

ESG General Funding Element

Categories / Description - as set out in DfE Guidance	Reference to legislation (in addition to Annex A DfE guidance on ESG 2014) + DfE guidance 1/12/16	Relevant Expenditure	Breakdown of Costs																								
<p>1 Human Resources</p> <p>Carry out suitability checks of employees or potential employees of the authority or of governing bodies of schools, or of persons otherwise engaged or to be engaged with or without remuneration to work at or for schools.</p> <p>Provide advice to governing bodies in relation to staff paid, or to be paid, to work at a school, and advice in relation to the management of all such staff collectively at any individual school (“the school workforce”), including in particular advice with reference to alterations in remuneration, conditions of service and the collective composition and organisation of such school workforce.</p> <p>Appoint a teacher recommended by a governing body (or a head teacher or deputy head recommended by the governing body’s selection panel) unless the teacher or head teacher is to be appointed otherwise than under a contract of employment.</p> <p>Terminate the employment of any person employed by it to work solely at a school if the governing body determines that he or she should cease to work there.</p> <p>Consider whether it would be appropriate to provide prescribed information to the Secretary of State where a local authority has ceased to use a teacher’s services due to serious misconduct, or might have done so had the teacher not resigned first.</p> <p>Pay employer’s contributions to the appropriate pension fund.</p>	<p>(School Staffing (England) Regulations 2009).</p> <p>(School Staffing (England) Regulations 2009).</p> <p>Regulations 15 to 16, School Staffing (England) Regulations 2009.</p> <p>Regulation 20, School Staffing (England) Regulations 2009.</p> <p>Section 141D, Education Act 2002). The prescribed information is set out in reg 20 of the Teachers’ Disciplinary (England) Regulations 2012.</p> <p>Reg 67 and Schedule 2, Local Government Pension Scheme Regulations 2013).</p>	<p>A number of HR staff carry out the duties described in legislation. The duties represent a proportion of a number of employees jobs rather than specific employees solely undertaking these tasks. Costs include associated overheads. The activities carried out by these staff which form part of the core offer to maintained schools which come under relevant expenditure for ESG are as follows:</p> <ul style="list-style-type: none"> - Advice to schools on how to comply with public sector equality duty & publish information to show compliance. - Administration of employer responsibilities for LGPS. - Completion of statutory return (Schools Workforce Census). - Carry out suitability checks of employees and volunteers including right to work in UK, references, DBS checks (direct DBS charges are excluded as they are paid directly by schools). - Maintenance of up to date template forms and letters for the appointment administration for teachers and non-teaching staff (issue of Statements of Particulars of Employment). - Issue of annual pay statements for community schools under Schoolteachers Pay & Conditions document. - Administration of TPS – Annual service Return. - Administration of redundancy entitlements. - Provide advice to governing bodies in relation to staff paid or to be paid to work at a schools and advice in relation to the management of all such staff collectively at any individual school. - Advice on alterations in remuneration, conditions of service and the collective composition and organisations of such school workforce. - Aspects of advice to governing bodies, including representing the Director of Children’s Services in exercising his statutory right to attend, in an advisory capacity, meetings that may lead to dismissal. 	<p>HR Costs</p> <table border="0"> <tr> <td>Team Leader</td> <td>0.10 FTE</td> <td></td> </tr> <tr> <td>Business Manager</td> <td>0.06 FTE</td> <td></td> </tr> <tr> <td>Business Partner</td> <td>0.20 FTE</td> <td></td> </tr> <tr> <td>HR Advisor</td> <td>0.32 FTE</td> <td></td> </tr> <tr> <td>HR Officer</td> <td>0.53 FTE</td> <td></td> </tr> <tr> <td>Total</td> <td>1.21 FTE</td> <td>£45,339</td> </tr> <tr> <td>Overheads</td> <td></td> <td>£10,791</td> </tr> <tr> <td>Total</td> <td></td> <td>£56,130</td> </tr> </table>	Team Leader	0.10 FTE		Business Manager	0.06 FTE		Business Partner	0.20 FTE		HR Advisor	0.32 FTE		HR Officer	0.53 FTE		Total	1.21 FTE	£45,339	Overheads		£10,791	Total		£56,130
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<p>Pay teachers' pension contributions to the Secretary of State.</p> <p>Appoint non-teaching staff within the local authority's conditions of service and grading system (regulation 17, School Staffing (England) Regulations 2009).</p> <p>Investigations that the authority carries out of employees or potential employees of the authority or of governing bodies of schools, or of persons otherwise engaged or to be engaged with or without remuneration to work at or for schools.</p> <p>Functions of the authority in relation to local government superannuation, which it is not reasonably practicable for another person to carry out, and functions of the authority in relation to the administration of teachers' pensions.</p> <p>Retrospective membership of pension schemes and retrospective elections made in respect of pensions where it would not be appropriate to expect the governing body of a school to meet the cost from the school's budget share.</p> <p>Advice, in accordance with the authority's statutory functions, to governing bodies in relation to staff paid, or to be paid, to work at a school, and advice in relation to the management of all such staff collectively at any individual school ("the school workforce"), including in particular advice with reference to alterations in remuneration, conditions of service and the collective composition and organisation of such school workforce.</p> <p>Determination of conditions of service for non-teaching staff and advice to schools on the grading of such staff.</p> <p>The authority's functions regarding the appointment or dismissal of employees.</p> <p>Consultation and functions preparatory to consultation with or by governing bodies, pupils and persons employed at schools or their representatives, or with other interested bodies.</p> <p>Expenditure incurred in connection with the authority's functions under the discrimination provisions of the Equality Act 2010 in so far as compliance cannot reasonably be achieved through tasks delegated to the governing bodies of schools; but including expenditure incurred by the authority in monitoring the performance of such tasks by governing bodies and where necessary the giving of advice to them.</p> <p>A local authority must comply with the public sector equality duty, publish information to show its compliance with the equality duty and set itself specific, measurable equality objectives.</p>	<p>Reg 30, Teachers' Pensions Regulations 2010.</p>	<ul style="list-style-type: none"> - Provision and maintenance of HR model policies and procedures. - Responsibility for LA wide employee relations activities. - Procedural advice on the appointment of head teachers. - Terminate the employment of any person employed by it to work solely at a school if the governing body determines that he or she should cease to work there. 																									
		<p>In addition payroll staff carry out the following duties.</p> <ul style="list-style-type: none"> - completion of leaver pension forms, - completion of FPS/EPS returns, - completion of TPS online returns, - management of staff completing the above duties. 	<table border="0"> <tr> <td>Payroll Costs</td> <td></td> <td></td> </tr> <tr> <td>Team Leader</td> <td style="text-align: right;">0.06 FTE</td> <td></td> </tr> <tr> <td>Pensions Officer</td> <td style="text-align: right;">0.17 FTE</td> <td></td> </tr> <tr> <td>System Support Officer</td> <td style="text-align: right;">0.08 FTE</td> <td></td> </tr> <tr> <td>Payroll Officer</td> <td style="text-align: right;">0.11 FTE</td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">0.42 FTE</td> <td style="text-align: right;">£12,642</td> </tr> <tr> <td>Overheads</td> <td></td> <td style="text-align: right;">£6,169</td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">£18,811</td> </tr> </table>	Payroll Costs			Team Leader	0.06 FTE		Pensions Officer	0.17 FTE		System Support Officer	0.08 FTE		Payroll Officer	0.11 FTE		Total	0.42 FTE	£12,642	Overheads		£6,169	Total		£18,811
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	<p>Equality Act 2010.</p> <p>Section 149, Equality Act 2010; reg 2, Equality Act 2010; (Specific Duties) Regulations 2011, reg 3, Equality Act 2010 (Specific Duties) Regulations 2011).</p>																										

<p>A local authority must fund redundancy costs (not premature retirement costs, which are the responsibility of the school concerned) of school staff, unless there is a good reason not to fund them centrally.</p>	<p>Section 37, Education Act 2002.</p>	<p>The LA normally expects schools to pick up all the full impact of redundancy costs, but retains a very small residual fund to assist in exceptional cases.</p>																			
<p>Finance General</p>																					
<p>Local authority has the right to suspend a governing body's right to a delegated budget in certain circumstances of failure to comply with requirements or manage the budget satisfactorily. This implies a duty on the local authority to monitor a governing body's budget management. There is a duty to review any suspension. When a governing body is suspended, the duty to manage the school budget reverts to the local authority and the School Staffing Regulations do not apply, therefore powers over staffing also revert to the local authority.</p>	<p>Schedule 15 to the Schools Standards and Framework Act 1998. (Schedule 2, Education Act 2002).</p>	<p>Proportion of the costs of the Finance Manager for Business, Education & Care Finance, the Finance Team Leader and Senior Accountant in the Schools Finance Team to monitor & advise on schools budget management, including action taken to protect the LAs financial position and any other appropriate sections of the Scheme for financing schools.</p>	<table> <tr> <td>Finance Manager</td> <td>0.05 FTE</td> <td></td> </tr> <tr> <td>Team Leader</td> <td>0.20 FTE</td> <td></td> </tr> <tr> <td>Senior Accountant</td> <td>0.30 FTE</td> <td></td> </tr> <tr> <td>Total</td> <td>0.55 FTE</td> <td>£31,870</td> </tr> <tr> <td>Non staffing costs</td> <td></td> <td>£1,552</td> </tr> <tr> <td>Accommodation & ICT</td> <td></td> <td>£5,258</td> </tr> </table>	Finance Manager	0.05 FTE		Team Leader	0.20 FTE		Senior Accountant	0.30 FTE		Total	0.55 FTE	£31,870	Non staffing costs		£1,552	Accommodation & ICT		£5,258
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<p>Monitor compliance with the requirements of the local Scheme for Financing schools, which may include advice to assist governing bodies in procuring goods and services with a view to securing continuous improvement, and any other requirements in relation to the provision of community facilities by governing bodies.</p>	<p>Section 48, School Standards and Framework Act 199. Section 27, Education Act 2002.</p>	<p>The local authority's procurement team provides policy and strategy updates to schools SBMs, provides advice and guidance or leads procurement on behalf of specific schools, enables access to public sector procurement frameworks and corporate contracts, supports compliant contracting and support and advice on contract management, supports procurement cards, manages the Agresso punch out enabling direct purchase from West Midlands supplies, liaises between West Mercia Energy and schools for accounts set up and cost code queries, supplier set-up on Agresso.</p>	<table> <tr> <td>Total</td> <td>1.01 FTE</td> <td>£37,700</td> </tr> <tr> <td>Non staffing costs</td> <td></td> <td>£8,022</td> </tr> <tr> <td>Accommodation & ICT</td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td>£45,722</td> </tr> </table>	Total	1.01 FTE	£37,700	Non staffing costs		£8,022	Accommodation & ICT			Total		£45,722						
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<p>Send to the Secretary of State any financial statement provided to the local authority by a governing body.</p>	<p>Reg 5, Consistent Financial Reporting Regulations 2012).</p>	<p>- Compiling CFR returns for DfE on behalf of schools.</p>	<p>Included in finance costs above</p>																		
<p>A local authority must exercise its monitoring and reporting functions as the supervisory authority of school companies formed by governing bodies .</p>	<p>Section 12, Education Act 2002; regs 26 and 27, School Companies Regulations 2002.</p>	<p>- Incorporating schools balances to LA financial accounts.</p>	<p>Included in finance costs above</p>																		
<p></p>	<p>The authority's functions under regulations made under section 44 of the 2002 Act (Maintained school financial accounts).</p>	<p>- Maintaining local scheme for financing schools and ensuring schools compliance with contents (e.g. the annual balance control survey).</p>	<p>Included in finance costs above</p>																		
<p>Finance – Internal Audit</p>																					
<p>Perform Internal Audit and other Corporate Finance responsibilities necessary for the discharge of the authority's chief finance officer responsibilities.</p>	<p>Section 151, Local Government Act 1972.</p>	<p>A proportionate charge of the total audit recharge to the Finance & HR area plus part of finance costs relating to LA monitoring and role in providing information to national government. Carry out internal audit programme for schools on cyclical risk based approach, including on site work, production of reports, agreement and monitoring of recommendations.</p>	<table> <tr> <td>Team Leader</td> <td>0.10 FTE</td> <td></td> </tr> <tr> <td>Principal Auditor</td> <td>0.25 FTE</td> <td></td> </tr> <tr> <td>Auditor</td> <td>0.70 FTE</td> <td></td> </tr> <tr> <td>Total</td> <td>1.05 FTE</td> <td>£43,882</td> </tr> <tr> <td>Non staffing costs</td> <td></td> <td>£2,137</td> </tr> <tr> <td>Accommodation & ICT</td> <td></td> <td>£7,240</td> </tr> </table>	Team Leader	0.10 FTE		Principal Auditor	0.25 FTE		Auditor	0.70 FTE		Total	1.05 FTE	£43,882	Non staffing costs		£2,137	Accommodation & ICT		£7,240
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<p>Health & Safety</p>			<p>Total £53,259</p>																		

<p>Compliance with the authority's duties under the Health and Safety at Work etc. Act 1974 and the relevant statutory provisions as defined in section 53(1) of that Act in so far as compliance cannot reasonably be achieved through tasks delegated to the governing bodies of schools; but including expenditure incurred by the authority in monitoring the performance of such tasks by governing bodies and where necessary the giving of advice to them.</p>	<p>Health and Safety at Work etc. Act 1974, specifically section 53(1).</p>	<p>This duty is generally delegated to school governing bodies with schools able to purchase advice from the LAs H&S team as a bought in service. The LA retains a monitoring function for schools H&S as a core duty and a small residual budget for this.</p>	<table> <tr> <td>Total</td> <td>FTE</td> <td>£</td> </tr> <tr> <td>Non staffing costs</td> <td></td> <td>£</td> </tr> <tr> <td>Accommodation & ICT</td> <td></td> <td>£</td> </tr> <tr> <td>Total</td> <td></td> <td>£</td> </tr> </table>	Total	FTE	£	Non staffing costs		£	Accommodation & ICT		£	Total		£																											
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<p>Asset Management</p> <p>In its role as landlord for community schools, a local authority has a duty to ensure that school buildings have:</p> <ul style="list-style-type: none"> • appropriate facilities for pupils and staff (including medical and accommodation); • the ability to sustain appropriate loads, • reasonable weather resistance, • safe escape routes, • appropriate acoustic levels, • lighting, heating and ventilation which meets the required standards, • adequate water supplies and drainage, and • playing fields of the appropriate standards. <p>A local authority, as an employer, has a general health and safety duty for employees and others who may be affected.</p> <p>A local authority must manage the risk from asbestos in community school buildings.</p>	<p>Section 542(2) Education Act 1996. School Premises Regulations 2012. (Health and Safety at Work etc. Act 1974). Control of Asbestos Regulations 2012.</p>	<p>This funds Asset Management functions around the schools built estate, underpinned by a complete Borough wide data base covering all educational properties. Activities undertaken include:</p> <ul style="list-style-type: none"> - Project management around maintenance, extensions and new builds to ensure satisfactory delivery to time and budget, - Asbestos management. Surveys, ongoing surveys and management controls. Programmes for removal/containment etc. funded corporately, - Estate management issues including boundary disputes, rights of ways, covenants, registration of title etc., - Energy management advice, educational programmes for pupils/staff on energy usage. Covers electric/gas/water, - Vetting of contractors, CRB checks, CHAS compliance etc., - Suitability surveys, to assess schools/classrooms against current Educational building bulletin guidelines. - Condition Surveys, maintenance of back log register, ongoing updates, prioritisation of work programmes; - Contractors pre qualification assessment / appraisal; - Safe working documentation for construction work on education sites; - Attending governors meetings to advise on property / building matters as requested; - General property advice and site visits as required; - Campus management support for shared sites e.g. Abraham Darby; - Disability access assessments. - Management of disability panel. Allocation of funding; - Capital budget monitoring, maintenance of P2 property data base including budget controls, allocation of funding etc. 	<table> <tr> <td>Service Delivery Manager</td> <td>0.17 FTE</td> <td></td> </tr> <tr> <td>Team leader</td> <td>0.25 FTE</td> <td></td> </tr> <tr> <td>Surveyor</td> <td>0.45 FTE</td> <td></td> </tr> <tr> <td>Building surveyor</td> <td>1.50 FTE</td> <td></td> </tr> <tr> <td>Mechanical Engineer</td> <td>1.05 FTE</td> <td></td> </tr> <tr> <td>Electrical Engineer</td> <td>0.45 FTE</td> <td></td> </tr> <tr> <td>Project surveyor</td> <td>0.20 FTE</td> <td></td> </tr> <tr> <td>Asset mgt officer</td> <td>0.45 FTE</td> <td></td> </tr> <tr> <td>Asset mgt admin</td> <td>0.45 FTE</td> <td></td> </tr> <tr> <td>Total</td> <td>4.97 FTE</td> <td>£209,377</td> </tr> <tr> <td>Asbestos contractors</td> <td></td> <td>£10,000</td> </tr> <tr> <td>Non staffing costs</td> <td></td> <td>£28,002</td> </tr> <tr> <td>Total</td> <td></td> <td>£247,379</td> </tr> </table>	Service Delivery Manager	0.17 FTE		Team leader	0.25 FTE		Surveyor	0.45 FTE		Building surveyor	1.50 FTE		Mechanical Engineer	1.05 FTE		Electrical Engineer	0.45 FTE		Project surveyor	0.20 FTE		Asset mgt officer	0.45 FTE		Asset mgt admin	0.45 FTE		Total	4.97 FTE	£209,377	Asbestos contractors		£10,000	Non staffing costs		£28,002	Total		£247,379
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<p>School Improvement</p>																																										

<p>A local authority must do the following:</p> <ul style="list-style-type: none"> • moderate the teacher assessments carried out at the end of key stage 1 by schools (in reading, writing and mathematics) in at least 25% of maintained schools each school year and ensure that every school will be subject to moderation at least once every four years, and • appoint a person to complete the assessment moderations who has recent experience of provision of the National Curriculum in primary schools. <p>Local authorities also have equivalent duties in respect of key stage 2 and key stage 3 moderation (Education (National Curriculum) (Key Stage 2 Assessment Arrangements) Order 2003) and (Education (National Curriculum) (Key Stage 3 Assessment Arrangements) Order 2003) but, as local authorities receive funding for these duties through specific grants, they are not funded from ESG. LAs can do this for academies, but the responsibility lies with the Academy Trust.</p> <p>Expenditure incurred by a local authority in respect of action to support the improvement of standards in schools in the authority's area, in particular expenditure incurred in connection with functions under the following sections of the 2006 Act— (a)section 60(3) (performance standards and safety warning notice),(b)section 60A(4) (teachers' pay and conditions warning notice),(c)section 63(5) (power of local authority to require governing bodies of schools eligible for intervention to enter into arrangements),(d)section 64(6) (power of local authority to appoint additional governors),(e)section 65 (power of local authority to provide for governing bodies to consist of interim executive members) and Schedule 6, and(f)section 66(7) (power of local authority to suspend right to delegated budget).</p> <p>The investigation and resolution of complaints.</p> <p>Expenditure on the appointment of governors, the making of instruments of government, the payment of expenses to which governors are entitled and that are not payable from a school's budget share and the provision of information to governors.</p>	<p>Education (National Curriculum) (Key Stage 1 Assessment Arrangements) Order 2004.</p> <p>2006 Education Act.</p>	<p>The DfE has provided a separate grant which it expects to cover the cost of local authorities statutory responsibilities for school improvement. However the statutory responsibility for moderation of key stage examinations remains with the LA.</p> <p>As noted above, the DfE has provided a grant for 2017/18 for LA school improvement responsibilities. At the time of writing the provisional allocations have yet to be published by the DfE. Further funding can be agreed by maintained schools by the de-delegation route, with separate votes by the primary and secondary sector representatives.</p>	<table> <tr> <td>20.5 days of moderation provided by teachers in schools (£350 per day)</td> <td>£7,175</td> </tr> <tr> <td>20 days of moderation provided by LA staff (£350 per day)</td> <td>£7,000</td> </tr> <tr> <td>Phonics checks and SATs monitoring</td> <td>£1,250</td> </tr> <tr> <td>Preparation and planning</td> <td>£3,000</td> </tr> <tr> <td>Training and assessment</td> <td>£1,500</td> </tr> <tr> <td>Total</td> <td>£19,925</td> </tr> <tr> <td>Less amount to be charged to academies (7% of above)</td> <td>(£1,395)</td> </tr> <tr> <td>Total</td> <td>£18,530</td> </tr> </table>	20.5 days of moderation provided by teachers in schools (£350 per day)	£7,175	20 days of moderation provided by LA staff (£350 per day)	£7,000	Phonics checks and SATs monitoring	£1,250	Preparation and planning	£3,000	Training and assessment	£1,500	Total	£19,925	Less amount to be charged to academies (7% of above)	(£1,395)	Total	£18,530
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<p>Legal Services</p> <p>Legal services relating to maintained school matters.</p>		<p>Legal services that are provided directly to individual schools are charged via SLA/hourly rates to schools, so no legitimate charge to ESG. Legal advice with regard to admissions appeals etc is included in the existing Admissions top-slice and so is also not charged. The small residual sum remaining relates to legal advice concerning school matters that is provided to internal LA officers and so is not charged to schools.</p>	<table> <tr> <td></td> <td>FTE</td> <td></td> </tr> <tr> <td>Total</td> <td>FTE</td> <td>£</td> </tr> <tr> <td>Non staffing costs</td> <td></td> <td>£</td> </tr> <tr> <td>Accommodation & ICT</td> <td></td> <td>£</td> </tr> <tr> <td>Total</td> <td></td> <td>£</td> </tr> </table>		FTE		Total	FTE	£	Non staffing costs		£	Accommodation & ICT		£	Total		£	
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