

Central Bedfordshire Council (CBC)
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**Central
Bedfordshire**

Services to Schools 2011/2012

Services available to schools for purchase

Published February 2011



Services to Schools Price List 2011/12

Service Description	2010/11 Charge	2011/12 Charge	% Increase
School Business Services:			
Training Courses			
Courses include the use of RM Finance for Beginners 1, 2 and 3; Cash Office 1 and 2; fully funded accounting; capital accounting / formula capital; Financial planning for schools – navigation / workshop (FPSadvance.net); consistent financial reporting workshop; RM Finance end year procedures (fully funded schools)	£111 (half day)	£120 (half day)	5%
	£195 (full day)	£205 (full day)	
Finance Software & Support			
FPSadvance.net	£565	£595	5%
FPSadvance.net – One-Off Licence Fee	£495	£565	14.14%
RM Finance – Basic Package	£425 (Other Sectors)	£450 (Other Sectors)	5%
	£495 (Upper Schools)	£520 (Upper Schools)	
RM Finance – Superior Package	£570 (Other Sectors only)	£600 (Other Sectors only)	5%
Integris Finance	£550 (Primary)	£580 (Primary)	5%
	£970 (Secondary)	£1020 (Secondary)	
Integris Finance Annual Hosting	£350	£350	No change
Integris G2	£650 (<101)	£685 (<101)	5%
	£760 (101 – 200)	£800 (101 – 200)	
	£825 (201 – 300)	£870 (201 – 300)	
	£880 (>300)	£925 (>300)	
Integris G2 Annual Hosting	£495	£520	5%
Integris G2 - One-off Licence	£350 (<101)	n/a	n/a
	£450 (101 – 200)		
	£550 (201 – 300)		
	£650 (<300)		

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Integris G2 - Migration Fee	£245 (<101) £295 (101 – 200) £345 (201 – 300) £420 (<300)	n/a	n/a
Schools Cash Office	£400 (All Sectors)	£420 (All Sectors)	5%
Schools Cash Office - One-off Licence Fee	£275 (Other Sectors) £875 (Upper Schools)	Tba Tba	Tba tba
Datafile Correction (due to user error)	£39 per hour	£41 per hour	5%
Supplement for networks of 3 or more computers	£10 per module	£11 per module	5%
Bursary Service			
Provides financial support and specialist consulting to schools. Services include day-to-day finance, financial management and a range of other services.	£7750 (144hrs pa) £4100 (72hrs pa) £3540 (60hrs pa) £2935 (48hrs pa) £2275 (36hrs pa) £1570 (24hrs pa) £800 (12hrs pa)	£8140 (144hrs pa) £4305 (72hrs pa) £3720 (60hrs pa) £3085 (48hrs pa) £2390 (36hrs pa) £1650 (24hrs pa) £840 (12hrs pa)	5%
Ad-hoc Bursary Service	£79 per hour	£85 per hour	5%
Ad-hoc Bursary Service (Charge for Academies)	n/a	£160 per hour	n/a
In-house Bursary Work	£39 per hour	£45 per hour	5%

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<p>LTA/ Maternity Pool</p> <p>The scheme collects a premium to pay for claims against long term absence for sickness and maternity leave. Recompense rates for 2011/12 will be determined by the Headteacher Panel</p> <p>Subscriptions Buy Back</p> <p>CBC holds various licences centrally relating to musical copyright and the overview of public performance however some activities are not covered. This buy back service provides full cover for licences such as Phonographic Performance Limited (PPL), Performing Rights Society (PRS), Education Recording Agency (ERA), Copyright Licensing Authority (CLA), School Science Services (CLEAPSS) & Christian Copyright Licensing International (CCLI).</p>	<p>£20 (per pupil Lower & Nursery) plus a 2.8% admin charge</p> <p>£15 (per pupil Middle) plus a 4.5% admin charge</p> <p>Based on actual licence costs plus a small admin charge</p>	<p>£24.50 (per pupil Lower & Nursery) plus a 3.2% admin charge</p> <p>tba</p> <p>Based on actual licence costs plus a small admin charge</p>	<p>22.5% (rounded up to nearest £5)</p> <p>No change</p>
<p>Safehands: Insurance Scheme</p> <p>Safehands is an insurance scheme which includes buy back (property and liability) and optional insurance cover, together with a Legal Helpline</p>	<p>The charge will be equivalent to the amount most schools receive in their delegated budget for 'insurance'</p>	<p>The charge will be equivalent to the amount most schools receive in their delegated budget for 'insurance'</p>	<p>No change</p>
<p>Payroll Services to Schools</p> <p>Central Beds provides a payroll service in partnership with SERCO. The service includes producing the school's payrolls, producing end of year returns arising from payroll payments to staff and customer support services (Additional charges for Emergency Payments: CHAPS £75, BACS £35)</p>	<p>£3.20 per payslip</p>	<p>£4.30 per payslip</p>	<p>34%</p>
<p>HR Services to schools</p> <p>The core service packages offered in 2010/11 by this service included contracts of employment; payroll notification; advisory service on all employee relations matters; Headteacher appointments and recruitment advertising including NQTs. 2010/11 package costs were:</p>			

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Full Buy Back: Core Services	£415 per school plus £7.58 per pupil	A different package for 2011/12 has been determined based primarily on employee numbers (rather than pupil numbers) so there is no direct comparison (see next page)	See note left
Purchase by Package:-			
Contracts of Employment	£134.64 per school plus £2.67 per pupil		
Payroll Notification	£49.36 per school plus £1.05 per pupil		
Advisory Service	£146.98 per school plus £2.93 per pupil		
Headteacher Appointments	£1554 (Lower, Nursery, Special) £2132 (Middle) £2816 (Upper)		
Recruitment	£80 per advertisement plus cost of advert		
CRB & ISA	CRB application charge (£36) plus £18 admin fee		
HEART Recruitment Supply Agency	£18.35 daily booking fee £510 temp to perm introductory fee	£19.30 daily booking fee £540 temp to perm introductory fee	
Consultancy Services	£290 (half day) £530 (full day)		

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<p>Service Support</p> <p>Quality assurance of all payroll paperwork and liaison with relevant payroll provider to ensure records are accurate and up to date. Production of terms and conditions of employment and changes to contractual terms (copies provided to the school electronically), CRB advice and guidance, recruitment advice and advert quality assurance, discounted media rates for adverts through the Council wide contract, access to NQT pool etc. access to standard policies and templates (charged separately – recruitment advertising & design costs, and CRB application fee)</p>	<p>The package for 2010/11 was based primarily on pupil numbers (rather than employee numbers) so there is no direct comparison (see previous page)</p>	<p>£23 per employee Plus £10 (Pre Employment Questionnaires) £20 (admin fee per CRB)</p>	<p>See note left</p>
<p>Advisory Service</p> <p>Professional support and advice on all employee relations matters including pay, discipline, grievance, capability, safeguarding, conditions of service and local agreements. Access to policies which are kept up to date with national and legislative changes and good practice. In addition, the team work closely with Trade Union and Professional Association colleagues and meet regularly to agree and discuss policies and procedures for schools based staff.</p>	<p>See above</p>	<p>£55 per employee (additional premium for out of hours meetings based on attendees hourly rate)</p>	<p>See above</p>
<p>Full Buy Back (Service Support & Advisory Service)</p>	<p>See above</p>	<p>£75 per employee (additional premium for out of hours meetings based on attendees hourly rate)</p>	<p>See above</p>
<p>Health & Safety</p> <p>A significant part of these duties are statutory, and the process of assessing what could be classed as a chargeable activity is complex and time consuming. There is a clear requirement to audit sites and to investigate serious incidents.</p>	<p>See above</p>	<p>£75 per hour (consultancy charge)</p>	<p>See above</p>
<p>Consultancy Services</p> <p>Training: We can provide training support materials, access to courses, commissioning of courses and delivering of courses, including safer recruitment tailored to your specific needs.</p> <p>Headship recruitment: This includes facilitation of the process, time tabling, preparation of advertisements (direct cost of advert passed to school), assistance with short listing and interviews and assistance with selection testing.</p> <p>Organisational Change: advice, guidance and support through all organisation change including restructuring, redundancy management, and TUPE consultation.</p>	<p>See above</p> <p>See above</p> <p>See above</p>	<p>Bespoke</p> <p>£85 per hour</p> <p>£85 per hour</p>	<p>See above</p> <p>See above</p> <p>See above</p>

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<p>Academies</p> <p>The above packages can be purchased by Academies but will be charged at a higher premium (20%) as they will have their own contract templates, policies, procedures etc, which makes service delivery more specific and complex.</p> <p>Statutory Workforce Returns: ASR</p> <p>SWF Collect</p> <p>In addition, a full Health & Safety service can be offered to Academies under a Service Level Agreement at a cost of:</p> <p>Core Services: Nurseries (not school managed), Lower, Middle & Upper</p> <p>Consultancy "Pay as you go"</p> <p>For schools without an SLA, one off/specific services can be bought at a rate of:</p>	<p>See above</p> <p>See above</p> <p>See above</p>	<p>20% premium</p> <p>£75 (if payroll purchased) £105 (if payroll not purchased)</p> <p>£75 (if payroll purchased) £105 (if payroll not purchased)</p> <p>£1000 lump sum + £1.75 per pupil</p> <p>£75 per hour £275 half day £550 full day</p> <p>£100 per hour £325 half day £600 full day</p>	<p>See above</p> <p>See above</p> <p>See above</p>
<p>Schools ICT services</p> <p>CBC has previously provided a range of services available to schools on demand:</p> <ul style="list-style-type: none"> • E-Learning Consultancy • ICT Coordinators meetings termly • Returning Teachers • IWB training • SEN ICT assessments • International ICT Teaching and Learning consultancy • Training for Assessment & Behaviour Packages • G2 MIS Training (Pupil Data, Staff data, SWF Census, School Census) 	<p>No charge</p>	<p>Universal service withdrawn apart from statutory provision.</p> <p>£475 per day (should schools wish to purchase services on an ad-hoc basis)</p>	<p>n/a</p>

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<ul style="list-style-type: none"> • Early Year Profile training • Aspire Training (to be dropped Jan 2011) • Data Management consultancy 			
<p>Schools Network</p> <p>The schools network includes the Schools Broadband Service, which is recharged at full cost recovery plus a 5% management fee. The charges indicated for 2011/12 reflect the loss of Harnessing Technology Grant that subsidised the service in 2010/11 by approximately 40%.</p> <p>The service includes:</p> <p>Uncontended (not shared) bandwidth Access to E2bn services Membership of E2bn Filtering to approved standards Access to curriculum resources (inc paid for services i.e. British Pathé) Legal Backup Access to the NEN Strategic lead for future services i.e. SSO/SIF Annual conference Access to framework contracts (i.e. Learning Platform) Contribution to network core rental costs Anti virus for all computers in school AVCO (Secure Data Transfer) XPorter [Automatic extract of data from MIS to LA) Admin eMail Secure network (VPN) Firewall Network Engineer (Corporate ICT)</p>	<p>Upper £7240.64</p> <p>Middle £5569.73</p> <p>Lower (150-250) £3341.84</p> <p>Lower (100-149) £3063.35</p> <p>Lower (1-99) £2784.86</p> <p>Special (100-149) £3063.35</p> <p>Special (1-99) £2784.86</p> <p>Nursery £2784.86</p>	<p>Upper (1000+) £13440</p> <p>Upper (less than 1000) £12075</p> <p>Middle (500+) £8400</p> <p>Middle (less than 500) £8190</p> <p>Lower (250+) £4830</p> <p>Lower (150-250) £4620</p> <p>Lower (100-149) £4200</p> <p>Lower (1-99) £3754</p> <p>Special (100-149) £4200</p> <p>Special (1-99) £3754</p> <p>Nursery £3754</p>	<p>67 to 86%</p> <p>47 to 51%</p> <p>38%</p> <p>37%</p> <p>35%</p> <p>37%</p> <p>35%</p> <p>35%</p>
<p>Property Services</p> <p>Property Support:</p> <p>Core Service (emergency helpline, reactive repair & planned maintenance, statutory maintenance, testing & inspection, Planned Preventative Maintenance, Site Agent training & monthly visits)</p> <p>Optional Services (wide range of additional services, from specific property or premises management issues through to the project management and design of new facilities)</p>	<p>n/a</p> <p>n/a</p>	<p>£450 (Lower)</p> <p>£1000 (Middle)</p> <p>£2000 (Upper)</p> <p>Fixed Fee pa</p> <p>% fee basis (between 9% and 12.5%) or</p> <p>Hourly Rate basis (between £40 and £60)</p>	<p>n/a</p> <p>n/a</p>

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<p>The proposed charges for the remaining services are based on 100% take up. The local authority may not be able to provide these services in future unless there is full take up.</p>			
<p><i>Children's Workforce Development</i></p> <p>This service previously provided buyback support for schools as well as providing the Children's Workforce Development (CWD) directory, which signposts to a range of learning opportunities. In 2011/12 the local authority will maintain a minimum statutory service for which no charge will be made.</p>	n/a	n/a	n/a
<p><i>Integrated Youth Support Service: Connexions Personal Advisers</i></p> <p>Funding for Connexions was removed in 2010/11. From 2011/12 only a minimum statutory service will be available. Charges are therefore inappropriate</p>	n/a	n/a	n/a
<p><i>Integrated Youth Support Service: Connexions Special Needs Support</i></p> <p>The Council funds Connexions Special Needs support to special schools, schools needing Section 139A assessments and some additional focus on NEETS. From 2011/12 only a minimum statutory service will be available. Charges are therefore inappropriate</p>	n/a	n/a	n/a
<p><i>Integrated Youth Support Service: Youth Workers in Schools</i></p> <p>From 2011/12 only a minimum statutory service will be available. Some youth work will be done in partnership with schools via the early intervention grant. Charges are therefore inappropriate</p>	n/a	n/a	n/a
<p><i>Educational Psychology</i></p> <p>Our current service delivery is based around our statutory role:</p> <ul style="list-style-type: none"> • Contribute to Statutory Assessment under the 1996 Education Act for pupils with complex SEND through the provision of psychological advice. • Provide advice and support for pupils with statements. • Advise the Local Authority on need and provision. This includes providing expert witness assessment and testimony as part of the SEN and disability tribunal process (SENDIST). <p>However the following non statutory activities can be offered by the EP team at an additional cost:</p>	n/a	<p>Psychologist £478 daily rate or £69 per hour</p> <p>Advisory Teacher £347 daily rate</p> <p>Nursery Nurse £143 daily rate or £25 per hour</p>	n/a

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<ul style="list-style-type: none"> • Consultation with staff, parents and young people around specific concerns/ issues; • Classroom observation; • Formal assessment of individual pupil needs; • Staff training on SEN, child mental health/ wellbeing and inclusion ; • Staff support e.g. Solution Circles, Circle of Adults, group and individual supervision; • 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 etc. • Support for project work, research and evaluation. <p>It is envisaged that these activities would be purchased by academies, individual schools requiring support for pupils who do not fit our core activities and school partnerships.</p>			
<p><i>Ethnic Minority Achievement Support Service</i></p> <p>This is a statutory service working in partnership with schools and minority communities to meet the needs of learners of English as an additional language (EAL) and ethnic minority pupils who are at risk of underachieving.</p> <p>A statutory minimum of activity relating to traveller education will be offered.</p>	n/a	n/a	n/a
<p><i>Governor Services</i></p> <p>A core programme for governor training will be :</p> <p>Roles and responsibilities of :</p> <p>Governors - Strategic Role/Critical Friend Role/Accountability Role</p> <p>Clerks</p> <p>Principals</p> <p>Governor Self-Assessment (like current Health Check but this will need to be revised for Academies)</p> <p>Standards and Understanding Data</p> <p>Employment and HR issues - Academies can alter the contracts of staff</p> <p>Governors' Visits</p> <p>Safeguarding and Child Protection issues</p> <p>Performance Management</p>	<p>Subscription rates based on no. of governors:</p> <p>9-13 £475</p> <p>14-20 £575</p> <p>21+ £750</p> <p>Academies, free & independent schools £850</p>	<p>Subscription rates based on no. of governors:</p> <p>9-13 £525</p> <p>14-20 £635</p> <p>21+ £825</p> <p>Academies, free & independent schools £935</p>	10%
<p><i>Mentoring of Newly Qualified & Interim Deputy Headteachers</i></p> <p>This is not a statutory service and the local authority will not be performing this function.</p>	n/a	n/a	n/a

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<p><i>NQTs Primary Pool & Register</i></p> <p>This is not a statutory service and the local authority will not be performing this function.</p>	n/a	n/a	n/a
<p><i>SEN & Disability Service</i></p> <p>This service is not provided by CBC. Statutory activities are delivered as part of the Education Psychology team's remit.</p>	n/a	n/a	n/a
<p><i>Behaviour Support Services</i></p> <p>Behaviour Support has a dual role:</p> <ul style="list-style-type: none"> • A statutory obligation to teach pupils excluded from school • 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. <p>The local authority will maintain a minimum statutory service and charges are therefore inappropriate.</p>	n/a	n/a	n/a
<p><i>KS4 Practical Learning Options</i></p> <p>Schools organise this service themselves. CBC would only be involved from a statutory SEN perspective and the cost of this involvement would not be chargeable.</p>	n/a	n/a	n/a
<p><i>Determining Free School Meals Eligibility</i></p> <p>In April this year, the process for establishing if a child is eligible for a free school meal is moving from the Education Welfare team to Customer Accounts. The Contact Centre will answer the customer contact and process the application. Charges for eligibility checking will be applied.</p>	n/a	£10 per determination, per year	n/a
<p><i>Admissions & Appeals</i></p> <p>This is a statutory service and as such the costs associated with it are not chargeable. The Admissions & Appeals Code of Practice also currently covers academies, so no charges can be applied.</p>	n/a	n/a	n/a
<p><i>Therapies & Other Health Related Services</i></p> <p>This service is provided by the Primary Care Trust (PCT). If CBC does get involved, it's as a result of statutory SEN provision.</p>	n/a	n/a	n/a

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<p><i>Pupil Support</i></p> <p>This refers to the Pupil Referral Unit (PRU), the provision of which is currently the subject of review and a formal tender process. Once established however, there is scope to charge Academies for this service.</p>	n/a	tba	tba
<p><i>Education Welfare Service</i></p> <p>The Education Welfare Service (EWS) works in partnership with pupils, schools and parents with the aim of improving school attendance. The EWS is also responsible for issuing and monitoring child employment work permits and performance licenses The Service has a legal responsibility to monitor school attendance and consider court action against parents whose children do not attend school regularly.</p> <p>This is a statutory service and charges are inappropriate.</p>	n/a	n/a	n/a
<p><i>School Improvement</i></p> <p>The service includes School Improvement Advisers and national strategy and curriculum support provided by a range of consultants and officers. The service aims to provide appropriate challenge and support to each school to promote school improvement. Such support is set within the understanding that each school has the primary responsibility for improvement and ensuring high educational standards.</p> <p>This is a statutory service and charges are inappropriate.</p>	n/a	n/a	n/a
<p><i>Visual & Performing Arts</i></p> <p>CBC does not provide this service. If required, schools fund themselves.</p>	n/a	n/a	n/a
<p><i>Monitoring National Curriculum Assessment</i></p> <p>This service is provided free for Local Authority maintained schools. Academies are responsible for their own costs.</p>	n/a	n/a	n/a
<p><i>Music Service</i></p> <p>The following services can be offered to schools at a cost:</p> <p>Short Term Enrichment Projects; Nursery/Foundation Stage Provision; Curriculum Support; Weekly Ensemble Opportunities; Individual & Group Instrument Lessons.</p>	£40.20 per hour	£67.94 per hour	69%