

Agenda item:

**[No.]**

**CABINET**

**On 24 March 2009**

Report Title. Fees and Charges 2009-10 – Children and Young People’s Service

Report of **Peter Lewis - Director of Children and Young People’s Service**

Signed : 

Contact Officer : Neville Murton – Head of Finance – Children and Young People’s Service

Wards(s) affected: **All**

Report for: **[Key / Non-Key Decision]**

**1. Purpose of the report (That is, the decision required)**

- 1.1. To approve fees and charges applicable from April 2009 in relation to services provided by the Children and Young People’s Service (CYPS).
- 1.2. To agree to receive a report at a later date in respect of CYPS where price increases are made from September each year.

**2. Introduction by Cabinet Member (if necessary)**

- 2.1. This report covers in detail those charges for CYPS which will change in April 2009. A further report will be brought forward later in the year covering those charges to be reviewed from September 2009.
- 2.2. Fee levels have been set taking into account anticipated demand and are designed to cover fully the cost of services provided. This is because the responsibility and resources for these services have been delegated to schools through their individual budgets.
- 2.3. There is no requirement for the Council to provide these services although there are clearly benefits in doing so and the provision of cost effective quality services to schools allows head teachers to focus on the core functions of teaching and learning.

### **3. State link(s) with Council Plan Priorities and actions and /or other Strategies:**

- 3.1. All of the services provided to schools are provided on a fully traded basis and as such are bound by the Council's priority to ***Deliver excellent, customer focused, cost effective services.***
- 3.2. As well as ensuring that costs are fully recovered, the Service Level Agreements with schools sets out service standards, guarantees and key contact information.
- 3.3. In addition many of the services provided support schools directly to achieve their objectives focussed on the Council's priority of: ***Encouraging lifetime well-being, at home, work, play and learning.***

### **4. Recommendations**

- 4.1. That the Cabinet approves the proposed increases in charges for 2009-10 as set out in the tables within this report.
- 4.2. That the cabinet receives a report on those services proposing increases from September 2009 at a later date. In particular those in respect of Pendarren House (outdoor education centre), the School Meals Service, the play and early years services.

### **5. Reason for recommendation(s)**

- 5.1. The fee increases proposed will enable the full costs of services to be covered in accordance with the Council's policy. For the ICT, Personnel and Payroll services the proposed increases reflect decisions made as part of the Pre-Business Plan Review Process (PBPR)

### **6. Other options considered**

- 6.1. The Local Authority could choose not to offer these services as they are not statutory in nature. However, many of the services were provided centrally by the LA before delegation and there is therefore expertise within the LA that is of benefit to schools. Continuing to provide services to schools also enables fixed costs of the service to be spread over a broader base.
- 6.2. A range of price increases could be proposed including linking such increases to either the Government's Minimum Funding Guarantee (2.1%) or the overall per pupil increase in the Dedicated Schools Grant (3.5%). It is however considered more appropriate to operate these traded services on a more 'commercial' basis ensuring that costs are covered.

### **7. Summary**

#### **7.1. Background**

- 7.1.1. Within the Children and Young People's Service (CYPS) there are a number of areas where fees and charges are levied. A significant area of income generation relates to activities involving schools usually where responsibilities have been

delegated to them in the past and the Council provides services on a 'traded' basis. The charges for these services are increased from April each year generally to align with the issue of school budgets for the new financial year. For all those services where delegation has taken place, charges are made on the assumption of covering in full the costs of the service which is in accordance with the Council's policy. A workshop giving specific guidance has been given to the relevant services in 2008 to emphasise the need to reflect full costs of the service and to consider the effect of changing patterns of demand and how to fund service development.

- 7.1.2. In addition a number of charges are increased from September each year to align with the academic year and a further report will be brought back to Cabinet to reflect proposed increases in those charges. These areas include specifically the outdoor education centre at Pendarren House, the School Meals Service for Schools and the play and early years services.

### ***Proposed Increases from April 2009***

#### **7.2. Music Services for Pupils**

- 7.2.1. The Music Service offers individualised music tuition to pupils independently, as paired groups and as part of ensemble or bigger groups. These charges are met by parents directly.
- 7.2.2. It is proposed to increase the basic hourly rate charged to parents, for individualised tuition, by 1.8%. For this element there are concessions available to those pupils entitled to a free school meal which are unchanged by these proposals. However, in view of the general economic situation further work will be undertaken to ensure that the concessionary arrangements continue to target appropriately those in most need of support.
- 7.2.3. The Head of the Music Service has also benchmarked and reviewed the cost of instrumental hire against provision in neighbouring boroughs and is proposing that the charges for this area (between £17-£25 dependent on instrument) remains unchanged.
- 7.2.4. The service has also received notice of a significant increase in the level it is to be charged for the hire of premises it uses for ensemble groups and it is therefore proposed to increase those charges by 10%. The Table below summarises the proposed charges.

Figures in £ per term (10 weeks)	2008-09	2009-10	
30 minutes individual tuition	132.50	135.00	+1.9%
20 minutes individual tuition	88.40	90.00	+1.8%
30 minutes paired tuition	66.30	67.50	+1.8%
Ensemble Group 1	15.00	17.50	+16.7%
Ensemble Group 2	20.00	22.00	+10%
Ensemble Group 3	25.00	27.50	+10%
Symphony Orchestra	45.00	49.50	+10%

- 7.2.5. In addition to the above, schools can also participate in a range of activities designed to provide whole class tuition at a range of levels including for primary

schools and to support secondary level GCSE and A level courses. The table below summarises the proposed charges.

Figures in £ per hour	2008-09	2009-10	
Small groups (<10 pupils)	28	29	3.6%
Large groups ( 10 -20 pupils)	34	35	2.9%
Whole class (up to 40)	39	40	2.6%

### 7.3. **Services to Schools (general)**

7.3.1. Services to schools covers a range of activities where the resources and responsibilities have been delegated to schools through the Individual Schools Budget. Schools are therefore able to exercise choice of provider and the Council may choose to offer a service to them. As such a number of areas within the Council trade with schools, including areas outside of Children's Services. Schools have been given a Minimum Funding Guarantee (MFG) increase of 2.1% for 2009-10 reflecting the Governments view of schools' aggregate inflation pressures, although it should be noted that the Dedicated Schools Grant (DSG), which must be primarily delegated to schools, has increased by 3.5% per pupil in 2009-10.

### 7.4. **Services to Schools (School Standards and Inclusion)**

7.4.1. The School Improvement and inclusion Service offers advice and support to all Haringey Schools. The support could be for management, curriculum advice or assistance with teaching and learning. The service is in addition to the statutory functions of the Local Authority in respect of raising achievement in schools.

7.4.2. The service is offered as a package of days support and the proposal is to increase the charge made to schools by an inflationary increase of £50 per package which is broadly in line with the 2.1% MFG funding increase in school budgets.

7.4.3. The Table below summarises the proposed charges.

Figures in £	2008-09	2009-10	
4 Day Package	2,100	2,150	+2.4%
5 Day Package	2,250	2,300	+2.2%
6 Day Package	2,500	2,550	+2.0%

### 7.5. **Services to Schools (Continuing Professional Development)**

7.5.1. This service provides a high quality training and development programme to staff in schools, enabling them to meet their personal professional development needs and to meet the needs of schools in their objective to raise standards.

7.5.2. The service is subscription based although it is possible to attend individual training courses on an ad-hoc or a bespoke basis. Different price levels apply dependent on the phase of education as set out below.

7.5.3. The service has structured its prices to reflect the fact that larger schools have potentially more staff with CPD needs attending courses and so there is an

element relating to numbers of pupils; the per pupil element has been maintained at 2008-09 levels with a larger 5% increase being put onto the fixed price element. For an average sized school the overall increase is broadly in line with the 2.1% MFG. The service is proposing to increase its charges for ad-hoc services at a higher rate to encourage schools to participate in the subscription service and increase certainty of income.

7.5.4. The table below summarises the proposed charges.

Figures in £	2008-09	2009-10	
<b>Subscription service</b>			
Primary and Special Schools (lump sum)	2,320	2,440	+5.2%
Primary and Special Schools (per pupil)	3.10	3.10	0%
Secondary Schools (lump sum)	2,830	2,975	+5.1%
Secondary Schools (per pupil)	3.10	3.10	0%
<b>Non subscription service</b>			
Ad-hoc – per day	270	290	+7.4%
Ad-hoc – per half day (3 hrs)	200	215	+7.5%
Ad-hoc - per half day/ twilight (2 hrs)	110	120	+9.0%
<b>Bespoke service</b>			
Bespoke – per day	655	675	+3.0%
Bespoke – per half day (3 hrs)	390	410	+5.1%
Bespoke - per half day/ twilight (2 hrs)	265	275	+3.8%

#### 7.6. **Services to Schools (International Links Service)**

7.6.1. This service advises and supports schools to sustain current international partnerships, develop new links and opportunities to embed the global dimension within the National Curriculum and the duty to foster community cohesion. This was a new service in 2008-09 and the charges have been reassessed in the light of the experience of that year.

Figures in £	2008-09	2009-10	
Children's Centres, Primary and Special	500	550	+10%
Secondary Schools and Sixth Form Centre	700	750	+7.1%

#### 7.7. **Services to Schools (Haringey Healthy Schools Programme)**

7.7.1. This programme supports schools in meeting the national Healthy School Standard Themes of PSHE, Healthy Eating, Physical Activity and Emotional Health and Wellbeing through the self-assessment process and the identification of areas for development. For those schools participating in the healthy schools programme the service is 'Free of Charge' for those schools not participating or for bespoke training the proposed increase is set out in the table below.

Figures in £	2008-09	2009-10	
Bespoke service – per day	635	650	+2.4%
Bespoke service – half day	380	390	+2.6%
Bespoke Service - twilight	260	265	+1.9%

**7.8. Services to Schools (Governor Support and Training)**

7.8.1. This service provides a comprehensive training and development programme for school governing bodies and school management, on a subscription basis. The focus on the service is on school improvement and particularly governors' strategic and critical friend role.

Figures in £	2008-09	2009-10	
Infant/ Junior/ Special Schools	760	779	+2.5%
Nursery Schools/ Children's Centres	760	779	+2.5%
Education Support Centres	760	779	+2.5%
Primary Schools/ Federations	980	1,005	+2.5%
Secondary Schools/ VI Form College	1,300	1,333	+2.5%

**7.9. Services to Schools (Governing Body Clerking Service)**

7.9.1. This service offers a high quality clerking service for Governing Body meetings together with advice on procedural matters and supporting the efficiency and effectiveness of school's governing bodies.

7.9.2. The service has changed its offer from that in 2008-09 when it offered two separate levels of service 'Basic' and 'Full'. It now provides only the Full Service but has extended the number of meetings which it offers to cover. It has also significantly increased the cost of providing support and training to schools whose clerks are not part of the LA service team.

Figures in £	2008-09	2009-10	
<b>Secondary Schools</b>			
3 meetings	975	1,000	+2.6%
6 meeting	1,950	2,000	+2.6%
9 meetings	Note 1	2,800	n/a
12 meetings	Note 1	3,600	n/a
Clerks training and support	220	325	+47.7%
<b>Other Schools</b>			
3 meetings	885	905	+2.3%
6 meeting	1,770	1,810	+2.3%
9 meetings	Note 1	2,500	n/a
12 meetings	Note 1	3,200	n/a
Clerks training and support	220	325	+47.7%

Note 1

No comparable service existed in 2008-09

**7.10. Services to Schools (Personnel Advisory Services)**

7.10.1. The personnel advisory service provides a comprehensive and flexible service for schools through pre-employment guidance and support to the appointment of staff through to the termination of employment.

7.10.2. Charges for general personnel services are based upon employee numbers reflecting the potential for increased input in larger schools, whilst other specific services are also available at specified individual rates. In particular the new Home Office points based system for determining work permit applications has

resulted in increased work requirements and therefore increased costs for that element of the service.

- 7.10.3. Agreement to increase charges above the rate of inflation was made in the CYPS PBPR submission for this area. The table below summarises the proposed charges.

Figures in £	2008-09	2009-10	
Basic service charge per employee	76	80	+5.3%
CRB enhanced checks	36	36	0
CRB administration checks	11	12	+9%
List 99 checks	5	5	0
Organisation of new or renewed work permit	65	85	+30.8%
Organisation or renewal of leave to remain applications	44	46	+4.5%
Job evaluations	65	68	+4.6%
<b>Ad-hoc support (non-SLA Schools)</b>			
Personnel Advisor	55	58	+5.5%
Snr. Personnel Officer	80	84	+5.0%
Head of Schools Personnel	110	115	+4.5%
Compromise agreements	550	575	+4.5%
Training on personnel policy and practice (new service)		100	n/a

### 7.11. Services to Schools (Payroll Services)

- 7.11.1. The payroll service provides the full PAYE service including responsibility for the administration of pay and complying with Inland Revenue requirements. In addition it provides administration for the Local Government and Teacher pension schemes.

- 7.11.2. Agreement to increase charges above the rate of inflation was made in the CYPS PBPR submission for this area. The table below summarises the proposed charges.

Figures in £	2008-09	2009-10	
Full Payroll Service (cost per payslip)	3.45	3.60	+4.3%
<b>Ad-hoc charges</b>			
Special Payment/ salary advance (cash same day)	52	55	+5.8%
Special Payment/ salary advance (BACS payment)	26	27	+3.8%
Teachers pension return	590	620	+5.1%

### 7.12. Services to Schools (Maternity Insurance)

- 7.12.1. The maternity Leave Insurance scheme provides for 90% of the costs associated with maternity absence (not covered by statutory maternity pay) to be reimbursed. Although the initial premium will continue to be based on 8% of a

school's monthly salary cost there are provisions to deal with both under or over recovery of scheme benefits that mean the total costs are borne in full by participating schools.

#### **7.13. Services to Schools (Occupational Health and Welfare Service)**

7.13.1. This provides a pro-active nurse led team providing professional advice and guidance to schools on the employment implications of ill health in the workplace. This service does not form part of the CYPS. Use is made of external contracts which have secured two year fixed price costs for most services; hence no price increases are proposed for those elements of the service. The proposed prices are set out in the table below.

Figures in £	2008-09	2009-10	
O/H Specialist Physician Examination	185	185	0
O/H Specialist nurse practitioner examination	90	90	0
Pre-employment health interview	90	90	0
Welfare assessment	50	50	0
External counselling session	50	50	0
Display screen equipment risk assessment	n/a	110	n/a
Workplace assessment	105	120	+14.3%
O/H Physician report without examination	65	70	+7.8%
O/H Adviser case conference – per hour	100	100	0
Vaccinations (excl. medicine cost)	25	25	0
Pre-employment paper screening	10	12	+20%
Food handlers surveillance	45	45	0
MOT Health Check	25	30	+20%

#### **7.14. Services to Schools (School Swimming Service)**

7.14.1. This service provides every year 6 pupil of participating schools with a half hour swimming lesson each week. A 2.6% inflationary increase is proposed as set out in the table below.

Figures in £	2008-09	2009-10	
Swimming lesson ½ hour per week for 1 year (year 6 pupils)	95.00	97.50	+2.6%

#### **7.15. Services to Schools (School Transport Service)**

7.15.1. The transport service offers a range of transport solutions for schools including travel to sporting events and, in particular, swimming. The transport service has been subject to fundamental review during 2008 and this review has identified that the school swimming element of the service was not covering its costs. As a result the charges have been significantly increased to reflect the cost of this



service. Schools have already been made aware of this proposed increase.

Figures in £	2008-09	2009-10	
Swimming transport per annum	1,375	1,946	+41.5%

#### **7.16. Services to Schools (School ICT Support Service)**

7.16.1. The ICT service advises and assists with the use of Information and Communications Technology in primary schools. It covers the use of administration and curriculum systems as well as hardware, software and network problem resolution and helpdesk facilities. The proposed charges are as set out below. Agreement to increase charges above the rate of inflation was made in the CYPS PBPR submission for this area.

Figures in £	2008-09	2009-10	
Infant Schools (fixed sum)	2,550	2,700	+5.9%
Junior Schools (fixed sum)	2,675	2,840	+6.2%
Primary and Special Schools (fixed sum)	2,790	2,960	+6.1%
Infant Schools (per pupil)	6.29	6.67	+6.0%
Junior Schools (per pupil)	6.29	6.67	+6.0%
Primary and Special Schools (per pupil)	6.29	6.67	+6.0%

#### **7.17. Services to Schools (Property and Contracts Service)**

7.17.1. Property and Contracts provide a core service covering property management, Health and safety, and Asset Management Planning. The service increased its fees significantly two years ago and suffered from a loss of demand. Because of the termination of the Secondary Schools PFI arrangement it is also keen to attract those schools to buy its services. For this reason it has decided to maintain its charges for 2009-10 at 2008-09 levels.

Figures in £	2008-09	2009-10	
Core package cost	1,000	1,000	0
Package Per pupil cost	1.90	1.90	0
Ad-hoc charge for non subscribing schools	250	250	0

#### **7.18. Services to Schools (Fixed Play Service)**

7.18.1. This covers the regular repair and inspection of school's fixed play equipment, as well as advice and guidance on purchasing of new equipment. The costs for this service have been reviewed and have been maintained at 2008-09 levels.

Figures in £	2008-09	2009-10	
Fixed Play inspection	275	275	0

#### **7.19. Services to Schools (Cash Collection Service)**

7.19.1. This service allows for a weekly cash collection and banking service from participating Haringey Schools. This service is shortly to be re-tendered and, following some concerns over service performance, the benefits of reduced

charges to the authority have been reflected in the charges to schools; enabling them to be maintained at 2008-09 levels until the re-tendering process is complete.

	Figures in £	2008-09	2009-10	
Single weekly cash collection cost		850	850	0

### 7.20. **Services to Schools (School Library Service)**

7.20.1. the School Library Service provides a comprehensive resource and advisory service to primary schools. It also provides book loan and other bespoke services to Secondary Schools

	Figures in £	2008-09	2009-10	
Primary Schools (per pupil)		5.80	6.00	+3.4%
Special Schools (per pupil)		10.00	10.00	0
Secondary Schools (per loan)		75	75	0

### **Proposed Increases from September 2009**

7.21. In addition to the above services, Members are advised that other services increase their prices from September each year to align with the academic year. It is proposed to bring a further report to members later in the year where the proposed increases for these services will be considered. The services covered by this arrangement would be:

- The School Meals Service;
- Pendarren House Outdoor Education Centre;
- The Play Service; and
- Early Years (childcare costs)

## **8. Chief Financial Officer Comments**

- 8.1. For the services described here school governing bodies will make purchasing decisions based on Value for Money (VfM) considerations such as price and quality of service against other service providers in the market.
- 8.2. In connection with the later report, and particularly in respect of the school meals service, members are advised that the School Forum considered the desirability of having a proposal that enforces, as far as the Council is able, a single meal price across all Haringey Schools.

## **9. Head of Legal Services Comments**

- 9.1. The Head of Legal Services has been consulted on the content of this report. There is no statutory basis for the provision of the services to schools outlined in this report. Equally schools are not required to receive these services from the local authority. The criteria adopted in relation to the fee levels proposed are reasonable ones in the circumstances.

**10. Head of Procurement Comments – [ Required for Procurement Committee]**

10.1. Not applicable

**11. Equalities &Community Cohesion Comments**

11.1. All of the charges proposed apply equally to schools, although there are variations in levels charged to some types of schools to reflect differences in the cost of service provision e.g. Secondary Schools.

11.2. Further work will be undertaken to ensure that concessions target appropriately those most in need.

**12. Consultation**

12.1. Not applicable

**13. Service Financial Comments**

13.1. A workshop was held to which all areas providing traded services to schools were invited. This gave guidance about the costing of services and in particular emphasised the need to cover costs in full. Relevant service Finance Managers were also identified to give further guidance if needed on the costing of services and other approaches to improve service delivery.

13.2. The value of traded services provided to schools in 2008-09 amounted to around £3.4m

**14. Use of appendices /Tables and photographs**

14.1. Tables included in report

**15. Local Government (Access to Information) Act 1985**

15.1. Services to Schools SLA booklet

15.2. [Also list reasons for exemption or confidentiality (if applicable)]