

Central Bedfordshire
Council
Priory House
Monks Walk
Chicksands,
Shefford SG17 5TQ

**This meeting
may be filmed.***



please ask for Jonathon Partridge
direct line 0300 300 4634
date 11 September 2014

NOTICE OF MEETING

CO-CONVENED OVERVIEW & SCRUTINY COMMITTEE

Date & Time

**Tuesday, 23 September 2014 following the conclusion of
the Corporate Resources OSC but not before 1.00 p.m.**

Venue at

Council Chamber, Priory House

Richard Carr
Chief Executive

To: The Chairman, Members and Co-opted Members of the CHILDREN'S SERVICES,
CORPORATE RESOURCES, SOCIAL CARE, HEALTH AND HOUSING AND
SUSTAINABLE COMMUNITIES OVERVIEW AND SCRUTINY COMMITTEES:

All other Members of the Council - on request

***MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND THIS
MEETING***

AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members.

2. **Members' Interests**

To receive from Members any declarations of interest and of any political whip in relation to any agenda item.

3. **Chairman's Announcements and Communications**

To receive any announcements from the Chairman and any matters of communication.

4. **Petitions**

To receive petitions from members of the public in accordance with the Public Participation Procedure as set out in Annex 2 of Part A4 of the Constitution.

5. **Questions, statements and deputations**

To receive any questions, statements or deputations from members of the public in accordance with the Public Participation Procedure as set out in Annex 1 of Part A4 of the Constitution.

6. **Fees and Charges**

To review the Council's proposed Fees and Charges schedule and recommend a preferred approach to the Executive.

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Meeting: Co-convened meeting of the Overview and Scrutiny Committees

Date: 23 September 2014

Subject: Fees and Charges 2015/16

Report of: Cllr Maurice Jones, Deputy Leader and Executive Member for Corporate Services.

Summary: The report proposes the revised fees and charges for 2015/16 and identifies those charges where increases are significantly different from the 2% advisory increase as per the 2015/16 Budget Strategy.

Advising Officer: Charles Warboys, Chief Finance Officer

Contact Officer: Denis Galvin, Head of Financial Performance

Public/Exempt: Public

Wards Affected: All

Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

1. The annual review and setting of the Council's Fees and Charges are integral to the Council's Budget Strategy and the legal requirement to deliver a balanced budget. The review ensures a rigorous, responsible and realistic approach is taken to determine the appropriateness and relevance of the Council's schedule of fees and charges. Setting a balanced budget ensures the Council allocates its resources to deliver the priorities. These are:
 - Enhancing your local community – creating jobs, managing growth, protecting our countryside and enabling businesses to grow.
 - Improved educational attainment
 - Promoting health and wellbeing, and protecting the vulnerable
 - Better infrastructure – improved roads, broadband reach and transport.
 - Great universal services – waste, leisure and libraries.
 - Value for money – freezing council tax.

Financial:

2. The financial implications are set out in the report.

Legal:

3. The Council has various powers to charge for aspects of the services it provides. The general rule is that when it is carrying out a statutory duty the Council can only make a charge where there is specific power to do so.

Section 93 of the Local government Act 2003 provides that when the Council is providing a discretionary service, it may charge for the service, provided the person receiving the service has agreed to its provision. Overall the income from such charges must not exceed the current full economic cost to the Council of the provision.

Risk Management:

4. Risks relating to service take-up and organisational reputation can be associated with increases to fees and charges that are perceived to be 'comparatively' high. The key risks are:

- Subject to the level of increase (and in view of the current financial climate), services might become unaffordable to some members of the community, which may impact take-up and therefore overall income levels. This may also impact on the Council's reputation.
- The Fees & Charges Policy does provide for discretion on the level of charges made to vulnerable people or groups.
- Those paying fees and charges may perceive that a higher than expected increase on any given area will be used to cross-subsidise increased costs of other service areas and not to cover the direct cost of the service they receive. This again may present a reputational risk.
- Services subject to significant increases in fees might attract unfavourable media attention, which again could result in reputational damage to the Council.

Staffing (including Trades Unions):

5. Not applicable.

Equalities/Human Rights:

6. Where appropriate, Equalities Impact Assessments will be carried out for proposals.

Community Safety:

7. Not applicable.

Sustainability:

8. Not applicable.

Procurement:

9. Not applicable.

RECOMMENDATION(S):

The Committees are asked to:-

1. Consider the report and associated appendices and comment as necessary to the Executive>

Background

10. The Council's Charging Policy states that '*All fees and charges will be reviewed annually and adjusted as necessary in line with the Council's charging policy. The Chief Finance Officer will provide services with guidance each year as to the maximum inflation rate that may be applied.*'
11. It also states that '*All fees and charges should be reviewed on a more fundamental basis at least every 3 years, where it will be necessary to examine all the factors set out below in accordance with good practice guidance i.e. the CIPFA Practical Guide for Local Authorities on Income Generation (Fully revised 2008).*' This is currently being undertaken
12. The Fees & Charges Policy was reviewed during 2014 under the auspices of a Members Task & Finish Group, and recommended to the Corporate Services OSC at its July 2014 meeting. This Policy is now due to be taken by the Executive at its October meeting.
13. The Chief Finance Officer has advised that the inflation rate to be applied in line with the Corporate Budget Strategy is 2% which is in line with the latest reported Retail Price Index (1.9% as at July 2014). Where there have been significant variations from this advisory level these have been identified at Appendix B.

General 2% increase

14. For the majority of services there will either be a 2% increase for 2015/16, or prices will be held at the 2014/15 price where charges are in line with the current economic cost of provision. The details of the individual tariffs is set out in Appendix A.
15. Statutory charges have been left at the 2014/15 rate and will be revised once the authority has been advised of the rates applicable to 2015/16.
16. The implementation date of the price changes for 2015/16 is the 1st January 2015 wherever possible.
17. A number of Fees & Charges will remain with an April 2015 date for a price change, where they are either annual agreements, or the Service is statutory and subject to an April change.

Traded Service with Schools & Academies

18. There are a number of services that the Council continues to provide to Schools and Academies.
19. A full review of these charges was undertaken for the 2014/15 year, and proposed changes are reflected in the proposed charges for 2015/16.
20. For services that are provided to both Schools and Academies, where appropriate a management fee of 10% is added to the Academy charge.
21. These charges are communicated to Schools and Academies via a Booklet for which is shown as Appendix C. This booklet is issued annually and charges take effect from April 2015 in line with the budget year that is set for Schools.

Appendices:

Appendix A – Fees and Charges Schedule

A1 Social Care Health & Housing

A2 Children's Services

A3 Community Services

A4 Regeneration & Business Support

A5 Corporate Resources (inc. Registration)

A6 Building Control

A7 Planning Services

A8 Minerals & Waste

A9 Photocopying

A10 Marriage fee changes from 1st September 2014

Appendix B – Non 2% Charges

Appendix C – Charges to Schools & Academies

Background papers and their location: (open to public inspection)

None

Appendix A1

2015/16 Fees & Charges – Social Care, Health & Housing – New Charges with effect from 1st January 2015

Directorate: Social Care Health and Housing	2014/15 Rate	2015/16 Rate
	£	£
Charges for reference to banks & building societies (VAT n/a)	28.50	29.00
Consent for Cable Installations (VAT n/a)	123.70	126.20
Private Sector Housing		
Solicitor "Fast Track" enquiries	40.00	40.80
Immigration survey request - per survey	200.00	204.00
Sheltered Housing		
Sheltered Communal Lounge hire (per hour)	13.20	13.50
Lettings: (VAT n/a)		
Side Room / Small Room		
up to 4 hours	30.00	30.60
additional hour	5.40	5.50
Main Hall		
up to 4 hours	43.00	43.85
additional hour	11.00	11.20
Kitchen		
up to 4 hours	14.50	14.80

2015/16 Fees & Charges – Social Care, Health & Housing – New Charges with effect from 1st April 2015

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

Directorate: Social Care Health and Housing	2014/15 Rate	2015/16 Rate
	£	£
Homeless Hostels (VAT n/a) - per week (52 weeks)		
Scheme Manager	37.20	37.20
Communal Heating	1.50	1.50
Communal Electric	3.10	3.10
Heating & Domestic Hot Water	3.90 - 5.80	3.90 - 5.80
TV	0.30	0.30
Communal Cleaning	2.30	4.40 - 6.20
Window Cleaning	0.30	0.40 - 0.50
Communal Television (VAT n/a) - per week (48 week basis)	0.30	0.30
Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - existing customers as at 31.03.2014	2.80	2.90
Lifeline Emergency Response (VAT n/a) - per week (48 week basis) - new customers from 01.04.2014		
Weekly rental	3.50	3.60
Installation Cost	25.00	25.50
Supply of additional pendant	50.00	51.00
No fault call out fee	25.00	25.50
Supply and fit key safe	80.00	81.60
Lifeline One Call set up cost	30.00	30.60
Annual subscription	14.40	14.70
Outreach Service (VAT n/a)		
Lifeline + 1 visit from Sheltered Housing Officer per week	6.00	6.10
Lifeline + 2 visits from Sheltered Housing Officer per week	8.00	8.20
Lifeline + 3 visits from Sheltered Housing Officer per week	10.00	10.20
Housing Act 2004 and Park Homes Enforcement (VAT n/a)		
Recipient of Housing Act or Park Homes Enforcement Notice (per person)	208.10	212.30
Admin charge for undertaking Works in Default in relation to enforcement activity - per Enforcement Notice	20% of cost	20% of cost

Directorate: Social Care Health and Housing	2014/15 Rate	2015/16 Rate
	£	£
Houses of Multiple Occupation		
Licensing Scheme (per property) - license granted for 5 years	397.50	405.50
Traveller site pitch fees (VAT n/a) - per week (52 weeks)		
Single pitch	97.10	99.00
Double pitch	105.90	108.00
Service charges	9.60	9.80
Park Homes Charges (per pitch unless otherwise stated)		
Initial licence fee per pitch	53.61	54.70
Amendment or transfer fee (per site/application)	249.88	254.90
Site expansion amendment fee per additional pitch	8.70	8.90
Annual fee per pitch	11.62	11.90
Fit and Proper Persons Register Application (per application)	105.75	107.90
Fee for Depositing Site Rules (per Deposit)	30.91	31.60
Private Sector Housing		
Fee for technical assistance with a Disabled Facilities Grant - % of cost (for grants not exceeding £27,000)	12%	12%
Fee for technical assistance with a Renewals Grant - % of cost	10%	10%
Fee chargeable in relation to Empty Homes cases - % of cost	10%	10%
Sheltered Housing		
Lifeline Response Charge (VAT n/a - per response)	20.80	21.20
Charges to Customers and Individuals		
<i>Maximum Applicable charge following Financial Assessment</i>		
Residential Care (VAT n/a)		
Linsell House (Home for Adults with Multiple Disabilities) (per week)	1,950.00	1,969.50
Day Opportunities and Day Care (VAT n/a)		
Day Centres for Adults with Learning Disabilities (per day)	54.00	54.55
Day and Social Centres for Older People (per day)	30.00	30.75
Travel to Day Centre (per journey)	1.55	1.60
Domiciliary Care		
Home Care (per hour) (VAT n/a)	17.00	17.00
Care provided in Supported Living units (per hour) (VAT n/a)	17.00	17.00
Care provided in Extra Care Sheltered Housing (per hour) (VAT n/a)	17.00	17.00

Directorate: Social Care Health and Housing	2014/15 Rate	2015/16 Rate
	£	£
Telecare Services		
Telecare Service provided to meet eligible social care needs per week (VAT n/a)	4.20	4.30
Flat rate charge		
Meals: (VAT n/a)		
Frozen meal (per meal)	n/a	n/a
Hot meal (per meal)*	3.80	3.90
Meals at day centres (per meal)*	3.80	3.90
Telecare Monitoring Service		
Telecare Service provided outside social care eligibility criteria where customer has VAT exemption (VAT n/a)	4.20	4.30
Telecare Service provided outside social care eligibility criteria	5.00	5.10
Bathing charges per bath	1.00	1.00
Laundry charges per washing load	1.00	1.00
Fee for Issue of a Blue Badge (statutory maximum charge)	10.00	10.00
Charges to Organisations and Other Local Authorities		
Social Care Services		
Linsell House (Home for Adults with Multiple Disabilities) (per week)	2,100.00	2,300.00
Day Centres for Adults with Learning Disabilities incl. transport (per day) (VAT n/a)	66.00	67.30
Day Centres for Adults with Learning Disabilities excl. transport (per day) (VAT n/a)	54.00	55.10
Day Centres for Older People - per day incl. transport (per day) (VAT n/a)	45.00	45.90
Day Centres for Older People excl. Transport (per day) (VAT n/a)	30.00	30.60
Cost per Social Work hour	35.50	35.85
Care Homes		
Weekly price per bed - Abbotsbury	461.60	473.14
Weekly price per bed - Allison House	451.33	462.61
Weekly price per bed - Caddington Hall	426.89	437.56
Weekly price per bed - Ferndale	471.89	483.69
Weekly price per bed - Greenacre	465.52	477.16
Weekly price per bed - Ridgeway Lodge	473.16	484.99
Weekly price per bed - The Birches	462.00	473.55
Weekly price per bed - Westlands	469.14	480.87
Other Local Authority Weekly price per bed - Abbotsbury	475.18	487.06
Other Local Authority Weekly price per bed - Allison House	464.60	476.22
Other Local Authority Weekly price per bed - Caddington Hall	439.44	450.43
Other Local Authority Weekly price per bed - Ferndale	485.77	497.91
Other Local Authority Weekly price per bed - Greenacre	479.21	491.19
Other Local Authority Weekly price per bed - Ridgeway Lodge	487.07	499.25
Other Local Authority Weekly price per bed - The Birches	475.59	487.48
Other Local Authority Weekly price per bed - Westlands	482.94	495.01

Appendix **A2**

2015/16 Fees & Charges – Children’s Services. Charges take effect from April 2015 in line with charges to Schools and Academies.

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

	2014/15 Rate	2015/16 Rate
Directorate: Children's Services	£	£
Music Service VAT (n/a)		
Lesson Setting (Per Term)	Direct Debit	Direct Debit
Lower Schools		
Group	88.60	90.40
Individual	133.10	135.80
Middle, Upper and Community		
Group	88.60	90.40
Individual 20 mins	133.10	135.80
Middle and Upper		
Individual 30 mins	199.50	203.50
Individual 40 mins	266.00	271.30
Out of County and non-LEA schools		
Group	98.10 - 94.30 by DD	98.10 - 94.30 by DD
Individual 20 mins	147.00 - 144.30 by DD	147.00 - 144.30 by DD
Individual 30 mins	220.60 - 216.30 by DD	220.60 - 216.30 by DD
School Transport		
Concessions & Post 16 bus pass		
per term	149.80	152.80
half term	74.75	76.25
year	406.80	414.93
Replacement Bus Pass	tour operators charge plus a handling fee of £10	tour operators charge plus a handling fee of £10.20

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Appendix A3

2015/16 Fees & Charges – Community Services - New Charges with effect from 1st January 2015

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Public Protection		
Licences - Animals		
Riding Establishments		
Full Licence		
1-5 Horses	123.00	123.00
6-12 Horses	184.00	184.00
13+ Horses	255.00	255.00
Provisional Licence	25% of relevant full fee	25% of relevant full fee
Dangerous Wild Animals	194.00	194.00
Renewal of Dangerous Wild Animals	82.00	82.00
Pet Shops	195.00	195.00
Animal Breeders	180.00	180.00
Animal Boarding Establishments	180.00	180.00
Animal Home Boarding	123.00	123.00
Animal Boarding and Breeding	230.00	230.00
Zoos	50.00 Plus costs calculated on basis of officer	50.00 Plus costs calculated on basis of officer
Grant / New	hourly rate for each hour spent	hourly rate for each hour spent
Renewal	hourly rate for each hour spent	hourly rate for each hour spent
Performing Animals (per licence)	34.00	34.00
Hackney Cabs and Private Hire Vehicles		
Licence Fee (12 months or less)		
Private Hire - New	250.00	250.00
Private Hire - Renew	170.00	170.00
Hackney Carriage - New	300.00	300.00
Hackney Carriage - Renew	230.00	230.00
Replacement Plate	26.00	26.00
Temporary Replacement Vehicle (3 Month Licence)	95.00	95.00
Variation / withdrawal / application administration fee	26.00	26.00
Private Hire Vehicle and Hackney Cab Driver Licence		
New or renewal combined 3 year driver's licence	155.00	155.00
New or renewal combined 1 year driver's licence	95.00	95.00
Driver Knowledge Test	26.00	26.00
Replacement badge	21.00	22.05
DBS enhanced check	44.00	44.00
Disclosure and Barring Scheme	15.00 admin fee	15.00 admin fee
DVLA enquiry fee	7.00	7.00
Variation / withdrawal / application administration fee	26.00	26.00
Private Hire Operators Licence		
New Private Hire Operators Licence	200.00	200.00
Renewal Private Hire Operators Licence	75.00	75.00
Hackney cab and private hire vehicle licence - pre- application advice		
Per hour	26.00	26.00

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Transfer of Ownership of Vehicles		
Where the ownership of a vehicle already licensed by Central Bedfordshire Council is transferred to another person the following fees will be due by the new owner upon receipt of a successful application	115.00	115.00
Where the vehicle licence is transferred and is to remain in force until its expiry date	115.00	115.00
Petroleum Licence Fees		
Up to 2,499 litres		
1 year	42.00	42.00
3 years	126.00	126.00
2,500 up to 50,000 litres		
1 year	58.00	58.00
2 years		
3 years	174.00	174.00
Over 50,000 litres		
1 year	120.00	120.00
2 years		
3 years	360.00	360.00
Transfer of Petroleum Licence	8.00	8.00
Other Licensing		
Skin Piercing, including Tattooing, Acupuncture, Electrolysis and Ear Piercing		
One-off registration fees:		
Premises	155.00	155.00
Person	146.00	146.00
Person(if member of accredited body)	46.00	46.00
Lottery Certificate		
Grant (statutory fee / charge)	40.00	40.00
Renewal (statutory fee / charge)	20.00	20.00
Gambling Act 2005 Premises Licence Fees:		
New Premises Licence	615.00	615.00
Vary a Premises Licence	615.00	615.00
Transfer a Premises Licence	158.00	158.00
Re-instatement of a Premises Licence	280.00	280.00
Provisional Statement	615.00	615.00
Premises Licence with a Provisional Statement	110.00	110.00
Copy of Licence	21.00	21.00
Notification of Change of Address	34.00	34.00
Annual Premises Licence Fee	280.00	280.00
Sex Shop/Cinema		
Grant	610.00	610.00
Renewal	425.00	425.00
Transfer or Variation	425.00	425.00
Sexual Entertainment Venues		
Grant	1,430.00	1,430.00
Renewal	1,025.00	1,025.00
Transfer or Variation	1,025.00	1,025.00
Poisons Act 1972:		
New entry or change of name on list	35.00	35.00
Subsequent renewal of name on list	19.00	19.00
Alteration to premises (where listed person is entitled to sell)	10.00	10.00

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Explosives Manufacture and Storage of Explosives Regulations 2005		
Storage:		
New - one year licence	178.00	178.00
New - two year licence	234.00	234.00
Renew - one year licence	83.00	83.00
Renew - two year licence	141.00	141.00
Registration:		
New - one year licence	105.00	105.00
New - two year licence	136.00	136.00
Renew - one year licence	52.00	52.00
Renew - two year licence	83.00	83.00
Variations/Replacements/Transfers	35.00	35.00
Fireworks Act 2003-Fireworks Regulations 2004 (licence for all year sale)	500.00	500.00
Contaminated Land		
Contaminated Land Enquiries		
To provide additional information to solicitors, developers etc.	93.00	93.00
Food		
Food Export Certificate	55.00	55.00
Food Hygiene Course Lecturing	67.00	67.00
Food Premises Register		
Full	1,030.00	1,030.00
Single Entry	20.00	20.00
Primary Authority status		
Other - Public Protection		
Water Sampling	Cost Recovery	Cost Recovery
Voluntary Surrender Certificate	108.00	108.00
Preparation of report for accident investigation	72.00	72.00
Street Trading - annual	400.00	400.00
Street Trading - One off event	90.00	90.00
Trading Standards		
Annual Membership Fee	189.30	189.30
Renewal Fee for Existing Member	142.50	142.50
United Kingdom Trade Confederation Membership Fee	159.20	159.20
United Kingdom Trade Confederation Renewal Fee	159.20	159.20
Trading Standards Approved Stickers		
per 100	13.90	13.90
per 500	19.00	19.00
per 1000	25.50	25.50
Consumer Guide Leaflet		
per 100	30.50	30.50
per 500	77.50	77.50
per 1000	158.50	158.50
Trading Standards Approved Plaque	39.50	39.50
Replacement/Additional Membership Certificate	13.90	13.90

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Licensing Act 2003		
Temporary Event Notices - new application	21.00	21.00
Premises Licences/club certificates - new application/variation fee:		
Rateable value band A - new application/variation fee	100.00	100.00
Rateable value band A - renewal fee	70.00	70.00
Rateable value band B - new application/variation fee	190.00	190.00
Rateable value band B - renewal fee	180.00	180.00
Rateable value band C - new application/variation fee	315.00	315.00
Rateable value Band C - renewal fee	295.00	295.00
Rateable value Band D - new application/variation fee	450.00	450.00
Rateable value Band D - renewal fee	320.00	320.00
Rateable value Band E - new application/variation fee	635.00	635.00
Rateable value Band E - renewal fee	350.00	350.00
In addition, a multiplier will be applied to town and city centre pubs (those in bands D and E) where they are exclusively or primarily in the business of selling alcohol:		
Rateable value Band D (x2) - town centre pub application fee	900.00	900.00
Rateable value Band D (x2) - town centre pub annual charge	640.00	640.00
Rateable value Band E (x3) - town centre pub application fee	1,905.00	1,905.00
Rateable value Band E (x3) - town centre pub annual charge	1,050.00	1,050.00
Minor Variation to Premises Licence	89.00	89.00
Transfer responsibility from DPS to management committee (where the premises already has a DPS)	23.00	23.00
Transfer of DPS on new applications or variations to add alcohol sales	Full/new variation fee	Full/new variation fee
Personal Licence New/Renewal	37.00	37.00
Personal Licence Change Name/address	10.50	10.50
New from October 2013		
Scrap Metal Dealers Licence		
Collectors Licence (3 years)	455.00	455.00
Site Licence (3 years)	530.00	530.00
Community Safety		
Community Safety - Fixed Penalty Notices - charging the maximum allowed by law	Maximum / Discounted	Maximum / Discounted
Nuisance parking - cars for sale and repair	100 / 60	100 / 60
Abandoning a vehicle	200 / 140	200 / 140
Litter	80 / 50	80 / 50
Street litter control notices and litter clearing notices	100 / 60	100 / 60
Unauthorised distribution of free literature	80 / 50	80 / 50
Graffiti and fly posting	80 / 50	80 / 50
Failure to produce authority (Waste Transfer Notes)	300 / 200	300 / 200
Failure to possess a Waste Carriers Licence	300 / 200	300 / 200
Offence in relation to waste receptacles	100 / 60	100 / 60
Offences under Dog Control Orders	80 / 50	80 / 50
Failure to nominate key holder and inform Local Authority	80 / 50	80 / 50
Noise from licensed premises under Noise Act 1996	Not adopted	Not adopted
Allowing a dog to foul under Dog Fouling of Land Act 1979/Environmental Protection Act 1990	50.00 / no discount	50.00 / no discount

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Pest Control		
Rats (charge for each infestation treated in a twelve month period)	60.00	60.00
Rats Concession	30.00	30.00
Mice (charge for each infestation treated in a twelve month period)	60.00	60.00
Mice Concession	30.00	30.00
Bed Bugs (charge for each infestation treated in a twelve month period)	60.00	60.00
Bedbugs Concession	30.00	30.00
Cockroaches (charge for each infestation treated in a twelve month period)	60.00	60.00
Cockroach Concession	30.00	30.00
Wasps	68.00	68.00
Wasps (Concession)	34.00	34.00
Ants	68.00	68.00
Ant (Concession)	34.00	34.00
Fleas	68.00	68.00
Flea (Concession)	34.00	34.00
Dog Control		
Veterinary fee	Cost Recovery	Cost Recovery
Direct return to owner where dogs are chipped / tagged	28.00	28.50
Owner collects from kennels	56.00	57.00
Kennelling (per night)	11.00	11.20
Warden collects dog from kennels and returns to owner	112.00	114.00
Kennelling (per night)	11.00	11.20
Waste - other charges		
VAT included at current standard rate		
Bulky Waste		
To collect bulky waste from domestic premises (per load or part thereof)	50.00	51.00
Concession	25.00	25.50
Fridges & Freezers		
To collect fridges and freezers from domestic premises	40.00	41.00
Concession	20.00	20.50
Cement Bound Asbestos		
To collect cement-bound asbestos from domestic premises:	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service
Persons in receipt of means tested benefit	Assessed on individual case basis - contact the Service	Assessed on individual case basis - contact the Service
VAT not applicable unless stated		
Abandoned / End-of-life Vehicles		
To collect and dispose of end-of-life vehicle or abandoned vehicles from non-domestic premises		
To collect and dispose of end-of-life vehicles	Free	Free
To collect and dispose of end-of-life caravans	170.00	173.00

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Community Services	£	£
Off Street Car Parking Charges		
VAT applicable included at current standard rate		
Dunstable		
West Street (2hr time limit)	Free	Free
Westfield Road (3 hr time limit)	Free	Free
Houghton Regis		
Bedford Square (3 hr time limit)	Free	Free
Tithe Farm Road (3 hr time limit)	Free	Free
Leighton Buzzard		
Baker Street (2 hr time limit)	Free	Free
Linslade		
New Road (2 hr time limit)	Free	Free
Off Street Car Parking Charges Aston Square, St Mary's Gate, Eleanor's Cross		
2 Hour	0.50	0.50
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00
VAT not applicable unless stated		
Off Street Parking Charges - Flitwick		
Monday to Friday (per day)	5.00	5.00
Saturday and Sunday (per day)	1.00	1.00
Weekly Ticket	25.00	25.00
Off Street Parking Charges - all other		
1 Hour	0.50	0.50
2 Hour	1.00	1.00
3 Hour	1.50	1.50
5 Hour	3.50	3.50
All Day	6.00	6.00
Other parking charges		
Excess Overnight Charge for parking in multi storey car park	12.00	12.00
Overnight parking (before 6.00am and after 8.00pm) - off street	Free	Free
Sunday parking	Free	Free
Lost car park token	6.00	6.00
Penalty Charge Notices		
Charges set by government as national standard and cannot be changed without the direction of the government (VAT N/A)		
Standard Rate	70.00 (high level) 50.00 (low level)	70.00 (high level) 50.00 (low level)
Discounted Rate- if paid within 14 days	35.00 (high level) 25.00 (low level)	35.00 (high level) 25.00 (low level)
Charge Certificate stage	105.00 (high level) 75.00 (low level)	105.00 (high level) 75.00 (low level)
Court and Bailiff Stage	112.00 (high level) plus costs 82.00 (low level) plus costs	112.00 (high level) plus costs 82.00 (low level) plus costs
Permits		
Resident Permit per annum	10.00	10.00
Resident Permit: Incremental increased fee - 2nd vehicle	70.00	70.00
Resident Permit: Incremental increased fee -3rd and subsequent vehicle	90.00	90.00
Commercial Permit (for town centre businesses) (for use in CBC car parks)		
12 months	386.00	386.00
Employee (for town centre workers) (for use in CBC car parks)		
12 months	386.00	386.00
3 months	129.00	129.00
1 month	52.00	52.00
Market Trader Allocated Parking Bay - per pitch per market day		
12 months	64.00	64.00
1 day	3.50	3.50
General Public Permit (for use in CBC car parks) - 1 week		
	12.80	12.80
Dispensation - per day	5.00	5.00
Dispensation: per week	20.00	20.00
Visiting Carers Permit	Free	Free
Book 25 visitor's day tickets	30.00	30.00
Disabled badge holders		
	Free in designated bays only	Free in designated bays only

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Highway Licences		
Deposit for scaffolding on or over highway	No charge	No charge
Deposit for hoarding/fences on highway	No charge	No charge
Consent to deposit materials on the highway	36.00	37.00
Oversailing of crane over the highway	108.00	110.00
Permission to place skip on highway	36.00	37.00
Provision of estimate for construction of crossover	110.00 (+ 10% admin fee)	112.00 (+ 10% admin fee)
Construction of crossover	At cost	At cost
Mobile Food Trading		
First application inspection fee	52.50	0.00
Annual fee	525.00	0.00
Provision of H bar road markings	Cost	Cost
Charges for damaged highway assets	Cost	Cost
Concessionary Fares		
Replacement concessionary travel permits	10.50	10.50
Travel Aid Scheme	5.00	10.50
Highways and Transportation		
Temporary Traffic Regulation Orders (including where orders extended by applicant)		
Orders from companies	1,280.00	1,500.00
Orders from individuals	770.00	785.00
Temporary Traffic Regulation Orders for special events	1,280.00	1,500.00
Special Events Orders for charities and local authorities		
	160.00	160.00
Emergency Traffic Regulation Orders either through Highways or Countryside Access Teams		
Orders from companies	645.00	750.00
Orders from individuals	380.00	388.00
Scaffold Licences, excavation of carriageway and hoarding	108.00	110.00
Streetworks Licences	267.00	272.00
Road Opening Permit Fee (non refundable)	97.00	99.00
Road Opening Permits (Refundable Bond) - less £100 inspection fee		
	461.00	470.00
Additional charge for above, over 5m2 (Refundable Bond)	92.00 per m2	94.00 per m2
Additional charge for excavations of footway or verge (Refundable Bond)		
	31.00 per m2	32.00 per m2
Tourist and Temporary Directional Signage - per application (non refundable)	145.00 or cost if higher	148.00 or cost if higher
Temporary Directional Signage (per sign) refundable deposit	62.00	64.00
Developer Directional Signage - per application (non refundable)	145.00 or cost if higher	148.00 or cost if higher
Developer Directional Signage (per sign) refundable deposit	62.00	64.00

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Community Services	£	£
Room Hire Charges - hourly rate		
NB Requests for use of space (other than meeting rooms) will be negotiated by the library service on an individual basis		
Library Meeting Rooms:		
Flitwick Meeting Room:		
Within opening hours		
Commercial	21.50	21.50
Community	10.50	10.50
Outside opening hours		
Commercial	36.50	36.50
Community	25.50	25.50
Flitwick Small Meeting Room:		
Within opening hours:		
Commercial	14.00	14.00
Community	7.00	7.00
Outside opening hours:		
Commercial	29.00	29.00
Community	22.00	22.00
Biggleswade Ivel Room:		
Within opening hours:		
Commercial	14.00	14.00
Community	7.00	7.00
Outside opening hours:		
Commercial	29.00	29.00
Community	22.00	22.00
Leighton Buzzard Learning Room 1 (first floor):		
Within opening hours:		
Commercial	14.00	14.30
Community	7.00	7.20
Outside opening hours:		
Commercial	29.00	30.00
Community	22.00	22.50
Leighton Buzzard Learning Room 2 (first floor):		
Within opening hours:		
Commercial	20.00	20.50
Community	10.00	10.20
Outside opening hours:		
Commercial	35.00	36.00
Community	25.00	25.50
Leighton Buzzard Activities Room:		
Within opening hours:		
Commercial	10.00	10.00
Community	5.00	5.00
Outside opening hours:		
Commercial	25.00	25.00
Community	20.00	20.00
Sandy Library Meeting Room (within opening hours):		
Commercial	14.00	14.00
Community	7.00	7.00
Houghton Regis Library Meeting Room (within opening hours):		
Commercial	14.00	14.00
Community	7.00	7.00
Dunstable Library Meeting Room (within opening hours):		
Commercial	14.00	14.00
Community	7.00	7.00
Shefford Library Meeting Room (within opening hours):		
Commercial		14.00
Community		7.00
Refreshment facilities at Libraries		2.00

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Leighton Buzzard Theatre - Meeting Rooms (hourly charge):		
Leighton Buzzard Theatre Lounge Area:		
Within opening hours:		
Commercial	27.00	27.00
Community	19.00	19.00
Outside opening hours:		
Commercial	42.00	42.00
Community	34.00	34.00
Leighton Buzzard Theatre Meeting Room:		
Within opening hours:		
Commercial	21.00	21.00
Community	13.50	13.50
Outside opening hours:		
Commercial	36.00	36.00
Community	28.50	28.50
Leighton Buzzard Theatre Prices		
Auditorium - Non Performance		
Commercial per hour	42.00	43.00
Non commercial per hour	32.00	32.60
Sunday per hour - (4 hours minimum)	53.00	54.00
Auditorium - Performance		
VAT applicable at current standard rate		
Commercial - Mon-Wed per hour (4 hours minimum)	47.00	48.00
Non commercial - Mon-Wed per hour (4 hours minimum)	42.00	43.00
Commercial - Mon-Wed 9.30 to 23.00	609.00	620.00
Non commercial - Mon-Wed 9.30 to 23.00	525.00	535.00
Commercial - Thur-Sat per hour (4 hours minimum)	58.00	59.00
Non commercial -Thur-Sat per hour (4 hours minimum)	53.00	54.00
Commercial - Thur-Sat 9.30 to 23.00	683.00	700.00
Non commercial Thur-Sat 9.30 to 23.00	578.00	590.00
Auditorium - Non Performance Plus Meeting Room		
Commercial per hour	52.00	53.00
Non-Commercial per hour	38.00	39.00
Sunday per hour - (4 hours minimum)	73.00	74.50
Auditorium - Performance Plus Meeting Room		
VAT applicable at current standard rate		
Commercial per hour (4 hours minimum)	67.00	68.50
Non-Commercial per hour (4 hours minimum)	50.00	51.00
Commercial - Mon-Wed 9.30 to 23.00	685.00	700.00
Non-commercial - Mon-Wed 9.30 to 23.00	575.00	586.50
Commercial - Thur-Sat per hour (4 hours minimum)	78.00	80.00
Non commercial -Thur-Sat per hour (4 hours minimum)	60.00	61.00
Commercial - Thur-Sat 9.30 to 23.00	757.00	770.00
Non commercial Thur-Sat 9.30 to 23.00	628.00	640.00

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Other Charges		
Technician per hour - VAT applicable at standard rate	21.00	21.50
Late Vacating - to be charged at the appropriate hourly rate above (minimum charge one hour) -for VAT see above	See hourly rate above	See hourly rate above
Block bookings of 5 days inclusive of 'get in and get out' 20% discount		
Note - Technical hire is a separate item. In addition to the Fees and Charges a number of long standing and regular hirers have 'side agreements' within the Terms & Conditions of hire		
Libraries		
All items for hire are free to Registered blind, partially sighted and hearing impaired people, people with dyslexia, people with dyspraxia		
Audio Visual (per item)		
CDs - per week		
Standard rate	1.00	1.00
Concessions	0.50	0.50
Videos - per week		
Standard rate	1.50	1.50
Concessions & children's Videos	0.80	0.80
DVD's - per week		
Standard rate	2.50	2.50
Concessions and children's DVDs	1.25	1.25
Spoken Word CDs and Cassettes (3 week loan period)		
Standard rate	1.50	1.50
Concessions	0.75	0.75
Library Fines		
Standard		
per day open	0.26	0.26
Maximum (after 5 weeks)*	7.80	7.80
Concessions		
per day open	0.13	0.13
Maximum (after 5 weeks)*	3.90	3.90
Children's Tickets and Children's Books		
per day open	0.07	0.07
Maximum (after 5 weeks)*	2.10	2.10
CD's, DVD's and Videos.	Further hire charge is made	Further hire charge is made
Lost and Damaged items	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager	Charge on library catalogue plus £1. If not on catalogue refer to Service Development Manager
Magazines - charged at face value plus	0.65	0.65
No charge for damaged books borrowed by or for children aged 0 – 5 years. Charges for lost children's books, adult books damaged by a child, or damaged audio visual items still apply.		
British Library Lost Book Charge		
(50% remission if subsequently returned)	Actual + 3.50 admin fee	Actual + 3.50 admin fee
Requests (viewpoint and staff assisted) charge per request		
Standard rate	1.20	1.20
Children's rate	No charge	No charge
Concessions	0.60	0.60
Additional charge for books borrowed from outside Bedfordshire	2.50	2.55
Vocal scores : per set of 5 - 30	6.10	6.10
Vocal scores per set of 31+	12.20	12.20
Request charges for 16 – 18 year olds are at the concessionary rate	0.60	0.60

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Community Services	£	£
VAT not applicable unless stated		
Lost Ticket Replacement		
Charge per lost ticket (Adult only)	1.50	1.50
Libraries - Photocopies and Print Outs - VAT included at standard rate		
i) Black and white photocopies, fax, CD-ROM and internet prints		
Per copy A4	0.10	0.10
A3	0.15	0.15
ii) Black and white microfilm reader/printers		
Per copy A4	0.35	0.35
iii) Colour CD-ROM and Internet prints containing photographs, artwork or charts	0.50	0.50
iv) Colour photocopies		
Per copy A4	1.00	1.00
A3	1.50	1.50
(Use discretion where library only has colour printers and print would have been b & w if available)		
Libraries fax charges per copy sent - Vat included at standard rate		
UK		
first sheet	1.55	1.55
subsequent sheets	0.75	0.75
Europe & N America		
first sheet	2.90	2.90
subsequent sheets	1.60	1.60
Rest of world		
first sheet	4.20	4.20
subsequent sheets	2.30	2.30
Receiving faxes (per sheet)	1.00	1.00
Receiving faxes from premium rate lines		
standard charge	3.50	3.50
plus price per sheet	1.20	1.20
Occasional local publications (to be agreed with Operations Manager)		
	At cost +commission	At cost +commission
Events and activities for adults and children	Charge to be determined as appropriate by the service for events and activities outside the core offer	Charge to be determined as appropriate by the service for events and activities outside the core offer
Internet access		
VAT included at standard rate		
First 2 hours	Free	Free
Per hour	1.00	1.00
Archives - charges set by Bedford Borough as part of its responsibility under the SLA (published on their internet site)		

**2015/16 Fees & Charges – Community Services - New Charges with effect from
1st April 2015**

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Rights of Way		
Growth and Infrastructure Act documents:		
Landowner Statements (village greens)		
Processing applications:	Cost Recovery using flat rate fee of £48.00 per hr	Cost Recovery using flat rate fee of £49.00 per hr
Additional site notices	£20 each + mileage and travel time at £48/ hour	£20.50 each + mileage and travel time at £49/ hour
Highways statements and declarations (section 31 deposits)		
Processing applications	Cost Recovery using flat rate fee of £48.00 per hr	Cost Recovery using flat rate fee of £49.00 per hr
Highway Enquiry and Search letters: per standard enquiry	£20.40 (inc VAT)	£20.80 (inc VAT)
Highway Enquiry & Search Letters : per non standard enquiry including VAT	£51.00 (inc VAT)	£52.00 (inc VAT)
Definitive Map Modification Orders		
All aspects of processing applications	No Charge	No Charge
Public Path/Town & Country Planning Act Orders		
Pre application advice - only charged if an application is subsequently submitted and an order made.	Cost Recovery using flat rate fee of £48.00 per hr	Cost Recovery using flat rate fee of £49.00 per hr
Processing where no objection received	£2,000 or actual cost	£2,040 or actual cost
Processing past point where an objection is received	No Charge	No Charge
Advertising costs	Cost Recovery based on charges from publishing paper	Cost Recovery based on charges from publishing paper
Public documents		
All copies listed below, sent by post, are subject to £2 P&P charge		
Definitive Statement	1.00	1.00
Confirmed Orders	4.00	4.00
Policy statements	12.00	12.00
Documents/requests relating to statutory procedures		
Completed user evidence forms	1.00	1.00
Witness interview write ups	1.00	1.00
Statutory declarations by Council officers [per hour]	48.00	49.00
Certified true copy of Definitive Statement	1.00	1.00
Certified true copy of Definitive Map		
per copy A4	23.20	23.70
per copy A3	31.00	31.60
per copy 60x80cm	41.20	42.00
GIS Maps		
A4	3.80	3.80
A3	7.50	7.50
A2	15.50	15.50
A1	20.00	20.00
A0	51.00	52.00
Other		
One-off Definitive Map searches, planning enquiries etc	60.00	61.00
Produce plan	Cost Recovery using flat rate fee of £48.00 per hr	Cost Recovery using flat rate fee of £49.00 per hr

Appendix **A4**

2015/16 Fees & Charges – Regeneration & Business Support. New Charges with effect from 1st January 2015

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Building Control		
duplicate certificate - administration charge on projects prior to 1st April 2003	30.00	30.00
Confirmation of satisfactory final inspection where certificate has not previously been issued	30.00	30.00
Site Inspection and letter of confirmation of satisfactory completion of works (Building Regs)	60.00	60.00
Sale of Plans - VAT applicable at standard rate		
A2	10.00	10.20
A1	12.00	12.20
A0	16.00	16.50
Street Naming		
Existing Property - House Name Change	62.00	62.00
New Property - Naming / Numbering		
1-5 Plots	185.00	185.00
6-25 Plots	310.00	310.00
26-75 Plots	750.00	750.00
76+ Plots	1,030.00	1,030.00
Additional charge where this includes naming a building (e.g. block of flats)	250.00	250.00
Existing Street - Rename	310.00	310.00
Existing Street - Rename - additional charge per property	62.00	62.00
New Street - Additional charge to house numbering where this includes naming of a street	250.00	250.00
Existing properties - additional charge where this includes naming of a building (e.g. block of flats)		
Heritage		
Use of Historic Environmental Records (HER):		
Per hour by visit	48.00	49.00
Per hour by remote enquiry	69.00	70.50

Fees/Charges	2014/15 Rate	2015/16 Rate
Directorate - Regeneration & Business Support	£	£
VAT applicable unless stated		
Development Management		
High Hedges		
High Hedges Legislation - Administer a complaint brought under Part 8 of Anti-Social Behaviour Act 2003	720.00	720.00
Concession for applicants on means tested benefit		
Section 106 Town & Country Planning Act 1990 Agreement - Larger Colour Documents	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Tree Preservation Orders	As A4 sheets + Plan Fee at cost	As A4 sheets + Plan Fee at cost
Completion Certificates		
Section 106 Town & Country Planning Act 1990 Agreement and Unilateral Undertakings: Compliance monitoring fee (charges associated with monitoring obligations contained in agreements and undertakings) :		
Unilateral Undertakings	320.00	320.00
Agreements	480.00	480.00
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works before a signed Agreement for a proposed road scheme is in place	11% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated	11% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated
Section 38 Highways Act 1980 Agreements - Technical audit, administration and supervision - percentage based on estimated cost of works after a signed Agreement for a road scheme is in place	8.5% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated	8.5% for schemes up to a value of £750K, For schemes above this the percentage to be negotiated
Section 278 Highways Act 1980 Agreements - Administration of schemes for the improvement or alteration to a public highway - percentage of fee based on scheme value	7%	7%
Minerals Letters: per enquiry	45.00	45.00
Planning Application fees http://www.planningportal.gov.uk/planning/usefultools		
Mineral & Landfill Monitoring Fees - (nationally set fees)		
Current Site		
Dormant Site		
Adult Skills Service		
Room Hire - Kingsland & Samuel Whitbread - per hour		
Within business hours		
Commercial	20.00	20.00
Community	10.00	10.00
Outside business hours		
Commercial	30.00	30.00
Community	20.00	20.00

Appendix A5

2015/16 Fees & Charges – Corporate Resources (inc Registration) New Charges with effect from 1st January 2015

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.
The date of price changes will be updated as advised by the governing bodies.

	2014/15 Rate	2015/16 Rate
Directorate: Improvement & Corporate Services	£	£
	rounded to nearest 0.10p (£5.00 for Registration) where applicable	rounded to nearest 0.10p (£5.00 for Registration) where applicable
Freedom of Information		
Requests that require 18 hours or less to compile	No charge	No charge
Requests that require 18 hours to compile	450.00	450.00
Additional cost per hour	25.00	25.00
Disbursement Costs		
Postage under £20	No charge	No charge
Postage £20 or over	Actual cost	Actual cost
E-mail Transmission	No charge	No charge
CD / DVD per disk	5.50	5.50
Registration (Fees jointly agreed with Beds Borough under a Service Level Agreement)		
Marriages - Approved Premises		
Outside Venue Monday - Friday	415.00	425.00
Outside Venue Saturday	490.00	500.00
Outside Venue Sunday	550.00	560.00
Marriages and Civil Partnerships - Approved Premises (Local Authority Venue)		
Ceremony Rooms with maximum capacity of 70-100: Monday -Thursday	135.00	140.00
Ceremony Rooms with maximum capacity of 70-100: Friday	150.00	155.00
Ceremony Rooms with maximum capacity of 70-100: Saturday	200.00	205.00
Ceremony Rooms with maximum capacity of 40-69: Monday -Thursday	125.00	130.00
Ceremony Rooms with maximum capacity of 40-69: Friday	140.00	145.00
Ceremony Rooms with maximum capacity of 40-69: Saturday	175.00	180.00
Ceremony Rooms with maximum capacity of 7-39: Monday -Thursday	120.00	120.00
Ceremony Rooms with maximum capacity of 7-39: Friday	120.00	120.00
Civil Partnership Registrations - Approved Premises		
Outside Venue Monday - Friday	355.00	360.00
Outside Venue Saturday	415.00	425.00
Outside Venue Sunday	480.00	490.00
Celebratory Services - Approved Premises - Outside Venue		
weekdays	205.00	210.00
Saturdays	270.00	275.00
Sundays	325.00	330.00
Celebratory Services - Approved Premises - Local authority Venue		
weekdays	225.00	230.00
Saturdays	280.00	285.00

	2014/15 Rate	2015/16 Rate
Directorate: Improvement & Corporate Services	£	£
Nationality Checking Service		
Adults who submit a single application pays one fee	60.00	60.00
Husband and wife living together who apply at the same time pay one fee	105.00	105.00
Childrens applications	30.00	30.00
Settlement Checking Service	90.00	90.00
Citizenship Ceremonies - Individual Ceremony (VAT n/a)	115.00	115.00
Approved Premises Licence Fee (Three year) First application (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	1380.00	1410.00
Approved Premises Licence Fee (Three year) Renewal (minimum fee for 2 rooms only - £100 to be added for each additional room to be licenced)	1015.00	1035.00
Civil Funerals	210.00	215.00
Express Certificates (includes statutory fee)	21.00	21.00
Postage for certificates	1.00	1.00
Fees set by General Register Office (per item)		
Notice of Marriage	35.00	35.00
Notice of Civil Partnership	35.00	35.00
Register Office Marriage (statutory fee changes September each year)	45.00	46.00
Register Office Civil Partnership Registration (statutory fee changes September each year)	45.00	46.00
Standard certificate of birth, death or marriage - form closed register	10.00	10.00
Short birth cert from closed register	10.00	10.00
Short birth cert issued at time of registration	Free	Free
Any other short birth cert issued at time of registration	4.00	4.00
Any other short birth cert issued after the time of registration	7.00	7.00
Standard certificate of birth, death or marriage - at the time of registration	4.00	4.00
Standard certificate of birth, death or marriage - after the time of registration	7.00	7.00
Civil Partnerships - certified copy or extract issued at the time of registration	4.00	4.00
Civil Partnerships - certified copy or extract issued after the time of registration	10.00	10.00
Attendance to take a notice - housebound or detained (e.g. prison)	46.00	47.00
Attendance to take a notice - detained (e.g. prison)	67.00	68.00
Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for house-bound and detained persons (housebound)	46.00	47.00
Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for house-bound and detained persons (detained)	67.00	68.00
Attendance of SR to conduct marriage or CP - housebound or detained	82.00	84.00
Attendance of SR to conduct marriage or CP - detained	93.00	94.00
Register marriage at Church, housebound or detained - Registrar's fee	84.00	86.00
Register marriage at Church, housebound - Registrar's fee	79.00	81.00
Register marriage at Church, detained eg prison - Registrar's fee	86.00	88.00
Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound and detained persons (housebound)	79.00	81.00
Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound and detained persons (detained)	86.00	88.00
Certificate of worship (to licence a building for worship)	28.00	29.00
Registration of a building for the solemnization of marriage between a man and a woman (building not already registered for the solemnization of marriages of some sex couples)	120.00	123.00
Registration of a building for the solemnization of marriages of same sex couples (building not already registered for the solemnization of marriages between a man and a woman)	120.00	123.00
Joint application for the registration of a building for the solemnization of marriage of a man and woman and same sex couples	120.00	123.00
General Search of the Indexes	18.00	18.00

	2014/15 Rate	2015/16 Rate
Directorate: Improvement & Corporate Services	£	£
Coroners		
Supply of transcript of inquest on CD	5.00	5.00
Additional copies of CD	5.00	5.00
Charge for paper copies per document of 10 pages or less	5.00	5.00
Charge for paper copies for each additional page	0.50	0.50
Fee for transcription of an inquest hearing of 360 words or less	6.20	6.20
Fee for transcription of an inquest hearing of between 361 and up to and including 1439 words	13.10	13.10
Fee for transcription of an inquest hearing of 1440 words or more, for the first 1440 words	13.10	13.10
Fee for transcription of an inquest hearing of 1440 words or more, after the first 1440 words, per each additional 72 words or part thereof	0.70	0.70
Elections		
For each register per 1000 names or part thereof - data format	£20.00 plus £1.50 per 1,000 (or part thereof)	£20.00 plus £1.50 per 1,000 (or part thereof)
For each register per 1000 names or part thereof - printed format	£10.00 plus £5.00 per 1,000 (or part thereof)	£10.00 plus £5.00 per 1,000 (or part thereof)
Local Land Charges		
Full Residential Search (LLC1 and Con29)	133.00	133.00
Full Commercial Search (LLC1 and Con29)	201.00	201.00
LLC1 Certificate of Search	20.00	20.00
Con 29 Local Enquiries (Residential)	113.00	113.00
Con 29 Local Enquiries (Commercial)	181.00	181.00
Part II optional	15.00	15.00
Solicitors own question	25.00	25.00
Additional parcel of land	13.50	13.50
Personal Search	Free	Free
Copy documents	2.24	2.24
Human Resources		
Disclosure and Barring Service (DBS) Checks		
Cost Per DBS check		
Standard	26.00	26.00
Enhanced	44.00	44.00
Administrative Charge	21.00	21.50
Local Taxation		
Cost of Collection		
Administration charge on Court Costs		
Council Tax	83.00	83.00
NDR	83.00	83.00
Communications		
Advertising in News Central		
Full page	News Central advertising is now provided on behalf of the council by Immediate Solutions. To find out about advertising rates and availability call 01422 354300	News Central advertising is now provided on behalf of the council by Immediate Solutions. To find out about advertising rates and availability call 01422 354300
Half page		
Quarter page		
Eighth of page		

	2014/15 Rate	2015/16 Rate
Directorate: Improvement & Corporate Services	£	£
Legal Services		
	£140.00 per hour, minimum charge	£147.00 per hour, minimum charge
S38	£1155.00	£1212.00
S278	182.00	191.00
Planning Agreements	182.00	191.00
Unilateral Undertaking (VAT n/a)	Minimum charge £600	Minimum charge £630
Notice of Registration (VAT n/a)	95.00	100.00
Consent to Postpone (VAT n/a)	95.00	100.00
Deed of Covenant (VAT n/a)	95.00	100.00
Consent to Sub-let (VAT n/a)	95.00	100.00
Deferred Payment Charge	236.00	248.00
ANO Paying	£140.00 per hour	£147.00 per hour
Leashold enquiries	£140.00 per hour	£147.00 per hour
Photocopying (external solicitors and other parties)	25p per sheet plus £5 admin	26p per sheet plus £5.25 admin

Appendix A6

2015/16 Fees & Charges – Building Control

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

Building Regulation Charges			
2015/16 Rates (with effect from 1st January 2015)			
Standard Charges for the creation or conversion to New Dwellings			
No of Dwellings	Full Plans		Building Notice Charge
	Plan Charge	Inspection Charge	
	£	£	£
1	195.00	460.00	655.00
2	255.00	515.00	770.00
3	315.00	635.00	950.00
4	375.00	690.00	1,065.00
5	435.00	870.00	1,305.00
6	495.00	930.00	1,425.00
7	555.00	985.00	1,540.00
8	615.00	1,110.00	1,725.00
9	675.00	1,225.00	1,900.00
10	725.00	1,350.00	2,075.00
11	775.00	1,420.00	2,195.00
12	825.00	1,490.00	2,315.00
13	875.00	1,615.00	2,490.00
14	925.00	1,685.00	2,610.00
15	975.00	1,815.00	2,790.00
16	1,025.00	1,880.00	2,905.00
17	1,075.00	2,005.00	3,080.00
18	1,125.00	2,075.00	3,200.00
19	1,175.00	2,205.00	3,380.00
20	1,225.00	2,335.00	3,560.00

Domestic Extensions to a Single Building (with effect from 1st January 2015)					
SINGLE STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice	Additional Charge
		£	£	£	£
1	Single Storey Extension floor area not exceeding 40m2	160.00	195.00	355.00	60.00
2	Single Storey Extension exceeding 40m2 but not exceeding 60m2	160.00	285.00	445.00	60.00
3	Single Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00

TWO STOREY EXTENSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice	Additional Charge
		£	£	£	£
4	Two Storey Extension floor area not exceeding 60m2	160.00	285.00	445.00	60.00
5	Two Storey Extension exceeding 60m2 but not exceeding 100m2	160.00	375.00	535.00	60.00

LOFT CONVERSIONS					
Category	Description	Plan Charge	Inspection Charge	Building Notice	Additional Charge
		£	£	£	£
6	Loft conversion not exceeding 40m2 floor area	160.00	255.00	415.00	60.00
7	Loft conversion exceeding 40m2 floor area but not exceeding 100m2	160.00	375.00	535.00	60.00

GARAGES AND CARPORTS					
Category	Description	Plan Charge	Inspection Charge	Building Notice	Additional Charge
		£	£	£	£
8	Erection or extension of a non exempt attached or detached domestic garage or carport up to 100m2	160.00	140.00	300.00	60.00
9	Conversion of a garage to a dwelling to a habitable room(s)	210.00	Nil	210.00	60.00
10	Alterations to extend or create a basement up to 100m2	210.00	Nil	210.00	60.00

DOMESTIC ALTERATIONS TO A SINGLE BUILDING						
Category	Description	Basis of Charge	Plan Charge	Inspection Charge	Building Notice Charge	Reduction for work carried out at the same time as an extension
		£	£	£	£	
1	The installation of a controlled fitting or other building work ancillary to the building of an extension	Included in charge for extension	n/a	n/a	n/a	n/a
2	Traditional Underpinning	Up to 25m in length	265.00	Nil	265.00	50.00
3	Renovation of a thermal element	Fixed Price	200.00	Nil	200.00	50.00
4	Other Alterations, installations of fittings (not electrical) and/or structural alterations. (If ancillary to the building of an extension no additional charge)	Fixed Price Based on Estimated Cost Bands				
		Estimated Cost up to £5000	175.00	Nil	175.00	
		Estimated Cost exceeding £5000 up to £25,000	175.00	150.00	325.00	
		Estimated cost exceeding £25,000 up to £50,000	175.00	300.00	475.00	
		Estimated cost exceeding £50,000 up to £75,000	175.00	360.00	535.00	
5	Window Replacement (non competent persons scheme)	Fixed Price grouped by number of windows				
		Per installation up to 20	125.00	Nil	125.00	50.00
		Per Installation over 20	175.00	Nil	175.00	50.00
6	Electrical Work (not competent persons scheme)	Fixed Price based on estimated cost bands				
		Estimated cost up to £10,000	210.00	Nil	210.00	50.00
		Estimated Cost exceeding £10,000	270.00	Nil	270.00	50.00

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Appendix **A7**

2015/16 Fees & Charges – Planning Services

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

Pre-Application Advice – Charging & Information

CATEGORY	TYPE OF DEVELOPMENT	FEE
1	50 dwellings + Please speak to a Planning Officer regarding undertaking a PPA	£2,000 + £100 per dwelling
2	3000sqm + or 30-49 dwellings	£2,000
3	2000sqm – 2999sqm or 20 – 29 dwellings	£1,200
4	1000sqm – 1999sqm or 10 – 19 dwellings	£800
5	Under 1000sqm or 5 – 9 dwellings	£500
6	2 – 4 dwellings	£250
7	1 dwelling including replacement dwellings	£150
8	Household extensions, alterations, outbuildings, PD check or Change of Use (no floor space created) N.B. A formal determination can be obtained through a Lawful Development Certificate for half the normal planning fee.	£70

Categories 1- 4: 8 weeks process, up to 2 hours of officer meeting time, a written response, full consultation with relevant planning consultees

Categories 5- 6: 28 day process, up to an hour of officer meeting time, a written response, full consultation with relevant planning consultees

Category 7: 28 day process, a written response, full consultation with relevant planning consultees

Category 8: 28 day process, a written response, consultation at case officer's discretion.

Free – Listed Building Advice, Tree Preservation Advice, Requests for Information.

Any development not falling within the above categories please contact the planning department to discuss a fee for pre-application advice, this is likely to be no more than £500.

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Appendix **A8**

2015/16 Fees & Charges – Minerals & Waste

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

PRE-APPLICATION ENQUIRY CHARGING REGIME FOR MINERALS & WASTE (with effect from 1st January 2015)

Pre-application advice in writing following a formal written enquiry, including allowance for a single meeting with one or two officers for up to 2 hours

A flat fee of £510 will be charged for pre-application advice on the following matters:

1. Waste Management Development including landfilling, landraising, built development and associated land/facilities. These would include, but not exclusively, energy from waste facilities, gasification plants, mechanical biological treatment (MBT)_pyrolysis, composting, anaerobic digesters, household recycling centres, waste transfer stations, materials recycling facility, aggregates recycling facilities, WEE facilities and scrapyards
2. New mineral winning and working sites and extensions including the use of land for storage of minerals in the open or for the deposit of materials remaining after mineral extraction and any operations connected with exploratory drilling for oil or natural gas
3. All applications for variations of existing planning permissions for Waste Management Development including landfilling, waste disposal and landraising and the winning and working of Minerals
4. Review of Old Mineral/Mining Permissions (ROMPS) or Interim Development Orders (IDOs)
5. Certificates of Lawfulness or Existing Use or Development OR Certificates of Lawfulness of Proposed Use or development for all mineral and waste development.

A fee of £155 will be charged for pre-application advice on the following:

Discharge of pre-development conditions or request for confirmation of compliance with conditions

Subsequent / follow up meetings:

£180 for attendance by up to two officers for up to 2 hours. Each additional officer in attendance charged at **£80**.

Pre-application advice in writing following a formal written enquiry (excluding meetings)

£180 standard charge (*all categories of development as identified above*)

Nb. In accordance with the fee exemptions set out in the current Town and Country Planning (Fees for Applications and Deemed Applications) (Amendment) (England) Regulations 2008, Parish and Town Councils incur half the fee.

Complex and/or significant proposals:

Proposals which require a number of meetings, specialist advice from a number of subject areas and a schedule of timescales for determination of the application may be subject to Planning Performance Agreement (PPA) although this is not mandatory.

Each PPA must be agreed on its own merits.

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Appendix **A9**

2015/16 Fees & Charges – Photocopying. Charges take effect from January 2015

Note: Fees & Charges highlighted are statutory charges and the rate is set nationally.

All Directorates	2014/15 Rate	2015/16 Rate
	£	£
Photocopying and Printing of Documents - all services unless specified		
A4 Single request up to 50 sheets A4 every additional sheet over 50 A3 per copy	No charge 11p per sheet 0.32	No charge 11p per sheet 0.33
Colour Photocopies		
A4 Per copy	1.20	1.20
A3 per copy	1.75	1.80

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Appendix A10

Marriage fee changes from 1 September 2014	Service Existing fee	Revised fee from 1 September 2014
Attesting a notice of marriage away from his/her office for a house-bound or detained person.	£46.00 (Housebound)	£47.00 (Housebound)
	£67.00 (Detained)	£68.00 (Detained)
Attending a marriage at the residence of a house-bound or detained person	£82.00 (Housebound)	£84.00 (Housebound)
	£93.00 (Detained)	£94.00 (Detained)
Attending a marriage at the register office	£45.00	£46.00
Attending a marriage at a registered building or the residence of a housebound or detained person	£84.00 (registered building)	£86.00 (registered building)
	£79.00 (House-bound)	£81.00 (House-bound)
	£86.00 (Detained)	£88.00 (Detained)
Certification of a building for religious worship	£28.00	£29.00
Registration of a building for the solemnization of marriage between a man and a woman (building not already registered for the solemnization of marriages of same sex couples)	£120.00	£123.00
Registration of a building for the solemnization of marriages of same sex couples (building not previously registered for the solemnization of marriage between a man and a woman)	£120.00	£123.00
Joint application for the registration of a building for the solemnization of marriage of a man and woman and same sex couples	£120.00	£123.00
Civil Partnership fee changes from 1 September 2014	Service Existing fee	Revised fee from 1 September 2014
Attendance of an authorised person at a place other than one provided by the registration authority, for the purpose of attesting the necessary declaration in accordance with the procedures for house-bound and detained persons	£46.00 (House-bound)	£47.00 (House-bound)
	£67.00 (Detained)	£68.00 (Detained)
Signing by the civil partnership registrar of the civil partnership schedule	£45.00	£46.00
Attendance of the civil partnership registrar for the purpose of signing the civil partnership schedule for house-bound and detained persons	£79.00 (House-bound)	£81.00 (House-bound)
	£86.00 (Detained)	£88.00 (Detained)

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Appendix **B**

Medium Term Financial Plan

Changes to Fees and Charges other than 2%

For the majority of services there will be a 2% increase for 2015/16. For many small charges, the uplift is rounded up to a sensible figure. These are not disclosed below due to materiality.

A number of charges will remain at the 2014/15 price as they are at the current full economic cost of provision.

Those charges that are materially above the suggested 2% increase are identified below:

Social care Health & Housing

Residential Care and Day Opportunities

Uplift linked to 1% government cap on working age benefits

Domiciliary Care

Freeze rates as they are already nationally high based on benchmarking information.

Blue Badges and Best Interest Assessments / Deprivation of Liberty Safeguards

Freeze rates as these are set nationally

Older Peoples' Care Homes

Uplift linked to Basic State Pension increase of at least 2.5% in line with the commitment to the triple lock. These will be reviewed in 2015/16 when there is a clear picture of operating costs.

Impact of the Care Act

The Care Act could provide opportunities for additional fees and charges to those included on the current SCH&H schedule. Further consideration will need to be given once the full detail of the Care Act is known.

Community Services

A number of Community Service charges have been held at 2014/15 rates as they are in line with the current full economic cost of provision.

Mobile Food Trading

It is proposed to cease charging for mobile food trading. The service has only been used once in over 3 years and it is not cost effective to maintain the resources to collect or police them.

Concessionary fares

Travel Aid scheme has been increased to match the fees charged for concessionary fares for adults as the cost of provision is the same.

Highways and Transportation

Temporary Traffic and Emergency Traffic Regulation Orders requested by Companies have been increased by c15% and is based on benchmarking with other authorities.

Directional Signage

A new charges for Tourist and Temporary Directional Signage - per application (non refundable). This is charges on the same basis as the existing service for developers.

Libraries and Theatre

Room hire fees have been introduced for Shefford Library. These are in line with charges for other meeting rooms within Libraries.

Charges for refreshment facilities have also been introduced for all Libraries.

Regeneration and Business Support

All charges within Regeneration are under review and have been held at 2014/15 rates.

Improvement & Corporate Services

Legal Services

Proposed charges for 2015/16 are based on benchmarking and have increased by 5%.

Appendix C

Services to Schools & Academies 2015/16

Statutory and Traded Services to Schools & Academies



Contents

	Page
Traded Services	
LTA/maternity pool	3
Insurance Scheme	3
Optional Additional Insurance Cover	5
Inspiring Music (Central Bedfordshire's Music Service)	7
Schools Secure Network	8
Educational Psychology and Advisory Support Teams	9
Governor Services	11
Determining Free School Meals Eligibility	12
Educational Visits and Journeys	13
Schools Admission Service	15
Schools Admissions Team	16
Administration of Education Appeals	18
Access & Inclusion	18
Fischer Family Trust Online Subscription	20
The Jigsaw Centre	20
Income Services	21
Property Support	21
Appendix A - Order Forms:	
• A1 - Safehands Insurance Scheme	24
• A2 - Other Services	27
Appendix B - Statutory Services	28

Services to Schools & Academies 2015/16

LTA / Maternity Pool – (New contract period 2014 to 2017).

What is it?

The Bedfordshire Schools' Scheme governed by a Management Forum is self-funding, which means that it relies upon the premiums collected from schools to pay for the claims made against the scheme for sickness and maternity leave.

Who can join?

The scheme is open to all Bedfordshire Lower and Nursery schools and those agreeing to participate will be required to remain in the pool for the full three-year contract period (2014 – 2017). Premiums will be set annually and will be based on recent overall scheme claims history. For full details of the terms and conditions of the scheme, please contact Nicci Henson on 0300 300 5781.

The Management Forum members have agreed that there will be a charge per pupil based on the Full Time Equivalent (FTE) pupils on October Census plus an administration charge.

What does it cost?

The cost for 2015/16 is set at £26.00 per pupil plus an administration fee of 3.2%.

Insurance Scheme for CBC Schools

Please Note Academies cannot participate in the insurance scheme for CBC schools but can choose to access a separate insurance framework arrangement provided by Zurich Municipal. Details are available from the CBC Insurance Team.

insurance@centralbedfordshire.gov.uk

2015/16

The Council arranges insurance for a wide range of risks and Schools may participate in or make alternative arrangements that are acceptable to the Council.

This document, replacing the existing 'Safehands' scheme, outlines the insurance cover and the costs being made available to Schools for the year ending 31 March 2016.

Ralph Gould
Head of Financial Control

Services to Schools & Academies 2015/16

Responsibilities for Insurance

Schools funding includes delegated money for insurance and Governing Bodies are required to formally review on an annual basis the adequacy of the insurance arrangements.

Where the Council's insurance is not bought back then schools must demonstrate cover relevant to the Council's insurable interests, under a policy arranged by the Governing Body, that is at least as good as the relevant minimum cover arranged by the Council.

Schools opting to purchase insurance cover other than that offered by the Council must, prior to 1 April 2015 provide evidence to the Council that the appropriate level of cover has been arranged.

The Council can charge the budget share of a school with expenditure incurred by the Council in insuring its own interests in that school. This will occur when funding has been delegated but the school has failed to demonstrate that it has arranged cover at least as good as that which would have been arranged by the Council.

For schools that have not elected to arrange their own cover, Headteachers must provide prompt notification to the Chief Finance Officer of all risks, properties or vehicles which are required to be insured by the authority and of any alteration affecting existing insurance.

The Chief Finance Officer will supply Headteachers from time to time with information as to risks and levels of insurance cover put in place by the Central Bedfordshire Council to enable them to advise him/her of any variations in the level of cover that should be provided. Headteachers must promptly notify the school's insurers or Chief Finance Officer as appropriate in the form specified of any loss, liability, damage or other event likely to lead to an insurance claim.

Insurance Scheme for Schools – What is included ?

- **Employers Liability**
Covering legal liability in the event of death, injury or disease sustained by staff, volunteers or governors in the course of school duties.
- **Public Liability**
Including Governors liability - covering legal liability in the event of accidental death or injury to third parties and loss or damage to their property i.e. failure to educate, bullying and dyslexia claims.
- **Officials Indemnity**
Including Governors liability - covering legal liability for financial loss in the event of a wrongful act committed by staff, volunteers or governors in the course of providing school services.
- **Libel and slander**
Covering legal liability for libel and slander committed by staff, volunteers or governors in the course of official duties.

Services to Schools & Academies 2015/16

- **Fidelity Guarantee**
Covering loss of school money as a direct result of fraud or dishonesty by a member of staff.
- **Material Damage**
Providing full reinstatement cover following loss or damage to school buildings and contents against the perils of Fire, Lightning, Explosion, Aircraft impact, Riot, Civil Commotion, Earthquake, Subterranean Fire, Storm, Flood, Escape of Water, Sprinkler Leakage. The cover extends to damage caused by acts of terrorism.
- **Business Interruption**
Providing up to 36 months cover for increased cost of working when damage to premises interrupts normal school activities.
- **Money Insurance**
Covers loss of official and unofficial money subject to policy conditions.
- **Personal Accident**
Benefits policy for staff, volunteers and governors who are injured in the course of official duties. Claims are met on a “no fault” basis.
- **Engineering Inspections/Insurance**
Covering statutory inspection of boilers and lifts.

The Optional Insurance

Cover available includes:

- **Annual off-site activities cover**
An annual policy which provides cover whilst undertaking the supervision of pupils enrolled at a participating school, when they are walking, or travelling by other means, in an organised group, directly to and from their home addresses and the participating school.
- **Ad hoc off-site activities cover**
Covers offsite activities for those not in the annual scheme. Requires completed proposal form for each activity or journey.
- **Public Liability PTA**
Covers the liabilities of the PTA/Friends of the School for any activities which they arrange independently of the school both onsite and offsite.
- **Hire of Premises**
Covers the liabilities of non-profit making individuals and groups who do not have their own appropriate level of public liability cover.
- **Motor Insurance**

Services to Schools & Academies 2015/16

Provides comprehensive cover for school-owned vehicles insured through Central Bedfordshire.

- **Works in Progress**

Provides cover for contract works on school premises where the contractor's public liability indemnity is less than £10m.

Legal Expenses – Insurance and Helpline

Sometimes schools become involved in legal issues which result in significant expenditure. School governing bodies are now responsible for responding to most employment claims that may arise (e.g. unfair dismissal or discrimination). They may become involved in contractual disputes which result in litigation. To provide cover against such incidents, the Council has negotiated a policy of legal expenses insurance and advice to which schools can subscribe.

What will the CBC Schools Insurance Scheme cost ?

The Council sources a large insurance programme and benefits from competitive rates which are reflected in this scheme. To participate in the Schools Insurance scheme for 2015/16 you must complete and return the application form attached (Appendix A1).

We do ask that you give a commitment to positively work towards reducing your risks.

All schools will be invoiced and the costs are detailed in Appendix A – Application for CBC Insurance for Schools.

Please send your application form to us by 18 March 2015.

How to contact us

If you have any further questions about the scheme please contact the Insurance team:

Phone: 0300 300 8129

Email: insurance@centralbedfordshire.gov.uk

Fax: 0300 300 8215

Services to Schools & Academies 2015/16

Inspiring Music (Central Bedfordshire's Music Service) – Continuing Service

Inspiring Music is the Music Service of Central Bedfordshire, offering tuition and music making opportunities in schools and in the community.

Inspiring Music's vision is to help people at all stages of life to participate in and enjoy music, supporting individuals in reaching their full potential in developing musical skills.

The Inspiring Music website provides information on some of the musical opportunities available to families and schools, and provides a forum for community and other groups to publicise what they do.

To find out more visit www.inspiringmusic.co.uk

The following termly charges for lessons will apply from 1 April 2015:

School type	Type of lesson	Payments Made by Direct Debit	All Other Payment Methods
		NEW PRICE per term from April 2015	NEW PRICE per term from April 2015
Lower/Primary, Middle & Upper/Secondary schools and community lessons (including Academy schools)	Group	£90.40	£94.10
	Individual 20 minute	£135.80	£141.20
	Individual 30 minute	£203.50	£211.60
	Individual 40 minute	£271.30	£282.20
Non Local Authority schools	Group	£96.20	£100.10
	Individual 20 minute	£149.90	£156.10
	Individual 30 minute	£225.00	£234.00
Music Centres	Full membership	£79.60	£82.20
	Part membership	£53.00	£55.10
South Beds Sinfonia	Membership	£35.60	£36.60
South Beds Youth Voices	Membership	£53.00	£55.10

Direct Debit is our preferred payment method.

If you do not currently pay for your invoices by Direct Debit and wish to set up this arrangement a mandate can be downloaded from our website www.inspiringmusic.co.uk (under the Sign up for lessons, Payment method tabs.)

Alternatively, a direct debit mandate can be sent to you by calling Inspiring Music on 0300 300 6604 or emailing us at inspiring.music@centralbedfordshire.gov.uk

Services to Schools & Academies 2015/16

Schools Secure Network – Services available until 31st March 2017

The Schools Network package is a two year contract to all schools, academies and UTC's in Central Bedfordshire from April 2015 – March 2017. The price has been substantially reduced to reflect lower costs to the Council.

The service includes:

Wide Area Network Services

- Uncontented (non-shared) dedicated internet connection to your school
- Network monitoring and issue resolution
- Schools network advice and guidance for developing and enhancing your wide area network and services using this facility
- Central Bedfordshire is part of the National Education Network (NEN) and e-Safety issues can be dealt with efficiently and quickly

Access to online curriculum resources (sourced by Central Bedfordshire Council on behalf of schools and academies)

- Learning packages including Myths and Legends, CookIt and Risks&Rewards
- Copyright-free photo banks

Access to IT tools and utilities (sourced by Central Bedfordshire Council on behalf of schools and academies)

- Admin e-mail
- Firewall
- Filtering to current approved standards
- Anti virus for all computers in school
- Anycomms Plus (Secure Data Transfer)
- XPorter (Automatic extract of data from schools' management information system to Central Bedfordshire Council)

Services to Schools & Academies 2015/16

What does it cost?

Schools Secure Network	2015/16 Charges
2015/16 charges have been substantially reduced to reflect reduced costs to the Council. Standard charges are shown; Schools who wish to upgrade their service may have different rates.	
Lower/Primary, Nursery, & Special Schools up to 100 pupils < 10mb	£2,800
Lower/Primary, Nursery, & Special Schools up to 100 pupils 10mb	£3,100
Lower/Primary, & Special Schools 100-150 pupils < 10mb	£3,100
Lower/Primary, & Special Schools 100-150 pupils 10mb	£3,600
Lower/Primary, & Special Schools 150-249 pupils <10mb	£3,300
Lower/Primary, & Special Schools 150-249 pupils 10mb	£3,900
Lower/Primary Schools 250+ pupils <10mb	£3,500
Lower/Primary Schools 250+ pupils 10mb	£4,200
Middle Schools up to 500 pupils 20mb	£7,500
Middle Schools 500+ pupils 20mb	£7,700
Upper/Secondary Schools up to 1000 pupils 100mb	£10,900
Upper/Secondary Schools 1000+ pupils	£11,900
We also provide a range of non standard bandwidths – please contact for pricing and availability	

For more information or any queries regarding the Schools Network contact:
Jeremy Wood, Network Services Manager, 0300 300 5661
jeremy.wood@centralbedfordshire.gov.uk

Educational Psychology, Special Educational Needs and Disability – Continuing Service

Educational Psychology, Special Educational Needs and Disability provide a core statutory service at no additional cost for children and young people:

- with complex needs requiring ongoing multiagency involvement, who currently meet Central Bedfordshire’s guidance for SEN at stage 2 and who are highly likely to meet indicators for statutory assessment;
- who are in the process of undergoing statutory assessment;
- Who have existing statements of SEN or Education, Health and Care Plans and where there is a continued concern, or a significant change in need or circumstances.

Services to Schools & Academies 2015/16

The following activities can be provided by the service at an additional cost to individual schools and partnerships requiring support that does not fit core service indicators:

- Consultation with staff, parents and young people around specific concerns/ issues;
- Formal assessment of individual pupil needs;
- Staff training on all aspects of SEND including social and emotional development, mental health/ wellbeing and inclusion;
- Staff support e.g. Solution Circles, Circle of Adults, group supervision, staff mentoring;
- Group and individual support for young people where there are concerns around their emotional and social development e.g. social skills, emotional intelligence, Circle of Friends and/or their learning.
- Support for project work, research and evaluation.

What does it cost?

<i>Educational Psychology, Special Educational and Disability</i>	2015/16 Charge School	2015/16 Charge Academy
<i>Educational Psychologist daily rate</i>	£525	£576
<i>Hourly rate</i>	£87	£96
<i>Individual Pupil Assessment</i>	£262	£288
<i>Advisory Teacher daily Training rate</i>	£525	£576
<i>Hourly Training rate</i>	£87	£96

For more information, please contact your allocated Educational Psychologist or Foundation Stage Advisory Teacher.

Services to Schools & Academies 2015/16

Governor Services – Continuing Service

A core programme for governor training will include face to face courses via

Subscription A:

- Taking the Chair
- Induction modules
- Health and Safety in a school/academy setting
- Ofsted updates
- Understanding Performance data – EYFS and lower phase specific courses
- Governors' Visits
- Support and challenge; developing your role
- Safeguarding/Child Protection
- SEN/vulnerable learners
- Looked After Children
- Appraisal of the Head teacher's Performance
- Finance Induction (maintained schools only)
- Understanding the roles and responsibilities of an academy governor

The subscription will also include access to:

- e-learning opportunities through GEL

Subscription B offers access to e-learning opportunities through GEL.

Training courses can also be booked on an ad hoc basis; details will be published in the on-line booklet and 2 hard copies of a summary booklet have been sent to schools.

- Advice on a range of governance issues or signposting to specialist advice will be provided also by telephone and email.
- Seminars for clerks and access to Clerkwise offered **free of charge** to clerks working in maintained schools and academies in Central Bedfordshire.

Contact: Joanna Brown

Tel: 0300 300 8105

Email: gov.training@centralbedfordshire.gov.uk

Services to Schools & Academies 2015/16

What does it cost?

Governor Services	2015/16 Charge Maintained School	2015/16 Charge Academy/ Free School
<u>Subscription A:</u>		
Subscription rates based on number of pupils on roll		
Schools/academies with up to 50 pupils	£367	£404
Schools/academies with 51 to 200 pupils	£474	£522
Schools/academies with 201 to 500 pupils	£594	£653
Schools/academies with 501 to 1200 pupils	£712	£783
Schools/academies with 1201+ pupils	£832	£916
<u>Subscription B:</u>		
per governing body	£76.50	£84
Ad hoc face to face courses		
Per 2 hour session	£102	£112
per half day session	£153	£168
per whole day course	£306	£336
Academies, free schools and maintained schools within Central Bedfordshire will be charged at the above specified rates		
NB. Please note the subscription is for the academic year 2015-16		
Subscription for others e.g. maintained schools, academies and free schools outside of Central Bedfordshire and independent schools (Subscription B is not available).	£1183	

Determining Free School Meals – Continuing Service

The Contact Centre will answer the customer contact and process the application. Charges for eligibility checking will be applied. Call 0300 300 8306 for this service or email customers@centralbedfordshire.gov.uk.

What does it cost?

Determining Free School Meals Eligibility	2015/16 Charge
Per determination per year	£10

Services to Schools & Academies 2015/16

Education Visits and Journeys – Continuing Service

Central Bedfordshire Council provides, at no additional cost, the following package of services to Community Schools in relation to Educational Visits and Journeys:

- Provision of a school's user account for EVOLVE, the on-line system for planning and approving
- Technical and administrative support for schools to manage their own EVOLVE account.
- Advice and support to individual schools to ensure compliance with Local Authority policy and national legislation.
- Updated information to schools with regard to local and national developments to legislation and products affecting Educational Visits and Journeys.
- An approval process for visits that are either residential, adventurous or overseas.
- Support for basic training needs.

Training Courses

The following course is run twice per year:

EVC (Educational Visits Co-ordinator) Training

This course provides members of school staff with the knowledge and expertise required to co-ordinate visits organised by their own school and ensure that visits are compliant with CBC Policy.

Contact: Pete Hardy, Compliance and Risk Adviser

Tel: 0300 300 4955

Email: pete.hardy@centralbedfordshire.gov.uk

Services to Schools & Academies 2015/16

What does it cost?

<i>Educational Visits and Journeys</i>	2015/16 Charge School	2015/16 Charge Academy
Bought Back Services		
Academies are able to buy back the Educational Visits and Journeys support package at the following rates based on number on roll:		
Lower/Primary Schools	0-100	N/A
	100-200	£131
	200-300	£208
	300+	£286
		£364
Middle Schools	0-200	N/A
	200-400	£287
	400-750	£416
	750+	£572
		£728
Upper/Secondary Schools	0-750	N/A
	750-1000	£572
	1000-1400	£780
	1400+	£832
		£988
EVC (Educational Visits Coordinator) - Duration: Whole Day		
Maintained Schools and Academies buying back Educational Visits and Journeys Support Package	£73.50	£73.50
Academies that have not bought back the Educational Visits and Journeys Support Package.	N/A	£124.00
Group Leader Training - Duration: Whole Day		
This course is aimed at individual teachers wishing to organise their own visits. It covers risk assessment and management, considerations for planning, understanding of relevant legislation and EVOLVE familiarisation. Delegates will also have the opportunity to plan a visit as a result of a fieldwork exercise.		
Maintained Schools and Academies buying back Education Visits and Journeys Support package.	£73.50	£73.50
Academies that have not bought back the Educational Visits and Journeys Support Package.	N/A	£124.00
EVC Revalidation - Duration: Half Day		
Practising EVCs are required to update their qualification every three years by attending EVC Revalidation		
Maintained Schools and Academies buying back Education Visits and Journeys Support package.	£26.50	£26.50
Academies that have not bought back the Educational Visits and Journeys Support Package.	N/A	£47.00

Services to Schools & Academies 2015/16

School Admissions Service

Point of entry admissions service to process the new intake applications received for the academic year of 2015/16 for:

- Starting School
- Transfer to Middle
- Transfer to Upper/Secondary
- Transfer to University Technical College (UTC)

As part of its statutory obligations, the School Admissions Team currently co-ordinates the admission of pupils to schools at the normal point of entry i.e. at the start of the reception year and for children transferring to middle, secondary and upper schools.

Academies and own admission authority schools can buy back this service for the School Admissions Team to process their point of entry admission applications received for their new intake.

If an academy or own admission authority school wishes to buy back this service then the School Admissions Team will process all applications for the school, including:

- assessing which admission criteria the application meets and checking which catchment area the address is in
- carrying out sibling checks using information held on the Tribal database
- carrying out feeder school checks (where applicable) using information held on the Tribal database
- chasing for medical evidence where medical reasons have been stated

Where the academy/school has children of staff criteria, the School Admissions Team will provide a list of children to the academy/school where this has been stated for verification.

Where the academy/school has faith criteria, the School Admissions Team will collate all the relevant information supplied by the parent/carer(s) and send this to the academy/school to verify if the child meets any of the faith criteria.

The School Admissions Team will ensure that all applications will be correctly ranked against the academy or schools admissions criteria reducing the risk of incorrectly ranked applications which could result in a child entitled to a place being turned down or appeals being upheld on grounds of maladministration.

Where the school is oversubscribed we will also hold the waiting list until the start of the academic year and offer places on the academy/school's behalf if vacancies arise, liaising with the academy/school before places are offered.

Services to Schools & Academies 2015/16

The charge for processing Point of Entry Admissions is detailed below:

Service Description	2015/16 Charge
School Admissions Team:	
Point of Entry Admissions – charge based on Published Admissions Number for school	
PAN of 30 and under	£240
PAN of 60 and under	£480
PAN of 90 and under	£720
PAN of 120 and under	£960
PAN of 180 and under	£1440
PAN of 240 and under	£1920
PAN of 300 and under	£2400
PAN of 360 and under	£2880
PAN of 420 and under	£3040
PAN of over 420	£3360

There is no charge to community and voluntary controlled schools. The Local Authority is the admission authority and is, therefore, responsible for admissions to the school.

For further information about this service, please contact Jessica Mortimer, Admissions Manager on telephone 0300 300 4769.

School Admissions Team

Admission Appeals

As part of its statutory obligations, the School Admissions Team co-ordinates the admission of pupils to schools at the normal point of entry, i.e. at the start of the reception year for Lower/Primary schools, the transfer to Middle, Upper/Secondary school and transfer to the University Technical College (UTC), as well as in-year admissions.

In addition to its statutory obligations, the School Admissions Team can offer academies and own admission authority schools a buy back service relating to admission appeals, where it has not been possible to offer a child a place at the academy/school due to oversubscription. This service will include:

Services to Schools & Academies 2015/16

- Liaison with the academy/school to collect the necessary information to be included in the appeals case
- Preparation of the written appeals case and submission to the clerk within the required timescales
- Reading the appellants submission and ensuring that any relevant information submitted as part of their case is verified
- Ensuring that up to date information on waiting lists is available
- Ensuring that information on the alternative school offered is available
- Carrying out walking route distance measurements to alternative schools
- Presentation of the case at the appeal hearing, answering any questions from the appeals panel and parents
- Informing the academy/school of the outcome of the appeal

Please note that this service **excludes** the organisation and clerking of appeal hearings, which is a separate chargeable service for academies via the Committee Services team.

Service Description	2015/16 Charge
School Admissions Team:	
Preparation and presentation of admission appeals	
Per appeal	£250.00
Second or subsequent appeal	£175.00
<p>If there is more than one appeal for the same year group or grouped appeals, the charge for the second or subsequent appeal is reduced to £175.</p>	
<p>There is no charge if an appeal is withdrawn or settled prior to the case being written. There is a reduction of 50% if an appeal is withdrawn or settled after the case has been written and sent to the panel and appellants.</p>	

There is no charge to community and voluntary controlled schools. The Local Authority is the admission authority and is, therefore, responsible for the preparation and presentation of appeals for these schools.

For further information about this service, please contact Jessica Mortimer, Admissions Manager on telephone number 0300 300 4769.

Services to Schools & Academies 2015/16

Administration of Education Appeals

Education Appeals administration is independent of Schools Admissions, which is why its handled by Committee Services and not the School Admissions team.

Academies and own admission authority schools can buy back this service.

Parents may appeal for a place at a school which does not have a place for their child. If there is more than one appeal for the same year group in the same academic year or grouped appeals, there is no reduction in charges for a second or any subsequent appeal. There is a reduced charge of £100.00 if an appeal is withdrawn within 7 days of the hearing date. If the appeal is withdrawn 8 or more days in advance of the hearing date, the charge is reduced to £25.

Parents may seek a review of a decision to permanently exclude their child from a school, and this is also administered by the Committee Services Team.

What does it cost?

<i>Education Appeals – Charges relate to Academies and those Schools handling their own admissions.</i>	2015/16 Charge
Per appeal transferred from Children’s Services	£185.00
Academies Admission Appeal	£185.00
Exclusion Appeal	£720.00
Other charges may apply, such as deferment fees and if appeals are withdrawn. Details are available on request.	

Contact Mel Peaston
Committee Services Manager
0300 300 6076

mel.peaston@centralbedfordshire.gov.uk

Access and Inclusion - Academies

The Access and Inclusion Service carries out the Local Authority’s legal duties in relation to school attendance and access to education. The service works with schools and parents to ensure that children attend school regularly. It will issue Fixed Penalty Notices when necessary, instigate legal proceedings against parents and serve School Attendance Orders.

The service is also responsible for monitoring Elective Home Education and Children Missing Education and for ensuring that the local authority’s legal duties with regard to exclusion from school are discharged (in relation to both schools and parents). The service is able to offer support to schools with regard to Traveller children who may be experiencing difficulty in

Services to Schools & Academies 2015/16

accessing their education. The service is also responsible for carrying out the Local Authority's legal duties in relation to child employment and children in entertainment.

What does it cost?

(These will be introduced at the start of the school year 2015/16 (September 2015)).

Access and Inclusion Services for Academies	2015/16 Charge
School Attendance Officer Service	
Per hour	£27
6 hours per school year	£162
12 hours per school year	£324
18 hours per school year	£486
24 hours per school year	£648
30 hours per school year	£810
36 hours per school year	£972
42 hours per school year	£1,134
1 day a fortnight (19 days)	£3,847
(7.5 hours @ £27 an hour x 19)	
1 day a week (38 days) per school year	£7,695
(7.5 hours @ £27 an hour x 38)	
Inclusion Support Officer services	
Upper/Secondary Schools	
One-off annual cost	£1050
Middle Schools	
One-off annual cost	£630
Primary Schools	
One off annual cost	£420
Lower Schools	
One-off annual cost	£210
Or an hourly rate as required	£55
For full details of what both of these services can offer please contact: The Access and Inclusion Service on: 0300 300 6995 martin.smith@centralbedfordshire.gov.uk	

Services to Schools & Academies 2015/16

Fischer Family Trust Online subscription renewal 2015/16

The Council has purchased the Local Authority Fischer Family Trust (FFT) package which provides high quality performance data to support target setting and self evaluation. This means that Schools that wish to access this service through the Local Authority can do so at a reduced rate for the period April 2015 to March 2016.

FFT Online is an extremely useful resource which helps schools in target setting and comparing value added progress of pupils to the progress of similar pupils nationally. The FFT Governor Dashboard and Self Evaluation booklets are also available via FFT live.

What does it cost?

Fischer Family Trust Online Subscription	2015/16 Charge School	2015/16 Charge Academy
<i>Infant (Lower School)</i>	£60	£66
<i>Primary <= 100</i>	£60	£66
<i>Primary >100 (Middle School)</i>	£100	£110
<i>Secondary (Upper School)</i>	£500	£550

For further information please contact:

Learning Performance Team on: 0300 300 4542

danyel.islam@centralbedfordshire.gov.uk

The Jigsaw Centre

The Jigsaw Centre (based at Hawthorn Park Lower School) has been commissioned by Central Bedfordshire as an alternative provision to provide early intervention and support for primary aged children (up to the end of Year 6).

As a core service for our most vulnerable pupils it provides;

- short stay provision for those children who are permanently excluded, with an emphasis on their successful reintegration back into mainstream school.
- Early intervention and outreach support for those pupils who are at risk of exclusion. This will include support and training for pupils and staff. The remit will be on preventative work.

Additionally other Intervention Support can be commissioned through the Jigsaw Centre.

Services to Schools & Academies 2015/16

For further information please contact:

The Jigsaw Centre
Hawthorn Park Lower
Parkside Drive
Houghton Regis
LU5 5QN
Tel: 01582 861995
Email jigsawcentre@cbc.beds.sch.uk

Income Services

Central Bedfordshire Receipt Books can be obtained by contacting Income Services on 0300 300 8015 or e-mail Income@centralbedfordshire.gov.uk Schools will be invoiced 6 monthly intervals at £3.00 Per Book

Property Support – Services available until 1st September 2015 to 31st August 2016

CBC has a legal responsibility as Landlord for all community schools; we are required to ensure that you are managing your statutory compliance correctly. You can do this in one of two ways. Firstly by arranging the inspections yourselves and then providing CBC with copies of all certifications; or by buying into our service provision. For Academies, Voluntary Aided, Voluntary Community and foundation schools the legal responsibility is yours alone, but we can provide this service and ensure compliance is provided for you if you wish.

Core and Optional Services – Our Offer

We have consulted schools and decided to offer property support options in 2 ways, a ‘Core’ Service and a range of optional call-off services.

Core Service

The Core service has been developed after consultation with schools to make available a high quality, affordable and professional service which will enable schools to meet statutory requirements and get advice when they need it. Schools will be allocated a dedicated Assets colleague and we will be available at the end of a 24 hour phone line for your maintenance requests. **The cost of this service is a fixed fee per annum and details can be found on page 23.**

Optional Services

The optional services outside the Core agreement provide a wide range of additional services available for when schools need them, from specific property or premises management issues through to the project management and design of new facilities.

The cost of these services is either on a time charge or % fee basis.

Services to Schools & Academies 2015/16

Property Support

Your statutory compliance certificates will be placed on a web portal and you shall have free access to your data.

CORE SERVICE CONTRACT	OPTIONAL SERVICES
1. Emergency 24-hour helpline	1. Annual audit of premises risk management
2. Reactive repair and planned maintenance service	2. Project Design and Estates service
3. Organisation of Statutory Maintenance, Testing and Inspection Service, including: Air conditioning maintenance (including F gas inspection) Asbestos testing and record maintenance Boiler servicing Electrical Fixed Wiring Testing Emergency Lighting Extract fan/canopy cleaning, testing and sterilizing Fire alarm maintenance Fire Fighting equipment testing Fume cupboard and dust extraction testing Gas installation testing Oil line and oil tank testing Portable electrical equipment testing and inspection Water Hygiene testing	3. Asset management plan advice
4. Organization of other Planned Preventative Maintenance, including: Alarm maintenance (access, burglar alarms and CCTV) Automatic doors Electrical UPS (uninterrupted power supply) maintenance Generator servicing Lift maintenance Lightning protection and inspection	4. Carbon reduction management advice, including organizing a carbon survey and advice and assistance on procuring energy solutions
5. Site agent training: Advice and regular training sessions with CBC surveyors/engineers or specialist contractors as appropriate Telephone access to advice	5. Energy management
6. A twice termly visit from an allocated Assets colleague	6. Arranging Display Energy Certificates (DEC)
	7. Procurement advice
	8. Advice on how to make your buildings accessible for all and ensure compliance with the Disability Discrimination Act 1995.
	9. Construction Health and Safety Advice including the co-ordination of CDM (construction design and management regulations) for project work.
	10. Fire Risk Assessments
	11. Project Management
	12. Planning and Building Control advice
	13. Sewage pump annual service and call-out maintenance
	All above service can be arranged but additional charges will apply.

Services to Schools & Academies 2015/16

What does it cost?

Property Support	2015/16 Charge School	2015/16 Charge Academy
<p>Core Service Organise and oversee Planned Preventative Maintenance; twice termly visits; 24 hour helpline; reactive maintenance: FIXED FEE per annum.</p> <p style="text-align: right;">Lower/Primary</p> <p style="text-align: right;">Middle</p> <p style="text-align: right;">Upper/Secondary</p>	<p>£510</p> <p>£1,020</p> <p>£2,040</p>	<p>£561</p> <p>£1,122</p> <p>£2,244</p>
<p>NB: Core services lump sum includes the organisation of the PPM, but not contractor's charges for carrying out the service/works.</p> <p>Design Service Time charge or % fee based on value of project. Specialist advice e.g. structural may incur an additional fee.</p> <p style="text-align: right;">Projects up to £5,000</p> <p style="text-align: right;">Projects £5,001 - £10,000</p> <p style="text-align: right;">Projects £10,001 - £30,000</p> <p style="text-align: right;">Projects £30,001 - £75,000</p> <p style="text-align: right;">Projects £75,001 plus</p>	<p>by negotiation</p> <p>12.5%</p> <p>11%</p> <p>10%</p> <p>9%</p>	<p>by negotiation</p> <p>12.5%</p> <p>11%</p> <p>10%</p> <p>9%</p>
<p>Optional Services Lump Sums or hourly rates as appropriate</p>		
<p>Project Management Hourly Rate</p>		
<p>General and Technical Advice Hourly Rate</p> <p style="text-align: right;">Assistant surveyor/engineer</p> <p style="text-align: right;">Senior Surveyor/Engineer</p> <p style="text-align: right;">Managing surveyor/engineer</p>	<p>£41.00</p> <p>£51.00</p> <p>£61.50</p>	<p>£45.00</p> <p>£56.00</p> <p>£67.50</p>

Contacts: steven.girling@centralbedfordshire.gov.uk or graham.smith@centralbedfordshire.gov.uk

Services to Schools & Academies 2015/16

Appendix A - Order Forms

A1 - Application for Schools Insurance

School details

Name of school
Telephone number.....
Contact name
• Number of pupils.....
• Number of governors
• Number of teaching staff
• Number of other staff

Buy Back Cover (Property and Liability) includes:

Property : Full reinstatement cover for buildings and contents damage by Fire, Lightning, Explosion, Aircraft, Riot, Civil Commotion, Earthquake, Subterranean Fire, Storm, Flood, Escape of Water, Impact, Sprinkler Leakage.
Excess of £1,000 per claim.

Terrorism : losses arising from acts of terrorism.

Business interruption : Additional expenses: In the event of a major incident the policy would provide cover for cost of hiring huts/cabins or the hire of temporary premises as well as the cost of transportation of pupils to another site in order to carry on the work of the school.

Combined Liability

- Public liability - £20m
- Employer liability - £20m
- Libel & slander - £1m
- Officials indemnity - £5m

(Governors are liable to pay 10% of costs up to a maximum of £50)

Personal Accident (provides benefit for staff who suffer a permanent physical injury whilst going about their official duties through an accident or an assault). – assault benefit up to 5 x annual salary
accident up to 3 x annual salary. Lump sum benefits for Governors and volunteers.

Engineering Statutory inspection of all engineering plant. A charge will be made if it is necessary for any Written Schemes of Examination to be prepared.

Money Cover in unspecified safe to £2000. Excess of £250 (excess of £50 on school fund monies). Also cover for money in transit and cheques, stamps, postal order, etc.

Fidelity Guarantee - Cover up to a limit of indemnity of £250,000 for loss of money or goods through the fraudulent acts of staff.

Buy Back cover

Funding for Buy Back is provided in the formula based on two elements below:

Services to Schools & Academies 2015/16

- A lump sum per sector

School Type	2015/16
Nursery	£3,300
Lower/Primary	£3,300
Middle	£3,600
Upper/Secondary	£3,900
Special	£3,600

- An amount allocated per pupil

School Type	2015/16
Nursery	£15.39
Lower/Primary	£16.31
Middle	£18.75
Upper/Secondary	£23.86
Special	£21.50

Optional Cover

All schools

The given rate is multiplied by number of pupils on Spring Term Roll to calculate your premium.

School Offsite Activity

An annual policy covering travel and personal injury insurance for offsite standard and hazardous activities/trips. N.B. Teachers rate is multiplied by the number of teaching staff and the pupil's rate is multiplied by number of pupils.

School Type	Teachers 2015/16	Pupils 2015/16
Nursery/Lower/Primary	£0.80	£1.00
Middle/Special	£1.05	£1.20
Upper/Secondary	£1.27	£1.44

Public Liability- Parent/Teacher Association

Provides liability cover in the event of any damage/injury caused to a third party due to the negligence of the PTA.

Annual Premium per PTA = £66.00

Legal Expense Insurance/Helpline

The legal insurance and advice helpline is provided by Abbey Legal Protection. **Purchase of both services is now compulsory.** Should you have any queries regarding this cover please contact the Insurance Team. The charges for 2015/16 will be:

School type	Advice helpline	Insurance premium per pupil
Nursery	£137.00	£0.85
Lower/Primary	£192.00	£0.85
Middle/Special	£290.00	£0.85
Upper/Secondary	£405.00	£0.85

Services to Schools & Academies 2015/16

Hire of Premises – Public Liability

This insurance is only available for non-profit making individuals and groups only. Profit-making organisations and individuals MUST have their own liability cover.

Cover is renewed annually on 01 April and provides liability cover of up to £10m for private hirers of school premises who have insufficient or no liability cover of their own.

There is an excess of £60.00 per claim.

The charge for the cover should be added to the fee charged to the hirer, and should be calculated as follows:

15% of hire fee plus insurance premium tax @ 6%

e.g. £100 x 15% = £15.00 + 6% IPT = £15.90

Please complete the following details if cover is required:

Total private hire income for the year ending 31 March 2015

Estimated private hire income for the year ending 31 March 2016

Motor Insurance

The annual premium for each school-owned minibus will be £700.. Excess of £1,000 per claim.

Please specify the number of vehicles you wish to insure and the relevant vehicle details.

.....

Please indicate the insurance cover your school requires (type **Yes** or **No**):

Liability & Property (Buy Back)	
School Offsite Activity	
Public Liability- Parent/Teacher Association	
Legal Expenses Insurance (includes helpline)	
Hire of Premises	
Motor Insurance	

Position

Signature Date

Please return completed forms to: The Insurance Team, Central Bedfordshire Council, Priory House, Monks Walk, Chicksands, Shefford, SG17 5TQ

If you have any queries please contact the Insurance team:

Tel: 0300 300 8129

Email: insurance@centralbedfordshire.gov.uk

Fax: 0300 300 8215

Services to Schools & Academies 2015/16

A2 – Other Traded Services Buyback Return

Name of school

Telephone number.....

	Purchase Requested
Advisory Service	
Determining Free School Meals Eligibility	
Schools Secure Network	
Property Services	
Educational Psychology and Advisory Support team	
Governor Services	
Inspiring Music	
Income Services – Receipt Books	
Educational Visits and Journeys	
Admissions and Appeals	
Fischer Family Trust online subscription	

Contact Name	
Name of Head Teacher	
Signature of Head Teacher	
Name of Chair of Governors	
Signature of Chair of Governors	
Date:	

Please use one return for each service required and forward to the appropriate contact.

Services to Schools & Academies 2015/16

Appendix B - Statutory Services and Services Provided Free of Charge

Children's Services Finance, Schools Team

The Schools Finance Team carry out statutory finance service to schools. Statutory functions include:

- No later than 31st March each year make an initial determination of schools budgets for the funding periods and give notice of such determinations to the governing bodies of the maintained schools.
- After consultation with Schools Forum decide upon the formulae which they will use to determine school's budget shares.
- Ensure an amount equal to the guaranteed funding level is included (MFG)
- Ensure the 'Scheme for Financing Schools' deals with matters connected with the financing of schools maintained by the authority set out in Schedule 5 of The School Finance Regulations.
- Ensure the Local Authority publishes a statement of out-turn after each financial year at both central level and for each school.

School Financial Advisers are also able to provide advice on areas that were previously covered on training courses offered by the Bursary Service:

Fully Funded Accounting

This course was offered to any schools managing a fully funded bank account and any other finance personnel who wished to further their own financial development.

The course was designed to teach delegates basic accounting principles and produce the main financial reports. Although the course is no longer available please contact your School Financial Adviser for advice on Fully Funded Accounting, this is a non-chargeable service.

Capital Accounting / Formula Capital

This course was intended for any staff involved in formula capital projects, setting capital budgets and accounting for capital. It was designed to teach delegates the accounting principles of capital and procedures involved with projects. Although this course is no longer available, please contact your School Financial Adviser for advice on accounting for capital. This is a non-chargeable service.

Children's Workforce Development

This service previously provided buyback support for schools as well as providing the Children's Workforce Development (CWD) directory, which signposts a range of learning opportunities. In 2015/16 the local authority will maintain a minimum statutory service for which no charge will be made. Please see the website for further information
[Http://www.centralbedfordshire.gov.uk/learning/schools/support-for-professional/Childrens-workforce-development.aspx](http://www.centralbedfordshire.gov.uk/learning/schools/support-for-professional/Childrens-workforce-development.aspx)

Services to Schools & Academies 2015/16

Youth Support Service: Special Needs Support

The Council funds Special Needs Personal Advisers to support special schools and young people with a statement of educational needs within mainstream schools and will undertake Section 139A assessments for this cohort. From 2015/16 this minimum statutory service will be maintained.

Youth Support Service: Youth Workers in Schools

The Council have commissioned Groundwork and 4YP to deliver youth work provision. These providers are able to offer support to upper schools.

Contact for Youth Support Services:

Jackie Squire: 0300 300 6566

Email: jackie.squire@centralbedfordshire.gov.uk

Educational Psychology

Core service delivery is based around our statutory role which continues to be provided without charge to all maintained schools and Academies within the Local Authority:

- Provide advice and support for pupils with complex and severe Special Education Needs (SEN) at early years+/school action +, who are highly likely to meet local authority indicators for statutory assessment.
- Contribute to Statutory Assessment under the 1996 Education Act for pupils with complex SEND through the provision of psychological advice.
- Provide advice and support for pupils with statements where there is a continuing concern or change in circumstances.
- Advise the Local Authority on need and provision for pupils with SEN and disability. This includes providing expert witness assessment and testimony as part of the SEN and disability tribunal process (SENDIST).

The Jigsaw Centre

The Jigsaw Centre has been commissioned by Central Bedfordshire Council to provide early intervention and support for primary aged children.

- A non statutory preventative role to ensure that a wide range of support strategies are available to all schools for pupils with emotional and behavioural difficulties to prevent social exclusion.

Hearing Impairment Service

This service has been commissioned by Central Bedfordshire to be managed and run through the Harlington Area Schools Trust (HAST). The service consists of the specialist provision for hearing impaired pupils at Toddington St George Lower School, Parkfields Middle School and Harlington Upper School as well as a Peripatetic Service for hearing impaired children and young people aged 0-18 throughout Central Bedfordshire.

For further information, please contact: Imelda Taylor at Toddington St George Lower School on 01525 872360.

Services to Schools & Academies 2015/16

Visual Impairment Service

This service has been commissioned by Central Bedfordshire to be managed and run through the Harlington Area Schools Trust (HAST). This service supports children and young people who are blind or who have severe visual impairments from birth or identification to 18.

Please contact Catherine Bianco, Business Manager for HAST

Tel 01525 872360 c.bianco@cbc.beds.sch.uk

Medical Needs Teaching Service

This service has been commissioned by Central Bedfordshire to be managed and run through the Harlington Area Schools Trust (HAST). The service provides teaching for children who are unable to attend school on the advice of a medical practitioner for reason of their medical condition/illness.

For further information, please contact: 01525 751285 or medicalneeds@harlington.org

Payment Services

The Payments and Master Data Team are responsible for setting up new local bank accounts, liaising with the school, bank and Finance Team to ensure that accounts are set up according to the Financial Regulations. This includes the maintenance of the account once it is set up e.g. change of signatories, arranging open credit facilities.

Contact details:

Central Payments and Master Data Team -

Phone: 0300 300 8156

E-mail: centralmasterdatateam@centralbedfordshire.gov.uk

Admissions & Appeals

The Admissions Service coordinates the Admissions process for schools in line with the Admissions Code. Academies and own admissions Authority Schools can buy an Admissions & Appeals Service which includes preparing and presenting appeals.

Therapies & Other Health Related Services

This service is provided by the Clinical Commissioning Group . If Central Bedfordshire Council does get involved, it is as a result of statutory Special Education Needs provision.

Monitoring National Curriculum Assessment

This service is provided free for Local Authority maintained schools. Academies (including Free Schools) are required to comply with assessment arrangements as set out in their funding agreement.

School Improvement

Each School has the primary responsibility for improvement and ensuring high educational standards. The School Improvement Service provides appropriate challenge and support to schools designated as causing concern, as set out in the "School Intervention Strategy" 2014.

Services to Schools & Academies 2015/16

Newly Qualified Teachers (NQTs)

The Statutory role of the Local Authority as the Appropriate Body will continue to be provided free of charge to maintained schools. Academies may choose to purchase this function as part of a Service Level Agreement (SLA). The NQT Core training and Induction Tutor training is delivered in partnership with the Training/Teaching schools.

Please contact Sally Dakin for further details.
Email: sally.dakin@centralbedfordshire.gov.uk

Access and Inclusion Service – Maintained Schools

The Access and Inclusion Service carries out the Local Authority's legal duties in relation to school attendance and access to education. The service works with schools and parents to ensure that children attend school regularly. It will issue Fixed Penalty Notices when necessary, instigate legal proceedings against parents and serve School Attendance Orders. The service is also responsible for monitoring Elective Home Education and Children Missing Education and for ensuring that the local authority's legal duties with regard to exclusion from school are discharged (in relation to both schools and parents). The service is able to offer support to schools with regard to Traveller children who may be experiencing difficulty in accessing their education. The service is also responsible for carrying out the Local Authority's legal duties in relation to child employment and children in entertainment.

Health and Safety

The Corporate Health, Safety and Wellbeing Team will provide statutory Health and Safety services for community and VC schools. This will include:

- Access to policies and procedures via the schools portal;
- Access to AssessNET online accident/incident reporting system;
- Monitoring/compliance audits in line with risk-based schedule;
- Assistance with investigation and reporting of serious incidents.

Lee Butler
Health and Safety and Wellbeing Manager

lee.butler@centralbedfordshire.gov.uk

Contact us...

Për Informacion Per Informazione Za Informacije नगरवारी लसी
المعلومات للمعلومات کے لئی তথ্যের জন্য Za Informacja
برای اطلاع

by email: customer.services@centralbedfordshire.gov.uk

on the web: www.centralbedfordshire.gov.uk

Write to Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ