

It had been noted that Schools had started to set deficit budgets and it was considered that financial pressures would continue to rise within the coming years.

It was recognised that all Council's would be facing financial challenges and that there had been an overspend on the Children's Services general fund of £4m at the end of 2022/23 financial year. Discussions were being held with Elected Members, MP's, the Department of Education (DfE), and the association of Directors of Children's Services together with the DfE Regional Director concerning ongoing financial pressures. It was further recognised that schools spending would be sustainable given the increases that had been put in place for the current financial year, however, further work would need to be undertaken to look at financial sustainability.

Members were advised that phase one of the redesign regarding family safeguarding implementation and family hubs would start on 10th July, 2023, however, the recruitment process was currently being undertaken.

It was advised that a draft letter had been received regarding the alternative provision strategic review, that comments had been submitted and a response would be provided in due course. It was further advised any key messages would be shared with School Forum Representatives once the letter had been finalised.

Resolved

That the verbal update on the Directorate of Children's Services, be noted.

The meeting ended at 6.45pm

CHAIR

Meeting of the Dudley Schools Forum – 3rd October, 2023

Report of the Director of Children’s Services

Schools Forum Membership

Purpose

1. To provide Schools Forum with an update in respect of Schools Forum membership.

Schools Forum Role and Responsibilities

2. Schools Forum is responsible for ensuring that the constitution and membership meet the legislative requirements detailed in the School Forum (England) Regulations 2012, which were effective from 1st October 2012, as amended by Regulation 3 of the School and Early Years Finance (England) Regulations 2015.

Recommendation

3. That the updated position in respect of the membership of Dudley’s Schools Forum be noted.

Background

4. Dudley’s current Schools Forum Constitution allows for 28 members; comprising of 14 School members, 10 Academy School members and 4 Non-schools members.
5. Governor Support team commenced an election process in September, 2023 seeking nominations for the following representatives, for a three year period commencing 1st November, 2023:

One Primary School Headteacher (currently Miss A Hannaway);

6. Outcomes of the above elections will be reported at the Schools Forum meeting on 14th November, 2023.

Budget Working Group

7. This report will be considered by the Budget Working Group on 26th September, 2023.

Finance

8. The funding of schools is prescribed by the Department for Education (DfE) through the School and Early Years Finance (England) Regulations 2018.

Law

9. The Schools Forum is a statutory decision making and consultative body constituted in line with the School Standards and Framework Act 1998, and its associated regulations, including the Schools Forums (England) Regulations 2012, to enable members of the local school community to work in partnership with Dudley Metropolitan Borough Council when making decisions about school funding and finances.
10. Schools Forums are regulated by the Schools Forums (England) Regulations 2012 as amended.

Risk Management

11. There are no implications to the Council's Risk Management Framework that result from the proposals contained within this report.

Equality Impact

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

Human Resources/Organisational Development

13. This report has no direct implications for organisational development, human resources or service transformation.

Commercial/Procurement

14. There is no impact on the potential to commercially trade and no impact on our customer base.

Environment/Climate Change

15. This report has no direct implications on the environment or the Council's work in addressing Climate Change and achieving Net Zero target by 2041.

Council Priorities and Projects

16. The Dudley Council Plan 2019-2022 is clear in its ambitions for educational outcomes including raising skills, educational and work potential, increasing good or better schools and closing the gap for disadvantaged pupils. The role of Dudley Schools Forum is to advise the Council on matters affecting schools funding, principally the allocation of the Dedicated Schools Grant (DSG), and the local Fair Funding Formula which distributes budgets to schools, early years providers and other maintained education settings.

Catherine Driscoll

Catherine Driscoll Director of Children's Services

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Appendix

Appendix A – School Forum Membership from 1st May, 2023

List of Background Documents

[Schools Forum Constitution – 1st January, 2018](#)

[The Schools Forums \(England\) Regulations 2012](#)

		Headteachers 3 year term of office					
<u>DUDLEY SCHOOLS FORUM CONSTITUTION</u>		1 May 2021 to 30 April 2024	1 May 2022 to 30 April 2025	1 May 2023 to 30 April 2026	1 November 2020 to 31 October 2023	1 November 2021 to 31 October 2024	1 November 2022 to 31 October 2025
SCHOOL MEMBERS							
Nursery School Headteachers	One nursery headteacher						
Netherton Park Nursery	Miss A Ward, Netherton Park Nursery School, Netherton, Dudley DY2 9QF						√
Primary School Headteachers	Four primary school headteachers from any of the five townships						
Brierley Hill	Ms Lisa Maskell, Dawley Brook Primary School, Dubarry Avenue, Valley Fields, Kingswinford, West Midlands, DY6 9BP						√
Halesowen	Vacancy					√	
North Dudley	Mrs S Parkes, Wren's Nest Primary School, Marigold Crescent, Dudley, DY1 3NX						√
Stourbridge	Mrs A Hannaway , Headteacher, Gigmill Primary, The Broadway, Norton, DY8 3HL.				√		
Primary School Governors	Four primary school governors from any of the five townships						
Brierley Hill	Mr B Roe, Crestwood Park Primary School, Lapwood Avenue, Crestwood Park Estate, Kingswinford, DY6 8RP.		√				
Dudley	Vacancy	√					
Stourbridge	Mrs J Belcher, Peters Hill Primary School, Peters Hill Road, Amblecote, Brierley Hill, West Midlands, DY5 2QH			√			
Brierley Hill	Mrs J Morgan, Dawley Brook Primary School, Dubarry Avenue, Valley Fields, Kingswinford, West Midlands, DY6 9BP	√					
Secondary School Headteachers	One secondary school headteacher from any of the five townships						
Brierley Hill	Mr T Harris, Headteacher, Summerhill School, Lodge Lane, Kingswinford, West Midlands, DY6 9XE						√
Secondary School Governors	One secondary school governor from any of the five townships						
Brierley Hill	Mrs S Watson, Summerhill School, Lodge Lane, Kingswinford, West Midlands, DY6 9XE			√			
Special School Headteacher	One special school headteacher for all townships						
All townships	Miss J Colbourne, Headteacher, Old Park School, Thorns Road, Brierley Hill, DY5 2JY					√	
Special School Governor	One special school governor for all townships						
All townships	Mr P Leyshon - Pensmeadow & Rosewood School	√					
ACADEMY MEMBER							

	<u>DUDLEY SCHOOLS FORUM CONSTITUTION</u>	1 May 2021 to 30 April 2024	1 May 2022 to 30 April 2025	1 May 2023 to 30 April 2026	1 November 2020 to 31 October 2023	1 November 2021 to 31 October 2024	1 November 2022 to 31 October 2025
1 Representative	Mr C Finnerty (DRB Ignite Multi-Academy Trust)			√			
1 Representative	Ms J Higgins, Chief Executive (Dudley Academy Trust)			√			
1 Representative	Mr K Tranter, Chief Operating Officer (Dudley Academy Trust)			√			
1 Representative	Miss F Sumner, Senior Operations Manager (St John Bosco Catholic MAC)		√				
1 Representative	Mrs R Cox, Chief Executive Officer (Hales Valley Academy Trust)			√			
1 Representative	Ms E Stanton, Director of Invictus Institute (Invictus Education Trust)			√			
1 Representative	Mr M Kelay, Headteacher, Thorns Collegiate Academy (Shirelands Collegiate Trust)	√					
1 Representative	Vacancy	√					
1 Representative	Mr S Lanckham, Head Teacher, Windsor High School and Sixth Form (Windsor Academy Trust)	√					
1 Representative	Mrs A Webb (Windsor Academy Trust)			√			
<u>Pupil Referral Units</u>							
All PRUs	Mrs V Howard, Headteacher, Cherry Tree Learning Centre (PRU)					√	
<u>NON SCHOOL MEMBERS</u>							
Representatives from Bodies Approved By Schools Forum							
Unions and Professional Associations, nominated by the staff side of the Directorate Joint Consultative Committee	Vacancy		√				
Worcester Diocesan Board of Education, nominated by the Board	Mr T Reid, Diocesan Deputy Director of Education	√					
Early Years Provider Reference Group, nominated by the Group	Mrs E O'Brien, Childminder.	√					
Dudley 16-19 FE Providers	Mrs J Williams, Interim Principal and CEO, Halesowen College			√			

Schools Forum 3 October 2023

Report of the Director of Children's Services and Young People

Growth Fund Methodology 2024/25

Purpose

1. To seek approval from Schools Forum to continue to apply the existing eligibility criteria and funding methodology to funding allocated through a growth fund contingency for 2024/25.

Schools Forum Role and Responsibilities

2. 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.

Recommendation

3. It is recommended that Schools Forum agree the eligibility criteria and funding methodology to be applied to funds allocated from the growth fund contingency in 2024/25.

Background

4. Mainstream schools receive funding based on lagged pupil numbers (funding for the current financial year is based on pupils recorded on the previous October Schools Census). Therefore, where a school experiences a significant increase in pupils at the start of an academic year, no additional funding will be received for these additional pupils until the start of the following financial year for maintained schools and the start of the following academic year for academies (7 month and 12 month lag in funding).

5. From 2019/20 the ESFA introduced a formulaic approach to allocating growth funding to Local Authorities which is based on the actual growth experienced. Growth allocations for 2024/25 will be based on pupil data from the October 2023 census, and will measure growth in pupil numbers from the previous year. Growth is measured within local authorities at middle layer super output areas. Only positive increases in pupil numbers are included, so a local authority with positive growth in one area, and negative growth in another, will not be denied growth funding.

6. ESFA guidelines state that local authorities should continue to make decisions about growth locally and spend may not match precisely the sum allocated. Local authorities will continue to have the ability to 'top slice' their overall schools block funding to fund pupil number growth.

7. The actual value of Growth Funding for 2024/25 will be confirmed by the DfE in December 2023.

8. Based on provisional pupil numbers, and using existing methodology, the 2023/24 growth allocation is sufficient to fund growth in pupil numbers for the period September 2023 to March 2024. Any unused growth fund for 2023/24 will be added to the Schools Specific Contingency balance.

9. It is therefore proposed that the growth funding received for 2024/25 be allocated in accordance with the eligibility criteria and funding methodology attached at Appendix A.

HTCF - Budget Working Group Discussed – Yes – 26 September 2023.

Finance

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

Law

11. The Schools Forum is a statutory decision making and consultative body constituted in line with the School Standards and Framework Act 1998, and its associated regulations, to enable members of the local school community to work in partnership with Dudley Metropolitan Borough Council when making decisions about school funding and finances.

12. The funding of schools is prescribed by the Department for Education (DfE) through the School and Early Years Finance (England) Regulations 2023.

Risk Management

13. There are no material risks to the Council's Risk Management Framework resulting from the contents of this report.

Equality Impact

14. This report has no direct implications for the Council's commitment to equality and diversity.

Human Resources /Organisational Development

15. This report has no direct implications for human resources, organisational development or service transformation.

Commercial/Procurement

16. There is no impact on the potential to commercially trade and no impact on our customer base.

Environment / Climate Change

17. This report has no direct implications on the environment or the Council's work in addressing Climate and achieving Net Zero target by 2041.

Council Priorities and Projects

18. The 2022/2025 Council Plan is clear in its ambitions for educational outcomes including raising skills, educational and work potential, increasing good or better schools and closing the gap for disadvantaged pupils. This report relates to the use of the Dedicated Schools Grant funding to support the educational outcomes of children and young people in the borough.



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List of Background Documents

Appendix A – Growth Fund Methodology

Table 1 – Proposal for Dudley Criteria and Methodology to be Applied

<p><u>Criteria</u></p> <p>Additional funding will be made available to Dudley schools in any of the circumstances:</p> <ul style="list-style-type: none"> • The local authority carries out a formal consultation and approves an increase in the capacity of a school in accordance with School Organisation legislation. • The local authority requests schools to increase their published admission numbers (PAN) as necessary and publishes on behalf of maintained schools an increased PAN in accordance with the Schools Admissions Code. • The local authority requests schools to admit significant additional pupils as a consequence of a school closure. • The local authority requests a school to admit pupils above its PAN to meet localised demand. • No allocation will be made to a school where the school admits over PAN at their own choice. • The local authority has agreed with a school to provide an extra class to meet the basic need in the area. <p><u>Methodology</u></p> <ul style="list-style-type: none"> • Additional funding will be made available in relation to additional pupils admitted to the relevant school in Reception and Year 7 as recorded on October School Census, until such time as the increase is reflected in all year groups. • Additional funding will be allocated only to those schools where the number of additional pupils admitted is greater than 10. • Funding will be based on a reconciliation between year 6/11 leavers and reception/year 7 intake. • October census data will be used to complete the reconciliation. • The allocation will be based upon the growth fund allocation from the DfE. • The allocations will be restricted to a maximum amount per pupil equivalent to 7/12ths of the Minimum per Pupil Funding (£4,655 and £6,050 for primary and secondary school pupils respectively for 2024/25). <p>*This will reflect the period September to March for maintained schools and from September to August for academy schools.</p> <p>**To note that growth fund payments to Academies for the period April to August will be funded by the ESFA.</p>

Agenda Item No. Dudley Schools Forum – 3rd October 2023

Report of the Director of Children’s Services

Trade Union Facility Time – Pooled Funding Arrangement

Purpose

1. To provide an annual report relating to the Trade Union Facility Time Pooled Funding Arrangement in schools, as requested by Schools’ Forum in January 2020.
2. To highlight current funding and spend and request approval for the carry forward of any surplus.

Recommendations

It is recommended that Schools’ Forum:-

3. Continue to observe the “in-principle” agreement (reached in 2020) to de-delegation and buy back, recognising that an annual vote is required.
4. Note the comparison, when viewed against statistical neighbours, of the percentage of pay spent on Dudley’s trade union facility time, as set out in paragraph 24.
5. Approve a request to roll-forward any surplus from the current financial year, to the financial year 2023/2024, in order to mitigate a forecasted deficit.

6. Note the content of the Joint Union (NAHT/ASCL/NEU) letter (Appendix 4), requesting that the Council maintains its pooled funding arrangement, that provides access for academies.

Background

7. In January 2020, a new charging model was approved at Schools’ Forum relating to the provision of Trade Union Facility Time through Dudley’s Pooled Funding Arrangement. The new model was introduced with effect from 1st April 2020 and saw a return to the simplified facility time arrangements afforded under the Council’s Trade Union Recognition Agreement (extract provided in Appendix 2).

8. The model was developed in response to feedback from Budget Working Group and a request from schools that had not previously bought back, to see a reduction in cost and a comparison with statistical neighbours. This comparison evidenced that Dudley was within the mid-range of prices charged by those neighbours, although reporting differs between local authorities, which impedes direct comparison.

9. In January 2020, Schools’ Forum also provided an “in-principle” agreement to de-delegation and buy back for an extended period of up to 3 years, subject to an annual vote. This decision relates to extending this agreement.

Table 1:

Union	Pre April 2020	Pre April 2020 price per pupil	Post April 2020	Post April 2020 price per pupil
NAHT	0.25 FTE	Primary £4.24 Secondary £6.28	0.1 FTE	All School Types £4.17
ASCL	0.25 FTE		0.1 FTE	
NASUWT	1.1 FTE		1.0 FTE	
NEU	1.1 FTE		1.0 FTE	
GMB	1.1 FTE		0.7 FTE	



10. With the reduction in charges, there has been a slight increase in academy buy back in the current financial year this stands at £56,495.

Financial Position - current financial year (2023/2024)

11. At the end of the **current financial year**, the fund would have been in a deficit position, had all unions had representatives in place, largely due to the loss of buy-back from academies and reducing pupil numbers.
12. However, current vacancies (NEU/ASCL/NAHT) provide a monthly saving of £1,900 plus oncosts and therefore in year savings will cover the shortfall for the current year.

Forecasted Position - financial year 2024/2025 and beyond

13. All three unions are seeking to appoint a replacement as soon as possible. If successful, this will present a forecasted deficit of up to £16,000, which could increase if any elected representative is in receipt of additional allowances.
14. It is therefore requested that any surplus (of between £5,000 and £35,000) be rolled forward to address the majority of the forecasted 2023/2024 deficit, subject to Schools' Forum approval.
15. It should be noted that if there is a reduction in academy buyback and/or a further decline in pupil numbers, then the forecasted deficit will increase further for the year 2023/2024. In this event, there will be a direct impact on Schools' ability to access union facility time, leading to potential delays in the ability to progress with (particularly) HR matters.
16. There are multiple fluctuating factors that determine the financial viability of the Pooled Funding Arrangement, for example, union vacancies and membership numbers, de-delegation, academy buy back and pupil numbers.



17. The fund will be subject to regular monitoring, in consultation with unions. In the event that the request to carry forward any surplus is not approved, or of any indication that operation of the fund is unsustainable, a further report will be submitted for consideration.

Joint Union Business Plan

18. Following political direction in 2015, unions submit an annual Joint Business Plan and a year-end activity report. The 2023/24 Business Plan with 2022/2023 year-end activity reports is provided in Appendix 1.

Union Activity

19. In the financial year 2022/23, the HR Traded Services Team advised on 208 cases. Advice related to a range of subjects including, for example, attendance, disciplinary, grievance, performance management, restructuring and redundancy. The breakdown of these cases can be seen in Appendix 2. Union involvement is estimated to have been present in 80% to 90% of this casework.
20. There will be additional cases that have required union involvement where the Council's Traded Service is not the HR provider. The provision of early support from unions to their members can often prevent cases escalating, therefore preventing the need for management or HR involvement.
21. In addition, unions represented their members through various meetings including the Children's Services Directorate Joint Consultative Committee and the Council's Consultation and Negotiating Group. The remit of this group is to consult and negotiate on staffing matters, including locally agreed policy and terms and conditions of employment.

Comparison with Statistical Neighbours

22. Since 2017/18, there has been a statutory requirement for Councils to report on and publish trade union facility time. The latest published figures available relate to the financial year



2021/22 and provide the percentage of time spent on facility time against the total pay bill. These and figures for the previous 2 years are set out in Appendix 3.

23. For 2021/22, Appendix 3 shows that of Dudley's 12 statistical neighbours, 2 have not published figures, 3 report only on the Central Function so that there is no separate figure for trade union facility time in the Education Function.
24. Of the remaining 7, Dudley ranks joint 3rd highest at 0.10 %. The mid-point of the range (0.03% to 0.32%) sits at 0.12% and Dudley sits below this at 0.10%.
25. It should be noted that the whilst providing a broad comparison, figures are impacted by changes in the total pay bill, changes in pupil numbers and possible differences the way that reporting is undertaking.

Finance

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

Law

27. Trade Union activity is largely governed by the Employment Protection Act 1975 and the Trade Union and Labour Relations (Consolidation Act) 1992 which afford recognised trade unions reasonable time off with pay. This time off is locally negotiated and managed in Dudley through a pooled funding arrangement available for purchase via de-delegation or buy-back for schools.
28. The Schools Forum is a statutory decision making and consultative body constituted in line with the School Standards and Framework Act 1998, and its associated regulations, including the Schools Forums (England) Regulations 2012, to enable members of the local school community to work in partnership with Dudley



Metropolitan Borough Council when making decisions about school funding and finances.

29. The funding of schools is prescribed by the Department for Education (DfE) through the School and Early Years Finance (England) Regulations 2023.

Risk Management

30. There are no implications to the Council's Risk Management Framework that result from the proposals contained within this report. However, in the event that buy back reduces to the point that the pooled funding arrangement becomes no longer viable, then the collective cost of trade union facility time, as funded by individual schools, may exceed the current cost as unions will make local school appointments, all of which would attract an entitlement to time off for training and reasonable time off with pay.

Equality Impact

31. Trade union representatives are nominated by unions and are democratically elected. Neither the Council nor Schools have any influence or control over who is elected and therefore, this report has no direct implications for the Council's commitment to Equality, Diversity and Inclusion.
32. The effect on children and young people is that through supporting an efficient model of trade union facility time, staff are provided with access to union representation with the aim of resolving disputes at the earliest possible stage, minimising any potential disruption to educational provision.

Human Resources/Organisational Development

33. It is in the interests of the Council and Schools to maintain good employee relations through the provision of access to union representation and a charging/operating model that is comparable and efficient (i.e. the pooled funding arrangement).



Commercial/Procurement

34. Paid time off for Trade Union Facility Time is a statutory requirement for representatives of recognised unions. The value to the Council and schools is in maintaining good employee relations, the early resolution of disputes and support to staff who may be facing (usually) HR Procedures. Charges to schools fund the salaries of union representatives who are elected and released/engaged. No additional charges are applied and any underspend is returned to schools at the end of the financial year, notwithstanding the request contained in this report to roll forward vacancy savings. It is therefore concluded that there are no commercial opportunities within this provision.
35. There are no procurement implications associated with this report.

Environment / Climate Change

36. This report has no direct implications on the environment or the Council's work in addressing Climate and achieving Net Zero target by 2030.

Council Priorities and Projects

37. The 2022/2025 Council Plan is clear in its ambitions for educational outcomes including raising skills, educational and work potential, increasing good or better schools and closing the gap for disadvantaged pupils. This report relates to the use of the Dedicated Schools Grant funding to support the educational outcomes of children and young people in the borough.



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Appendices

- Appendix 1 – Joint Union Business Plan 2022/23 with year end activity reports for 2021/22.
- Appendix 2 – Casework Analysis
Excerpt from Trade Union Recognition Agreement
- Appendix 3 - Statistical Neighbour Analysis
- Appendix 4 - Joint Union Letter.



APPENDIX 1



Trade Union Facility Time



Business Plan 2023/24

and



Activity Reports 2022/23

1.0 Introduction

Union facility time in Dudley has been scrutinised in a number of ways in recent years, from national interest (Department for Education), to local scrutiny. In 2017 the Trade Union (Facility Time Publication Requirements) Regulations came into force to allow national benchmarking of Trade Union Facility Time expenditure through annual reporting by 31st July in relation to the previous financial year.

Unions in Dudley are fully aware of and signed up to the need for accountability and transparency. Representatives have worked with the Council to develop a business planning approach that aims to ensure transparency and demonstrate value for money as well as developing a guide to provide clarity on the statutory position and the services that unions provide to schools (See Appendix 1). Through this process unions provide information relating to their duties and how their facility funding is utilised.

Many employee enquiries result in union support that prevents escalation through the management hierarchy. Representatives also continue to work in partnership with the Council to ensure that policies and processes affecting staff are fair, acting as a source of intelligence and working to achieve the best possible outcomes for the significant workforce that Dudley employs and the taxpayers of Dudley.

The following Business Plan is intended to set out what each of Dudley's recognised unions represent, their intended achievements and the value that their recognition and presence provides. It is also intended to provide information about the work of the unions in the coming year and be available to audiences associated both with Schools' Forum and the Council's Leadership.

The Business Plan is supplemented with a report on work undertaken against the previous year's Plan.

2.0 Funding arrangements for union facility time in Dudley

There are two main sources of funding for trade union facility time in Dudley, namely Council Directorate salary budgets and the Dedicated Schools Grant (DSG).

In addition, acknowledgement is given to the continued support of retired members working voluntarily and the flexible approach of representatives who work outside of funded facilities time.

Dudley operates a “pooled” arrangement to fund the release of key union officials to undertake union duties i.e. facility time. Schools choose to buy back either via de-delegation, or through individual buy back. The fund is administered through a central budget providing an efficient way to deploy representatives’ time, rather than individual schools or council teams creating a plethora of arrangements and duplication at local level, which has the potential to be at a much greater cost.

The budget used to manage Trade Union facility time contains that equivalent to salaries, on costs and in some cases, accommodation and technology necessary to undertake the role.

Council budgets fund facility time for GMB, UNISON and UNITE. NAHT, ASCL, NASUWT, NEU and a proportion of GMB are funded through the Dedicated Schools’ Grant and Academy buy back.

In January 2020, Schools’ Forum agreed a new charging model which streamlined and simplified facility time using the Trade Union Recognition Agreement as a basis for the allocation of funding. Facility time was reduced along with charges to schools and prices were harmonised to remove the differential between the primary and secondary sectors.

3.0 The Strategic Aims of Dudley’s Recognised Trade Unions

Union colleagues provide an additional (internal) resource bringing skills, expertise and knowledge in a range of areas and providing constructive challenge to practice and decisions taken at all levels within the Council. Challenge at the earliest opportunity often prevents unnecessary escalation of issues just as early involvement and the provision of clarity to members can save management time in responding.

Unions play a key role in promoting the environment as a learning organisation, in part through the statutory role of Union Learning Representative (ULR). The ULR assists in the identification of learning needs and responds through the offer of union led events, as well as proactively providing development on key issues facing members. In some cases, events are also open to non-union members.

Unions are committed to supporting and promoting the equality and diversity agenda and will seek to work alongside the Council and schools to improve the life chances of the people of Dudley by creating resilient and empowered communities, as far as their work allows.

4.0 DSG and Academy Funded Union Statements

NEU

Through its campaigning on education issues, such as assessment, funding, the fragmentation of the education system, child poverty, workload and professional unity, the NEU is at the forefront of pursuing a world class education system. It is also committed to providing first class training tailored to the needs of education professionals at different stages of their career development and to maintaining and protecting their terms and conditions of employment. In addition, the NEU supports its members by providing information and advice on employment issues and attending meetings with members where this support is requested.

NASUWT

The NASUWT Dudley Association philosophy of putting teachers first means that we will campaign on their behalf, support and represent to ensure they are recognised and rewarded as highly skilled professionals and have working conditions which enable them to focus on the core roles of teaching, leading teaching and learning. In addition, members will have access to local professional advice and guidance, a wide range of opportunities for professional development and training and many other benefits.

NAHT

The NAHT is a union for school leaders: Heads, Deputy Heads, Assistant Heads and School Business Managers. The association offers professional advice and legal support and a range of other services for school leaders. It is influential in negotiating on pay, conditions and pensions. The NAHT influences educational policy-making, as well as providing professional advice and legal support and a range of services.

ASCL – (No current local representative)

The Association of School and College Leaders (ASCL) is a leading professional body representing more than 18,000 school, college and system leaders across the UK. Our members work in more than 90 per cent of secondary schools, academies and colleges of all types, and are responsible for the education of more than four million young people. ASCL works to shape local and national education policies, provide advice and support to members and deliver first class professional development across the sector. Inspired by a vision of high quality education for all young people, ASCL aims to be a professional body for all secondary school, college and system leaders.

We will achieve this through:

- offering advice, guidance and best practice
- providing members with personal support, legal support and full trade union representation
- shaping and influencing policy in Dudley and nationally
- delivering high quality professional development for the education sector

GMB

Our aim is to protect our member's terms and conditions and maintain good industrial relationships with all community schools and academies, providing members and employers with up to date information on all relevant workplace issues.

5.0 Council Funded Union Statements

GMB

Our aim is to protect our member's terms and conditions and maintain good industrial relationships for all Council employees. To provide members and employers with up to date information on all relevant workplace issues.

UNISON

UNISON's aim is to represent, act and negotiate on behalf of its members in a range of public services. We campaign for better working conditions and pay for public service workers. We also seek to promote and protect good quality, well funded public services. We aim to maintain good and constructive industrial relations with our employers, with a view to achieving the best possible outcomes for our members.

UNITE

Unite is dedicated to serving the best interests of its members, protecting workers rights and improving the quality of life by negotiating with employers and Government. Unite is a fighting back union, winning in the workplace, a campaigning union, making our voice heard, a growing union, organising for strength, a members' union, open and democratic, a progressive union, a force for a fairer society and a united and tolerant union, which treats people with dignity and respect.

Unite's vision is of a prosperous society in which employers and employees work together to build successful businesses and safe, healthy working environments. All those who contribute to their success receive the rewards, respect and recognition they deserve.

It exists to maintain and improve the working and wider social lives of its members. It brings together all members in contributing to one common purpose in the workplace. By fostering positive industrial relations with employers UNITE aims to achieve by negotiation a safe, just and properly rewarded package of pay and working conditions for its members. UNITE assists its members in achieving these objectives by offering professional support, advice and representation in the workplace.

6.0 Overarching Union Purpose

Unions seek to achieve the above through:

- Shaping and influencing policy in Dudley and nationally;
- Delivering high quality professional development through ULRs;
- Offering advice and guidance;
- Sharing best practice;
- Providing members with personal support, legal support and full trade union representation.

7.0 Ongoing Trade Union Duties that support the Council and Union Members

More specifically, union duties include:

- **Consultation/negotiation** on the development of new and the revision of existing model policies, including challenge relating to equality, providing schools with an off the shelf document to implement;
- **Collective views** – explaining to members the application and interpretation of model policies. This is enhanced through their “pooled” activity and therefore understanding of these. This particularly applies in relation to matters such as redundancy, restructures, pay and appraisal;
- **Employee relations** – union representatives are informed through centrally held discussions and can prevent disputes arising through explanation of decisions;
- **Disputes resolution** – providing a representative voice for staff where discussions can be prolonged without the influence of the union representative;
- **Informal negotiations** – usually undertaken with HR when an employee exit strategy is needed. The absence of these negotiations may prolong matters in school.
- **Responding to staff queries** - that would otherwise be directed to schools, on multiple issues such as redundancy, TUPE, pay;
- **Professional advice** on matters relating to their members’ roles;
- **Informal advice** on matters relating to their members’ roles;
- **Personal support** where members experience difficulties in their roles;
- **Signposting** to relevant training, development, support, advice sometimes provided by unions and made available to employees who are not union members;

- **Representing staff** who are facing procedures such as discipline or performance issues which might otherwise fall to a colleague within school. This may be particularly important where there is a prolonged or highly complex case;
- **Internal challenge** to the school in their role of budget controller for public funds;
- **Continuous Professional Development** – through the Union Learning representative role, where staff are signposted to or given access to training and development, subject to the needs of the service;
- **Health and Safety concerns** – providing an internal route for queries that might otherwise be raised with external agencies.

8.0 Regular Meeting Attendance/Activity

In order for the Council and Schools to fulfil their statutory duties and to maintain and promote good employee relations as well as to effectively provide the services set out above, unions are required or invited to attend a number of scheduled meetings or undertake regular activity including:

- **HR/Trade Union Meetings**
- **Policy Consultation**
- **Council Consultation and Negotiating Group**
- **Budget Briefings**
- **Directorate Joint Consultative Meetings**

9.0 Additional meetings attended

- **Extraordinary meetings for the purpose of specific topics e.g. changes to terms and conditions;**
- **Casework meetings including Grievance, Disciplinary, Attendance;**
- **Restructure consultation meetings;**
- **TUPE consultations meetings;**
- **1:1 member support including support to managers as union members.**

10.0 Trade unions work expected in the forthcoming year

- Working in partnership with the Council to progress equality matters
- Further high-level discussions relating to budgets
- Consultation on restructures, some involving job losses
- Consultation on the TUPE transfer of staff, e.g. academy conversion
- Supporting members in relation to Covid-19

11.0 Activity reporting against the 2022/2023 Business Plan

GMB	Appendix 2
NAHT	Appendix 3
NASUWT	Appendix 4
NEU	Appendix 5
ASCL	Appendix 6
UNISON	Appendix 7
UNITE	Appendix 8

Union Facilities Time

Statutory position and return on Investment for Schools

1. The majority of public services are traditionally unionised environments. Historically, Dudley has enjoyed good working relationships with unions to the benefit of employee relations generally.
2. The ACAS Code of Practice is the key document that provides guidance in relation to trade union representation, roles and time off. A copy of the full code is attached for your information.



ACAS Time off for
Trade Union Duties.p

3. Status of the Code

The provisions of the Code are admissible in evidence in proceedings before an Employment Tribunal relating to time off for trade union activity. **Any provisions of the Code which appear to the Tribunal to be relevant shall be taken into account.** However, failure to observe any provision of the Code does not of itself render a person liable to any proceedings.

4. Benefits of union representation (Department of Trade and Industry (DTI)):

In 2007, the DTI estimated that union representation brings a number of benefits nationally including:

- Lower voluntary exit rates
- Lower dismissal rates
- Fewer Employment Tribunal cases
- Fewer workplace related injuries
- Fewer workplace related illnesses

It has been estimated that for every £1 spent on facilities time, between £2 and £9* is returned in accrued benefits (*2007 BERR & TUC) on the measures of the costs of dismissal and exit rates.

5. Union roles in Dudley

The majority of the Council's liaison with unions is through **Branch Secretaries**. These are also known as union officers, conveners or officials. In addition, there is a statutory role of **Union Learning Representative** which is currently incorporated into general funded for trade union facility time.

6. There is no separate funding earmarked for **Health and Safety** representatives in Dudley as it is considered to be covered through general facilities time.

7. **What do Dudley's unions bring to the table for schools?**

A simple but not exhaustive list would include:

- **Consultation/negotiation** on the development of new and the revision of existing model policies, including challenge relating to equality, providing schools with an off the shelf document ready to implement;
- **Collective views** – explaining to members the application and interpretation of model policies. This is enhanced through their “pooled” activity and therefore understanding of these. This particularly applies in relation to matters such as redundancy, restructures, pay and appraisal;
- **Employee relations** – union representatives are informed through centrally held discussions and can prevent disputes arising through explanation of decisions;
- **Disputes resolution** – providing a representative voice for staff to avoid situations where discussions can be prolonged without the influence of the union representative;
- **Informal negotiations** – usually undertaken with HR when an employee exit strategy is needed. The absence of these negotiations may prolong matters in school;
- **Responding to staff queries** - that would otherwise be directed to schools, on multiple issues such as redundancy, TUPE, pay;
- **Professional advice** on matters relating to their members’ roles;
- **Informal advice** on matters relating to their members’ roles;
- **Personal support** where members experience difficulties in their roles;
- **Signposting** to relevant training, development, support, advice;
- **Representing staff** who are facing procedures such as discipline or performance issues which might otherwise fall to a colleague within school. This may be particularly important where there is a prolonged or highly complex case;
- **Internal questions/queries** to schools in their role of budget controller for public funds;
- **Continuous Professional Development** – through the Union Learning representative role, where staff are signposted to or given access to training and development, subject to the needs of the service;
- **Health and Safety concerns** – providing an internal route for queries that might otherwise be raised with external agencies.

8. **“Pooled” arrangements**

Dudley operates a “pooled” arrangement for union facility time in schools. In the main this has meant that Branch Secretaries are elected and released, for some or all of their contracted hours to perform union duties. Below are some examples of the benefits attached to these arrangements:

9. Schools can adopt model policies that have been negotiated and agreed or consulted upon with all unions. In the absence of pooled arrangements, schools would need to undertake this consultation and/or negotiation at local level with each union that has members in the establishment. Schools would need to elect representatives of each union locally, giving rise to duplication in discussions of this kind and the possibility of an overall increase in expenditure on facility time.
10. The election of union representatives at individual school level also gives rise to potential disruption to timetabling as these representatives will be afforded the same statutory right to reasonable time off for union duties, training, health and safety duties and the Union Learning Role as detailed in paragraph 5.
11. Policies that are developed negotiated and/or consulted upon on behalf of Schools include those relating to:
 - Pay – teaching and support staff
 - Appraisal - teachers
 - Performance Management – support staff
 - Recruitment, Selection & Equality
 - Restructure, Redundancy and Redeployment
 - Capability
 - Discipline
 - Grievance
 - Disclosure and Barring checks
 - Contracts
 - Work Life Balance
 - Attendance/Absence/substance misuse
 - Smoking at Work
 - Special Leave arrangements
 - Health and Safety (not a HR policy)
 - Family Friendly
12. HR currently consults on and/or negotiates model policies on behalf of all schools (even though some schools may choose not to adopt the resulting model). HR is not resourced to replicate these discussions in multiple individual establishments. Negotiations would therefore need to be led by the head teacher or a senior staff member. As this sits outside of the current traded services arrangements, HR support required is likely to be chargeable as a bespoke piece of work.
13. Branch Secretaries represent employees (through one voice) in relation to particular elements of the workforce with common issues i.e. all teachers, a group of classroom-based support staff, technicians, bursars, school leaders. They liaise with HR who act on behalf of schools to find a solution. In the absence of pooled arrangements, these discussions would need to be held by each individual school, with all affected unions. These issues might include:

- Matters related to collective bargaining
 - Changes to terms and conditions of employment (including those which may have evolved through custom and practice)
 - Policy development and review
 - Restructures
 - Redundancies
 - Transfer of undertakings (TUPE – e.g. change of school status)
14. It is recognised that schools have varying levels of autonomy to act individually in relation to employment matters according to their status and/or style and approach. However, where consistency is appropriate, this is enhanced through “pooled” arrangements, particularly where the Council is the ultimate employer. This can also avoid local disputes for schools where the Governing Body is the employer.
15. **Time off for union duties explained**
- In order to judge the benefit that trade unions provide to our working lives and those of our employees, there should be a level understanding of the provisions set out by statute. These are summarised below.
16. There are three types of union activity:
- Union **Duties** - these attract reasonable time off with pay
 - Union **Training** - this attracts reasonable time off with pay
 - Union **Activities** - these attract reasonable time off but there is no entitlement to pay
17. Union **Duties** fall into 4 main categories:
- a. **Negotiations with the employer including:**
 - Collective Bargaining
 - Redundancy
 - TUPE
 - b. **Representing members**
 - c. **Health and Safety Representatives**
 - d. **Union Learning Representation including::**
 - Analysing learning or training needs
 - Providing information and advice about learning or training matters
 - Arranging and supporting learning and training
 - Promoting the value of learning and training
18. Union **Training** attracts paid time off for Representatives to undergo training in aspects of industrial relations relevant to the carrying out of their trade union duties in areas such as:
- Negotiations related to collective bargaining
 - Any other function related to section 178(2) of TULR(C)A
 - Matters associated with information and consultation concerning redundancy or TUPE.
19. Union **Activities**, where there is a right to reasonable time off for representatives and members, but no statutory entitlement to pay might include:
- Attending meetings to discuss internal union business
 - Attending meetings of union policy making bodies

- Attending workplace meetings to discuss union negotiations with employers
- Meeting with union officers to discuss workplace issues
- Voting in union elections

20. Although there is no statutory entitlement to pay, the ACAS code sets out that employers may want to consider payment in certain circumstances to ensure that workplace meetings are fully representative or to ensure that employees have access to services provided by Union Learning representatives.

21. **The Legal Framework**

Union representatives have had a statutory right to reasonable paid time off from employment to carry out trade union duties and to undertake trade union training since the Employment Protection Act 1975. Union representatives and members were also given a statutory right to reasonable unpaid time off when taking part in trade union activities. Union duties must relate to matters covered by collective bargaining agreements between employers and trade unions and relate to the union representative's own employer, unless agreed otherwise in circumstances of multi-employer bargaining, and not, for example, to any associated employer.

All the time off provisions were brought together in sections 168 – 170 of the Trade Union and Labour Relations (Consolidation) Act 1992. Section 43 of the Employment Act 2002 added a new right for Union Learning Representatives to take paid time off during working hours to undertake their duties and to undertake relevant training. The rights to time off for the purpose of carrying out trade union duties, and to take time off for training, were extended to union representatives engaged in duties related to redundancies under Section 188 of the amended 1992 Act and to duties relating to the Transfer of Undertakings (Protection of Employment) Regulations 2006.

The above report attempts to demonstrate the return on investment made by schools for the funding of trade union facilities time as well as provide an understanding of the rights provided to unions by statute or good practice.

I hope that the above is informative but should any further information be required, please do not hesitate to contact either myself or the relevant trade union.

Trade Union Activities April 2022 to March 2023.

The period from April 2023 to March 2024 has continued to be busy. GMB activity has now moved to face to face meetings again. These have included Attendance Management meetings, Grievance and Disciplinary Hearings, Appeal Hearings, JCC's, Health and Safety meetings, corporate management meetings and supporting members at TUPE transfer meetings and through the TUPE process, along with various restructure meetings.

GMB now operates with 2 full time representatives, Gordon Gibbs and Viv Smart. Providing support to members throughout the Authority and Schools.

The largest directorate for GMB continues to be Children's Services, which covers schools. There are 105 schools/academies in Dudley in which GMB are well organized in 95%. The remaining 5% have a smaller GMB membership. GMB also has a membership within the remaining Council Directorates.

Along with the 2 full time representatives, GMB has 20 workplace representatives working across directorates and schools. These are Trade Union Accredited and afforded paid release for training and representation of members. In addition, GMB has school contacts who do not receive paid facility time, but they receive information from GMB and ensure that this is shared and posted on notice boards. They have direct contact with full time representatives ensuring that matters are dealt with quickly and as their role is voluntary, there is no cost to the facility time budget. School contacts now stand at 150, creating additional work for full time representatives. In 2022 2023, we increased school contacts by 11, particularly in academies that choose not to buy back into the pooled funding arrangement.

Full time representatives also represent staff across the range of Council Services. It is important to have these on hand to deal with issues that can and do arise at short notice and require immediate attention. These are mainly suspensions but can relate to other matters. GMB full time representatives also represent members at all levels of the disciplinary, grievance and appeals procedures so that GMB Officers do not have to attend the workplace. This local representation provides a better understanding of workplace issues at grass roots level.

GMB full time representatives are also involved in all restructures which take place corporately and within schools, attending consultation meetings, meetings with members and responding to any consultation as a trade union and on behalf of individual members, encouraging them to engage with the process. Support to members continues after the consultation through to the redeployment and redundancy processes.

Full time representatives also work in an agile way, enabling them to respond to emails when not in the office and mobile phone numbers are known to GMB members, managers and HR.

It is important that the Council recognises that having a large workforce will always present employee relations issues. The unions play a key role in dealing with and resolving these, always being on hand to deal with workplace issues, avoiding or minimizing adverse impact on service delivery. Representatives also work closely with HR on resolving workplace issues which benefits both the Council and its schools.

GMB currently operates with. 2 full tme representatives, 1.3 FTE is funded by the Council and 0.7 FTE is funded by the dedicated schools' grant.

During the year of 2022-2023, the position of Branch Secretary for NAHT was vacant. As such, there is no report on the use of facilities time.

This information is a basic outline account of how facility time for NASUWT Dudley Association union duties has been utilised from 1st April 2023 to 31st March 2024. Please note this is not a comprehensive list as not all casework (dependant on its nature) is logged in the way that formal cases and associated meetings are recorded, these include disciplinary, grievance, staff re-structure and attendance management. Please be aware that many hours of unpaid time are spent communicating and advising our members over actions, instructions or reactions from the employer.

These out of school hours are in addition to the time allocated via our de -delegated amount from the facility time budget. It also should be noted that a significant amount of time is spent on telephone calls or electronic mail to Dudley HR, heads of schools or various other organisations within Dudley in order to resolve issues prior to escalation, (much of this communication has had a positive cost saving for the employer where costly formal procedures have been concluded early for not only the benefit of our members but also the employer).

These negotiations play a vital part of our daily work and to show how much actual time in minutes or hours is very difficult to demonstrate unless we log all calls, emails and meetings, if this was to be the case then the time spent on our duties would be eroded by time needed to log all communication in which ever form it took.

The NASUWT Dudley Association has, continually worked with maintained and academy schools. We have supported employees and employers seeking resolution and favourable outcomes. This is essential for the well-being of our members, ensuring excellent workplace relationships. This can only be achieved if facility time remains the core foundation of achieving good interconnections between employer and employee.

Levels of casework continue to remain constant. With a variety of formal and informal procedures. Many of these are where our members are stressed, anxious and exhausted. The need to maintain the facility time arrangement through de-delegation and buy back has never been as important as it is presently.

The budget is now at a point where any further reductions would have a devastating impact on the support our members receive. Therefore, it is vital that employers see the benefit of recognising and contributing towards the mechanism that allows local union officers to support their members in an effort to achieve a better work life balance which in turn will aid in the improvement of recruitment and retention within the teaching profession.

Dave Allchurch

Negotiating Secretary NASUWT Dudley Association

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During the academic year of 2021-2022, the position of Branch Secretary for Dudley NEU was vacant. A new candidate took on the position as of 1st September 2022. As such, the below report pertains only to the use of facilities time between 1st September 2022 to 31st March 2023.

Since taking facilities time again from September, caseloads have steadily increased throughout the year. Some of these are individual issues, others are related to collective issues such as academisation, restructuring, or workload. Some cases are solved quite quickly with advice via email or over the phone, and equally, some can be protracted affairs which take countless hours of meetings, calls, and/or emails before a conclusion can be reached. These cases include, but are not limited to, disciplinaries, attendance management, and capability proceedings, as well as policy consultation.

Every minute of our time allocated by the facility time budget is used effectively to support members in need. Many hours outside of school hours are also provided, completely unpaid, advising members on actions needed or further advice regarding their case.

A considerable amount of time is also spent negotiating with Dudley HR, headteachers, HR officers within MATs who buy into the facilities pooled funding, and other elements of the Dudley education structure. The purpose of these communications is to ensure everything that can possibly be done before escalation, has been done. This has multiple benefits, for example less distress to members, reduction of need for formal proceedings which are often costly to all involved, and an efficient use of facility time by the NEU Branch Secretary.

All of these meetings, negotiations, communications are pivotal to how we support our members. To break this down into hours, minutes, or days spent on each element would be counterproductive and an inefficient use of our facilities time. As such, I hope the explanation given in this report will suffice. However, should anyone wish to discuss this further, please feel free to contact the Dudley NEU Office on the contact details below.

Casework trends are continuing to rise. These show an increase in stress, anxiety, exhaustion, and burn out amongst the Borough's teachers. These teachers **need** to be supported. The best way to do that is through maintaining the facility time arrangement through de-delegation. Participation by all schools, including our colleagues in academies, has never been more vital to protecting a workforce who are feeling the brunt of a workload crisis.

I urge all employers to recognise the benefits of contributing to the facility time arrangement and allow union officers to support members through these turbulent times. Any reduction could drastically impact the support our members receive.

Victoria Turner

Dudley NEU Branch & District Secretary

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victoria.turner@neu.org.uk or DudleyDistrict@neu.org.uk

During the year of 2022-2023, the position of Branch Secretary for ASCL was vacant. As such, there is no report on the use of facilities time.

The Period from April 2022 to March 2023 has continued to be busy.

UNISON General Branch, which represents members in both Dudley MBC and schools in the Borough, has sought to maintain constructive working relationships with employers. Branch Officers continue to attend the Council Consultative and Negotiating Group and corporate policy development groups, as well as local Joint Consultative Committees and departmental liaison groups. We also maintain constructive communication with elected members.

UNISON representatives have continued to be involved in re-organisations taking place across the Council, and we will continue to be active in all areas of business affecting our members. We have spent time at numerous meetings, at all levels. Time has also been spent supporting members at discipline, grievance and capability matters.

A particular commitment has been supporting members in absence management meetings as a result of employees' sickness. In this area, we have taken up issues such as the impact of work-related stress, menopausal symptoms among female employees, and the treatment of disability within the workforce.

We continue to represent members in areas concerning Health, Safety and Welfare, and we have a dedicated branch Health and Safety Officer who maintains positive and constructive relationships in this area, as well as local Health and Safety representatives. We have also elected dedicated welfare and equalities officers who have specialist training and support our members as required.

We seek to recruit and train members and representatives across the Council with the goal of having a representative in every workplace. All new activists receive training so they can act as an accredited representatives. However, training opportunities are not limited to newly active members, and experienced representatives are also encouraged to update their knowledge. More widely, members are also encouraged to attend life skills training provided by UNISON.

Unite have been busy during the year commencing April 2022 to March 2023

We as a union have maintained a professional relationship at Corporate Directive and local levels.

Unite have been very productive in helping our members. Supporting them in Disciplines any Grievances and Capability matters

We are here to help our members before and after any problems.

As a union we are here to listen and advise

Our door as they say is always open to our members and future members.

After all the uncertainty in the past two years with covid. Unite have helped our members.

Here at lister road and at the leys depot, also had an input with how social services worked in covid.

We nearly all have come through it and are now pushing forward to some normality. A hard time for everyone, Ian, myself and all the reps have worked hard to get here during this year and every year unite have attended council and corporate consultations.

We have been there to help and pay apart in any negotiation groups.

As a union we maintain lines off contact with Directors and all elected members

In November of 2022, with Dudley Councils Leader, Chief executive, and Unite, Unison, and GMB there was a collective signing of Unites Unity at work Charter.

The signing of this charter, just 11 months after the release of the BRAP report, showed the continued dedication of the unions with Dudley councils HR Leadership team, to continue to tackle Racial inequality.

Unite's Unity Over Division charter is part of the union's campaign with employers to tackle racism and intolerance in the workplace, alongside challenging head on a narrative of hate and division developing within local communities with the support of far-right groups.

The signing of the charter demonstrates that ensuring racial equality is at the heart of our combined agenda and demonstrates the union's and Dudley councils commitment to stamp out racism.

The first cohort of training was undertaken on show racism the red card day, and the planning phase for the continued roll out is scheduled for February 2023 – March 2023.

The charter demonstrates our combined commitment to:

Ensure that all staff members are given training on how to adhere to the company's equality and diversity policy and will ensure that this document is reviewed annually.

- Unite and the employer will provide informative and up to date materials aimed at helping to promote equality and harmony within the workplace
- Where there are examples of hate crime and discrimination Unite, Unison, GMB and the employer will stand together to condemn such incidents

Health and Safety

Attendance at all HMT Health and Safety committee meetings.

Attendance at all Environmental Services co-ordinators meetings.

Attendance at corporate health and safety management group

These meetings provide the basis for consultation and negotiation on a broad range of health and safety policy and practice for the directorate in a high risk area.

Member Specific

In addition to high level activity a significant amount of time is as expected spent on member specific cases. A summary for the reported time frame is as follows:

- Support for members involved in sickness in relation to stress and anxiety has increased again this year.
- Support for members around COVID19
- Support for members involved in formal grievance/appeals process
- Support and representations for members involved in disciplinary process including interviews and hearings
- Settlement agreements successfully negotiated for mutual benefit of the member/employer
- Numerous informal grievance/dispute resolutions
- Pay and grading
- Responding to Emails, letter and telephone queries
- Signposting
- Attendance Management meetings/appeals

We note for the third year the fact that despite a large increase in our membership our available hours to complete the work remains limited and HR will agree that timescales are difficult to adhere to once under the pressure of our professional responsibilities. Additionally, with various suspension's and departures we are limited on numbers in terms of reps therefore we hope to increase our representatives in the near future.

The material specified in the report is a summary of high level activity that has been coordinated and achieved via the current pooled arrangements for Trade union Facilities time. The union remains committed to these time honoured arrangements and aims to provide high quality professional representation of its members through negotiation, internal challenge and representation.

APPENDIX 2

Casework Analysis

Financial Years 2020/2021, 2021/2022 & 2022/2023

ANALYSIS OF CASEWORK	2020/2021	2021/22	2022/23
Absence 20 days+	87	92	48
Settlement Agreements	1	8	6
Child Protection	2	10	3
DBS Results	8	7	0
Grievances	11	11	11
Gross Misconduct	10	12	9
Health At Work	14	113	56
Misconduct	6	20	5
Panel	12	8	16
Performance/Capability	19	16	3
Service Review/ Restructure	17	10	5
Redundancy	11	2	0
Terms & Conditions	9	16	17
Other	14	5	29
Total	223	330	208

Trade Union Recognition Agreement – 2011/2012 – Excerpt

The Council agrees to recognise the number of accredited representatives based on the following:

Up to 800 members	-	subject to negotiation*
801 – 2000 members representative	-	1 FTE accredited
2001 – 3200 members representatives	-	2 FTE accredited
3201 and above representatives	-	3 FTE accredited

* Negotiations will take account of the number of meetings where attendance is required and the number of members.



APPENDIX 3

Comparison with published figures from Statistical Neighbours

Financial Years 2019/20, 2020/21 & 2021/22

STATISTICAL NEIGHBOURS ORGANISATION NAME	% OF PAY SPENT ON FACILITY TIME EDUCATION FUNCTION 2019/2020	% OF PAY SPENT ON FACILITY TIME EDUCATION FUNCTION 2020/21	% OF PAY SPENT ON FACILITY TIME EDUCATION FUNCTION 2021/22
Plymouth City Council	0.01	Only central function reported at 0.13	Only central function reported at 0.13
Doncaster Borough	0.02	0.04	0.03
St Helens Borough Council	Only central function reported at 0.09	No figure published	No figure published
Rotherham Borough Council	Only central function reported at 0.18	Only central function reported at 0.19	Only central function reported at 0.19
Calderdale Borough Council	0.06	0.06	0.07



Kirklees Borough Council	0.14	0.18	0.10
Bury Council	0.08	Only central function reported at 0.09	Only central function reported at 0.06
Wakefield City Council	0.12	0.09	0.07
Dudley Borough Council	0.09	0.11	0.10
Tameside Borough Council	0.04	0.03	No figure published
Derby City Council	0.06	0.07	0.06
Bolton Borough Council	0.17	0.15	0.21
Wigan Borough Council	0.35	0.34	0.32

Appendix 4



Dear Director

We are writing on behalf of all employees working in your local authority area who are members of NAHT, ASCL and the National Education Union (NEU).

Acting in accordance with advice issued by the Local Government Association and the National Employers' Organisation for School Teachers, the vast majority of schools made the right decision last year by agreeing through their Schools Forum to 'de-delegate' funding for supply cover costs, including for trade union facilities time.

We believe that the central retention and distribution of this funding is the most effective and efficient arrangement, and we would like to work with you to ensure that this arrangement continues. Discussions are now taking place in your authority on funding arrangements for supply cover costs from April next year 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.

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 1977.

NAHT, ASCL and NEU have members and union representatives in academies as well as maintained schools within your local authority area 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 boundary.

As the DfE Advice on Trade Union Facility Time acknowledges, the trade union recognition agreement between the authority and the recognised unions will have transferred to each 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 authority will have received funding for trade union facilities time in their budgets and they are permitted 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. All these points are echoed in the advice issued by the LGA and NEOST.



We urge you therefore to support the de-delegation of funding for trade union facilities time and to continue or establish (if you did not do so previously) a mechanism whereby academies within your authority 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

Geoff Barton.



Mary W. Bousted.

**General Secretary
Secretary
ASCL**

**General Secretary
NAHT**

**Joint General
NEU**

Kevin Courtney

**Joint General Secretary
NEU**

