



NORTH YORKSHIRE SCHOOLS FORUM

Date of meeting:	Thursday, 14 March 2019
Title of report:	Professional Associations Facilities Arrangements (PAFA)
Type of report: Delete as required	For decision / discussion / information only
Executive summary: Including reason for submission	Interim progress position on the development of a fully traded model for trade union facilities/ PAFA
Budget / Risk implications:	None
Recommendations:	None
Voting requirements:	Schools members only / Schools and non-schools
Appendices: To be attached	Appendix 1 – Strategic Plan
Report originator and contact details:	Chris Head
Presenting officer: If not the originator	Chris Head

**Professional Associations Facilities Arrangements
(PAFA)****1.0 PURPOSE OF THE REPORT**

1.1 To update on the progress on moving to a fully traded model from April 2020.

2.0 BACKGROUND

2.1 There are several strands to this project mainly around information giving: what is PAFA? What are the benefits of the arrangements? And then persuading schools that they should buy in through NYES.

2.2 To date schools in the maintained sector are generally not aware that PAFA exists and how representatives are funded when they attend any consultation meeting the school might need to hold, such as restructures or individual representation of members.

2.3 Of the schools that are academies or free schools it is accepted by most that having a pooled arrangement to fulfil their statutory employment obligations is the most cost effective and efficient means of meeting those obligations.

2.4 North Yorkshire Facilities arrangements represent very good value for money and the per pupil charges are the lowest in the Northern Local Authorities.

2.5 The professional associations and Local Authority are working together to ensure the strategy is successful and sustainable.

3.0 STRATEGY

3.1 An action plan is attached showing the actions to be taken to achieve a fully traded model from April 2020.

3.2 The plan shows who is to carry out the actions and those which have been completed.

3.3 The aims are

- to ensure all schools are aware of the benefits of buying into PAFA – one charge per annum enables them to meet their obligations to provide facilities for representation of their staff, both teaching and support staff;
- to ensure all schools buy into the arrangements;
- the per pupil amount is sufficient to ensure the resources are available to operate the service;
- to enable the setting of a balanced budget.

3.4 Progress with the actions will be reported to the schools forum.

4.0 PROGRESS

4.1 The strategic plan has been drawn up and shared with the local Authority HR and Finance officers.

**Professional Associations Facilities Arrangements
(PAFA)**

- 4.2 Latest (January) HR newsletter for schools has an article outlining benefits of PAFA.
 - 4.3 Postcard summarising benefits has been produced.
 - 4.4 A letter for Head teachers and governors of schools which have yet to buy in has been completed.
 - 4.5 A letter for staff in schools which have yet to buy in has been completed.
 - 4.6 A further meeting of the Professional associations and LA officers to decide next steps is being arranged for March.
- 5.0 RECOMMENDATIONS
- 5.1 Schools Forum are asked to note the strategy and progress in moving to a fully traded model.

STUART CARLTON

Corporate Director – Children and Young People’s Service

Report prepared by Chris Head

Appendix 1

PAFA Strategic Action Plan towards a fully traded model from April 2020

	Task	By Whom	By when	Notes on progress
1.	Report periodically to the Schools' Forum on progress with actions in the plan Reports to be ready 10 days in advance of the meeting dates or other such dates as required.	Chris Head and Panel secretary	14.03.19 23.05.19 28.09.19 13.11.19 12.12.19	Report ready for 4.-03.19
2.	Articles in HR newsletters between now and March 2020 highlighting different benefits (drip, drip effect) to ensure schools know about PAFA	Mairi Reed & HR department	As and when the newsletters come out throughout the year	First article appeared in January newsletter
3.	What is the budget required to operate the facilities arrangements?	Fu Wing Lee	March 2019	
4.	Decide the per pupil amount based on agreed pupil numbers which generates a realistic budget sum based on previous take up	County secretaries and Fu Wing Lee/ Finance officers	March 2019 and then part of budget setting process – costings for 2020 needed by 28.09.19	
5.	Determine what would happen to any surplus budget if there is greater take up than anticipated and required to operate without a deficit	LA officers	Decision as soon as possible	
6.	Review the distribution of the PAFA budget amongst all the PAs including Unison	County secretaries	March 2019	
7.	Make a “business case” for PAFA to persuade schools of benefits	Panel secretary, Chris Head & Chris Knowles	March/April 2019 refined ready for Autumn term	

8.	Review wording on NYES web page which gives due prominence to support staff as well as teachers	Panel secretary & Chris Head	ASAP	
9.	Flyer wording which describes positively the value of buying in (summary of business case)	Panel secretary & Chris Head	July ready for September	
10.	Agree the buy in date if possible for academies and maintained schools	Finance officers to advise	Ready for April 2020	
11.	Attend leadership networks – have a stall, flyers and short presentation	Chris Head and Anne Swift	Attend Autumn & Spring networks	
12.	Attend bursar/business managers networks – have a stall, flyers and short presentation	Chris Head and Anne Swift	Attend Autumn & Spring networks	
13.	Brief “relationship managers” on benefits of PAFA	Chris Head & LA officers	Throughout Summer term 2019	
14.	Postcard with brief bullet point benefits to give out at networks & relationship managers to leave in schools	Panel secretary & Chris Head	Completed	
15.	Develop follow up material for any schools which don't buy in <ul style="list-style-type: none"> • Suitable letter to HT • Compile case studies showing costs of tribunals if representation is not provided • Letter/flyer for members • Poster for Staffroom noticeboard 	Chris Head & Paul Busby PA secretaries to provide examples Chris Head & Paul Busby Spencer Williams	Completed These are available Completed In hand	
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