

**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?

Yes we are required to be able to offer moderation to all schools including academies. Maintained schools have to use us to moderate, and we provide this free as we are funded to do so. Academies can choose to use another moderation service, however we have to provide it if they wish, but we can charge them.

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

New charge

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

➤ Mean Tested

➤ Statutory

➤ Negative impact on the environment

## Moderation Services

## ➤ Other – please specify

The charge will be based on the charge for similar functions within the available market

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

All Infant and Primary schools use the service. Academies can choose to use another LA, but we are required to offer a service

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

Negligable

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

No

## 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?

N/A

## 11. Is the charge subject to VAT? (if you are not sure, please seek advice from the VAT Officer in Finance)

N/A

## Moderation Services

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

We are required to have a service by statute, charging Academies will help to offset our costs as funding is only made available for LA maintained schools

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

N/A

**Benchmarking**

14. Are third party commercial providers operating similar services in competition with the council? N/A

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

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

N/A

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

N/A

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

N/A

## Moderation Services

16. How do charges compare to:

- Similar councils? Charges will be set to be in line with other services provided.
- Neighbouring councils? As above
- Other service providers? Other service providers don't exist at present
- How are charges structured, and why? Charge covers the cost of providing training to school staff on moderation and the cost of the staff who undertake the moderation process
  
- How and when will we evaluate the impact of charges? Review Annually
- What data will we need? Take up of the service
- Can we collect this data cost effectively? Yes
- When should we next review our approach? When there are further changes to the moderation process

### Payment Methods

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

a) Is a prompt/advance payment discount appropriate/desirable? No

b) Is the administrative process involved economic and/or efficient? Yes

### Other

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

Risk that Bromley Academies will not choose to use Bromley's moderation service once a charge is made. As there is only a small in house team, with additional staff being commissioned separately, the service can be quickly reduced to meet demand.