

## Appendix 1 - Statutory duties for all pupils

Extract from Schools revenue funding 2017-2018 Operational Guide - ESG				
Education and Skills Funding Agency (ESFA) explanation of the LA's Statutory Responsibilities	Please provide a detailed definition of what statutory responsibilities means to you and what you provide: Section A to all, Section B to maintained	Unit of delivery e.g. per hour	Number of units delivered in 2016-17	£ cost of delivering item for 2017-18
	Narrative	Unit	Value	£
<b>Statutory and Regulatory duties</b>				
Director of children's services and personal staff for director (Sch. 1, 20a)	Director of Children Services and his personal staff	Day	113	£ 128,391
Planning for the education service as a whole (Sch. 1, 20b)	Education place planning meetings	Hour	36	£ 1,600
	Complete risk assessments of all schools (including academies) and Early Years providers, using data (e.g. academic, exclusions, Children Looked After, Special Educational Needs (SEN)), reports and letters from Ofsted, DfE and Regional Schools Commissioner plus local reviews and intelligence. Use the information to identify Borough-wide priorities, schools causing concern and targeted initiatives in partnership with the Swindon Teaching Schools and head teacher associations. Improvement areas are captured on the business plan, linked to the separate education budgets, and inform the work of the Swindon Challenge Board. Co-ordinate Senior Management Team (SMT) meetings with the commissioners for primary, secondary, SEN, place planning and the Head Teacher of the Virtual School and Governor Support Manager to deliver and oversee priorities. Attend Corporate Management Team meetings, Schools Forum, Scrutiny and Overview council meetings and Cabinet meetings (plus meetings with the Lead Member for Education) to ensure strategic planning is accurately focused and consistent, across the education service as a whole. Leads Team Briefings, line manages education SMT leaders and liaises with the Human Resources Business Manager	Day	260	£ 87,763
	Ensuring sufficient school places Negotiation of s106 funding from housing developers School Place Planning Study Commissioning of new schools and expansions Commissioning school reorganisations Forecast and pupil data for schools Ensuring sufficient SEND provision Ensuring sufficient Early Years provision SENDIASS	Day	648	£ 133,741
Revenue budget preparation, preparation of information on income and expenditure relating to education, and external audit relating to education (Sch. 1, 20d)	Preparation and monitoring of the DSG budget each financial year, including the preparation of the Authority Proforma Toolkit and information for schools forum in regards to the DSG. Allocation of 100% of the schools, high needs and early years funding blocks. Year end for DSG, External Audit queries	Day	111	£ 27,473
Administration of grants (Sch. 1, 20e)	Completion of grant claims for DSG, monitoring the DSG allocations for Swindon, and dealing with any enquiries related to it, payment of pupil premium/Universal Infant Free School Meals/Yr. 7 catch up/PE grant/all other grants, S251 budget and outturn statement	Day	20	£ 4,950
Authorisation and monitoring of expenditure not met from schools' budget shares (Sch. 1, 20fi)	Monitoring of budgets funded by the DSG but not delegated to schools e.g. the High needs budget (£30.2m), the early years budget	Day	194	£ 48,016
Formulation and review of local authority schools funding formula (Sch. 1, 20g)	Consulting with schools about options for the distribution of DSG. Providing formula, reports and funding allocation options to the Schools Forum.	Day	25	£ 6,188
Internal audit and other tasks related to the authority's chief finance officer's responsibilities under Section 151 of LGA 1972 except duties specifically related to maintained schools (Sch. 1, 20i)	To comply with the Accounts and Audit Regulations Internal Audit has to provide an opinion over the Council's governance, risk management and internal control arrangements. Also, under s.151 Local Government Act 1972 Internal Audit provides assurance to the s.151 Officer that there are proper accounting practices in place. In order to provide this assurance the risk-based internal audit plan will cover both centrally provided Council services as well as those systems and procedures operated at individual schools.	Day	57	£ 16,498
Consultation costs relating to non-staffing issues (Sch. 1, 20r)	Advice on various education policies which have gone to cabinet and then for public consultation	Hour	21	£ 1,040
	New school consultations e.g. Fernbrook. School organisation changes e.g. expansion. Working parties e.g. Admissions, High Needs, Alternative Provision	Day	24	£ 8,101
Plans involving collaboration with other LA services or public/voluntary bodies (Sch. 1, 20v)	Public Health meetings, Clinical Commissioning Group meetings, third sector organisations e.g. Swindon Advocacy Services, South West Regional Networks	Day	18	£ 6,076
Standing Advisory Committees for Religious Education (SACREs) (Sch. 1, 24)	Educational advice provided by SBC Education representative & administrative support/clerking by SBC legal team representative - both attend SACRE meetings. Council members also attend. £5K funded from F9147 for LA statutory duties re implementation of agreed syllabus	Day	4	£ 6,350



Provision of information to or at the request of the Crown other than relating specifically to maintained schools (Sch. 1, 20w)	Formal meetings with DfE and Ofsted representatives and responses to queries from DfE, Ofsted Regional Director, Regional Schools Commissioner and Freedom Of Information	Day	36	£	12,152
<b>Education Welfare</b>					
Functions in relation to the exclusion of pupils from schools, excluding any provision of education to excluded pupils (Sch. 1, 10c)	Legal advice at independent exclusion panels	Hour	16	£	587
	Advice to parents, home visit, support with preparation for Governors meetings. Attendance at governors meeting.	Hour	45	£	955
	Line manage the Alternative Provision and Reintegration Manager and lead the transformation of the Fair Access Panel and exclusions protocol.	Day	719	£	242,697
School attendance (Sch. 1, 11)	Legal advice and representation on education prosecutions	Hour	370	£	12,557
	Children Missing Education (CME) Process following notification of CME (Schools should undertake initial investigations including home visit prior to referral following 10 sessions absence without contact from parent)	Day	927	£	145,539
	Swindon's Legal process following graduated response from schools in relation to none school attendance, and prior to SBC legal team involvement. This includes: Attendance Letters, Warning letters, Fixed Penalty Notices, Legal cautions, Chairing case discussion meetings and reviews, Preparation for parenting contracts, PACE, Providing witness statements, Supporting schools to provide witness statements for court.				
	Preparation for Education Supervision Orders, prior to referral to SBC legal services.				
	School attendance orders, prior to SBC legal services.				
	Elective Home Education (EHE) process.				
	Registration of those families who notify the LA of their intention to home educate their child.				
	Coordination of provision of school transport	Day	27	£	5,573
	Transport Appeals				
Responsibilities regarding the employment of children (Sch. 1, 29)	Issuing of work permits. Issuing of performance licences. Issuing of chaperones licences. Inspection of work settings in relation to child employment.	Day	45	£	7,096
<b>Asset management</b>					
Management of the LA's capital programme including preparation and review of an asset management plan, and negotiation and management of private finance transactions (Sch. 1, 10a)	Capital - Monthly meetings, various DfE/ESFA returns, annual update of the capital programme, S106 & grant funding updates. Condition, surveys, condition programme, fortnightly meetings, ad hoc meetings with schools. Financial agreements with schools and academies as required	Hour	37	£	1,644
	Day to day management of PFI contract,	Day	248	£	82,997
General landlord duties for all buildings owned by the local authority, including those leased to academies	In addition to the above - Academy conversion paperwork, Leases to Free Schools. Licences to alter as required to Academy Schools. Maintained review of proposed alteration forms	Hour	74	£	3,288
<b>Additional note</b>					
<p>Services set out in the table above will also include overheads relating to these services (regulation 8(11) already refers to this for schedule 2 services) for:</p> <ul style="list-style-type: none"> <li>Ensuring payments are made in respect of taxation, national insurance and superannuation contributions (sch. 1, 20e).</li> <li>Recruitment, training, continuing professional development, performance management and personnel management of staff (Sch. 1, 20k)</li> <li>Investigations of employees or potential employees, with or without remuneration (Sch. 1, 20l)</li> <li>Investigation and resolution of complaints (Sch. 1, 20t)</li> <li>Legal services related to education functions (Sch. 1, 20u)</li> </ul>					

**Total Cost of delivering statutory service for all pupils**

**£ 991,272**