

Services to schools 2010/2011

Customer and shared services
available to schools for purchase



Foreword from Edwina Grant and Councillor Anita Lewis

Central Bedfordshire Council is pleased to present our 2010/11 Services to Schools brochure.

The services offered for the coming year have been developed jointly by officers from the Children's Services together with colleagues in the newly formed Customer and Shared Services Directorate.

By working together we aim to ensure that our service offer is tailored to your needs and complements those services to schools that are already provided. Additional sources of support for schools are also sign posted in this document.

The team of people involved in delivering these services to you have been working with schools for many years and have developed strong and trusting relationships with Headteachers and school staff. We have a good understanding of the current and increasing responsibilities schools face and, in consultation with Children's Services, will offer you a level of service that reflects this.

The Schools business service, which includes the bursary service, training courses, financial software and support, continues as a service provided jointly with Bedford Borough Council and hosted by Central Bedfordshire Council. This service is available to all schools in Bedfordshire.

We hope that you find this brochure informative and that it helps you to determine the support you require from us for the next financial year. The teams are also available to offer bespoke support and training to meet individual and families of school, so if you can't find what you need here, please do not hesitate to contact them using the contact details set out in this brochure.



Edwina Grant
Deputy Chief Executive/
Director of Children's Services



Cllr Mrs Anita Lewis
Portfolio Holder for Children's Services

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School Business Services Team Service

Training courses - general details

We are a shared service

This year we are pleased to continue offering our services to all Bedfordshire schools and we will be hosting this service on behalf of Bedford Borough Council. Therefore, if you are a school that falls within the boundary of Bedford Borough Council, the services offered by School Business Services, with the exception of Centrally Funded schools Administration, continue to be available to you.

Introduction

As a team we are constantly striving to develop our support services and widen the range of training courses offered to take into account the needs of our service users. If you believe there is a training need that we are not addressing then please contact a member of the School Business Services team.

Course delivery and post training support

Courses are delivered by the Schools Business Services team either through a scheduled group session held at a training venue or on a one-to-one basis at your school. We can also offer courses tailored to groups of schools such as Federations, Trusts or Pyramids. The team consists of an accredited trainer and other accredited support staff offering a high level of expertise and local knowledge in the range of modules supported.

Support

The support offered by the Schools Business Services team complements the training programmes delivered and is provided as a follow-up to any training received as a matter of course.

Details of scheduled training programmes each term and course content and materials can be found on the RM Support web site (details below).

Support is available from the helpline 01234 228899/228932 and is staffed between 08.30 – 16.30 (Mon -Thurs) and 08.30 - 16.00 (Fri).

Evaluation

At the end of each training session we request that delegates complete an evaluation form which provides feedback to the team on the course content and delivery style and provides an opportunity for delegates to suggest areas for improvement. All responses are treated confidentially and are used to assist us in gaining a better understanding of our delegates' needs in order to deliver a better service.

Training Venue

Training venues for 2010/11 are yet to be confirmed, we will publish these on the website once confirmed (see website address below). We will endeavour to meet the needs of schools when selecting venues, based on the facilities offered and the locality.

Further information and booking

Internet

All information concerning finance courses can be found on our website (<http://www.schools.bedfordshire.gov.uk/im/keyssupport/Finance>) and by selecting courses from the main menu.

All information concerning pupil administration courses can be found on our website (<http://www.schools.bedfordshire.gov.uk/im/keyssupport/>) and by selecting courses from the main menu.

Order Form

Complete the order form at the back of the training section and return to:

Jayne Gadsden

Schools Business Services team
Children's Services Finance
PO Box 1395
Bedford
MK42 5AN

Tel: 0300 300 6522

Email: jayne.gadsden@centralbedfordshire.gov.uk

Completion of the course booking form for individual courses will be taken as authorisation for the appropriate charge to be made to the school, after the completion of the course. If a training package has been chosen, the charge will be made once the form has been signed and returned.

Cancellation charges

Notification of cancellation must be received 2 working days prior to the commencement of the course. Failure to cancel within this time frame will incur the full cost of the course.

All cancellations must be made in writing or via e-mail.



Central Bedfordshire Council
and Bedford Borough Council
working together

Training courses

RM Finance Beginners 1

Who should attend?

This course is intended for newly appointed staff who will be responsible for the day-to-day maintenance of the schools financial records. The course is also for staff who may have to cover sickness of financial staff.

Course objectives

To give staff the training to enable them to maintain the school's financial records on RM Finance, in accordance with financial regulations and audit requirements.

Course content

The aim of the first session is to introduce the main functions of the software and how to make simple transactions.

The course will cover:

- system overview,
- logging in, users and passwords, security,
- setting up suppliers and catalogue codes,
- entering, amending and paying orders,
- processing non-order invoices and credit notes,
- multi-line entry expenditure/credit notes,
- entering Income/multi-line entry,
- printing cheques/payment authorisations,
- how to back up the datafile.

Duration: One whole day

Cost: £195 per delegate

Dates

Location

Time

TBC

Book three or more sessions and receive a reduced rate. For information see page 45.

To book this course call 0300 300 6522 or email jayne.gadsden@centralbedfordshire.gov.uk
We can also offer this course tailored to groups of schools such as Federations, Trusts or Pyramids

Training courses

RM Finance Beginners 2

Who should attend?

This course is intended for newly appointed staff who will be responsible for the day-to-day maintenance of the schools financial records.

Course objectives

To give staff the training to enable them to maintain the school's financial records on RM Finance in accordance with financial regulations and audit requirements.

Course content

It is recommended that before attending this course, delegates have attended RM Finance Beginners 1. However delegates can attend session 2 if they have a good understanding of the contents of session 1.

The course will cover:

- restoring your datafile,
- setting up budget accounts and analysis codes,
- entering your budget and basic profiling,
- funding streams and cost centres,
- fixing your budget,
- budget adjustments and virements,
- entering your imprest account transactions,
- correcting transactions,
- options function,
- using enquiries.

Duration: One whole day

Cost: £195 per delegate

Dates

Location

Time

TBC

Book three or more sessions and receive a reduced rate. For information see page 45.

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We can also offer this course tailored to groups of schools such as Federations, Trusts or Pyramids

Training courses

RM Finance Beginners 3

Who should attend?

This course is intended for newly appointed staff of Centrally Funded Schools, that will be responsible for completing and reconciling the monthly SAP or Agresso print and reporting from the system.

Course objectives

To give staff the training to enable them to maintain the school's financial records and produce the required reconciliation report in accordance with the Scheme for Financing Schools and audit requirements.

Course content

The aim of the session is to enable staff to reconcile the information contained on the monthly SAP or Agresso print and to balance the accounts at the end of the period.

The course will cover:

- how to enter central items from the SAP print onto the system including LA income and salary charges,
- how to reconcile invoices paid and income paid in,
- how to reconcile the school system with the LA figures,
- how to run a period end,
- monthly and other reports.

Duration: One half day

Cost: £111 per delegate

Dates

Location

Time

TBC

Book three or more sessions and receive a reduced rate. For information see page 45.

To book this course call 0300 300 6522 or email jayne.gadsden@centralbedfordshire.gov.uk
We can also offer this course tailored to groups of schools such as Federations, Trusts or Pyramids

Training courses

Cash Office 1

Who should attend?

This course is intended for those staff of lower and middle schools who have purchased the Schools Cash Office software for maintaining The School Fund and other bank accounts.

Course objectives

To give staff the training to enable them to set up Schools Cash Office effectively for their school's needs.

Course content

The course will cover:

- user set up,
- product set up,
- cost centre/bank account set up,
- pupil data imports,
- setting up trips and events and taking payments,
- income transactions,
- payments.

Duration: One half day

Cost: £111 per delegate

Dates

Location

Time

TBC

Book three or more sessions and receive a reduced rate. For information see page 45.

To book this course call 0300 300 6522 or email jayne.gadsden@centralbedfordshire.gov.uk
We can also offer this course tailored to groups of schools such as Federations, Trusts or Pyramids

Training courses

Cash Office 2

Who should attend?

This course is intended for those staff of lower and middle schools who have purchased the Schools Cash Office software for maintaining The School Fund and other bank accounts. It would be beneficial to attend Cash Office 1 but not essential if users have already set up Cash Office.

Course objectives

To give staff the training to enable them to use Schools Cash Office effectively and reconcile The School Fund or other bank accounts.

Course content

The course will cover:

- opening balance transfers,
- banking receipts,
- bank reconciliation,
- letter mail merge,
- back up

Duration: One half day

Cost: £111 per delegate

Dates

Location

Time

TBC

Book three or more sessions and receive a reduced rate. For information see page 45.

To book this course call 0300 300 6522 or email jayne.gadsden@centralbedfordshire.gov.uk
We can also offer this course tailored to groups of schools such as Federations, Trusts or Pyramids

Training courses

Fully Funded Accounting

Who should attend?

The course would be suitable for any schools managing a fully funded bank account and any other finance personnel who wish to further their own financial development.

Course objectives

This course is designed to teach delegates basic accounting principles and produce the main financial reports

Course content

The course will cover:

- checking the autorec e-mail attachment,
- original books of entry,
- double entry book keeping,
- constructing a trial balance,
- balances sheets,
- income & expenditure statements,
- cash flows,
- accruals,
- bank reconciliation,
- control accounts,
- assets & liabilities,
- journals,
- petty cash.

Duration: One half day

Cost: £111 per delegate

Dates

Location

Time

TBC

Book three or more sessions and receive a reduced rate. For information see page 45.

To book this course call 0300 300 6522 or email jayne.gadsden@centralbedfordshire.gov.uk
We can also offer this course tailored to groups of schools such as Federations, Trusts or Pyramids

Training courses

Capital Accounting / Formula Capital

Who should attend?

This course is intended for any staff involved in formula capital projects, setting capital budgets and accounting for capital.

Course objectives

This course is designed to teach delegates the accounting principles of capital and procedures involved with projects.

Course content

This course will be delivered by several trainers, each delivering within their area of expertise.

The course will cover:

- school managed projects,
- what expenditure should be/can be classed as capital,
- dealing with the accounting entries in terms of budget and actual income & expenditure,
- dealing with capital as part of year end processes.
- application to draw down future years

Duration: One half day

Cost: £111 per delegate

Dates

Location

Time

TBC

Book three or more sessions and receive a reduced rate. For information see page 45.

To book this course call 0300 300 6522 or email jayne.gadsden@centralbedfordshire.gov.uk
We can also offer this course tailored to groups of schools such as Federations, Trusts or Pyramids

Training courses

Financial Planning for Schools - Navigation (FPSadvance.Net)

Who should attend?

This course is intended for school staff who are required to use the FPS software to set and revise budgets.

Course objectives

To give staff an overview of the software to ensure familiarity of the main functions and to enter examples onto each area of the software.

Course content

The course will give an overview of financial planning within schools.

The course will cover:

- setting up the system (importing from excel version),
- enter your pupil numbers and school budget share,
- entering income and expenditure,
- calculating staffing costs,
- setting inflation factors,
- producing the budget plan and 1-5 year plan,
- exporting reports to excel
- generate reports to individual needs

Duration: One half day

Cost: £111 per delegate

Dates

Location

Time

TBC

Book three or more sessions and receive a reduced rate. For information see page 45.

To book this course call 0300 300 6522 or email jayne.gadsden@centralbedfordshire.gov.uk
We can also offer this course tailored to groups of schools such as Federations, Trusts or Pyramids

Training courses

Financial Planning for Schools – Workshop (FPSadvance.Net)

Who should attend?

This course is intended for school staff who are required to use the FPS software to set and revise budgets.

Course objectives

The course expands on the navigation course by giving staff an opportunity to enter their school information to put together their budget, with the support of a trainer. The datafile can then be saved and uploaded back at school.

Course content

The course will give an overview of the following areas and allow time for delegates to enter their own school information:

The course will cover:

- setting up the system (importing from excel version),
- enter your pupil numbers and school budget share,
- entering income and expenditure, breaking down into detail where necessary,
- entering all staff information to calculate salary costs,
- setting inflation factors,
- producing the budget plan and 1-5 year plan,
- exporting reports to excel
- generate reports to individual needs

Duration: One half day

Cost: £195 per delegate

Dates

Location

Time

TBC

Book three or more sessions and receive a reduced rate. For information see page 45.

To book this course call 0300 300 6522 or email jayne.gadsden@centralbedfordshire.gov.uk
We can also offer this course tailored to groups of schools such as Federations, Trusts or Pyramids

Training courses

Consistent Financial Reporting Workshop

Who should attend?

This course is intended for users of RM Finance who are required to export the school's financial data at year end into the CFR Software to produce a CFR report in the required format to submit to the LA through the new on-line COLLECT system (requirement from 2010).

Course objectives

Working on the school's own data, delegates will make the necessary year end checks and create a CFR return that is in the correct format and passes all validation checks and is able to upload via the COLLECT system.

Course content

The course will cover:

- performing all year end procedures and checks within RM Finance,
- preparing the data for exporting,
- archiving and checking the previous CFR return,
- setting up users and password in CFR,
- checking the user preferences,
- exporting the data from RM Finance to the CFR software,
- checking and validating the CFR data,
- uploading the preliminary and final CFR to the LA via COLLECT
- reporting functions.

Duration: One half day

Cost: £111 per delegate

Dates

Location

Time

TBC

Book three or more sessions and receive a reduced rate. For information see page 45.

To book this course call 0300 300 6522 or email jayne.gadsden@centralbedfordshire.gov.uk
We can also offer this course tailored to groups of schools such as Federations, Trusts or Pyramids

Training courses

RM Finance Year End Procedures (Centrally Funded Schools)

Who should attend?

This course is intended for those staff responsible for completing the year end and finalising the schools accounts. This includes housekeeping, rolling forward your data file and Accruals/Pre payments.

Course objectives

The aim of this course is to ensure staff are aware of the necessary procedures and are able to complete the final closure.

Course content

The course will cover:

- clearing un-reconciled items,
- outstanding orders,
- rolling forward the data file,
- year end accruals,
- switching data files from year to year,
- completing year end forms
- individual queries/issues.

Duration: One half day

Cost: £111 per delegate

Dates

Location

Time

TBC

Book three or more sessions and receive a reduced rate. For information see page 45.

To book this course call 0300 300 6522 or email jayne.gadsden@centralbedfordshire.gov.uk
We can also offer this course tailored to groups of schools such as Federations, Trusts or Pyramids

Training courses

RM Finance Year End Procedures (Fully Funded Schools)

Who should attend?

This course is intended for those staff responsible for completing the year end and finalising the schools accounts. This includes housekeeping, rolling forward your data file and Accruals/Pre payments.

Course objectives

The aim of this course is to ensure staff are aware of the necessary procedures and are able to complete the final closure.

Course content

The course will cover:

- clearing un-reconciled items (central fund and school bank),
- outstanding orders,
- final cheque run,
- control accounts,
- rolling forward the data file,
- year end accruals,
- switching data files from year to year,
- completing year end forms
- individual queries/issues.

Duration: One whole day

Cost: £111 per delegate

Dates

Location

Time

TBC

Book three or more sessions and receive a reduced rate. For information see page 45.

To book this course call 0300 300 6522 or email jayne.gadsden@centralbedfordshire.gov.uk
We can also offer this course tailored to groups of schools such as Federations, Trusts or Pyramids

Training courses

Additional Training

Autorec

This course is offered as a one-to-one basis at the school. The aim of the session is to enable staff to reconcile the information contained on the monthly prints by uploading the information from a disk/e-mail attachment. This course applies to Central Bedfordshire Schools only.

Profiling and Forecast Outturn

This course is offered as a one-to-one basis at the school. Forecast outturns must be produced by every school and sent to the LA as set out in the Scheme for Financing Schools. The aim of this course is to give staff the training to enable them to profile budgets correctly and print a forecast outturn direct from the school system. The report can be used to send to the LA and as a budget monitoring tool for Head teachers and Governors. For users of RM Finance and Integris Finance only.

Integris Finance

User groups and training for schools piloting Integris Finance will be arranged throughout the year as appropriate.

If you are interested in any of the above courses or feel that we have not addressed your training needs, please contact the School Business Services Team on 01234 228899/228932.

Training courses

Portfolio courses

There are also a range of programmes available for meeting professional development needs, as detailed within the School Management section of the CPD portfolio

The courses are written by the School Business Services Team and delivered by one of our experienced trainers. The courses available are as follows::

To book a portfolio training course or for further details, please use the following contact details:

Telephone: 0870 6092015 or 0870 6092017

Email: cpd@rhouse.co.uk

Course Title	Timing	Course Content	Date
Financial Training for School Staff	Day	An overview for newly appointed staff on the main financial procedures, financial regulations, Schools' funding framework, budget planning procedures and budget monitoring.	14th June 2010
Forecasting and Monitoring	Half Day	The course demonstrates the importance of forecasting and highlights recommended practice in preparing forecasts.	TBA
Year End Accounting	Half Day	The course provides an understanding of all the year ends procedures and requirements and how the returns must be completed	TBA
Constructing your Budget	Half Day	To enable delegates to construct a budget plan to submit to the Governing Body.	TBA
Financial Benchmarking	Half Day	Helping Headteachers and Deputy Headteachers gain confidence in using the DCSF Value for Money website on school benchmarking and the Bedfordshire benchmarking website .	TBA

Governor training sessions are also available and are detailed in the Governor Training Portfolio.

Finance software & support

Financial planning for schools (FPS Excel version)

What is it?

Financial planning for schools is a comprehensive five year budgeting tool which is easy to use and saves valuable time, in particular with calculating staffing costs and creating budget scenarios. The software is not dependent on the finance package currently used by the school.

What does it do?

Financial planning for schools delivers:

- pupil number tables to predict /show trends of pupil numbers,
- section 52 statement to calculate the school budget share for 5 years,
- salary calculations for teaching and non-teaching staff (with the accurate calculation of on-costs, including staff holding multiple contracts),
- the facility to break down income budgets into individual grants or income sources,
- the facility to break down expenditure budgets into areas such as curriculum subjects,
- a five year budget plan that can be printed straight from the software - this can be submitted by schools in place of the 2 year budget plan proforma and also as the schools recovery plan when applying for a licensed deficit.

N.B. FPS Excel will be supported for 2010-11 but will not be available from April 2011. The upgrade will be to FPSAdvance.Net – see below.

Financial planning for schools (FPSAdvance.Net)

What is it?

FPS Advance was introduced to schools 2009/10. The software incorporates all the facilities of the Excel version plus an integrated School Development Plan for a five year period.

What does it do?

Financial planning for schools delivers:

- customised reports to individual needs
- simple export to excel
- split screen facility
- five year school development plan
- pupil number tables to predict /show trends of pupil numbers,
- a section 52 statement to calculate the school budget share for 5 years,
- salary calculations for teaching and non-teaching staff (with the accurate calculation of on-costs, including staff holding multiple contracts),
- the facility to break down income budgets into individual grants or income sources,
- the facility to break down expenditure budgets into areas such as curriculum subjects,
- five year budget plan that can be printed straight from the software, this can be submitted by schools in place of the 3 year budget plan or be used as the schools recovery plan when applying for a licensed deficit.

Finance software & support

RM Finance

What is it?

Widely used by schools throughout the UK, RM Finance has been developed in partnership with school finance officers and administrators. It is an intuitive, straightforward, reliable system for administering school finances and budgeting. RM Finance not only meets the most stringent accounting and audit requirements, but also the practical realities of school financial management. It has straightforward transaction processing and powerful, flexible reporting, enabling accurate information to be obtained quickly and easily.

What does it do?

RM Finance enables users to:

- import supplier catalogues and raises purchase orders, keeping track of purchases to suppliers,
- record invoices for purchase of products and services,
- provide financial statements of cost centres, accounts, suppliers etc,
- produce key management reports,
- reconcile monthly bank and other statements and tracks bank balances,
- reduce errors by tracking the last entry made at the push of button. Incorrect entries can be automatically reversed and audit trails can be created to find the source of potential errors.

Integris Finance

What is it?

New during 2009/10 a web-delivered system that avoids costly servers and associated maintenance costs. A centrally hosted financial system which eliminates the need for schools to apply software updates as well as undertaking daily data back-ups. The system has been designed specifically for the school and incorporates many new features.

What does it do?

Integris Finance enables users to:

- full double entry system in a unified database
- sales invoice facility
- flexible reporting options via Excel. Can report by CFR, ledger, Cost Centre or projects
- Balance Sheet, I & E and Trial Balance Reports
- supports E-procurement
- cash flow forecast at the press of a button
- FMSiS compliant

Finance software & support

Schools Cash Office

What is it?

Cash Office is designed to help schools manage their School Fund income and expenditure more efficiently. It records and stores details of all financial transactions and automatically generate receipts. It integrates with other systems such as Integris/SIMS. It also produces comprehensive reports for managers and auditors.

What does it do?

- pupil data can be imported from SIMS or Integris for accounts to be set up against individual pupils,
- trip payments, uniform payments, etc can then be recorded against the individual accounts,
- items that schools sell can be set up on the software and prices entered for each item,
- sales reports can be generated daily, weekly or monthly. They can be categorised by total sales or by pupil,
- bank accounts can be reconciled against bank statements,
- cost centres can be set up to analyse income and expenditure.

RM Integris (Classic)

RM Integris will no longer be available to schools from September 2010. Schools currently using RM Integris Classic will continue to use the software from April 2010 until transitional training is arranged for alternative software (between April and July 2010). The upgrade from RM will be Integris G2 – a web based Management Information System (MIS). Schools will receive details separately.

Courses will be arranged as appropriate when the decision has been made on the schools choice of MIS software for 2010/11.

Packages and costs

The Support Basic Package, for all software, includes:

- telephone support 8.30am– 4.30pm Mon to Thurs, 8.30am - 4.00pm Friday,
- maintenance upgrades of software (user install).
- updates with detailed instructions,
- user manuals and other documentation as appropriate,
- regular newsletters,
- website for users,
- datafile correction due to system error,
- on-site visits where necessary.

The basic package does not include datafile correction due to user error which is chargeable at **£39/hour** in addition to package cost.

The RM Finance Superior Support Package includes:

All of the basic package features as well as:-

- On-site installation/upgrade
- Datafile correction due to user error free of charge:
 - incorrect coding,
 - marking of VAT transactions,
 - period closure.
- Annual datafile health check:
 - general housekeeping,
 - financial summary balances check,
 - VAT debtor check,
 - reconciled totals check.

The costs for support for the RM modules for 2010-11 are as follows:

	Other Sectors	Upper Schools
RM Finance Basic Package	£425	£495
RM Finance Superior Package	£570	N/A
FPS Excel version	£400	£400
FPS advance.Net	£565	£565
School Cash Office	£400	N/A
RM Integris Admin	Replaced by Integris G2	
RM Attendance	Replaced by Integris G2	
RM Behaviour	Replaced by Integris G2	
	Primary	Secondary
Integris Finance	£550	£970
Integris Finance Annual Hosting	£350	£350
	Primary <101	Secondary 101-200
Integris G2	£650	£760
Integris G2 Annual Hosting	£495	£495
	Primary 201-300	Secondary >300
Integris G2	£825	£880
Integris G2 Annual Hosting	£495	£495

As in previous years, we are charging a small supplement of **£10 per module** for networks of 3 or more computers. This excludes web based software such as Integris Finance and Integris G2.

Packages and costs

Schools who wish to take on **additional new** modules will be liable to pay a one-off licence fee of:

	Other Sectors	Upper Schools
RM Finance	Replaced by Integris Finance	
FPS Excel version	Replaced by FPSadvance.Net	
FPS advance.Net	£495	£495
School Cash Office	£275	£875
RM Integris Admin	Replaced by Integris G2	
RM Attendance	Replaced by Integris G2	
RM Behaviour	Replaced by Integris G2	
	Primary	Secondary
Integris Finance	£495	£1,875
	Pupils <101	Pupils 101-200
Integris G2 Licence	£350	£450
Integris G2 Migration Costs	£245	£295
	Pupils 201-300	Pupils >300
Integris G2 Licence	£550	£650
Integris G2 Migration Costs	£345	£420

Licence fees are NOT applicable for modules already currently in use, provided that the initial licence fee has been paid.

If individual schools wish to stop using any modules during the course of a year, they can do so by notifying us, confirming in writing that they have removed the software from their system. Any relevant program disks will need to be returned to the Schools Business Services Team. **However, we are unable to make any refunds for discontinuation during the year as we are obliged to pay RM the full year cost.**

Order Form

Order forms will be sent to existing users of the modules specified.

If you are not a current user and wish to purchase any of the modules listed, please contact Charlotte Stratton 0300 300 6274 to request an order form.

Bursary service

Who we are

The bursary service is provided by the Schools Business Services team and is delivered by qualified and experienced staff. A detailed service description is shown below and is also available on the website as well as a team profile.

What we offer

The bursary service provides financial support and specialist consulting to schools. The bursary service allows schools to release office staff from the complex issues surrounding schools' finance, and provides added value by helping Headteachers and Governors to manage budgets effectively.

The Bursary Service offers a complete financial support solution details of which are included below.

Day-to-day finance

- Monthly reconciliation to SAP/Agresso reports.
- Compliance with CFR requirements.
- Report production on fully funded schools.
- Imprest claims.
- Order completion, payment of invoices, cheque processing.
- Petty cash.
- Closure of periods.
- VAT returns.
- Budget maintenance on data files.
- Cash flow forecasts.
- School Fund administration.

Financial management

- Annual budget production/salary costing.
- Long-term budget planning including updates of FPS/FPSadvance.Net.
- Budget monitoring reports for head teachers and governors.
- Reconciliation and virement of income.

Other Services

- Assistance with the completion of the Financial Management Standard in Schools
- Assistance with staff appointments for administrators.
- Temporary cover for staff sickness in the office.
- Meetings with Finance Governors.
- Completion of CFR returns.
- In-house training for new members of staff.
- Installation and set-up of RM Finance, Schools Cash Office and FPS.
- Year-end closure of accounts.
- Assistance and review of the School's Finance Manual.

Please complete the order form on Page 46

LTA/Maternity Pool

What is it?

The Bedfordshire Schools' Scheme governed by a Management Forum is self-funding, which means that it relies upon the premiums collected from schools to pay for the claims made against the scheme for sickness and maternity leave.

Who can join?

The scheme is open to all Bedfordshire lower, nursery and middle schools and those agreeing to participate will be required to remain in the pool for the full three-year contract period (2008 – 2011). Premiums will be set annually and will be based on recent overall scheme claims history. For full details of the terms and conditions of the scheme, please contact Charlotte Stratton on 0300 300 6274

Lower and nursery schools

The recompense rates are as follows

Teachers	Full day cover	£150
	AM cover	£90
	PM cover	£60
Caretakers/Site Agents	Full day cover	£45
	Half day cover	£22.50

Middle schools

The recompense rates are as follows:

Teachers	Full day cover	£140
	AM cover	£84
	PM cover	£56
Caretakers/Site Agents	Full day cover	£45
	Half day cover	£22.50

What does it cost?

Lower and nursery schools

The Management Forum members have agreed that there will be a charge of £20.00 per Full Time Equivalent (FTE) pupil based on Jan PLASC 2010.

There will be an administration charge, agreed at 2.8% of premium paid.

Middle schools

The Management Forum members have agreed that there will be a charge of £15.00 per Full Time Equivalent (FTE) pupil based on Jan PLASC 2010.

There will be an administration charge, agreed at 4.5% of premium paid.

Subscription buyback

Phonographic Performance Limited (PPL) and Performing Rights Society (PRS) Licence held centrally.

Music Copyright

In music there are 2 sets of copyright

- One to the composer/writer of the music governed by the Performing Right Society known as **PRS**
- One to the Singer/maker of records, tapes or CD's (pre-recorded music) governed by the Phonographic Performance Ltd known as **PPL**

The licenses held by the LA are for the **Public Performance** of music. This is essentially singing or playing of pre-recorded music out loud.

Some activities covered by these 2 licenses are:

- Discos/end of term parties
- Carol concerts
- Concerts (not including musicals)
- Playing a radio/tape/CD player
- School fetes (where music is being played)
- Jukebox
- Dance/Aerobics classes
- Telephone systems music on hold

Some activities that are NOT covered by these 2 licenses are:

- Plays or Musicals i.e. Oliver, Joseph, Grease, Whoops-a-Daisy Angel, Wind in the Willows are owned by individual publishing houses like Musicscope, Out of the Ark, Really Useful Company and schools will need to contact them directly and negotiate a fee under what is called "Grand Rights"

Some activities that could be covered with additional licensing:

- Recording music i.e. recording a carol concert and giving away or selling copies
- School radio station
- Music on website or intranet
- Non-school or 3rd parties hiring the schools premises

Overview of public performance

When you purchase a CD or DVD you purchase a certain amount of copyright with it and that is the right to listen or watch them in your own domestic circle. When you take this into a school and allow a group of people/students to watch/listen to the recording, then this is a public performance. Pupils at a school are members of the public outside of the exemption above.

Helpline

The helpline service for schools offers guidance on all music and film copyright issues. Please contact if you require any guidance on the scope and coverage of the two licensing schemes above.

PRS Helpline 01494 473014 or
email prs@cefm.co.uk

PPL Helpline 01494 836233 or
email ppl@cefm.co.uk

Educational Recording Agency (ERA)

Licence held centrally

ERA grants its principal Licences in accordance with the Licensing Scheme, which has been certified by the Secretary of State under Section 35 of the Copyright, Designs and Patents Act 1988 ('the Act'). The Licences issued by ERA under Section 35 authorise the following two non-commercial educational activities:

- Recording from broadcasts made in the UK of the works and performances owned or represented by ERA members; and
- electronic communication of licensed recordings within an educational establishment.

Recordings may be made by or on behalf of an educational establishment.

You require an ERA Licence if you wish to use recordings of broadcasts as teaching resources.

In general, what can be recorded?

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. The ERA Licence therefore covers scheduled free to air broadcasts on:

- BBC television and radio
- ITV Network services (including ITV2 and ITV3)
- Channel Four, E4, More 4 and Film 4
- Five Television
- S4C

It also applies to any other licensed broadcast services. These cover both radio and television services.

Further details can be obtained from www.era.org.uk

Copyright Licensing Agency (CLA)

Licence held centrally

With effect from 1 April 2010, CLA will be introducing a new Schools Licence. In addition to existing rights to photocopy or scanning from subscriptions, library stocks, press cuttings or other holdings or copying from electronic or online publications, the new licence includes the rights to copy and re-use digital material including e-books, e-journals and website content. These enhanced rights to copy digital material will become available to schools from 1st October 2010.

This means that from 1 October 2010, schools will be able to:

- Photocopy from printed materials
- Scan or re-type printed materials to make digital copies
- Make digital copies from digital material
- Photocopy and scan printouts from digital material

To obtain permission to re-use other material e.g. soundclips, video, interactive games etc, you will need to contact the rights holder directly in the same way you currently would.

Further details and FAQ can be obtained from www.cla.co.uk

School Science Service (CLEAPSS)

Licence held centrally

CLEAPSS® is:

- a nationwide advisory service,
- for practical science and technology,
- for schools and colleges (including special schools, referral units, etc),
- able to help from nursery education through to A-level or equivalent.

CLEAPSS serves:

- teachers (including head teachers),
- technicians,
- science advisers/inspectors/consultants,
- teacher trainers,
- health and safety advisers,
- architects (working for subscribers),
- other local authority officers,
- school governors.

CLEAPSS covers:

- health and safety including risk assessment,
- chemicals, living organisms, equipment,
- sources of resources,
- laboratory design, facilities and fittings,
- technicians and their jobs,
- some D&T facilities and fittings.

Further details can be obtained from www.cleapss.org.uk

Christian Copyright Licensing International (CCLI)

There are two different licences from the CCLI, The Collective Worship Copyright Licence (CWCL) and the Collective Worship Music Reproduction Licence (CWMRL).

Why your school needs a CWCL:

- to reproduce hymn and worship song words for times of collective worship
- to photocopy song words from authorised publications
- to legally download song lyrics from the internet
- to record school services onto audio and video cassette for keepsake or for those not able to attend (non commercial only)

Why your school needs a CWMRL:

- to photocopy music from authorised publications
- to photocopy music sheets that you have legally downloaded

Further details can be obtained from www.ccli.co.uk

Charges

Fully Funded Schools will be sent an Invoice and Centrally funded an Inter-Departmental Invoice (IDI). The charges will be based on the following plus a small administration fee.

PRS	Based on bandings according to School size e.g. 0-200. 201-250, 251-300 etc
PPL	Based on bandings according to School size e.g. 0-200. 201-250, 251-300 etc
ERA	32p per Primary Pupil and 56p per Secondary Pupil
CLA Apr-Sept	89p per Primary Pupil, £1.47 per Secondary Pupil and £1.18 per Special School Pupil
CLA Oct - Mar	93p per Primary Pupil, £1.54 per Secondary Pupil and £1.24 per Special School Pupil
CLEAPSS	TBC
CCLI	Based on bandings according to School size e.g. 1 – 49, 50 –99, 100 – 249, 250 – 499, 500 – 999 etc

Please ensure these licenses cover all of the activities occurring in the school and they are not being exposed to risk.

Schools Finance Team – Central Bedfordshire Council

Administration – Centrally Funded Schools

The Schools Finance Team provides financial support to all Central Bedfordshire Schools and each school has an allocated School Financial Advisor. The School Financial Advisor role involves substantial administrative services carried out on behalf of schools. Some services are statutory but the role also involves advisors carrying out administrative tasks which exceed statutory requirements.

The key statutory requirements to be undertaken by the Schools Finance Team include:

- Consulting with the Schools Forum to agree the formula to determine school's budget shares.
- Publishing a statement each year setting out the Schools Budget and detailing the sums delegated to schools and those retained centrally by the local authority.
- Determining the budget shares for schools no later than 31 March each year
- Ensuring an amount equal to the guaranteed funding level (minimum funding guarantee) is included in all school budgets
- Ensuring the 'Scheme for Financing Schools' is published and addresses all matters connected with the financing of schools maintained by the authority set out in Schedule 5 of The School Finance Regulations.
- Providing schools with an income and expenditure statement monthly.
- Publishing a financial outturn statement for schools at year end.

The following are examples of activities which are provided over and above the statutory requirement:

- Query resolution
- Correction of statements
- Year End accruals

To ensure an equitable service to all schools and to promote schools with good financial management to Fully Funded status, Centrally Funded Schools will be charged for additional administration above and beyond the statutory requirement.

Charges

The charges for centrally funded schools will be £0.50 per pupil based on January 2010 numbers on role.

Safehands

Risk Management Scheme for Schools

What is Safehands?

Central Bedfordshire Council is pleased to offer Schools Safehands, a risk management scheme which includes Buy Back (property & liability) and optional insurance cover from 1 April 2010 to 31st March 2011.

Insurance

Safehands is able to provide schools with comprehensive and high levels of insurance cover that have been achieved through the purchasing power Central Bedfordshire Council has within the insurance market. No one can predict when a claim for compensation might be made against a school or the level of the damages awarded by the courts in future years. Under the Safehands package, we can offer peace of mind as a result of our high levels of insurance cover.

Management of risks

Risks come in all shapes and sizes. They are continually changing, presenting schools with new and time-consuming challenges. Safehands will provide you with risk management, and health & safety advice to help you identify, and control the risks that you face.

Why sign up to Safehands?

Safehands is exactly what it says – you are in safe hands!

Central Bedfordshire Council has a wealth of experience, having insured schools for several years, and knows the financial and social problems that you have to deal with. This is reflected in the cover and terms and conditions that are now offered to Central Bedfordshire.

The many benefits to joining Safehands include:

- Experienced and professional officers in risk management, and health & safety to provide advice, support and training.
- The reassurance provided by years of experience working with schools and in knowing the cover you actually need.
- The guarantee that if you suffer a major loss Safehands will continue to offer you insurance cover when your contract has to be renewed. (Other insurers will not be able to give this guarantee.)
- The comfort of no excesses to pay on any standard liability policies.
- Competitive rates of cover.
- Full support of expert claims handlers, solicitors and loss adjusters for all claims matters.

Best of all, one of the key benefits of signing up to Safehands is that it is very simple to do!

What cover does Safehands provide?

Safehands is pleased to provide advice, support, training and insurance cover beyond the minimum required by Central Bedfordshire Council. This is a direct benefit of being part of a much larger contract which allows the purchase of higher levels of cover at competitive rates.

The comprehensive package includes:

- Advice, support and training Comprehensive advice and support on insurance, risk management, and health & safety issues.

- **Employers Liability**
Covering legal liability in the event of death, injury or disease sustained by staff, volunteers or governors in the course of school duties.
- **Public Liability**
Including Governors liability Covering legal liability in the event of accidental death or injury to third parties and loss or damage to their property i.e. failure to educate, bullying and dyslexia claims.
- **Officials Indemnity**
Including Governors liability covering legal liability for financial loss in the event of a wrongful act committed by staff, volunteers or governors in the course of providing school services.
- **Libel and slander**
Covering legal liability for libel and slander committed by staff, volunteers or governors in the course of school duties.
- **Fidelity Guarantee**
Covering loss of school money as a direct result of fraud or dishonesty by a member of staff.
- **Material Damage**
Providing full reinstatement cover following loss or damage to school buildings and contents including partially completed building works, against the perils of fire, lightning, explosion and aircraft impact. The cover extends to damage caused by acts of terrorism.
- **Business Interruption**
Providing up to 36 months cover for increased cost of working when damage to premises interrupts normal school activities.
- **Money Insurance**
Covers loss of official and unofficial money subject to policy conditions.
- **Personal Accident**
Benefits policy for staff, volunteers and governors who are injured in the course of school duties. Claims are met on a "no fault" basis.
- **Engineering Inspections/Insurance**
Covering statutory inspection of boilers and lifts.

The Optional Insurance

Cover available includes:

- **Property Contents (Balance of Risks)**
This policy covers those areas of the building and contents for which the Governors are responsible against the perils of malicious damage, accidental damage, theft, burst pipes, impact, flood, storm & tempest and earthquake.
- **Annual off-site activities cover**
An annual policy covering all offsite standard and hazardous activities/trips.
- **Ad hoc off-site activities cover**
Covers offsite activities for those not in the annual scheme. Requires completed proposal form for each activity or journey.
- **Public liability PTA**
Covers the liabilities of the PTA/Friends of the school for any activities which they arrange independently of the school both onsite and offsite.
- **Hire of Premises**
Covers the liabilities of non-profit making individuals and groups who do not have their own appropriate level of public liability cover.
- **Motor Insurance**
Provides comprehensive cover for school-owned vehicles insured through Central Bedfordshire.
- **Construction Cover**
Provides cover for construction works taking place on school premises.
- **Legal Expenses – Insurance and Helpline Insurance Policy**
Sometimes schools become involved in legal issues which result in significant expenditure. School governing bodies are now responsible for responding to most employment claims that may arise (e.g. unfair dismissal or discrimination). They may become involved in contractual disputes which Result in litigation. To provide cover against such incidents, the Council has negotiated a policy of legal expenses insurance to which schools can subscribe.

Advice Helpline

The Council's Legal Services Team offers legal support for schools. Our qualified lawyers have a wide range of legal expertise, from education law to employment law, property and litigation and are familiar with the way Schools and Governing Bodies operate.

Our aim is to offer all our clients an efficient and cost effective service at all times as professionally as any other legal service provider. We can offer legal advice and guidance in respect of the following areas of law:

- contracts
- dispute resolution/litigation and
- education
- employment
- environment and
- property

We can also represent the School at Court or in Tribunals. Advice can be provided over the telephone, in writing or in person.

We offer our services in different ways:

- You can subscribe to our Legal Advice Helpline for an annual fee for immediate access to legal advice on an ad hoc basis and/or
- You can engage us on an hourly rate as and when needed or for more complex matters.

All time spent in excess of the initial 2 hours per individual case will be charged at the rate of £80 an hour, excluding VAT. Our legal team will keep you informed of the time spent on individual enquiries or issues, so that you can monitor expenditure if at any time the 2 hours inclusive rate is needed.

Pay as you use

If you choose not to sign up to the Legal Advice Helpline above, we can offer a legal service as and when the need arises. Our charges will be calculated by reference to the time actually spent by our lawyers and other staff in respect of any work which we do on your behalf. Our hourly rate for this service is £100 excluding VAT.

What will it cost to join Safehands?

Because Central Bedfordshire Council has a large risk management programme, we are able to purchase high levels of insurance cover at very competitive rates. All schools joining the Safehands scheme will benefit from these rates. For a majority of schools, the cost of Buy Back will be equivalent to the amount received in the delegated budget for 'insurance'. Schools must complete the Buy Back and optional cover form attached for 2010/2011. If schools wish to purchase the Safehands risk management scheme they must agree by signing and returning the form to the Risk Management team. The school will then be invoiced or the appropriate capitalisation code debited.

We do ask that you give a commitment to positively work towards reducing your risks with us, and will be requesting that risk audits and inspections are carried out by our Risk Management Team.

How does a school join Safehands?

Joining Safehands could not be easier. Simply sign the application form, then sit back and we will include you in the scheme.

Please send your application form to us by 26 March 2010.

How to contact us

If you have any questions about the scheme please contact the Risk Management team:

Phone: 0300 300 8129

Email:
risk.management@centralbedfordshire.gov.co.uk

Payroll services to schools

Arrangements for 2010

Central Bedfordshire continue to provide a payroll service in partnership with SERCO, delivering a high quality cost effective and reliable service.

All staff contractual pay changes will continue to be processed by your HR contacts, with claims for supply, overtime and expenses, etc still being processed by the SERCO Solutions Payroll team, working in partnership with Central Bedfordshire Council. May add absence here?

What we offer

Annually the payroll service will issue in excess of 100,000 pay slips which relates to around 9,000 separate employment records held on Central Bedfordshire establishment (this includes schools). We will;

- Produce the school's payrolls at monthly intervals.
- Produce a mid month extract of payroll to verify proposed payroll. This will allow correction of possible incorrect payments within a two day window of opportunity providing that the usual notification deadlines have been achieved
- Provide staff with fully itemised confidential pay slips.
- Arrange the direct credit of payments to the bank accounts of staff.
- Apply changes to rates of pay, entitlements and one-off payments, approved and authorised by the school or their nominated agent.
- Calculate and pay the amounts due to staff under the employer's sickness, maternity, paternity and adoption schemes.
- Administer on the school's behalf, the entitlement of staff to statutory absence pay (such as statutory sick and maternity pay). This includes full integration of payments with those due under the employer's schemes.
- Apply pay awards, arrears calculation and annual increments.
- Deduct pension scheme contributions.
- Provide facilities for a range of voluntary deductions from staff payments.
- Deduct PAYE Income Tax and National Insurance and carry out the associated procedures required

by the Inland Revenue and The Department of Working Pensions (Benefits Agency).

- Liaise on the school's behalf with the Inland Revenue, Benefits Agency, Teachers' Pensions and other statutory bodies, including the remittance of monies due to the Inland Revenue, the pension schemes administrators and other authorised agencies. Support the accounting and reconciliation procedures that are carried out.
- Produce the school's end of year returns for legislative and other purposes, arising from payroll payments to staff.
- Maintain an auditable record of each employee including pay, allowances, entitlements, and absences, together with appropriate history.
- Produce management information through the modelling of data extracted from the payroll database.
- Provide a customer support service, with a helpdesk facility during working weekday hours throughout the year.
- Inputting of absence data and production of half and nil pay letters and SSPI forms. HR deal with absence queries and reporting of absence

What will it cost?

The cost per payslip for 2010/2011 will remain at £3.20.

A supplementary BACS process has now replaced emergency CHAPS and cheque payments to deal with late salary payments. The cost is £30 for this facility.

A letter setting out our terms and conditions will be issued to you at the beginning of the financial year

What are the Benefits?

- Use of secure processing systems with back up facility.
- Administrative processes carried out by staff trained and experienced in schools payroll requirements.
- Production of payrolls which meet the contractual pay dates of staff, incorporating within the payments all payroll variation data received in accordance with published timetables.
- Action only on the school's authorisation or that of the school's nominated agents, when making amendments to the contractual pay of the school's employees.
- Provision of an emergency payment facility.
- Maintenance of the confidentiality of pay record details with access only by authorisation of the school.
- The integrated system allows multiple employments to be contained in a single payslip with consolidated PAYE income tax and National Insurance

How to contact us

Caroline Beddoe-Newsam

Business Support

Customer & Shared Services

Phone: 0300 300 6233

Email: caroline.beddoe-newsam@centralbedfordshire.gov.uk

Theresa Williams

Serco Delivery and Performance Manager

Phone: 01234 228511

Email: theresa.williams@serco.com

Income services to schools

About our service

The Revenues team will provide services for both the efficient collection and accurate allocation of funds across Central Bedfordshire Council.

The Cashiers Service

The cashier service will process around 43,000 transactions per annum with a total value of £728m. It will be responsible for the allocation of all funds received by Central Bedfordshire Council via various payment methods. This includes:

- direct debits
- cash,
- cheque
- direct credits by BACS
- standing orders
- online payments.
- 24 hour automated telephone payments

Types of income received include:

- invoice payments
- uninvoiced payments
- grants payable.

Accurate allocation of these funds to the correct budget is critical to the efficient management of individual service budgets.

It is therefore important that the information passed to Cashiers is correct and forwarded in a timely manner to ensure the efficient fund allocation.

The Income Service

The Income service will be primarily involved in the collection of all monies owed to the Central Bedfordshire, by:

- monitoring payments,
- issuing reminders,
- distribution of invoices and credit notes,
- communication with debtors by letter and phone,
- liaising with Central Bedfordshire Council departments,
- solicitors, debt collection agencies, external organisations and members of the public.

What does it cost?

Schools are not currently charged for these services but this may change in the future.

How to contact us

Cashiers office:

Phone: 0300 300 4332

Email: sheila.garner@centralbedfordshire.gov.uk

Revenues/Income team:

Phone: 0300 300 4629

Email: susan.holdaway@centralbedfordshire.gov.uk

Payment services to schools

Who we are

The Exchequer - AP Service will process payments in the region of 160,000 invoices per annum on behalf of Central Bedfordshire Council, which includes services to schools.

What we offer

The Exchequer – AP Service aims to enter Process authorised invoices from schools on our Payments System within specified timescales. The information processing enables expenditure to be charged to the appropriate budgets. The system will release payment to the supplier to meet Central Bedfordshire Council’s 30 day (or mutually agreed) payment terms.

Payments

Central Bedfordshire Council will have two methods of paying suppliers, these being cheque or BACS. BACS is the preferred method of payment as it is more secure and cost effective. It also provides cleared funds for the recipient within two working days of our payment runs. There are two payment runs carried out weekly, these being on a Tuesday and a Thursday.

Invoice Queries

The Payments Team answers queries from both schools and suppliers in relation to the payment of invoices.

Imprest Reimbursements

The Exchequer – AP Service will deal with reimbursement of expenditure incurred from your petty cash or bank account imprest accounts. The claims are checked on receipt to ensure that they are reconciled to the advance and to ensure that VAT is accounted for appropriately. Once the claim is entered on to the payments system, reimbursement will be made on the next available payment run.

Administration of Bank Accounts

The Exchequer – AP Service are responsible for setting up new Imprest and Local Bank Accounts, liaising with the school, bank and the Finance Team to ensure that the accounts are set up according to Financial Regulations. This also includes the maintenance of the account once set up

What does it cost?

The charge for invoice processing and imprest reimbursements will be £1.55 per transaction. There are no additional charges.

How to contact us

For all queries and enquiries relating to the above services, please contact us via:

Phone : 0300 300 8156

Email :

centralpaymentteam@centralbedfordshire.gov.uk

HR Services to Schools

What we offer

Since the creation of Central Bedfordshire, the Human Resources Team has worked closely with schools to deliver innovative and robust solutions to what are often complex problems. Many of the team have extensive experience working with schools, understanding the business and the unique challenges within this specialist field. Having developed strong and trusting relations with head teachers and schools staff, the team are well placed to work proactively with you to help improve the staffing and employment challenges faced.

Key areas in which we have extensive experience include:

- Advice and guidance, including advising on risk management of cases
- Liaison and working in partnerships with Trade Unions and Professional Associations
- Advice and interpretation on areas of employment law including: terms and conditions of employment, attendance management, dealing with poor performance, and reliable safer recruitment practices.
- Pre-employment screening, including CRB checking.
- Support with recruiting the best people for the job at all levels, including head teachers.
- Providing support and guidance through periods of regulatory change such as the implementation of the Independent Safeguarding Authority
- Provision of management information, which can support workforce planning and organisational development
- Policy development

With the aim of continuous service improvement, our policy and protocols are based upon best practice in the public and private sector. We undertake continual professional development and learn from colleagues in other local authorities where we can.

Our services are explained in more detail in our service level agreement which can be provided on request.

Core Services

The following areas all fall within our core service packages:

Contracts of Employment

The provision of terms and conditions of employment for all categories of staff, updated to cover relevant developments in legislation. Specific terms and conditions of employment for staff in voluntary aided, foundation schools and academies can be arranged.

Payroll notification

The processing and quality checking of payroll notification forms in respect of all categories of staff including but not limited to: new appointments, leavers, promotions, demotions, contract extensions, changes to contracted hours and transfers between schools.

Advisory Service

Professional support and advice on all employee relations matters including pay, capability, discipline, redundancy, absence, safeguarding, early retirement and grievance issues, conditions of service and local Agreements, interpretation of policies and procedures, case management support.

We will also keep you up to date on any new or changed nationally negotiated conditions of service.

The advisory team work in close partnership with the Professional Associations and Trade Unions and regularly meet them to discuss and agree policies and procedures for schools based staff.

Headteacher appointments

The resourcing team can provide support to governing bodies on all aspects of recruiting and appointing Headteachers. This includes a timetable for appointment, job descriptions, person specifications, advertisement and other activities through to shortlisting and interview. The resourcing team can also design assessment centres using the most up to date psychometric tests and assessments.

Recruitment

Advertising

Dedicated to finding you the right people to meet your immediate and future staffing needs, the resourcing team is available to provide guidance on appropriate media to attract quality applicants, helping you to get the most from your budget. Our standard professional advert branding includes: quality checking to ensure your advert includes our approved safeguarding statements, advice on where to place your advertisement to attract the best talent, inclusion on the Central Bedfordshire recruitment website with the option of utilising our online recruitment pack. You will also receive discounted media rates via Central Bedfordshire Council's corporate advertising contract.

Please note that advert costs are not included in the standard charge and will be invoiced separately, and additional costs will apply for full creative designs

Newly Qualified Teachers

To support you in appointing newly qualified teachers, the resourcing team market and manage an evolving pool of potential applicants, interested in working in schools across Central Bedfordshire. The database is accessible, as soon as a suitable vacancy arises, and can lead to a reduction in advertising spend and expedite your recruitment process.

Costs

The Buy Back service has traditionally been based on the number of pupils, and whilst a future option is to calculate costs based on staff numbers, for 2010/11 we are planning to continue with the pupil-based formula. Whilst an inflationary increase is being applied to the costs for 2010/11, we are increasing the costs by a larger margin (an additional 10.4%) in order that we can fund an additional HR Officer post. This is in response to feedback received from schools regarding availability of HR colleagues, and also to ensure that we can provide the flexible and proactive service that schools need us to provide. By doing this, we are confident that we will now be able to provide a dedicated term time school hours telephone advice line - something that schools have requested on a number of occasions. In addition to this, we are developing a set of service standards, so that you can be clear as to the level of service you can expect from us.

The core offerings are available to you in two different ways:

Option A: Full Buy Back.

This option includes unlimited access to:

- Contracts of employment
- Payroll notification
- Advisory Service on
- Headteacher appointments
- Recruitment: advertising including Newly Qualified Teachers

£415 per school, plus £7.58 per pupil

Option B: Purchase by Package

This option gives you the flexibility to purchase the individual services as and when required. For each package this will be calculated on a flat rate per schools and price per pupil:

	Per School	Per Pupil
Contracts of employment	£134.64	£2.67
Payroll notification	£49.36	£1.05
Advisory Service	£146.98	£2.93
Head Teacher Appointments		
Lower, Nursery and Special	£1554	
Middle	£2132	
Upper	£2816	

Recruitment:

Advertising including Newly Qualified Teachers £80 per advertisement, plus the cost of the advertisement. Additional costs will apply for full creative designs

Note: Central Bedfordshire Council will continue to provide the teachers annual service return and medical clearances free of charge.

Additional Services

CRB and ISA

Central Bedfordshire Council acts as an Umbrella Body which enables us to process your Criminal Records Bureau (CRB) disclosure applications. With the introduction of the new Vetting & Barring Scheme (VBS) we will be extending our service to include the provision processing ISA checks to ensure you are fully compliant with the new safeguarding regulations.

Criminal Records Bureau (CRB) disclosure applications current administration fees are £36 plus £18 administration fee (the administrative costs may be subject to an increase with the introduction of the new ISA registration from July 2010 – further communications to follow)

HEART Recruitment Supply Agency

Our in-house supply is available to ensure all your day to day and longer term supply needs are catered for in a professional and efficient way. Heart's talent database currently includes 100s of Supply Teachers, Teaching Assistants Levels 1-3, Nursery Nurses, Cover Supervisors, Clerical / Administrative Office Staff and Exam Invigilators ready to work within Schools across Central Bedfordshire.

As a supply partner we pride ourselves on ensuring we deliver quality staff to all Schools across Bedfordshire. All our supply staff have been subject to best practice selection processes and undergone extensive pre-employment clearances in line with DCSF requirements.

Charges:

Daily Booking Fee: £18.35 for a full or part day

Temp to Perm Introductory Fee £510 for either a fixed term or a permanent contract.

In addition to the above Teachers are paid in accordance with School Teachers Pay & Conditions Document and are eligible to join the Teachers' Pension Scheme

Consultancy Services

We recognise that your business often has unique and variable demands. To help you in such times, we are available on a consultancy basis to tailor our services to meet your specific requirements.

The following are areas where we have experience in supporting schools which are subject to a separate fee;

Change Management: including TUPE consultations. We have experience in helping schools deliver major organisational change and to support staff through the change process, through school mergers, service provision changes and the creation of Academies.

We can also design and deliver development programmes for all staff including leadership events on key issues such as Safer Recruitment, introductions of new HR based initiatives and in liaison with School Improvement can offer Safeguarding Audits prior to OFSTED inspections.

Safer Recruitment Training: We have a team of experienced trainers who can deliver the national Children's Workforce Development Council approved course to schools. This can be arranged with either individual or groups of schools and can be delivered in addition to the suite of courses that are organised by the School Improvement Team.

Further individual support can be offered at consultancy rates including: designing/managing selection processes, assessment centres and attendance at interviews,

Schools returning to the Buy Back Service: Should you currently purchase your services from another provider and are looking to take up our services, we will meet with you to assess your needs before helping you to select the right fee option. This may include a consultancy charge for outstanding work ahead of a return.

We are happy to discuss your consultancy needs with you in order to scope out your specific needs, and provide you with a relevant costing. However, indicative consultancy rates are: £290 per half day and £530 per full day per HR Manager.

How to contact us

Jo O'Loughlin (HR Business Partner, Children's Services)

6th Floor, Borough Hall, Cauldwell Street,
Bedford, MK42 9AP

Tel: 01234 228386

Fax: 01234 276101

Email: jo.o'loughlin@centralbedfordshire.gov.uk

Vikki Oakes (Head of HR Business Operations)

6th Floor, Borough Hall, Cauldwell Street,
Bedford, MK42 9AP

Tel: 01234 276211

Fax: 01234 276101

Email: vikki.oakes@centralbedfordshire.gov.uk

Gordon McFarlane (Assistant Director - People)

6th Floor, Borough Hall, Cauldwell Street,
Bedford, MK42 9AP

Tel: 01234 276679

Fax: 01234 276101

Email: gordon.mcfarlane@centralbedfordshire.gov.uk

Rachel Hobbs (Head of Resourcing)

6th Floor, Borough Hall, Cauldwell Street,
Bedford, MK42 9AP

Tel: 01234 276605

Fax: 01234 276101

Email: rachel.hobbs@centralbedfordshire.gov.uk

Central Bedfordshire Council: Children's Workforce Development

Service description

Our team of consultants and advisers provides a comprehensive range of learning opportunities. Our core team is supplemented by a quality assured pool of associate consultants enabling us to provide expertise in all areas of education and the wider Children's Workforce. We make use of outstanding serving teachers, advanced skills teachers and head teachers as associate consultants.

While some training and development events are best suited to be delivered centrally, most can be readily adapted for delivery within your school or cluster of schools, either as training for groups of staff or as individualised consultancy. Our support can take the form of individual, one-off conferences, multiple sessions with gap tasks, or more bespoke intervention.

Buyback Support for schools

Advisers and Consultants work with schools to a variety of different ends, including to:

- Improve curriculum provision.
- Develop leadership teams.
- Develop subject leadership and middle management.
- Develop, monitor and support Newly Qualified Teachers
- Develop teaching assistants and support staff.
- Implement effective self-evaluation.
- Support statutory assessment at all key stages and assessment for learning
- Audit subjects, departments and other aspects of provision.
- Improve action planning and curriculum planning.
- Actively support new curriculum challenges such as Primary Modern Foreign Languages
- Improve behaviour management.
- Address individual needs, including provision for gifted and talented pupils and SEN.
- Develop effective use of literacy, numeracy and ICT.
- Develop whole school training on the Every Child Matters agenda.

Children's Workforce Development Directory

We sign-post a wide range of learning opportunities provided by local, recommended organisations and these are published through the production of a Children's Workforce Development Directory in the summer for the following academic year. Included in this information is any core support provided by the Local Authority, for example National Strategy support. Information can be equally accessed through the Council website

Professional Study Groups

Access to Professional Study Groups represents particularly good value for money as there is a one-off payment for access to any number of these groups. This is possible because the groups are largely self-supportive, although they are all facilitated by a lead professional. Details on payment are provided below.

Contact details

Chris Gill Head of Children's Workforce Development and Training
Telephone: 01234 836150
Email: chris.gill@centralbedfordshire.gov.uk

Barbara Conridge Specialist Adviser, responsible for PSGs and school consultancy
Telephone: 01234 836123
Email: Barbara.conridge@centralbedfordshire.gov.uk

Steve Johnson Senior Administrative Manager
Telephone: 01234 836130
Email: steve.johnson@centralbedfordshire.gov.uk

Cathie Gibbons
Senior Administrative Officer for CWD
Telephone: 01234 836107
Email: cathie.gibbons@centralbedfordshire.gov.uk

Children's Workforce Development, Central,
Bedfordshire Council, Stephenson Court, Fraser
Road, Bedford MK44 3WH
Fax: 01234 831577



School business services forms

Training courses order form 2010/11

Course packages

A number of training sessions can be purchased at the beginning of the financial year and then the appropriate courses can be booked at any time throughout the year up to 31st March 2011.

Choose from the following options below:

Package	Number of Training Sessions	Cost	<input checked="" type="checkbox"/>
Bronze	Three sessions	£292	<input type="checkbox"/>
Silver	Four sessions	£365	<input type="checkbox"/>
Gold	Five sessions	£450	<input type="checkbox"/>

N.B.

One session = ½ day course

Two sessions = whole day course or two ½ day courses.

Your information

Title First name

Surname

School

Position

Telephone number

E-mail

Fax

Special requirements

PLEASE NOTE: Signing of this form is taken as authorisation to charge the cost centre below with the amount indicated on the form.

Fully funded schools will be invoiced.

School cost centre

Signature

Date

Send the completed form to:

Jayne Gadsden,
School Business Services Team
Children's Services Finance
PO Box 1395
Bedford
MK42 5AN



Training Courses

Course booking request

Course details

Course title

Date of course

Cost £.....

Your information

Title First name

Surname

School

Position

Telephone number

E-mail

Fax

Special requirements

PLEASE NOTE: Signing of this form is taken as authorisation to charge the cost centre below with the amount indicated on the form.

Fully funded schools will be invoiced.

School cost centre

Signature

Date

Please photocopy the above form and fill in the details as appropriate for each course you wish to book.

Send the completed form to:

Jayne Gadsden
School Business Services,
Children's Services Finance
PO Box 1395
Bedford
MK42 5AN



Central Bedfordshire Council
and Bedford Borough Council

working together

Bursary support

Order form 2010/2011

Requirement	Total Cost	✓
144 hours per year (approx weekly visit)	£7,750	
72 hours per year	£4,100	
60 hours per year	£3,540	
48 hours per year	£2,935	
36 hours per year	£2,275	
24 hours per year	£1,570	
12 hours per year	£800	
Please contact us should you require an alternative contract to those listed above.		

I wish to purchase bursary hours as indicated.

I understand that I will be contacted by a member of the bursary team to arrange appropriate dates for visits.

Schools in receipt of a bursary contract will be charged additional hours at their individual hourly rate. (divide total cost by the hours per year to find hourly rate. The higher the number of contract hours purchased, the lower the hourly rate..

If you would like to make further enquiries before returning this form or to discuss how the bursary service can add value to the financial management of your school, please contact the team on 01234 228899.

Please return the completed form by 31st March 2010 to:

Charlotte Stratton
Schools Business Services team
Children's Services Finance
PO Box 1395
Bedford
MK42 5AN

For schools wishing to purchase the bursary service on an ADHOC basis, the charge will be £79 per hour. In-house bursary work will be charged at the rate of £39 per hour

PLEASE NOTE: Signing of this form is taken as authorisation to charge the cost centre below with the amount indicated on the form.

Fully funded schools will be invoiced.

School Name

Cost centre

Signature of Headteacher

Date

Application for Safehands Risk Management

School details

Name of school

Telephone number

Contact name

- Number of pupils
- Number of governors
- Number of teaching staff
- Number of other staff

Buy Back Cover (Property and Liability) includes:

Property (Material Damage)	Full reinstatement cover for buildings and contents damage by fire, lightning, explosion and aircraft.
Additional expenses	Full reinstatement cover for buildings and contents damage by fire, lightning, explosion and aircraft.
Combined liability	Public liability - £50m Employer liability - £50m Libel & slander - £1m Officials indemnity - £5m (Governors are liable to pay 10% of costs up to a maximum of £50)
Personal accident employees – assault and all duty injury	Assault benefit up to 5 x annual salary. All duty benefit up to 3 x annual salary (Provides benefit for staff who suffer a permanent physical injury whilst going about their official duties through an accident or an assault.)
Engineering	Statutory inspection of all engineering plant. A charge will be made if it is necessary for any Written Schemes of Examination to be prepared.
Money	Cover in unspecified safe to £2000. Excess of £250 (excess of £50 on school fund monies). Also cover for money in transit and cheques, stamps, postal order etc.
Fidelity guarantee	Cover up to a limit of indemnity of £250,000 for loss of money or goods through the fraudulent acts of staff.

Buy Back cover

Funding for Buy Back is provided in the formula based on two elements below:

- A lump sum per sector

School type	Actual 2010/2011
Nursery	£2885
Lower	£2898
Middle	£3075
Upper	£2337
Special	£3093

- An amount allocated per pupil

School type	Indicative 2010/2011
Nursery	£10.08
Lower	£9.77
Middle	£10.51
Upper	£14.11
Special	£12.60

Optional cover

Balance of risks

School type	Premium per pupil 2010/2011
Lower	£4.66
Middle	£5.34
Upper	£6.54

Voluntary aided schools only

School type	Premium per pupil 2010/2011
Lower	£4.08
Middle	£4.75
Upper	£5.50

All schools

The given rate is multiplied by number of pupils on Spring Term Roll to calculate your premium.

School offsite activity

An annual policy covering all offsite standard and hazardous activities/trips.

N.B. Teachers rate is multiplied by the number of teaching staff and the pupil's rate is multiplied by number of pupils.

School type	Teachers 2010/11	Pupils 2010/11
Lower	£0.65	£0.80
Middle	£0.85	£1.00
Upper	£1.05	£1.25

Public Liability- parent/teacher Association

Provides liability cover in the event of any damage/injury caused to a third party due to the negligence of the PTA.

Annual Premium per PTA = £48.00

Motor Insurance Cover – 2010/11

We can provide comprehensive motor insurance cover at a cost of £590 per vehicle. If you wish to be included on our policy please provide the vehicle details requested below:

Registration No.	Make/Model

Legal Expense Insurance/ Helpline

Covers against legal costs and advice that may be incurred or required in defending legal proceedings.

The charges for 2010/11 will be:

School type	Advice helpline	Insurance premium per pupil
Nursery	£119.00	£0.70
Lower	£167.00	£0.70
Middle	£253.00	£0.70
Upper	£353.00	£0.70

Hire of Premises – Public Liability

This insurance is only available for non-profit making individuals and groups only. Profit-making organisations and individuals MUST have their own liability cover.

Cover is renewed annually on 01 April and provides liability cover of up to £5M for private hirers of school premises who have insufficient or no liability cover of their own.

There is an excess of £50 per claim.

The charge for the cover should be added to the fee charged to the hirer, and should be calculated as follows:

13.75% of hire fee plus insurance premium tax @ 5%

e.g. £100 x 13.75% = £13.75 + 0.5% IPT = £14.44

Please complete following details if cover is required. Total hire income for the year ending

31 March 2010

Estimated hire income for the year ending

ending 31 March 2011

Please tick (✓) relevant boxes for the Safehands cover your school requires:

Type	Yes ✓	No ✓
Liability & Property (Buy Back)		
Balance of Risks		
School Offsite Activity		
Public Liability- Parent/Teacher Association		
Legal Expenses Insurance		
Legal Advice Service Helpline		
Third Party Hirers		

Method of payment (please tick as appropriate):

Please debit the following cost centre

Please invoice

Position

Signature

Date

If you have any queries please contact the Risk Management team.

Please return completed forms (pages 47-49) to Central Bedfordshire Council, Cauldwell Street, Bedford, MK42 9AP

Tel: 0300 300 8129 or

email:

risk.management@centralbedfordshire.gov.uk



HR Services to Schools

Confirmation of Purchase of Services 2010/11

School Name	
Option A: Full Buy Back	£
Option B: Purchase by Package	£
- Contracts of Employment	
- Payroll Notification	
- Advisory Service	
- Head Teacher Appointments	
- Recruitment Advertising	
Consultancy Requirements	

Contact Name

Signature of Headteacher

Name of Head Teacher:

Signature of Chair of Governors

Name of Chair of Governors:

Date:

Please return this form to Kerry Mullen, HR Officer at Borough Hall by 31 May 2010



Central Bedfordshire Council: Children's Workforce Development

Order Form 2010/11

Package	Description	Cost £
1	Access to all PSGs (upper) @ 530 Total £530	
2	Access to all PSGs (middle) @ 300 Total £310	
3	Access to all PSGs (Lower/ Special) @ 100 Total £100	

Please insert the sum of money that you intend to spend in the cost column, so that your intentions are clear.

Package	Description	✓	Cost £
1	10 days support @£413/day = Total £4130		
2	5 days support @£427/day = Total £2135		
3	3 days support @£448/day = Total £1344		
4	2 days support @£469/day = Total £938		
5	1.5 days support @£476/day = Total £714		
6	1 day support @£511/day = Total £511		
7	Ad hoc/pay as you go support @ 546/day		

If you decide to make an ad hoc support purchase of less than one day, please note that the hourly rate is £90.00 per hour and the minimum charge is £180.00 (ie two hours).

Please also note that should you purchase ad hoc/pay as you go support a further one hour's travel time (£90.00) will be added to your invoice.

In addition to the visit any preparation, report writing time or further work will be charged for.

Please insert the sum of money that you intend to

Notes: Please tick one of the boxes above in the column if you wish to discuss how your support days will be used. You will be contacted by a consultant to agree dates and arrangements.

Please insert the sum of money that you intend to spend in the cost column, so that your intentions are clear.

Please return the completed form:
Please invoice my school for:

£.....

Please arrange a journal transfer for

£.....

using cost centre

Name of School

.....

Signature of Head Teacher

.....

Date:

Signature of Chair of Governors

.....

Date:

Please return the completed form to:-
Cathie Gibbons, School Improvement
Services, Central Bedfordshire Council,
Stephenson Court, Fraser Road, Bedford,
MK44 3WH

Central Bedfordshire in contact



on the telephone...

0300 300 8000



by email...

customer.services@centralbedfordshire.gov.uk



on the web...

www.centralbedfordshire.gov.uk



Alternatively, you can write to:

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

Serving our communities

Find out more...

Get in touch if you would like further copies, a large-print edition or more information about this publication

More information

Për Informacion

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برای اطلاع

Per Informazione

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Informacja

Za Informacije

তথ্যের জন্য

Please recycle me!

When you have finished, please put me in your recycling bin or bag

**Central
Bedfordshire**