

TRADED SERVICES TO SCHOOLS

April 2012- March 2013

If you have comments or questions about this booklet, please contact:

**Jane Elliott
Research and Performance Officer
Tel: 020 8359 7621
Fax: 08708 896799
Email: jane.elliott@barnet.gov.uk**

**Eva Wilsmore
Data and Research Officer
Tel: 020 8359 4171
Fax: 08708 896799
Email: eva.wilsmore@barnet.gov.uk**

or

**David Tobin
Head of Research and Management Information
Tel: 020 8359 7274
Fax: 08708 896799
Email: david.tobin@barnet.gov.uk**

Contents

	PAGES
Introduction	5
Statutory Requirements	6
Barnet Partnership for School Improvement (BPSI)	7
Building Maintenance Service	11
Catering Quality Service	13
Document Centre	14
Finance Support Service	16
Foreign Language Assistants	22
Governor Services	23
High Incidence Support Team	26
Highways Maintenance Service	28
HR and Payroll	29
ICT Support Service	42
Insurance Service	46
Legal Service	47
Music Service	
- Centralised A level Music and Music Technology Centres	48
- Instrumental Teaching and Curriculum Support	49
Safety, Health and Wellbeing	50
School Bag Courier	59
School Libraries Resources Service	60
School Licences	
- CLA (Copyright Licensing Agency)	62
- Evolve	62
- Other licences required by schools	63

	PAGES
Science Health and Safety Advice Service	65
Security Collections Service	66
Sickness Absence and Maternity Leave	67
Swimming	69
Tree Inspection Service	70
Youth Provision	
- DofE Award Service	71
- IAG (Information, Advice and Guidance)	73
- Restorative Approaches Services	75
- School Attendance, Absences and Court Work	76
- Youth Support Worker and Engagement Programmes	77
Customer Satisfaction Procedure	78
Council's Corporate Standards	79

Introduction

This booklet sets out details of council services available for schools to purchase from April 2012. Please contact any of the services for a discussion on how we can best meet the needs of your school.

Buy-back arrangements

Individual school buy back forms will be emailed to headteachers and the school office. See below for return dates:

	Return Date	Action
Electronic buy back form	30 March 2012	To be emailed to Eva Wilsmore – eva.wilsmore@barnet.gov.uk
Buy back form - paper copy MUST be signed by headteacher and chair of governors	27 April 2012	To be sent to Eva Wilsmore – REMIT, NLBP, Building 4, Oakleigh Road South, London N11 1NP

Service specification agreement

The service specification agreement is for one year. If you wish to terminate your agreement before the end of the year you will need to contact the service manager and at least three months notice will be required. You are asked to inform service providers as soon as possible if you do not intend to renew your agreements for next year.

For the **Finance Support Services and HR and Payroll only**, if you wish to terminate your agreement at the end of the year you are still required **to give three months' notice** to ensure that there is sufficient time to complete the complex process of closing accounts and transferring payroll details.

Academy schools can purchase services from this booklet and will be charged VAT on all cost.

In exceptional circumstances we may have to vary the nature of the service offered during the course of the year. If the variation is to a whole service, all schools will be notified. Should the variation apply to specific schools or parts of services we shall notify only the affected schools. Adjustments may then be made.

Statutory Requirements

Below we have identified the services that carry a statutory requirement. You do not need to buy these services from the council, however, you do need to demonstrate compliance if you choose another provider.

Building Maintenance

Compliance with all statutory requirements with regard to the maintenance and servicing of mechanical and electrical equipment and installations as detailed within the comprehensive mandatory operations matrix previously provided. Schools must also be able to demonstrate effective management of Asbestos Control, Disability Access and Fire Risk Assessments as these carry compliance obligations.

Catering

The nutritional standards for school lunches are mandatory for both primary and secondary schools.

DofE (Duke of Edinburgh) Award

Schools are required to hold a Duke of Edinburgh Operating License in order to deliver the award within your school.

Governor Services

The Governing Body must appoint a clerk to the governing body. Governors, associate members and the headteacher of the school cannot be appointed as clerk to the governing body.

Health and Safety

All schools have statutory obligation to have access to competent health and safety advice and ensure robust health, safety and welfare management systems are in place to help prevent accidents and work related ill health, including:

- policy
- organisational arrangements including designating specific H&S roles
- risk assessment and management
- system for monitoring and reviewing H&S performance
- the carrying out of statutory tests and inspections (Asbestos, Fire, Legionnaires, Lifts, etc)
- suitable and sufficient health, safety and welfare training for staff.
- arrangements for the management of educational visits, outdoor activities and work placements.

Portable Electrical Appliance Testing

Portable electrical appliance testing is a legal requirement.

School Licenses

You are required by Law to have:

- **Copyright Licensing Agency (CLA)** licence to photocopy from magazines, journals, books and the use of any of these images digitally
- **Educational Recording Agency (ERA)** to make recording and copies of broadcasts and to recordings to the public on school premises
- **Performance Rights Society (PRS)** enables schools to perform copyright music controlled by the PRS
- **Phonographic Performance Licence (PPL)** allows schools to broadcast and the use of sound recordings, including during extra-curricular activities on school premises and is required in addition to PRS.

Trees on School Grounds

Looking after trees on school grounds is part of each school's obligation to provide a safe environment. For these reasons, schools must ensure that any trees on their grounds are in a safe condition and inspected annually by a competent person.

Barnet Partnership for School Improvement (BPSI)

Barnet Partnership for School Improvement (BPSI) was formed as a result of the changing relationship between Local Authorities and schools regarding School Improvement. BPSI is a service for schools, controlled by schools, meeting the individual school requirements for school improvement. Schools that buy into BPSI become members of this partnership and are able to access the whole host of benefits that being in this partnership brings.

BPSI is founded on the premise that schools possess a great deal of expertise that if properly shared, facilitated and acted upon will benefit the wider school community and improve the outcomes of pupils. BPSI aims to support this process by delivering a high quality training programme, consultancy support and facilitating the sharing of good practice between schools.

BPSI provides:

1. a quality training programme
2. support in schools that impacts upon practice
3. support to facilitate the exchange of good practice between schools.

BPSI is guided by a Steering Group which consists of ten Headteachers (at least two from each Network to ensure as many phases and types of schools as possible are represented); the Assistant Director for Schools and Learning; a Learning Network Inspector; and the Manager of BPSI.

The training programme and consultancy support is delivered by BPSI Advisers, staff from the Schools and Learning Group, other council employees, staff from schools as well as a number of external consultants. The training programme is driven by school improvement needs as identified by individual schools.

BPSI Membership entitlement

Opting to join the partnership provides all the staff in your school with certain benefits:

1. Training and Development programme

Open access to the BPSI training and development programme. The programme includes but is not restricted to organised courses, conferences and meetings in the following areas:

- school leadership and management
- learning and teaching
- curriculum areas
- termly Subject Leader Meetings in English, Maths, Science, ICT, RE and Music giving updates, sharing good practice and facilitating links between schools
- assessment
- raising attainment of vulnerable groups
- learning support
- creative curriculum
- gifted and talented
- SEN/Inclusion.

Some high profile events may also require an extra payment (such as conferences etc.) but we will charge BPSI members a discounted rate.

2. Consultancy Support

In-school support and access to specialist and experienced BPSI advisers who will respond to your requests for advice and professional support in the areas of teaching and learning and leadership and management including:

- visits to schools to offer advice, professional and general support
- specifically designed development sessions and individual coaching sessions
- whole school/team/subject audit and evaluation
- use of literacy, numeracy, ICT resource bases
- guidance on schemes of work and activities for lessons
- school specific support, guidance and/or analysis of data for individual pupil tracking and attainment
- support and advice linked to school self review and evaluation including use of data
- BPSI schools get a greatly reduced rate for the termly SENCo meetings organised by the Barnet High Incidence Support Team.

If you opt to join BPSI you will be credited with a number of consultancy hours that you can use to access BPSI advisers to support school improvement in your school. Details of the number of hours you have used will be available on the BPSI Fronter MLE (BPSI Headteachers' Support Room). If you use more than your allocated hours, you will then be charged but at a significantly discounted rate compared to non BPSI schools.

You have a number of options with regard to your BPSI hours that increase the flexibility of how you might use them. These options are offered to make membership of BPSI more attractive whilst offering good value too. You can transfer hours between schools; you can move up to 10% (in most cases) of your total allocation of hours from your next year's allocation to use in this financial year; you can 'Cash In' up to seven hours per year from your year's allocation to contribute towards paying for an external consultant.

3. Professional Development Exchange

BPSI schools can offer to provide access to a piece of good work to staff in other partnership schools to come and observe. This could be a Learning Walk through a really good nursery provision, an outstanding teacher giving a literacy lesson, the effective use of Fronter, setting up a school library etc. The Professional Development Exchange is not available to non BPSI schools.

The evaluation schedule for school inspections from January 2012 states:

*"Inspectors should focus on how effectively leadership and management at all levels enable pupils to overcome specific barriers to learning and promote improvements for all pupils and groups of pupils in the context of the individual school. These are likely to include ... **working in partnership with other schools**, external agencies and the community, including business, to improve the school..."*

4. Access to the BPSI Fronter MLE resources

BPSI has a presence on the Fronter MLE that is only available to schools that have joined the partnership. The Fronter MLE resource includes rooms for staff and a separate room for Headteachers.

Benefits of buying this service

- professional advisers and staff who understand the needs and context of the school
- quick response to unforeseen problems
- access to examples of good practice
- an opportunity to engage with other BPSI schools in a professional dialogue to support school improvement
- surplus money at the end of the year will be fed back into BPSI with refunds or engaging high profile speakers at conferences
- economies of scale will enable schools to access high profile speakers at a cheaper rate
- BPSI will administer a commissioning budget to procure associate advisers for training and consultancy in schools as well as high profile speakers for conferences
- BPSI's ethos is to support partnership schools rather than making a profit.

Feedback/Comments from BPSI Headteachers

In our BPSI Satisfaction Survey (Jan 2012) we received very high ratings for responsiveness, efficiency and value for money.

Here are some comments from Heads:

- *All services have been good & have helped us with our school improvement planning. We have supported lots of schools ourselves through the Professional Development Exchange*
- *We have been able to tailor a wider range of consultancy to support our School Development Plan. The Professional Development Exchange has also increased the options available*
- *Through a combination of courses and consultancy hours we have been able to meet our training needs very well*
- *BPSI has had a big impact on our school's improvement as the people that have come into school have been of high quality*
- *BPSI has made significant impact to my School Improvement this year - opportunities from courses to professional exchanges*
- *A high quality staff team. Good information flow to and from the steering group*
- *Queries are dealt with efficiently and professionally by all. Minutes are sent round in good time following a meeting.*

Charges

£24.34 per pupil (*this has not increased from 2011/2012*)

Additional charges

See below for details of further charges, including those for non BPSI members:

Centrally based training programme - Non BPSI schools:

Please note that these charges **will not be payable by BPSI schools** as open access to the centrally based training and development programme is included in the subscription.

- Attending a one day event - **£249 per person**
- Attending a half day event - **£129 per person**
- Attending an after school workshops - **£69 per person**

Consultancy in schools - Non BPSI schools:

- Non BPSI schools - **£150 per hour rate**
- Non BPSI schools - **£1,050 per day rate**

Consultancy in schools - BPSI schools:

Please note members of BPSI will be allocated a number of consultancy hours to use in their school. Only if they exceed this amount will any further charges be made. This extra consultancy will be charged at the following **discounted rates**.

- BPSI schools - **£81 per hour rate**
- BPSI schools - **£567 per day rate**

Contact

Richard Griggs

Barnet Partnership for School Improvement (BPSI) Manager

Schools and Learning,

Barnet Children's Service

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 6334 / 6341

Fax: 08708 897446

Email: richard.griggs@barnet.gov.uk

Web: www.bpsi.org.uk

Building Maintenance Service

As part of the New Support and Customer Services Organisation (NSCSO) project to improve the quality and reduce the cost of support services, it is anticipated that the delivery of this traded service will be outsourced to a new service provider in January 2013. All services will continue to provide high quality and cost effective services and remain committed to the services delivered to schools during the full 12 month term of the traded service and in the future. If you would like to know more, including how headteachers are currently involved in the project, please contact Alison Woodcraft, Project Manager, on alison.woodcraft@barnet.gov.uk or 020 8359 5624.

Services available

Building maintenance support

Cyclical maintenance: Keep your buildings warm, safe and legal. Everything that needs to be done to maintain the services to your buildings and reduce the risk of incident or breakdown. Typically 30 individual visits are required every year to carry out mandatory servicing and monitoring to an average school site. This can all be managed by in-house experts who are there solely to support and advise you in dealing with these technically complex high-risk activities.

Responsive maintenance: Day-to-day repairs at fixed prices and a 24hr emergency call-out service. Direct access to the helpdesks of approved contractors. Monitored and managed for you.

General advice: Advice on all construction-related issues from the borough's technical team. Emergency support in case of flood, fire or other incidents and general guidance on asbestos, DDA and all building issues.

Benefits of buying these services

- free telephone advice line
- free briefing sessions for all premises managers buying in to the service
- experienced designers, surveyors and engineers with considerable knowledge of Barnet schools, on hand to provide technical advice on all aspects of building
- procurement and management of contracts.

Ad hoc services

Building projects: Technical advice, project management and support for all schemes - from first ideas to completion we will be your partner and guide. Fees for projects are subject to negotiation but are usually around 10% - We have access to a wide range of internal and external resources to ensure the right solution and value for money.

Energy and sustainability: Energy Purchasing and advice on your school's energy use; Guidance on energy and water saving initiatives; Capital funding opportunities for environmental and energy improvement schemes.

Charges

Nursery, primary and special schools
Secondary schools

£600 per annum
£1,250 per annum

Additional charges

Fees for project design and management vary and are subject to negotiation but are usually around 10% of the works budget (reducing for larger schemes and more for complex schemes). For very small projects and for more extensive advice a time charge will be made as this will be more cost effective. A project management service can be arranged for a fee of 3% of the total works budget.

Contact

Richard Spencer

Building Services Manager

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7801

Email: richard.spencer@barnet.gov.uk

Catering Quality Service

Services available

Package A

- unlimited telephone advice and support.

Package B

- unlimited telephone advice and support
- one quality audit a year designed to ensure that your catering service complies with your catering specification and all relevant legislation
- a purchasing facility enabling us to source a range of catering goods and equipment at competitive prices.

Charges

Package A - All schools **£180 per annum**

Package B - All schools **£350 per annum**

Contact

Teresa Goodall

Head of Catering

Building 2, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 5140

Mobile: 07958 664901

Fax: 0870 889 6809

Email: teresa.goodall@barnet.gov.uk

Pam Kaye

School Catering Development Manager

Building 2, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 5149

Mobile: 07939 159231

Fax: 0870 889 6809

Email: pam.kaye@barnet.gov.uk

Document Centre

As part of the New Support and Customer Services Organisation (NSCSO) project to improve the quality and reduce the cost of support services, it is anticipated that the delivery of this traded service will be outsourced to a new service provider in January 2013. All services will continue to provide high quality and cost effective services and remain committed to the services delivered to schools during the full 12 month term of the traded service and in the future. If you would like to know more, including how headteachers are currently involved in the project, please contact Alison Woodcraft, Project Manager, on alison.woodcraft@barnet.gov.uk or 020 8359 5624.

Services provided on an annual basis

A comprehensive service for all aspects of printing, reprographic work, high volume copying and desk-top publishing, including:

- photocopying, including bulk black and white and full colour
- complete finishing service, including laminating, comb binding and booklet making
- a telephone response service to all enquiries and site visits by appointment
- a purchasing service for printed material which cannot be produced in-house
- Applemac & PC based desktop publishing and close ties with Corporate Communications for more complicated design and artwork.

Examples of work produced: letter headings, compliment slips, class report forms (NCR), homework and reading diaries, prospectuses and folders.

Benefits of buying this service

- competitive prices
- highly responsive service able to deliver urgent work on time
- unbiased advice, consultation and confidentiality
- continuity and after care
- locally based.

What is expected from you

- provide clear artwork or typed original. We work in PC Indesign / Applemac Quark Express: if work is supplied on PC we can convert to Quark (please ask for a quote)
- supply a clear definition of the end product and a delivery date.

Charges

A4 Letterheads – Full Colour 1 side on 100gsm Bond Litho	2000 - £220	5000 - £275
A4 Letterheads – Black 1 side on 100gsm Bond Digital*	500 - £35	1000 - £55
<i>*not laser guaranteed (Additional charge for artwork if required)</i>		
Compliment Slips 210mm x 99mm Black 1 side	500 - £29	1000 - £45
Compliment Slips 210mm x 99mm Full Colour 1 side Digital	500 - £38	1000 - £68
<i>(Additional charge for artwork if required)</i>		
2 Part NCR A4 Sets Black 1 side (Digital)	500 - £68	1000 - £120
<i>(Additional charge for artwork if required)</i>		
Black & White Photocopying A4 1 side On White Bond 80gsm	0.3p per copy	
Black & White Photocopying A3 1 side On White Bond 80gsm	0.6p per copy	
<i>(Finishing – Binding & Folding etc is extra – please enquire)</i>		
Colour Photocopying A4 1 Side on White 100gsm	0.11p per copy	
Colour Photocopying A3 1 Side on White 100gsm	0.16p per copy	
<i>(Finishing – Binding & Folding etc is extra – please enquire)</i>		

Contact

Rob Goold

Document Centre Supervisor

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 2496

Email: rob.goold@barnet.gov.uk

Finance Support Service

As part of the New Support and Customer Services Organisation (NSCSO) project to improve the quality and reduce the cost of support services, it is anticipated that the delivery of this traded service will be outsourced to a new service provider in January 2013. All services will continue to provide high quality and cost effective services and remain committed to the services delivered to schools during the full 12 month term of the traded service and in the future. If you would like to know more, including how headteachers are currently involved in the project, please contact Alison Woodcraft, Project Manager, on alison.woodcraft@barnet.gov.uk or 020 8359 5624.

Services provided on an annual basis

1. Helpdesk and Training Packages (three alternatives)

- RM Finance module – authorised use of the customised Barnet module and telephone support on the use of the accounting software; trouble-shooting assistance and where necessary referral of complex problems to RM Ltd
- Finance Administration - telephone advice on budget spreadsheets, Scheme requirements, SVFS requirements, financial procedures, taxation, salary calculations, etc.
- Combined Helpdesk – support on RM Finance module and Finance Administration and free access for school staff to training courses.

Helpdesk is 9.00am – 5.00pm term time.

2. Basic Accounts (including combined Helpdesk Package)

- on-site preparation of accounts
- production of budget monitoring reports
- validation and processing of income, expenditure and petty cash disbursements
- maintenance and reconciliation of computerised accounts
- completion of returns to the LA
- cash flow monitoring
- preparation of year end procedures and returns
- compliance with VAT regulations.

3. Accountancy Service (including combined Helpdesk Package and Basic Accounts)

- advice on financial administration and management
- monthly budget monitoring, including detailed salary checking
- regular reporting to headteacher and budget holders
- updating budgets and liaising with headteacher regarding budget virements
- two budget forecasts to meet LA requirements.

Service	Resources	
	Primary, nursery, special schools	Secondary schools
Basic Accounts	Half a day per week or one day every two weeks by a Finance Assistant plus a termly visit from a School's Accountant	Two days per week by a Finance Assistant plus a termly visit from a School's Accountant
Accountancy	Half a day per week by a Finance Assistant plus a monthly visit from a School's Accountant	Two days per week by a Finance Assistant plus a day per week from a School's Accountant

3.1 Small schools whose total funding is below £555,000 may elect to receive a discount of £500 but will be visited by a Finance Assistant half a day every two weeks. The number of visits by a School's Accountant will remain the same.

3.2 Schools with a Children's Centre purchasing either the Basic or Accountancy service will also need to purchase the service for Children's Centre (please see appropriate table). Additional time will be allocated to the school to ensure the service is provided.

4. Budget Review and Monitoring

- monthly visit to monitor actual salaries against budget estimates
- monitor income and expenditure against the budget
- service can be booked at the start of the year and is charged per hour at Rate B.

5. School Business Manager Service

The School Business Management (SBM) service is offered to ALL schools, with the aim of providing additional support to the Headteacher in areas of the Headteacher's choosing in order to relieve pressure and/or to provide expertise in key areas.

The service will be provided on a time allocated basis of one additional half day per week by the School's Accountant allocated to the school, although they may be assisted by other colleagues with experience/expertise in some areas.

Schools are offered support in six possible areas –

1. Management support
2. Finance/accountancy Plus
3. HR Administration
4. Facilities Management
5. Risk management/Health & safety
6. Procurement and contract management.

Because of the time limited nature of the service it is necessary for the school to give an indication of priorities - preferably three areas and recognise that the service cannot cover all six modules.

Schools wishing to use this service must apply to the service manager who will discuss further details.

6. Services to Academies

Services similar to the “accountancy” and support services described above are available to Academy schools but the detail of the service and the price will be subject to discussion as the accounting regime and the academy’s needs different to LA schools. The following services are offered –

Support in the financial aspects of setting up the academy

Accountancy and finance service for academies

Responsible officer service

Ad hoc services e.g. completion of Financial Management & Governance

Evaluation, preparation of financial regulations, etc, etc.

Schools wishing to use these service(s) must apply to the service manager for further details and analysis of need.

Service 1 - is only available to staff employed in and by a Barnet maintained school.

Services 2 & 3 - due to staffing implications, schools are required to give three months’ notice in the event of termination or non-renewal of the agreement of services 2 & 3. Schools must provide adequate office desk space, access to a telephone and computer facilities with internet access and available for the time our staff are in the school.

Services provided at an hourly rate

1. SERVICE CHARGED AT RATE A

Financial Administration

Various routine tasks including:

- unofficial funds administration
- data input
- temporary book-keeping.

2. SERVICES CHARGED AT RATE B

Finance Support Visits

- review of financial policies and procedures against a checklist of standards. Report at the end of the visit on areas of weakness or suggest enhancements.

Budget Preparation/Monitoring

- assistance with preparation of the annual school budget and other costs, modelling different staffing options or activity levels
- monitoring actual salaries against estimates and other expenditure against budget
- preparation of budget forecasts
- preparation of three year budget plans
- assisting with recovery plans.

Setting up Financial Systems and other services

- preparation of financial policies and procedures
- pre-audit review
- setting up lettings systems and private funds
- auditing private funds
- end-of-month problem solving and balancing RM Finance

- assisting with preparation of year-end
- balancing school accounts to the LA accounts
- one-to-one training on RM Finance.

Recruitment and Selection for Finance-related posts

- preparation of advertisement, job description and or/person specification
- short listing of candidates
- preparing of interview questions and/or tests
- attendance at interviews.

School based Induction Training and Workshops

- an on site one-to-one training session for new Headteachers and Governors
- on site workshops for teachers, governors and finance staff on financial procedures.

Attendance at Meetings of Governors (Day time Rate B / Evenings Rate C)

- attend daytime or evening meetings with governors to present budgets, budget monitoring reports, budget forecasts and general advice.

Budget Preparation Workshops (Charges and venues to be notified)

These will be held in late February or early March to enable school teams to prepare their budgets with advice from a Schools Finance Officer (ratio 1-4). A comprehensive Budget Spreadsheet (including salaries) is issued to schools attending these workshops.

Benefits of buying these services

- access to professional financial help
- regular budgetary monitoring and control
- clear guidance on procedures
- flexible, quality service with trained staff
- more confidence/less stress
- more time to run the school.

What is expected from you

- keep arranged appointments informing us in good time if there is a problem
- comply with LA deadlines
- advise your staff about the need to comply with financial procedures and standards
- pass on all relevant financial documentation for our staff when they are on site
- headteachers should be reasonably available to discuss any significant financial problem with our staff at the time of their visit.

Charges

		£
Helpdesk	RM Finance	350
	Admin	350
	Combined	620
Basic Accounts <i>(price based on Total Funding)</i>		
Children's Centre	Below 300,000	2,589
	Between 300,001 - 508,000	3,501
	Over 508,001	4,561

Nursery/Primary/Special	Below 508,000	4,588
	Between 508,001 - 740,000	5,928
	Between 740,001 - 965,000	6,818
	Between 965,001 - 1,218,000	7,387
	Between 1,218,001 - 1,625,000	7,973
	Between 1,625,001 - 1,930,000	8,362
	Between 1,930,001 - 2,400,000	8,778
	Over 2,400,000	9,218
Secondary	Below 3,552,000	14,753
	Between 3,552,001 - 4,670,000	16,965
	Between 4,670,001 - 6,090,000	17,474
	Over 6,090,000	18,348

Accountancy Service *(price based on Total Funding)*

Children's Centre	Below 300,000	3,872
	Between 300,001 - 508,000	4,837
	Over 508,001	5,898
Nursery/Primary/Special	Below 508,000	5,953
	Between 508,001 - 740,000	7,002
	Between 740,001 - 965,000	8,127
	Between 965,001 - 1,218,000	8,967
	Between 1,218,001 - 1,625,000	9,658
	Between 1,625,001 - 1,930,000	10,143
	Between 1,930,001 - 2,400,000	10,650
	Over 2,400,000	11,182
Secondary	Below 3,552,000	18,590
	Between 3,552,001 - 4,670,000	21,376
	Between 4,670,001 - 6,090,000	22,417
	Over 6,090,000	23,538

School Business Manager Service

Schools purchasing Accountancy service (indicative price subject to school's need)	£6,708
Schools NOT purchasing Accountancy service (bi-weekly full day service term time only)	£6,708
Weekly full day service term time only	£12,158

Services to Academies

Schools wishing to use these service(s) must apply to the service manager for further details and an estimate of charges.

Services charged at an Hourly Rate

Hourly rate	Rate A	£40
	Rate B	£50
	Rate C	£60

Contacts

Operational management-

Maria Rosario

Schools Support Service Manager

Email: maria.rosario@barnet.gov.uk

Tel: 020 8359 7221

Strategic management -

Nick Adams

Schools Finance Services Manager

Email: nick.adams@barnet.gov.uk

Tel: 020 8359 7203

Finance Directorate

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Fax: 020 8359 7324

Foreign Language Assistants

Services available

The provision of Foreign Language Assistants (FLAs) for Barnet schools is arranged through liaison with the British Council. The FLA contract is for a minimum of 12 hours a week from October to May. The British Council is unable to provide dossiers for an individual school wanting less than 12 hours a week. This service includes:

- co-ordination of requests from schools
- liaison with the British Council to obtain FLA dossiers from the requested countries
- management of the sharing arrangements between schools
- training and support for FLAs
- advice on the production of suitable resources for the use of the FLA
- advice on good practice in the deployment of the FLA
- management of salaries (invoiced to schools).

Benefits of buying this service

- extensive experience of FLA deployment and management in schools
- extensive experience of training and supporting Modern Foreign Language (MFL) teachers and FLAs
- in-depth specialist subject knowledge
- opportunity for FLAs to attend a four-session training course.

What is expected from you

- ensure that, if you are the host school, you contact the FLA as soon as possible before October
- assist the FLA in getting accommodation and tasks such as opening a bank account
- ensure that the FLA is clear about his/her duties
- ensure that the FLA has a regular room in which to work with small groups or, if this is not possible, that details of room availability are provided
- ensure the FLA has a mentor from the MFL department.

Charges

£28 per hour

Contact

Paula Hales

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 6335

Fax: 08708 897446

Email: paula.hales@barnet.gov.uk

Governor Services

Services available

1. Clerking Service

Our trained and experienced clerks can provide advice and support to your governing body throughout the year, together with high quality minutes, which have consistently proved a strong source of evidence in past OfSTED inspections.

We offer:

Allocation of a trained clerk, who will:

- organise agendas and reports and provisionally schedule governing body meetings at least one term in advance
- manage the distribution of papers for governing body meetings electronically
- attend governing body meetings (either three or six meetings)
- provide accurate minutes, a draft of which will be sent to the chair of the governing body within 20 working days, and maintain the minute book
- circulate unapproved minutes to all governors, once agreed by the chair
- initiate documentation for governor appointment, co-option, resignation and disqualification
- initiate procedures for appointment of chair and vice-chair
- liaise with legal services on the provision of Instruments of Government
- monitor your governing body constitution in accordance with your Instruments of Government or articles
- maintain your governor database, record and monitor attendance
- take appropriate follow-up action arising from meetings
- liaise with officers of the council and other agencies
- advise and support you during governor elections
- advise on school and academy government regulations
- advise on and monitor the composition of your committees
- provide advice and support on school and academy governance issues.

2. Governors' Advice Service

for schools not buying into the clerking service

- advice and support to your appointed independent clerk including central training session on procedure and clerking skills
- advice and assistance on governor election procedures, documentation, membership eligibility and on disqualification procedures and documentation
- liaison with Diocesan Boards and other appointing bodies
- liaison with legal services on the provision of Instruments of Government
- advice on Instruments of Government and on constitutional and procedural matters
- advice and liaison with the council on Local Authority appointments
- advice on the role of clerks and governors.

3. Governor Support and Development

We will offer you:

- unlimited access to a range of courses each term to help governors improve their effectiveness

- termly link governor meetings to provide and share information on training and recent educational developments
- a confidential telephone advice line
- governing body-based development/briefing session (duration two hours) for
 - the whole governing body (max. one per year) (excluding SEN and OFSTED topics)
 - individual governors
 - working groups or committees
- strategies to prepare your governing body for OFSTED Inspection
- an opportunity to participate in sessions such as a training needs analysis of your governing body and a review of the effectiveness of your governing body
- a school/academy induction pack and Barnet Handbook for new governors
- information for new parents on the role of the governing body
- a limited number of complimentary places are available for governors at regional and national events
- access to and liaison with a range of experts on educational, financial and legal matters within Council departments, external organisations and national governors' organisations.

4. Access to e-learning for busy governors

We recognise that not all governors are able to attend on-site training events, and that some would prefer access to training on-line that can be accessed at a time that suits them. Therefore, to schools and academies that buy into Governor Support and Development, we are offering an add-on option, which will grant your governors full access to a series of e-learning modules developed especially by Modern Governor.

This add-on package offers you:

- a series of e-learning modules, averaging 30 minutes duration, that can be accessed at any time. Modules have been developed in conjunction with experts in governance, including the National Governor Association (NGA), National Co-ordinators of Governor Services (NCOGS), Governor Service teams and experienced governors. All content is reviewed regularly to keep up-to-date with changes in education policy and legislation. There are currently 21 modules available, which include 'my role as a governor', 'community cohesion', 'health and safety', 'understanding school finance', 'admissions and pupil discipline', 'writing for the Web', 'self-evaluation and the new Ofsted framework', and 'governance in church schools'.

Please note that Modern Governor is not designed to replace face-to-face training, which remains an excellent way to network and discuss ideas and issues with other Governors. Modern Governor is designed to complement this and offer a flexible, accessible way for busy Governors to access training resources they might otherwise not have time to attend.

5. Membership to the National Governors' Association (NGA), including:

- bi-monthly magazine 'Matters Arising'
- weekly e-newsletter
- access to the members' area of the NGA website
- access to discounted rates for NGA publications.

Subscribing to the NGA through Governor Services will grant you a discount of 8% from the NGA annual fee.

Charges

	Nursery, primary, special schools and primary academies	Secondary schools and secondary academies
Clerking Service (three meetings)	£2,521 per annum	£2,621 per annum
Clerking Service (six meetings)	£3,261 per annum	£3,364 per annum
Advice Service	£750 per annum	£850 per annum
Support and Development – NOT including Modern Governor	£790 per annum	£990 per annum
Support and Development – including Modern Governor	£889 per annum	£1,089 per annum
Year's membership of National Governors' Association	£65 per annum	£65 per annum

Additional charges

Package 1 - Full Governing Body Clerking and Advice

Additional meetings	£360
Extra long meeting (exceeding 3 hours) will incur additional charge per hour (or part hour)	£100

Package 3 - Governor Support and Development

To attend evening/half day central training session on a one-off basis (per governor)	£80
To arrange a school based session on a one-off basis	£500
To attend day courses and conferences (per governor)	£180

Contact

Sarah Beaumont

Governor Services Manager

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7622

Fax: 08708 896799

Email: sarah.beaumont@barnet.gov.uk

High Incidence Support Team

(Emotional, Social and Behaviour needs, Speech Language and Communication)

The Local Authority will continue to provide these core services at no cost to maintained schools but at cost¹ to academies (1 April 2012 to 31 March 2013).

- priority SEN annual reviews and monitoring (if HIST worker is named on the Statement or if jointly prioritised with LA)
- out of borough placements – monitoring and evaluation of provision
- elective home education
- advice for 323 assessments if requested by CNP
- representation at Tribunals
- professional consultation where possible – e.g. leading edge groups, Barnet Action for Youth, TAS, etc
- support for Local authority initiatives.

These services will be supported by an anticipated 2fte retained advisory teacher posts.

Schools and academies will now be offered the following as a traded service:

These services (including the above core services for academies) are intended to be offered through minimum units of 0.1 HIST worker per year (equivalent of half day per week) at a provisional unit cost of £6,850 per annum. Schools who purchased this service last year, signed up for a two year contract and this will roll into 2012-13. Schools may want to increase on this commitment or schools who haven't bought in previously may wish to buy into this service. Smaller schools may wish to join together in an agreement to secure the minimum or multiple units.

Positive handling / care and control

- team teach training and refresher courses at no additional cost to schools who buy into HIST (organised centrally and delivered by independent trainer).

Developing capacity for Speech Language and Communication, Positive Behaviour Management and Personal development training for teachers and learning support assistants

- training programmes, Solution Focussed coaching for staff, consultation, advice and support to staff, individual case work (including Behaviour support plans and Pastoral support Programmes) and support in setting up group or whole class interventions.

Nurture groups

- additional advice in establishing, developing and evaluating nurture groups and nurturing approaches in all phases of education.

SENCO support

- termly network meetings at no additional cost to schools who buy into HIST, additional support and advice to SENCOs, access to shared forum on MLE, and monthly SENCO update newsletter.

¹ Academies who have not paid back recoupment for behaviour support funding

Charges

£6,850 per annum - 0.1 HIST worker per year (half day per week) or part with other schools.

Contact

Brian Davis

Principal Educational Psychologist

Children's Service

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7664

Email: brian.davis@barnet.gov.uk

Highways Maintenance Service

Services available

- manufacture and erection of all types of signage
- paving and block work repairs, maintenance and construction
- tarmac surfaces to drives and playgrounds
- car park and playground maintenance and marking
- playground equipment maintenance, repair and installation
- pedestrian guard rails and fence repair, maintenance, supply and erection
- provision of salt and salt bins for de-icing
- security, flood and street lighting
- CCTV installations and monitoring services
- concrete and tarmac Condition Surveys.

Benefits of buying these services

- a comprehensive, personal, responsive and professional service
- multi-skilled and experienced staff
- able to respond quickly and efficiently to all out-of-hours emergency situations throughout the year
- cost effective as contractors rates have been competitively tendered and are based on borough wide quantities.

Charges

Our charges are competitively based and we provide detailed estimates for all works not covered by the scope of the London Borough of Barnet's Term Maintenance Contracts.

Contact

Chris Chrysostomou

Manager, Highways Contracts

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7200

Fax: 020 8359 5020

Email: chris.chrysostomou@barnet.gov.uk

HR and Payroll

As part of the New Support and Customer Services Organisation (NSCSO) project to improve the quality and reduce the cost of support services, it is anticipated that the delivery of this traded service will be outsourced to a new service provider in January 2013. All services will continue to provide high quality and cost effective services and remain committed to the services delivered to schools during the full 12 month term of the traded service and in the future. If you would like to know more, including how headteachers are currently involved in the project, please contact Alison Woodcraft, Project Manager, on alison.woodcraft@barnet.gov.uk or 020 8359 5624.

The document sets out the package of services offered to schools for the provision of Human Resource and Payroll services. The services specified in this document are for a period 1 April 2012 to 31 March 2013.

1. Service Summary

The purpose of the service is to provide an efficient, effective and customer focussed Human Resource and Payroll service to schools. A summary of service packages are as follows:

Package	Description
HR & Payroll Package	Human Resource and Payroll service including: • recruitment, Pre-Employment Checks, Issuing of Contracts of Employment and Contractual Changes • Payroll Processing Service including completion of all statutory returns • comprehensive change management advice including restructures; redeployment and redundancy • comprehensive Employment Relations advice and support • Teachers Pensions Administration Service
Payroll Only Service	Payroll Processing Service including: • processing starters, leavers, variable pay, statutory, voluntary and contractual deductions • completion of all statutory returns to all agencies including HM Revenue & Customs • process all payments by credit transfer • Teachers Pensions Administration Service
HR Support Only Service	Basic HR Support Service including: • recruitment, pre-employment checks, issuing of contracts of employment • Employment Relations advice and support • Teachers Pensions Administration Service
Flexible Service	Services are provided on request and are subject to available resources. Services will be charged on an hourly basis

2. Service Standards

HR is committed to delivering a comprehensive, professional human resource and payroll services, which meets the needs of schools; ensuring compliance with all statutory and corporate standards. Specifically the service will:

- be professional, polite and responsive to the needs of the school
- use appropriately trained and experienced staff to provide services, who understand the needs of the school and local conditions of service
- ensure all services conform to relevant statutory legislation, national and local standards, and best practice
- acknowledge telephone or email enquiries made within 24 hours; logging each service request and providing a unique reference number to ensure work is fully monitored.

Service Users can help us deliver an efficient service by:

- ensuring all appropriate forms and supporting documentation e.g. pre-employment checks for new starters, are sent to HR in a timely manner, within pre-set deadlines and to the correct correspondence address
- notifying HR of any changes affecting staff e.g. leavers, sickness absence etc, ensuring all documentation is accurate, complete and appropriately authorised.

3. Standard Hours of Service

All HR and Payroll services to schools can be accessed through a single contact point known as 'HR Connect' either by telephone or email (as shown above). The service is available between 8.00am – 5.30pm Monday to Thursday and 8.00am – 5.00pm Friday (excluding Bank Holidays)

Services can be provided outside these hours by mutual agreement and may attract additional charges.

4. Compliments and Complaints

All compliments and complaints should be referred in the first instance to 'HR Connect' under the 'Exceptions & Escalations procedure'.

A copy of the 'Exceptions & Escalations procedure' can be obtained by emailing Carla-Jane Dunton; HR Customer Services Manager via carlajane.dunton@barnet.gov.uk

Should the 'Exceptions & Escalations procedure' fail to resolve the complaint, a formal complaint can be raised through the Councils' Complaint Procedure.

5. Ongoing requirements if not buying into the service

If schools do not buy into the HR and Payroll services, they will need to provide the following information to LBB Pay & Data Team:

- Teachers Pensions monthly contributions and returns
- Local Government Pensions monthly contributions and returns
- Teachers Pensions statutory notifications including starters, leavers, changes, opting-in and opting-out forms
- Local Government Pensions statutory notifications including starters, leavers, changes, opting-in and opting-out forms
- Teachers Pensions Annual Audit Certification (TR17)
- Teachers Pensions Annual Service Return.

Schools opting out of our service will be charged a fixed charge as shown in schedule E to cover the costs of the statutory duties of the Council relating to the completion of Teachers Pensions Returns, and the collection and payment of pension contributions. The charge is based on the assumption that all information provided by third parties is correct and up to date.

All other queries relating to schools who do not buy HR and Payroll services will be charged on an hourly basis as shown in schedule E.

6. Criminal Records Bureau (CRB) Checks

During 2012, HR will implement a new online CRB application service to replace the paper-based application process. This service will be fully available to schools to process CRB application data, valid documentation and monitor progress of CRB information online and in real-time. Further information and training will be provided to schools during the implementation phase of the project.

7. Identification of Fraud

During the period of this agreement whilst providing HR and Payroll services to schools, if any member of the Human Resources Team becomes aware of or have any concerns about potential fraudulent activity, such concerns will be immediately reported to the appropriate School Head and the Council Anti-Fraud Team (CAFT) without further reference to any other party or individual.

8. Human Resource and Payroll Package

The services provided as part of the 'Human Resource and Payroll' service package will be the HR services listed below **AND** the 'payroll' services shown in the next section. A basic charge per employee will be made as shown in schedule A. Employee numbers will be based on the number of employees employed as at 19 January 2012 (School Census Day).

Recruitment & Selection	• advice and support on application and appointment procedures for all categories of staff • advice on key documents such as job descriptions, person specifications and on advertising copy • process advertisements and place in publications • response handling and application pack dispatch.
Pre-employment checks and records	• Criminal Record Bureau / ISA Registration* (*see additional services below for CRB charges) • List 99 check • General Teaching Council (GTC) • identity checks including NI number • medical referrals.
Other pre-employment checks and records	• right to work/leave to remain in the UK for non-EEA nationals • Certificate of Sponsorship Scheme.
Employment Contracts	• advice on and issue of new contracts of employment • issue contractual letters of variation.
Conditions of Service	• advice on national and local conditions of service • advice on local agreements • advice on TUPE transfers.

Change Management Support and Advice *	• advice on restructures; redeployment and redundancy • advice on changing standard Council Terms and Conditions • support with Trade Union consultation • support and advice on job grading and job evaluation • advice on job profiles • support on Council led employment policy changes • advice on the impact of changes in employment law • advice on pay and conditions • advice on equalities and diversity issues • review and / or advise on formal change documents such as consultation documents, proposals or timeline before schools submit to Director of Children's Services for Authorisation.
Employment Relations casework *	• advice and support on the application and interpretation of national and local employment related policies and procedures • advice and support in applying schools policies (such as disciplinary, grievance, capability, attendance management) • support (excluding minute and note taking) at formal hearings • support for employment tribunal preparation (excluding legal services) • support for reaching individual and collective agreements • advice on pay and conditions and employment law • advice on equalities and diversity issues • referrals to Occupational Health (school prepares the referral form and gains consent) • support with ER Trade Union consultation.
Teachers Pensions	• prepare and submit the Annual Teachers salaries and service return from data held on the payroll system • submit teachers monthly pensions contributions and returns • advise teachers pensions of all required changes • provide advice on teachers pension regulations.
OFSTED Inspection	• assist schools with Single Central Record in preparation for an OFSTED Inspection.
1 to 1 Tuition	• provide HR services to support the 1:1 Tuition Programme.

9. Services available at additional costs

These services are available at additional cost and will be charged as shown below or at an hourly rate as shown in schedule A.

Criminal Records Checks (CRB) (Standard CRB charge is the cost of the 'standard' or 'enhanced' check made by the CRB)	• standard CRB charge plus £15.00 administration charge for new employees • standard CRB charge plus £15.00 administration charge for renewals • standard CRB charge plus £7.50 administration charge for Governors • standard CRB charge plus £7.50 administration charge for volunteers.
Consultancy Services	• HR and Payroll consultancy services outside the scope of the Traded Services Packages.
Terms and Conditions / Policy Review	• advise on / carry out a review of any non Council Terms and Conditions or Employment policies.
Administration	• preparation and photocopying of packs for formal hearings • copying files / documents and advice on data protection issues • production of formal letters (ie not drafts) for example, 'at risk' letters • postage and / or delivery costs (other than second class).
Out of Hours Work	• attendance at meetings / hearings outside normal office hours.
Support at Meetings	• informal meetings with employees (e.g. informal meetings under the Ill Health Capability procedure), individual consultation meetings.
Change Management	• consultation document drafts • school closures • support at collective, individual employee or 3rd party meetings relating to TUPE.
Failures to Meet process deadlines	• draft letters and advice on overcoming failures e.g. failure to process leaver documents etc.
Project Work	• work not covered above; for example, special audits, reviews.
Pre-Employment Medical Checks and Medical Referrals	• costs will be charged directly to the schools by the Occupational Health Provider.

* This service is based on a fair and reasonable usage. Should individual use be deemed excessive, the Council reserves the right to charge additional fees

10. Payroll Only Service Package:

The following services will be provided as part of the standard 'payroll only' service package and follow the payroll processing timetable shown in appendix A. A basic charge per employee will be made as shown in schedule B. Employee numbers will be based on the number of employees employed as at 19 January 2012 (School Census Day).

Starters & leavers	• validate & process starters and leaver forms • liaise with HR provider to resolve issues.
Contract changes	• validate & process change forms • liaise with HR provider to resolve issues.
Pay awards / incremental pay increases	• validate & process pay award/incremental increases • liaise with HR provider to resolve issues.
Employee pay data input	• input employee pay data accurately and on time: - o expenses / mileage / overtime - o statutory & occupational sickness / paternity / maternity - o HMRC Tax Code Changes - o CSA deductions - o Third Party Deductions - o any other relevant pay data.
Payroll processing	• manage payroll processing cycle: - o process current / arrears pay changes - o complete payroll / BACS file.
Payroll administration of pensions related forms	• validate & process payroll related forms on behalf of: - o Local Government Pension Scheme - o Teachers Pension Scheme.
Childcare voucher / salary conversion scheme	• administer scheme - o validate applicants under scheme - o process scheme through payroll.
HR Connect queries	• provide a telephone support service to the client during standard hours of service.
Correspondence by letter, memo or email	• manage correspondence.
Employees	• prepare & issue monthly pay statements • prepare & issue annual pay statement (P60).
HM Revenue & Customs	• prepare & submit PAYE Annual Return (P35 & P14s) via EDI • process Employee Tax Code changes via EDI.
Pensions annual returns	• prepare & submit annual LGPS Pension Return • prepare & submit the Teachers Annual Return.
General Teaching Council	• prepare & submit the GTC Annual Return.
Standard reports	• monthly payroll report • monthly costing report.

10.1 Services Provided at Additional Costs:

The following additional services can be provided but will incur additional costs; either as shown below or on an hourly rate basis as specified in Appendix B. These services will not be actioned until formal agreement to the total costs of the service has been received from the client.

Emergency payments*	• emergency payment by CHAPS	£50 per payment
	• emergency payment outside normal payroll cycle: - o CHAPS	£50 per payment
	- o BACS.	£50 per payment

Cheque payments	payment by cheque when employee has not supplied bank details (excluding initial payment).	£25 per payment
BACS recall*	late recall of BACS payment.	£10 per transaction
Late notification / receipt of documentation after deadline dates shown in Appendix A	- late leaver notification resulting in management of an overpayment - other late notification requiring an intervention into Payroll.	£50 per notification £50 per notification
Incomplete documentation	consistent chasing of incomplete / non received documentation.	£50 per incident
Redundancy quotations	employee redundancy estimate.	£50 per quotation
Statement of earnings / P60 **	provide statement of earnings / P60.	£10 per statement
Duplicate or historical documentation **	provide copies of documents e.g. payslips, pension forms.	£10 per copy or a per hour cost
Additional reports	- ad hoc report - copy report.	£10 per report £10 per report
Provision of technical payroll advice / taxation, consultancy, ad hoc project work	as required.	Costs will be based on an hourly rate
Client awareness workshops	provide workshops on payroll related matters, processes and procedures.	Costs will be based on an hourly rate
HM Revenue & Customs	- prepare & issue annual benefits statement (p11d) - prepare & submit PAYE settlement agreement.	Costs will be based on an hourly rate

*** please note:** if emergency payment or BACS recall is required as a result of a payroll or HR Transactions Team error, no charge will be incurred

****** charges for these services can be deducted from employees next payroll payment

11. HR Support Only Service

The following services will be provided as part of the 'HR Support Only' service package. A basic charge per employee will be made as shown in schedule C.

Employee numbers will be based on the number of employees employed as at 19 January 2012 (School Census Day).

Recruitment & selection	- advice and support on application and appointment procedures for all categories of staff - advice on key documents such as job descriptions, person specifications and on advertising copy - process advertisements and place in publications - response handling and application pack dispatch.
Pre-employment checks and records	Criminal Record Bureau / ISA Registration* (*see section 7.1 above for CRB charges)

	• List 99 check • General Teaching Council (GTC) • identity checks including ni number • medical referrals.
Other pre-employment checks and records	• right to work / leave to remain in the UK for non-EEA nationals / Renewal Monitoring • certificate of sponsorship scheme.
Employment contracts	• advice on and issue of new contracts of employment • issue contractual letters of variation • issue leaver documentation.
Conditions of service	• advice on national and local conditions of service • advice on local agreements • advice on TUPE transfers.
Employment relations casework	• advice and support on the application and interpretation of national and local employment related policies and procedures • advice and support in applying schools policies (such as disciplinary, grievance, capability, attendance management) • support (excluding minute and note taking) at formal hearings • support for employment tribunal preparation (excluding legal services) • support for reaching individual and collective agreements • advice on pay and conditions and employment law • advice on equalities and diversity issues • referrals to occupational health (school prepares the referral form and gains consent) • support with ER Trade Union consultation.
Teachers Pensions	• prepare and submit the annual teachers salaries and service return from data held on the payroll system • submit teachers monthly pensions contributions and returns • advise teachers pensions of all required changes • provide advice on teachers pension regulations.

12. Flexible Service Package

The following additional services can be provided under the 'flexible service' but will be chargeable either as shown in the table below or on an hourly charge-out basis as shown on Schedule D. These services will not be actioned until formal agreement to the total costs of the service has been received from the school.

Ad-hoc recruitment services	• process job advertisements and place in specified publications • provide recruitment support.	Cost of advert plus hourly rate based on table of charges in Schedule D
Pre-employment Checks (Standard CRB	• 'List 99' Check • certificate of sponsorship – new or renewal • standard CRB charge plus	£10 per check £150 per application plus cost of Certificate Licence CRB Charge plus £20.00

charge is the cost of the 'standard' or 'enhanced' check made by the CRB)	- administration charge for new employee • standard CRB charge plus administration charge for renewals • standard CRB charge plus administration charge for governors • standard CRB charge plus administration charge for volunteers.	CRB Charge plus £20.00 CRB Charge plus £10.00 CRB Charge plus £10.00
Job evaluation	• support and evaluation of job description.	Costs will be based on an hourly rate
Production of compromise agreement	• support production of compromise agreement.	£400 per agreement
Change management advice	• hourly rate based on table of charges below.	Costs will be based on an hourly rate
Employment relations casework advice	• hourly rate based on table of charges below.	Costs will be based on an hourly rate
Consultancy services	• HR and Payroll consultancy services.	Costs will be based on an hourly rate

13. Variation to this Agreement

This Agreement may be varied in writing at any time by agreement between the Parties.

In the event that a matter arises during the course of the Agreement which was not anticipated, which results in delivery of statutory "additional services" not previously specified, the relevant representatives of both parties will, as soon as is practicable, work together to consider the likely impact against current service delivery.

Wherever reasonable LBB will endeavour to accept any additional services that may arise without further charge. Where this is not possible, LBB will confirm in writing:

- (a) Whether the additional services can be carried out internally and if so, an estimate of any additional charges which will be incurred in doing so: or
- (b) An estimate of the cost of outsourcing the additional services.

13.1 Contract Termination

If either party wishes to terminate the agreement at the end of the agreed term; either party must give a minimum **three months** notice in writing to the other party.

A one-off exit charge of 15% of the full current annual contract value will be made to cover the cost of data transfer to another HR and / or payroll provider. This will be chargeable if the payroll element only of the service is transferred, as this charge covers the cost of closing down the payroll and providing employee data to the new provider and HMRC.

Notice of Contract Termination should be notified to Carla-Jane Dunton: HR Customer Services Manager.

If inadequate notice is provided, a penalty charge will be applied of not less than the minimum duration of the notice period required under this agreement.

14. Charges

Schedule A - Provision of 'Human Resource and Payroll' service to schools

Nursery, primary and special schools (see note 1) **£175 per employee per annum**
(based on the number of employees on the payroll as at 19 January 2012)

Secondary schools (see note 1) **£150 per employee per annum**
(based on the number of employees on the payroll as at 19 January 2012)

Hourly Charge Out Rate:

Rate	Service Provider	Hourly Charge
A	HR Connect Customer Service Advisor HR Service Delivery Team Leader / Member	£ 34
B	Employee Relations Team Member HR Business Partner HR Customer Services Manager Pensions Services Manager Pay & Data Manager	£ 54
C	Assistant Director of HR Heads of HR: Business Partnering & Change and Service Delivery Employee Relations Manager	£ 92

Note 1: employees with more than two roles will incur an additional charge

Schedule B - Provision of 'Payroll Only' service to schools

All schools (see note 1) **£68 per employee per annum**
(based on the number of employees on the payroll as at 19 January 2012)

Hourly Charge Out Rate:

Rate	Service Provider	Hourly Charge
A	HR Connect Customer Service Advisor HR Service Delivery Team Leader / Member	£ 34
B	Employee Relations Team Member HR Business Partner HR Customer Services Manager Pensions Services Manager Pay & Data Manager	£ 54
C	Assistant Director of HR Heads of HR: Business Partnering & Change and Service Delivery Employee Relations Manager	£ 92

Note 1: employees with more than two roles will incur an additional charge

Schedule C - Provision of 'HR Support Only Service' service to schools

Nursery, primary and special schools (see note 1) **£121 per employee per annum**
(based on the number of employees on the payroll as at 19 January 2012)

Secondary schools (see note 1) **£101 per employee per annum**
(based on the number of employees on the payroll as at 19 January 2012)

Hourly Charge Out Rate:

Rate	Service Provider	Hourly Charge
A	HR Connect Customer Service Advisor HR Service Delivery Team Leader / Member	£ 34
B	Employee Relations Team Member HR Business Partner HR Customer Services Manager Pensions Services Manager Pay & Data Manager	£ 54
C	Assistant Director of HR Heads of HR: Business Partnering & Change and Service Delivery Employee Relations Manager	£ 92

Note 1: employees with more than two roles will incur an additional charge

Schedule D - Provision of 'Flexible' service to schools

Hourly Charge Out Rate:

Rate	Service Provider	Hourly Charge
A	HR Connect Customer Service Advisor HR Service Delivery Team Leader / Member	£ 45
B	Employee Relations Team Member HR Business Partner HR Customer Services Manager Pensions Services Manager Pay & Data Manager	£ 72
C	Assistant Director of HR Heads of HR: Business Partnering & Change and Service Delivery Employee Relations Manager	£122

Schedule E - Charges to schools not buying back HR and Payroll Services

(a) Completion of Statutory Duties:

Fixed charge – nursery, primary, special and secondary schools to manage statutory duties on behalf of schools - **£300 per annum**

(b) Additional Services:

Hourly Charge Out Rate:

Rate	Service Provider	Hourly Charge
A	HR Connect Customer Service Advisor HR Service Delivery Team Leader / Member	£ 45
B	Employee Relations Team Member HR Business Partner HR Customer Services Manager Pensions Services Manager Pay & Data Manager	£ 72
C	Assistant Director of HR Heads of HR: Business Partnering & Change and Service Delivery Employee Relations Manager	£ 122

Appendix A:

Payroll Processing Timetable for the period 1 April 2012 to 31 March 2013

All claims, receipts and other employee / pay related papers must be received by HR Connect at North London Business Park (the service delivery point) by the specified HR and payroll deadline dates shown in the table below. Items received after the deadline date may not be processed.

When the deadline falls on a Saturday or Sunday the closure date will be the preceding Friday.

All documents must show clearly all personal details, including the employee's Payroll Reference number.

Documents brought into North London Business Park **must not** be left at reception, but should be handed to a member of HR or Payroll Teams.

Year	Month	HR & Payroll Deadline Date	Pay Day
2012	April	10/04/12	30/04/12
2012	May	10/05/12	31/05/12
2012	June	08/06/12	29/06/12
2012	July	10/07/12	31/07/12
2012	August	10/08/12	31/08/12
2012	September	10/09/12	28/09/12
2012	October	10/10/12	31/10/12
2012	November	09/11/12	30/11/12
2012	December	05/12/12	24/12/12
2013	January	10/01/13	31/01/13
2013	February	08/02/13	28/02/13
2013	March	08/03/13	28/03/13

N.B. All claims relating to the previous month will be paid in the next payroll providing the deadline dates are adhered to.

Contacts

Human Resources

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 4444

Email: HRConnect@barnet.gov.uk

ICT Support Service

As part of the New Support and Customer Services Organisation (NSCSO) project to improve the quality and reduce the cost of support services, it is anticipated that the delivery of this traded service will be outsourced to a new service provider in January 2013. All services will continue to provide high quality and cost effective services and remain committed to the services delivered to schools during the full 12 month term of the traded service and in the future. If you would like to know more, including how headteachers are currently involved in the project, please contact Alison Woodcraft, Project Manager, on alison.woodcraft@barnet.gov.uk or 020 8359 5624.

The schools ICT support service is customer focused and pro-active. Our goal is to serve as your technology partner with a focus on providing solutions. To allow this schools ICT support has created a modular approach to the service that will allow schools to create an agreement that fits the support needs of the school.

The 2012/13 service level agreement can be downloaded from our website

Services available

1. Whole school ICT support service

The main offering to your school is a discounted 'whole school' service which will cover all aspects of your ICT support, modules 2, 3 and 4 below.

2. School Administration support Module

This service provides support for the School administrative environments.

- hosting and support of RM Integris G2 MIS
- support for census and other returns
- loan equipment if school computer or printer needs to be repaired
- discounted licensing purchases for RM Integris G2 and RM Finance
- on-site Integris G2 training and group training at our training suite
- all IT office equipment purchased through the service is supported for the life time of the equipment
- network management solution with remote desktop support to enable prompt problem resolution
- installing and supporting Barnet RM Finance
- visits to your school to fix ICT problems on your approved administration equipment
- support for MLE integration and auto updating
- procuring, installing and configuring administrative ICT equipment
- antivirus software support - Sophos
- internet configuration and advice on LGFL 2.0 access and support
- Microsoft Office support
- user group meetings.

3. Hardware warranty support module (Silver Support)

This service provides an essential repair and maintenance service for all your school ICT hardware, which benefits your school budget and the environment. Repairing ICT equipment also extends the life of the equipment by as much as four times the lifespan.

- guaranteed repair completion times
- ICT support service is an affiliated RM repair partner
- computers, notebooks, servers, tablets
- repairs to ICT and AVA equipment including Interactive whiteboards
- projector maintenance and service
- LaserJet and DeskJet printer repairs
- Audio Visual Equipment , LCD TVs
- Equinet Cachepilots, school network switches
- loan of equipment, as available, including PA system, Coomers and projectors
- advice on all aspects of ICT, including LGFL 2.0, PCs, networks, wireless points, interactive whiteboards etc.

Repairs where viable, up to £160 for parts, £60 for televisions and laser printers, to approved equipment, free exchange of some equipment, e.g. broken mouse or keyboard. Major repairs to monitors are excluded but a free monitor swap is offered when available.

4. Portable electrical appliance testing

This service provides the statutory appliance testing service. It covers all portable electrical appliances in the school.

- testing of all portable electrical equipment to legal standards
- advice on failed equipment
- includes replacement of plugs and fuses and some extension leads
- includes Minor repairs being carried out if required
- full professional testing report emailed.

Please note that portable electrical appliance testing is a legal requirement. If you do not buy this service from the Council you must use another provider.

5. School Visits ICT support service with complete ICT network management solution Module (Gold Support)

This service provides for regular visits by a school based ICT professional to support curriculum and office ICT equipment. School visits are invoiced separately in arrears and will be offered in weekly or fortnightly, three hour sessions each term to carry out support tasks including the following;

- installation of software
- Sophos Antivirus and Data backup
- liaison with equipment and service suppliers to solve problems
- maintenance to ensure that the network is kept to a high standard
- maintenance of ICT documentation, including network diagrams
- diagnosis of faults and problem resolution
- repairs to and routine maintenance of ICT related teaching equipment
- free support visits for critical system issues and before Ofsted inspections.

As an RM affiliated technician support scheme (ATSS) partner, schools with RM CC3 are able to have discounted yearly support arrangement from RM.

Key Benefits

Your school IT network is securely remotely managed from our offices at Manorside centre, this includes:

- remote support
- fast problem resolution
- Windows update management and Windows event monitoring / alerts

- network monitoring / alerts
- inventory / computer audit
- encrypted network communication. automated email help desk
- decrease in downtime and Increased confidence in your network infrastructure
- real-time expert system problem detection, analysis and correction
- improved network performance
- proactive approach to network stability and automated system maintenance.

Benefits of buying the service

Our experienced support team can deal with all aspects of ICT in one visit

And all the team are trained professional staff with many years of experience specialising in educational technology

- affiliated RM IT support service
- best value for money when buying-in to the 'whole school' package
- fulfilment of your legal obligations regarding equipment testing
- assured continuity with minimum disruption
- assured continuity of administrative operations
- IT hardware including network hardware can be purchased, also projector lamps, etc
- ICT advice on purchasing ICT hardware and software.

How you can help us

- download the service level agreement
- visit our website for the latest news
- contact the Service Desk when you need help
- allow us reasonable access to the school and your systems
- be prepared to make your time available to liaise with us
- follow our advice on the proper use and protection of your systems
- let us know any passwords to your systems
- provide the licensed CDs for your software, etc, if required.

Additional services

These services offer the means to address ICT development needs on a one-off basis.

ICT project services and consultancy:

Design and installation of schools ICT Network. Including Servers, workstations and notebooks, and the installation managed secure wireless networks and wireless surveys.

Emergency cover for Integris MIS:

If your administrator has left or is off sick, we can provide emergency cover for your Integris MIS system making sure that it is kept fully up-to-date.

Training:

Training on all Microsoft office 2007 products are available at our training suite, discounted prices for schools that buy into the service.

Encryption:

Encryption of notebooks and workstations that contain personal or sensitive data. PGP Whole Disk Encryption can be installed on your notebooks and workstations., and is centrally managed by our PGP servers. Licences are at discounted rate for schools who buy the applicable modules.

By using a consultative approach to evaluate your school and technology needs, we can advise on the best solutions for your current and future needs. Please contact us to discuss any one-off additional ICT services you require, that are not listed above.

Charges

Please note prices have been frozen or reduced:

Package 1 - Whole School Support

Nursery, primary and special schools **£18.75 per pupil**

Package 2 - School Administration support Module

Nursery, primary and special schools **£8.93 per pupil**

Package 3 - Hardware warranty support module (Silver Support)

Nursery, primary and special schools **£7.79 per pupil**

Secondary schools **£6.74 per pupil**

Package 4 - Portable electrical appliance testing (PEATS)

Nursery, primary and special schools **£5.71 per pupil**

Secondary schools **£4.95 per pupil**

Additional charges

Package 5 - School Visits ICT support service with complete ICT network management solution Module (Gold Support)

School Based Support visits price per three hour session including Network Management Solution.

*Please note you can only buy this Package if you have purchased Whole School Support (Package 1) **OR** School Administration Support Module and Hardware Warranty Support Module -Silver Support (Packages 2 & 3).*

Nursery, primary and special schools **£95**

Contact

Tony Rafferty

Schools ICT Support Service,

Manorside School, Squires Lane, Finchley, London N3 2AB

Service Desk: 020 8359 3417 / 3410

Fax: 020 8346 6876

Email: tony.rafferty@barnet.gov.uk

Website www.barnetschools-ict.net

Insurance Service

Services available

We will provide:

- advice on all your insurance requirements
- a package of insurance documentation outlining your cover
- risk management advice with a view to reducing claims
- competitive quotations from the insurance market to achieve the best possible cover at the most favourable premiums
- an immediate response to your requirements and needs.

Benefits of buying this service

- trained, friendly staff, supplemented where necessary by external specialists
- visits to your school at your request to provide specific advice
- following an incident, immediate link into other council services e.g. health and safety
- economies of scale remaining within cover arranged corporately for the council and avoiding the potentially serious issue of under-insurance.

What is expected from you

- notify us of any changes in risk e.g. defective premises, new and refurbished buildings
- take all reasonable care to prevent the loss of valuable items such as laptops
- ensure properly maintained inventories are kept, one copy of which should be retained away from the premises
- unrestricted access to appropriate documentation when requested
- members of staff available for interview to facilitate the taking of statements for claims.

Charges

Administrative costs are met by way of a small charge together with commission from the external insurance arrangements.

Premium levels vary between schools and policy type but are generally calculated using: per pupil, governor or school; by sum insured; or by salaries and wages. Status and claims experience are considered by insurers when assessing premium requirements. Invoices will be issued annually and payment is required within 28 days.

Contact

Insurance Team

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7195

Fax: 08708 896803

Email: insurance@barnet.gov.uk

Legal Services

Services available

- visits from one of our lawyers to meet you within five days, or at shorter notice if needed
- help with any kind of transaction or problem that you would usually refer to a solicitor
- specialist legal work of all kinds, for example, conveyancing, contracts, contract disputes, litigation of all kinds, licensing applications, social services and child care law, planning and environmental law, housing law and employment law.

Benefits of buying this service

- lawyers who are experienced and will understand your problems
- legal issues explained in a non-technical way
- regular up dating on cases we are handling for you
- pro-active, responsive service
- legal work and advice handled in-house, or if necessary commissioned from outside experts
- deadlines met and quick responses provided
- a high quality, cost-effective service.

What is expected from you

- let us have all the information that we need about the case including your deadline
- always give clear instructions to the Assistant Director-Legal to act for the school on the basis approved by the Law Society, this usually involves acting for the governing body
- understand that the Council's Legal Service cannot act for a school if there is any risk of conflict of interest between the school and the council

If we cannot provide a service to you due to conflict or capacity reasons, we will try to assist you in finding an alternative firm of solicitors.

Charges

Legal Officers, Legal Executives or Solicitors	£120 per hour
Senior Solicitor	£150 per hour
Principal Lawyer & Divisional Manager (Equivalent to a Partner in Private Practice)	£160 per hour

Additional charges

We can quote for one-off transactions or routine work. If we need to instruct a specialist barrister to deal with your case we will agree this with you and give you an estimate of the additional cost. You will be responsible for paying all disbursements such as search fees, court fees, couriers and photocopying.

Contact

Head of Legal

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 2539

Fax: 020 8359 2680

Music Service

Centralised A Level Music and Music Technology Courses

Services available

AS and A2 music teaching service

- preparation for the Advanced Subsidiary and Advanced GCE examinations in Music and Music Technology with the Edexcel Examination Board
- regular opportunities for performance assessment at both formal and informal concerts
- reports on students' progress at parents' consultation evenings and in writing
- a library of musical resources and access to music computer software
- visits to concerts, recitals and operas, especially where relevant to areas of study
- liaison with participating schools including email reporting on attendance
- involvement in composition and other workshops provided by external bodies such as Mousetrap Theatre Projects, Wigmore Hall, LSO and Cavatina Music Trust
- a musical enrichment programme to broaden the students' general musical experience. This includes performances and instrumental demonstrations by visiting musicians and DVD presentations of concerts and operas.

Practical details

- tuition takes place at Woodhouse College on Tuesdays and Wednesdays (Music) and Tuesdays, Wednesdays and Thursdays (Music Technology) until 6.30pm. Timetables within these times are negotiated with participating schools
- the Music Technology Studio has 12 complete computer workstations running Cubase 5, and multitrack recording equipment
- places on the Music Technology Course are limited by the availability of equipment. If you have a pupil who is interested in this course please make a direct application to the course director by **1 March 2012** in addition to your service return.

Benefits of buying this service

- your pupils can take AS and A level music and/or music technology when numbers in your school are small or fluctuating
- our staff are specialists in the different areas of the course
- pupils benefit from contact with a wide variety of other musicians which broadens their musical experience and allows them to participate in a range of ensemble performances
- diverse musical interests can be catered for
- good facilities with up-to-date technology.

What is expected from you

- ensure that students attend at the scheduled times
- let us know promptly if there are any difficulties or withdrawals.

Charges

£1,215 per student

Contact

Jayne Barnes - Course Director

Tel: 020 8492 8298

Email: jbarnes@woodhouse.ac.uk

Instrumental Teaching and Curriculum Support

Service Available

- qualified, CRB checked instrumental tutors to schools, covering a wide range of instruments, to deliver lessons and coach ensembles and orchestras
- continuous assessment of and reporting on pupils' progress
- advice given to parents and schools on the cost of lessons and the purchase of instruments
- remission of fees, free use of an orchestral instrument and free place at music centres for children in receipt of FSM (when the school buys in our teachers)
- teaching staff offered training, support and annual monitoring by specialist staff
- instrumental rental scheme for pupils receiving tuition via this scheme, subject to availability
- access to local and national initiatives
- access to workshops and ensemble performances when available
- a range of activities organised from a central point, including music centres, such as half-term holiday courses
- whole class instrumental projects available to KS2
- curriculum support and CPD for music subject leaders, music teaching staff and other school teaching and non teaching staff.

What is expected from you

- providing suitably heated and ventilated rooms in which tuition will take place - for the benefit of both pupil and tutor there should either be a window in the door or lessons should be easily visible by others
- providing relevant information regarding pupils who receive lessons (e.g. medical or special educational needs)
- making arrangements for pupils to attend instrumental lessons regularly and punctually
- providing a music stand and piano as appropriate
- giving instrumental teachers at least two weeks' notice of anything that may prevent the normal delivery of a lesson or lessons
- returning the termly buyback form on the due date and only change requirements on a termly basis
- provide UPNs for children taking part in funded activities/lessons.

Charges

Instrumental Teaching	£37.50 per hour
Whole class instrumental or vocal follow on	£37.50 per hour
Class teaching	£45 per hour
Music curriculum support/CPD	price on application
	<i>please contact Lynn Holman-Fox</i>

Contact

Lynn Holman-Fox

Head of the Music Service

Building 2, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 6337

Email: lynn.holman-fox@barnet.gov.uk

Safety, Health and Wellbeing

As part of the New Support and Customer Services Organisation (NSCSO) project to improve the quality and reduce the cost of support services, it is anticipated that the delivery of this traded service will be outsourced to a new service provider in January 2013. All services will continue to provide high quality and cost effective services and remain committed to the services delivered to schools during the full 12 month term of the traded service and in the future. If you would like to know more, including how headteachers are currently involved in the project, please contact Alison Woodcraft, Project Manager, on alison.woodcraft@barnet.gov.uk or 020 8359 5624.

The document sets out the package of services offered to schools for the provision of Safety, Health and Wellbeing (SHaW) services. The services specified in this document are for the period 1 April 2012 to 31 March 2013.

1. Introduction

Purchasing Safety, Health and Wellbeing services from the Council's SHaW team gives you direct access to a team of professionally qualified Health, Safety and Wellbeing staff with a wealth of Local Authority experience.

Such services will help you:

- ensure compliance with health and safety legislation and reduce the risk of enforcement action, prosecution and civil claims against the school;
- protect the good reputation of the school
- inform business improvement
- keep up-to-date with the latest developments in safety, health and wellbeing
- take a proactive approach to safety, health and wellbeing
- achieve best practice in health, safety and welfare management which will help to minimise work related injuries and ill health and avoid the costs associated with accidents – such as staff absences, stress, fines, legal fees and increased insurance premiums
- to ensure the health, safety and welfare of staff, pupils and visitors to the schools.

For community schools the Council have certain employer duties regarding health and safety and therefore the services included in the Basic Package are already provided to those schools.

2. Service summary

The purpose of the service is to provide an efficient, effective and customer focussed Safety, Health and Wellbeing service to schools. A summary of service packages are as follows:

Package	Description
Health and Safety Basic <i>* Basic Package available only to non-Community Schools</i>	Basic Health and Safety service, to include: • access to 'Competent Health and Safety Advice' • access to H&S documents • provision of a system for reporting work related Accidents/Incidents • major Accident/Incident investigation service • liaison with the Enforcing Authorities
Health & Safety Full	Full Health and Safety service, to include: • all items included in the Basic Service • annual H&S audit and inspection, including action plan • annual review • Accident/Incident trend analysis and prevention plan. • assistance with conducting Specialist Risk Assessments • 10% reduction in cost of Flexible Services
Staff Wellbeing Basic	Staff Wellbeing Service, to include: • access to staff Wellbeing and Resolution advice • access to Wellbeing policies and documents • Health and Wellbeing Promotion and Campaigns
Staff Wellbeing Full	Access to Full Employee Assistance programme including confidential counselling
Flexible Service	Individual services that may be purchased on a 'pay as you' go basis: • management consultancy • audit and inspection • assist with Specialist Risk Assessments • employment of Competent Contractors • swimming pool audits • bespoke training • work place issues • projects • EAP Service • Occupational Health Service

3. Service standards

We are committed to delivering a comprehensive, professional Safety, Health and Wellbeing (SHaW) service, which meets the needs of schools; ensuring compliance with all statutory and corporate standards. Specifically the service will:

- be professional, polite and responsive to the needs of the school
- use Competent staff, who are appropriately trained and experienced, to provide services, who understand the needs of the school and local conditions of service
- ensure all services conform to relevant statutory legislation, national and local standards, and best practice
- acknowledge telephone or email enquiries made within 24 hours; logging each service request and providing a unique reference number to ensure work is fully monitored.

Service Users can help us deliver an efficient service by:

- ensure all appropriate forms and supporting documentation e.g. Accident report forms, are sent to SHaW in a timely manner, within pre-set deadlines and to the correct correspondence address
- notifying SHaW of any changes affecting staff e.g. , sickness absence, incidents etc, ensuring all documentation is accurate, complete and appropriately authorised.

4. Standard hours of service

All Safety, Health and Wellbeing advice to schools can be accessed either by telephone or email (as shown above). The advisory service is available between 8.00am – 5.30pm Monday to Thursday and 8.00am – 5.00pm Friday (excluding Bank Holidays).

The Employee Assistance Programme (EAP), Occupational Health Service and Trauma response are provided outside these hours, details of which, and contact numbers, will be provided to schools on purchase of services.

Some other services can be provided outside these hours by mutual agreement and additional cost.

5. Compliments and complaints

All compliments and complaints should be referred in the first instance to the Head of Safety, Health and Wellbeing.

6. Ongoing requirements if not buying into the service

If schools do not buy into any of the Health and safety Packages they will still need to arrange access to 'competent health and safety advice' as required by law. Community schools should continue to send Barnet accident/incident report forms to the SHaW team but non-community schools must make their own arrangements for reporting, recording and investigating accidents and cease sending these forms to the SHaW team. As well as ensuring effective safety management systems are in place, non-Community schools must also make suitable arrangements for ensuring safe educational and recreational visits.

7. Health and Safety packages

The services provided as part of the 'health and safety' service packages will be the services listed below. The charge for the basic package is shown in Schedule A. Some charges are greater for secondary schools due to the higher degree of complexity of issues in those establishments. For the Full Package a basic charge per head of population will be made as shown in Schedule B. Population numbers will be based on the number of pupils and employee numbers employed as at 19 January 2012 (School Census Day).

Health and Safety Basic Package

Access to 'Competent Health and Safety Advice'	• professional and technical advice on Health and Safety and Fire Safety • advice on complex H&S issues • advice on health and safety legislation, guidance documents and government initiatives • advice and support on the application and interpretation of national and local health and safety policies and procedures • advice and support in applying schools H&S policies • Trade Union consultations on H&S issues • subject to a usage limit of 12 hours per annum. Use over this limit will incur additional charges as shown in Schedule D.
Access to H&S policy documents	• corporate and local H&S policies • Local Codes of Practice/safe working procedures • bulletins • guidance notes.
Provision of a system for work related accidents/incidents	• use of accident/incident report form/system • advice and guidance on RIDDOR reports.
Major accident/incident investigation service	• investigation of major accidents/incidents • advice on remedial action.
Liaison with the enforcing authorities	• liaise with the enforcement authorities including the HSE and Fire Authority • advice on compliance with enforcement notices (except legal advice) • advice on any prosecutions (except legal advice).

Health and Safety Full Package (Includes items in Basic Package)

Annual H&S audit and inspection	• annual audit of H&S management system including review of policies and other H&S documentation • annual inspection of school • produce management action plan.
Annual review	• review of audit and inspections • review of action plan • review of overall H&S performance.
Accident/incident trend analysis and prevention plan.	• analysis of reported accident/incidents • identification of trends • recommendations to for the prevention of accidents and actions to tackle developing trends.
Assistance with conducting complex risk assessments	• assist in the assessment of complex/technical risks • advise on measures to eliminate or control risk • co-ordinate provision of specialist risk assessments including Fire and asbestos.

8. Staff Wellbeing packages

The services provided as part of the 'Staff Wellbeing' service package will be the services listed below. The charge for the package is shown in Schedules C and D.

Basic Wellbeing Package

Access to staff wellbeing and resolution advice	• advice on staff welfare and other workplace issues such as stress and bullying • advice on managing sickness absence • assistance with complex and long term sickness absence cases • trauma response, response to major issues that may effect staff such as: - o major incidents and accidents at work - o death in service • subject to a usage limit of 12 hours per annum. Use over this limit will incur additional charges as shown in Schedule D.
Access to wellbeing policies and documents	• access to policies on work related health • access to documents on healthy living and lifestyles • access to Government and Council advisory documents and guidance on health and wellbeing in the community.

Full Wellbeing Package

Full EAP and staff counselling service	• access to a full confidential EAP and Counselling service for your staff that provides practical information, advice, resources and telephone counselling and face to face counselling sessions: - o available 24 hours a day, seven days a week, 365 days a year - o accessible by phone, email, internet and via instant messaging - o information and resource on a whole range of work, family and personal issues - o no limit to the number of issues raise - o up to six face to face Counselling sessions.
--	---

9. Flexible service package

The following services can be provided under the 'flexible service' but will be chargeable on a 'pay-as-you-go' basis. The charges for these services are shown in Schedule E. These services will not be actioned until formal agreement to the total costs of the service has been received from the school.

Management consultancy	• Head of Health, Safety and Welfare • Health and Safety Consultant • Senior Resolution Consultant.	Hourly rate
Audit and inspection	• audit of the schools safety management systems and documentation • inspection of the school • production of reports and management action plan.	Fixed Price

Assist with specialist risk assessments	• assessment due to medical condition • pregnant worker assessment • technical risk assessments • ergonomic risk assessments (VDU, manual handling) • <i>others on request.</i>	Hourly rate
Employment of competent contractors	• assist in the selection of competent contractors • advise on suitable monitoring regime.	Hourly rate
Swimming pool audits	• audits on school swimming pools • produce management action plan.	Hourly rate
Bespoke training	• assist in the identification of SHaW training needs • design and provide bespoke SHaW training for example: - o managing safety - o managing premises - o risk assessment - o H&S awareness - o asbestos awareness - o fire wardens/marshals - o use of extinguishers - o managing contractors - o first aid/emergency treatment - o managing organisational stress - o managing personal stress - o managing change - o managing sickness absence - o managing workplace issues (bullying and harassment, difficult situations) - o <i>Others available on request.</i>	Hourly rate Course costs available on request.
Work place issues	• mediation • sickness absence advice • trauma advice • workplace conflict advice.	Hourly rate
Projects	• H&S advice including: - o input at planning stage - o meetings with contractors - o advice on areas of special risk such as asbestos, hot working - o CDM projects.	Hourly rate
Occupational Health service	• access to the Councils Occupational Health provider with preferred rates.	<i>Refer to Schedule E</i>

10. Variation to this agreement

This Agreement may be varied in writing at any time by agreement between the parties. In the event that a matter arises during the course of the agreement which was not anticipated, which results in delivery of statutory “additional services” not previously specified, the relevant representatives of both parties will, as soon as is practicable, work together to consider the likely impact against current service delivery.

Wherever reasonable LBB will endeavour to accept any additional services that may arise without further charge. Where this is not possible, LBB will confirm in writing:

- (a) Whether the additional services can be carried out internally and if so, an estimate of any additional charges which will be incurred in doing so: or
- (b) An estimate of the cost of outsourcing the additional services.

10.1 Contract termination

If either party wishes to terminate the agreement at the end of the agreed term; either party must give a minimum three months notice in writing to the other party. If inadequate notice is provided, a penalty charge will be applied of not less than the minimum duration of the notice period required under this agreement.

11. Charges

Schedule A - Provision of 'Basic Health and Safety' service to schools

(For community schools the Council have certain employer duties regarding health and safety and therefore the services included in the Basic Package are already provided to those schools)

Primary schools	£980 per annum
Secondary schools	£1,300 per annum

Schedule B - Provision of 'Full Health and Safety' service to schools

(Schools have to purchase Schedule A, if they want to purchase Schedule B)

All schools	£3.20 per pupil and employee (plus Schedule A - not for community schools)
-------------	---

(based on the number of pupils and employees on the payroll as at 19 January 2012)

Schedule C - Provision of 'Basic Staff Wellbeing' service to schools

All schools	£780 per annum
-------------	-----------------------

Schedule D - Provision of 'Full Staff Wellbeing service to schools

A charge of **£7.50 per employee per annum**

(based on the number of employees on the payroll as at 19 January 2012)

Additional charges

Schedule E - Charges for provision of Flexible Services

Hourly rate charges:

Rate A – Health and Safety Consultant/Senior Resolution Consultant	£76 per hour
Rate B – Head of Safety, Health and Wellbeing	£115 per hour

Charges for carrying out a Full Audit and Inspection:

Nursery, primary and special schools	£936
Secondary schools	£1,870

Training:

Charges for carrying out Safety, Health and Wellbeing training are subject to individual quotation and available on request.

Occupational Health Services (Derwent Medical Centre):

Service:	Unit Cost:
Pre-employment medical questionnaire evaluation	£16
Pre-employment medical assessment	£93
Statutory Medicals	
HGV or other driving medicals	£103
Night workers medical questionnaire evaluation	£10
Night workers medical	£103
Control of substances hazardous to health medicals	£120
Confined spaces medicals	£103
Executive medicals	
Health screening for Executive Officers	£464
Absence management	
Initial referral	£144
Follow up medical assessments	£102
Pension Medicals	
An Employee Health Check	£144
Site visits	£227/hr including travelling time
Additional charges	
Cost of obtaining a medical report from a GP or consultant	Variable the cost plus 10% will be charged, minimum £10
Charge for failure to attend where less than 24hr notice is given	75% of charge
Ill Health Retirement – Independent second doctor confirmation	
Standard case assessment	£144
Complex case assessment (e.g. further specialist advice required, medical examination by second Doctor)	£186 per hour
Other charges	
Case conferences or meetings with managers to discuss individual cases	£144 for 30 mins appt
Charge for failure to attend where less than 48hr notice, but more than 24hr hours notice is given	50%
In cases of IHR or pensions medicals, after initial assessment and letters, any additional letters to obtain information from consultants/GPs	£42 per letter
Any additional services, investigations, pathology, vaccinations, immunisations will be charged at Derwent standard rates	See separate list
Workstation assessment	£195
Cost of making appointment directly with employees	£10 per appointment
Influenza vaccination campaign's	Price negotiated annually

- any additional disbursements incurred on behalf of the client will be charged at documented costs plus and administration fee of 10%, (minimum £10)
- all fees are quoted without VAT as currently we are not subject to VAT. However, it is likely that this will change during the course of the contract
- the contract price is fixed for one year from the award date and shall be subject to review annually. In such review the Contract Price shall be increased by a percentage equivalent to the increase in the CPI (Consumer Price Index) during the previous 12 months.

Contact

Safety, Health and Wellbeing

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7955

Email: SHaW@barnet.gov.uk

For more information about this service please contact:

Mike Koumi

Head of Safety, Health and Wellbeing

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7960

Email: michael.koumi@barnet.gov.uk

School Bag Courier

Services available

- the school bag service runs every Wednesday during the Local Authority term dates. The only exceptions to this will be at the start or the end of term (not half-terms) where the delivery day would be inconvenient for schools. For example, where the end of term for a large number of schools is a Wednesday and therefore the contents of the bag may not be easily processed before the end of the school day. Schools are notified in advance, via the School Circular, of the first or last School Bag run of the term where this may be different
- each week one school bag is delivered from NLBP to the school and one is collected from the school and returned to NLBP
- mail that can be included in the school bag is as follows:
 - mail from Barnet Council's internal mail system to schools (this may include partners)
 - mail from schools to any department within Barnet Council (this will not include partners)
 - mail from schools to those schools in receipt of the school bag service (this mail will take a week as it is processed via NLBP).

What is expected from you

- do not place mail for any school not buying into the school bag, as it will be returned to you. Details of schools not participating in this service will be notified to you in the school circular and updated when any changes are made
- if problems arise with this service, please notify us immediately on 020 8359 7386.

Charges

£180 per annum

Please note: *The courier service has previously been subsidised by HR to keep costs down. Unfortunately, this subsidy has now been withdrawn due to budget pressures. This service will only continue to operate if the numbers buying into the service make it financially viable.*

Contact

Rachel Williams

Customer Relations Manager

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7615

Fax: 08708 896799

Email: rachel.williams@barnet.gov.uk

School Libraries Resources Service

Services available

Help with improving your school library

- professional advice on library and learning resources including computer systems, library furniture, editing collections and layout
- expert training courses for primary school library staff offered in partnership with Enfield Schools Library Service. Location of courses is at a suitable venue within Barnet or Enfield.

Project loans for every classroom

- tailor-made loans for every teacher in the school. These can include books – information, fiction, dual language and poetry, + DVD, CDs, posters and resource packs whenever available. Over the year this can give access to 6 different items per pupil. Everything we lend out is up to date and in good condition
- every teacher can also borrow (if available) a special loans collection such as a story-sack (a story book and props and games to help bring it to life), an author box or an artifact collection. Guided reading sets (6 copies of the same title) are available for some books
- artifact collections include faith collections, historical and geographical themes
- whole school loans. For special events, such as Black History Month or Book Week, extra resources are available and may be borrowed by a coordinator on behalf of the whole school
- secondary schools wishing to make occasional loans only can opt to pay a one-off registration charge and then per collection
- loan periods are for a whole term but exchanges can be made at half term.

Longer loans for the school

- longer loans (up to a year) of general reading books are available for schools who wish to boost their central library resources and decide to use all or part of their entitlement in this way – agreed at the start of the year. A cost saving way of boosting the school's central collection of books.

Book ordering and showroom visits

- competitive range of discounts – by arrangement with Barnet Libraries' suppliers
- showroom visits to a leading library supplier with the assistance of a professional librarian.

Delivery and collection service

- all items are collected and delivered by our own van. You will be contacted towards the end of each whole term with notification of when to expect a collection. At other times please let us know what you need.

Benefits of buying this service

- access to a wide variety of professionally selected resources
- cost-effective means of borrowing curriculum resources to meet changing needs
- professional and independent advice on school library development and organisation.

What is expected from you

- let us know your loan needs as far in advance as possible – but we will do our best to respond to all last minute requests
- provide names of teaching staff who are eligible to borrow
- take care of all resources on loan but let us know at once if any damage or loss should occur
- supervise the use of fragile items such as artifacts and story-sacks at all times
- return loans promptly when they are due back in the same boxes or packaging in which they were delivered.

Our performance

- most loans (if pre-booked) delivered to your school within two weeks
- visits or confirmed appointments by a librarian to your school within two weeks.

Charges

£6.24 per pupil up to the end of KS3

Additional charges

Librarian's time in school or on showroom visits: for schools buying the SLRS package, the first two hours are free of charge.

Subsequent extra time in schools buying into the main package is charged at £30 per hour. For other schools the cost is £40 per hour.

Training courses charges vary per course but a discount is always offered to subscribers.

Resource loans on a pay as you go basis (secondary schools only)

- one-off registration charge - £200
- each mixed resource loan collection (maximum 20 items) £40.

Contacts

Neil Angrave

Service Manager

School Libraries Resources Service,

Grahame Park Library, The Concourse, London NW9 5XL

Tel: 020 8359 3935 (general enquiries 020 8359 3931)

Fax: 020 8201 3018

Email: slrs@barnet.gov.uk

School Licences

CLA (Copyright Licensing Agency)

Each school will receive the essential licence with the CLA permitting the photocopying of copyright material, and has been enhanced to include:

- permission to create digital copies from print originals
- permission to use licensed digital copies with individual school's Secure Networks (VLEs, learning platforms)
- permission to use licensed digital copies within digital whiteboards and presentation software
- digital cut and paste
- allows storage within secure networks
- a reduced charge for the licence through the Local Authority's bulk buying arrangement
- permission to re-use digital and website content – this is reflected in the increased cost
- this Licence covers text and still images only.

Charges

Following the CLA review of pricing structures the following charges now apply, based on the age of the students

Age band

5 – 11 years (Primary - R to Y6)	£1.35 per pupil
11 – 15 years (Secondary - Y7 to Y11)	£1.42 per pupil
16 – 18 years (Secondary – Y12 to Y13)	£3.83 per pupil
Special schools	£1.35 per pupil

This service is not available to Academy Schools

EVOLVE

For all LA maintained Community schools, the responsibility for health and safety on educational visits rests with the employer, ie the local authority. So access to advice, guidance and the use of EVOLVE is provided free of charge to these schools.

The management of health and safety in non-Community schools and academies rests with the governing body, and the local authority has no health and safety responsibilities in this area. Until now non-Community schools have been able to access advice and the EVOLVE system free, with costs being met centrally by Barnet.

Since April 2011, non-Community schools have not been able to access these services free and it is offered as a traded service as follows:

Services provided:

- approval of visits that are overseas, residential, or involve an adventurous activity
- use of EVOLVE for all types of visit
- access to guidance materials via EVOLVE
- unlimited on-line advice regarding educational visits
- access to training courses, eg Educational Visits Coordinator Training.

Charges

Primary schools	£0.14 per pupil
Secondary schools	£0.19 per pupil

For information, eduFOCUS has developed two EVOLVE options for schools that would prefer not to link with the local authority. Contact www.edufocus.co.uk for details. However please note that these options do not include any element of advice or consultancy.

Contact

Rachel Williams

Customer Relations Manager

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7615

Fax: 08708 896799

Email: rachel.williams@barnet.gov.uk

Other Licences required by schools:

The following licences were offered as a traded service until March 2011, however they are no longer available on this basis as it is not cost effective for the council to continue to offer this. The Licensing body will contact you directly about buying these licences.

ERA (Education Recording Agency) school licence

You require an ERA Licence if you wish to use recordings of broadcasts as teaching resources. The ERA scheme permits recordings of broadcasts to be made for non-commercial educational use. A 'broadcast' is defined as a transmission for simultaneous and lawful reception by members of the public i.e. it is not encrypted or encoded and is for general reception, unlike pay per view services. It also applies to any other licensed broadcast services. These cover both radio and television services. Further information is available at: <http://www.era.org.uk>

PRS (Performance Rights Society) & PPL (Phonographic Performance Licence) school licence

Both a PRS & PPL for Music licence is required whenever copyrighted music is used in schools in a non-curricular manner. For example: Discos/end of term parties; Concerts (not including musicals); Telephone systems music on hold; Playing a radio/tape/CD player; School fetes (where music is being played); Jukebox; Dance/Aerobics classes.

You require both licences to carry out these activities:

- the PRS licence looks after the interests of composers
- the PPL licence looks after the interests of the performers

Further information is available at: www.cefm.co.uk

PVSL - Public Video Screening Licence and / or**MPLC – Motion Picture Licensing Corporation**

Required for non-educational screening of films, e.g. end of term treats, before/after school clubs, film clubs or wet play breaks.

Contact details:

PVSL - Red Lion House, 9-10 High Street, High Wycombe, Bucks HP11 2AZ. Tel: 01494 836231

MPLC: see www.themplc.co.uk

CCLI - Christian Copyright Licensing International

Reproduction of words for Christian hymns, songs and Christmas carols for collective worship used for projection or printing (this is not covered by CLA as it is not counted as educational).

Contact details: Chantry House, 22 Upperton Road, Eastbourne BN21 1BF. Tel: 01323 417711

Science Health & Safety Advice Service

Services available

We will provide:

- membership of CLEAPSS Service through LA Membership (please note that CLEAPSS does NOT permit individual membership for schools). This will be the only way to access future newsletters, resources, guidance and advice
- statutory Radiation Protection Adviser Role through LA Membership of CLEAPSS Radiation Protection Officer Service for schools where LA is not the employer (note that it is the employer's statutory responsibility to appoint a named Radiation Protection Adviser).

Benefits of buying this service

- continued access to health & safety advice, resources and guidance
- fulfillment of employers Statutory Role to appoint a named Radiation Protection Adviser
- access to advice and guidance re holding, use, purchase and disposal of radioactive sources.

What is expected from you

- provide named contact in Science Department to receive newsletters and resources
- provide name of Radiation Protection Supervisor (schools)
- complete the CLEAPSS Form 1 re radioactive sources held in science department
- keep LA informed of changes to radioactive sources held.

Charges

Membership of CLEAPPS Service through LA membership

Secondary, secondary special and secondary academy schools **£300 per annum**

Membership of Radiation Protection Officer Service for schools (where LA is NOT the employer)

Secondary and secondary academy schools **£300 per annum**

Where the LA is the employer then this service will be provided as part of the Statutory Duty of the LA

Contact

Steve Marshall

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 6354

Email: steve.marshall@barnet.gov.uk

Security Collections Service

As part of the New Support and Customer Services Organisation (NSCSO) project to improve the quality and reduce the cost of support services, it is anticipated that the delivery of this traded service will be outsourced to a new service provider in January 2013. All services will continue to provide high quality and cost effective services and remain committed to the services delivered to schools during the full 12 month term of the traded service and in the future. If you would like to know more, including how headteachers are currently involved in the project, please contact Alison Woodcraft, Project Manager, on alison.woodcraft@barnet.gov.uk or 020 8359 5624.

Services available

A flexible cash and cheque collection and delivery service tailored to your needs, using experienced security officers and high security vehicles ensuring cash and cheques are safely, securely and cost effectively transported from your premises to the bank.

Benefits of buying this service

- competitive charges; market intelligence has shown that we are comparable with the private sector
- non profit making-charges are based on actual cost
- the more customers the cheaper it is - the benefits of economies of scale are shared by all
- highly responsive and flexible service tailored to your needs
- full audit trails
- professional staff, locally based
- continuity and administrative support.

What is expected from you

Ensure your staff are aware of the agreed procedures regarding cheques and cash in transit.

Charges

£20 per collection

To arrange new collections please contact Julie Cotton on 020 8359 2475.

Schools already purchasing this service do not need to contact us unless you do not require these collections anymore.

Contact

David Rowe

Accounts Payable & Interim Income Manager

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7242

Fax: 020 8368 4699

Email: dave.rowe@barnet.gov.uk

Sickness Absence and Maternity Leave Pooling Arrangements for School Staff

As part of the New Support and Customer Services Organisation (NSCSO) project to improve the quality and reduce the cost of support services, it is anticipated that the delivery of this traded service will be outsourced to a new service provider in January 2013. All services will continue to provide high quality and cost effective services and remain committed to the services delivered to schools during the full 12 month term of the traded service and in the future. If you would like to know more, including how headteachers are currently involved in the project, please contact Alison Woodcraft, Project Manager, on alison.woodcraft@barnet.gov.uk or 020 8359 5624.

This scheme was set up at the request of schools and has been running since the early days of “LMS”. The aim is for schools to contribute to a “pool” to share the risk of paying for sickness and maternity leave cover. It is thus not a traded service but a pool(s) which breaks even within the financial year with schools contributions equally the amounts paid out to participants according to entitlements.

Two separate “pool accounts” will be set up for the year. Schools may join either just the Long Term Sickness and Maternity Leave pool, or the Long Term Sickness and Maternity Leave pool and Medium Term Sickness pool. The Long-term pool also covers suspensions and jury services over 35 school working days. Long term sick claims are paid after 35 school working days and Medium term sick are paid after 15 school working days.

Contributions to the scheme are based on the number of staff (full time equivalent, not a per pupil rate).

Schools are invoiced for the annual contribution for taking part in the pool (or pools) in the summer term. If at the end of the financial year (this will be determined at outturn in April 2013), the account is under-spent surplus money will be returned to schools in the proportions in which they contributed to the account. If the account is over-spent, the amount will be charged to schools in the proportion to which they are contributing to the account. The position of the pools will be reviewed at the end of each term and schools will be advised in the Spring Term if a supplementary contribution is likely to be required.

The reimbursement rates vary according to type of staff and claims are made by schools termly in arrears.

Schools taking part in these pooling arrangements must be committed to dealing with sickness and disciplinary cases at the appropriate time. In particular, with regard to potential long-term sickness problems, obtaining and following the advice of their Personnel Service and if appropriate, referral to their Occupational Health Service is essential.

The arrangements are overseen by Schools Finance Services Manager, but day to day administration of the scheme is undertaken by the Schools Accountancy Section on a paid basis.

Schools can estimate the cost of participation using the rate in the Traded Services Charges multiplied by the school's total full time equivalent staff (excluding temporary or sessional staff). A Quotation can be obtained from the website or direct from the School Accountancy Section.

Full details of the scheme including contribution and reimbursement rates are available on the Funding & Finance section of the Schools' BGfL website –

<http://www.barnet.gov.uk/index/education-learning/schools-colleges/bgfl/information-schools/school-funding.htm>

This facility is available to Academies in LB Barnet.

Benefits of buying this service

- once the contribution is paid, schools have offset the risk of large bills for replacing absent staff
- terms of reimbursement clearly set out in the scheme
- assists with budget management
- the scheme is non profit making
- pre-existing medical conditions not excluded.

How you can help us

- payment of contributions promptly in summer term
- accurate and timely return of claim forms
- schools not using Barnet payroll to provide supporting claim documentation.

Charges

Contribution rates:

Long term sickness & Maternity pool

Schools	£334 per fte staff
Children's Centres	£367 per fte staff

Medium term sickness

Schools	£76 per fte staff
Children's Centres	£83 per fte staff

Contact

Kim Garrood

Senior Management Accountant (Schools)

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7225

Fax: 020 8359 7324

Email: kim.garrood@barnet.gov.uk

Swimming

GLL (Greenwich Leisure Limited)

- the partnership between the London Borough of Barnet and GLL continues to encourage community involvement, deliver social inclusion and promote healthy living. For more information go to www.gll.org

Services available

- consultation with the Swimming Coordinator at Barnet Copthall Leisure Centre to discuss your school's swimming requirements, swimming advice and technical support
- programming of lessons including arranging pool time and transport
- provision of a syllabus and scheme of work to National Curriculum standards, Key Stages 1- 4
- a comprehensive award scheme, linked to the Amateur Swimming Association (ASA) National Plan for Teaching Swimming.

Benefits of buying this service

- highly qualified and motivated swimming instructors
- a direct link from the schools lessons into either further lessons with London Swim School or to competitive swimming through Barnet Copthall Swimming Club.

What is expected from you

- adhere to the booking conditions issued by GLL
- notify the Swimming Coordinator of any change in circumstances concerning the pupils
- notify the Swimming Coordinator of any change in dates
- communicate with the Swimming Coordinator if problems arise.

Charges

Prices quoted are from April 2011 - to March 2012.

Please contact the service provider for up-to-date prices.

Pool hire per 30 minutes	£	Instruction per 30 minutes	£
Copthall Training Pool	36.05	Copthall Training Pool (60 pupils/4 instructors)	56.65
Copthall Main Pool (1/3)	28.85	Copthall Main Pool (30 pupils/2 instructors)	28.35
Copthall Activity Pool	28.85	Finchley Lido (30 pupils/2 instructors)	28.35
Finchley Lido (1/2)	28.85	Church Farm (30 pupils/2 instructors)	28.35
Church Farm Pool	28.85		

Schools booking outside block booking times will be charged the same pool hire but the instructor rate is £18.30 per session.

Contact

Ibrahim Mehmet

Sports Officer

Barnet Copthall Leisure Centre, Champions Way, Hendon, London, NW4 1PX

Tel: 020 8457 9900

Email: Ibrahim.mehmet@gll.org

Tree Inspection Service

The maintenance requirement for trees is generally minimal and trees enhance school areas in many ways. However, due to the large number of trees on school sites and the possible risks trees may pose, there are potential insurance concerns.

If a tree or its branches are unsafe the potential for injury to the pupils, staff or visitors could also have major consequences. In to minimise the risk of potential accidents on site and reduce the risk of structural damage to school or neighbouring buildings, it is recommended that these are undertaken every two years.

Tree surveys on schools are now being carried out by an external specialist. In order to facilitate this service, please refer to the contact details provided below; at this stage the London Borough of Barnet will liaise with the contractor in order to arrange a suitable time for the survey. It is highly favourable to inspect these sites and carry out any resultant works during the summer holiday period in order to reduce any risk for pupils, staff or visitors.

Services available

1. Insurance inspections

A survey and production of a report which will concentrate on dead / diseased / dangerous trees but incorporate potential third party tree root problems and school building damage. Recommended works identified need to be funded by the school's budget.

A list of CHAS (Contractor Health and Safety Scheme) approved contractors will be provided.

2. Full tree survey

Report recording size, species and locations and recommendations for necessary work over the next two years and longer-term objectives with an aim to avoid insurance claims.

Cost of Inspections

£395 per day survey

£205 per half day survey

Contacts

Inspection Request:

Carolyn Hopker

Parks and Open Spaces Support Officer

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7126

Email: carolyn.hopker@barnet.gov.uk

Service Enquiries:

Andy Tipping

Principal Arboricultural Officer

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7838

Email: andy.tipping@barnet.gov.uk

Youth Provision

DofE (Duke of Edinburgh) Award Service

Services available

DofE award management, administration and monitoring assistance

- full assessment and support for new schools and colleges
- support and guidance with delivery and promoting the DofE programme
- introduction to the DofE Award training organised on behalf of school Award Leaders
- assistance with all areas of enrolment, participation and monitoring requirements
- purchasing of e-dofe participant licenses
- assistance and support with e-dofe website
- full Award completion clearance and certification
- assistance with introduction sessions DofE groups within the school setting
- assistance with e-dofe training sessions for DofE Groups within the school setting
- assistance with completion and motivation with DofE Groups within the school setting
- award leader meetings for updates and guidance
- yearly review to assess delivery requirements
- assistance with health and safety/expedition notification procedures via EVOLVE where schools buy into EVOLVE (see page 60) or assisting schools in demonstrating adequate H&S procedures
- guidance on relevant DofE and Educational Visits training required
- support/advice/checks on quality assurance for expeditions
- access to hire Youth and Connexions DofE expedition equipment at minimum costs
- sign posting for sectional participation on a group or one to one basis
- DofE opportunities for participants available nationally and locally.

Benefits of buying this service

- the right to deliver all three levels of the DofE award within the school under the: Barnet, Children's Service, Youth and Connexions Operating Authority Licence
- through this traded service the schools will be able to increase their pupil's participation and accreditation outcomes on all three levels of the DofE award, Bronze, Silver and Gold
- authorisation to promote the DofE award as part of the school's attainment levels during secondary transfer presentations. This will include use of the DofE logo on school material issued to perspective parents.

Charges

Secondary, Secondary Special and Academy schools

£700 per annum

Additional DofE services

Additional support is available to assist with delivery within the school/college setting, this support will be an additional charge to be agreed upon request.

Barnet's Youth & Connexions DofE Open Award Centre based at Canada Villa youth activity centre. Schools/colleges can request and agree access for participants, however, additional charges will be required dependent on numbers.

- an informal environment for additional support for Award Leaders and young people
- an opportunity to encourage youth advocacy and mentoring
- programmes and projects are run which are specific to the DofE award sections
- preparatory expedition training sessions for young people
- access to IT equipment.

Contact

Karen Ali

Youth and Connexions Service Manager (Programmes)

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7808

Email: karen.ali@barnet.gov.uk

Faith Robertson

Youth and Connexions, (DofE) Award Co-ordinator

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7822

Email: faith.robertson@barnet.gov.uk

IAG (Information, Advice & Guidance)

Services available

We will provide:

- careers interviews aimed at identifying and exploring learning, training and employment pathways
- promote career learning and decision making through small tailored group workshops to explore post 16 decisions, higher education, apprenticeships, employment and training etc
- the Morrisby Profile to assess individual's abilities, personality and interests
- parent's evenings to provide an opportunity to engage with parents and carers in the career development of their child
- GCSE / AS / A levels Results Day
- use of Fast Tomato – the interactive website which assesses students interests, priorities, learning styles and anticipated levels of attainment and matches these to careers and courses
- development for staff through INSET days on topics such as careers education and guidance.

Benefits of buying IAG

- professionally trained staff whose knowledge, skills and competencies meet IAG Quality Standards plus ongoing training and support with continuous professional development
- independent, impartial guidance which empowers pupils/students to make informed choices about future career pathways
- the Morrisby Profile to assess individual's abilities, personality and interests including personal action plans
- management information of students on a range of relevant data including intended destinations and offers of education, employment and training.

Benefits of buying IAG from the London Borough of Barnet

- independent, impartial advice and guidance from professionally trained Careers Advisers
- a service that is specific to your needs and strongly adheres to IAG Quality Standards
- engages and empowers pupils to make informed choices on their futures
- provision of specialist packages such as The Morrisby Profile
- bespoke management information on your pupil cohorts
- ongoing support with your school's careers education and guidance needs
- adherence to IAG Standards
- engages and empowers pupils to make informed choices on their futures
- provision of specialist packages such as The Morrisby Profile
- bespoke management information on your pupil cohorts
- ongoing support with your school's careers education and guidance needs.

What is expected from you

- provide appropriate meeting space for 1:1 sessions
- support from the wider teaching establishment regarding the role of the Careers Advisor
- include Careers Advisor in relevant staff meetings or briefings
- provide access to IT facilities for recording work completed.

Charges

From £168 to £227 per day

(fully inclusive of on costs, travel expenses and office services)

Contact

Sharon Glover

Youth Support Services Operational Manager

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7875

Mobile: 07500 224909

Email: sharon.glover@barnet.gov.uk

Restorative Approaches Service

Services available

Barnet Youth Offending Service has developed provisions to support mainstream schools using Restorative Approaches as a strategy for change to help restore a sense of community and belonging.

We will provide

- staff training – an initial three day course is offered to school staff with the proviso that a member of the senior leadership team attends the course as well. Further courses are provided in-house for individual schools
- peer mediation training – training is offered for groups of young people within schools to become peer mediators
- school Insets – various insets are offered, an introduction to the restorative approach for interested schools, where some staff have been trained but the school would like the whole school staff team to be aware of the restorative mindset
- parents groups – restorative approaches training sessions are offered to parents in schools where the restorative approach is used in order that the ethos is followed through in the home
- restorative conferences and mediation using the restorative approach is offered to schools. These include pupil/pupil, pupil/staff, staff/staff. Parents can also be included if appropriate.

Benefits of buying this service

- reduced number of incidents involving bullying, personal conflicts and victimization
- reduced number of fixed term and permanent exclusions and delivery of effective re-integration meetings
- reduced number of unauthorized absences
- increased staff confidence in dealing with challenging situations
- increased pupil responsibility for their actions and behaviours
- improved perception of both pupils and staff of how victimization is handled.

What is expected from you

- commit staff to attend training
- refer targeted young people to peer mediation courses
- participate in monitoring and review processes
- provide suitable space when training is conducted in-house.

Charges

£185 per training day

£150 per Restorative Justice Conference (price includes preparatory meetings with all concerned parties)

Contact

**Barnet Youth Offending Service,
Building 4, North London Business Park, Oakleigh Road South, London N11 1NP
Tel: 020 8359 5524
Fax: 020 8359 5530**

School Attendance, Absences & Court Work – Education Welfare

Services available

Improving School Attendance:

- safeguarding home visits re children missing from school
- home visits challenging absenteeism, working with parents
- preventative casework, CAF-led
- providing CAF process including Lead Professional role as required
- progressing cases to court appearance, (providing witness statements and representing LA as witnesses)
- information, advice and guidance on registration and off-roll procedures
- support and advice on leave of absence
- support and advice on attendance policy
- staff training on registration
- access to these strands will be dependent on the level of support requested by schools.

What is expected from you

- provide access to registration system, including online
- provide space for meetings.

Benefits of buying this service

- access to an officer with knowledge of Barnet schools
- choice of level of provision
- bespoke service reflecting the school's needs.

Services provided free of charge

- court process
- fixed-penalty notice system.

Charges

£8,400 (one day per week term time only per annum)

(fully inclusive of on costs, travel expenses and office services)

Contact

Youth Support Services

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7698

Youth Support Workers & Engagement Programmes

Services available

- positive activities (range of programmes available in and out of school venue), including topical/issue based group work sessions, including life and social skills development
- Youth Support Workers in secondary schools
- links with the wider community
- primary school links focusing on those already identified as being at risk of becoming disaffected or excluded during the transition period
- transition support pre Year 7, including an introduction week to the school during the summer holidays, for those already identified as being at risk
- partnership work with Barnet Police related to specific crime prevention services as an early identification approach through diversionary work
- information and access to borough wide activities
- accredited arts programmes including creative media.

Benefits of buying this service

- we have developed strong links with the voluntary sector who help us to provide realistic advice and learning for all involved
- we provide professional Youth Support Workers to work with young people to decrease the number of young people becoming disaffected or disengaged within the educational environment
- we work with young people to provide positive support and empowerment, by taking responsibility of their learning and behaviour, reducing the number of exclusions.

The service also includes the following benefits:

- access to informal and impartial support within the wider learning agenda
- regular feedback and reports on young person's progression
- access to targeted support for the hardest to reach students.

What is expected from you

- provide appropriate meeting space for 1:1 sessions
- identify one member of staff as the link for the Youth Support Worker
- provide access to school premises for the delivery of specific activity courses
- support from the wider teaching establishment regarding the role of the Youth Support Worker
- include Youth Support Worker in relevant staff meetings or briefings
- provide access to IT facilities for recording work completed.

Charges

£168 per day

(for engagement programmes prices will vary)

Contact

Youth Support Services

Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7846

Fax: 0870 889 6799

Customer Satisfaction Procedure

1. Inform us of your complaint

Contact the service manager for the service in the first instance. The name and telephone number is on the individual service page in this booklet.

If possible, your complaint will be dealt with on the spot. If not, the service will make sure that it responds within ten working days. It is hoped that most problems can be solved at this stage.

2. If you are not satisfied

If you are still dissatisfied, you can ask the **Director of Children's Service** to deal with your complaint. Please write to:

Director of Children's Service
Building 4, North London Business Park
Oakleigh Road South
London N11 1NP

The Director of Children's Service will reply within ten working days. This is in accordance with Stage 2 of the Council's Complaints Procedure.

3. If you are still not satisfied

Should your concern remain unresolved you are entitled to complain further to the Chief Executive.

Council's Corporate Standards

The council's corporate standards are:

Opening times

All main Council offices are open on Monday to Thursday between 9.00am and 5.15pm and on Friday between 9am and 5pm throughout the year except for Bank Holidays. Many council services provide earlier/ later operating times.

Telephone

Answered within five rings. Each caller should be greeted clearly and politely with the name of the section and the member of staff answering the call. Messages can be taken and/or the caller transferred to the relevant section.

Letters

Responded to within ten working days. All letters from council officers must be dated and clearly state the name and contact details of the writer. Enquiries should be answered fully and politely using plain language. If a full answer cannot be given immediately, an acknowledgement must be sent within three working days, stating by which date a full answer will be given.

Staff identification

All non school-based council staff and contractors working on behalf of the council are required to wear an identification badge, which displays their name, job title and photograph. Please do not hesitate to ask to see the identification badge of any member of staff.

If you have comments or questions about this booklet, please contact:

David Tobin
Head of Research and Management Information
Tel: 020 8359 7274
Fax: 08708 896799
Email: david.tobin@barnet.gov.uk