

 Brent	<p style="text-align: center;">Schools Forum 23rd October 2013</p> <p style="text-align: center;">Report from the Director of Children & Families</p>
<p>For Action</p>	
<p>De-delegation: Maternity Grant, Trade Union Facilities and Licences Budgets</p>	

1.0 Introduction and Background

- 1.1 This report is one of the reports requested by the Schools Forum in September, in relation to de-delegated budgets.
- 1.2 The Maternity Grant, Trade Union Facilities and Licencing services were de-delegated in 2013-14 following consultation with the Schools Forum. However this now has to be reviewed and decided upon annually. It is therefore required that Schools Forum members in the relevant phase (primary and secondary) decide whether these services should still be provided centrally.
- 1.3 De-delegation is not an option for academies, special schools, nurseries or PRUs. If de-delegation is agreed for maintained primary and secondary schools, the service can then be offered to academies on a buy-back basis. For special schools and PRUs, the funding for these services will be included in the top-up.

2.0 Budgets and methods for allocation.

- 2.1 The current budgets, methods for allocation/spending of the funding and what delegation would mean for the service are demonstrated below.
- 2.2 Maternity Grant
This covers all female staff except SMSA's, with a grant of £4,206 for teachers and £3,179 for non-teachers.
- 2.2.1 Claims are made to the Schools Finance Team by submitting a claim form with the MATB1 and a letter of intention to return to work from the employee.
- 2.2.2 Delegation would mean that schools would need to make plans to cover this directly from their budgets. Currently schools are able to pool risk so that costs do not fall unpredictably or unevenly across schools.

- 2.2.3 The current budget per pupil is £8.48. For 2013-14 the budget is £339,667, made up of £219,401 for Primaries and £120,266 for Secondaries.
- 2.2.4 The proposed budget for 2014-15 would be dependent on the October pupil census. This is estimated as £223,143, being £190,673 for Primaries and £32,470 for Secondaries. This assumes the same budget per pupil, but is lower than previous years due to reduced pupil numbers as a result of academy conversions.

2.3 Trade Union Funding

Under the Employment Protection Act 1975 Trade Union representatives have a statutory right to reasonable paid time off from employment to carry out trade union duties and training. The funding required to provide supply cover for this time off is therefore currently reimbursed by the Local Authority. Further information on the Trade Union work this funds can be found in *Appendix 1*.

- 2.3.1 The Teachers Panel submits an annual claim to the Schools Finance Team, detailing the FTE time spent on union duties. This is then converted into a salary cost for an average M6 grade and paid to the schools where the staff were absent on union duties.
- 2.3.2 Delegation would mean that schools need to make plans to cover this directly from their budgets. Schools will lose economies of scale and costs could fall disproportionately on schools undergoing change/expansion. Currently each school contributes a small amount to this budget and in return is protected from significant costs.
- 2.3.3 The budget is based on 3.52 FTE staff as has been previously agreed. The budget for 2013-14 was £159,457 which represents £102,993 for Primaries and £56,464 for Secondaries.
- 2.3.4 The proposed budget for 2014-15 is £140,000. This represents the same staffing at 3.52FTE, with a deduction of £20k which is funded by academy buy-back. There is already an existing buy-back service for available for academies to buy into, a new buy-back service will be developed for nurseries and special schools.

2.4 Licences

A number of blanket licences are purchased to cover all schools, listed below:

- **British Pathé** – provides schools with access to archive material which the British Pathé owns including footage of major 20th century events , lifestyle, famous faces, travel, science etc. dating back to 1896.
- **Copyright Licensing Agency (CLA)** – allows schools to use extracts of text and pictures from millions of print and digital books, journals and magazines, including websites.
- **CLEAPSS** – is an advisory service providing support to schools in science and technology.
- **The Education Recording Agency (ERA)** – allows schools to copy and retain television and radio broadcasts for educational purposes.

- **Motion Picture Licensing Company (MPLC)** – allows schools to publicly perform certain DVD/Blu-Ray media or downloads.
- **Music Publishers Association (MPA)** – provides a **Schools Printed Music Licence (SPML)** which allows schools to make copies of printed music without having to contact the publisher directly to seek permission.
- **Performing Right Society (PRS)** – gives schools the performance right on behalf of music composers, songwriters and publishers.
- **Phonographic Performance Licence (PPL)** – is required for the non-curricular use of copyrighted music in schools.
- **Public Video Screening (PVSL)** – entitles schools to screen unlimited films from the participating studios throughout the year to non-paying audiences.

2.4.1 The council currently purchases these licences on behalf of all maintained schools within the borough. The CLA and MPA licences can be centrally retained before allocating the schools formula, with agreement from the Schools Forum, and therefore if agreed would not need to be de-delegated. This would mean top-slicing DSG before the schools formula is calculated.

2.4.2 Delegation would mean that schools need to purchase all of the licences individually, and would also not receive the discounts currently granted to the LA for blanket licenses.

2.4.3 The budget for 2013-14 was £138,351, made up of £89,365 for Primaries and £48,985.83 for Secondaries. Note that charges exclude VAT which is recoverable.

2.4.4 The proposed budget for 2014-15 would be dependent on the October pupil census. This is estimated as £44,418 excluding CLA and MPA licences, being £36,447 for Primaries and £7,970 for Secondaries for de-delegation. This assumes a 3% inflation on the budget per pupil as inflation is usually applied, and also reflects reduced pupil numbers as a result of academy conversions. The total requested to be centrally retained in respect of CLA and MPA licences is £75,000.

3.0 Recommendations and Consultation points

- 3.1 The Schools Forum is requested to agree to de-delegate each of the 3 budgets shown above. A decision will need to be made by representatives of each sector, for both primary and secondary schools.
- 3.2 The Schools Forum is also requested to agree to centrally retain the CLA and MPA licences rather than de-delegating.

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