

Headteachers and Chairs of Governors  
of Academy Schools in CBC

Your Reference: DW/HRS/TU  
Date: 3<sup>rd</sup> July 2015

Dear Headteacher and Chair of Governors

**Re: Consideration by CBC for a pooled Trade Union Facilities Time Arrangement**

As you will be aware the Council provides facilities time for Trade Unions recognised by the Council which enables the Branch Secretary's and Local accredited representatives to attend meetings to support their members and enter into consultation on employee related matters.

Each year the maintained schools within Central Bedfordshire are required to determine if they wish to de-delegate funding, received as part of its budget allocation, back to the Local Authority for the provision of facilities time. This process is managed through the Schools Forum and is a requirement as part of the Schools Financial Regulations.

Maintained schools in both the Primary and Secondary sectors have voted positively each year to de-delegate funding to be used for facilities time.

The de-delegation of funding supports schools in dealing with staffing matters at a local level through the availability of local 'lay' representatives to attend meetings and consultations during the school day and who have knowledge of local education provision. The Schools Forum of CBC is involved in the determination of the cost of facilities time per pupil which has for the last two years been set a cost of £3.31 per pupil. This cost is applied to all Maintained Schools in the Primary, Secondary and High Needs sectors. The Council manages the facilities budget on behalf of schools and recompenses schools who release employees to undertake Trade Union duties.

Central Bedfordshire Council is currently considering extending the facilities time process to Academies within its boundaries and therefore would welcome an indication as to whether your Academy would consider paying into a pooled facilities time arrangement alongside the Maintained school sector. The Council would wish to maintain the cost of buying into a pooled facility for Academies at £3.31 per pupil in order for there to be a fair and consistent approach across Maintained and Academy Schools.

I am aware that a number of Academy's have trade union recognition agreements with the trade unions also recognised by Central Bedfordshire Council and through a pooled facilities funding process this would enable the local representatives to attend meetings during the school day and for many matters to be dealt with locally rather than through regional officials. This may therefore support case management and consultation processes in a more efficient and timely manner.

Union representatives in Central Bedfordshire are locally based 'lay officers' employed in Central Bedfordshire schools, who work closely in partnership with the Local Authority and the HR providers to Schools and Academies. Lay officers are on call in the evenings and at weekends when members frequently call. However, it is often necessary, and beneficial, for work on behalf of members to be done during the school timetabled day.

Lay officers support their members in a wide range of matters including:-

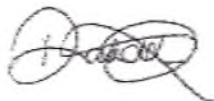
- Grievances
- Capability
- Pay and performance management
- Redundancies
- Health and Safety
- OFSTED
- Continuous professional development
- Workforce reform
- Policy review and consultation at both the informal and formal stages.
- Staffing restructures
- Academy consultations / TUPE
- Investigations,
- Disciplinary
- Benevolence
- Occupational health
- Conditions of service

In order for the Council to consider if a pooled funding mechanism for trade union facilities time is viable I would be grateful if you could indicate whether your Academy would be interested in receiving further information and contact from the Statutory Human Resources Services team. Further contact would not be a commitment to entering into any agreement however would provide the opportunity for the Council to assess the viability of supporting a pooled facilities time function.

I would be grateful if you could complete the declaration below and reply by e-mail to Sarah Reed, HR Policy Officer at [sarah.reed@centralbedfordshire.gov.uk](mailto:sarah.reed@centralbedfordshire.gov.uk) by Friday 17<sup>th</sup> July 2015.

However if you have any questions or would like to discuss this further please contact me by e-mail at [david.waller@centralbedfordshire.gov.uk](mailto:david.waller@centralbedfordshire.gov.uk) or telephone on 0300 300 6053.

Yours Sincerely,



David Waller  
 HR Policy & Implementation Manager  
 Human Resource Services  
 Central Bedfordshire Council

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 I am / am not\* interested in contributing to a pooled facilities time funding budget and receiving further contact and information from Central Bedfordshire Council.

Signed.....

Designation.....

Dated.....

**Contact at the Academy**

Name:..... Designation.....

E-mail..... Telephone.....