

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

**This meeting
may be filmed.***



**Central
Bedfordshire**

please ask for Rebecca Preen
direct line 0300 300 4193
date 21 January 2016

NOTICE OF MEETING

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

Date & Time

Tuesday, 2 February 2016 10.00 a.m.

Venue at

Council Chamber, Priory House, Monks Walk, Shefford

Richard Carr
Chief Executive

To: The Chairman and Members of the CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE:

Cllrs P A Duckett (Chairman), J Chatterley (Vice-Chairman),
Mrs C F Chapman MBE, K Ferguson, R W Johnstone, J Kane, D McVicar, T Swain
and N Warren

[Named Substitutes:

Mrs A Barker, C C Gomm, A Ryan, B Walker and T Woodward]

All other Members of the Council - on request

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

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AGENDA

1. **Apologies for Absence**

Apologies for absence and notification of substitute members

2. **Minutes**

To approve as a correct record the Minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 15 December 2015 and to note actions taken since that meeting.

3. **Members' Interests**

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

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

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

5. **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.

6. **Questions, Statements or 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.

7. **Call-In**

To consider any decision of the Executive referred to this Committee for review in accordance with Procedure Rule 10.10 of Part D2.

8. **Requested Items**

To consider any items referred to the Committee at the request of a Member under Procedure Rule 3.1 of Part D2 of the Constitution.

Reports

Item	Subject	Page Nos.
9	<p>Executive Member Update</p> <p>To receive a brief verbal update from the Executive Member for Corporate Resources.</p>	*Verbal
10	<p>Draft Budget, Capital, HRA and MTFP 2016/17</p> <p>To consider the draft Budget, updated Medium Term Financial Plan, the Housing Revenue Account (Landlord Service) and Capital Programme pertaining to the Corporate Resources Directorate only. Information that is relevant to the other directorates will be considered in the other relevant OSC meetings. Members are requested to submit their comments, observations and recommendations in respect of the Executive's proposals with particular reference to the Corporate Resources Directorate proposals, to the meeting of the Executive on 09 February 2016.</p> <p>Members are requested to bring their copies of the Executive report with them to the meeting (hard copies will not be provided). The report is available at the following website:-</p> <p>http://centralbeds.moderngov.co.uk/ieListDocuments.aspx?CId=577&MId=4921&Ver=4</p>	* 13 - 24
11	<p>Treasury Management Strategy and Treasury Policy</p> <p>To receive a report on the Treasury Management Strategy.</p>	* 25 - 60
12	<p>Traded Services to Schools & Academies – Proposed charges for 2016/17.</p> <p>The report allows Members the opportunity to review the Council's charges for non statutory traded services to Schools & Academies for 2016/17, which will be presented to Executive on 9 February 2016. The Committee is asked to consider the Council's charges for non statutory traded services to Schools & Academies 2016/17 and submit its comments, observations and recommendations in respect of the Executive's proposals to the meeting of the Executive on 9 February 2016.</p>	* 61 - 124
13	<p>Developing News and Information Services</p> <p>To receive an update on the Council's refreshed website and other news and information products.</p>	* 125 - 146

14 **Scrutiny Enquiry on Council Responsiveness** * Verbal

To receive a brief verbal update that will enable Members to discuss the approach to a review of Council responsiveness as detailed in the 5-year plan.

15 **Work Programme 2014/15 & Executive Forward Plan** * 147 - 150

The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

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CENTRAL BEDFORDSHIRE COUNCIL

At a meeting of the **CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE** held in Room 14, Priory House, Monks Walk, Shefford on Tuesday, 15 December 2015.

PRESENT

Cllr P A Duckett (Chairman)
Cllr J Chatterley (Vice-Chairman)

Cllrs	Mrs C F Chapman MBE	Cllrs	T Swain
	K Ferguson		N Warren
	D McVicar		

Apologies for Absence: Cllrs R W Johnstone
J Kane

Members in Attendance:	Cllrs	C Hegley	Executive Member for Social Care and Housing
		J G Jamieson	Leader of the Council and Chairman of the Executive
		M A G Versallion	Executive Member for Education and skills
		R D Wenham	Executive Member for Corporate Resources
		J N Young	Executive Member for Regeneration

Officers in Attendance:	Mrs D Broadbent- Clarke	–	Director of Improvement and Corporate Services
	Mr S Conaway	–	Chief Information Officer
	Mr S Girling	–	AD Assets
	Mr J Partridge	–	Head of Governance
	Mrs R Preen	–	Scrutiny Policy Adviser
	Mrs G Stanton	–	Chief Communications Officer
	Ms H Stokes	–	Consultation and Intelligence Manager
	Mr C Warboys	–	Chief Finance Officer

Public 0

CR/15/37. **Minutes**

RESOLVED that the minutes of the meeting of the Corporate Resources Overview and Scrutiny Committee held on 27 October 2015 be confirmed and signed as a correct record.

CR/15/38. **Members' Interests**

None.

CR/15/39. **Chairman's Announcements and Communications**

None.

CR/15/40. **Petitions**

None.

CR/15/41. **Questions, Statements or Deputations**

None.

CR/15/42. **Call-In**

None.

CR/15/43. **Requested Items**

None.

CR/15/44. **Executive Member Update**

The Executive Member for Corporate Resources informed the Committee that progress was continuing on the Working Smarter project which would increase efficiency drives towards an improved way of working across the organisation. The Council were benchmarking against large industry in order to gather information with regards to best practice, there would be a trial of virtual meetings, an IT refresh of infrastructure, with a continuation of the Digital Transformation agenda. Opportunities for Member development were ongoing with recent training courses covering Scrutiny and Community Leadership.

The Chairman expressed concerns regarding the legality and ability to vote remotely and whether virtual meeting would become mandatory. In response the Executive Member confirmed that initially only informal, internal meetings would be trialled with a more detailed discussion required for more formal meetings in order to identify any obstacles.

CR/15/45. **5 Year Plan Performance Monitoring**

The Leader of the Council delivered a presentation outlining the proposed approach to delivery and performance management of the 5 Year Plan. The Committee were asked to consider whether the proposals, drivers and KPI's behind the data were appropriate.

In light of the presentation Members expressed the view that communication was a key element of customer satisfaction and that it was important the Council address this when shaping models for performance outcomes. Members felt it was vital that customers understood processes which in turn

would improve customer perception of the Council. Members agreed the importance of understanding the barriers which prevented improved community cohesion.

The Committee agreed that the volunteering strategy was crucial in its aims to create stronger communities and prevent isolation. A discussion arose around the need to ensure the Council focussed on the most appropriate form of housing for the local area.

NOTED the presentation and agreed the ongoing approach with regards to delivery and performance monitoring of the 5 Year Plan.

CR/15/46. **Partnering Legal Services Bid**

The Director of Improvement and Corporate Services delivered a presentation regarding proposals to partner legal services, providing the Committee with details regarding the current status of the project, next steps and a proposed contract start date. Members were provided with details of bidders, all of which were administered by other local authorities. The Director explained that the proposal would be considered by the Executive at their next meeting, after which a public paper would be brought forward.

In response to a Member query the Executive Member for Corporate Resources confirmed that as part of the process the Council would be recruiting a client officer within the legal department who would be responsive to customer and Member queries.

Members queried the cost saving projection and the Director explained that by having a wider pool of staff availability, the Council would no longer have to buy in external expertise. Due to the nature of the proposed structure it would be possible to access the most cost effective option which would be reciprocated on the part of the member councils.

Members requested details of how performance monitoring would be measured and suggested that the CR OSC could be responsible for overseeing this. Members felt it was important to ensure that performance data would be presented on the same basis as the bidding model which was based on a formula of 40% cost, 40% quality and 20% staff welfare.

RECOMMENDED that the proposal be considered by the Executive and that quarterly performance reviews were conducted with regards to purchasing criteria, using the 40/40/20% modelling structure.

CR/15/47. **Update on IT Strategy**

The Chief Information Officer delivered a presentation regarding the Council's IT Strategy, which detailed updates including lessons learned, Voicedial figures and the aims and objectives until December 2017, enabling access to full digital services online and a whole Council transformation. Members were provided with details of the back office systems available to customers, the Council's investment strategy with regards to funding of IT services and the impact of government legislation changes to Council operations.

In light of the presentation Members queried process with regards to customers who did not have access to or did not wish to utilise online services. In response the Executive Member acknowledged that there would always be a core customer base who preferred traditional methods of communication and access to services and in those instances they would be supported appropriately.

Members expressed a desire to ensure security and cost savings were a focus for the Directorate and the Executive Member confirmed that cost saving details were listed in the budget report.

RECOMMENDED that the positive direction of the IT Strategy be acknowledged and that an update be brought to the Committee in Spring 2016 with a focus on IT security and cost saving measures.

CR/15/48. **Scrutiny of Responsive Council**

The Head of Governance delivered a presentation to the Committee outlining a project regarding a collaborative working model for the Council and set the context behind the initiative. The Committee were asked to consider key lines of enquiry in order to help shape a range of recommendations, with a focus on improving the outcomes in residents' surveys.

Members expressed a desire to see the quality of questionnaires sent to residents as it was agreed that processes were often unclear which sometimes resulted in a poor perception as to the remit of the Council.

RECOMMENDED that information be circulated to Members of the Committee and to arrange a meeting for Members to discuss the delivery of an improvement programme.

CR/15/49. **Public Opinion - how our residents see Central Bedfordshire and the Council**

The Chief Communications Officer delivered a presentation which outlined key issues with regards to resident satisfaction and perception of the Council.

Members agreed that it was important to focus on areas where feedback was poor in order to improve outcomes and to target efficiently.

NOTED the presentation.

CR/15/50. **Council Assets**

The Assistant Director (AD) for Assets delivered a presentation outlining the key deliverables in relation to optimising capital receipts and income and measures to reduce revenue costs.

In light of the presentation Members agreed the positive approach of the Council with regards to asset management and endorsed the sale of key assets in order to generate income. Members queried the possibility of the

Council embarking on a building programme and expressed a desire to see a quickening of processes. In response the AD for Assets explained that processes had recently become more efficient and improvements had been made in this regard. It was important for the Council to ensure their ability to deliver on capital receipts and to ensure that processes were robust before embarking on complex initiatives such as building projects, but this would be considered for the future.

Members welcomed the new approach but expressed concerns that there was a lack of clarity around Council owned assets. Several Members expressed a desire to see a comprehensive register of Council owned assets and the AD confirmed that a compendium of assets was managed by a team within the organisation.

Members agreed that it was important to focus on areas which could be regenerated for the benefit of the local area and for the Committee to consider measures to replace land or property sold.

RECOMMENDED that the Committee support the approach with regards to asset management and that a report be delivered at a future meeting, detailing measures to replace land and property sold by the Council.

CR/15/51. **Q2 Revenue, Capital and HRA Budget Monitoring**

The Chief Finance Officer delivered a presentation detailing the financial position of the Council at the end of Quarter 2, highlighting areas of underspend, overspend and Capital budget monitoring.

NOTED the presentation.

CR/15/52. **Work Programme 2014/15 & Executive Forward Plan**

RECOMMENDED that the Corporate Resources OSC Work Programme be agreed subject to the following amendments:-

- **The removal of Digital Transformation in February 2016.**
- **Scrutiny of Responsive Council in February 2016.**
- **Assets Capital Replacement Strategy in February 2016.**

(Note: The meeting commenced at 10.00 a.m. and concluded at 1.55 p.m.)

Chairman.....

Date.....

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Central Bedfordshire Council

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

02 February 2016

Draft Budget 2016/17 and Medium Term Financial Plan

Report of Cllr Richard Wenham, Executive Member for Corporate Resources
(cllr.richard.wenham@centralbedfordshire.gov.uk)

Advising Officers: Charles Warboys, Chief Finance Officer
(charles.warboys@centralbedfordshire.gov.uk)

This report relates to a non-Key Decision

Purpose of this report

1. The report allows Members the opportunity to review the Council's draft Budget for 2016/17 and Medium Term Financial Plan, which was presented to Executive on 12 January 2016.
2. The report proposes the draft Budget for 2016/17 and updates the Medium Term Financial Plan (MTFP) approved by Council in February 2015. The Financial Settlement for local government was released on 17 December 2015.
3. The announcement covers many complex areas of funding and in the short time available before publishing this report, it has not been possible to reflect this.
4. The Financial Settlement was very significantly worse for Central Bedfordshire than had been anticipated both in absolute and comparative terms. Whilst the full details have still to emerge and will require careful analysis, on the face of it the loss of Government funding support is 94% over the life of the Medium Term Financial Plan or £28.1M in cash terms. Moreover, the greatest reductions are in the early years of the Plan.
5. Therefore, it will be necessary to identify proposals for responding to this dramatic reduction in funding support from Government over and above the proposals contained in the draft Budget/updated MTFP once the full details of the Settlement have been fully assessed.
6. What is clear is that Government has made the assumption in its financial modelling that councils will raise council tax by both the 2%

precept earmarked for adult social care and an assumed 1.75% for inflation in each of the next four years.

7. This is in addition to the significant efficiencies contained in the draft Budget/updated MTFP.

RECOMMENDATIONS

The Committee is asked to:

1. **consider the Council's Draft Budget for 2016/17 and Medium Term Financial Plan; and**
2. **submit its comments, observations and recommendations in respect of the Executive's proposals to the meeting of the Executive on 9 February 2016.**

Executive Summary

Members are requested to bring along the following papers issued for the meeting of the Executive on 12 January 2016 to this Committee meeting:

1. Draft Budget 2016/17 and Medium Term Financial Plan 2016/17 – 2019/20.

Council Priorities

8. The Council approved the Medium Term Financial Plan (MTFP) for 2015/16 to 2018/19 in February 2015. The MTFP has been updated and extended to 2019/20 and an initial draft Budget for 2016/17 prepared, reflecting further changes in funding, including the impact of the Local Authority Financial Settlement announced in December 2015 and new cost pressures and offsetting efficiencies.
9. The Council's priorities are:
 - Enhancing Central Bedfordshire.
 - Great Resident Services.
 - Improving education and skills.
 - Protecting the vulnerable; improving wellbeing.
 - Creating stronger communities.

- A more efficient and responsive Council.

These priorities are reflected in the budget proposals included in this report.

Corporate Implications

Legal Implications

10. See Executive papers.

Risk

11. See Executive papers.

Financial Implications

12. See Executive papers.

Equalities Implications

13. See Executive papers.

Timetable Milestones

14. The key milestones in the timetable for Council to agree its budget in February 2016 are set out in the below:

Timetable Milestones

Date	Body	Outcome
Early January 2016	Public	Budget papers made available to Public and Public Consultation commences
12 th January 2016	Executive	Considers Draft Budget and MTFP
14 th January 2016	Sustainable Communities Overview & Scrutiny	Consideration of efficiencies and savings and draft budget proposals
25 th January 2016	Social Care, Health & Housing Overview & Scrutiny	
28 th January 2016	Children's Services Overview & Scrutiny	
2 nd February 2016	Corporate Resources Overview & Scrutiny	
9 th February 2016	Executive	Recommends Final Budget & MTFP
25 th February 2016	Council	Approves Budget & MTFP
29 th February 2016	Council	Reserve Council Meeting in case of delay in receiving notification of other precepts.

Central Bedfordshire Council

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

2 February 2016

Draft Capital Programme 2016/17 – 2019/20

Report of Cllr Richard Wenham, Executive Member for Corporate Resources
(cllr.richard.wenham@centralbedfordshire.gov.uk)

Advising Officers: Charles Warboys, Chief Finance Officer
(charles.warboys@centralbedfordshire.gov.uk)

This report relates to a non-Key Decision

Purpose of this report

1. The report allows Members the opportunity to review the Council's draft Capital Programme, which was presented to Executive on 12 January 2016.

RECOMMENDATIONS

The Committee is asked to:

1. **consider the Council's Draft Capital Programme 2016/17 to 2019/20; and**
2. **submit its comments, observations and recommendations in respect of the Executive's proposals to the meeting of the Executive on 9 February 2016.**

Executive Summary

Members are requested to bring along the following papers issued for the meeting of the Executive on 12 January 2016 to this Committee meeting:

1. Draft Capital Programme 2016/17 to 2019/20.

Council Priorities

2. The Council approved the Capital Programme for 2015/16 to 2018/19 in February 2015. The Capital Programme has been updated and extended to 2019/20.
3. The Council's priorities are:
 - Enhancing Central Bedfordshire.
 - Great Resident Services.
 - Improving education and skills.
 - Protecting the vulnerable; improving wellbeing.
 - Creating stronger communities.
 - A more efficient and responsive Council.

These priorities are reflected in the budget proposals included in this report.

Corporate Implications

Legal Implications

4. See Executive papers.

Risk

5. See Executive papers.

Financial Implications

6. See Executive papers.

Equalities Implications

7. See Executive papers.

Timetable Milestones

8. The key milestones in the timetable for Council to agree its budget in February 2016 are set out in the below:

Timetable Milestones

Date	Body	Outcome
Early January 2016	Public	Budget papers made available to Public and Public Consultation commences
12 th January 2016	Executive	Considers Draft Capital Programme
14 th January 2016	Sustainable Communities Overview & Scrutiny	Consideration of the Draft Capital Programme
25 th January 2016	Social Care, Health & Housing Overview & Scrutiny	
28 th January 2016	Children's Services Overview & Scrutiny	
2 nd February 2016	Corporate Resources Overview & Scrutiny	
9 th February 2016	Executive	Recommends Final Capital Programme
25 th February 2016	Council	Approves Capital Programme
29 th February 2016	Council	Reserve Council Meeting in case of delay in receiving notification of other precepts.

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Central Bedfordshire Council

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

02 February 2016

**DRAFT BUDGET FOR THE HOUSING REVENUE ACCOUNT
(LANDLORD BUSINESS PLAN)**

Report of Cllr Richard Wenham, Executive Member for Corporate Resources (richard.wenham@centralbedfordshire.gov.uk); and Cllr Carole Hegley, Executive Member for Social Care, Health and Housing (carole.hegley@centralbedfordshire.gov.uk)

Advising Officers: Julie Ogley, Director of Social Care, Health and Housing (julie.ogley@centralbedfordshire.gov.uk); and Charles Warboys, Chief Finance Officer (charles.warboys@centralbedfordshire.gov.uk)

This report relates to a non-Key Decision

Purpose of this report

1. The report allows Members the opportunity to review the Council's draft budget for the Housing Revenue Account (Landlord Business Plan), which was presented to Executive on 12 January 2016.

RECOMMENDATIONS

The Committee is asked to:

1. **consider the Council's Draft Budget for the Housing Revenue Account (Landlord Business Plan); and**
2. **submit its comments, observations and recommendations in respect of the Executive's proposals to the meeting of the Executive on 9 February 2016.**

Executive Summary

Members are requested to bring along the following papers issued for the meeting of the Executive on 12 January 2016 to this Committee meeting:

1. Draft Budget for the Housing Revenue Account (Landlord Business Plan).

Council Priorities

2. The Council approved the budget for the Housing Revenue Account (Landlord Business Plan) in February 2015. The plan has been updated and extended to 2019/20 and an initial draft Budget for 2016/17 prepared, reflecting further changes in funding, including the impact of the Local Authority Financial Settlement announced in December 2015 and new cost pressures and offsetting efficiencies.
3. The Council's priorities are:
 - Enhancing Central Bedfordshire.
 - Great Resident Services.
 - Improving education and skills.
 - Protecting the vulnerable; improving wellbeing.
 - Creating stronger communities.
 - A more efficient and responsive Council.

These priorities are reflected in the budget proposals included in this report.

Corporate Implications

Legal Implications

4. See Executive papers.

Risk

5. See Executive papers.

Financial Implications

6. See Executive papers.

Equalities Implications

7. See Executive papers.

Timetable Milestones

8. The key milestones in the timetable for Council to agree its budget in February 2016 are set out in the below:

Timetable Milestones

Date	Body	Outcome
Early January 2016	Public	Budget papers made available to Public and Public Consultation commences
12 th January 2016	Executive	Considers Draft HRA Budget and Plan
25 th January 2016	Social Care, Health & Housing Overview & Scrutiny	Consideration of efficiencies and savings and draft HRA budget proposals
2 nd February 2016	Corporate Resources Overview & Scrutiny	
9 th February 2016	Executive	Recommends Final HRA Budget and Plan
25 th February 2016	Council	Approves HRA Budget and Plan
29 th February 2016	Council	Reserve Council Meeting in case of delay in receiving notification of other precepts.

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Meeting: Corporate Resources Overview & Scrutiny Committee
Date: 2nd February 2016
Subject: Treasury Management Strategy And Treasury Policy
Report of: Cllr Richard Wenham, Executive Member for Corporate Resources
Summary: This report outlines the Draft Treasury Management Strategy Statement and Treasury Management Policy Statement for 2016-17

Advising Officer: Charles Warboys, Chief Finance Officer
Contact Officer: Ralph Gould, Head of Financial Control
Public/Exempt: Public
Wards Affected: All
Function of: Executive

CORPORATE IMPLICATIONS

Council Priorities:

1. Effective management of the Council's financial resources and the associated risks is a cornerstone to the delivery of the Council's priorities.

Financial:

2. The Council's Treasury Management Strategy Statement (TMSS) and Prudential Indicators (PIs) are derived from the Medium Term Financial Plan (MTFP). The TMSS and PIs are explained within the body of this report.
3. Treasury management is defined by the Chartered Institute of Public Finance and Accountancy's (CIPFA) *Treasury Management in the Public Services: Code of Practice (2011 Edition)* as: 'The management of the local authority's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.'

Legal:

4. The Council's treasury management activities are regulated by statute, professional codes and official guidance. The Local Government Act 2003 (the Act) provides the powers to borrow and invest as well as providing controls and limits. Under the Act, Communities and Local Government has issued Guidance on Local Government Investments (revised March 2010) to structure and regulate the Council's investment activities. The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 – Statutory Instrument (SI) 3146 (plus subsequent amendments), develops the controls and powers within the Act. The SI requires the Council to undertake any borrowing activity with regard to the CIPFA *Prudential Code for Capital Finance in Local Authorities (2011 Edition)*. The SI also requires the Council to operate the overall treasury function with regard to the CIPFA *Treasury Management in the Public Services: Code of Practice (2011 Edition)* (the Code of Practice).

CIPFA revised the Code of Practice in November 2011 to reflect developments in financial markets and the introduction of the Localism Act for English local authorities

Risk Management:

5. The approved strategy aims to manage the risks to the Council's finances from instability in financial markets.

Staffing (including Trades Unions):

6. Not Applicable.

Equalities/Human Rights:

7. Not Applicable.

Public Health

8. Not Applicable.

Community Safety:

9. Not Applicable.

Sustainability:

10. Not Applicable.

Procurement:

11. Not applicable.

RECOMMENDATION(S):

The Committee is asked to:-

Consider the report and submit comments to the Executive as considered necessary.

The reason for recommendations is to put an effective treasury management framework in place for the Council.

Background

12. The Council's TMSS is underpinned by the adoption of CIPFA's Code of Practice, which includes the requirement for determining a treasury strategy covering the likely financing and investment activity for the forthcoming financial year.
13. The Council's Treasury Management Policy Statement is attached in Appendix A, a revised TMSS is attached in Appendix B with the updated PIs in Appendix C.
14. The Code requires the TMSS for the year to be approved by Full Council and this will be submitted for approval on 25th February 2016. Local arrangements require the Corporate Resources Overview & Scrutiny Committee to scrutinise the proposed revised strategy on an annual basis. Both the Strategy and Policy documents are proposed to be presented to the Executive on 9th February 2015 for recommendation to Council.
15. This report summarises the changes to the TMSS as a result of continuous review with our external advisers, Arlingclose Ltd.

Treasury Management Policy

16. It is the Council's responsibility to approve a Treasury Management Policy Statement on a periodic basis. This Policy will be reviewed every three years or whenever legislative, regulatory or best practice changes materially impact the effectiveness of the current Policy. The current Treasury Management Policy Statement (see Appendix A) was adopted by Council in February 2015. In the absence of changes, the next scheduled date for review is February 2018.

17. The principal objectives of this Policy Statement are to provide a framework within which:
 - i) risks which might affect the Council's ability to fulfil its responsibilities or which might jeopardise its financial security, can be identified;
 - ii) borrowing costs can be minimised whilst ensuring the long term security and stability of the Council's financial position; and
 - iii) investment returns can be safely maximised and capital values maintained.

Treasury Management Strategy Statement

18. CIPFA's *Treasury Management in the Public Services: Code of Practice (2011 Edition)* and their *Prudential Code for Capital Finance in Local Authorities (2011 Edition)* require local authorities to determine the TMSS on an annual basis.
19. The TMSS is included in Appendix B, and comprises three main components:
 - i) the 'External Context', drafted by the Council's external treasury advisers, Arlingclose Ltd. This is important as the rate at which the Council can borrow and the return it will obtain on cash balances are linked to the performance of the wider UK and global economy.
 - ii) a Borrowing Strategy, including the approved sources of long term and short term borrowing.
 - iii) an Investment Strategy, including the type of institutions the Council is able to place its cash with and the limits with each type of institution.
20. The TMSS also includes other items that the Council is required by CIPFA and the Department for Communities and Local Government (CLG) to include as part of its strategy, including the Council's policy on the use of financial derivatives, interest charges between the HRA and the General Fund and borrowing in advance of need.

Prudential Indicators

21. The CIPFA *Prudential Code for Capital Finance in Local Authorities (2011 Edition)* requires performance against specified key indicators to be measured and reported on a regular basis. The purpose of these indicators is to demonstrate prudence, affordability and sustainability.
22. An explanation of PIs is included in Appendix C. Key objectives of the indicators are to:
 - ensure borrowing is less than the Council's Capital Financing Requirement (CFR), demonstrating that all long term borrowing has been undertaken for capital purposes in line with the Prudential Code;
 - set the Council's authorised and operational limits for borrowing;
 - show the percentage of the revenue budget required to be spent on financing borrowing; and
 - show the incremental impact of new capital investment decisions on Council Tax and housing rent levels.
23. In line with the best practice requirements outlined in the CIPFA Treasury Management Code of Practice, all PIs are monitored throughout the year and reported to Council at mid-year and at the end of the financial year.
24. Appendix C also includes a statement of the Council's Minimum Revenue Provision (MRP) policy, used to calculate the amount the Council is annually required to set aside towards repaying its CFR.

Background Papers:

None

Appendices:

Appendix A – Treasury Management Policy Statement
Appendix B – Treasury Management Strategy Statement
Appendix C – Prudential Indicators and MRP Statement

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Appendix A – Treasury Management Policy Statement for 2015/16, 2016/17 and 2017/18

1. Introduction

In accordance with the Chartered Institute of Public Finance & Accountancy (CIPFA) *Treasury Management in the Public Services: Code of Practice (2011 Edition)*, this Council defines the policies and objectives of its treasury management activities as follows:

- 1.1 Treasury management is:
'The management of the Council's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.'
- 1.2 This Council regards the successful identification, monitoring and control of risk to be the prime criteria by which the effectiveness of its treasury management activities will be measured. Accordingly, the analysis and reporting of treasury management activities will focus on their risk implications for the Council, and any financial instruments entered into to manage these risks.
- 1.3 This Council acknowledges that effective treasury management will provide support towards the achievement of its Medium Term Financial Plan (MTFP). It is committed to the principles of achieving value for money in treasury management, and to employing suitable performance measurement techniques, within the context of effective risk management.
- 1.4 The Chief Finance Officer will maintain suitable Treasury Management Practices (TMPs), setting out the manner in which this Council will seek to achieve its treasury management policies and objectives and how it will manage and control those activities.
- 1.5 The Council's borrowing will be affordable, sustainable and prudent and consideration will be given to the management of interest rate risk and refinancing risk. The source from which the borrowing is taken and the type of borrowing should allow the Council transparency and control over its debt.
- 1.6 The Council's primary objective in relation to investments remains the security of capital. The liquidity or accessibility of the Council's investments followed by the yield earned on investments remain important but are secondary considerations.

2. Objectives

2.1 The principal objectives of this Treasury Management Policy Statement are to provide a framework within which:

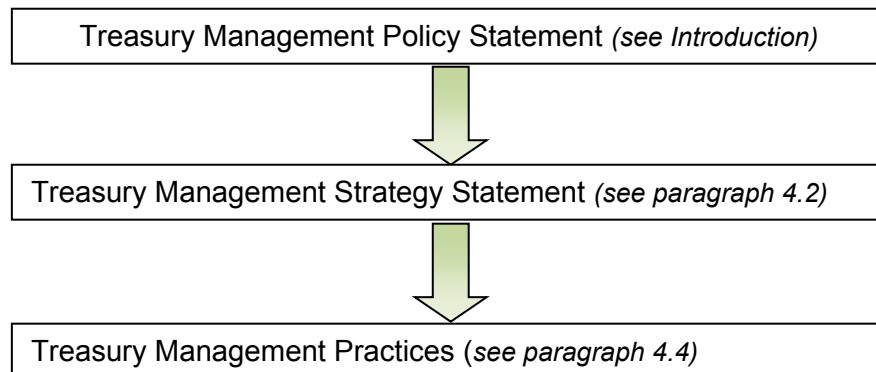
- i) risks which might affect the Council's ability to fulfil its responsibilities or which might jeopardise its financial security, can be identified and managed
- ii) borrowing costs can be minimised whilst ensuring the long term security and stability of the Council's financial position
- iii) investment returns can be safely maximised and capital values maintained.

3. Review Period

3.1 It is the Council's responsibility to approve a Treasury Management Policy Statement on a periodic basis. This Policy will be reviewed every three years or whenever legislative, regulatory or best practice changes materially impact the effectiveness of the current Policy. In the absence of changes, the next scheduled date for review is therefore January 2018.

4. Documentation

4.1 This document forms part of a suite of treasury documents intended to govern and regulate treasury management activity. The hierarchy of documents is set out below and the role of each is explained.



4.2 The annual Treasury Management Strategy Statement integrates with the Prudential Indicators set and will include the following:

- links to capital financing and treasury management Prudential Indicators for the current and forthcoming financial year
- a strategy for financing new borrowing requirements (if any) and refinancing maturing borrowing (if any) over the next year and for the restructuring of debt
- an Investment Strategy for the forthcoming year (*see paragraph 4.3*)
- the interest rate outlook against which the treasury activities are likely to be undertaken
- a policy on the use of financial derivatives
- a policy on apportioning interest to the Housing Revenue Account (HRA).

4.3 Based on the Department for Communities and Local Government (DCLG) Guidance on Investments, the Council will produce as part of its annual Treasury Management Strategy Statement (TMSS), an Investment Strategy that sets out:

- the objectives, policies and strategy for managing its investments
- the determination of which Specified and Non Specified Investments the Council will utilise during the forthcoming financial year based on the Council's economic and investment outlook and the expected level of investment balances
- the limits for the use of Non-Specified Investments.

4.4 The Treasury Management Practices set out the detailed procedures behind the Treasury Management Policy including the manner in which the Council will seek to achieve the policy objectives, describing how it will manage and control the activities listed below:

- risk management
- performance measurement
- decision-making and analysis
- approved instruments, methods and techniques
- organisation, clarity and segregation of responsibilities, and dealing arrangements
- reporting requirements and management information arrangements
- budgeting, accounting and audit arrangements
- cash and cash flow management
- anti money laundering procedures
- staff training and qualifications
- use of external service providers
- corporate governance.

5. Basis of Policy

5.1 The Council will adhere to the regulatory framework set out in the following documents:

- a) CIPFA - Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes (2011 Edition)
- b) CIPFA - The Prudential Code for Capital Finance in Local Authorities (2011 Edition)
- c) the Council's Constitution, Code of Financial Governance and the Scheme of Officer Delegations.

- 5.2 Copies of the documents listed above are available from the Chief Finance Officer, if required. The Council will be bound by the requirements of any successor documents to those listed above unless a subsequent review of this Policy deems them no longer to be appropriate.
- 5.3 In arriving at treasury management decisions, due cognisance will be taken of written and verbal advice provided by the Council's treasury advisers, Arlingclose Ltd, but neither the Council nor its officers will be bound by such advice.
- 5.4 The Chief Finance Officer will only transact with brokers, funders and counterparties who have accepted the principles set out in the current Bank of England's 'Non Investment Products Code (NIPS Code)' (<http://www.bankofengland.co.uk/markets/forex/fxjsc/nipscode.pdf>).

6. Reporting of Treasury Management Activities

- 6.1 The CIPFA Code of Practice requires the Chief Finance Officer to produce for adoption by Council:
- an annual TMSS which will set out the borrowing and investment strategy to be pursued in the coming year, along with the associated Prudential Indicators in compliance with the CIPFA *Prudential Code for Capital Finance in Local Authorities (2011 Edition)*
 - a mid-year review
 - an annual report on the performance of the treasury management function. This will cover the effects of the decisions taken and the transactions executed in the past year, and any circumstances of non-compliance with the Council's Treasury Management Policy Statement and Treasury Management Practices (TMPs).
- 6.2 Annually, the Corporate Resources Overview & Scrutiny Committee considers the proposed TMSS and receives quarterly treasury management performance information as part of the budget monitoring process.

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Appendix B - Treasury Management Strategy Statement (TMSS) 2016/17

Introduction

In a Council meeting on the 29th November 2012 the Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice (2011 Edition)* (the CIPFA Code) which requires the Council to approve a treasury management strategy before the start of each financial year.

In addition, the Department for Communities and Local Government (CLG) issued revised *Guidance on Local Authority Investments* in March 2010 that requires the Council to approve an investment strategy before the start of each financial year.

This report fulfils the Council's legal obligation under the *Local Government Act 2003* to have regard to both the CIPFA Code and the CLG Guidance.

The Council has borrowed and invested substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk are therefore central to the Council's treasury management strategy.

External Context

Economic background: Domestic demand has grown robustly, supported by sustained real income growth and a gradual decline in private sector savings. Low oil and commodity prices were a notable feature of 2015, and contributed to an annual CPI inflation of 0.1% in November. Wages are growing at 2.4% a year, and the unemployment rate has dropped to 5.2%. Mortgage approvals have risen to over 70,000 a month and annual house price growth is around 3.5%. These factors have boosted consumer confidence, helping to underpin retail spending and hence GDP growth, which was an encouraging 2.3% a year in the third quarter of 2015.

The Monetary Policy Committee (MPC) meets on a monthly basis to set the Bank of England's Base Rate, which is used to control the level of inflation. The MPC aims for a target Consumer Price Index (CPI) inflation rate of 2.0%, within a range of plus or minus 1.0%, i.e., between 1.0% and 3.0%. Although speeches by MPC members sent signals that some were willing to countenance higher interest rates, the MPC held policy rates at 0.5% for the 81st consecutive month at its meeting in November 2015. Quantitative easing (QE) has been maintained at £375bn since July 2012.

Credit outlook: The varying fortunes of different parts of the global economy are reflected in market indicators of credit risk. UK banks operating in the Far East and parts of mainland Europe have seen their perceived risk increase, while those with a more domestic focus continue to show improvement. The sale of most of the Government's stake in Lloyds and the first sale of its shares in RBS have generally been seen as credit positive.

Bail-in legislation, which ensures that large investors including local authorities will rescue failing banks instead of taxpayers in the future, has now been fully implemented in the UK, USA and Germany. The rest of the European Union will follow suit in January 2016, while Australia, Canada and Switzerland are well advanced with their own plans. Meanwhile, changes to the UK Financial Services Compensation Scheme and similar European schemes in July 2015 mean that most private sector investors are now partially or fully exempt from contributing to a bail-in. The credit risk associated with making unsecured bank deposits has therefore increased relative to the risk of other investment options available to the Council; returns from cash deposits however remain stubbornly low.

Interest rate forecast: The Council's treasury management adviser, Arlingclose Ltd, projects the first 0.25% increase in official interest rates in the third quarter of 2016, rising by 0.5% a year thereafter, finally settling between 2% and 3% in several years' time. Persistently low inflation, subdued global growth and potential concerns over the UK's position in Europe mean that the risks to this forecast are weighted towards the downside.

A shallow upward path for medium term gilt yields is forecast, as continuing concerns about the Eurozone, emerging markets and other geo-political events weigh on risk appetite, while inflation expectations remain subdued. Arlingclose projects the 10 year gilt yield to rise from its current 2.0% level by around 0.3% a year. The uncertainties surrounding the timing of UK and US interest rate rises are likely to prompt short-term volatility in gilt yields.

A more detailed economic and interest rate forecast provided by Arlingclose Ltd is attached at Schedule 1.

For the purpose of setting the 2016/17 budget, it has been assumed that new investments will be made at an average rate of 0.5%, and that new long-term loans will be borrowed on an average variable interest rate of 0.8% based on the forecast prevailing Base Rate plus a prudent allowance for uncertainty and brokerage fees.

Local Context

At 30th November 2015, the Council held £297.5m of borrowing and £14.8m of investments. This is set out in further detail at *Schedule 2*. Forecast changes in these sums are shown in the balance sheet analysis in Table 1 below.

Table 1: Balance Sheet Summary and Forecast

	31/3/15 Actual £m	31/3/16 Estimate £m	31/3/17 Estimate £m	31/3/18 Estimate £m	31/3/19 Estimate £m
General Fund CFR	282.6	324.8	366.1	377.4	380.8
HRA CFR	164.3	165.0	165.0	163.5	162.0
Total CFR	446.9	489.8	531.1	540.9	542.8
Less: Other long-term liabilities *	(16.3)	(15.7)	(15.3)	(14.6)	(13.6)
Borrowing CFR	430.6	474.1	515.8	526.3	529.2
Less: External borrowing **	312.6	282.2	275.6	275.6	275.6
Internal borrowing	118.0	191.9	240.2	250.7	253.6
Less: Usable reserves	96.0	93.0	85.2	85.4	77.0
Less: Working capital	25.5	25.0	25.0	25.0	25.0
Investments / (new borrowing) ***	3.5	(73.9)	(130.0)	(140.3)	(151.6)

* PFI liabilities that form part of the Council's debt

** shows only loans to which the Council is committed and excludes optional refinancing

*** Forecast borrowing is based on the full Capital Programme being achieved.

The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves are the underlying resources available for investment. However, usable reserves include schools balances, those specific to the Housing Revenue Account (HRA) and other earmarked reserves. The usable General Fund reserves balance as at 31st March 2015 was £15.2m.

The Council has an increasing CFR due to the Capital Programme and continues to adhere to its long-standing strategy of holding low cash balances to reduce investment counterparty risk and contain its borrowing costs by utilising cash balances in lieu of borrowing externally. The Balance Sheet summary in Table 1 shows that the Council's extent of internal borrowing was £118.0m as at 31 March 2015. The Council uses internal resources in lieu of borrowing to the full extent as this has continued to be the most cost effective means of funding capital expenditure.

CIPFA's *Prudential Code for Capital Finance in Local Authorities (2011 Edition)* recommends that the Council's total debt should be lower than its highest forecast CFR over the next three years. Table 1 shows that the Council expects to comply with this recommendation during 2016/17.

Borrowing Strategy

At 30th November 2015, the Council held external borrowing of £297.5m. However, the Balance Sheet forecast in Table 1 shows that it is estimated that net borrowing will increase by £43.5m in 2015/16 (new gross borrowing of £73.9m less £30.4m refinancing of maturing existing borrowing) to finance its Capital Programme.

The primary objective when borrowing money is to strike an appropriate balance between securing low interest costs and achieving cost certainty over the period for which funds are required. The flexibility to renegotiate loans should the Council's long-term plans change is a secondary objective.

Given the significant reductions in public expenditure and in particular local government funding, the borrowing strategy continues to address the key issue of affordability without compromising the longer term stability of the debt portfolio. With short-term interest rates currently much lower than long-term rates, it is likely to be more cost effective in the short-term to either use internal resources, or to borrow short-term fixed rate loans instead.

By doing so, the Council is able to reduce net borrowing costs (despite foregone investment income) and reduce overall treasury risk. The benefits of internal borrowing and short-term fixed rate loan finance will be monitored regularly against the potential for incurring additional costs when long-term borrowing rates are forecast to rise. Arlingclose Ltd will assist with this 'cost of carry' calculation and breakeven analysis. The output may determine whether the Council considers borrowing additional sums at long-term fixed rates in 2016/17 with a view to keeping future interest costs low, even if this causes additional cost in the short-term.

In addition, the Council may take out short-term fixed rate loans (normally for up to one to six months) to cover unexpected cash flow shortages.

The approved sources of long-term and short-term borrowing are:

- the PWLB
- UK local authorities, police and fire authorities
- any institution approved for investments (see below)
- any other bank or building society authorised to operate in the UK
- UK public and private sector pension funds
- special purpose companies created to enable joint local authority bond issues
- capital market bond investors.

The Council and its predecessors raised the majority of the long-term borrowing from the PWLB. The Council plans to maintain minimum cash levels for operational purposes and source its borrowing needs from other UK local authorities, police and fire authorities on a short-term fixed rate rolling basis at around the prevailing Base Rate in order to achieve significant revenue cost savings in the short term, over the more traditional route of borrowing long term from the PWLB.

The revenue implications of the Capital Programme over 2016/17 to 2019/20 have been calculated on the assumption that most new borrowing will be taken on a short-term fixed rate basis taking advantage of current low levels of interest rates. This borrowing strategy assumes that interest rates will continue to remain low for longer than previously envisaged, in line with advice from Arlingclose Ltd who forecast the first rise in official interest rates in September 2016 and a series of gradual increases thereafter, with the average Base Rate for 2016/17 being around 0.6%. The average forecast Base Rates for 2017/18, 2018/19 and 2019/20 are 1.1%, 1.6% and 1.9% respectively.

There is a risk that interest rates may increase or be higher than current rates when it comes to refinancing debt taken out on a short term basis. This would lead to higher revenue implications arising from the draft capital programme over the longer term, beyond the current Medium Term Financial Plan (MTFP) period. However, interest rate risk is preferable to credit risk which is minimised through the use of short-term fixed rate borrowing to enable the Council to maintain minimum operational cash balances.

The Council holds £13.5m of LOBO (Lender's Option Borrower's Option) loans where the lender has the option to propose an increase in the interest rate as set dates, following which the Council has the option to either accept the new rate or to repay the loan at no additional cost. All of these LOBOS have options during 2016/17, and although the Council understands that lenders are unlikely to exercise their options in the current low interest rate environment, there remains an element of refinancing risk. The Council will take the option to repay LOBO loans at low cost if it has the opportunity to do so.

Short-term fixed rate and variable rate loans leave the Council exposed to the risk of short-term interest rate rises and are therefore subject to the limits on the exposure to variable interest rates in the treasury management indicators below.

Debt Rescheduling: The PWLB allows authorities to repay loans before maturity and either pay a premium or receive a discount according to a set formula based on current interest rates. Some bank lenders may also be prepared to negotiate premature redemption terms. The Council may take advantage of this and replace some loans with new loans, where this is expected to lead to an overall saving or reduction in risk.

Investment Strategy

At 30th November 2015, the Council held £9.7m of invested funds, (excludes an external investment in the Aviva Investors’ Lime Property Fund Unit Trust valued at £5.1m as at 30th September 2015) representing income received in advance of expenditure plus balances and reserves held. Over the past 12 months, the investment balance which is determined by reference to the Council’s day-to-day cash flow requirements has ranged between £4m and £42m. The Council plans to maintain minimum cash levels for operational purposes in the forthcoming year.

Both the CIPFA Code and the CLG Guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its investments before seeking the highest rate of return, or yield. The Council’s objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

Given the increasing risk and continued low returns from short-term unsecured bank deposits, the Council aims to effectively manage this risk by maintaining minimum cash levels for operational purposes and diversifying investments between several counterparties to mitigate the impact of any bail-in of unsecured investments. Local authority investments in bank call/notice accounts, deposits and Money Market Funds (MMFs) are unsecured investments.

The Council may invest its surplus funds with any of the counterparties in Table 2 below:

Table 2: Approved Investment Counterparties

Counterparty	
Banks and other organisations and securities whose lowest published long-term credit rating from Fitch, Moody’s and Standard & Poor’s is:	AAA
	AA+
	AA
	AA-
	A+
	A
	A-
	BBB+
UK Central Government (irrespective of credit rating)	
UK Local Authorities, Police and Fire Authorities (irrespective of credit rating)	
Money market funds and other pooled funds	

In addition, the Council may invest with organisations and pooled funds without credit ratings, following an external credit assessment and advice from the treasury management adviser, Arlingclose Ltd.

Current Account Bank: The Council's current accounts are held with NatWest which is currently rated at the minimum BBB+ (or Moody's equivalent of Baa1) rating in Table 2. Should the credit ratings fall below BBB+, the Council may continue to deposit surplus operational cash with NatWest providing that the cash can be withdrawn on the next working day, and that the bank maintains a credit rating no lower than BBB- (or Moody's equivalent of Baa3) which is the lowest investment grade rating.

Registered Providers: Formerly known as Housing Associations, Registered Providers of Social Housing are tightly regulated by the Homes and Communities Agency and retain a high likelihood of receiving Government support if needed. The Council will consider investing with unrated Registered Providers with adequate credit safeguards, subject to receiving independent advice.

Money Market Funds: These funds are pooled investment vehicles consisting of money market deposits and similar instruments. They have the advantage of providing wide diversification of investment risks, coupled with the services of a professional fund manager. Fees of between 0.10% and 0.20% per annum are deducted from the interest paid to the Council. Funds that offer same-day liquidity and aim for a constant net asset value will be used as an alternative to instant access bank accounts.

Other Pooled Funds: These allow the Council to diversify into asset classes other than cash without the need to own and manage the underlying investments. They offer enhanced returns over the longer term, but are potentially more volatile in the shorter term, and their performance and continued suitability in meeting the Council's investment objectives need be monitored regularly. The Council has one pooled fund, investing in property, inherited from one of the legacy councils (The Lime Fund). This investment is monitored regularly with our treasury management adviser, Arlingclose Ltd, and continues to meet the Council's investment objectives. There are no plans currently to invest further in pooled funds.

Other Organisations: The Council may also invest cash with other organisations, for example by making loans to small businesses. Because of the higher perceived risk of unrated businesses, such investments may provide considerably higher rates of return. They will however only be made following a favourable external credit assessment and on the specific advice of the Council's treasury management adviser, Arlingclose Ltd.

Risk Assessment and Credit Ratings: The Council uses long-term credit ratings from the three main rating agencies Fitch Ratings, Moody's Investors Service and Standard & Poor's Financial Services to assess the risk of investment default. The lowest available counterparty credit rating will be used to determine credit quality, unless an investment-specific rating is available. Credit ratings are obtained and monitored by the Council's treasury adviser, Arlingclose Ltd, who will notify changes in ratings as they occur. Where an entity has its credit rating downgraded so that it fails to meet the approved investment criteria then:

- no new investments will be made; and
- consideration will be given to the recall or sale of all other existing investments with the affected counterparty.

Where a credit rating agency announces that a BBB+ rating is on review for possible downgrade (also known as "rating watch negative" or "credit watch negative") so that it may fall below the approved rating criteria, then only investments that can be withdrawn on the next working day will be made with that organisation until the outcome of the review is announced. This policy will not apply to negative outlooks, which indicate a long-term direction of travel rather than an imminent change of rating.

Other Information on the Security of Investments: The Council understands that credit ratings are good, but not perfect, predictors of investment default. Full regard will therefore be given to other available information on the credit quality of the organisations in which it invests, including credit default swap prices, financial statements, information on potential government support and reports in the quality financial press. No investments will be made with an organisation if there are substantive doubts about its credit quality, even though it may meet the credit rating criteria.

When deteriorating financial market conditions affect the creditworthiness of all organisations, as happened in 2008 and 2011, this is not generally reflected in credit ratings, but can be seen in other market measures. In these circumstances, the Council will restrict its investments to those organisations of higher credit quality and reduce the maximum duration of its investments to maintain the required level of security. The extent of these restrictions will be in line with prevailing financial market conditions. If these restrictions mean that insufficient commercial organisations of high credit quality are available to invest the Council's cash balances, then the surplus will be deposited with the UK Government, via the Debt Management Office for example, or with other local authorities. This will cause a reduction in the level of investment income earned, but will protect the principal sum invested.

Specified Investments: The CLG Guidance defines specified investments as those:

- denominated in pound sterling
- due to be repaid within 12 months of arrangement
- not defined as capital expenditure by legislation, and
- invested with one of:
 - the UK Government,
 - a UK local authority, parish council or community council, or
 - a body or investment scheme of “high credit quality”.

The Council defines “high credit quality” organisations and securities as those having a credit rating of A- or higher that are domiciled in the UK or a foreign country with a sovereign rating of AA+ or higher.

Non-specified Investments: Any investment not meeting the definition of a specified investment is classed as non-specified. The Council does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long term investments, i.e., those that are due to mature 12 months or longer from the date of arrangement, and investments with bodies and schemes not meeting the definition of high credit quality. Limits on non-specified investments are shown in Table 3 below.

Table 3: Non-Specified Investment Limits

	Cash limit
Total long term investments	£10m
Total investments without credit ratings or rated below A-	£30m
Total investments in foreign countries rated below AA+ by individual country	£10m

Investment Limits: The Council’s general revenue reserves available to cover investment losses are forecast to be £15.2m on 31st March 2016. In order that no more than £7m of available reserves will be put at risk in the case of a single default, the maximum that will be lent to any one organisation (other than the UK Government) will be £7m. A group of banks under the same ownership will be treated as a single organisation for limit purposes.

Table 4: Investment Limits

	Cash limit
Any single organisation, except the UK Central Government	£7m each
UK Central Government	unlimited
UK Local Authorities	unlimited
Any group of organisations under the same ownership	£7m per group
Any group of pooled funds under the same management	£10m per manger
Negotiable instruments held in a broker's nominee account	£10m per broker
Foreign countries	£10m per country
Registered Providers	£10m in total
Unsecured investments with Building Societies	£10m in total
Loans to small businesses	£10m in total
Money Market Funds	70% in total

Liquidity management: Cash flow forecasting is used to determine the maximum period for which funds may prudently be committed. Limits on long term investments are set by reference to the Council's Medium Term Financial Plan and cash flow forecast.

Interest Rate Exposures: This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable interest rate exposures, expressed as the proportion of net principal borrowed will be:

Table 5: Limits on Fixed and Variable Rate Exposures

	Actual fixed and variable rate borrowing as at 30/11/2015	2015/16	2016/17	2017/18	2018/19
	%	%	%	%	%
Upper limit on fixed rate exposure	78	100	100	100	100
Upper limit for variable rate exposure	22	40	50	50	50

The Council is exposed to risk in terms of its exposure to interest rate movements on its borrowings and investments. Movements in interest rates have a complex impact on the Council. For example, a rise in interest rates would increase the revenue cost of borrowings at variable rates. The Council has a number of strategies for managing interest rate risk and aims to keep a maximum of 50% of its borrowings in variable rate loans from 2016/17.

Maturity Structure of Borrowing: This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of fixed rate borrowing will be:

	Actual Fixed Rate Borrowing as at 30/11/2015 %	Upper Limit %	Lower Limit %
Under 12 months	6	20	0
12 months - 24 months	0	20	0
24 months - 5 years	0	60	0
5 years - 10 years	13	100	0
10 years - 20 years	54	100	0
20 years - 30 years	0	100	0
30 years - 40 years	20	100	0
40 years - 50 years	7	100	0
50 years and above	0	100	0

Time periods start on the first day of each financial year. The maturity date of borrowing is the earliest date on which the lender can demand repayment, e.g., LOBO option dates (on which the lender can require payment) are treated as potential repayment dates.

Principal Sums Invested for Periods Longer than 364 days: The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments. The limits on the total principal sum invested to final maturities beyond the period end will be:

	2016/17	2017/18	2018/19
Limit on principal invested beyond year end	£10m	£10m	£10m

Other Items

There are a number of additional items that the Council is obliged by CIPFA and CLG to include in its Treasury Management Strategy Statement.

Policy on Use of Financial Derivatives: Local authorities have previously made use of financial derivatives embedded into loans and investments both to reduce interest rate risk (e.g., interest rate collars and forward deals) and to reduce costs or increase income at the expense of greater risk (e.g., LOBO loans and callable deposits). The general power of competence in Section 1 of the *Localism Act 2011* removes much of the uncertainty over local authorities' use of standalone financial derivatives (i.e., those that are not embedded into a loan or investment).

The Council will only use standalone financial derivatives (such as swaps, forwards, futures and options) where they can be clearly demonstrated to reduce the overall level of the financial risks that the Council is exposed to. Additional risks presented, such as credit exposure to derivative counterparties, will be taken into account when determining the overall level of risk. Embedded derivatives, including those present in pooled funds, will not be subject to this policy, although the risks they present will be managed in line with the overall treasury risk management strategy.

Financial derivative transactions may be arranged with any organisation that meets the approved investment criteria. The current value of any amount due from a derivative counterparty will count against the counterparty credit limit and the relevant foreign country limit.

Policy on Apportioning Interest to the HRA: The Council has adopted a two pooled approach and all the costs/income arising from long-term loans (e.g., premiums and discounts on early redemption) will be either charged from or credited to the respective revenue account. Differences between the value of the HRA loans pool and the HRA's underlying need to borrow (adjusted for HRA balance sheet resources available for investment) will result in a notional cash balance which may be positive or negative. This balance will be measured and interest transferred between the General Fund and HRA at the Council's average interest rate on investments, adjusted for credit risk.

Investment Training: The needs of the Council's treasury management staff for training in investment management are assessed regularly as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change.

Staff regularly attend training courses, seminars and conferences provided by Arlingclose Ltd and CIPFA. Relevant staff are also encouraged to study professional qualifications from CIPFA, the Association of Corporate Treasurers and other appropriate organisations.

Investment Advisers: Arlingclose Ltd is the appointed treasury management advisers providing specific advice on investment, debt and capital finance issues.

Investment of Money Borrowed in Advance of Need: The Council may, from time to time, borrow in advance of need, where this is expected to provide the best long term value for money. Since amounts borrowed will be invested until spent, the Council is aware that it will be exposed to the risk of loss of the borrowed sums, and the risk that investment and borrowing interest rates may change in the intervening period. These risks will be managed as part of the Council’s overall management of its treasury risks.

The total amount borrowed will not exceed the authorised borrowing limit for 2016/17 of £567.1m. The maximum period between borrowing and expenditure is expected to be two years, although the Council is not required to link particular loans with particular items of expenditure.

Other Options Considered

The CLG Guidance and the CIPFA Code do not prescribe any particular treasury management strategy for local authorities to adopt. The Chief Finance Officer, having consulted the Executive Member for Corporate Resources, believes that the above strategy represents an appropriate balance between risk management and cost effectiveness. Some alternative strategies, with their financial and risk management implications, are listed below.

Alternative	Impact on income and expenditure	Impact on risk management
Invest in a narrower range of counterparties and/or for shorter times	Interest income will be lower	Lower risk of losses from credit related defaults, but any such losses will be greater
Invest in a wider range of counterparties and/or for longer times	Interest income will be higher	Increased risk of losses from credit related defaults, but any such losses will be smaller
Borrow additional sums at long-term fixed interest rates	Debt interest costs will rise; this is unlikely to be offset by higher investment income	Higher investment balance leading to a higher impact in the event of a default; however long-term interest costs will be more certain

Borrow short-term or variable loans instead of long-term fixed rates	Debt interest costs will initially be lower	Increases in debt interest costs will be broadly offset by rising investment income in the medium term, but long term costs will be less certain
Reduce level of borrowing	Saving on debt interest is likely to exceed lost investment income. Unable to deliver the full Capital Programme.	Reduced investment balance leading to a lower impact in the event of a default; however long-term interest costs will be less certain

Schedule 1 – Arlingclose Economic & Interest Rate Forecast November 2015

Underlying assumptions:

- UK economic growth softened in Q3 2015 but remained reasonably robust; the first estimate for the quarter was 0.5% and year-on-year growth fell slightly to 2.3%. Negative construction output growth offset fairly strong services output, however survey estimates suggest upwards revisions to construction may be in the pipeline.
- Household spending has been the main driver of GDP growth through 2014 and 2015 and remains key to growth. Consumption will continue to be supported by real wage and disposable income growth.
- Annual average earnings growth was 3.0% (including bonuses) in the three months to August. Given low inflation, real earnings and income growth continue to run at relatively strong levels and could feed directly into unit labour costs and households' disposable income. Improving productivity growth should support pay growth in the medium term. The development of wage growth is one of the factors being closely monitored by the MPC.
- Business investment indicators continue to signal strong growth. However the outlook for business investment may be tempered by the looming EU referendum and increasing uncertainties surrounding global growth.
- Inflation is currently very low and, with a further fall in commodity prices, will likely remain so over the next 12 months. The CPI rate is likely to rise towards the end of 2016.
- China's growth has slowed and its economy is performing below expectations, which in turn will dampen activity in countries with which it has close economic ties; its slowdown and emerging market weakness will reduce demand for commodities. Other possible currency interventions following China's recent devaluation will keep sterling strong against many global currencies and depress imported inflation.
- Strong US labour market data and other economic indicators suggest recent global turbulence has not knocked the American recovery off course. Although the timing of the first rise in official interest rates remains uncertain, a rate rise by the Federal Reserve seems significantly more likely in December given recent data and rhetoric by committee members.
- Longer term rates will be tempered by international uncertainties and weaker global inflation pressure.

Forecast:

- Arlingclose forecasts the first rise in UK Base Rate in Q3 2016. Further weakness in inflation, and the MPC's expectations for its path, suggest policy tightening will be pushed back into the second half of the year. Risks remain weighted to the downside. Arlingclose projects a slow rise in Base Rate, the appropriate level of which will be lower than the previous normalised level and will be between 2% and 3%.
- The projection is for a shallow upward path for medium term gilt yields, with continuing concerns about the Eurozone, emerging markets and other geopolitical events, weighing on risk appetite, while inflation expectations remain subdued.
- The uncertainties surrounding the timing of UK and US monetary policy tightening, and global growth weakness, are likely to prompt short term volatility in gilt yields.

	Dec-15	Mar-16	Jun-16	Sep-16	Dec-16	Mar-17	Jun-17	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18
Official Bank Rate													
Upside risk		0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.50
Arlingclose Central Case	0.50	0.50	0.50	0.75	0.75	1.00	1.00	1.25	1.25	1.50	1.50	1.75	1.75
Downside risk				-0.25	-0.25	-0.50	-0.50	-0.75	-0.75	-1.00	-1.00	-1.25	-1.25
3-month LIBID rate													
Upside risk	0.20	0.30	0.30	0.30	0.35	0.35	0.35	0.35	0.40	0.40	0.40	0.40	0.40
Arlingclose Central Case	0.55	0.60	0.70	0.80	0.95	1.05	1.15	1.30	1.40	1.55	1.65	1.80	1.85
Downside risk		-0.20	-0.30	-0.45	-0.55	-0.65	-0.80	-0.90	-1.05	-1.10	-1.20	-1.20	-1.20
1-yr LIBID rate													
Upside risk	0.25	0.35	0.35	0.35	0.40	0.40	0.40	0.40	0.45	0.45	0.45	0.45	0.45
Arlingclose Central Case	1.10	1.20	1.35	1.45	1.55	1.70	1.80	1.95	2.00	2.10	2.15	2.15	2.15
Downside risk	-0.15	-0.25	-0.35	-0.50	-0.60	-0.70	-0.85	-0.95	-1.10	-1.15	-1.25	-1.25	-1.25
5-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	1.50	1.55	1.60	1.70	1.80	1.90	2.00	2.10	2.20	2.25	2.30	2.35	2.35
Downside risk	-0.35	-0.45	-0.55	-0.60	-0.70	-0.80	-0.90	-1.00	-1.10	-1.15	-1.20	-1.25	-1.25
10-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	2.00	2.05	2.10	2.20	2.30	2.40	2.50	2.60	2.65	2.70	2.75	2.80	2.80
Downside risk	-0.35	-0.45	-0.55	-0.60	-0.70	-0.80	-0.90	-1.00	-1.10	-1.15	-1.20	-1.25	-1.25
20-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	2.45	2.50	2.55	2.55	2.60	2.65	2.70	2.75	2.80	2.85	2.90	2.95	2.95
Downside risk	-0.30	-0.40	-0.50	-0.55	-0.65	-0.75	-0.85	-0.95	-1.05	-1.10	-1.15	-1.20	-1.20
50-yr gilt yield													
Upside risk	0.40	0.50	0.50	0.50	0.55	0.55	0.55	0.55	0.60	0.60	0.60	0.60	0.60
Arlingclose Central Case	2.45	2.50	2.55	2.60	2.65	2.70	2.75	2.80	2.85	2.90	2.95	3.00	3.00
Downside risk	-0.25	-0.35	-0.45	-0.50	-0.60	-0.70	-0.80	-0.90	-1.00	-1.05	-1.10	-1.15	-1.15

Schedule 2 – Existing Investment & Debt Portfolio Position

	30/11/15 Actual Portfolio £m
External Borrowing:	
PWLB – Fixed Rate	217.1
PWLB – Variable Rate	57.9
LOBO Loans	13.5
Local Government Loans	9.0
Total External Borrowing	297.5
Other Long Term Liabilities:	
PFI	16.3
Total Gross External Debt	313.8
Investments:	
<i>Managed in-house</i>	
Short-term investments	9.7
Pooled Funds (<i>Lime Fund</i>)	5.1
Total Investments	14.8
Net Debt	299.0

Appendix C – Prudential Indicators and MRP Statement 2016/17

The Local Government Act 2003 requires the Council to have regard to the Chartered Institute of Public Finance and Accountancy's *Prudential Code for Capital Finance in Local Authorities (2011 Edition)* (the Prudential Code) when determining how much money it can afford to borrow. The objectives of the Prudential Code are to ensure, within a clear framework, that the capital investment plans of local authorities are affordable, prudent and sustainable, and that treasury management decisions are taken in accordance with good professional practice. To demonstrate that the Council has fulfilled these objectives, the Prudential Code sets out the following indicators that must be set and monitored each year.

Estimates of Capital Expenditure

The Council's planned capital expenditure and financing can be summarised as follows.

Capital Expenditure and Financing	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m
General Fund	104.9	115.5	90.2	56.5
HRA	20.6	11.3	19.3	16.3
Total Expenditure	125.5	126.8	109.5	72.8
Capital Receipts	(3.0)	(10.5)	(9.5)	(7.5)
Grants and Contributions	(49.5)	(55.4)	(59.4)	(34.5)
Revenue	(1.4)	-	-	-
Borrowing	(51.0)	(49.6)	(21.3)	(14.5)
General Fund sub-total	(104.9)	(115.5)	(90.2)	(56.5)
Capital Receipts	(3.6)	(4.0)	(4.0)	(4.2)
Grants and Contributions	-	-	(1.4)	-
Reserves	(11.7)	(2.2)	(11.5)	(10.1)
Revenue	(5.3)	(5.1)	(2.4)	(2.0)
HRA sub-total	(20.6)	(11.3)	(19.3)	(16.3)
Total Financing	(125.5)	(126.8)	(109.5)	(72.8)

Estimates of Capital Financing Requirement

The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow for a capital purpose.

Capital Financing Requirement	31/03/16 Estimate £m	31/03/17 Estimate £m	31/03/18 Estimate £m	31/03/19 Estimate £m
General Fund	324.8	366.1	377.4	380.8
HRA	165.0	165.0	163.5	162.0
Total CFR	489.8	531.1	540.9	542.8

The CFR is forecast to rise by £53.0m over the next three years as capital expenditure financed by debt outweighs resources put aside for debt repayment.

Gross Debt and the Capital Financing Requirement

This is a key indicator of prudence. In order to ensure that over the medium term debt will only be for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of CFR in the preceding year plus the estimates of any additional CFR for the current and next two financial years.

Debt	31/03/16 Estimate £m	31/03/17 Estimate £m	31/03/18 Estimate £m	31/03/19 Estimate £m
Borrowing	363.7	413.2	434.5	449.2
PFI liabilities	15.7	15.3	14.6	13.6
Total Debt	379.4	428.5	449.1	462.8

Total debt is expected to remain below the CFR during the forecast period.

Operational Boundary for External Debt

The Operational Boundary is based on a prudent estimate for external debt. It links directly to the Council's estimates of capital expenditure, the CFR and cash flow requirements, and is a management tool for in-year monitoring. Other long-term liabilities comprise finance leases, Private Finance Initiative (PFI) and other liabilities that are not borrowing but form part of the Council's debt.

Operational Boundary	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m
Borrowing	502.2	540.8	551.8	555.2
Other long-term liabilities	18.7	15.8	15.1	14.1
Total Debt	520.9	556.6	566.9	569.3

Authorised Limit for External Debt

The Authorised Limit is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Council can legally owe at any given point during each financial year. The Authorised Limit provides headroom over and above the Operational Boundary for unusual cash movements. More specifically, the Authorised Limit for External Debt is a total of £10.5m higher in each financial year from 2016/17 when compared to the Operational Boundary figure, being £10.0m higher on the 'Borrowing' line and £0.5m higher on the 'Other long-term liabilities' line.

Authorised Limit	2015/16 Estimate £m	2016/17 Estimate £m	2017/18 Estimate £m	2018/19 Estimate £m
Borrowing	512.2	550.8	561.8	565.2
Other long-term liabilities	21.2	16.3	15.6	14.6
Total Debt	533.4	567.1	577.4	579.8

Ratio of Financing Costs to Net Revenue Stream

This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2015/16 Estimate %	2016/17 Estimate %	2017/18 Estimate %	2018/19 Estimate %
General Fund	7.5	7.5	9.1	10.1
HRA	13.8	13.8	14.5	15.3

It measures the proportion of the net revenue budget that is required to meet the ongoing financing costs of past capital expenditure which was funded from borrowing. Future year estimates incorporate the additional financing costs of planned capital expenditure to be funded from borrowing. It is important that the total capital investment of the Council remains within sustainable limits. However, the level of capital investment that can be supported will be a matter for local decision.

The prudential indicators are designed to support and record local decision making in a manner that is publicly accountable. They are not designed to be comparable performance indicators. Nonetheless, it is interesting to note that Central Bedfordshire's Ratio of Financing Costs to Net Revenue Stream (General Fund) is currently broadly consistent with its nearest local authority neighbours:

	2015/16
Milton Keynes	11.2%
Cambridgeshire	10.2%
Luton	9.9%
Northamptonshire	9.2%
Central Bedfordshire	7.5%
Bedford Borough	5.6%
Buckinghamshire	5.5%
Hertfordshire	1.3%

Central Bedfordshire's ratio is expected to increase relative to its peers given the Council's significant commitment to capital investment over the next few years.

Incremental Impact of Capital Investment Decisions

This is an indicator of affordability that shows the incremental impact of new capital investment decisions on Council Tax and housing rent levels. The incremental impact is the difference between the total revenue budget requirement of the current approved Capital Programme and the revenue budget requirement arising from the Capital Programme proposed.

Incremental Impact of Capital Investment Decisions	2016/17 Estimate £	2017/18 Estimate £	2018/19 Estimate £
General Fund - increase in annual band D Council Tax	16.68	32.38	48.78
HRA - increase in average weekly rents	0.11	0.17	0.15

Adoption of the CIPFA Treasury Management Code

The Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice (2011 Edition)* at its Council meeting on 29th November 2012.

Housing Revenue Account (HRA) Debt

The purpose of this limit is to report the level of debt imposed on the Council at the time of the implementation of self-financing by the Department for Communities and Local Government (CLG).

	2015/16 Estimate £	2016/17 Estimate £	2017/18 Estimate £	2018/19 Estimate £
HRA Debt Cap (as prescribed by the DCLG)	165.0	165.0	165.0	165.0
HRA CFR	165.0	165.0	163.5	162.0
Difference	0.0	0.0	1.5	3.0

Annual Minimum Revenue Provision Statement 2016/17

Where the Council finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the repayment of debt is known as Minimum Revenue Provision (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Council to have regard to the Department for Communities and Local Government's *Guidance on Minimum Revenue Provision* (the CLG Guidance) most recently issued in 2012.

The broad aim of the CLG Guidance is to ensure that debt is repaid over a period that is either reasonably commensurate with that over which the capital expenditure provides benefits, or, in the case of borrowing supported by Government Revenue Support Grant, reasonably commensurate with the period implicit in the determination of that grant.

The CLG Guidance requires the Council to approve an Annual MRP Statement each year, and recommends four options for calculating a prudent amount of MRP. The following statement incorporates options recommended in the Guidance.

The method used by the Council for the Medium Term Financial Plan (MTFP) period is to spread MRP over 10 years, 30 years or 50 years depending on the approximate useful economic life of the asset upon which expenditure is being incurred. MRP is spread over the useful economic life on an annuity basis. The annuity method enables MRP financing of the Draft Capital Programme to be minimised over the medium term, with higher MRP costs in future years beyond the current MTFP period.

At a more detailed level, for capital expenditure incurred before 1st April 2008 MRP will be based on 4% of the CFR in accordance with the former regulations that applied on 31st March 2008 incorporating an 'Adjustment A' as defined in the former regulations. For capital expenditure incurred after 31st March 2008, MRP will be determined by charging the expenditure on an annuity basis and spreading the provision across the approximate useful economic life of the asset, starting in the year after the asset becomes operational. For example, capital expenditure incurred during 2016/17 will not be subject to an MRP charge until 2017/18.

For assets acquired by finance leases or the Private Finance Initiative, the MRP will be determined as being equal to the element of the rent or charge that goes to write down the balance sheet liability. No MRP will be charged in respect of assets held within the Housing Revenue Account.

The calculation is reviewed annually by the Council's external auditors as part of the audit of the Statement of Accounts.

Central Bedfordshire Council

CHILDREN'S SERVICES OVERVIEW AND SCRUTINY COMMITTEE

28 January 2016

Traded Services to Schools & Academies – Proposed charges for 2016/17.

Report of Cllr. Richard Wenham, Executive Member for Corporate Resources (cllr. richard.wenham@centralbedfordshire.gov.uk) and Cllr. Mark Versallion, Executive Member for Education & Skills (cllr. mark.versallion@centralbedfordshire.gov.uk)

Advising Officers: Charles Warboys, Chief Finance Officer (charles.warboys@centralbedfordshire.gov.uk)

This report relates to a non-Key Decision

Purpose of this report

1. The report allows Members the opportunity to review the Council's charges for non statutory traded services to Schools & Academies for 2016/17, which will be presented to Executive on 9 February 2016.

RECOMMENDATIONS

The Committee is asked to:

1. **consider the Council's charges for non statutory traded services to Schools & Academies 2016/17; and**
2. **submit its comments, observations and recommendations in respect of the Executive's proposals to the meeting of the Executive on 9 February 2016.**

Corporate Implications

Legal Implications

2. See Executive paper.

Risk

3. See Executive paper.

Financial Implications

4. See Executive paper.

Equalities Implications

5. See Executive paper.

Timetable Milestones

6. The key milestones in the timetable for Council to agree its charges for non statutory trade services to Schools and Academies in February 2016 are set out in the below:

Timetable Milestones

Date	Body	Outcome
28 th January 2016	Children's Services Overview & Scrutiny	Consideration of charges for non statutory services to Schools & Academies.
2 nd February 2016	Corporate Resources Overview & Scrutiny	
9 th February 2016	Executive	Recommends charges to full Council.
25 th February 2016	Council	Approves charges for 2016/17

Appendices

Appendix A – Executive Paper, Statutory and Traded Services to Schools & Academies 2016/17

Appendix B - Statutory and Traded Services to Schools & Academies booklet.

Appendix C – Year on Year Changes to charges.

Central Bedfordshire Council

CORPORATE RESOURCES OVERVIEW AND SCRUTINY COMMITTEE

2 February 2016

Traded Services to Schools & Academies – Proposed charges for 2016/17.

Report of Cllr. Richard Wenham, Executive Member for Corporate Resources (cllr. richard.wenham@centralbedfordshire.gov.uk) and Cllr. Mark Versallion, Executive Member for Education & Skills (cllr. mark.versallion@centralbedfordshire.gov.uk)

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Central Bedfordshire Council

EXECUTIVE

09 February 2016

Traded Services to Schools & Academies – Proposed charges for 2016/17.

Report of Cllr. Richard Wenham, Executive Member for Corporate Resources (cllr. richard.wenham@centralbedfordshire.gov.uk) and Cllr. Mark Versallion, Executive Member for Education & Skills (cllr. mark.versallion@centralbedfordshire.gov.uk)

Advising Officers: Charles Warboys, Chief Finance Officer (charles.warboys@centralbedfordshire.gov.uk)

This report relates to a non-Key Decision

The report proposes the revised 2016/17 charges for Traded Services to Schools & Academies for non statutory services.

RECOMMENDATIONS

Subject to any recommendations from Overview & Scrutiny, the Executive is asked to recommend to Council to:

1. **Agree the charges for 2016/17 for non statutory services to Schools & Academies**

Overview and Scrutiny Comments/Recommendations

1. The proposed 2016/17 charges for Traded Services to Schools & Academies for non statutory services were taken at the Children's Services Overview & Scrutiny Committee (OSC) on the 28th January 2016 and the Corporate Resources OSC on the 2nd February 2016 for comment.
2. The comments made by the Overview & Scrutiny Committees are attached at Appendix A.

Background

3. 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.'

4. The Fees & Charges Policy was approved by Council in November 2014. It 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 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 on a rolling basis.
5. Whilst not specifically mentioned in the Policy, traded services to Schools/Academies for non statutory services are the equivalent of Fees & Charges to the public and non Schools organisations, but to a restricted audience.
6. As such, for 2016/17, it is considered appropriate to take the charges for traded services to Schools/Academies for non statutory services to the Executive for recommendation to full Council.
7. The Chief Finance Officer has advised that the inflation rate to be applied in line with the Corporate Budget Strategy is 1%.

Pricing for 2016

8. For the majority of services there will either be a 1% increase for 2016/17, or prices will be held at the 2015/16 price where charges are in line with the current cost of provision.
9. Some charges have been rounded to the nearest £5 or £10 so the percentage increase might be higher.
10. Where a charge is shown as a N/A increase, this is because it is a new service introduced in 2016/17.
11. Insurance service charges reflect a legislative increase from 6% to 9.5% for Insurance Premium Tax.
12. See Appendix C for a schedule of changes.

Approach to Reviewing Charges.

13. As mentioned above at paragraph 4, all Fees and Charges should be reviewed on a fundamental basis at least every 3 years.
14. For Schools Trading this was undertaken for 2014/15. The next review of these charges will be due in 2017/18.

Reason/s for decision

15. To agree the charges for 2016/17 as part of delivering a balanced budget for 2016/17 and identify resource requirements for the medium term.

16. To support Schools & Academies to improve education in line with Council Priorities.

Council Priorities

17. The Council Priorities are:

- Enhancing Central Bedfordshire.
- Great Resident Services.
- Improving education and skills.
- Protecting the vulnerable; improving wellbeing.
- Creating stronger communities.
- A more efficient and responsive Council.

Corporate Implications

Legal Implications

18. 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.

19. Charges to Schools are at direct cost only as the Council can take a share of the Education Support Grant (ESG) funding to cover the Corporate overhead costs for statutory services.

20. For Academies, there is a charge of 10% management fee to cover Corporate overheads as we do not receive funding from the ESG.

Financial Implications

21. These are contained in the report.

Equalities Implications

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

Conclusion and next Steps

23. If recommended by the Executive, the proposed charges for 2016/17 will be presented to Council at its meeting of 25th February 2016 for approval.

Appendices

Appendix A – Overview & Scrutiny Comments

Appendix B - Statutory and Traded Services to Schools & Academies booklet.

Appendix C – Year on Year Changes to charges.



Services to Schools & Academies 2016/17

Statutory and Traded Services to Schools & Academies

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Value Added Tax (VAT)

A number of services provided to Academies will be subject to VAT. The prices shown in this booklet exclude VAT.

Academies are able to reclaim VAT so the overall impact of applying VAT should not impact financially.

Any queries relating to VAT should be addressed to the Council’s VAT Officer:

Connie Bentley

Telephone Number: 0300 300 4554

E-mail: connie.bentley@centralbedfordshire.gov.uk

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:

LTA Administration on 0300 300 6148

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 initial cost for 2016/17 is estimated to be £28.00 per pupil plus an administration fee of 3.2%. The actual cost for 2016/17 will be set by the LTA Forum and will be advised to schools when agreed, (approximately February 2016).

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 – e-mail: insurance@centralbedfordshire.gov.uk

2016/17

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 2017.

Ralph Gould
Head of Financial Control

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 2016 provide evidence to the Council that the appropriate level of cover has been arranged.

The Council can charge 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, Head Teachers 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 Head Teachers 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. Head Teachers 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.

- **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 - Parent/Teachers Association, (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**
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 2016/17 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 2016.

How to contact us

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

Insurance Team

Telephone Number: 0300 300 6200

E-mail: insurance@centralbedfordshire.gov.uk

Fax Number: 0300 300 8215

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 1st April 2016:

School Type		Payments Made by Direct Debit	All Other Payment Methods
		Price per term from April 2016 £	Price per term from April 2016 £
Lower/Primary, Middle & Upper / Secondary schools and community lessons, (including Academy Schools).	Group	92.00	95.00
	Individual 20 minute	138.00	143.00
	Individual 30 minute	206.00	214.00
	Individual 40 minute	274.00	285.00
Non Local Authority schools	Group	98.00	101.00
	Individual 20 minute	152.00	158.00
	Individual 30 minute	228.00	237.00
Music Centres	Full membership	81.00	83.00
	Part membership	54.00	56.00
South Beds Sinfonia	Membership	36.00	37.00
South Beds Youth Voices	Membership	54.00	56.00

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.

Schools Network Service – Services available until 31st March 2017

The Schools Network Service provides internet and related services to all schools, academies and UTC's in Central Bedfordshire. Our first year of the current two year contract to 31st March 2017 brought performance improvements. During our second year we will continue to work with your school to meet and exceed your internet requirements.

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).

What does it cost?

Schools Secure Network	2016/17 Charges £
We provide a full range of internet connection speeds, to discuss your needs, please contact us.	
Our standard annual charges are as follows:	
Lower/Primary, Nursery, & Special Schools up to 100 pupils < 10mb	2,800.00
Lower/Primary, Nursery, & Special Schools up to 100 pupils 10mb	3,100.00
Lower/Primary, & Special Schools 100-150 pupils < 10mb	3,100.00
Lower/Primary, & Special Schools 100-150 pupils 10mb	3,600.00
Lower/Primary, & Special Schools 150-249 pupils <10mb	3,300.00
Lower/Primary, & Special Schools 150-249 pupils 10mb	3,900.00
Lower/Primary Schools 250+ pupils <10mb	3,500.00
Lower/Primary Schools 250+ pupils 10mb	4,200.00
Middle Schools up to 500 pupils 20mb	7,500.00
Middle Schools 500+ pupils 20mb	7,700.00
Upper/Secondary Schools up to 1000 pupils 100mb	10,900.00
Upper/Secondary Schools 1000+ pupils	11,900.00
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

Telephone Number: 0300 300 5661

E-Mail: jeremy.wood@centralbedfordshire.gov.uk

Educational Psychology, Special Educational Needs (SEN) and Disability (SEND) – Continuing Service

Educational Psychology, Special Educational Needs, (SEN) and Disability, (SEND), 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.

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>	2016/17 Charge School £	2016/17 Charge Academy £
Educational Psychologist daily rate	531.00	582.00
Hourly rate	88.00	97.00
Individual Pupil Assessment	265.00	291.00
Advisory Teacher daily training rate	531.00	582.00
Hourly training rate	88.00	97.00

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

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 –Early Years Foundation Stage, (EYFS), lower and primary phase specific courses
- Governors' Visits
- Support and challenge; developing your role
- Safeguarding/Child Protection
- Special Educational Needs, (SEN)/vulnerable learners
- How do we support vulnerable learners in our schools?
- Appraisal of the Head Teacher's Performance
- Finance Induction, (maintained schools only)
- Understanding the roles and responsibilities of an academy governor
- Promoting British Values through Spiritual, Moral, Social and Cultural, (SMSC) development.
- Pupil Premium and other funding
- Recruiting and appointing a new school leader
- School organisation

The subscription will also include access to:

- E-learning opportunities through Governors' E-Learning, (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 online and 2 hard copies of a summary booklet will be sent to schools.

- Advice on a range of governance issues or signposting to specialist advice will be provided also by telephone and e-mail.
- 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

Telephone Number: 0300 300 8105

Email: gov.training@centralbedfordshire.gov.uk

What does it cost?

Governor Services	2016/17 Charge Maintained School £	2016/17 Charge Academy/ Free School £
<u>Subscription A:</u>		
Subscription rates based on number of pupils on roll		
Schools/academies with up to 50 pupils	374.00	412.00
Schools/academies with 51 to 200 pupils	483.00	532.00
Schools/academies with 201 to 500 pupils	606.00	666.00
Schools/academies with 501 to 1200 pupils	726.00	799.00
Schools/academies with 1201+ pupils	849.00	934.00
<u>Subscription B:</u>		
Per governing body	78.00	86.00
Ad hoc face to face courses		
Per 2 hour session	104.00	114.00
Per half day session	156.00	171.00
Per whole day course	312.00	342.00
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 2016-17.		
Subscription for others, e.g., maintained schools, academies and free schools outside of Central Bedfordshire and independent schools, (Subscription B is not available).	1,207.00	

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 e-mail: customers@centralbedfordshire.gov.uk.

What does it cost?

Determining Free School Meals Eligibility	2016/17 Charge £
Per determination per year	10.00

Children's Workforce Development

Central Bedfordshire Academy of Social Work and Early Intervention, (The Academy), provide a range of learning opportunities available across the children's workforce sectors. The Academy is renowned for its high quality and impactful delivery programmes including qualifications.

Continuing Professional Development

There is a range of Continued Professional Development, (CPD), training, including e-learning, that can be accessed through the online booking system, CPD Online, www.centralbedscpd.co.uk.

All E-Learning is free of charge, however, there is a charge applied for non completion. All courses will detail any applicable charges

"Bespoke" and "In House" delivery

The team are able to provide training to meet the particular needs of your workforce and are also able to tailor any available courses in the course programme to meet your needs. The Academy also offers the 3 hour, 2 year Safeguarding Awareness training and can deliver this as an after school or inset day activity.

Qualifications

There are a range of qualifications to meet the needs of the schools workforce.

- L2 Award in Support Work in Schools
- L2 and L3 Certificate and Diploma in Supporting Teaching and Learning
- L3 and L4 Information Advice and Guidance
- L2 and L3 Youth Work
- L2 and L3 Business Administration
- L2 and L3 Children's Workforce Certificate and Diploma

We have a large range of social care and early years qualifications also available

Apprenticeships

Contact us for information on our apprenticeship programmes. We provide complete support from the point of advert through to appointment and then deliver all elements of the apprenticeship, providing ongoing support to both the mentor and the learner.

Traineeships

We provide a range of traineeship programmes tailored to meet the needs of the individual learners. Contact us for more information about the programme or possible placement opportunities.

Direct delivery to pupils

We offer the Cache Babysitting Award to 14 –18 year olds. This is a great introduction to childcare and can be delivered as an "in school" or "after school" activity

Support at Careers Events, pop up events, and pupil Information, Advice and Guidance, (IAG), sessions.

Contact Details:

E-mail: Academy@centralbedfordshire.gov.uk

Telephone Number: 0300 300 8131

Advertising of Schools Vacancies

From April 2016 there will be a small charge made to cover the administrative costs of processing schools vacancies.

	£
Schools in Central Bedfordshire	30.00 per advert
Academies in Central Bedfordshire	40.00 per advert
All Schools and Academies outside of Central Bedfordshire	60.00 per advert

Contact Details:

Email: Academy@centralbedfordshire.gov.uk

Telephone Number: 0300 300 8131

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 enable management of 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 courses are 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.

Group Leader Training

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 field work exercise.

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

Telephone Number: 0300 300 4955

E-mail: pete.hardy@centralbedfordshire.gov.uk

What does it cost?

<i>Educational Visits and Journeys</i>	2016/17 Charge School £	2016/17 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		134.00
100 - 200	N/A	212.00
200 - 300		292.00
300+		371.00
Middle Schools		
0 - 200		292.00
200 - 400	N/A	424.00
400 - 750		583.00
750+		743.00
Upper/Secondary Schools		
0 - 750		583.00
750 - 1000	N/A	796.00
1000 - 1400		849.00
1400+		1,008.00
EVC, (Educational Visits Coordinator), Training - Duration: Whole Day		
Maintained Schools and Academies buying back Educational Visits and Journeys Support Package.	75.00	75.00
Academies that have not bought back the Educational Visits and Journeys Support Package.	N/A	126.00
Group Leader Training - Duration: Whole Day		
Maintained Schools and Academies buying back Education Visits and Journeys Support Package.	75.00	75.00
Academies that have not bought back the Educational Visits and Journeys Support Package.	N/A	126.00
EVC Revalidation - Duration: Half Day		
Maintained Schools and Academies buying back Education Visits and Journeys Support Package.	28.00	28.00
Academies that have not bought back the Educational Visits and Journeys Support Package.	N/A	49.00
In-House Training for Educational Visits: Per Hour		
If a school requires bespoke training delivered on school site this is now chargeable at an hourly rate to include travel and preparation.	35.00	35.00

School Admissions Service

Point of entry admissions service to process the new intake applications received for the academic year of 2016/17 for:

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

As part of its statutory duty, 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 and for children transferring to their next phase of education, i.e., 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 in accordance with their admissions criteria, 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 using information held on the Tribal database.
- Chasing for medical evidence where medical reasons have been stated.
- Verifying pupil premium eligibility if this is part of the criteria.

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.

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

Service Description	2016/17 Charge £
School Admissions Team:	
Point of Entry Admissions – charge based on Published Admissions Number for school	
PAN of 30 and under	245.00
PAN of 60 and under	490.00
PAN of 90 and under	735.00
PAN of 120 and under	980.00
PAN of 180 and under	1,469.00
PAN of 240 and under	1,959.00
PAN of 300 and under	2,448.00
PAN of 360 and under	2,938.00
PAN of 420 and under	3,101.00
PAN of over 420	3,428.00

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:

Lydia Braisher, Admissions Manager
Telephone Number: 0300 300 4769

School Admissions Team

Admission Appeals

As part of its statutory duties, 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, Secondary and Upper schools and transfer to the University Technical College, (UTC), as well as in-year admissions.

In addition to its statutory duties, 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:

- Liaison with the academy/school to collect the necessary information to be included in the appeals case.
- Preparation of the written appeal 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.

Services to Schools & Academies 2016/17

- 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, (see Administration of Education Appeals on page 17).

Service Description	2016/17 Charge £
School Admissions Team: Preparation and presentation of admission appeals	
Per appeal	255.00
Second or subsequent appeal	178.50
<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 £178.50</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:

Lydia Braisher, Admissions Manager

Telephone Number: 0300 300 4769

Administration of Education Appeals

Fees payable by Academies are applied on a case by case basis. For details, please contact Mel Peaston, Committee Services Manager

E-mail: mel.peaston@centralbedfordshire.gov.uk

or refer to your contract in which the sliding scale is set out.

Fischer Family Trust Online Subscription Renewal 2016/17

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 2016 to March 2017.

FFT Aspire 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 Aspire.

What does it cost?

Fischer Family Trust Online Subscription	2016/17 Charge School £	2016/17 Charge Academy £	2016/17 If Schools subscribe direct to FFT £
Infant (Lower School)	63	69	250
Primary <= 100	63	69	300
Primary >100 (Middle School)	105	116	300
Secondary (Upper School)	525	578	1,250

For further information please contact:

Learning Performance Team

Telephone Number: 0300 300 4542

E-Mail: danyel.islam@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 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.

What does it cost?

(These will be introduced at the start of the school year 2016/17 (September 2016)).

Access and Inclusion Services for Academies, (no charge for maintained schools)	2016/17 Charge £
School Attendance Officer Service	
Per hour	28.00
6 hours per school year	164.00
12 hours per school year	328.00
18 hours per school year	491.00
24 hours per school year	655.00
30 hours per school year	818.00
36 hours per school year	982.00
42 hours per school year	1,146.00
1 day a fortnight (19 days)	3,886.00
(7.5 hours @ £27 an hour x 19)	
1 day a week (38 days) per school year	7,772.00
(7.5 hours @ £27 an hour x 38)	
Inclusion Support Officer services	
Upper/Secondary Schools	
One-off annual cost	1,061.00
Middle Schools	
One-off annual cost	637.00
Primary Schools	
One off annual cost	425.00
Lower Schools	
One-off annual cost	212.00
Or an hourly rate as required	56.00

For full details of what both of these services can offer please contact:

The Access and Inclusion Service on:

Telephone Number: 0300 300 6826

E-mail: beverley.carey@centralbedfordshire.gov.uk

The Jigsaw Centre

Services to Schools & Academies 2016/17

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:

- **Early intervention and outreach support** for those pupils who are at risk of exclusion and at Stage 2 of the SEMH Central Bedfordshire Code of Practice. (See CBC Graduated Response document.)
- Short stay provision for those children **who are permanently excluded**, with an emphasis on their successful reintegration back into mainstream school;

Jigsaw intervention can include support for pupils and families as well as training for school staff. The focus is on preventative work and on helping schools to support pupils within their existing community and to increase their capacity to hold on to vulnerable pupils.

For pupils who are **not at risk of exclusion** and who do not meet Jigsaw’s referral criteria, Intervention Support can be commissioned through the Jigsaw Centre and schools can use Pupil Premium funding to meet these costs.

What does it cost?

Jigsaw Extended Education Support Service	2016/17 Charge School £	2016/17 Charge Academy £
Jigsaw Advisory Staff daily rate	450	490
Jigsaw Advisory Staff hourly rate	75	82
Individual Pupil Assessment	250	280

Jigsaw also offers a limited, (charged for), counselling service with a fully qualified Education psychotherapist.

For further information please access the Jigsaw Website www.jigsawcentre.co.uk or contact:

The Jigsaw Centre,
C/O Hawthorn Park Lower,
Parkside Drive,
Houghton Regis,
Bedfordshire,
LU5 5QN.

Telephone Number: 01582 861995

E-mail: jigsawcentre@cbc.beds.sch.uk

Income Services

Central Bedfordshire Receipt Books can be obtained by contacting Income Services on 0300 300 5126 / 0300 300 4332 or e-mail: Income@centralbedfordshire.gov.uk

Schools will be invoiced 6 monthly intervals at £3.00 Per Book.

Central Bedfordshire Council as the Appropriate Body for Newly Qualified Teacher, (NQT), Induction Support

- Registration of NQT's and administration of induction paperwork.
- Review of all Assessment Forms as part of the quality assurance role of the Appropriate Body, and providing feedback to the school/academy as required.
- Correspondence with National College for Teaching and Leadership/DfE on induction related matters.
- One place per NQT at NQT training and an invitation to the NQT Conference, (places allocated on a first come, first served basis).
- One place per Induction Tutor on the training on how to be effective and meet the statutory requirements of the role.
- Central Bedfordshire Council's Essential Guide to Induction Handbook for each individual NQT and each Induction Tutor.
- NQTs will have access to a wide range of twilight enrichment opportunities offered across Central Bedfordshire by the Teaching Schools.
- Telephone and e-mail support for Induction Tutors and NQT's on induction related issues.
- Support and guidance for Induction Tutors of NQT's who are not performing satisfactorily against the Standards.
- Inclusion in the LA's monitoring of NQT provision to fulfil the statutory role for quality assurance; criteria for selection specified in the Induction Handbook, page 20, which is a summary of the Council's Intervention Strategy.

What does it cost?

Central Bedfordshire Council as the Appropriate Body for Newly Qualified Teacher Induction Support	2016/17 Charge Maintained School (Excl. VAT) £	2016/17 Charge Academy/ Free School (Excl. VAT) £
Cost for each NQT per term	300.00	420.00
Academies, free schools and maintained schools within Central Bedfordshire will be charged at the above specified rates. NB: Please note this is for the Academic Year 2016-17		

Schools and academies wishing to use Central Bedfordshire Council as their Appropriate Body for NQT induction support should contact: nqtadministrator@centralbedfordshire.gov.uk for a Registration Form.

Property Support – Services

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 and will be determined by the level of services required.

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

1. Emergency 24-hour helpline.
2. Reactive repair and planned maintenance service.
3. Organisation of Statutory Maintenance Testing and Inspection Service including: Air Conditioning Maintenance, (including F Gas Inspection). Energy reporting remains the responsibility of the school. Management of asbestos in relation to the remedial works to building fabric and M&E Services – where Central Bedfordshire Council, (CBC), are managing the work. Gas/Oil Heating System Servicing. Periodic Electrical Fixed Wiring Testing . Emergency Lighting Discharge Testing. Extract fan/canopy & duct cleaning. Fire Alarm Panel Maintenance and Detector Testing. Fire Fighting Equipment Testing (extinguishers and blankets) Fume cupboard and dust extraction testing gas installation integrity check. Oil line and oil tank/bund integrity inspection Portable electrical equipment testing and inspection. Water temperature monitoring where requested.
4. Organisation of other planned preventative Maintenance, including: Alarms Maintenance, (access, burglar, Alarms and CCTV). Automatic doors. Electrical UPS, (uninterrupted power supply), Maintenance. Generator Servicing. Lift Maintenance. Lightning protection and inspection.
5. Site Agent Training: Advice and regular training sessions with CBC Surveyors/Engineers or specialist Contractors as appropriate. Telephone access to advice
6. A twice termly visit from an allocated assets Colleague.

OPTIONAL SERVICES

1. Annual Audit of premises risk management.
2. Project Design and Estates Service.
3. Asset Management Plan Advice.
4. Carbon reduction management advice, including organising a carbon survey and Advice and assistance on procuring energy solutions.
5. Energy Management.
6. Arranging Display Energy Certificates, (DEC).
7. Procurement Advice.
8. Advice on how to make your building 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.

What does it cost?

Property Support	2016/17 Charge School £	2016/17 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>Lower/Primary</p> <p>Middle</p> <p>Upper/Secondary</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>Projects up to £5,000</p> <p>Projects £5,001 - £10,000</p> <p>Projects £10,001 - £30,000</p> <p>Projects £30,001 - £75,000</p> <p>Projects £75,001 plus</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>Assistant surveyor/engineer</p> <p>Senior Surveyor/Engineer</p> <p>Managing surveyor/engineer</p>	<p>550.00</p> <p>1,100.00</p> <p>2,200.00</p> <p>By negotiation</p> <p>12.50%</p> <p>11%</p> <p>10%</p> <p>9%</p> <p>41.00</p> <p>51.00</p> <p>61.50</p>	<p>605.00</p> <p>1,210.00</p> <p>2,420.00</p> <p>By negotiation</p> <p>12.50%</p> <p>11%</p> <p>10%</p> <p>9%</p> <p>45.00</p> <p>56.00</p> <p>67.50</p>

Contacts: E-mail: marion.collinson@centralbedfordshire.gov.uk
Bernard.carter@centralbedfordshire.gov.uk

Services to Schools & Academies 2016/17

Appendix A - Order Forms

A1 - Application for Schools Insurance

Please note Insurance Premium Tax has increased from 6% to 9.5% from November 2015. The rates below reflect that increase for 2016/17.

School details

Name of School:

Contact Name: Telephone Number:

Number of Pupils: Number of Governors:

Number of Teaching Staff: Number of other Staff:

If you have a pre-school on the same site – please complete the pupil numbers separately.

Safe Information:

Make/Model:

Serial Number:

Dimensions:

Value (if known):

Key or Combination Lock:

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: £1,000 per claim.

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

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 £2,000.

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 £10m 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:

- A lump sum per sector

School Type	2016/17 £
Nursery	3,410
Lower/Primary	3,410
Middle	3,720
Upper/Secondary	4,030
Special	3,720

- An amount allocated per pupil

School Type	2016/17 £
Nursery	£15.90
Lower/Primary	£16.85
Middle	£19.37
Upper/Secondary	£24.65
Special	£22.21

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 2016/17 £	Pupils 2016/17 £
Nursery/Lower/Primary	0.83	1.03
Middle/Special	1.08	1.24
Upper/Secondary	1.31	1.49

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 = £68.00

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, (see page 27 for contact details).

The charges for 2016/17 will be:

School type	Advice helpline £	Insurance premium per pupil £
Nursery	142.00	0.88
Lower/Primary	198.00	0.88
Middle/Special	300.00	0.88
Upper/Secondary	418.00	0.88

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 1st 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 @ 9.5%

e.g., £100 x 15% = £15.00 + 9.5% IPT = £16.43

Services to Schools & Academies 2016/17

Please complete the following details if cover is required:

Total private hire income for the year ending 31 March 2016

Estimated private hire income for the year ending 31 March 2017

Motor Insurance

The annual premium for each school-owned minibus will be £725.00.

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	

Name:

Position:

Signature: Date:

Please return completed forms to:

**The Insurance Team,
Central Bedfordshire Council,
Priory House, Monks Walk, Chicksands, Shefford, Bedfordshire, SG17 5TQ**

If you have any queries please contact the Insurance Team:

Telephone Number: 0300 300 6200

E-mail: insurance@centralbedfordshire.gov.uk

Fax Number: 0300 300 8215

Services to Schools & Academies 2016/17

A2 – Other Traded Services Buyback Return

Name of School:.....

Telephone Number:

Service	Purchase Requested Yes/No
Determining Free School Meals Eligibility	

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

Please return this completed Form to:

Central Bedfordshire Council,
Watling House,
High Street North, Dunstable,
Bedfordshire, LU6 1LF.

E-mail: customers@centralbedfordshire.gov.uk

Services to Schools & Academies 2016/17

A2 – Other Traded Services Buyback Return

Name of School:

Telephone Number:

Service	Purchase Requested Yes/No (If yes, please state the service required)
Schools Network Services	

(If you are already taking our service, you do not need to reply.)

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

Please return this completed Form to:

ICT Admin Team,
Central Bedfordshire Council,
Priory House, Monks Walk,
Chicksands, Shefford,
Bedfordshire, SG17 5TQ.

E-Mail: ictadmin@centralbedfordshire.gov.uk

Services to Schools & Academies 2016/17

A2 – Other Traded Services Buyback Return

Name of School:

Telephone Number:

Service	Purchase Requested Yes/No (If yes, please state the service required)
Property Services	

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

Please return this completed Form to:

Ms. Marion Collinson – FM Operations Manager

Mr. Bernard Carter – Head of Facilities Management & Maintenance

Community Services Directorate,
Central Bedfordshire Council,
Priory House, Monks Walk,
Chicksands, Shefford,
Bedfordshire, SG17 5TQ.

E-mail: marion.collinson@centralbedfordshire.gov.uk

Bernard.carter@centralbedfordshire.gov.uk

Services to Schools & Academies 2016/17

A2 – Other Traded Services Buyback Return

Name of School:

Telephone Number:

Service	Purchase Requested Yes/No (If yes, please state the service required)
Educational Psychology and Advisory Support Team	

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

Please return this completed Form to:

SEND Support Team,
Central Bedfordshire Council,
Watling House,
High Street North, Dunstable,
Bedfordshire, LU6 1LF.

E-mail: STATASS@centralbedfordshire.gov.uk

Telephone Number: 0300 300 4768

Services to Schools & Academies 2016/17

A2 – Other Traded Services Buyback Return

Name of School:

Telephone Number:

Service	Purchase Requested Yes/No
Governor Services: Subscription A	
Governor Services: Subscription B	

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

Please return this completed Form to:

Joanna Brown - Commissioning and Partnerships Officer

Children's Services/School Improvement,
Central Bedfordshire Council,
Watling House,
High Street North,
Dunstable,
Bedfordshire, LU6 1LF.

E-mail: gov.training@centralbedfordshire.gov.uk

Services to Schools & Academies 2016/17

A2 – Other Traded Services Buyback Return

Name of School:

Telephone Number:

Service	Purchase Requested Yes/No (If yes, please state the service required)
Inspiring Music	

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

Please return this completed Form to:

E-mail: inspiring.music@centralbedfordshire.gov.uk

A2 – Other Traded Services Buyback Return

Name of School:

Telephone Number:

Service	Purchase Requested Yes/No
Income Services – Receipt Books	

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

Please return this completed Form to:

The Transaction Team Income,
 Central Bedfordshire Council,
 Ground Central,
 Priory House, Monks Walk,
 Chicksands, Shefford,
 Bedfordshire, SG17 5TQ.

E-mail: Income@centralbedfordshire.gov.uk

A2 – Other Traded Services Buyback Return

Name of School:

Telephone Number:

Service	Purchase Requested Yes/No (If yes, please state the service required)
Educational Visits and Journeys	

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

Please return this completed Form to:

Pete Hardy - Compliance and Risk Adviser,
 Central Bedfordshire Council,
 Watling House (DB2R),
 High Street North,
 Dunstable,
 Bedfordshire, LU6 1LF.

Please note that CBC maintained schools **do not** need to complete this form as they automatically receive this service.

A2 – Other Traded Services Buyback Return

Name of School:

Telephone Number:

Service	Purchase Requested Yes/No (If yes, please state the service required)
Admissions and Appeals	

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

Please return this completed Form to:

Lydia Braisher, Admissions Manager,
 School Admissions Team,
 Central Bedfordshire Council,
 Watling House,
 High Street North,
 Dunstable,
 Bedfordshire, LU6 1LF.

A2 – Other Traded Services Buyback Return

Name of School:

Telephone Number:

Service	Purchase Requested Yes/No (If yes, please state the service required)
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 return this completed Form to:

Learning Performance Team
 Children’s Services,
 Central Bedfordshire Council,
 Watling House,
 High Street North,
 Dunstable,
 Bedfordshire, LU6 1LF

E-Mail: Danyel.Islam@centralbedfordshire.gov.uk

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 27th February 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 and Early Years Financial 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.

Youth Support Service: Special Needs Support

The Council funds Special Needs Personal Advisers to support young people with Statements of Educational Needs, Education, Health and Care Plans and Learning Difficulty Assessments within schools and colleges and will complete Preparing for Adulthood Plans for this cohort. From 2016/17 this minimum statutory service will be maintained.

Contact for Special Needs Support:

Angela Perry: Telephone Number: 0300 300 4484

E-mail: angela.perry@centralbedfordshire.gov.uk

Youth Support Service: Youth Workers in Schools

The Council have commissioned Groundwork to deliver youth work provision. This consists of a range of informal learning opportunities and provision in local communities and schools that will develop the social and emotional capabilities of young people.

Contact for Groundwork:

Diana Hedley: Telephone Number: 07736132295
E-mail: Diana.Hedley@groundwork.org.uk

Youth Support Service: Volunteering

The Council have commissioned CVS to provide volunteering opportunities for young people with a view to supporting their access to education, employment and training.

Contact for CVS:

Adam Payn: Telephone Number: 01234 213 100
Email: adam@youthactioncentral.org

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 Special Educational Needs and Disability, (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).

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

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:

Ken Ward

Telephone Number: 01525 863910

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:

Sarah Wright, Commissioned Services Manager

Telephone Number: 01525 863910

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:

Cliona Devereux

Telephone Number: 01525 863910 or

E-Mail: medicalneeds@harlington.org

Payment Services

The Financial Systems 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:

Financial Systems Team

Telephone Number: 0300 300 4631

E-mail: masterdatateam@centralbedfordshire.gov.uk

School Admissions & Appeals

The School Admissions Team has a statutory duty to co-ordinate admissions for all academies and schools in the local authority area for their point of entry intake which is part of the annual admission rounds, (e.g., children starting school or transferring to the next phase of education at a Middle, Secondary or Upper school). As the Council is the Admissions Authority for Community and Voluntary Controlled schools, the Council is also responsible for processing applications with regards to assessing which criteria the applicant meets.

If a Community or Voluntary Controlled school is oversubscribed the Council as the Admitting Authority will prepare and present the school admissions appeal case if an appeal is lodged by the parent/carer. Academies and own admission authority schools can buy back the point of entry service for the School Admissions Team to assess applications received for their new intake into their point of entry and buy back the admission appeal services for a senior member of the team to prepare and present the academy or school's case at appeal.

The team also processes in-year applications for community and voluntary controlled schools and offers this as a free of charge service to academies and own admission authority schools who wish to opt in to this service.

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.

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 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 provides statutory Health and Safety advisory services for community and voluntary controlled schools, to support them with fulfilment of their legal duties. This includes:

- Access to policies and procedures via the schools portal.
- Access to AssessNET online, accident/incident reporting system, which community and voluntary controlled schools are required to use.
- General advice on health and safety matters.
- Assistance with investigation and reporting of serious incidents.
- Monitoring/compliance audits in line with risk-based schedule.

For support enquiries, please contact the Health, Safety and Wellbeing Team

Email: healthsafetyandwellbeing@centralbedfordshire.gov.uk

Telephone Number: 0300 300 6793.

Contact us...

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

by Telephone:
by E-mail:
on the Web:
Write to

0300 300 8304
customer.services@centralbedfordshire.gov.uk
www.centralbedfordshire.gov.uk
Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

Traded Services to Schools & Academies – Year on year Change to Charges

Appendix C

Service Area	Description of Charge		Payments Made by Direct Debit				All Other Payment Methods				
			2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	
			£	£	£		£	£	£		
LTA/Maternity Pool	LTA/Maternity Pool							26.00	28.00	2.00	7.7%
Inspiring Music	Group		90.40	92.00	1.60	1.7%	94.10	95.00	0.90	1.0%	
	Lower/Primary, Middle & Upper / Secondary schools and community lessons, (including Academy Schools).										
	Individual 20 minute		135.80	138.00	2.20	1.6%	141.20	143.00	1.80	1.3%	
	Individual 30 minute		203.50	206.00	2.50	1.2%	211.60	214.00	2.40	1.1%	
	Individual 40 minute		271.30	274.00	2.70	1.0%	282.20	285.00	2.80	1.0%	
	Group		96.20	98.00	1.80	1.8%	100.10	101.00	0.90	0.9%	
	Non Local Authority Schools										
	Individual 20 minute		149.90	152.00	2.10	1.4%	156.10	158.00	1.90	1.2%	
	Individual 30 minute		225.00	228.00	3.00	1.3%	234.00	237.00	3.00	1.3%	
	Full membership		79.60	81.00	1.40	1.7%	82.20	83.00	0.80	1.0%	
Part membership		53.00	54.00	1.00	1.9%	55.10	56.00	0.90	1.6%		
Membership		35.60	36.00	0.40	1.1%	36.60	37.00	0.40	1.1%		
Membership		53.00	54.00	1.00	1.9%	55.10	56.00	0.90	1.6%		
Schools Secure Network	Lower/Primary, Nursery, & Special Schools up to 100 pupils < 10mb						2,800.00	2,800.00	0.00	0.0%	
	Lower/Primary, Nursery, & Special Schools up to 100 pupils 10mb						3,100.00	3,100.00	0.00	0.0%	
	Lower/Primary, & Special Schools 100-150 pupils < 10mb						3,100.00	3,100.00	0.00	0.0%	
	Lower/Primary, & Special Schools 100-150 pupils 10mb						3,600.00	3,600.00	0.00	0.0%	
	Lower/Primary, & Special Schools 150-249 pupils <10mb						3,300.00	3,300.00	0.00	0.0%	
	Lower/Primary, & Special Schools 150-249 pupils 10mb						3,900.00	3,900.00	0.00	0.0%	
	Lower/Primary Schools 250+ pupils <10mb						3,500.00	3,500.00	0.00	0.0%	
	Lower/Primary Schools 250+ pupils 10mb						4,200.00	4,200.00	0.00	0.0%	
	Middle Schools up to 500 pupils 20mb						7,500.00	7,500.00	0.00	0.0%	
	Middle Schools 500+ pupils 20mb						7,700.00	7,700.00	0.00	0.0%	
Upper/Secondary Schools up to 1000 pupils 100mb						10,900.00	10,900.00	0.00	0.0%		
Upper/Secondary Schools 1000+ pupils						11,900.00	11,900.00	0.00	0.0%		
Educational Psychology, Special Educational Needs and Disability	Educational Psychologist daily rate - School Charge						525.00	531.00	6.00	1.1%	
	Hourly rate - School Charge						87.00	88.00	1.00	1.1%	
	Individual Pupil Assessment - School Charge						262.00	265.00	3.00	1.1%	
	Advisory Teacher daily training rate - School Charge						525.00	531.00	6.00	1.1%	
	Hourly training rate - School Charge						87.00	88.00	1.00	1.1%	
	Educational Psychologist daily rate - Academy Charge						576.00	582.00	6.00	1.0%	
	Hourly rate - Academy Charge						96.00	97.00	1.00	1.0%	
	Individual Pupil Assessment - Academy Charge						288.00	291.00	3.00	1.0%	
	Advisory Teacher daily training rate - Academy Charge						576.00	582.00	6.00	1.0%	
	Hourly training rate - Academy Charge						96.00	97.00	1.00	1.0%	

Service Area	Description of Charge		Payments Made by Direct Debit				All Other Payment Methods				
			2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	
			£	£	£		£	£	£		
Governor Services	Subscription A: Maintained Schools with up to 50 pupils							367.00	374.00	7.00	1.9%
	Maintained Schools with 51 to 200 pupils							474.00	483.00	9.00	1.9%
	Maintained Schools with 201 to 500 pupils							594.00	606.00	12.00	2.0%
	Maintained Schools with 501 to 1200 pupils							712.00	726.00	14.00	2.0%
	Maintained Schools with 1201+ pupils							832.00	849.00	17.00	2.0%
	Subscription B: Maintained Schools - Per governing body							76.50	78.00	1.50	2.0%
	Maintained Schools - Ad hoc face to face courses										
	Per 2 hour session							102.00	104.00	2.00	2.0%
	Per half day session							153.00	156.00	3.00	2.0%
	Per whole day course							306.00	312.00	6.00	2.0%
	Subscription A: Academies/ Free School - with up to 50 pupils							404.00	412.00	8.00	2.0%
	Academies/ Free School - with 51 to 200 pupils							522.00	532.00	10.00	1.9%
	Academies/ Free School - with 201 to 500 pupils							653.00	666.00	13.00	2.0%
Academies/ Free School - with 501 to 1200 pupils							783.00	799.00	16.00	2.0%	
Academies/ Free School - with 1201+ pupils							916.00	934.00	18.00	2.0%	
Subscription B: Academies/ Free School - Per governing body							84.00	86.00	2.00	2.4%	
Academies/ Free School - Ad hoc face to face courses											
Per 2 hour session							112.00	114.00	2.00	1.8%	
Per half day session							168.00	171.00	3.00	1.8%	
Per whole day course							336.00	342.00	6.00	1.8%	
Subscription for others, e.g., maintained schools, academies and free schools outside of Central Bedfordshire and independent schools, (Subscription B is not available).							1,183.00	1,207.00	24.00	2.0%	
Children's Workforce Development	Advertising of Schools Vacancies										
	Schools in Central Bedfordshire - Per Advert							-	30.00	30.00	N/A
	Academies in Central Bedfordshire - Per Advert							-	40.00	40.00	N/A
	All Schools and Academies outside of Central Bedfordshire - Per Advert							-	60.00	60.00	N/A
Determining Free School Meals	Determining Free School Meals - Continuing Service							10.00	10.00	0.00	0.0%

Service Area	Description of Charge		Payments Made by Direct Debit				All Other Payment Methods				
			2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	
			£	£	£		£	£	£		
Educational Visits and Journeys	Lower/Primary Schools										
	EVC (Educational Visits Coordinator) Training - Duration: Whole Day Maintained Schools and Academies buying back Educational Visits and Journeys Support Package. Academies that have not bought back the Educational Visits and Journeys Support Package .					73.50	75.00	1.50	2.0%		
	Group Leader Training - Duration: Whole Day Maintained Schools and Academies buying back Education Visits and Journeys Support package. Academies that have not bought back the Educational Visits and Journeys Support Package.					73.50	75.00	1.50	2.0%		
	EVC Revalidation - Duration: Half Day Maintained Schools and Academies buying back Education Visits and Journeys Support package. Academies that have not bought back the Educational Visits and Journeys Support Package.					26.50	28.00	1.50	5.7%		
	In-House Training for Educational Visits: Per Hour If a school requires bespoke training delivered on school site this is now chargeable at an hourly rate to include travel and preparation.					-	35.00	35.00	N/A		
	Lower/Primary Schools										
	0 - 100					131.00	134.00	3.00	2.3%		
	100 - 200					208.00	212.00	4.00	1.9%		
	200 - 300					286.00	292.00	6.00	2.1%		
	300+					364.00	371.00	7.00	1.9%		
	Middle Schools										
	0 - 200					287.00	292.00	5.00	1.7%		
	200 - 400					416.00	424.00	8.00	1.9%		
	400 - 750					572.00	583.00	11.00	1.9%		
	750+					728.00	743.00	15.00	2.1%		
Upper/Secondary Schools - Academy Charge											
0 - 750					572.00	583.00	11.00	1.9%			
750 - 1000					760.00	796.00	16.00	2.1%			
1000 - 1400					832.00	849.00	17.00	2.0%			
1400+					988.00	1,008.00	20.00	2.0%			

Service Area	Description of Charge		Payments Made by Direct Debit				All Other Payment Methods				
			2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	
			£	£	£		£	£	£		
Educational Visits and Journeys	EVC, (Educational Visits Coordinator) Training - Duration: Whole Day Maintained Schools and Academies buying back Educational Visits and Journeys Support Package. Academies that have not bought back the Educational Visits and Journeys Support Package .							73.50	75.00	1.50	2.0%
								124.00	126.00	2.00	1.6%
	Group Leader Training - Duration: Whole Day Maintained Schools and Academies buying back Education Visits and Journeys Support package. Academies that have not bought back the Educational Visits and Journeys Support Package .							73.50	75.00	1.50	2.0%
								124.00	126.00	2.00	1.6%
	EVC Revalidation - Duration: Half Day Maintained Schools and Academies buying back Education Visits and Journeys Support package. Academies that have not bought back the Educational Visits and Journeys Support Package .							26.50	28.00	1.50	5.7%
							47.00	49.00	2.00	4.3%	
	In-House Training for Educational Visits: Per Hour If a school requires bespoke training delivered on school site this is now chargeable at an hourly rate to include travel and preparation.							-	35.00	35.00	N/A
School Admissions Service:	Point of Entry Admissions – charge based on Published Admissions Number for school										
	PAN of 30 and under							240.00	245.00	5.00	2.1%
	PAN of 60 and under							480.00	490.00	10.00	2.1%
	PAN of 90 and under							720.00	735.00	15.00	2.1%
	PAN of 120 and under							960.00	980.00	20.00	2.1%
	PAN of 180 and under							1,440.00	1,469.00	29.00	2.0%
	PAN of 240 and under							1,920.00	1,959.00	39.00	2.0%
	PAN of 300 and under							2,400.00	2,448.00	48.00	2.0%
	PAN of 360 and under							2,880.00	2,938.00	58.00	2.0%
PAN of 420 and under							3,040.00	3,101.00	61.00	2.0%	
PAN of over 420							3,360.00	3,428.00	68.00	2.0%	
School Admissions Team	Preparation and presentation of admission appeals										
	Per appeal Second or subsequent appeal							250.00 175.00	255.00 178.50	5.00 3.50	2.0% 2.0%
Administration of Education Appeals	Per appeal transferred from Children's Services							185.00			
	Academies Admission Appeal							185.00	Will vary depending on level of service required		
	Exclusion Appeal							720.00			

Service Area	Description of Charge		Payments Made by Direct Debit				All Other Payment Methods				
			2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	
			£	£	£		£	£	£		
Fischer Family Trust Online Subscription	School Charge - Infant (Lower School)							60.00	63.00	3.00	5.0%
	School Charge - Primary <= 100							60.00	63.00	3.00	5.0%
	School Charge -Primary >100 (Middle School)							100.00	105.00	5.00	5.0%
	School Charge - Secondary (Upper School)							500.00	525.00	25.00	5.0%
	Academy Charge - Infant (Lower School)							66.00	69.00	3.00	4.5%
	Academy Charge - Primary <= 100							66.00	69.00	3.00	4.5%
	Academy Charge - Primary >100 (Middle School)							110.00	116.00	6.00	5.5%
	Academy Charge - Secondary (Upper School)							550.00	578.00	28.00	5.1%
	Schools Subscribe direct to FFT - Academy Charge - Infant (Lower School)							-	250.00	250.00	N/A
	Schools Subscribe direct to FFT - Academy Charge -Primary <= 100							-	300.00	300.00	N/A
	Schools Subscribe direct to FFT - Academy Charge -Primary >100 (Middle School)							-	300.00	300.00	N/A
Schools Subscribe direct to FFT - Academy Charge -Secondary (Upper School)							-	1,250.00	1,250.00	N/A	
Access and Inclusion Services for Academies	School Attendance Officer Service										
	Per hour							27.00	28.00	1.00	3.7%
	6 hours per school year							162.00	164.00	2.00	1.2%
	12 hours per school year							324.00	328.00	4.00	1.2%
	18 hours per school year							486.00	491.00	5.00	1.0%
	24 hours per school year							648.00	655.00	7.00	1.1%
	30 hours per school year							810.00	818.00	8.00	1.0%
	36 hours per school year							972.00	982.00	10.00	1.0%
	42 hours per school year							1,134.00	1,146.00	12.00	1.1%
	1 day a fortnight (19 days)							3,847.00	3,886.00	39.00	1.0%
	(7.5 hours @ £27 an hour x 19)										
	1 day a week (38 days) per school year							7,695.00	7,772.00	77.00	1.0%
	(7.5 hours @ £27 an hour x 38)										
	Inclusion Support Officer services										
	Upper/Secondary Schools										
	One-off annual cost							1,050.00	1,061.00	11.00	1.0%
	Middle Schools										
One-off annual cost							630.00	637.00	7.00	1.1%	
Primary Schools											
One off annual cost							420.00	425.00	5.00	1.2%	
Lower Schools											
One-off annual cost							210.00	212.00	2.00	1.0%	
Or an hourly rate as required							55.00	56.00	1.00	1.8%	
Central Bedfordshire Council as the Appropriate Body for Newly Qualified Teacher Induction Support	Maintained School - Cost for each NQT per term							-	300.00	300.00	N/A
	Academy/Free School - Cost for each NQT per term							-	420.00	420.00	N/A

Service Area	Description of Charge		Payments Made by Direct Debit				All Other Payment Methods				
			2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	
			£	£	£		£	£	£		
Property Support	School Charge										
	Core Service Organise and oversee Planned Preventative Maintenance; twice termly visits; 24 hour helpline; reactive maintenance: FIXED FEE per annum.										
	Lower/Primary					510.00	550.00	40.00	7.8%		
	Middle					1,020.00	1,100.00	80.00	7.8%		
	Upper/Secondary					2,040.00	2,200.00	160.00	7.8%		
	NB: Core services lump sum includes the organisation of the PPM, but not contractor's charges for carrying out the service/works.										
	Design Service Time charge or % fee based on value of project. Specialist advice, e.g., structural may incur an additional fee.										
	Projects up to £5,000					By negotiation	By negotiation				
	Projects £5,001 - £10,000					12.50%	12.50%	-	0.0%		
	Projects £10,001 - £30,000					11%	11%	-	0.0%		
Projects £30,001 - £75,000					10%	10%	-	0.0%			
Projects £75,001 plus					9%	9%	-	0.0%			
Optional Services Lump Sums or hourly rates as appropriate											
Project Management Hourly Rate											
General and Technical Advice Hourly Rate											
Assistant surveyor/engineer						41.00	41.00	-	0.0%		
Senior Surveyor/Engineer						51.00	51.00	-	0.0%		
Managing surveyor/engineer						61.50	61.50	-	0.0%		

Service Area	Description of Charge		Payments Made by Direct Debit		Amount Difference 2015/16 V 2016/17	% Increase	All Other Payment Methods		Amount Difference 2015/16 V 2016/17	% Increase
			2015/16	2016/17			2015/16	2016/17		
			£	£			£	£		
Property Support	Academy Charge Core Service Organise and oversee Planned Preventative Maintenance; twice termly visits; 24 hour helpline; reactive maintenance: FIXED FEE per annum. Lower/Primary Middle Upper/Secondary									
	NB: Core services lump sum includes the organisation of the PPM, but not contractor's charges for carrying out the service/works.									
	Design Service Time charge or % fee based on value of project. Specialist advice, e.g., structural may incur an additional fee.									
	Projects up to £5,000					By negotiation	By negotiation			
	Projects £5,001 - £10,000					12.50%	12.50%	-	0.0%	
	Projects £10,001 - £30,000					11%	11%	-	0.0%	
	Projects £30,001 - £75,000					10%	10%	-	0.0%	
	Projects £75,001 plus					9%	9%	-	0.0%	
	Optional Services Lump Sums or hourly rates as appropriate									
	Project Management Hourly Rate									
General and Technical Advice Hourly Rate										
Assistant surveyor/engineer					45.00	45.00	-	0.0%		
Senior Surveyor/Engineer					56.00	56.00	-	0.0%		
Managing surveyor/engineer					67.50	67.50	-	0.0%		
Insurance - Buy Back Cover, (Property & Liability)	A lump sum per sector									
	Nursery					3,300.00	3,410.00	110.00	3.3%	
	Lower/Primary					3,300.00	3,410.00	110.00	3.3%	
	Middle					3,600.00	3,720.00	120.00	3.3%	
	Upper/Secondary					3,900.00	4,030.00	130.00	3.3%	
	Special					3,600.00	3,720.00	120.00	3.3%	
	An amount allocated per pupil									
	Nursery					15.39	15.90	0.51	3.3%	
	Lower/Primary					16.31	16.85	0.54	3.3%	
	Middle					18.75	19.37	0.62	3.3%	
Upper/Secondary					23.86	24.65	0.79	3.3%		
Special					21.50	22.21	0.71	3.3%		

Service Area	Description of Charge		Payments Made by Direct Debit				All Other Payment Methods				
			2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	2015/16	2016/17	Amount Difference 2015/16 V 2016/17	% Increase	
			£	£	£		£	£	£		
Insurance - Optional Cover	Schools Offsite Activity										
	Teachers - Nursery/Lower					0.80	0.83	0.03	3.7%		
	Teachers - Middle/Special					1.05	1.08	0.03	2.9%		
	Teachers - Upper/Secondary					1.27	1.31	0.04	3.1%		
	Pupils - Nursery/Lower					1.00	1.03	0.03	3.0%		
	Pupils - Middle/Special					1.20	1.24	0.04	3.3%		
	Pupils - Upper/Secondary					1.44	1.49	0.05	3.5%		
	Public Liability- Parent/Teacher Association										
	Annual Premium per PTA = £68.00					66.00	68.00	2.00	3.0%		
	Legal Expense Insurance/Helpline										
	Advice Helpline - Nursery					137.00	142.00	5.00	3.6%		
	Advice Helpline - Lower/Primary					192.00	198.00	6.00	3.1%		
	Advice Helpline - Middle/Special					290.00	300.00	10.00	3.4%		
	Advice Helpline - Upper/Secondary					405.00	418.00	13.00	3.2%		
	Insurance Premium per Pupil - Nursery					0.85	0.88	0.03	3.5%		
	Insurance Premium per Pupil - Lower/Primary					0.85	0.88	0.03	3.5%		
	Insurance Premium per Pupil - Middle/Special					0.85	0.88	0.03	3.5%		
Insurance Premium per Pupil - Upper/Secondary					0.85	0.88	0.03	3.5%			

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Central Bedfordshire Council

CORPORATE RESOURCES OVERVIEW & SCRUTINY COMMITTEE

2 February 2016

Developing our News and Information Services

Advising Officers:

Georgina Stanton, Chief Communication Officer

(georgina.stanton@centralbedfordshire.gov.uk)

Karen Aspinall, Head of Communication Channels and Campaigns

(karen.aspinall@centralbedfordshire.gov.uk)

Purpose of this report

1. To update Members on the changing nature of news and information and the Council's response to this, including a refresh of the Central Bedfordshire Council website.

RECOMMENDATIONS

The Committee is asked to:

1. Consider and provide feedback on the proposals for the development of our website and other news and information products.

Issues

The changing nature of news

1. Local and national research shows that the nature of news consumption is developing rapidly with conventional newspapers declining in popularity in favour of increasing use of broadcast and digital channels.
2. The preferences of Central Bedfordshire residents reflect national trends with the majority opting for electronic rather than postal communications.
3. In this context, the Council has been developing its mix of conventional and digital channels for communications and intends to continue to do so.

Our Website

4. It is five years since the Council conducted a major review of its website and technology and expectations have changed considerably over this period.
5. Therefore, working with IT colleagues and officers from all Directorates, the Communication Team initiated a project in this financial year in order to:

Enhance the look and feel of the website
Review and re-present all content
Enhance the search functionality of the site

The views and preferences of customers have been central to the project, which will deliver a refreshed site this spring.

Additional digital channels

6. In addition to our website, many residents elect to engage with the Council via other digital platforms including Facebook and Twitter. We have some 13.5k followers of the Council on social media. Additionally we have a database of subscribers to our email bulletins and alerts of some 36k residents.
7. The Council has recently launched area specific news bulletins which have proved popular with residents, 2,000 of which have subscribed over the past two months.

Conventional channels

8. Whilst the Council looks to shift the balance of its news and information products towards on line channels, it is recognised that for some residents more conventional and printed materials will be key. In this context, the Council is enhancing its core budget publication into a core directory which is to be direct mailed to all existing households and will be subsequently issued to anyone who moves into or within the area.
9. Additionally the Council intends to make better use of community news channels, including a range of publications produced by Town and Parish Councils.

Building skills and confidence

10. As many public sector and commercial organisations increase their efforts to communicate with their customers electronically, there is a case for supporting those residents who do not feel confident to use the internet or social media. Organisations such as Barclays are already

working actively with the organisations such as Citizens Advice Bureaux and Age concern and there is potential for Central Beds to actively support such initiatives.

Corporate priorities.

11. Effective communication is important to the effective delivery of all the priority outcomes embedded within the Five Year Plan. Whether our objectives are to promote specific campaigns, transmit core information or engage residents in the process of service and policy development, we need to find methods of reaching our residents and inspiring their interest.

Legal Implications

12. The Council operates in line with the Government's Code of Practice for Local Authority Communications and the proposals included in this report are appropriate under this statutory guidance.

Financial Implications

13. Whilst the Council will need to invest in new communication products, the shift towards digital channels has been planned in the Service's long term budget proposals and will generate efficiency savings.

Equality Implications

14. Public authorities have a statutory duty to promote equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The provision of a diversity of communication channels including conventional and digital channels will enable the Council to ensure that the needs of the wider community are served.

Conclusion

The Council has achieved significant improvements in public perceptions of information since it was created in 2009. It has done so as a result of developing and adapting its approach to communications and it intends to continue to do so.

Appendices

Appendix One – A presentation on the Council's developing news and information offer.

Background Papers

1. The following background paper was taken into account;

The Code of Recommended Practice on Local Government Publicity
Published by the Government Department of Communities and Local
Government – 2011.

Developing our News & Information Offer

Corporate Resources Overview and
Scrutiny Committee – February 2016

Purpose of the item

- To share the changing nature of news & info consumption
- To update Members on how we are improving our digital channels
- To explain why we are changing our
- To explore local partnerships to develop other channels and build digital skills.

News consumption is changing

free become a member sign in subscribe search jobs dating more ▾ UK edition ▾

theguardian

home UK world politics sport football opinion culture business lifestyle fashion environment tech travel all

home › UK › media society law scotland wales northern ireland education

Newspapers

Newspapers now the least popular medium for news, says Ofcom study

Just 31% of the UK population read a newspaper to get their current affairs fix, down 10 points on 2014 figure



And so are our customer's preferences



95% use internet daily
72% have smartphones
86% have laptops



And older people?
94% use internet daily
44% have smartphones
73% have laptops



Majority prefer electronic communications rather than postal

So we have been developing our mix of conventional and digital media



Evolutionary change

Central Bedfordshire

Welcome to Central Bedfordshire Council

Search

Your council

BBQ this weekend? 1|2|3|4|5
Make it a great summer BBQ!

Follow us on [talk](#) [f](#) [t](#) [y](#) [flicker](#)

Summer survival!
We have top links to help you survive

Do it online

Apply for it now
Report it now
Pay for it now
Book it now

Apply for it now
Benefits
Blue Badge
Bus pass
Jobs

Report it now
Flytipping
Missed bin
Pothole
Street light

Where you are

Enter postcode e.g. SG17 5TQ
Find your nearest
Search

My account

What is my account?
[Log in](#) [Register](#)

Bin collections

- A-Z of services
- Benefits
- Business
- Council & democracy
- Council tax
- Environment & waste
- Health & social care
- Home & housing
- Jobs
- Learning & schools
- Leisure & culture
- Planning
- Travel, parking & roads

Tweets

Following
Followees
Favorites
Lists

Photos and videos

1 summer walk
1 summer walk

Who to follow - Retweets - View all

- Clare McKenna @Localpolice
- Jk Jordan @JkCorda
- Jack of Kent Blog @JackofKent

United Kingdom Trends - Change

#NationsThe KING IS BACK in BUCKINGHAM today

Central Beds Council
@letstalkcentral
Central Bedfordshire Council - follow us for the latest news!
Central Bedfordshire - centralbedfordshire.gov.uk

6,709 TWEETS 538 FOLLOWING 2,990 FOLLOWERS

Tweets

- Central Beds Council @letstalkcentral
RT @what_would: There is a @metoffice heat health watch (level 2) for #Bedfordshire. Find out more info ... [ow.ly/1ZuEN](#)
Epsad
- Central Beds Council @letstalkcentral
This year's Summer Reading Challenge theme is 'Creepy House' and its now underway at our libraries! Find out more ... [ow.ly/n7o6N](#)
Epsad
- Central Beds Council @letstalkcentral
The deadline has been extended for our talent comp! Aged 12-18 & have a talent to share? Enter before 31 JULY ... [ow.ly/n2p2tE](#)
View photo
- Central Beds Council @letstalkcentral
@what_would Thanks for the #FF!
#Viewcounter
- Central Beds Council @letstalkcentral
You can now read e-magazines for free through our new library service. Find out more ... [ow.ly/n5dh6](#)
Epsad

Let's Talk Central is on Facebook.

To connect with Let's Talk Central, sign up for Facebook today.

[Sign Up](#) [Log In](#)

Central Bedfordshire

Let's Talk Central
1,863 likes · 252 talking about this

Community/Government
Central Bedfordshire Council, SG17 5TQ
0300 300 8000

About Photos About Us FAQs Fostering

Let's Talk Central
14 hours ago

The RAVE Bus is making its latest stop next week! It's the place to go to get information from us, our partner and voluntary organisations on social care, health and housing services.

It will be at Market Square, Leighton Buzzard next Tuesday so go along and find out more!

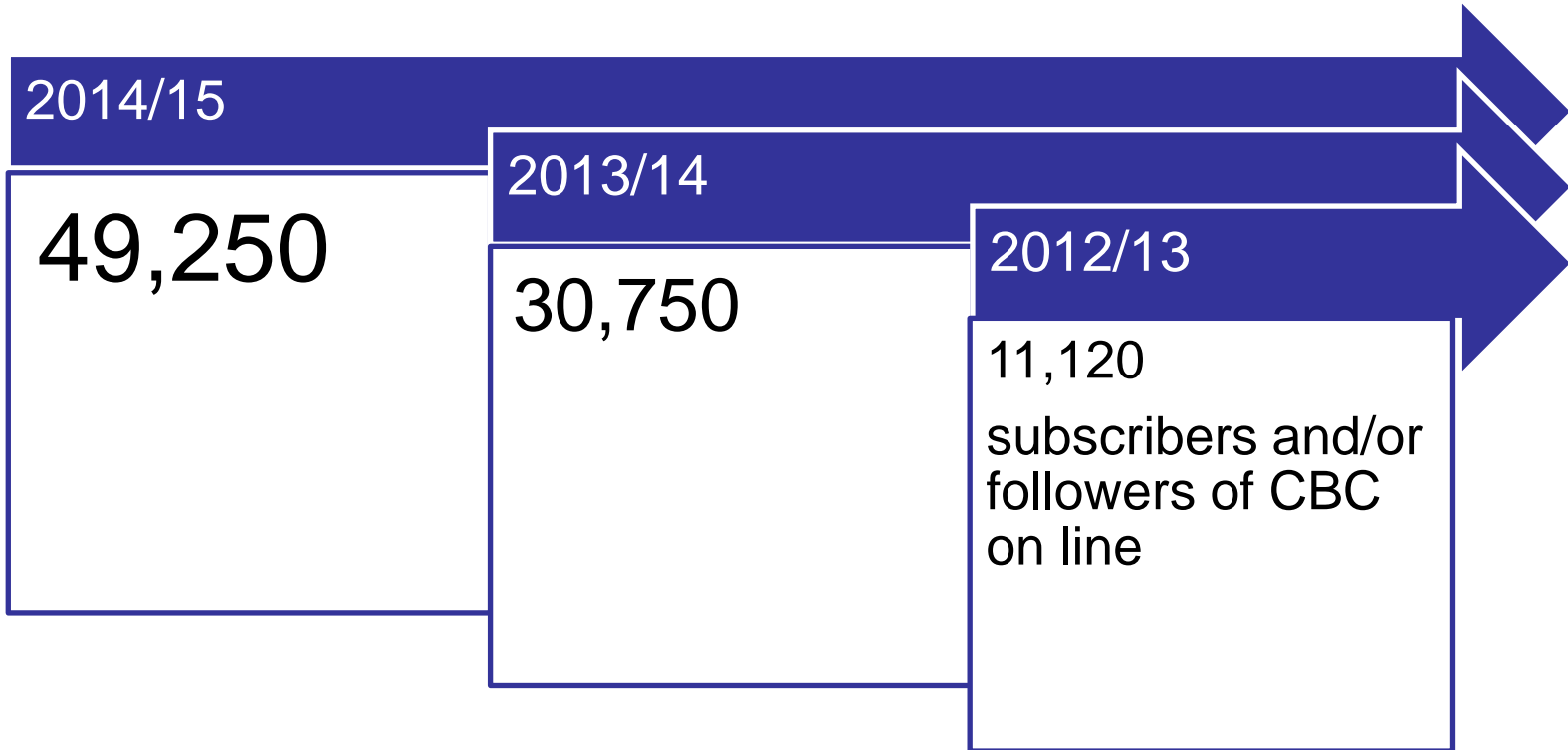
Recent Posts by Others on Let's Talk Central

- Jo Rainbow**
Also see you still have hundreds of complaints regarding th...
Wednesday at 14:21
- Jo Rainbow**
Any chance of you sorting out the potholes Canesworde R...
Wednesday at 14:14
- Central Youth Volunteering Project - North**
Any young people aged 13-18 living in Central Bedford loo...
Wednesday at 02:10

Central Bedfordshire Council
Updates

Central Bedfordshire

Our growing on line community



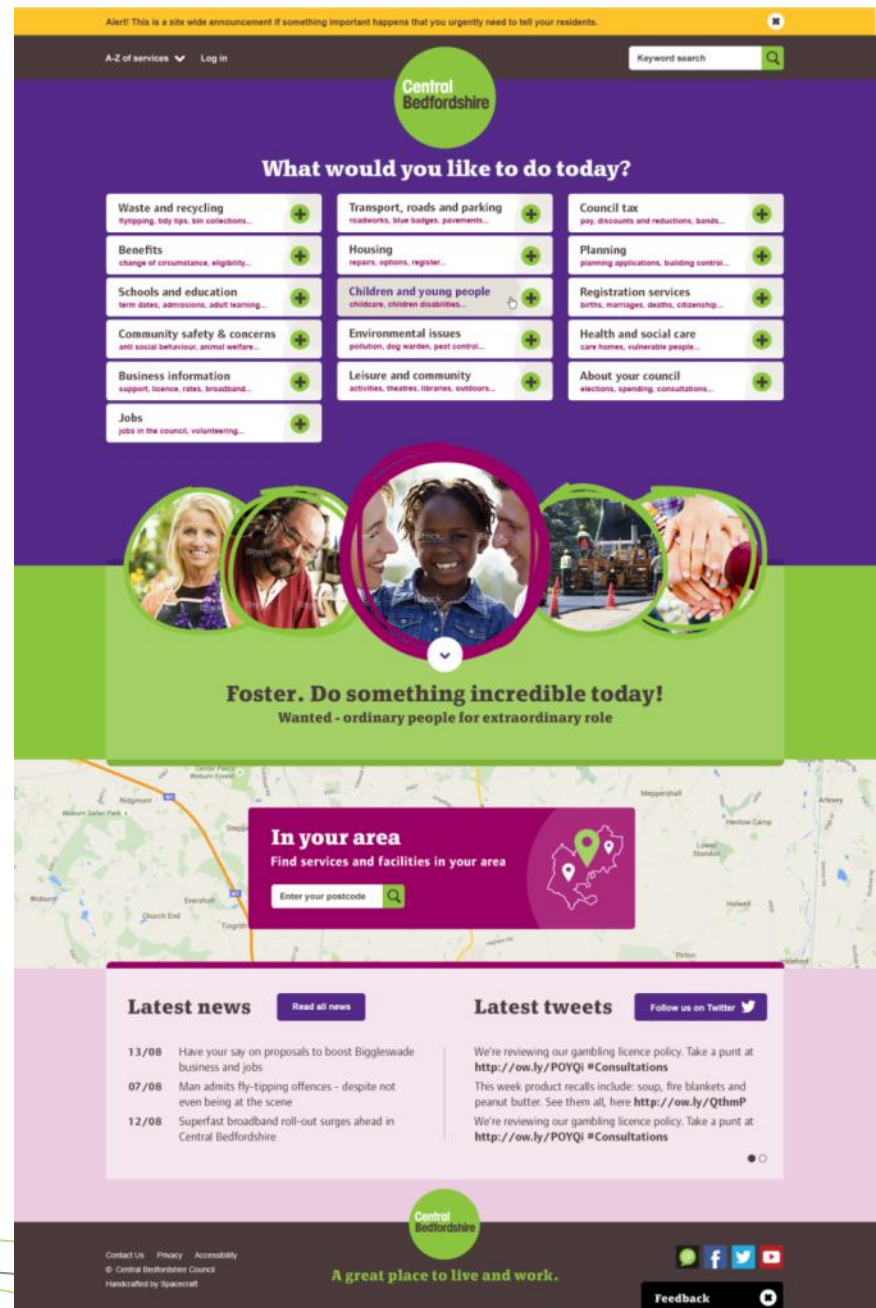
A further shift in the balance

- Increasing move from print to digital
- Conversational not broadcast comms
- Localised news content
- Human interest
- Images and film
- Maintaining media relationships
- Moving from quarterly News Central to annual Info Central
- Exploiting others publications and channels



Our new website:

- Refreshed content
- Enhanced design
- Improved marketing and news functions



Central Bedfordshire

Headline title of the promoted event.



Home > Events

Events

25/07

Event number one
Location: Dunstable Time: 13:00 - 15:00
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas sagittis mi tortor, vel cursus risus pellentesque non. Vestibulum non metus dapibus felis.

More info Book

27/07 - 29/07

Event number two with a long title
Location: Dunstable Time: 13:00 - 15:00
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas sagittis mi tortor, vel cursus risus pellentesque non.

More info Book

01/08

Event number three
Location: Dunstable Time: 13:00 - 15:00
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas sagittis mi tortor, vel cursus risus pellentesque non.

More info Book

05/08 - 15/08

Event number four with a long title
Location: Dunstable Time: 13:00 - 15:00
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas sagittis mi tortor, vel cursus risus pellentesque non.

More info Book

25/07

Event number five
Location: Dunstable Time: 13:00 - 15:00
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas sagittis mi tortor, vel cursus risus pellentesque non.


More info Book

Central Bedfordshire

Home > A-Z of services > Log in

Keyword search

Foster. Do something incredible today!



Could you foster?

Wanted - ordinary people for an extraordinary role!

Every day, foster carers play a vital role in the lives of thousands of children and young people who come into local authority care for a variety of reasons. At Central Bedfordshire Council we have children of all ages, from babies to teenagers, waiting for someone to make that huge difference, but we really need people who can take sibling groups and teenagers.

We offer extensive support and training to all our carers during the assessment process and into the placement. We also provide dedicated mentor, social worker, financial support, which includes a paid fee and access to therapists.

We're interested in people from all backgrounds who want to take on this extraordinary role. The only thing we ask is that you have a spare room and you are able to drive.

If you would like to find out more about fostering, just give us your email address and we can send you more information. Of course, if you'd rather have a chat straight away, call us on **0300 300 8181** and one of our friendly staff can go through the process with you.

You can read more about fostering in Central Bedfordshire on [our website](#).

We look forward to hearing from you.

Enquire now

Enter your email address

Central Bedfordshire Council
© Central Bedfordshire Council
Hosted by Ipswich

A great place to live and work.

Feedback

Central Bedfordshire

Home > News

Headline title of the promoted news story.

News

News archive

20/07

16/07

Category filter: all news

Location filter: all locations

Have your say on gambling licensing policy

Central Bedfordshire Council is launching a consultation on its revised licensing policy around gambling. The new policy will close for up to six months to allow the work to take place.

Development of Bells Brook tidy tip to start in early August

Central Bedfordshire Council is launching a consultation on its revised licensing policy around gambling. The new policy will close for up to six months to allow the work to take place.

Breakdown of comedian's Edinburgh Festival show

Edinburgh Kevin Precious previews his new Edinburgh Festival-bound show "Gecko" on Thursday, July 16th at Lightfoot Buzzard Library Theatre.

Actor make his RSC debut

Edinburgh Theatre will screen the Royal Shakespeare Company debut of Makram J Khoury, one of the most talented actors, as he plays Shylock in Polly Findlay's production of the Merchant of Venice on Thursday, July 16th.

Business skills for women

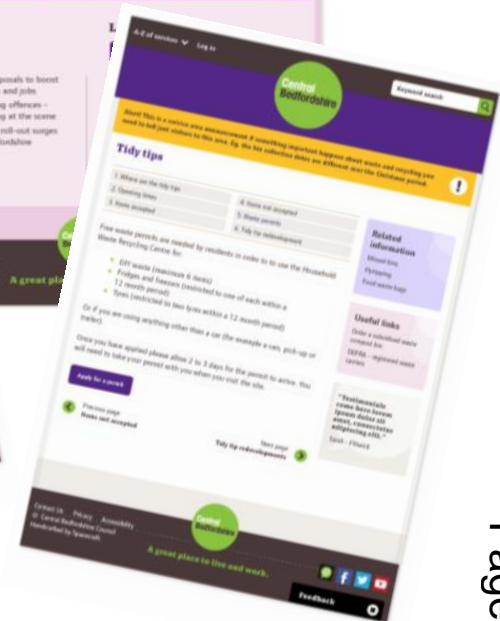
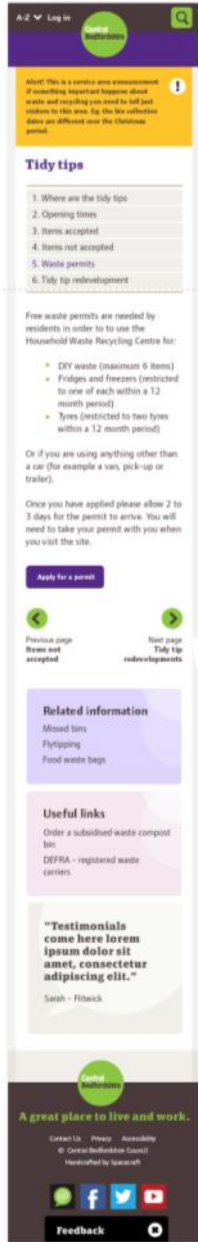
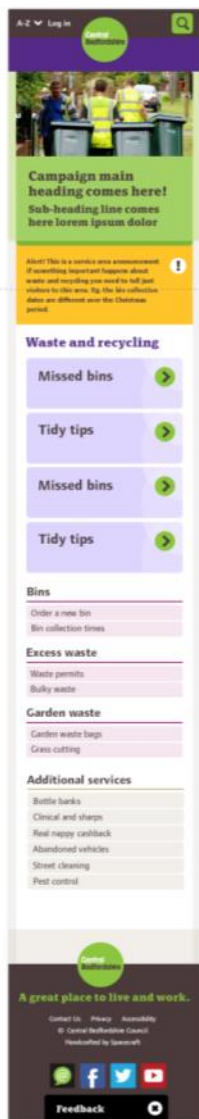
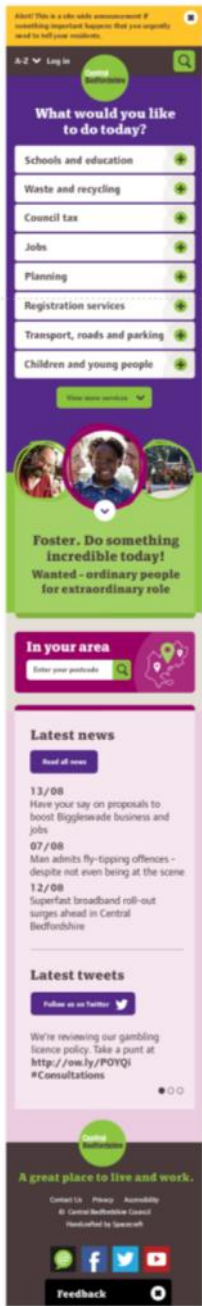
Central Bedfordshire Council's "Business Skills for Women" programme has today been granted a further £50,000 of funding from the Department for Business, Innovation and Skills.

Development of the mobile library vehicle

Central Bedfordshire Council is launching a consultation on its revised licensing policy around gambling. The new policy will close for up to six months to allow the work to take place.

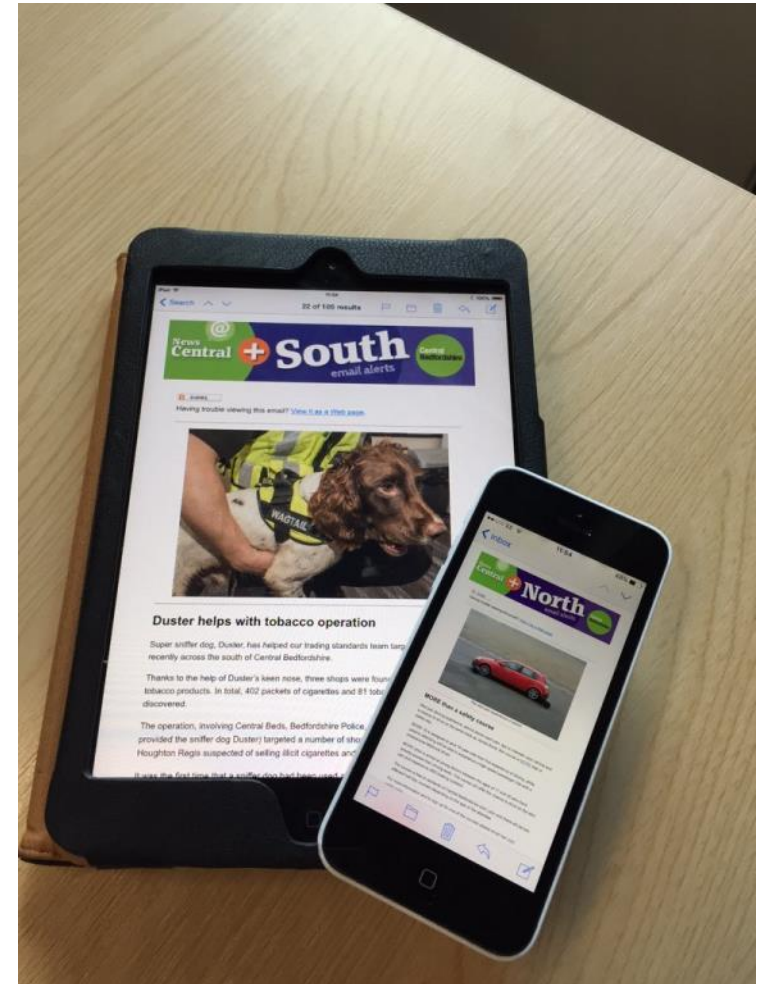
Next page

We're reviewing our gambling licence policy. Take a part at <http://ow.ly/POYQI> #Consultations



Localised Bulletins

- Launched in November
- 4,500 new subscribers
- 2,000 unique subscribers
- Open rates average at 40%
- Some up to 70%



A new annual direct mail: Info Central



- **How to contact us** – multi channel, including service standards
- **Your services-** an A-Z
- **Your Councillors** – who's who and webcast promotion
- **Your money** – Council Tax explained and payment options
- **Your feedback** – how to comment, complain or compliment

Exploiting other channels

Don't Let Dunstable Die
Community Organization

10,312 people like this
Karen Aspinall

15 people have been here

Invite friends to like this Page

Timeline About Photos Reviews More

Don't Let Dunstable Die
17 hrs

Do you have your 2016 Dunstable calendar?
Our Dunstable charity calendar full of old pictures of the following businesses £5 each. We can post the ca

DUNSTABLE VILLAGES

Edlesborough, Eaton Bray, Totternhoe, Toddington, Harlington, Hockliffe, Stanbridge, Tilsworth, Eggington, Tebworth, Pitstone, Ivinghoe Aston, Marsworth.

The Vine
Now In Luton!
www.thevinemagazine.com

THE MAGAZINE OF HOUGHTON REGIS TOWN COUNCIL DECEMBER 2015 - ISSUE 52

TOWN CRIER

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E-mail: info@houghtonregis.org.uk Delivered to all properties in Houghton Regis

Find us on

Christmas 2015

Celebration of Christmas
Tuesday 24th November at 6pm
The Grove Theatre, Dunstable
Be part of our 'Celebration of Christmas' with festive songs old and

Car Show Success!
See middle pages for full story and

Houghton Regis News Desk
News/Media Website

3,349 people like this
Karen Aspinall and Karen Lang

Invite friends to like this Page

Timeline About Photos Likes More

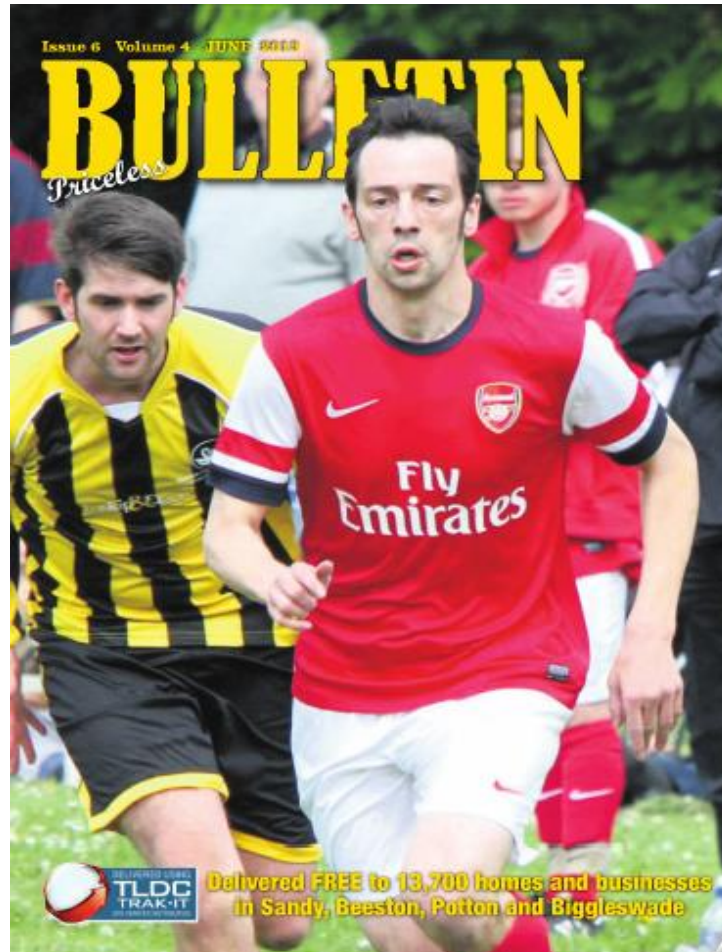
Houghton Regis News Desk
19 hrs

Thornhill Primary School are proposing a new Main Entrance to the existing Primary School in Grove Road, providing waiting area with

Exploiting other channels

The Oracle
Directories

On the
Button

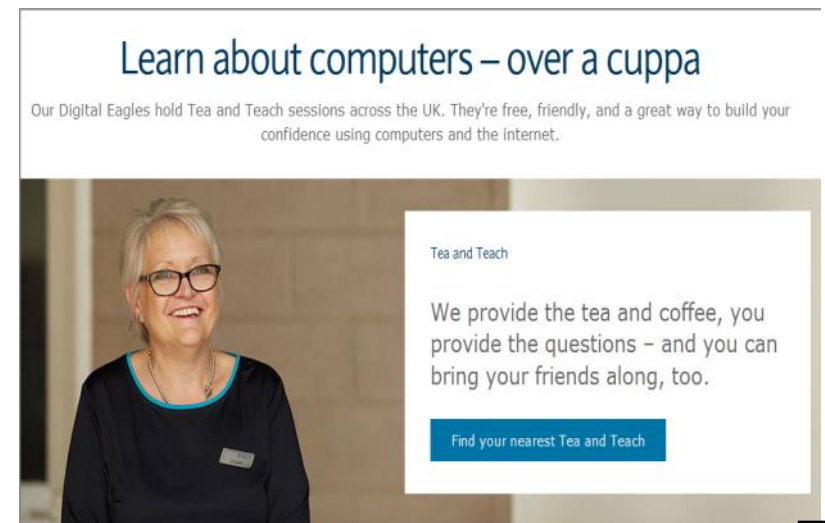


About
Eversholt

The
Hockliffe
Herald

Confidence and Capabilities


- Building on what is already happening
 - housing gadget session
- Building alliances – Barclays and Citizen's Advice
- Reaching the target audience - Age UK
- Making spaces available for tea and teach sessions
- On line guides:
 - Staying safe
 - Setting up email
 - Using search engines
 - Shopping on line
 - Using Skype/You Tube
 - Setting up community groups



The screenshot shows a website page with the following content:

Learn about computers – over a cuppa

Our Digital Eagles hold Tea and Teach sessions across the UK. They're free, friendly, and a great way to build your confidence using computers and the internet.



Tea and Teach

We provide the tea and coffee, you provide the questions – and you can bring your friends along, too.

[Find your nearest Tea and Teach](#)

Ultimately it's the stories that matter...

- Not the Minister
- Not the Leader
- Not the first housing in forty years.

It was all about newlyweds Dean and Helen, their story, their home and their future.



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Meeting: Corporate Resources Overview & Scrutiny Committee
Date: 02 February 2016
Subject: Work Programme 2015 – 2016 & Executive Forward Plan
Report of: Chief Executive
Summary: The report provides Members with details of the currently drafted Committee work programme and the latest Executive Forward Plan.

Contact Officer: Rebecca Preen, Scrutiny Officer
Public/Exempt: Public
Wards Affected: All
Function of: Council

CORPORATE IMPLICATIONS

Council Priorities:

The work programme of the Corporate Resources Overview & Scrutiny Committee will contribute indirectly to all 5 Council priorities. Whilst there are no direct implications arising from this report the implications of proposals will be details in full in each report submitted to the Committee.

RECOMMENDATION(S):

- 1. that the Corporate Resources Overview & Scrutiny Committee**
 - (a) considers and approves the work programme attached, subject to any further amendments it may wish to make;**
 - (b) considers the Executive Forward Plan; and**
 - (c) considers whether it wishes to add any further items to the work programme and/or establish any Task Forces to assist it in reviewing specific items.**

Overview and Scrutiny Work Programme

1. Attached is the currently drafted work programme for the Committee.
2. The Committee is now requested to consider the work programme attached and amend or add to it as necessary.

Overview and Scrutiny Task Forces

3. In addition to consideration of the work programme, Members may also wish to consider how each item will be reviewed i.e. by the Committee itself (over one or a number of Committee meetings) or by establishing a Member Task Force to review an item in greater depth and report back its findings.

Executive Forward Plan

4. Listed below are those items relating specifically to this Committee's terms of reference contained in the latest version of the Executive's Forward Plan to ensure Members are fully aware of the key issues Executive Members will be taking decisions upon in the coming months. The full Executive Forward Plan can be viewed on the Council's website at the link at the end of this report.

Ref	Issue	Indicative Exec Meeting date
1.	Sale of land at Hitchin Road Fairfield	9 February 2016
Non Key Decisions		
2.	Five Year Plan Performance Monitoring	9 February 2016
3.	Budget 2016/17 and Medium Term Financial Plan	9 February 2016
4.	Capital Programme 2016/17 to 2019/20	9 February 2016
5.	Budget for the Housing Revenue Account (Landlord Service) Business Plan	9 February 2016
6.	December 2015 Quarter 3 Revenue Budget Monitoring	9 February 2016
7.	December 2015 Quarter 3 Capital Budget Monitoring	9 February 2016
8.	December 2015 Quarter 3 Housing Revenue Account Budget Monitoring	9 February 2016
9.	Treasury Management Strategy	9 February 2016
10.	Quarter 3 Performance Report	5 April 2016

Conclusion

- 5 Members are requested to consider and agree the attached work programme, subject to any further amendments/additions they may wish to make and highlight those items within it where they may wish to establish a Task Force to assist the Committee in its work. This will allow officers to plan accordingly but will not preclude further items being added during the course of the year if Members so wish and capacity exists.

Appendix – Corporate Resources Overview and Scrutiny Work Programme.

Background reports:

Executive Forward Plan (can be viewed at any time on the Council's website) at the following [link](http://www.centralbedfordshire.gov.uk/modgov/mgListPlans.aspx?RPId=577&RD=0):- <http://www.centralbedfordshire.gov.uk/modgov/mgListPlans.aspx?RPId=577&RD=0>

Appendix A – CR OSC Work Programme

OSC Date	Report Title	Description
22 March 2016	Q3 Capital Budget Monitoring	To receive a report on the Q3 Capital Budget Monitoring
22 March 2016	Q3 Revenue Budget Monitoring	To receive a report on the Q3 Revenue Budget Monitoring
22 March 2016	Assets Capital Replacement Strategy	To scrutinise the Council's forward plans with regards to replacing sold assets

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