

## EDUCATION SERVICE:

## MEETING OF CARDIFF SCHOOLS' BUDGET FORUM



**Time:** 8.30am – 10.30am  
**Date:** 10<sup>th</sup> June 2020  
**Location:** Microsoft Teams Invite

### DRAFT AGENDA

Ref	Item	Category	Lead
1	Apologies & welcome to the SBF	Standing item	Chair
2	Minutes from previous meeting (11 <sup>th</sup> March 2020) and matters arising:	Standing item (papers to follow)	Chair
3	General Update on Grants for 2020/21	Information and Discussion (presentation to follow)	Neil Hardee, Rob Green
4	Covid 19 Financial Implications	Information and Discussion (papers to follow)	Neil Hardee, Rob Green
5	Update on School Budgets – closing 19/20 and budget setting 20/21	Information and Discussion (papers to follow)	Neil Hardee, Rob Green
6	Asset Renewal Budget 19/20 and 20/21		Richard Portas
7	Updates – CNE, Redundancy, MSF	Papers to follow	Rob Green
6	Any Other Business	Standing item	Chair

Future meeting dates – to be considered

# EDUCATION DIRECTORATE

## MINUTES OF THE MEETING OF CARDIFF SCHOOLS' BUDGET FORUM



**Time:** 8.30am – 10.30am  
**Date:** 10<sup>th</sup> June 2020  
**Location:** Microsoft Teams Meeting  
**Present:** Sarah Griffiths - Chair (SG), Cllr Sarah Merry, Cllr Chris Weaver, Mike Tate (MT), Richard Portas (RP), Rob Green (RG), Neil Hardee (NH), David Harris (DH), Angela Jardine (AJ), Andrew Skinner (AS), Nic Naish (NN), John Hayes (JH), Abigail Beacon (AB), Suzanne Williams (SW), Adrian Dinsmore (AD), Marc Belli (MB), Ann Griffin (AG), Jane Setchfield (JS), Mari Phillips (MP), David Silver (DS), Wayne Murphy (WM), Ivor Gittins (IG), Kevin Hart (KH), Tracey Stephens (TS), Jane Marchesi (JM), Diane Gill (DG), Sarah Parry (SP), Louise Bloom – Clerk (LB)

**Apologies:** Ian Allwood (IA), Nick Batchelar (NB), Cllr Joel Williams (JW), Sara Allen (SA), Karen Dell'Armi (KA), Catherine Power (CP), Patrick Brunnock (PB)

Ref	Conclusions/Actions	Who
1	<b>Apologies and welcome</b>	
1.1	The Chair accepted apologies and welcomed members.	
2	<b>Minutes of the previous meeting and matters arising</b>	
2.2	The minutes of the meeting held on 11 <sup>th</sup> March 2020 were agreed as a true record.	
2.3	<u>Matters arising</u>  Item 3, Formula Update:  RG and Phil Hall fed back issues to Luke Sibieta through the ADEW Finance group. During the meeting, LS gave a presentation on his findings and the report is expected shortly; further recommendations on work to be done are anticipated.	
3	<b>Grants for 2020/21</b>	
3.1	RG outlined a presentation on grants, during which the following was noted: <ul style="list-style-type: none"><li>· EIG indicative allocations have been distributed.</li><li>· PDG individual school allocations are expected this week and would be distributed as soon as possible.</li><li>· MEAG formula distribution is being considered, the quantum has remained at £10m for a number of years and has not kept in line with inflation, therefore it is seen as a cut.</li><li>· The ALN grant is not specified for transition work and is to be used for</li></ul>	

existing pressures. Pressures include Out of County placements, EOTAS provision and Complex Needs Enhancements.

- KH drew attention to indications from the Consortium that there would be some transitional funding for schools adversely affected by the PDG calculations.
- MB noted the Consortium have been in contact with schools.

NH gave an overview of Ed Tech Funding in 2020/21 during which it was noted:

- £5m was allocated to Cardiff last year from the £50m across Wales to refresh the ICT infrastructure in schools.
- The infrastructure kit has been delivered and contractors engaged to complete work over the summer. This has been paused due to COVID 19 precautions and officers are working with SOP, Facilities management and Health and Safety to secure a new schedule for the works to take place. The intention is for work to be undertaken over the summer but this has not yet been finalised.
- £1m was left of the grant; from this, an order was placed for 3,000 Chromebooks and 1,367 laptops. The order was delayed due to the COVID crisis and is expected in the next few weeks.
- WG have since confirmed a grant of £30m this year and £20m next year across Wales. The allocation for Cardiff has increased proportionately because the distribution method has moved from the number of schools to the number of pupils. A notional figure of £3.488m is indicated for Cardiff in 20/21, in addition to this £1.2m (0.5%) has been retained from delegated budgets, £165,000 retained from the Post 16 grant and £350,000 carried forward from the previous financial year (the works have not yet been completed) bringing the total retained in pooled budgets to £1.7m.
- WG have identified funding of £3m for devices for digitally deprived pupils (young people who do not have access to a device at home and/or may not have Wi-Fi). The LA were asked to work with schools to repurpose devices and distribute to digitally deprived young people. WG have secured a contract with a number of telecommunication companies to purchase dongle devices for connectivity and some short-term contracts for broadband connections. The devices are currently being configured to distribute to the young people, 5,000 devices and 1,500 Wi-Fi devices have been delivered to pupils to date.
- The broadband contracts, paid on a monthly basis by WG are limited to the duration of the COVID crisis (not yet determined). Officers have been working with the Ed Tech project group and schools to consider sustaining support and have agreed to continue the strategy of providing additional support to digitally deprived pupils.
- The long-term strategy would enable pupils to have blended learning with connectivity at home. Procurement of contracts to maintain the Wi-Fi devices have been considered with competitive prices given for data packages. Once finalised an update will be brought to the SBF and the Ed Tech group to discuss taking forward.
- 2,500 Chromebooks and 500 iPads have been ordered and received for digitally deprived pupils.
- The Ed Tech group has recommended moving to a one to one device ratio for every pupil across the city. NH asked the forum whether

	<p>additional funding should be sought to achieve this aim. Members welcomed the initiative for both. It was noted the devices would remain the property of the council/school; they are lent for the purposes of learning and have specified parameters.</p> <ul style="list-style-type: none"> <li>· NN questioned whether third party support would be removed. NH explained officers have worked with private companies more closely over the past twelve weeks and their support has been invaluable. The proposal to create a central team to support schools will be reviewed and a commissioning model would be considered. Consistency would be sought for the devices, support to schools and for children and families.</li> <li>· DS drew attention to families with multiple children struggling because they were having to share a device and welcomed the suggestion.</li> <li>· MB suggested a lease arrangement for families, for parents that could afford it, to purchase and pay on a monthly basis which would allow a saving to the authority.</li> <li>· As school staff are recommended to use a device secured by the authority rather than a personal device, the priority for 20/21 is to secure sufficient devices for every teacher in every school in Cardiff. There are 3,238 teachers employed across Cardiff schools, delivery of 1,367 laptops are expected next week and a further 1,565 laptops are expected to be delivered in the next couple of weeks. A small number of schools have supplied devices to their teachers and those have been taken into consideration.</li> <li>· Peripherals, including laptop bags and headsets are being ordered and supplied to teachers.</li> <li>· A network manager or other suitable member of staff before delivery would configure secondary school devices. Companies that have configured Chromebooks would be utilised to assist configuration of primary school devices, which would then be distributed to individuals. Staff are expected to receive their laptops by the end of term.</li> <li>· DG questioned whether there was funding for high quality blended learning and additional equipment such as visualizers and cameras to model. NH will raise at the next Ed Tech group meeting on 8th June and ask the group to identify what additional equipment schools would require.</li> <li>· MT welcomed the support and appetite expressed across the board for blended learning, benefiting teaching in the present and future. Schools have progressed well. There would be a continued focus on development of blended learning. He suggested schools consider their expenditure on other elements and repurpose to suit needs, i.e. photocopier savings could be utilised to purchase additional kit.</li> <li>· AJ drew attention to staff experiencing connectivity issues; connections weren't consistent, particularly if other household members had demands on the broadband such as synchronous learning. NH suggested exploring through the Ed Tech group and staff surveys to consider solutions. Personal costs would also be considered, some of which may be refundable or VAT costs may be reclaimed.</li> <li>· GDPR guidance for the present environments will be issued to schools.</li> <li>· MB reported the school has developed a distance-learning guide for staff and parents and an interactive video-based learning model is being developed that aids teachers who are teaching their own children. The model is a hybrid between synchronous and asynchronous teaching. He</li> </ul>	<p>NH</p> <p>NH NH</p>
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	<p>pointed out connectivity is poorer in more rural areas of Wales.</p> <ul style="list-style-type: none"> <li>WM drew attention to the complexity of blended learning in a special school. NH gave assurances special schools would be explored individually, looking at learning opportunities and devices required for learners and staff.</li> </ul>	NH
4	<b>COVID 19 Financial Implications</b>	
4.1	<p>RG gave a presentation on the financial impact of COVID 19.</p> <p>He noted the financial impact of COVID 19 has been significant in terms of increased expenditure and decreased income generation. As we move into the restart, recover, renew phase a fundamental review of the budget strategy is required along with an assessment of how the situation affects the medium term strategy. Cabinet will meet to consider a report on the financial impact on 11<sup>th</sup> June.</p> <p>Cardiff Council are claiming additional expenditure incurred on a monthly basis, support is given for the period until the end of June 2020 and end of August for Free School Meals (FSM). Take up of FSM has increased from 75% to 100% and the provision will continue when schools reopen. Whilst funding has been made available, it is uncertain whether this will cover all costs incurred, funding from WG has been a significant challenge and the requirement of this funding is expected to continue beyond June 2020.</p> <p>Loss of income in traded services due to services not being in normal operation (Catering, the Music Service and Outdoor pursuits) have been significant. Although School Transport accrued a saving during this period, costs are expected to rise dramatically from 29<sup>th</sup> June when schools return and new transport procedures are adopted.</p> <p>KH asked if consideration has been given to further support hub schools that have incurred additional expenditure compared to non-hub schools. RG acknowledged the fact that non-hub schools may have generated savings whilst they have been closed and this is something that will be looked at once the in-year financial position of each school is known. As schools have now set their budgets there would be a better understanding of savings accrued and officers will look into mitigating any detriment to hub schools, at present there are too many uncertainties. Income lost by schools such as catering and lettings would be included in the attempted recovery of Council losses. Furloughing staff may be an option to mitigate losses.</p>	
5	<b>School Budgets – closing 19/20 and budget setting 20/21</b>	
5.1	<p>RG thanked schools for their diligence and hard work in completing year-end finances during the COVID crisis. Because of the lock down, spend in the last week and some work carried over to the new financial year may have slightly inflated the school balances reported.</p> <p>RG noted the following:</p> <ul style="list-style-type: none"> <li>A slight overall increase in the total of balances</li> <li>Secondary schools have moved away from a deficit the previous year to</li> </ul>	

	<p>a total surplus in year-end, 31<sup>st</sup> March 2020.</p> <ul style="list-style-type: none"> <li>Primary schools and special schools have shown a reduction overall</li> </ul>	
5.2	<p><b><u>Surplus balances</u></b></p> <ul style="list-style-type: none"> <li>Of the schools directed to spend in 2018/19, four had reduced their balances sufficiently by the end of that year.</li> <li>Officers met with thirteen schools in 2019/20 to discuss their position, of those two are now within the threshold and eleven are still in excess of the threshold.</li> <li>Schools would firstly have the opportunity to make use of the balances and if required a clawback would be undertaken.</li> <li>In 2019/20 another seven schools were directed to spend, four are now within the threshold, three are still in excess. Officers will meet with the three schools to discuss their balances and would be sympathetic to the circumstances.</li> <li>Another six schools have exceeded the threshold for the third year and will be directed to spend during 2020/21.</li> </ul>	
5.3	<p><b><u>Budget Setting</u></b></p>	
5.4	<p>RG reported nine schools are likely to be in deficit, six primaries and three secondaries; historically around ten schools set deficit budgets each year.</p> <p>Deficits last year were mainly secondary schools, this year the majority of deficits are primary schools. Three secondary's with long standing deficits exited deficit this year and set balanced budgets. Some primary schools have entered deficit for the first time due to pupil numbers. The nature of deficits and prospects for recovery are a concern, officers are continuing to engage with the schools.</p>	
5.5	<p><b><u>School trip refunds</u></b></p> <p>The Chair noted concerns over refunds for school trips. MT confirmed consistency across Wales is required and he is in conversation with WG. The item will be discussed at the forthcoming ADEW meeting on 12<sup>th</sup> June and an update would be given following the meeting.</p> <p>RG noted some trip providers suggested schools claim from the Council's public liability insurance, however this does not fall within the scope, a separate travel insurance would have been required.</p>	MT
5.6	<p><b><u>Changes to formula</u></b></p> <p>RG noted the intention was to review the formula, particularly in relation to ALN and amend for 2021/22, officers will consider opportunities to consult (possibly in the early autumn). RG will discuss further with NH and Phil Hall.</p>	RG, NH
5.7	<p><b><u>SLAs</u></b></p> <p>NH reported publication of SLAs were delayed due to COVID. Schools and Chairs of Governors would be notified once they are available on the website.</p>	NH

6	<b>Asset Renewal Budget 19/20 and 20/21</b>			
6.1	<p>RP thanked members for the positive comments on digital deprivation and gave a presentation on Asset Renewal.</p> <p>It was noted:</p> <ul style="list-style-type: none"> <li>· Outturn in 2019/20 was c£8.5m against a budget of £14.8m</li> <li>· Of this £4.1m was received by WG late in the financial year</li> <li>· An internal restructure has since taken place</li> <li>· The Chair drew attention to the Asset Condition, pointing out the outturn compared to budget set in asset renewal was very low and had also been underspent the previous year. School budgets have been used to fund the budget, with little progress made. RP acknowledged the challenge, giving assurances programmes are being up-scaled.</li> <li>· Asset renewal has a budget of £7,890m in 2020/21 and underspend will be added to this figure.</li> <li>· Due to COVID 19 precautions, a programme of work for 2020/21 has been prioritised in two phases (shown below). The previous programme of work was paused whilst lockdown was in place.</li> </ul> <table border="1" data-bbox="284 891 1310 1536" style="margin-left: 40px;"> <tr> <td data-bbox="284 891 1310 1272" style="text-align: center;"> <p><u>Phase 1</u></p> <ul style="list-style-type: none"> <li>○ Only priority 1a planned maintenance work (mainly ALN and sufficiency)</li> <li>○ Continuation of statutory obligations testing and remedial works</li> <li>○ Legionella checks before schools open</li> <li>○ Backlog of statutory obligations cleared on a risk basis before schools open</li> <li>○ Emergency capacity requirements following WG's announcement</li> </ul> </td> <td data-bbox="284 1272 1310 1536" style="text-align: center;"> <p><u>Phase 2</u></p> <ul style="list-style-type: none"> <li>○ The 20/21 programme consists of priority condition and suitability work</li> <li>○ Target 20/21 programme is higher than budget, but limited summer works</li> <li>○ Work carried forward from 19/20 will be included in the 20/21 programme</li> </ul> </td> </tr> </table> <ul style="list-style-type: none"> <li>· Staff that were furloughed are being re-engaged with.</li> <li>· Statutory testing continues where schools are open, there is a backlog for closed schools.</li> <li>· Priority work will be undertaken before condition backlogs</li> <li>· Survey and design work will be undertaken in 2020/21 for implementation in 2021/22.</li> <li>· RP noted most were in favour of the contingency fund being discontinued with funding distributed back to schools in a fair way, the fund has circa £700,000. More detail is required to avoid affecting smaller schools before distribution.</li> <li>· As part of the restructure, RP will visit all schools to explain how the asset approach will be undertaken.</li> <li>· Schools will utilise the One Front Door system to advise the council of all</li> </ul>	<p><u>Phase 1</u></p> <ul style="list-style-type: none"> <li>○ Only priority 1a planned maintenance work (mainly ALN and sufficiency)</li> <li>○ Continuation of statutory obligations testing and remedial works</li> <li>○ Legionella checks before schools open</li> <li>○ Backlog of statutory obligations cleared on a risk basis before schools open</li> <li>○ Emergency capacity requirements following WG's announcement</li> </ul>	<p><u>Phase 2</u></p> <ul style="list-style-type: none"> <li>○ The 20/21 programme consists of priority condition and suitability work</li> <li>○ Target 20/21 programme is higher than budget, but limited summer works</li> <li>○ Work carried forward from 19/20 will be included in the 20/21 programme</li> </ul>	
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	<p>proposed works on their buildings. They may also raise, track or update emergency works requests through the system.</p> <ul style="list-style-type: none"> <li>· A letter regarding the school condition survey, issued prior to lockdown outlined support in development of an annual preventative maintenance plan (PPM) for all schools, including a five-year commitment to asset renewal overlaid with required school works.</li> <li>· The annual programme would be circulated for transparency.</li> <li>· Views on the Contingency Fund were invited</li> <li>· The Emergency Response procedure is being reviewed, particularly in relation to insurance works. Work is proposed to be undertaken by SOP and monies recovered later.</li> <li>· LED and Solar PV Energy schemes are underway</li> <li>· An additional resource is being developed for energy management, the building services team now has an energy manager giving consistency to work undertaken.</li> <li>· The School Buildings Handbook will be reviewed.</li> <li>· NN suggested a group of members meet to discuss the content of the School Buildings Handbook. RP welcomed head-teacher and school governor involvement.</li> <li>· NN requested a list of schools detailing work to be undertaken; pointing out information was previously shared on a termly basis. RP advised the information would be circulated once additional capacity for schools, in relation to COVID 19, has been added.</li> <li>· DH requested assurances around capacity to complete statutory obligations and questioned whether there were additional costs and implications that may fall on individual school budgets. RP confirmed capacity was not an issue at present and costs are not expected to impact on school budgets.</li> <li>· AS asked for school condition surveys to be made available. RP advised the context would need to be explained to schools individually due to changed conditions, more in-depth surveys are required. AS voiced concerns on the delay, pointing out inclusions and exclusions should be detailed in reports for schools to be aware of the limitations.</li> </ul>	<p>RP</p> <p>RP</p> <p>RP</p>
7	<b>CNE, Redundancy &amp; MSF</b>	
7.1	<u>Redundancy</u>	
7.2	<p>RG noted final spend of £1.230 in 2019/20, an overspend that was able to be absorbed rather than clawed back. £1m budget is retained for 20/21 and would be kept under review.</p> <p>AJ asked whether voluntary severance (VS) would be available for teachers and support staff that did not want to return to work due to the present situation. She suggested considering matching with bumped redundancies in the approaching academic year, to balance loss across the authority by allowing staff to take VS. HR had advised there were no plans to change the current scheme at present.</p> <p>RG acknowledged HR would be best placed to respond to questions on policy, however, as the budget is based on financial savings, how the budget is used can be reconsidered.</p>	



7.3	<u>CNE</u>	
7.4	<p>RG reported an overspend of £665,000 against the pooled budget in 2019/20. The overspend was recovered from Primary and Secondary Schools using the ALN formula weighted pupil number for each school. Special Schools were not included in the claw back as they do not benefit from the pooled CNE budget.</p> <p>The pooled budget, reduced to £1,400,000 for 2020/21 (reduced so that it would not affect the ALN formula) will continue to be insufficient to meet CNE in year demand in 2020/21, unless either the number of pupils presented as Complex Needs reduces or the amount of funding for each Complex Needs Enhancement is reviewed and reduced.</p>	
7.5	<u>MSF</u>	
7.6	<p>RG drew attention to the MSF having a historic deficit, with £500,000 clawed back both in 2018/19 and 2019/20. The balance carried forward into 2020/21 was a reduced liability of £499,000 (from £796,000 in 2019/20).</p> <p>In comparison to previous reports, the projected underspend has decreased and can be related to the late submission of additional claims to the MSF, with minimal updates and claims during the first three quarters of 2019/20.</p> <p>To ensure accurate monitoring of the fund it would be necessary to ensure that all schools are regularly updating their claims forms throughout the year.</p> <p>For the liability to be further reduced an overall underspend against the fund in 2020/21 would be necessary. The COVID 19 pandemic adds uncertainty to whether this would be the case. With schools closed there should be a reduction in use of engaged agency staff, however there may also be higher levels of absence when schools do return, which could lead to a corresponding increase in agency expenditure. The position will continue to be monitored closely and if necessary, a further clawback may be considered. Possible funding from WG for losses due to the pandemic will be explored.</p>	
8	<b>Any Other Business</b>	
8.1	None discussed.	
9	<b>Date of next meeting:</b> The next meeting date is to be confirmed.	



# Schools Budget Forum

10 June 2020



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# Asset Renewal Spend 2019/20

- The below table details the overall levels of spend against budgets across Asset Renewal Streams.

Category	Budget £'000	WG Grant £'000	Total Funding £'000	Outturn £'000	Variance £'000
Asset Condition	6,883	4,130	11,013	6,618	(4,395)
ALN	1,500	0	1,500	758	(742)
Suitability	1,040	0	1,040	985	(55)
Whitchurch	1,322	0	1,322	128	(1,194)
<b>Total</b>	<b>10,745</b>	<b>4,130</b>	<b>14,875</b>	<b>8,489</b>	<b>(6,386)</b>

- All variances outlined above have been slipped into 2020/21 with the exception of the Asset Condition line which has been re-profiled over the medium term to better reflect current levels of spend.



# Asset Renewal Budget 2020/21

BUDGET SUMMARY	Budget £'000
Asset Condition*	4,101
ALN	1,500
Suitability	1,095
Whitchurch	1,194
<b>Total Asset Renewal</b>	<b>7,890</b>

\*Asset Condition includes an assumed £3 million WG Grant in line with previous years. Under current circumstances this may not be available. Future Invest to Save funding will be made available to continue the planned programme of works if no grant is awarded.



# Revised Asset Renewal Approach 2020/21

- Condition Survey, H&S and Suitability information has been used to build an Annual Works Programme for 20/21.
- Phase 1
  - Only priority 1a planned maintenance work (mainly ALN and sufficiency)
  - Continuation of statutory obligations testing and remedial works (i.e. 6 month fire alarm testing and gas)
  - Legionella checks before schools open
  - Backlog of statutory obligations cleared on a risk basis before schools open
  - Emergency capacity requirements following Welsh Government's announcement
- Phase 2
  - The 20/21 programme consists of priority condition and suitability work
  - Target 20/21 programme is higher than budget, but limited summer works
  - Work carried forward from 19/20 will be included in the 20/21 programme
- Survey and design work for 21/22 will also be undertaken in 20/21
- No longer refer to a condition backlog but priority work



# COVID-19 Impact

- Priority 1a
  - 77 Schemes identified (these include those projects stopped because of lockdown) – c.£9.6m
  - To be undertaken over summer period
- Priority 1b
  - 90 Schemes identified (provisional) - c.£11m
  - To be undertaken from as soon as practicable
- Priority 1c
  - 85 Schemes identified (provisional) – c.£7.9
  - To be undertaken from as soon as practicable



# 2020/21 Priority 1a Schemes

- All schemes have been categorised in line with the following funding allocations:
  - ALN/Suitability - 33Nr (c.£8m)
  - DDA - 6Nr (c.£200k)
  - Safeguarding - 21Nr (c.£300k)
  - Condition - 14Nr (c.£1m)



# Statutory Obligations and Testing

Category of Spend	Estimated Spend 20/21 £'000
5 year Fixed Wire Electrical Testing (annual for swimming pools)	99
Annual Gas Testing (inc. boilers and specialist subject classrooms)	98
6 monthly/annual Legionella Testing and Legionella Risk Assessments	89
Annual Schools Commercial Kitchen Extraction Cleaning	42
<b>Total</b>	<b>330</b>





# Contingency Fund Survey

- A survey on future options for the contingency fund commenced in February 2020
- 106 Primary/Special/Nursery schools were invited to respond
- The responses received so far are as follows:

Option	Description	No. of Responses
1	Discontinue the Contingency Fund	22
2	Move to a streamlined approach governed by the ACG	10
3	Maintain current arrangements	13
Total		45

- Schools that have not responded are requested to do so asap





# Schools Condition Surveys

Cardiff Council  
2017 - 2019 Schools Property Condition Surveys

		SCHOOL NAME Council Responsibility				
ELEMENT TYPE	BLOCK ROOM	2018/19	2019/20	2020/21	2021/22	2022/23
<b>ELECTRICAL SERVICES</b>						
ELECTRICAL DISTRIBUTION BOARD	1 105	✓				
	4 108	✓				
EMERGENCY LIGHTING FIXTURES AND FITTINGS	1 THROUGHOUT GROUND FLOOR				✓	
	2 THROUGHOUT GROUND FLOOR	✓				
FIRE ALARM WIRING & ACCESSORIES	1 THROUGHOUT FIRST FLOOR					✓
	2 THROUGHOUT GROUND FLOOR	✓				
	4 THROUGHOUT GROUND FLOOR	✓				
GENERAL LIGHTING FIXTURES AND FITTINGS	1 105				✓	
	1 111				✓	
	2 THROUGHOUT GROUND FLOOR				✓	
INTRUDER ALARM	2 100				✓	
LIGHTING WIRING	1 THROUGHOUT FIRST FLOOR				✓	
	1 THROUGHOUT GROUND FLOOR				✓	
LIGHTNING PROTECTION	1 105				✓	
POWER SUPPLY BUSBAR	2 105				✓	
SMALL POWER WIRING & ACCESSORIES	1 THROUGHOUT FIRST FLOOR				✓	
	1 THROUGHOUT GROUND FLOOR				✓	
	4 THROUGHOUT GROUND FLOOR	✓				
<b>EXTERNAL WALLS, WINDOWS &amp; DOORS</b>						
EXTERNAL UPVC GLAZ	3 EXTERNAL				✓	
<b>INTERNAL WALLS, WINDOWS &amp; DOORS</b>						
INTERNAL WALLS	4 106	✓				
	4 108	✓				
<b>MECHANICAL SERVICES</b>						
HEAT PUMP	2 101				✓	
	2 104				✓	
HEATING BOILER	2 104	✓				
RADIATOR	1 THROUGHOUT FIRST FLOOR	✓				
<b>ROOFS</b>						
ROOF COVERING	1 EXTERNAL				✓	
<b>SANITARY SERVICES</b>						
TOILET CUBICLE	2 106				✓	
WC SUITE	2 106		✓			

Pre-lockdown, schools would have received an example of the condition survey information which has been split by responsible party i.e. School or Council in accordance with 'School Building Handbook'.

Specific condition information has been prepared for each school to assist with the planning of works and management of buildings. The information will also the works the Council is planning to undertake over a 5yr period.

Officers will arrange meetings to share this information once lockdown restrictions have been sufficiently relaxed.

A separate meeting will also be held to assist schools with preparing an annual preventative maintenance plan.



# Next steps

- Contingency Fund – results of survey and next steps
- Emergency Response and Emergency Works
- LED and Solar PV Energy saving schemes
- Review of School Buildings Handbook





# COVID 19 Financial Impact School Budget Forum 10<sup>th</sup> June 2020



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# Contents

1. Financial Impact Upon Council
2. WG Funding Availability
3. Impact Upon Education Directorate
4. Impact Upon Schools
5. Next Phase



# 1. Financial Impact Upon Council

- Since March 2020, the COVID 19 crisis has had a significant and material impact upon the Council's finances.
- This has resulted in significant increases in expenditure, coupled with significant decreases in income generation.
- The current, estimated, impact is that additional expenditure will amount to £18.4m until the end of June 2020 and lost income will total £11.4m for the same period.
- Examples of additional expenditure incurred include PPE, Adult Social Services (incl support to providers), free school meal provision and support for the homeless.
- Examples of lost income include parking, venues, trade waste and school meals.
- This clearly presents a risk to financial resilience, but has also required careful management in terms of cashflow.
- The figures above only reflect the impact to the end of June 2020, however the impact will extend beyond this date.

# 1. Financial Impact Upon Council cont.

- The Council has been required to coordinate the provision of support to businesses and participate in other, regional, activities (e.g. establishment of Dragon Heart Hospital).
- Consideration has had to be given to the Council's position on furloughing staff and participation in the Job Retention Scheme, whilst also taking a view on providing financial support to suppliers deemed at risk.
- The Council is continually reviewing the financial position and updating assumptions as and when new information becomes available or government announcements are made.
- As the Council enters the restart/recover/renew phases, it will need to consider the financial implications carefully, both in terms of the short term but the also the impact over the medium term, particularly in terms of the budget strategy.
- Cabinet will consider a report on the financial impact on Thursday 11<sup>th</sup> June 2020.





## 2. WG Funding Availability

- The Council has been required to provide information to WG, in a number of formats, outlining the potential financial impact.
- Partly as a result of this, the WG have made funding available to local authorities to provide financial support during the crisis.
- The LG Hardship Fund, as it is known, currently amounts to £110m, comprising specific amounts for Adult Social Services (£40m) and Free School Meals (£40m), as well as more general support (£30m), of which £10m is earmarked for homelessness.
- In addition, it has now been confirmed that £78.1m will be made available for income support, although details of how this will be accessed are yet to be made available.
- Additional expenditure is currently being claimed on a monthly basis (for expenditure incurred), although this support is only for the period until the end of June 2020 (FSM until the end of August).
- The Council has so far claimed just under £6m, with a large element relating to PPE.

### 3. Impact Upon Education Directorate

- The most significant financial impact upon the Education directorate has been in relation to the alternative provision of free school meals.
- Initially, this took the form of grab bags, but then evolved into voucher provision, before moving on to direct payments to families via ParentPay.
- As well as this, the directorate has had to support the continuity of learning for pupils, particularly those classified as digitally deprived, which has resulted in the acceleration of the EdTech programme and the purchase of a significant quantity of mobile devices and broadband provision.
- Furthermore, the directorate is currently experiencing a significant loss of income through its traded services (Catering, Music Service and Outdoor Pursuits) whilst these services are not in normal operation.
- A saving has accrued in relation to School Transport, whilst many providers have not been required to transport pupils, however this is likely to change once schools return.

## 4. Impact Upon Schools

- During the initial lockdown phase, most schools have been closed, whilst some have been operating as hub schools, ensuring provision for the children of key workers.
- Schools have been reporting any additional expenditure incurred and this has been added to the claims the Council has been making to WG.
- Examples include additional hours worked by non-teaching staff over holiday periods, additional cleaning/PPE costs and the cost of additional resources/provisions.
- Overall, the level of additional cost being reported is relatively low, which is in line with the position being reported in a number of other local authorities.
- It remains to be seen to what extent savings will have accrued during school closure.
- A number of schools have flagged significant income losses, particularly those schools that provide their own catering function.
- The intention is to capture the relevant information and include this in the Council's claim to WG for loss of income. Some schools are furloughing income funded staff.

## 5. Next Phase

- Following the announcement made last week, it is now known that all schools will reopen from Monday 29<sup>th</sup> June 2020.
- The financial impact of this will become apparent over the forthcoming weeks, however it is already clear that there will be a requirement for modifications to school building layouts, as well as the need for PPE and enhanced cleaning regimes.
- As already mentioned, there is likely to be a significant impact upon school transport provision, with reduced transport capacity and the need to accommodate staggered start times, for example, presenting significant financial challenges.
- Although schools will be reopening, it is likely that the current FSM provision will need to continue. Whilst funding has been made available, it remains to be seen whether this will be sufficient to cover the costs being incurred.
- The availability of WG funding will also continue to be a significant challenge, with there likely being a requirement for this funding to continue beyond June 2020.