**Norfolk School Forum**

**11 January 2019**

**Claiming from De-Delegated Budgets**

Schools Forum requested further information on the process for claiming against the de-delegated HR budgets, and the information that currently goes out to schools. This paper is for information only.

**1. ED2225 Redeployment/Safeguarding**

Where there is a risk of redundancy, the school is red rag rated, and the reason for redundancy is financial, then redeployment or salary safeguarding may be a less costly option than redundancy costs.

Redeployment/safeguarding inevitably occurs from a staffing adjustment, so the school will already be working with an HR consultant who will advise on costs and whether redeployment/ safeguarding is an option.

Where salary safeguarding costs are paid by the LA, the salary will be re-coded to reflect that contribution.

**2. ED2241 Supply/Special**

This budget covers trade union facility time and other functions, such as jury service and reservist duties.

For trade union facility time, the money pays for trade union officials who are available to all schools. These officials are paid directly from the budget by the HR Business Partner.

For jury service, and for covering reservist duties, the school should provide evidence of any additional cost incurred to the HR Business Partner, schools. This could be the relevant supply claims or invoices. Where there is additional cost incurred, the school will be reimbursed usually through a journal transfer.

**3. ED2242 Maternity**- anyone on maternity leave and entitled to maternity pay is automatically recoded to the de delegated maternity budget, on the basis of information provided by the school.

**4. ED2243 Suspended staff**- where a school has agreed with the HR Consultant that an employee should be suspended, the salary is recoded to this budget.

**5. ED2244 Disabled**

This budget is accessible to aid purchase of equipment for staff who need additional support to be at work. The school will usually be in touch with the HR Consultant about this, and requests are passed to the HR Business Partner, for schools. Decisions about purchasing equipment will be made alongside other routes that may also provide support, such as Access to Work Consultant.

Whilst there is nothing advertising these budgets to schools on the intranet, in most cases the schools will be in contact with their HR Consultant who will advise of these funds where appropriate.

Further to the above, queries can be directed to the HR Consultant or to hrenquiry@norfolk.gov.uk or to carole.human@norfolk.gov.uk .

**Action:**

**For information only.**