

TRADED SERVICES TO SCHOOLS

April 2013 - March 2014

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Introduction

This booklet sets out details of council services available for schools to purchase from April 2013. 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	28 March 2013	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	26 April 2013	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

Health and safety legislation requires organisations to directly employ, or have direct access to, one or more 'competent persons' to assist them in undertaking such 'measures' necessary to comply with h&s statutory provisions. These 'measures' relate to the governance and management of h&s and the monitoring of overall h&s performance. For Community schools the Council provides this 'competent person/s' as they remain the employer, for all other schools the governing bodies are responsible for having access to this 'competent person/s' to help ensure these measures are in place and operate effectively.

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) is a service for schools, controlled by schools, meeting individual school requirements for school improvement including professional development and challenge. 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 11 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 staff advisers, BPSI associate advisers (some of whom are OfSTED inspectors), BPSI school based advisers, staff from the Schools and Learning Group, and other council employees. 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, Music, PSHE and RE, giving updates, sharing good practice and facilitating links between schools
- discounted rate for attendance at the termly SENCo Meetings and Team Teach training
- 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 always provide BPSI members with a discounted rate. These will include the Autumn term residential Headteachers' conference; the Spring term residential Deputy and Assistant Headteachers' conference; and the BPSI annual conference at NLBP. For the year 2012-13 we were able to provide these conferences free to our BPSI schools.

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 & challenge in the areas of teaching and learning and leadership and management including:

- visits to schools to offer advice, professional support & challenge
- specifically designed development sessions and individual coaching sessions
- whole school/team/subject audit and evaluation
- use of literacy, numeracy, science, ICT, music resource bases on Fronter
- 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, advice and challenge linked to school self review and evaluation including use of data
- BPSI schools get a reduced rate for the termly SENCo meetings and Team Teach training 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 ten hours per year from your year's allocation to contribute towards paying for an external consultant or course.

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 OFSTED School Inspection Handbook (January 2013) states:

Inspectors should consider how effectively the school works in partnership with other schools, external agencies (for example national and local leaders of education) and the community (including business) to improve the school, extend the curriculum and increase the range and quality of learning opportunities for pupils

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.

5. Free access to an online leadership support service (in 2012-13 this was The Key)

A new development in 2012-13 was the purchasing by BPSI of a subscription to The Key which offers online leadership support. Early responses to our Evaluation Survey indicate this has been very popular with our members and extremely well used.

6. Free access to the BPSI Wi-Fi at NLBP

When attending training or meetings in Building 2 at NLBP you will be able to have free access to our BPSI Wi-Fi, enabling you to access your e mails and go online.

Benefits of buying this service

- professional advisers 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
- 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.

Charges

£24.34 per pupil (*this has not increased since BPSI's setup in April 2011*)

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 workshop - **£69 per person**

Consultancy in schools - Non BPSI schools:

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

Consultancy in schools - BPSI schools:

Please note members of BPSI will be allocated a number of consultancy hours (approximately the number of pupils X 0.12) 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 - **£70 per hour** (*this has been reduced from £81 in 2012-13*)
- BPSI schools - **£490 per day** (*this has been reduced from £567 in 2012-13*)

Contact

Richard Griggs

Barnet Partnership for School Improvement (BPSI) Manager

Schools and Learning,

Barnet Children's Service

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Building Maintenance Service

Service in scope for outsourcing

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	£600 per annum
Secondary schools	£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

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Building Services Manager

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Catering Quality Service

Services available

Package A

- A full catering service as set out in the following Service Level Agreement for those schools who wish to opt in to the council's catering service. The service can be customized for the specific needs of each school:

Draft Catering Service Level Agreement

This Service Level Agreement is between and Barnet Catering Services which is part of Children's Service.

Under this Agreement Barnet Catering Services will provide:

1 Menu and Service Provision

- *A full catering service to meet the individual needs of the school incorporating paid and free meals for pupils and adult meals.*
- *Meals will be supplied in the form of a four week menu for pupils and adults.*
- *The menus provided are nut free and comply with the Government's Nutrient and Food Based Standards for School Lunches. The menus also comply with the requirements set down by the Soil Association to achieve the Food for Life Catering Mark Bronze Award.*
- *The following options can also be provided:*
 - *A Breakfast Service*
 - *After School Catering Service*
 - *Function Catering*
 - *Tasting Sessions for Parents*

2 Procurement and Purchasing

Barnet Catering Services will comply with the Corporate Financial Regulations and Strategic Procurement Rules relating to the provision of all goods and services to ensure Best Value for schools.

3 Food Hygiene and Health and Safety Legislation

Barnet Catering Services will ensure compliance with the current Food Hygiene Regulations and Health and Safety Legislation incorporating COSHH, RIDDOR and HACCP.

4 Management and Recruitment of Catering Staff

Barnet Catering Services will be responsible for the recruitment and training of all catering staff in accordance with the Council's policies and procedures and will provide relief staff to cover staff absences whenever possible. Relief cover, however cannot always be guaranteed. All staff will be CRB checked before being allowed to start work in the kitchen.

5 Pricing Policy

The pricing policy is set to achieve a break even position by the year end. The price of a pupil meal is currently set at £2.10.

6 Responsibilities

Barnet Catering Services will be responsible for:

- *Cleaning material supplies*
- *Dishwasher chemicals*
- *Replacement of light equipment*
- *Supply of protective clothing*
- *Stationary supplies*
- *First aid supplies*
- *Telephone bills*

The school will be responsible for:

- *The maintenance, repair and replacement of heavy equipment*
- *The cleaning and maintenance of the kitchen ventilation system*
- *High level clean of the kitchen at least once a year*
- *Maintaining the premises in good decorative order*

7 Monitoring and Performance

Periodic visits to the school will be made by members of the Catering Services management team and one Quality Assurance Audit will be carried out on an annual basis.

8 Termination of Agreement

A minimum of six months notice would be required to terminate the Agreement by either party.

Package B

- one quality audit a year designed to ensure that your existing catering service complies with your catering specification and all relevant legislation

Package C

- telephone advice and support

Charges

Package A - All schools	No charge
Package B - All schools	£150 per annum
Package C - All schools	£50 per annum

Contact

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Head of Catering

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Document Centre

Service in scope for outsourcing

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

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Document Centre Supervisor

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Finance Support Service

Service in scope for outsourcing

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 staff employed by schools to training courses and briefings.

Helpdesk is 9am – 5pm 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	Indicative Resource Allocation	
	Primary, nursery, special schools, PRUs	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 Schools Accountant	Two days per week by a Finance Assistant plus a day per week from a Schools Accountant

Note – actual time allocation according to size of budget and other factors.

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 should 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 are 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. preparation of financial procedures, policies, etc, etc.

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

Service 1 Helpdesk - is only available to staff employed in and by a Barnet maintained school, except the RM Helpdesk.

Services 2 & 3 and Service 6 – accountancy/finance service

- due to staffing implications, schools are required to give three months' notice in the event of termination or non-renewal of the agreement of these services,
- schools must provide adequate office desk space, access to a telephone and computer facilities (with internet access and email address) available for the time our staff are in the school.

Services provided at an hourly rate

(available to purchasers of the Combined Helpdesk)

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/unofficial 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.

Other Services

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 Accountant (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	Combined	£ 638
	RM Finance	360
	Admin	360
Basic Accounts (<i>price based on Total Funding</i>)		£
Children's Centre	Below 300,000	2,666
	Between 300,001 - 508,000	3,606
	Over 508,001	4,698
Nursery/Primary/Special	Below 508,000	4,726
	Between 508,001 - 740,000	6,106
	Between 740,001 - 965,000	7,022
	Between 965,001 - 1,218,000	7,387
	Between 1,218,001 - 1,625,000	8,213
	Between 1,625,001 - 1,930,000	8,613
	Between 1,930,001 - 2,400,000	9,041
Secondary	Over 2,400,000	9,494
	Below 3,552,000	15,196
	Between 3,552,001 - 4,670,000	17,474
	Between 4,670,001 - 6,090,000	17,998
	Over 6,090,000	18,898

Accountancy Service (<i>price based on Total Funding</i>)		£
Children's Centre	Below 300,000	3,988
	Between 300,001 - 508,000	4,982
	Over 508,001	6,075
Nursery/Primary/Special	Below 508,000	6,131
	Between 508,001 - 740,000	7,212
	Between 740,001 - 965,000	8,371
	Between 965,001 - 1,218,000	9,236
	Between 1,218,001 - 1,625,000	9,948
	Between 1,625,001 - 1,930,000	10,447
	Between 1,930,001 - 2,400,000	10,969
Secondary	Over 2,400,000	11,518
	Below 3,552,000	19,147
	Between 3,552,001 - 4,670,000	22,017
	Between 4,670,001 - 6,090,000	23,089
	Over 6,090,000	24,244

School Business Manager Service

Schools purchasing Accountancy service (indicative price subject to school's need)	£6,909
Schools NOT purchasing Accountancy service (bi-weekly full day service term time only)	£6,909
Weekly full day service term time only	£12,523

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	£45
	Rate B	£55
	Rate C	£65

Contacts

Operational management-

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Strategic management -

Nick Adams, Schools Finance Services Manager

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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 three-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 governor 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 Training 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 24 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', 'governance in church schools' and 'converting to academy status'.

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 from the NGA annual fee.

Charges

	Nursery, primary, special schools and primary academies	Secondary schools and secondary academies
Clerking Service (three meetings)	£2,592 per annum	£2,694 per annum
Clerking Service (six meetings)	£3,353 per annum	£3,458 per annum
Advice Service	£772 per annum	£874 per annum
Support and Development – NOT including Modern Governor	£812 per annum	£1018 per annum
Support and Development – including Modern Governor	£911 per annum	£1,117 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	£370
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)	£82
To arrange a school based session on a one-off basis	£550
To attend day courses and conferences (per governor)	£185

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)

From April 2013 we are offering all Primary Schools in Barnet the opportunity to buy into the High Incidence Support Team (HIST), a team of well qualified and experienced Advisory Teachers for Behaviour and Speech, Language and Communication.

As agreed at School Forum, **a small HIST service will continue to be provided free in order that statutory requirements can be met. This will include:**

- 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.

This alone will not meet schools' needs. Therefore our newly devised programme of delivery offers schools the possibility of buying into one of two packages of support.

Buying into the HIST traded service would mean that your school/ setting would have access to HIST support for:

- individual casework (for pupils at SA+ with Behaviour and/or Speech, Language and Communication Difficulties)
- advice regarding comprehensive strategies to improve behaviour, prevent exclusions and engage parents (including whole school inclusion policies, PSPs, Risk Assessments etc)
- advice regarding comprehensive strategies to improve the outcomes of children with SLCN
- Class Teacher, Learning Support Assistant and Learning Mentor support in delivering effective programmes and meeting the needs of children
- delivery of training programmes offered as Inset days, twilight sessions and courses offered centrally
- development of whole school programmes (such as Nurture Groups, Speech and Language groups, etc)
- delivery of Parent Workshops.

In addition all HIST schools will receive at no additional charge-

- access to SENCo Support- through the termly centrally run SENCo Meetings
- access to shared forum on MLE and monthly SENCO Update Newsletter
- access to Positive Handling - Team Teach training delivered centrally (up to a maximum number)
- access to newly set up Link Meetings for school based Speech and Language Leads

Charges

The two packages that we are able to offer include:

Package	Details	Cost
1	15 Hours of HIST support (any combination of support as outlined above)	£2,000 per annum
2	24 Hours of HIST support (any combination of support as outlined above)	£3,000 per annum

Schools/settings who buy into HIST will also have the opportunity to buy additional hours if required. This, however, is not an option for schools/settings who do not buy in initially to one of these two packages.

NB: The two packages on offer to schools/settings are offered solely for individual settings and are not able to be shared between settings.

Contact

Pip Hardaker

Acting Specialist Team Manager

Children's Service

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

Tel: 020 8359 3134

Mobile: 07876 137656

Email: pip.hardaker@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

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HR and Payroll

Service in scope for outsourcing

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 the period 1 April 2013 to 31 March 2014.

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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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: <ul style="list-style-type: none">• 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 HR.Connect@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 the 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 under auto-enrolment legislation
- Local Government Pensions statutory notifications including starters, leavers, changes, opting-in and opting-out forms under auto-enrolment legislation
- 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 all statutory duties of the Council relating to the completion of Teachers Pensions Returns, and the collection and payment of pension contributions etc. 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. Disclosure and Barring Service Checks (formerly Criminal Records Bureau (CRB) Checks)

During 2013, HR will implement a new online DBS application service to replace the paper-based application process. This service will be fully available to schools to process criminal check application data, validate documentation and monitor the progress of check 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 17 January 2013 (School Census Day).

Recruitment & Selection	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • DBS check (formerly CRB check)* (see additional services below for DBS charges) • Barred list check (formerly list 99 etc) • QTS checks via the Institute for Learning • identity checks including NI number • medical referrals.
Other pre-employment checks and records	<ul style="list-style-type: none"> • right to work/leave to remain in the UK for non-EEA nationals • Certificate of Sponsorship Scheme.
Employment Contracts	<ul style="list-style-type: none"> • advice on and issue of new contracts of employment • issue contractual letters of variation.
Conditions of Service	<ul style="list-style-type: none"> • advice on national and local conditions of service • advice on local agreements • advice on TUPE transfers.
Change Management Support and Advice *	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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 Service for Authorisation.
Employment Relations casework *	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • assist schools with Single Central Record in preparation for an OFSTED Inspection.
1 to 1 Tuition	<ul style="list-style-type: none"> • 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.

<p>Disclosure and Barring Scheme (DBS)</p> <p>(Standard DBS charge is the cost of the 'standard' or 'enhanced' check made by the DBS)</p>	<ul style="list-style-type: none"> • standard DBS charge plus £15.00 administration charge for new employees • standard DBS charge plus £15.00 administration charge for renewals • standard DBS charge plus £7.50 administration charge for Governors • standard DBS charge plus £7.50 administration charge for volunteers.
Consultancy Services	<ul style="list-style-type: none"> • HR and Payroll consultancy services outside the scope of the Traded Services Packages.
Terms and Conditions / Policy Review	<ul style="list-style-type: none"> • advise on / carry out a review of any non Council Terms and Conditions or Employment policies.

Administration	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • attendance at meetings / hearings outside normal office hours.
Support at Meetings	<ul style="list-style-type: none"> • informal meetings with employees (e.g. informal meetings under the Ill Health Capability procedure), individual consultation meetings.
Change Management	<ul style="list-style-type: none"> • consultation document drafts • school closures • support at collective, individual employee or 3rd party meetings relating to TUPE.
Failures to Meet process deadlines	<ul style="list-style-type: none"> • draft letters and advice on overcoming failures e.g. failure to process leaver documents etc.
Project Work	<ul style="list-style-type: none"> • work not covered above; for example, special audits, reviews.
Pre-Employment Medical Checks and Medical Referrals	<ul style="list-style-type: none"> • 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 17 January 2013 (School Census Day).

Starters & leavers	<ul style="list-style-type: none"> • validate & process starters and leaver forms • liaise with HR provider to resolve issues.
Contract changes	<ul style="list-style-type: none"> • validate & process change forms • liaise with HR provider to resolve issues.
Pay awards / incremental pay increases	<ul style="list-style-type: none"> • validate & process pay award/incremental increases • liaise with HR provider to resolve issues.
Employee pay data input	<ul style="list-style-type: none"> • input employee pay data accurately and on time: <ul style="list-style-type: none"> ○ expenses / mileage / overtime ○ statutory & occupational sickness / paternity / maternity ○ HMRC Tax Code Changes ○ CSA deductions ○ Third Party Deductions ○ any other relevant pay data.
Payroll processing	<ul style="list-style-type: none"> • manage payroll processing cycle: <ul style="list-style-type: none"> ○ process current / arrears pay changes ○ complete payroll / BACS file.

Payroll administration of pensions related forms	<ul style="list-style-type: none"> validate & process payroll related forms on behalf of: <ul style="list-style-type: none"> Local Government Pension Scheme Teachers Pension Scheme.
Childcare voucher / salary conversion scheme	<ul style="list-style-type: none"> administer scheme <ul style="list-style-type: none"> validate applicants under scheme process scheme through payroll.
HR Connect queries	<ul style="list-style-type: none"> provide a telephone support service to the client during standard hours of service.
Correspondence by letter, memo or email	<ul style="list-style-type: none"> manage correspondence.
Employees	<ul style="list-style-type: none"> prepare & issue monthly pay statements prepare & issue annual pay statement (P60).
HM Revenue & Customs	<ul style="list-style-type: none"> prepare & submit PAYE Annual Return (P35 & P14s) via EDI process Employee Tax Code changes via EDI.
Pensions annual returns	<ul style="list-style-type: none"> prepare & submit annual LGPS Pension Return prepare & submit the Teachers Annual Return.
Standard reports	<ul style="list-style-type: none"> 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*	<ul style="list-style-type: none"> emergency payment by CHAPS emergency payment outside normal payroll cycle: <ul style="list-style-type: none"> CHAPS BACS. 	<p>£50 per payment</p> <p>£50 per payment</p> <p>£50 per payment</p>
Cheque payments	<ul style="list-style-type: none"> payment by cheque when employee has not supplied bank details (excluding initial payment). 	£25 per payment
BACS recall*	<ul style="list-style-type: none"> late recall of BACS payment. 	£10 per transaction
Late notification / receipt of documentation after deadline dates shown in Appendix A	<ul style="list-style-type: none"> late leaver notification resulting in management of an overpayment other late notification requiring an intervention into Payroll. 	<p>£50 per notification</p> <p>£50 per notification</p>
Incomplete documentation	<ul style="list-style-type: none"> consistent chasing of incomplete / non received documentation. 	£50 per incident
Redundancy quotations	<ul style="list-style-type: none"> employee redundancy estimate. 	£50 per quotation
Statement of earnings / P60 **	<ul style="list-style-type: none"> provide statement of earnings / P60. 	£10 per statement
Duplicate or historical documentation **	<ul style="list-style-type: none"> provide copies of documents e.g. payslips, pension forms. 	£10 per copy or a per hour cost
Additional reports	<ul style="list-style-type: none"> ad hoc report copy report. 	<p>£10 per report</p> <p>£10 per report</p>

Provision of technical payroll advice / taxation, consultancy, ad hoc project work	<ul style="list-style-type: none"> as required. 	Costs will be based on an hourly rate
Client awareness workshops	<ul style="list-style-type: none"> provide workshops on payroll related matters, processes and procedures. 	Costs will be based on an hourly rate
HM Revenue & Customs	<ul style="list-style-type: none"> 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 17 January 2013 (School Census Day).

Recruitment & selection	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> DBS check (formerly CRB check)* (*see additional services below for DBS charges) Barred list check (formerly list 99 etc) QTS checks via the Institute for Learning identity checks including NI number medical referrals.
Other pre-employment checks and records	<ul style="list-style-type: none"> right to work / leave to remain in the UK for non-EEA nationals / Renewal Monitoring certificate of sponsorship scheme.
Employment contracts	<ul style="list-style-type: none"> advice on and issue of new contracts of employment issue contractual letters of variation issue leaver documentation.
Conditions of service	<ul style="list-style-type: none"> advice on national and local conditions of service advice on local agreements advice on TUPE transfers.
Employment relations casework	<ul style="list-style-type: none"> 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)

	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 DBS charge is the cost of the 'standard' or 'enhanced' check made by the DBS)	<ul style="list-style-type: none"> • 'List 99' Check • certificate of sponsorship – new or renewal • standard DBS charge plus administration charge for new employee • standard DBS charge plus administration charge for renewals • standard DBS charge plus administration charge for governors • standard DBS charge plus administration charge for volunteers. 	£10 per check £150 per application plus cost of Certificate Licence DBS Charge plus £20.00 DBS Charge plus £20.00 DBS Charge plus £10.00 DBS Charge plus £10.00
Job evaluation	<ul style="list-style-type: none"> • support and evaluation of job description. 	Costs will be based on an hourly rate
Production of compromise agreement	<ul style="list-style-type: none"> • support production of compromise agreement. 	£400 per agreement
Change management advice	<ul style="list-style-type: none"> • hourly rate based on table of charges below. 	Costs will be based on an hourly rate
Employment relations casework advice	<ul style="list-style-type: none"> • hourly rate based on table of charges below. 	Costs will be based on an hourly rate

Consultancy services	<ul style="list-style-type: none"> • HR and Payroll consultancy services. 	Costs will be based on an hourly rate
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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) - **£180 per employee per annum**
(based on the number of employees on the payroll as at 17 January 2013)

Secondary schools (see note 1) - **£154 per employee per annum**
(based on the number of employees on the payroll as at 17 January 2013)

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) - **£70 per employee per annum**
(based on the number of employees on the payroll as at 17 January 2013)

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) - **£124 per employee per annum**
(based on the number of employees on the payroll as at 17 January 2013)

Secondary schools (see note 1) - **£104 per employee per annum**
(based on the number of employees on the payroll as at 17 January 2013)

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 - **£350 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 2013 to 31 March 2014

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
2013	April	10/04/13	30/04/13
2013	May	10/05/13	31/05/13
2013	June	10/06/13	28/06/13
2013	July	10/07/13	31/07/13
2013	August	09/08/13	30/08/13
2013	September	10/09/13	30/09/13
2013	October	10/10/13	31/10/13
2013	November	08/11/13	29/11/13
2013	December	06/12/13	23/12/13
2014	January	10/01/14	31/01/14
2014	February	10/02/14	28/02/14
2014	March	10/03/14	31/03/14

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

Service in scope for outsourcing

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 2013-14 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

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,
- 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

6. Remote Support with complete ICT network management solution Module – for schools with an ICT network manager on site. (Silver Support)

Remote support service cost is based on Server and Machines. You can accomplish this with a complete, secure, reliable and full service, IT Systems Management Solution that will meet your needs today and provide the scalability you need for the future.

Our service can deliver enterprise-class IT systems management through integrated remote automation. The service has been tested on LGFL 2.0 and our service will support you schools ICT using our servers in Manorside no school visits are required scheduled and support is remote only. Additional school ad-hoc visits are chargeable

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 DVD/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.

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 and support costs 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 not increased from last year:

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

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 - (Packages 2 & 3).*

Nursery, Primary and Special Schools **£95**

Package 6 – Remote Support with complete ICT network management solution Module – for schools with an ICT network manager on site.

Remote support service cost is based on Server and Machines, **prices on application**
You can accomplish this with a complete, secure, reliable and full service, IT Systems Management Solution that will meet your needs today and provide the scalability you need for the future. Our service can deliver enterprise-class IT systems management through integrated remote automation. The service has been tested on LGFL 2.0 and our service will support you schools ICT using our servers in Manorside no school visits are required. Additional school ad-hoc visits are chargeable.

*Please note you can only buy Package 5 or 6 if you have purchased Whole School support (Package 1) **OR** School Administration support module and Hardware Warranty support module (Packages 2 & 3).*

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

Description of Service

HB Public Law provides a legal advice and representation service. We have a practice of over 70 legal practitioners and support staff with wide experience of public sector work providing services to public bodies within Harrow and Barnet. We aim to provide you with a high quality, best value legal service that is timely, reliable and effective, which builds on the feedback that we receive.

The range of areas covered includes employment issues, admissions and exclusions, school responsibilities and liabilities, property, procurement and contracts, data protection and freedom of information and public law duties.

Services available

1. Contracted hours scheme

We recognise that different schools will have different needs and we offer the following packages to meet your individual needs.

Contracted Hours	Blended hourly rate	Total Cost
First 5	£105.00	£525 for 5 hours
First 10	£100.00	£1000 for 10 hours
Next 10	£95.00	£1900 for 20 hours
Next 10	£90.00	£2700 for 30 hours
Next 10	£89.00	£3560 for 40 hours
Next 10	£88.00	£4400 for 50 hours
Next 10	£86.00	£5160 for 60 hours
Thereafter	£86.00	10 hour blocks

If you enter into one of the contract packages by 1 April 2013 you will also receive the following benefits:

- (a) **Discounted rate** on clerking and administration of exclusion and admissions meetings
- (b) One **free** place on a half-day Legal Practice seminar to be arranged for the financial year 2013/14 (second free place for packages over 40 hours)
- (c) Free updates on relevant changes to legislation and guidance.

2. 'Pay as you go'

If you choose to engage our services on an hourly rate basis, the charges are set out below.

Principal Lawyer	£140.00
Senior Lawyer- Team Leaders	£130.00
Senior Lawyer	£120.00
Senior Assistant Lawyer	£110.00
Assistant Lawyer	£100.00
Trainee Solicitor	£70.00
Legal Assistant	£60.00

We will consider the complexity of the matter on which you need advice before allocating the work to an appropriately experienced practitioner.

Additional Services

Clerking Service – HB Public Law offer a clerking service for Governing Body Exclusions panels. Additional travel costs will be payable for certain hearings.

Type of hearing	Time of hearing	Pay as you go	On contract
Disciplinary Committee exclusions panel	Day	£520	£420
	Evening (after 5pm)	£550	£485

Independent Appeal/Review Panels

HB Public Law offer an appeal/review service for admissions (VA and academy schools) and exclusions (academy schools), including clerking (and a minute taker for independent appeal panels for exclusions), appointment of panel members, provision of room and refreshments, preparation of documents, specific arrangements, including interpreters, correspondence to all parties and annual training of panel members. The price is on the basis that hearings are held at Harrow Council Civic Centre. Please contact us for prices for hearings in other locations.

Type of hearing	Length	Pay as you go	On contract
Admissions Appeals	Half day (2-5 appeals)	£980	£920
	Full day (6-10 appeals)	£1450	£1380
Exclusions Reviews	Per hearing	£1400	£1200

For exclusion reviews, the fixed price is limited to 2 hours preparation by the clerk, 5 hours in the panel and 2 hours drafting the decision letter. Hours spent over this will be charged as an hourly rate of £90.

In the event of cancellation or adjournment, other than at the request of the Council, the following fee applies:

- (a) less than 7 days notice, 25% of the fee or (if less) a charge based upon number of hours at the rate of £90 per hour;
- (b) on the day of the hearing, the full fee will be payable.

Bespoke legal training

Training is available for teachers, headteachers, governors and governing body clerks.

If you have entered the contract hours scheme then you will be entitled to at least one free place on a half-day Legal Practice seminar to be arranged for the financial year 2013/14.

Use of external legal advisors

If for any reason we are unable to act for you, we have framework agreements with external law firms and barristers chambers, giving competitive rates for distinct areas of law.

Client Care

We are constantly striving to continuously improve our services. We are happy to meet you to discuss your individual needs. Please contact the Principal Lawyer – Litigation & Education on 020 8424 1417 to discuss our service and how we can help you.

Charges

If you have taken out a contract package, you will receive an invoice at the beginning of the year for the total amount of the contract. Hours will be deducted from the contract based on actual time spent providing legal services to your school.

We will keep a full and detailed record of all time recorded on your cases and you will receive a breakdown of work undertaken on a quarterly basis.

Invoices will be produced for payment under the pay as you go, for additional services and for any upgrades to your contract package. For disbursements, you may be asked to pay these direct to the external organisation, in which case any invoice will be addressed to the school.

Complaints

The practice welcomes feedback on its work. A comprehensive complaints procedure is available on request.

Contract Period

This contract will run for one year from: 1 April 2013 to 31 March 2014.

Contact

Sarah Wilson

Tel: 020 8424 1417

Email: sarah.wilson@harrow.gov.uk

Hema Parmar

Tel: 020 8416 8349

Email: hema.parmar@harrow.gov.uk

Nursery Classes - Home to School Distance Measurement

Services available

The measurement of the distance between home to school for Nursery aged children.

What is expected from you

- provide details of the home address and the point, within the school, the distance will be measured to.

Benefits of buying this service

- early identification of children that will not be offered a reception place under the distance criterion of the schools admission arrangements.

Services provided free of charge

- distance measurement from home to school for all children of reception age and above.

Charges

- £5 per distance measured.

Contact

School Admissions Team

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

Tel: 020 8359 7651

Safety, Health and Wellbeing

Service in scope for outsourcing

The document sets of the package of services offered to schools for the provision of Health & Safety and Wellbeing services. The services specified in this document are for the period 1 April 2013 to 31 March 2014.

1. Introduction

Purchasing these services from the Councils Safety, Health and Wellbeing (SHaW) team gives you direct access to a team of professionally qualified Health and Safety, Counselling and Mediation 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 health & safety and wellbeing
- achieve best practice in health, safety and welfare management which will help to minimise work related injuries and ill health and reduce the associated costs – such as staff absences, lower performance, fines, legal fees and increased insurance premiums
- to ensure the health, safety and welfare of staff, pupils and visitors to the schools.

NOTE: For community schools the council have specific employer duties regarding health and safety and therefore the services included in the ‘Basic Package’ are already provided to those schools. Community schools can purchase additional health and safety services from the ‘Flexible Services Package’.

2. Service summary

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

Package	Description
Health and Safety Basic <i>* Package only available to <u>non-community</u> schools</i>	Basic health and safety service, to include: <ul style="list-style-type: none"> • act as your ‘competent health and safety advice’ • access to the Councils professional health and safety staff • access to h&s documents and information • provision of a system for reporting work related accidents/incidents • accident/incident trend analysis and prevention plan. • major accident/incident investigation service • liaison with the Enforcing Authorities
Health & Safety Full <i>Package only available to <u>non-community</u> schools</i>	Full Health and Safety service, to include: <ul style="list-style-type: none"> • all items included in the ‘Basic Package’ • annual h&s audit and inspection, including action plan • annual review • assistance with conducting specialist risk assessments

	<ul style="list-style-type: none"> • 10% reduction in cost of 'Flexible Services'
Staff Wellbeing Basic <i>* Package available to <u>all</u> schools</i>	Staff Wellbeing Service, to include: <ul style="list-style-type: none"> • access to the Councils 'Senior Resolution Consultant' • staff wellbeing and conflict resolution advice • critical counselling • trauma response • mediation • access to wellbeing policies and documents • health and wellbeing promotion and campaigns
Staff Wellbeing Full <i>* Package available to <u>all</u> schools</i>	Access to all services in 'Basic Wellbeing Package' Access to full Employee Assistance Programme (EAP) including confidential counselling
Flexible Service <i>* Package available to <u>all</u> schools</i>	Individual services that may be purchased on a 'pay as you' go basis: <ul style="list-style-type: none"> • management consultancy • h&s audit and inspection • assist with specialist risk assessments • procurement of 'competent' contractors • swimming pool audits • bespoke training • work place issues • projects • EAP service • Access to Occupational Health Provision

3. Service standards

We are committed to delivering a comprehensive, professional Safety, Health and Wellbeing 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 named and '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

Service Users can help us deliver an efficient service by:

- ensure all appropriate forms, supporting documentation and data are submitted 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 information 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 below). The advisory service is available between 9.00am – 5.30pm Monday to Thursday and 9.00am – 5.00pm Friday (excluding Bank Holidays).

The Employee Assistance Programme (EAP), Critical Counselling and Trauma Response services are also 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.

Service Contact Details:

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

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 non-community schools do not buy into a Health and Safety Package they will still need to arrange direct 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 an effective safety management system is 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, in addition to the charge in Schedule A. Population numbers will be based on the number of pupils and employee numbers employed as at the 2013 School Census Day.

Health and Safety Basic Package

<p>Act as your ‘Competent H&S Advice’</p> <p>Access to ‘Competent Health and Safety Consultants’</p>	<ul style="list-style-type: none"> • 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 • <i>subject to a maximum usage limit of 12 hours per annum. Use over this limit will incur additional charges as shown in Schedule D.</i>
<p>Access to H&S Documents and Information</p>	<ul style="list-style-type: none"> • corporate and local h&s policies • Local Codes of Practice/Safe Working Procedures • regular bulletins • guidance notes.

Accident/incident reporting, trend analysis and prevention plan.	<ul style="list-style-type: none"> • use of accident/incident report form/system • advice and guidance on RIDDOR reports. • analysis of reported accident/incidents • identification of trends • recommendations to for the prevention of accidents and actions to tackle developing trends.
Major accident/incident investigation service	<ul style="list-style-type: none"> • investigation of major accidents/incidents • advice on remedial action.
Liaison with the enforcing authorities	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 performance review	<ul style="list-style-type: none"> • review of audit and inspections • review of action plan • review of overall h&s performance. • recommendations on performance improvements
Assistance with conducting complex risk assessments	<ul style="list-style-type: none"> • 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 Senior Resolution Consultant	<ul style="list-style-type: none"> • 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 • critical counselling • mediation • trauma response, response to major issues that may effect staff such as: <ul style="list-style-type: none"> ○ major incidents and accidents at work ○ death in service • <i>subject to a maximum usage limit of 12 hours per annum. Use over this limit will incur additional charges as shown in Schedule D.</i>
Access to wellbeing policies and documents	<ul style="list-style-type: none"> • access to polices 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.
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Full Wellbeing Package (Includes items in Basic Package)

Full EAP and staff counselling service	<ul style="list-style-type: none"> • access to a full confidential EAP and Counselling service for your staff and family members, that provides practical information, advice, resources and telephone counselling and face to face counselling sessions: <ul style="list-style-type: none"> ○ available 24 hours a day, seven days a week, 365 days a year ○ accessible by phone, email, internet and via instant messaging ○ information and resource on a whole range of work, family and personal issues ○ no limit to the number of issues raise ○ up to six face to face Counselling sessions.
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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	<ul style="list-style-type: none"> • Head of Health, Safety and Welfare • Health and Safety Consultant • Senior Resolution Consultant. 	Hourly rate
Health and Safety Audit and Inspection	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • assist in the selection of competent contractors • advise on suitable monitoring regime. 	Hourly rate
Swimming pool audits	<ul style="list-style-type: none"> • audits on school swimming pools • produce pool management action plan. 	Hourly rate
Bespoke training	<ul style="list-style-type: none"> • assist in the identification of SHaW training needs • design and provide bespoke SHaW training for example: <ul style="list-style-type: none"> ○ managing safety ○ managing premises ○ risk assessment ○ H&S awareness 	Hourly rate Course costs available on request.

	<ul style="list-style-type: none"> ○ asbestos awareness ○ fire wardens/marshals ○ use of extinguishers ○ managing contractors ○ first aid/emergency treatment ○ managing organisational stress ○ managing personal stress ○ managing change ○ managing sickness absence ○ managing workplace issues (bullying and harassment, difficult situations) ○ <i>Others available on request.</i> 	
Work place issues	<ul style="list-style-type: none"> ● mediation ● counselling ● sickness absence advice ● trauma advice ● workplace conflict advice. 	Hourly rate
Projects	<ul style="list-style-type: none"> ● H&S advice including: <ul style="list-style-type: none"> ○ input at planning stage ○ meetings with contractors ○ advice on areas of special risk such as asbestos, hot working ○ CDM projects. 	Hourly rate
Occupational Health	<ul style="list-style-type: none"> ● Access to a pay as you go service 	Quote on request

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 of one 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 non-community schools

(For community schools the Council have specific 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 non-community schools

(Community Schools can purchase additional Traded Services from the 'Flexible Service' package).

Primary Schools	£980 plus £3.00 per population (pupil and employee)
Secondary Schools	£1,300 plus £3.20 per population (pupil and employee)

(based on the number of pupils and employees as at the 2013 school census)

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

All schools	£780 per annum
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Schedule D - Provision of 'Full Staff Wellbeing service to all schools

All Schools	£780 plus £5.50 per employee per annum
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(based on the number of employees as at the 2013 school census)

Additional charges

Schedule E - Charges for provision of Flexible Services to all schools

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.

[For further information about these services 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 Attendance, Absences & Court Work

This service is for Secondary, Secondary Special, Academies and Free Schools.

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

Education Welfare Team

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

Tel: 020 8359 7698

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 7045.

Charges

£186 per annum

Please note: This service will only continue to operate if the numbers buying into the service make it financially viable.

Contact

Rachel Williams

Business and Customer Engagement 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

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
- Whenever possible use e-forms (from Barnet on-line) to make requests for resources
- 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

£6.49 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

Copyright Licensing Agency (CLA)

The Copyright Licensing Agency (CLA) has entered into an agreement with the Department for Education (DfE) in which, from April 2013, the DfE will manage the payment and administration of the CLA Licence and the Schools Printed Music Licence (SPML) for all state maintained schools in England.

This does not affect the arrangements you have in place with other licensing bodies. For more information about licences schools might require, please follow this link:

<http://www.copyrightandschools.org/>

For more information about how the DfE will manage the licensing arrangements from April 13, please follow this link to their webpage:

<http://www.education.gov.uk/schools/adminandfinance/financialmanagement/schoolsrevenuefunding/a00218077/funding-settlement-2013-14> or go directly to the relevant document: <http://media.education.gov.uk/assets/files/pdf/c/copyright%20licencing%20for%20state%20maintained%20schools.pdf> /

The Schools Printed Music Licence is a new licence that offers blanket coverage for the copying of printed music and is not to be confused with the CCLI Licence, which covers music for collective worship. CLA acts as an agent for the SPML. For more information about the SPML, please follow this link to the dedicated page on the CLA schools website: <http://schools.cla.co.uk/your-cla-schools-licence/schools-printed-music-licence/>

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.

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	£0.15 per pupil
Secondary schools	£0.20 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

Business and Customer Engagement 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 licensing bodies 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.cfm.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 a convenient way to access future newsletters, resources, guidance and advice
- statutory Radiation Protection Adviser Role (RPA) 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).

Note you must be a member of CLEAPSS to take advantage of this RPA service

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 CLEAPSS 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, note you must be a member of CLEAPSS to participate in the RPA scheme within 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

Service in scope for outsourcing

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

Head of Exchequer Services

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

Service in scope for outsourcing

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 2014), 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’ website –

http://www.barnet.gov.uk/WorkingWithChildrenInBarnet/info/20004/school_funding_and_finance

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

Schools Accountancy Section

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

Tel: 020 8359 7223

Fax: 020 8359 7324

Email: schools.accountancy@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 on the charitable social enterprise go to www.gll.org

Services available

- consultation with the Swimming Coordinator at Barnet Cophall 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 Better Swim School or to competitive swimming through Barnet Cophall 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.

Contact

Karen Dracos

Swimming Co-ordinator

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

Tel: 020 8457 9900

Email: karen.dracos@gll.org

Trade Union Facilities Time

This service is for Academies, Free Schools and other non-maintained schools

Union representatives have had a statutory right to reasonable paid time off from employment to carry out trade union duties and to undertake trade union training.

Historically funding for facilities time for trade unions representing school based employees at a local/branch level has been primarily funded through the Dedicated Schools Grant. There is no council core budget funding for school-based TU representatives and membership/subscriptions do not cover the costs of facilities time. As a result of a change to funding regulations all monies for this type of activity are delegated to schools. Unlike maintained schools, academies are not able to de-delegate monies back to local authority to administer for this purpose. Maintained schools in Barnet have taken a decision to de-delegate funds for this purpose and therefore the local authority will continue to administer TU facilities time on behalf of maintained schools.

The employment rights of staff in schools that converted to academies will have transferred under the Transfer of Undertakings (Protection of Employment) Regulations otherwise known as TUPE. TUPE protects Trade Union recognition rights. Collective agreements made between the Trade Unions and the Council/schools also transfer.

The local authority is prepared to operate a service through which academies free schools and other non-maintained schools can 'buy in' to a local authority administered TU facilities time arrangement. Academies have indicated expressions of interest in buying into such a service and a buy back facility has been developed and will be available from 1 April 2013. The aim is for academies to contribute to a "pool" to share the costs of paying for teaching and non teaching Trade Union facilities time.

The Buy Back provides:

Academy Governing Bodies electing to buy back the TU facilities will have access to the following from recognised branch representatives.

- **Consultation; negotiation and representation, for Academy TU members, on matters connected with terms and conditions, e.g.**
 - pay
 - hours of work
 - holidays and holiday pay
 - sick pay arrangements
 - pensions
 - equality and diversity
 - notice periods
 - the working environment
 - job evaluation
 - local agreements (e.g; Teaching Assistant /Nursery Nurse agreements)
 - Health and Safety

- **Attendance and representation at meetings with and on behalf of union members in relation to:-**

- grievances
- disciplinaries
- attendance management
- restructuring and/or redundancy
- pay & grading appeals
- TUPE transfers
- Health and Safety

And any other industrial relations issues where school based employees have a statutory right to representation.

- **Representation for members at management meetings on matters of local and joint interest i.e.**

- introduction of new policies
- policy change
- early notification about organisation change and/or redundancy
- avoiding or resolving disagreement about working arrangements between management and employees at an early stage.

Benefits of Buying Back into the Trade Union Facilities Time:

- provides access to an effective route for statutory and collective consultation and bargaining
- access to branch officials from NUT, NASUWT, UNISON and GMB unions
- access to a framework and structure for academies to manage industrial relations
- promotes and maintains partnership working, best practice and consistency
- facilitates early resolution and reduces risk of disputes and Employment Tribunal claims
- eliminates or reduces the need for you to establish, agree and co ordinate release arrangements and paid time off for duties and training
- eliminates or reduces your cover and supply costs and other resource implications
- reduces the disruption to lesson and therefore children's education caused by releasing school based reps for meetings
- reduces the demands on local or workplace representatives.

Alternative arrangements:

Any non-maintained school can choose not to buy into this arrangement but will then need to ensure there are adequate arrangements in place for trade union facilities. The handling of any industrial relations matters will revert to a school based official or regional representatives and has the potential to lengthen a process. In addition schools will be responsible for making their own arrangements for covering work areas/tasks etc and costs associated with release of officials for representation or training.

Trade union representatives employed within the school will be entitled to undertake the full range of functions listed earlier in this document and also to training from their respective union.

The unions have advised that a school based representative for a school not buying back would need cover for approximately 8 days of training per official.

Service specification agreement

In order to manage provision time effectively the service agreement will need to operate for one full year and will require a minimum of six months notice of termination before the end of the year.

Charges

A basic charge will be made - £1.80 per pupil and will be based the number of pupils in each Academy as at 17 January 2013.

Contact

Alison Dawes
Head of Education Partnerships and Commercial Services
Building 4, North London Business Park, Oakleigh Road South, London N11 1NP
Tel: 020 8359 7698
Email: alison.dawes@barnet.gov.uk

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 7250

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 & Community 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 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
- assistance with health and safety/expedition notification procedures via EVOLVE where schools buy into EVOLVE (see page 62) or assisting schools in demonstrating adequate H&S procedures
- 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
- one day (5 hours) support or two (3 hour) sessions to train young people or staff.

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 & Community 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 & Community 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

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Faith Robertson

Youth & Community Service, (DofE) Award Co-ordinator

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Youth & Community Provision

The Youth & Community Service delivers through a preventative approach at all levels of thresholds following assessment of need. When working with young people all programmes are developed as 'young person centred' to focus on individual as well as group requirements, all programmes provide the following choice of activities to support and enhance core curriculum delivery through a variety of learning methods including experiential learning outside of classroom delivery.

The Youth & Community Service provides comprehensive programmes through:

- **Targeted Youth Work**
- **Information and Guidance Support**
- **Preventative work**
- **Choices through Accredited Alternative Learning Programmes:**
 - Positive Activities
 - Outdoor Educational
 - DofE Award
 - Sports
 - Arts
 - Play
 - Social and life skills
- **Resource Hub offering equipment hire**

All Programme activities are based on current and relevant topical issues based around group work sessions, including life, social skills development, coping mechanisms and strategies for young people. Youth & Community Workers delivering activities within secondary schools will assist with identifying young people who may require referral for further one to one follow up.

The Youth & Community Service offers primary school links focusing on those already identified as being at risk of becoming disaffected or excluded during the transition period of summer holidays. Transition support pre Year 7, including an introduction week to the school during the summer holidays, for those already identified as being at risk. All youth & community youth workers will give information and access to borough wide activities.

Notes on Programme Menu:

All Group Work Programmes have a minimum of 6 and a maximum number of 30 participants *unless otherwise* activity menu specifies young people numbers within activity.

More information is available on all activities within our Youth & Community Group Work Programme Offer.

The Youth & Community Service offer Bespoke programmes upon request to ensure requirements are matched according to each school/academy.

Youth & Community Provision – Group Work Programmes

Services available:

Sports Offer Cost covers use of Gym at Canada Villa Youth Centre with qualified instructor Maximum of 8 young people per session				
	1 hour session	2 hour session	6 week course	12 week course
Gym General Session <ul style="list-style-type: none"> • introduction to activity • fitness log • Health & Safety • muscle groups • progression pathways 	£40	£75		
6 week Gym course - based on 1 hour session			£235	
6 week Gym course - based on 2 hour sessions			£425	
12 week Gym course - based on 1 hour session				£455
12 week Gym course - based on 2 hour sessions				£850
Music Workshops Delivered by 2 qualified tutors, accredited through the ASDAN framework Maximum of 10 young people per session				
	1 session 2 hours	6 week course	10 week course	
Introduction to Music Production <i>Target Group: beginners intro to music production</i> <ul style="list-style-type: none"> • familiar with basic music production concepts and terminology • confident with Logic Software and its basic functions • able to build their own track, mix and bounce it. 	£135	£755	£1200	
Artist Development <ul style="list-style-type: none"> • build practice of song writing, singing Rap/MCing and performance technique • to write and record at least one track • to organise, promote/take part in a youth led showcase as part of a team. 	£135	£755	£1200	

Youth & Community Provision – Group Work Programmes

Music Workshops Delivered by 2 qualified tutors, accredited through the ASDAN framework Maximum of 10 young people per session			
	1 session 2 hours	6 week course	10 week course
DJ MC Workshops Summary: introduction to DJ skills. <i>By the end of the 10 weeks, students should be:</i> <ul style="list-style-type: none"> familiar with basic DJ concepts and terminology confident with Tractor DJ Software and its basic functions able to mix two tracks together, record mixtape and bounce it to cd. 	£135	£755	£1200
Pure Vocal <ul style="list-style-type: none"> building self esteem and confidence through singing, vocal projection work and performance challenges a clear understanding of how to approach singing in a healthy way develop performance skills and stamina through learning fun popular songs performance of one group / solo song / group or solo recording of a cover version. 	£135	£755	£1200
Music Studio Canada Villa Music studio a bespoke recording studio for young people, is available for hire with an engineer students should have backing tracks, written lyrics and been rehearsed.			
	Number of sessions		
	1	2	4
3 hours	£120	£230	£440
4 hours	£160	£310	£600
6 hours	£210	£410	£800
Finchley Youth Centre Theatre Hire & Technician. Performance area is 16 x 20ft retractable seating for 68 people. Suitable for exam performances, student-led events and showcase opportunities			
	Number of sessions		
	1	2	4
3 hours	£103	£206	£412
4 hours	£138	£276	£552
6 hours	£206	£412	£824

Youth & Community Provision – Group Work Programmes

Outdoor Educational Programme Delivered by 2 qualified tutors, accredited through the DofE Award or ASDAN framework Minimum 6 / maximum 30 young people				
	Half day 3 hours	Full day 5 hours	12 week course	
Introduction to map - reading/compass work <ul style="list-style-type: none"> • supporting Geography curriculum • classroom based and outdoor based learning of navigation through map reading and compass work along with activities. 	£180	£360		
Campcraft, expedition kit, food & nutrition <ul style="list-style-type: none"> • nutrition & body image supporting Food Technology and Biology • Camp craft 'hands on' learning • kit requirements & usage Health & Safety. 	£180	£360		
Group Dynamics & Team Building <ul style="list-style-type: none"> • team building • decision making supporting PHSE/Citizenship/Enrichment. 	£180	£360		
Orientation Day <ul style="list-style-type: none"> • experiential learning at outdoor venue. 	£180	£360		
Full Expedition Training Course <ul style="list-style-type: none"> • all of the above programmes delivered as a full course based on 3 hour weekly sessions. 			£1,900	
Youth Work One Youth Worker per (minimum 6 / maximum 12 young people)				
	Half day 3 hours	Full day 5 hours	6 week course	12 week course
Drugs Relationships, and Alcohol Workshops <ul style="list-style-type: none"> • drugs awareness • sexual health awareness • emotional impacts of sexual behaviour • pregnancy - maybe baby • young parent talk by young parents. 	£90 per youth worker	£180 per youth worker	Available on request	Available on request
Personal safety <ul style="list-style-type: none"> • bullying including cyber bullying • internet safety • out alone • self defence supported delivery • domestic violence • know your rights – stop & search. 	£90 per youth worker	£180 per youth worker	Available on request	Available on request

Youth & Community Provision – Group Work Programmes

Youth Work One Youth Worker per (minimum 6 / maximum 12 young people)				
	Half day 3 hours	Full day 5 hours	6 week course	12 week course
Male or Female Well Being - (holistic Approach) <ul style="list-style-type: none"> body Image positive & negative aspects natural beauty food & nutrition linked to biology & food tech. 	£90 per youth worker	£180 per youth worker	Available on request	Available on request
Identity and Socialisation of Young People <ul style="list-style-type: none"> self identity exploring self identity in a social context exploring cultural, social and physical aspects of being a young person within today's society. 	£90 per youth worker	£180 per youth worker	Available on request	Available on request
Conflict Triggers and Management <ul style="list-style-type: none"> anger management group workshops physical activity expressive art conflict resolution. 	£90 per youth worker	£180 per youth worker	Available on request	Available on request
Anti-Social Behaviour/Gang Workshops <ul style="list-style-type: none"> offending behaviour gang culture joint enterprise anti social behaviour law risk + consequences of non attendance risk + effects of exclusion motivation. 	£90 per youth worker	£180 per youth worker	Available on request	Available on request
Advice & Guidance One Youth Worker per (minimum 6 / maximum 12 young people)				
Evenings/Events <ul style="list-style-type: none"> parent's/careers evenings to provide an opportunity to engage with parents and careers in the career development of their child GCSE / AS / A levels Results Day and Higher Education events. 	£90 per youth worker	£180 per youth worker	Available on request	Available on request
Employability Workshop <ul style="list-style-type: none"> skills audit CV building job search interview skills and training access to 'Fast Tomato' interactive website to assist/match careers and courses. 	£90 per youth worker	£180 per youth worker	Available on request	Available on request

Youth & Community Provision – Group Work Programmes

Advice & Guidance One Youth Worker per (minimum 6 / maximum 12 young people)				
	Half day 3 hours	Full day 5 hours	6 week course	12 week course
Post 16 Options /Labour Market Information Target Group: for 16+ not going to university <ul style="list-style-type: none"> careers interviews with action plans aimed at identifying and exploring learning, training and employment pathways with action plans Key Stage 3,4 and 5 options choices options and alternatives accessing. 	£90 per youth worker	£180 per youth worker	Available on request	Available on request
University /UCAS Target Group: Young People looking at University <ul style="list-style-type: none"> choosing your University and Course the UCAS process personal statement writing. 	£90 per youth worker	£180 per youth worker	Available on request	Available on request
Morrisby Programme <ul style="list-style-type: none"> aptitude and personality tests Numerical/Spatial/Mechanical Abilities and Verbal Reasoning one to one feedback for each young person. 		£100 per young person		
Belbin Team Roles <ul style="list-style-type: none"> understand the Belbin Team Role profiles understand their preferred team role gain knowledge of the strengths and weaknesses within each team role. 		£100 per young person		
Development Workshops A range of interactive workshops designed to provide support in relevant areas for professionals. All workshops require a minimum of 10 attendees				
	Half day 3 hours	Full day 6 hours		
Safeguarding and Child Protection	£25*			
First Aid		£35*		
Working with Challenging Behaviour		£60*		
Health and Safety including Risk Assessment	£25*			
Disability Equality Training (online training)	£20*			
Inclusive Coaching (sport)		£45*		
Team Building Techniques with Young People	£25*			
Mental Health awareness		£60*		
Supporting careers education and guidance	£25*			
Young People Only – Sports Makers Workshop		£10*		

***All costs are per head**

Youth & Community Provision – Professionals Programme

Benefits of buying this service

- independent, impartial advice and guidance from professionally trained Advisers
- access to professional Youth & Community Workers who work with young people to provide positive support and empowerment, by taking responsibility of their learning and behaviour, reducing the number of exclusions
- a service that is specific to your needs and strongly adheres to IAG Quality Standards
- sourcing of appropriate high-quality providers that meet our due diligence requirements
- links to wider competition pathways such as the London Youth Games and Mini London Marathon
- large number of sports available including Football; Martial Arts; Boxing and Dance
- accredited programmes and activities
- provision of specialist packages such as The Morrisby Profile and Belbin
- current jobs and vacancies to enable matching of opportunities available.

What is expected from you

Any additional/activity specific requirements will be issued upon booking.

General Requirements are as follows:

- provide appropriate meeting space for 1:1 sessions
- identify one member of staff as the link for the Youth & Community 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 & Community Worker
- provide access to IT facilities for recording work completed.

Charges

As noted within activity menu. Bespoke Programme Charges to be discussed and agreed on an individual request basis.

Contact

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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:

Alison Dawes

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