

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?

The Education Welfare Service comprises of both Statutory and non Statutory elements. The statutory element places a duty on the LA to investigate poor attendance and hold parents to account via legal intervention and disposal through the court system. Whilst the non-statutory element comprises of early intervention and preventative strategies, which in turn would lessen the need for legal disposal. All Bromley maintained schools received this service.

At the onset of the Academy agenda 2010, it was the policy that Education Services develop service delivery to Academies in order to maintain income, that was then devolved direct to Academies which had previously been paid into the LA through Direct Schools Grant.

Subsequently, members have confirmed that long term Bromley will not be delivering Sold Services in Bromley, however it has been agreed to sustain a Sold Service delivery for inclusion of market testing for Education Services, the outcome of which will be known in 2015.

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

Education Welfare is currently operating on a full cost recovery. Income has exceeded budget set. The directive given was not to develop and expand. Charging levels have been reviewed , however remain unchanged. This will be reviewed in line with any income target changes or restructuring .

3. Is the charge set by Statute?

No

4. Is the level of charge set by Statute?

No

Education Welfare Service

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

➤ Other – please specify

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

Schools and Colleges. Private providers in the market, however limited.

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

There is a possibility that an increase in charge will result in clients seeking alternatives in the market place. The consequence of this could be a reduction in staffing levels.

However as staff do not gate keep and oversee preventative measures, an increase could occur in statutory delivery with the potential of not having the staff to provide the LA statutory duty.

Schools that had previously chosen to go with private providers, have since returned to LA

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

No consultation in terms of charging . Yes, consultation in terms of restructuring staff would be 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

No

10. How acceptable are the proposals to the public?

NA

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

Yes – however schools are able to reclaim

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

Please see 7

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

At present no, however rates for MATS are being reviewed

Benchmarking

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

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

Yes. Unable to ascertain rates. Private Companies do not disclose rates in public domain

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

No

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)?

NA

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

NA

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?

Payment Methods

17. Income collection method – does it advantage/disadvantage or encourage/discourage use? **Neither – makes no difference**

a) Is a prompt/advance payment discount appropriate/desirable? NA

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.

No proposals to change model that is being put forward for market testing