

Delegated Decision Notice

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input type="checkbox"/> Key Decision	<input checked="" type="checkbox"/> Significant Operational Decision	Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input checked="" type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 £25,000 to £100,000
Director¹	Children & Families		
Contact person:	Lucie McAulay	0113 3788766	
Subject²:	Clawback of Excess School Surplus Balances 2021/22 – Hugh Gaitskell		
Decision details³:	<p>What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call in etc.)</p> <p>The Chief Officer Resources & Strategy approved the clawback of excess schools balance 2021/22 of £385,252 from Hugh Gatiskell Primary School.</p> <p>A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate)</p> <ul style="list-style-type: none"> • The Leeds Scheme for Financing Schools currently states that if a school has held a balance of above 15% of school budget share for 3 or more consecutive years, the excess balance can be subject to clawback by the council • There continues to be a mechanism in place which enable schools to make an application to a schools forum panel (Schools in Financial Difficulty) and the council in order to retain the excess balance. Individual circumstances are taken into consideration and the clawback is not automatic, schools continue to apply to keep their excess balances. • As at the end of 2021/22 there were 52 schools with surplus balances above the 15% threshold, 11 of these schools had balances greater than 15% over three or more successive years. The value of the potential clawback over and above the 15% equated to £1.314m. • In accordance with the Leeds Scheme for Financing schools each of these schools were requested to submit an application to retain their surplus balances. These applications were then individually considered by the Schools in Financial Difficulty panel which is made up of Schools Forum members, on the basis of evidence provided the panel then made 		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

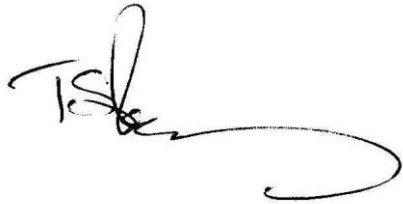
³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>recommendations on the which balances to clawback. Schools Forum have been very strong to express their support for the clawback of surplus balances.</p> <ul style="list-style-type: none"> • These recommendations were then further considered by Childrens and Families via the DSG Board. • Hugh Gaitskell has final balance of £802,680 as at the end of 2021/22, the excess balance over and above the 15% equated to £385,252. • Following the excess process outlined above it has been recommended that the full excess balance of £385,252 be clawed back from High Gaitskell Primary which will leave them with a revised surplus balance of £417,428
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>Consideration was given to the action plan submitted by the school however it was not felt that this was sufficiently robust to demonstrate effective plans for the use of the excess surplus balance.</p>
Affected wards:	N/A
Details of consultation undertaken⁴:	<p>Executive Member: Councillor Pryor has been briefed on and supports the proposal to clawback the excess surplus balance</p>
	Ward Councillors N/A
	Chief Digital and Information Officer ⁵ N/A
	Chief Asset Management and Regeneration Officer ⁶ N/A
	<ul style="list-style-type: none"> • Members of Childrens and Families DSG Board have been involved in the decision making process. • Members of Leeds Schools Forum have considered and recommended clawback of the excess balance
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Following a decision the school will be officially notified by a letter from the Head of Service Learning Improvement and then finance will make the necessary budget adjustments to clawback the balance.</p>
	Date Added to List:-

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

List of Forthcoming Key Decisions⁷	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision	
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	If published late relevant Executive member's approval Signature _____ Date _____	
Call In	Is the decision available ⁹ for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ¹⁰ Tim Pouncey – Chief Officer Resources & Strategy	
	Signature 	Date: 7/12/22

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call in. Key decisions are always available for call in unless they have been exempted from call in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.