

**DERBYSHIRE COUNTY COUNCIL****CABINET MEMBER FOR CHILDREN and YOUNG PEOPLE****14 July 2015****Report of the Strategic Director for Children & Younger Adults****Proposal to establish a Clerking Service to Schools****1. Purpose of Report**

To request approval to establish a clerk to governors service to schools.

**2. Information and Analysis**

This report relates to Derbyshire maintained schools. Prior to March 2008, the Governor Support Service offered a clerking service to school governing bodies on a Service Level Agreement basis. This offer to schools was discontinued in March 2008.

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013, Part 2, 6.(3) states that 'the governing body must appoint a clerk with a view to ensuring their efficient functioning and must have regard to advice from the clerk as to the nature of the governing body's functions.'

The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 Advice (January 2014) states that 'High quality professional clerking is crucial to the effective functioning of the board. Clerking is not only about good organisation and administration, but also, and more importantly, about helping the board understand its role, functions and legal duties. This is crucial in helping the board exercise its functions expediently and confidently, so that it can stay focused on its core functions.'

The Governor Support Service is contacted regularly by schools having difficulty recruiting a clerk to governors and, by offering a quality service, the local authority would be supporting and promoting the effective functioning of Derbyshire school governing bodies.

It is, therefore, proposed to establish a self-funding clerking service on a 'pool' basis. It is proposed to trial the service prior to the offer being launched to schools for the 2016-17 financial year.

**3. Financial Considerations**

Following the Single Status review, clerk to Governors were assessed as a grade 4 post, currently from point 8, £14,657 per annum, £7.60 per hour, up to point 11, £15,445 per annum, £8.01 per hour. The proposal is to make this a fully-traded service. Research has been carried out by contacting 15 other

local authorities which offer a clerking service to schools to ensure that proposed pricing structures are appropriate. The indicative pricing structure below is based on that previously offered up until March 2008, suitably adjusted.

<b>Size of Governing Body</b>	<b>Cost for 6 meetings per year (£)</b>	<b>Cost for 3 meetings per year (£)</b>
7-10 governors	1,470	735
11 – 14 governors	1,560	780
15+ governors	1,608	804

Up-front start-up costs would be required for:

- Recruitment via DCC website
- equipment - standard laptop purchase price with shoulder bag: indicative cost £460 plus maintenance charge: £112 pa
- in-house training
- trialling the service to a school. Costs based on hourly rate as indicated above.

The indicative costs above are in line with those charged by other authorities and the proposed trial will be used to inform the final prices applicable for 2016-17. These prices will be consistent with the principles contained within the Corporate Charging Policy and will be annually reviewed.

#### **4. Human Resources Considerations**

As more schools subscribe to the service, staffing in the Governor Support Team would need to be addressed to provide the necessary support.

#### **5. Legal Considerations**

None

#### **6. Property Considerations**

None

#### **7. Other Considerations**

In preparing this report the relevance of the following factors has been considered: Prevention of Crime and Disorder, Equality of Opportunity, Personnel, Legal, Environmental, Health and Property considerations.

#### **8. Background Papers**

The School Governance (Roles, Procedures and Allowances) England) Regulations 2013

The School Governance (Roles, Procedures and Allowances) England) Regulations 2013 Advice (January 2014)

## **9. Officer's Recommendations**

That the proposal to establish a fully-funded clerking service be approved.