

DRAFT TEMPLATE

Checklist of questions all managers will need to consider when setting income charges:

1. Do we need to provide this service at all and if not please explain why we are providing it?

There is currently no statutory element to provide training for School Governors. However, the government places high regard on the recruitment and training of School Governors with a focus on becoming 'more professional'. In light of the recent Birmingham "Trojan Horse" scandal, Ofsted is placing even higher importance of the correct training of school governors. Ofsted reports judge Governance under Leadership and Management and make reference to Governor training undertaken.

The service also provides training for NQTs and early years providers, both of which are also non statutory. The council provides this service in order to maintain an influence over the quality of the teaching and learning in schools and the quality of the care in early year's providers within the borough. This supports the schools in achieving and maintaining the expected high standards as defined in Building a Better Bromley

2. Is this a new charge to be considered or an amendment/change to our existing charging policy?

Any proposals would be an amendment to existing fees and charging rates. ,

3. Is the charge set by statute?

No.

4. Is the level of charge set by statute?

No.

5. If 3 & 4 above are not applicable, is the proposed charge based on full cost recovery and if not please specify why not?

- **Political**
- **Means Tested**
- **Statutory**
- **Negative impact on the environment**
- **Other – please specify**

Training is charged at full cost recovery rate.

6. Who uses the service and when and can they go elsewhere?

The service is used by local schools and early year's providers. Training runs daytime Mon-Fri and evenings Mon- Thurs. Occasionally training events take place on a Saturday morning.

There are other providers in the region who offer similar services.

7. What impact will any change in charging have on the service?

Adult education took over the management of this service in April 2013 and holds insufficient historical track data to make reasonably accurate predictions on the

Bromley Adult Education – Workforce Development and Governor Services Training

impact of fee increases. Anecdotal information suggests that increases in line with inflation are usually considered acceptable by most users and therefore impact is expected to be minimal.

8. Will consultation need to be undertaken out and how long will this take?

Consultation on fees are not required

9. Is there evidence that there will be a disproportionate impact on some customer groups? If yes, a full equality impact assessment will need to be undertaken.

N/A

10. How acceptable are the proposals to the public?

Anecdotal information suggests that increases in line with inflation are usually considered acceptable by most users.

11. Is the charge subject to VAT? If you are not sure please seek advice from the VAT officer in finance.

Not subject to VAT

12. Impact on service demand – if demand increases/falls can the Council adjust its provision accordingly?

As more local schools convert to academy status the statutory element of this service reduces.

The majority of trainers are employed on casual basis so it is easy to adjust some of offer to meet demand. A small element of the training is delivered by school improvement advisory team as part of their responsibilities.

13. Which services do we offer concessions on? Please state if this happens in your area.

No concessions in this area of work.

Benchmarking

14a. Are third party commercial providers operating similar services in competition with the Council?

The Warren Teaching School Alliance is the main competitor for schools workforce development within the borough. They offer a support programme for NQT's, science, maths and literacy forums as well as a programme aimed at good teachers who aspire to become outstanding. Information on the offer and charges for the 2014/15 academic year was not available for comparison at the time of completing this template.

The main competition for Governor Support services comes from neighbouring local councils (see Q16). However, the type of programme on offer varies, presumably to meet local council priorities and their local school needs.

14b. If yes, what/how do our charges compare and why are they different?

See Q16 below for information on charges in Bromley and neighbouring boroughs where some comparisons are available. Local councils structure their training

Bromley Adult Education – Workforce Development and Governor Services Training

packages differently with differing volumes and levels of training available and there are no like for like comparisons available. Many other local authorities have service level agreements with private sector organisations with the training forming part of the contracted package. The training is focussed on a mix of national priorities and changes along with local priorities and needs.

15a. Is there a planned rate of increase for charges (above inflation) and how frequently are charges increased above inflation?

All fees and charges are reviewed on an annual basis once the service has been notified of the LBB inflationary increase being applied to budgets. Any increases are applied at the start of the academic year. For the 2014/15 academic year fees and charges were increased by 2.5% compared to 2013/14.

15b. Is member approval needed for new charges or increases above inflation? (The scheme of delegation allows chief officers to increase by inflation only, unless specifically agreed).

Yes

15c. Is this consistent with third party commercial providers?

No information currently available.

16. How do charges compare to:

- **Similar councils?**
- **Neighbouring councils?**
- **Other service providers?**
- **How are charges structured, and why?**
- **How and when will we evaluate the impact of charges?**
- **What data will we need?**
- **Can we collect this data cost effectively?**
- **When should we next review our approach?**

Bromley Governor Services Training Costs

2014-15	£615 price if purchased before 31 st July £675 price if purchased after 31 st July	Increase of 2.5% from 2013/14
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Other neighbouring Council Governor Services Training Costs 2014-15

2014-15	Bexley	Up to £940
2014-15	Croydon	£2400 SLA
2014-15	Greenwich	£500 (clerking £2500)
2014-15	Kent	£200 for 1 st 100 pupils then £1.30 per pupil thereafter.
2014-15	Lambeth	£800
2014-15	Lewisham	Awaiting response
2014-15	Southwark	Awaiting response

Payment Methods

17. Income collection method – does it advantage/disadvantage or encourage/discourage use?

- a) Is a prompt/advance payment discount appropriate/desirable?**
- b) Is the administrative process involved economic and/or efficient?**

Early Years providers pay fees by debit or credit card at time of booking the place on the training course or event. Schools pay via invoice or journal transfer which is processed after the booking. These methods of payment were put in place following feedback from the service users.

- a) There is an advance payment discount for the Governor Services Support Package, see Q 16
- b) The administrative processes in place are not overly bureaucratic and are in line with council financial regulations.

Other

18. Please identify if there are any risks or unintended consequences as a result of the proposals?

N/A

Information correct at 24/06/2014