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Briefing note

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Title of Briefing: HR – Resources Review Analysis

Background

At the meeting on the 14th October 2015 Schools Forum requested assurance that decisions made by schools relating to the utilisation of employee resources was consistent across all schools. Historically guidance had been made available within the Primary sector which was referred to as a 'model of reasonableness'. It was also requested that consideration be provided to a similar level of guidance be provided to the Secondary sector.

Proposed Way Forward

Due to the diversity of the schools within North Tyneside it is not practical to stipulate what schools must and must not have in place for specific roles in schools. The needs of each school are influenced by factors such as the geographical position of the school, pupil numbers, curriculum offer and any additional services which are provided or commissioned. Additionally, schools also spend money on resources that are not provided via an employment route and therefore any review of resources needs to consider such.

As part of the Schools HR SLA a 'tool' is being piloted, which will ensure all schools are aware of the 'people' resources they have access to, what those resources are providing and what the school is funding. This analysis tool will require each school to undertake a full overview/review of the 'people' resources and associated costs that they currently fund. This clarity of understanding will allow schools to make informed decisions regarding the needs of the school.

For a review analysis to be undertaken the school will be required to work with the HR Business Partner (Schools). The intention is that this process will provide the business rational/recommendation for change. The findings of the review analysis will require approval and the HR Business Partner (Schools) will support the relevant formal arrangements including endorsement of the need for

change (both within school and North Tyneside Council *), application of appropriate policies and procedural considerations, appropriate communication with staff, trade unions/professional associations, direction to other colleagues to review external contractual arrangements (e.g. Schools Procurement Officer), etc, as appropriate.

(*Where the school needs to reduce its staffing compliment, which could result in the ending of employment, any request for consideration of a funding contribution would require assurance that a level of analysis/scrutiny had been undertaken. Additionally, in the event school were in a deficit position, any deficit approval and/or request for support from the North Tyneside Schools Forum would also require assurance that a level of analysis/scrutiny had been undertaken).

As part of the HR SLA schools will be able to access Benchmarking data relating to employment from April 2016. Additionally, annually guidance will be provided to schools noting the arrangements that they should have in place/have undertaken to review 'people' costs, e.g. people resource utilisation, market testing of third party providers, review of external contractual arrangements, review of costs linked to supply cover/assurance.

Further Schools HR will provide assurance annually via a report to Schools Forum on the number of schools who have undertaken a resource review and the number of schools who have successfully accessed funding support.

Recommendation:

Schools Forum to note this report.