

## Devolved Supply Teaching Arrangements

### Budgets

Devolvement of short term supply budgets (i.e. for absences of 10 days or less) to schools is in the context of overall Head Teacher budget management and the Department will continue to expect Head Teachers to demonstrate the prudent management of any such funds within their control. In particular, it should be noted that devolved supply budgets are not "ring-fenced". Head Teachers can use these funds for other purposes subject to virement rules but can also be expected to supplement supply teaching staff funds from other budgets in the event of higher than anticipated levels of short term absence. In addition, the department will wish to assure itself as to the use of any perceived surplus teaching staff supply funds for other purposes at the end of a financial year, when consideration should perhaps be given to carrying forward funding to ensure financial stability in a future year.

The Department recognises that an emergency might occur in a participating school with the result that expenditure exceeded not only annual budgets, but budgets for future years. The Department will retain responsibility for assisting schools in this regard. However, if any such instances mean that overall departmental finances could be jeopardised, the department can not guarantee that devolved supply arrangements (as for any budget) will be unaffected regardless of the overall financial picture of the authority's budgets as a whole. The Department will aim to ensure that any such problems are identified and reported to the Education and Children's Services Committee at the earliest possible stage to allow remedial action to be agreed. It should be noted that suspension of devolved teaching staff supply arrangements could be considered by the Committee in that event.

### General Overview

The following specific rules apply to operation of devolved supply budgets:

- **period of participation:** to ensure stability and prudent management of supply, schools are expected to enter into devolved supply arrangements for a minimum period of three years. Any subsequent withdrawal from the arrangements will be authorised by the Head of Educational Resources and subject to any conditions that might be agreed as to future re-entry;
- **responsibility for engaging supply staff:** the actual engagement of supply staff will be undertaken by the Education Department to relieve schools of the administration in this regard. Participating Head Teachers will have responsibility for determining when supply is engaged;
- **choice of supply staff:** to ensure the optimum utilisation of all supply staff on the department's teaching staff supply list, the department retains responsibility for choosing the individuals who will be allocated to schools;
- **non school level staffing budgets:** Head Teachers will not have responsibility for making decisions on supply for any teaching staff for whom the budgets are held centrally e.g. special education support staff, itinerant staff etc. Decisions on supply in these instances will be made by the relevant budget manager;
- **budget allocations:** school budgets for short term teaching staff supply will be determined annually by the Education Department as part of the Revenue Estimates exercise having regard to the latest data on absence and following consultation with schools as set out in this Scheme; and
- **overall budget management under DSM:** budgets for short term teaching staff supply, where devolved, will not be ring fenced and will be governed by the Comhairle's normal financial procedures and the specific procedures for reporting, monitoring and carry forward as set out elsewhere in this Scheme.

**Organisational and Financial Considerations of Devolved Supply Cover.**

1. Participating schools will be delegated a budget, proportionate to their complement of teaching staff. This figure is based on the average supply cost of £185 per day, for 4 days, for each full time equivalent teaching staff in each school. No allocation will be given for surplus posts (see section 6 below).
2. The school is responsible for containing its supply costs within its agreed budget. The school will use a large part of its budget to cover for staff absence due to illness. It would, however, be in order also to use the budget to release teaching staff for other professional activities in connection with the work of the school.
3. If there are exceptional circumstances, (e.g. flu epidemic) the Headteacher may request a special additional allowance to the budget. In such circumstances, the school's resources may be supplemented but only after careful investigation to ensure that the budget has been properly managed at school level.
4. The school cover budget will be expected to pay for the first ten days of absence. Cover for the 11<sup>th</sup> and subsequent days of any sickness will be met centrally.
5. A budget will be retained centrally for :
  - Cover from the first day of maternity or paternity leave.
  - Cover, considered necessary following discussion between the Headteacher and department, for absence resulting from participation in the work of the SQA, GTC or other national body.
  - Cover considered necessary following discussion between the Headteacher and the department for absence resulting from participation in the work of the authority, for example as a member of an appointments committee.
  - Cover in other circumstances where the department is satisfied that an undue burden might be placed upon the school.
6. Where a school has surplus posts, 75% of the surplus posts will be deducted from the overall cover budget. Total core staffing will include top up, probationers and probationer support and any additional staff allocated within the staffing formula. These allocations do not include any resources made available separately in connection with staff development and appraisal.
7. School arrangements for cover should be determined by the Headteacher following consultation with all staff, including trade union representatives.
8. The school should have a written school policy document.
9. The school should have an agreed monitoring procedure involving consultation with staff.
10. Through the consultation process, the school should determine a normal maximum level of absence such as inservice training.
11. Contractual non contact time should always be respected.
12. Promoted staff should normally receive the appropriate amount of management time.
13. The timetabled commitments of staff that may not have prime responsibility for a class but who do have contractual duties in areas such as learning support should normally be respected.
14. If educational trips last longer than ten days, any cover requirements should be proposed within the request for approval for the excursion, where other sources of funding are not available.

**Administrative Aspects of Devolved Supply**

15. General supply arrangements for the provision of supply cover in a school should remain the same. The Education Department will continue to arrange the supply cover on behalf of the school.
16. The coding of some types of supply will be different to the previous arrangement. Some types of supply were coded to the non-devolved cost centre of the school. Devolved supply arrangements require all supply to be coded to the devolved school cost centre. The FMS will be amended, in each case, to reflect this.
17. FMS does not truly reflect the cost of supply until the holiday entitlement element of supply teachers pay is recharged to the school. This does not happen right away and will affect budget planning. To help monitor this budget, a control spreadsheet will be issued to participating schools. If schools enter their supply requirements on this spreadsheet it will keep a record and provide expenditure figures and the remaining balance.