

Sold Service Review September 2014

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

Educational Visits Service – Training and Support Package.

Educational visits that are organised by Council employees and employers in other educational establishments are managed under the duties associated with the Health and Safety at Work etc Act 1974 (also referred to as HSWA, the HSW Act, the 1974 Act or HASAWA). This is the primary piece of legislation covering occupational health and safety in Great Britain. The Health and Safety Executive, with local authorities (and other enforcing authorities) is responsible for enforcing the Act and a number of other Acts and Statutory Instruments relevant to the working environment. The Local Authority is responsible for the management of health and safety in settings where it is the employer. This extends to the health and safety of employees and to anybody who is affected by the 'business' it is engaged in. The management of educational visits falls fully under the Act and its regulations.

The Council cannot entirely devolve its duties as an employer but it can delegate these providing it sets standards, monitors provision and enforces requirements. The Council is also required to share good practice with others and to work in partnership with educational establishments in Bromley in order to secure Safeguarding for young people.

The Educational Visits Training and Support Package is designed to supplement the basic statutory service associated with these terms and provides an equitable offer to all Bromley establishments through the Bromley Educational Visits Network regardless of whether the Council is the employer or not. By opening the service to educational establishments where the Council is not the employer it:

- a) ensures there is a consistent approach both to safeguarding and to this valuable aspect of educational provision for young people
- b) secures a critical mass to enable the service to work cost effectively for all
- c) provides a one stop shop for external partners who provide other related services of benefit to the Council and local educational establishments.

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, which are reviewed on an annual basis, following indicative funding information becoming available for the following academic / financial year.

3. Is the charge set by Statute?

No

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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

The delivery plan and charges for the Educational Visits Service are based on recovery of controllable expenditure only, as the trading account was not set up as full cost recovery. The service is profiled to balance expenditure on salaries, overheads and specific training expenditure, membership of the Council for Learning Outside the Classroom (CLOtC) and resources with income that is generated through the sold service package plus contribution from LBB for statutory duties.

Prices for training courses are dependent on group size for viability. Bromley is not currently running group training other than for Education Visits Administrators (EVAs) due to the long-term sickness absence of the LBB in-house trainer. Similar charges would apply if the service were to buy-in a trainer in order to run a borough based group course. At present we are signposting a third party provider to ensure that Education Visits Co-ordinators (EVC) Basic Training is available.

➤ Political

➤ Mean Tested

➤ Statutory

This service satisfies the statutory obligations of the Council and is part funded by the Council. The SLA contribution made by service users reduces the financial burden on the Council.

➤ Negative impact on the environment

➤ Other – please specify

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

The Educational Visits Service Package is available to all Council departments, schools and other Bromley based educational establishments. It provides a range of training/monitoring, help-line, educational visit logging software, out-of-

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hours emergency support, membership to CLOtC and signposting to other services/partners. The package is renewable annually. For discretionary/pay as you go aspects of the service, such as certificated training courses, users can access a number of other providers and the Educational Visits Service already signposts Network members to these providers where feasible especially if it is not cost effective for the Bromley team to run a bespoke course.

Heads of Services and Governing Bodies in educational establishments where the Council is the employer cannot go elsewhere because the Council does not hold a service level agreement with another Local Authority or provider to cover its statutory duties. These duties could be delegated through an appropriate agreement but cannot be devolved and it would still be necessary for Bromley Council to monitor educational visits arrangements being made by these teams, units or schools.

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

The costs of the service are shared across all Network members. If charges increase to the extent that some members withdraw then it would be necessary to either reduce the service offer or further increase charges to remaining members. In the event that all external clients were lost the Council would need to fully cover the costs of fulfilling its duties to services and education settings where it is the employer.

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

The Bromley Educational Visits Forum would need to be consulted initially with recommendations being taken to the next Education Safety Group meeting for information. This should be followed by a full consultation with all Network members – ideally including presentation at the Annual Update for EVCs in January. Any changes to charges would take place in-line with the notice periods stated in the Council's current contract for sold services.

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?

Not applicable

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

No

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

The Council can adjust if demand increases.
If demand falls the service would adjust to ensure statutory obligations and limited support were available to remaining members

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

Provision for Council departments is funded by the Council.

Schools where the Council is the employer receive a £100 discount on their relevant charge band.

Benchmarking

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

No not for the provision of a SLA covering legal duties, support, advice, management systems and monitoring.

Local Authorities all run a similar service in their own areas, we belong to the Outdoor Education Advisers Panel (OEAP) and meet both nationally and regionally to drive this agenda. Some Local Authorities have teamed up to provide full approval services but most maintain a bespoke service according to the local needs.

Commercial providers generally offer a different product which Bromley does not currently provide – typically training courses, visit venues and adventure activities. We work in partnership with these providers and signpost their service offer to the whole Network thus ensuring consistency and cost effectiveness for all parties – and access to light touch monitoring in respect of the Council's duties. Typically we work closely with:
Widehorizons is our closest approved provider delivering the nationally certificated training for EVCs and charges £100 plus VAT (not including lunch) for EVC Basic Training or Visit Leader Training. This is cheaper than Bromley can offer. Widehorizons also provides a wide range of outdoor learning and adventure activity leader training (including National Governing Body accreditation).

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The Council for Learning Outside the Classroom provides short courses and INSET. Surrey LA provides Snowsport Organiser accredited courses – we signpost Bromley teachers to its courses – or if there are enough people needing training in Bromley then the Outdoor Education Adviser from Surrey will run a Bromley based course for us.

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

Bromley is not in competition with other providers.

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

Charges are agreed and set by the Bromley Educational Visits Forum according to the service level deemed appropriate for the coming year. Increases have not exceeded inflation in the past and there are no plans to increase these in the future.

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)?

Yes

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

N/A

16. How do charges compare to:

➤ Similar councils?

The Outdoor Education Advisers' Panel (OEAP) is a national body of Council representatives with responsibility for outdoor learning and educational visits. Members hold informal discussions but it is not common practice for Panel members to publish commercially sensitive data

➤ Neighbouring councils?

Bromley offers a minimal service for Educational Visits. Most neighbouring Councils offer a full vetting and approval system including the approval of various outdoor adventure providers for use by their schools thus taking full responsibility for this function.

Discussion between OEAP members in 2012 muted the benchmark of £1 per pupil per annum for full service provision but this was not confirmed

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and no further discussions have been held at regional level. Charges vary widely and a few examples for SE region of OEAP are given below.

NB – These charges are not necessarily directly comparable to Bromley because they generally include a full Council-led visit approval service in addition to training, advice and resources. A full-time post at senior officer level (with specialist training in managing health & safety and teaching/leading outdoor education activities) is assigned to these duties. In Bromley we provide light touch monitoring but the approval of educational visits is delegated to Governing Bodies and Heads of Services. Our training and support service provides the management advice and monitoring system that they need to run activities.

Example 1

SLA works out to about £2 a head, that can vary a little depending on how many residential trips happen in a year as there is an additional charge for a residential.

Example 2

£1 per pupil, plus a £200 charge for EVOLVE. Currently looking at charges for academies and private schools, which has – to date – been the same as for state maintained schools.

Example 3

£1 per head per annum for academies. The educational visits service is provided free of charge for maintained and VA schools (i.e. where the Council is the employer)

Example 4

Charge £2.00 pp to academies. Have just started charging maintained schools, on a scale from £0.45p to £0.85p from Infants to secondary.

Example 5

Charge of £1.03 per pupil per academic year.

Example 6

Academies pay £1 per head per annum for a service level agreement. The educational visits service is provided free of charge for maintained and VA schools (i.e. where the Council is the employer).

- Other service providers?
Not applicable as no other provider current offers this service in Bromley
- How are charges structured, and why?
The delivery plan and charges for the Educational Visits Service are based on full cost recovery of Controllable expenditure. The service is profiled to balance salaries, overheads and specific training expenditure or resources with income that is generated through the sold service package plus contribution from LBB for statutory duties.

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Service Package 2014-15 Financial Year	EV001	£200	Infant Schools up to 180 pupils
	EV002	£265	Infant Schools more than 180 pupils
	EV003	£200	Junior or Primary Schools up to 180 pupils
	EV004	£265	Junior or Primary Schools between 180 and 310 pupils
	EV005	£335	Junior or Primary Schools between 311 and 500 pupils
	EV006	£400	Junior or Primary Schools more than 500 pupils
	EV007	£595	Secondary Schools and Colleges (including Academies and Independents)
	EV008	£265	Special Schools
Training Courses 2014-15 Financial Year	EV009	£175 per person	Educational Visits Coordinator (EVC) – New Coordinator Basic Training / Refresher Training (1 Day)
	EV010	£175 per person	Visit Leader Training (1 Day)
	EV011	£175 per person	Outdoor Visit Leader Training (1 Day)
	EV013	£150 per person (free to Service Package subscribers)	Educational Visits Administrator (EVA) Training (1 Day)
Other Educational Visits bespoke training, in-school sessions and consultancy by negotiation	EV014	(tba)	(tba)

- How and when will we evaluate the impact of charges?
At notice deadline for schools to drop-out of LBB contract for this service. This is on a rolling basis but as it is renewable annually with no refund for part year it is easy to assess in the run up to each new financial year.
- What data will we need?
Membership of the Network confirmed in various cost bands
Income to be generated on confirmed membership if costs remain the same

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Profiled costs of running proposed service for coming year to include salaries, resources, training venues/hospitality/speakers, overheads.

- Can we collect this data cost effectively?
We hold this information – this is how we balance the financial profile each year.
- When should we next review our approach?
Indicative membership will need to be reviewed prior to the confirmation of charges and issue of invoices for the 2015-2016 Financial Year and each FY thereafter.

Payment Methods

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

Partners receive an invoice at the start of the financial year. Schools can pay in either the Summer or Autumn term depending on the budget-setting relating to their academic year funding.

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

Partners are charged in advance. No further discounts are appropriate or desirable. We are very flexible and schools appreciate this.

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

The invoicing is done as a bulk request and payments are tracked monthly through FBM along with other transactions. The process for LBB is as efficient as we can make it and for partners a one charge service package saves the inefficiencies of 'pay as you go' arrangements.

Other

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

- If partners drop out of the Network the Council could be in a position where it:
- is bearing the full cost of shared school journey insurance unless this is renegotiated on a different basis in future
 - has insufficient critical mass to run an adequate service to cover the Council departments and education establishments where it is the employer.