

NOTICE
OF
MEETING
SCHOOLS FORUM

will meet on

THURSDAY, 20TH JANUARY, 2022

At 2.00 pm

by

VIRTUAL MEETING - ONLINE ACCESS AND ON [RBWM YOUTUBE](#)

TO: MEMBERS OF THE SCHOOLS FORUM

SCHOOL REPRESENTATIVES: MAGGIE CALLAGHAN, ISABEL COOKE, SARAH COTTLE, JOHN FLETCHER, ANDREW MORRISON, JOOLZ SCARLETT, CATHRIN THOMAS, MARTIN TINSLEY (CHAIRMAN), CHRIS TOMES (VICE-CHAIRMAN) AND MIKE WALLACE.

Karen Shepherd – Head of Governance - Issued: 12th January 2022

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at www.rbwm.gov.uk or contact the Panel Administrator **Oran Norris-Browne** Oran.Norris-Browne@RBWM.gov.uk

Recording of Meetings – In line with the council's commitment to transparency the Part I (public) section of the virtual meeting will be streamed live and recorded via Zoom. By participating in the meeting by audio and/or video, you are giving consent to being recorded and acknowledge that the recording will be in the public domain. If you have any questions regarding the council's policy, please speak to Democratic Services or Legal representative at the meeting.

AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
1.	<u>APOLOGIES</u> To receive apologies for absence.	-
2.	<u>DECLARATIONS OF INTEREST</u> To receive any Declarations of Interest.	3 - 4
3.	<u>MINUTES</u> To confirm the minutes from the previous meeting.	5 - 8
4.	<u>BUDGET MONITORING AND FORECAST 2021/22</u> To receive the above report.	9 - 28
5.	<u>DEDICATED SCHOOLS GRANT BUDGET ALLOCATION 2022/23</u> To receive the above report.	To Follow
6.	<u>SCHOOL IMPROVEMENT MONITORING & BROKERING GRANT SUPPLEMENTARY CONSULTATION AND DE-DELEGATION 2022/23</u> To receive the above report.	Verbal Report

MEMBERS' GUIDE TO DECLARING INTERESTS AT MEETINGS

Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a Disclosable Pecuniary Interest (DPI) or Other Registerable Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

Any Member with concerns about the nature of their interest should consult the Monitoring Officer in advance of the meeting.

Non-participation in case of Disclosable Pecuniary Interest (DPI)

Where a matter arises at a meeting which directly relates to one of your DPIs (summary below, further details set out in Table 1 of the Members' Code of Conduct) you must disclose the interest, **not participate in any discussion or vote on the matter and must not remain in the room** unless you have been granted a dispensation. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted by the Monitoring Officer in limited circumstances, to enable you to participate and vote on a matter in which you have a DPI.

Where you have a DPI on a matter to be considered or is being considered by you as a Cabinet Member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

DPIs (relating to the Member or their partner) include:

- *Any employment, office, trade, profession or vocation carried on for profit or gain.*
- *Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses*
- *Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.*
- *Any beneficial interest in land within the area of the council.*
- *Any licence to occupy land in the area of the council for a month or longer.*
- *Any tenancy where the landlord is the council, and the tenant is a body in which the relevant person has a beneficial interest in the securities of.*
- *Any beneficial interest in securities of a body where:*
 - a) *that body has a place of business or land in the area of the council, and*
 - b) *either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.*

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

Disclosure of Other Registerable Interests

Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (summary below and as set out in Table 2 of the Members Code of Conduct), you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest.

Other Registerable Interests (relating to the Member or their partner):

You have an interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority*
- b) any body*
 - (i) exercising functions of a public nature*
 - (ii) directed to charitable purposes or*

one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Disclosure of Non- Registerable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a DPI) or a financial interest or well-being of a relative or close associate, you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer) you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which **affects** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a body included in those you need to disclose under DPIs as set out in Table 1 of the Members' code of Conduct

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

Where a matter **affects** your financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer, you do not have to disclose the nature of the interest.

Other declarations

Members may wish to declare at the beginning of the meeting any other information they feel should be in the public domain in relation to an item on the agenda; such Member statements will be included in the minutes for transparency.

Agenda Item 3

SCHOOLS FORUM

THURSDAY, 16 DECEMBER 2021

PRESENT: Martin Tinsley (Chairman), Chris Tomes (Vice-Chairman), Isabel Cooke, Michael Wallace, John Fletcher, Andrew Morrison

Also in attendance: Councillor John Baldwin, Councillor Maureen Hunt and Councillor Donna Stimson

Officers: Oran Norris-Browne, James Norris, Kevin McDaniel, Sarah Ward and Tracey Anne Nevitt

APOLOGIES

Apologies were received from Joolz Scarlett, Sarah Cottle and Maggie Callaghan.

DECLARATIONS OF INTEREST

No declarations of interest were made.

MINUTES

AGREED UNANIMOUSLY: That the minutes of the meeting held on the 18th November 2021 be a true and accurate record.

BUDGET MONITORING AND FORECAST 2021/22

The Schools Forum considered the report regarding the budget monitoring and forecast for 2021/22.

James Norris, the Head of Finance for Achieving for Children, introduced the report by stating that the overall forecasted position for March 2022 had moved from a projected deficit of £1.8 million to £1.2 million. A decrease of £600,000.

The Head of Finance for Achieving for Children said that there had been a one-off favourable movement within the pupil growth fund, with an underspend of £537,000 having been reported. He added that there were no more applications expected for the rest of the financial year.

The Head of Finance for Achieving for Children said that within the early years block, a final settlement had been agreed upon by the ESFA relating to the 2020/21 financial year clawback. Over £1 million was identified as being the final figure compared to a provision of £800,000 resulting in a further one-off underspend in the region of £260,000.

The Head of Finance for Achieving for Children said with regards to the high needs block, there was an adverse movement of £336,000. This included new provision for pupils placed since the start of the academic year. He advised that the current forecast included a contingency of £450,000 for future demand of pupils placed within the current financial year. He stated that the forum should note that, based on previous year's trends, it was expected that this future demand would materialise during the final quarter of 2021/22 due to new school placements.

The deficit position at the end of the year was noted as now being just under £3 million and when compared with the total budget allocation, this equated to just 2.2%. The last reported

position was £3.4 million and 2.6%, showing a favourable decrease. The Chairman stated that this was very pleasing news.

The Head of Finance for Achieving for Children said that it was apparent that the Schools Forum at the November meeting were keen for the SEMH service to continue operating and he confirmed that this service would now continue in 2022/23. He added that with reference to the deficit management plan, this would be brought to the April Schools Forum meeting, with any comments being welcomed from forum members before then.

Kevin McDaniel, the Director of Children's Services said that many of the services provided by the borough relied heavily on partners within the Health Service. He added that an external agency named 'Attain' had been employed to work closely with the borough in early 2022 on how to reshape the model that was currently in place for service delivery. He added that along with changes with ICS, relationships were being formed and that things were starting to look positive with regards to the SEMH service and service provision.

SCHOOL BUDGET FUNDING 2022/23 CONSULTATION REVIEW

The Schools Forum noted the contents of the School Budget Funding 2022/23 Consultation Review.

The Head of Finance for Achieving for Children apologised to the forum members for the lateness in publishing the report but explained that this was due to the consultation ending only a short time before the meeting date.

The Head of Finance for Achieving for Children said that only 12 schools had responded to the consultation, with around 30 responses usually being received. He asked forum members for suggestions on how schools could be more encouraged in participating in future consultations.

The Head of Finance for Achieving for Children said that schools supported the Looked After Children formula, which was an optional factor. Schools also supported using headroom to fund lump sum allowances. Feedback received mainly from the Secondary sector included whether more pupil-led factors should be considered for use of the headroom.

Councillor Hunt asked why 50% of school respondents to the consultation were unsure. Mike Wallace also asked this, and also requested further context and a breakdown of what split of respondents were Primary, Secondary, and Nursery schools.

The Head of Finance for Achieving for Children confirmed that there were 2 Secondary schools and 10 Primary schools that responded. He admitted that there was a current sense of uncertainty existing as the results of the consultations had not yet been publicly shared, which could have potentially led to some schools being unsure on how to respond at the current time. He suggested a possibility could be to invite schools to participate again, once more information was available. The Chairman added that this would only be possible once more information was made available from the Department for Education (DfE).

The Director of Children's Services said that the current 2-year picture showed that by the start of the financial year of 2023/24, the local authority would receive £0 from the DfE for school improvement, representing a full removal of the grant, currently being received at £144,000. The proposal put forward by the DfE is that maintained schools should be funding the school improvement service, rather than the DfE paying for it directly.

Mike Wallace said that he was unaware of the points that the Director of Children's Services had made and suggested that therefore schools should be re-approached with some clarity and once they had all the facts, they would hopefully be able to make a definite informed decision.

The Chairman noted that the Schools Forum was very academy heavy and said that only 2 members of the forum would be able to vote on behalf of the maintained schools of the whole borough. He therefore suggested that it would be best to defer the decision to the next Schools Forum meeting in January. Mike Wallace welcomed this delay and agreed that he and Chris Tomes did not represent all the maintained schools in the borough wholeheartedly.

Isabel Cooke asked if there was an approximate costing that could be given to the forum. The Chairman replied by saying that the cost for the next couple of years was £70,000 for 2021/22 and £140,000 for 2022/23. The Director of Children's Services confirmed to Isabel Cooke that this would only apply to maintained schools, as academies were already contributing financially to this.

The Head of Finance for Achieving for Children stated that £450,000 was currently held within a ring-fenced budget of previously de-delegated funds that had built up over the last few years. He added that in Summer 2022, an exercise would be carried out to delegate this money back to maintained schools. Chris Tomes asked if this money was ring-fenced for maintained schools. The Head of Finance for Achieving for Children confirmed this to be the case.

The Chairman asked for the consultation to be distributed to schools for comment before the January Schools Forum to ensure as many responses would be received as possible. The Head of Finance for Achieving for Children confirmed this would happen and added that this would be purely for the school improvement grant element. This was confirmed by the Chairman.

Mike Wallace asked for the notice to schools to be crystal clear with the information set out easily, to encourage schools to respond. The Head of Finance for Achieving for Children noted this.

Chris Tomes asked if the governance training still came under the school improvement grant. The Director of Children's Services said that the training would continue and was separate to the school improvement funding.

AGREED UNANIMOUSLY: That the decision on the School Improvement grant be brought to the January 2022 meeting of the Schools Forum.

The Head of Finance for Achieving for Children said that in terms of the pupil growth fund, the allocation had not yet been received for the next year, but it was anticipated to be less than the current rate. He asked the forum if a vote on the remaining de-delegation rates should be brought back to the January Schools Forum meeting too.

The Chairman asked Mike Wallace and Chris Tomes if they would be open to agreeing the first 5 points of section 6 of the report. Both Mike Wallace and Chris Tomes agreed to pass these.

AGREED UNANIMOUSLY: That the proposed de-delegation rates set out in section 6 of the report be passed along with the existing de-delegation rates for both Primary and Secondary schools.

The Head of Finance for Achieving for Children said with reference to the early year's formula, under the terms of the operational guidance, 95% of the allocation is allocated via formula to the settings with 5% retained for central early years services. This would be the basis for the proposal of the consultation undertaken in January 2022. The forum noted this.

The Chairman asked if the forecasted falling numbers of school places in Windsor could be brought to the next Schools Forum meeting. The Director of Children's Services agreed, however, added that it may have to be the following meeting as the agenda for the January Schools Forum was already quite full following on from decisions made within this meeting.

The Chairman agreed this and ended the forum meeting by thanking everybody for their hard work and wishing everybody a happy Christmas and New Year.

The meeting, which began at 2.00 pm, finished at 2.50 pm

CHAIRMAN.....

DATE.....

Report Title:	Budget Monitoring and Forecast 2021/22
Contains Confidential or Exempt Information	No – Part I
Cabinet Member:	Councillor Stuart Carroll - Deputy Chairman of Cabinet, Adult Social Care, Children's Services, Health and Mental Health
Meeting and Date:	Schools Forum 20 January 2022
Responsible Officer(s):	Kevin McDaniel - Executive Director of Children's Services James Norris - Head of Finance Achieving for Children (RBWM)
Wards affected:	All

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REPORT SUMMARY

The purpose of this report is to provide the Schools Forum with the projected financial position for 2021/22 along with a summary of associated Risks & Opportunities; the projected reserve deficit balance as at 31 March 2022 and an understanding of the financial pressures faced in respect of the Dedicated Schools Grant. Details are set out in sections 2 and 3.

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Schools Forum notes the report and:

- i) ***the cumulative projected reserve deficit balance as at 31 March 2022***
- ii) ***provides comments on the Deficit Management Plan, as set out in section 5.***

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

Options

Table 1: Options arising from this report

Option	Comments
Schools Forum to note the contents of the report and impact on the projected reserve deficit balance as at 31 March 2022. This is the recommended option.	Continued monitoring and timely reporting of material variances throughout 2021/22 reported to appropriate stakeholders including Schools Forums and RBWM Cabinet. This would enable up to date and accurate reporting of the projected reserve deficit as at 31 March 2022.
Do nothing. This is not recommended.	The failure to use relevant financial information to

Option	Comments
	understand the position of the Dedicated Schools Grant reserve.

- 2.1 The Indicative Settlement for the Royal Borough for 2021/22 (including Academy schools) based on the March 2021 budget notification is £133,912,000 with net retained funding of £69,720,000 consists of £36,916,000 of maintained schools delegated budgets and £32,804,000 central schools budget (including Early Years and High Needs). Delegated budgets are treated as spent as soon as they are delegated.
- 2.2 Since the March 2021 DSG budget notification there has been a net in-year grant increase of £1,256,000. This increase is partly in respect of the Early Years Block, relating to the receipt of deferred Education Skills Funding Agency funding for last year 2020/21 of £266,000 and as reflected in the current budget the estimated funding due for the current year 2021/22 of £672,000. The total Early Years Block grant movement being £938,000. In addition, there has been an in-year High Needs Block funding adjustment of £318,000.
- 2.3 In respect of 2021/22 the central schools budget has a projected net overspend of £933,000, representing a favourable movement within the High Needs Block of (£260,000) compared to the forecast variance previously reported to Schools Forum in December 2021.
- 2.4 The material forecast variances are as follows:
- Schools Block (£537,000) – this favourable variance relates to the release of the total uncommitted balance of the pupil growth fund of (£537,000) from a total allocation of £679,000. This forecast variance has not changed since the position previously reported.
 - Central School Services Block (£95,000) – this favourable variance mainly relates to the underspend within the Non Independent Special School Places (£51,000) and staffing vacancies (£30,000). This forecast variance has not changed since the position previously reported.
 - Early Years Block (£266,000) - this favourable movement relates to the final budget allocation received from the ESFA in November 2021 for 2020/21. The final allocation 2020/21 was 3% more than projected. It is confirmed that the Early Years Block funding for 2020/21 was allocated to all nursery settings. This forecast variance has not changed since the position previously reported.
 - High Needs Block £1,831,000 - increased costs relating to the provision of Independent Special or Non Maintained Special Schools and other associated direct support. In comparison to 2020/21 the average unit cost and volume for 2021/22 has increased by 1% and 9% respectively. This variance includes a favourable movement of (£260,000) compared to the previously reported position. This movement relates to a 15% reduction in the volume of pupils within the Further Education provision due to greater levels of turnover than anticipated at a cost of £6,000 per pupil.

- 2.5 There are pressures on the High Needs Block with this position continuing and replicated in most other local authorities. It is linked to a combination of factors to include rising demand for service provision that meets the increasingly complex needs of children and young people, and the SEND Reforms (2014) that increased support to include individuals from birth up to 25 years of age.
- 2.6 Further analysis of High Needs Block cost drivers will be reported to the Schools Forum in April 2022.
- 2.7 The further material forecast risks and opportunities are as set out below:
- Schools Block - there are no further applications for pupil growth funding anticipated for the remainder of 2021/22, therefore, the current forecast reflects the release of the total uncommitted balance of the pupil growth fund of £537,000 from a total allocation of £679,000. Any applications approved during the remainder of 2021/22 would impact on the reported position.
 - High Needs Block – reflected within the current reported position is an estimated provision of £450,000 for additional pupils from November 2021 who will meet the eligibility for Top Up funding or be placed at an Independent Special or Non Maintained Special School. This provision will be actively monitored as part of the continuing budget monitoring for 2021/22.
- 2.8 Table 2 sets out the summarised financial position for 2021/22

Table 2 Summarised Financial Position 2021/22

Schools Block Budget	S251 Budget Notification (March 2021)	Less Academy Recoupment & Direct Funding (Nov 2021)	Net Budget Notification (Nov 2021)	DfE & Indicative In-Year Budget Changes (Nov 2021)	Current Budget	Forecast Variance	Current Forecast
	£000	£000	£000	£000	£000	£000	£000
Expenditure							
Schools	99,611	(62,695)	36,916	0	36,916	(537)	36,379
Central School Services	1,097	0	1,097	0	1,097	(95)	1,002
Early Years	9,025	0	9,025	938	9,963	(266)	9,697
High Needs	24,180	(2,753)	21,426	318	21,744	1,831	23,575
TOTAL EXPENDITURE	133,912	(65,448)	68,464	1,256	69,720	933	70,653
Funding							
Dedicated Schools Grant	(133,912)	65,448	(68,464)	(1,256)	(69,720)	0	(69,720)
TOTAL FUNDING	(133,912)	65,448	(68,464)	(1,256)	(69,720)	0	(69,720)
NET EXPENDITURE	0	0	0	0	0	933	933
	Summary					£000	
	Total in year (surplus) / deficit					933	
	Balance brought forward DSG general reserve (surplus) / deficit					1,925	
	Add back unused earmarked reserves 31 st March 2021 (surplus) / deficit					(134)	
	Net Projected (surplus) / deficit					2,724	

3. KEY IMPLICATIONS

The key implications of this report are set out in Table 3.

Table 3: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Schools Forum to note the contents of the report and impact on the projected reserve deficit balance as at 31 March 2022	Greater than 3% movement in reported variance of central schools budget as at 31 March 2022	Less than 3% movement in reported variance of central schools budget as at 31 March 2022	Less than 2% movement in reported variance of central schools budget as at 31 March 2022	Less than 1% movement in reported variance of central schools budget as at 31 March 2022	21 April 2022

4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The projected net in-year overspend of £933,000 is an adverse movement on the dedicated schools grant general reserve which as at 31st March 2021 was a net deficit of £1,925,000. Incorporating the release of the unused earmarked reserve of £134,000 the revised projected deficit as at 31st March 2022 is £2,724,000.
- 4.2 The projected cumulative deficit for RBWM is 2.0% of the total budget allocation 2021/22.
- 4.3 This is a national challenge, with many authorities reporting a projected carried forward deficit by 31 March 2022. Those with the most significant balances are entering into a “safety valve” agreement with the DfE where the authority undertakes to reach a positive in-year balance on its Dedicated Schools Grant. The authority undertakes to control and reduce the cumulative deficit in line with the financial plan as submitted and funding assumptions as agreed with the DfE.
- 4.4 Local authorities are required to carry forward overspends to their schools budget either in the immediately following year or the year after. ESFA guidance states that DSG deficits should not be covered from the general fund or other grants but that over time they should be recovered from DSG income.

5. DEFICIT MANAGEMENT PLANS

- 5.1 In accordance with the DfE conditions of grant, AfC working with RBWM must agree a Deficit Management Plan to address the cumulative deficit position with a recovery period of three to five years.
- 5.2 There is no specific timescale for implementing the Deficit Management Plan, however, initial steps are already underway and having an impact.

- 5.3 The Deficit Management Plan must be signed off by the Director of Children’s Services and the Executive Director for Resources (section 151 officer). The Deficit Management Plan must be taken to Schools Forum meetings and discussed by members.
- 5.4 The Deficit Management Plan will be reported to the Schools Forum in April 2022.

6. LEGAL IMPLICATIONS

- 6.1 The DSG conditions of grant 2021/2022 (paragraph 5.2), requires that any Local Authority with an overall deficit on its DSG account at the end of the financial year 2020/21, or whose DSG surplus has substantially reduced during the year, must be able to present a plan to the Department for Education (DfE) for managing their future DSG spend.

7. RISK MANAGEMENT

- 7.1 The risks and their control are set out in table 4.

Table 4: Impact of risk and mitigation

Risk	Level of uncontrolled risk	Controls	Level of controlled risk
Poor financial management resulting in lack of accuracy and reliance upon reported position.	MEDIUM	Robust financial management within services to enable effective and timely reporting.	LOW

8. POTENTIAL IMPACTS

- 8.1 Equalities. Equality Impact Assessments are published on the council’s website. It has been assessed that there are no Equality Impact risks arising from this report.
- 8.2 Climate change/sustainability. There are no climate change/ sustainability risks arising from this report.
- 8.3 Data Protection/GDPR. There are no data protection/ GDPR risks arising from this report.

9. CONSULTATION

- 9.1 Financial reporting including the Dedicated Schools Grant is regularly provided to RBWM Commissioners and the Achieving for Children Board.

10. APPENDICES

10.1 This report is supported by the following appendix:

- Appendix A – Equality Impact Assessment

11. BACKGROUND DOCUMENTS

11.1 This report is supported by the following background document:

- Schools revenue funding 2021/22 Operational guide
<https://www.gov.uk/government/publications/pre-16-schools-funding-local-authority-guidance-for-2021-to-2022>

12. CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officers (or deputies)</i>			
Adele Taylor	Executive Director of Resources/S151 Officer	10-01-22	12-01-22
Emma Duncan	Deputy Director of Law and Strategy / Monitoring Officer	10-01-22	
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)	10-01-22	
Elaine Browne	Head of Law (Deputy Monitoring Officer)	10-01-22	
Karen Shepherd	Head of Governance (Deputy Monitoring Officer)	10-01-22	11-01-22
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Duncan Sharkey	Chief Executive	10-01-22	11-01-22
Andrew Durrant	Executive Director of Place	10-01-22	10-01-22
Kevin McDaniel	Executive Director of Children's Services	10-01-22	12-01-22
Hilary Hall	Executive Director of Adults, Health and Housing	10-01-22	
<i>Heads of Service (where relevant)</i>			
Nikki Craig	Head of HR, Corporate Projects and IT	10-01-22	
Louisa Dean	Head of Communications	10-01-22	

Confirmation relevant Cabinet Member(s) consulted	Councillor Stuart Carroll	Cabinet Member for Adult Social Care, Children's Services,	Yes
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		Health and Mental Health	
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REPORT HISTORY

Decision type:	Urgency item?	To follow item?
For information	No	No

Report Author: James Norris, Head of Finance AFC (RBM), 07824478100

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqIA : Dedicated Schools Grant Budget Monitoring and Forecast 2021/22

Essential information

Items to be assessed: (please mark 'x')

Strategy		Plan		Project		Service procedure	X
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Responsible officer	James Norris	Service area	Finance	Directorate	Achieving for Children
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Stage 1: EqIA Screening (mandatory)	Date created: 10/01/2022	Stage 2 : Full assessment (if applicable)	Date created :N/A
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Approved by Head of Service / Overseeing group/body / Project Sponsor:

"I am satisfied that an equality impact has been undertaken adequately."

Signed by (print): Kevin McDaniel

Dated: 10/01/2022

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Dedicated Schools Grant Budget Monitoring and Forecast 2021/22

Guidance notes

What is an EqlA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

What are the "protected characteristics" under the law?

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

Openness and transparency

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Dedicated Schools Grant Budget Monitoring and Forecast 2021/22

Stage 1 : Screening (Mandatory)

1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

The overall aim of the report is to provide the Schools Forum with the projected financial position for 2021/22 along with a summary of associated Risks & Opportunities; the projected reserve deficit balance as at 31 March 2022 and an understanding of the financial pressures faced in respect of the Dedicated Schools Grant.

In addition, the report sets out the recommendations of the Deficit Management Plan working party to address the budget deficit position.

1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as “Not Relevant”.

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Dedicated Schools Grant Budget Monitoring and Forecast 2021/22

Protected characteristics	Relevance	Level	Positive/negative	Evidence
Age	Yes	Low	Positive	This report does impact on pupils within this protected characteristic; however, as school funding is on a formula basis impact has already been considered within previous reports and decision making processes
Disability	Yes	Low	Negative	There will be a Deficit Management Plan developed which may impact on the current range of services provided for pupils within this characteristic. The impact will be continually reviewed and reassessed.
Gender re-assignment	No			There is nothing in the report which is considered to impact on this protected characteristic.
Marriage/civil partnership	No			There is nothing in the report which is considered to impact on this protected characteristic.
Pregnancy and maternity	No			There is nothing in the report which is considered to impact on this protected characteristic.
Race	No			There is nothing in the report which is considered to impact on this protected characteristic.
Religion and belief	No			There is nothing in the report which is considered to impact on this protected characteristic.
Sex	No			There is nothing in the report which is considered to impact on this protected characteristic.
Sexual orientation	No			There is nothing in the report which is considered to impact on this protected characteristic.

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Dedicated Schools Grant Budget Monitoring and Forecast 2021/22

Outcome, action and public reporting

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No	Continued monitoring and reporting of the Dedicated Schools Grant budgets including development of Deficit Management Plan.	James Norris	Termly reporting to Schools Forum.
Does the strategy, policy, plan etc require amendment to have a positive impact?	No	None		

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Dedicated Schools Grant Budget Monitoring and Forecast 2021/22

Stage 2 : Full assessment

2.1 : Scope and define

2.1.1 Who are the main beneficiaries of the proposed strategy / policy / plan / project / service / procedure? List the groups who the work is targeting/aimed at.

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2.1.2 Who has been involved in the creation of the proposed strategy / policy / plan / project / service / procedure? List those groups who the work is targeting/aimed at.

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ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Dedicated Schools Grant Budget Monitoring and Forecast 2021/22

2.2 : Information gathering/evidence

2.2.1 What secondary data have you used in this assessment? *Common sources of secondary data include: censuses, organisational records.*

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2.2.2 What primary data have you used to inform this assessment? *Common sources of primary data include: consultation through interviews, focus groups, questionnaires.*

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ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Dedicated Schools Grant Budget Monitoring and Forecast 2021/22

Eliminate discrimination, harassment, victimisation

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Dedicated Schools Grant Budget Monitoring and Forecast 2021/22

Advance equality of opportunity

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Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Dedicated Schools Grant Budget Monitoring and Forecast 2021/22

Foster good relations

Protected Characteristic	Advancing the Equality Duty : Does the proposal advance the Equality Duty Statement in relation to the protected characteristic (Yes/No)	If yes, to what level? (High / Medium / Low)	Negative impact : Does the proposal disadvantage them (Yes / No)	If yes, to what level? (High / Medium / Low)	Please provide explanatory detail relating to your assessment and outline any key actions to (a) advance the Equality Duty and (b) reduce negative impact on each protected characteristic.
Age					
Disability					
Gender reassignment					
Marriage and civil partnership					
Pregnancy and maternity					
Race					
Religion and belief					
Sex					
Sexual orientation					

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2.4 Has your delivery plan been updated to incorporate the activities identified in this assessment to mitigate any identified negative impacts? If so please summarise any updates.

These could be service, equality, project or other delivery plans. If you did not have sufficient data to complete a thorough impact assessment, then an action should be incorporated to collect this information in the future.

ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

EQUALITY IMPACT ASSESSMENT

EqlA : Dedicated Schools Grant Budget Monitoring and Forecast 2021/22

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