



# Children, Young People and Families Services for Schools 2012 - 2013



**BARNSLEY**  
Metropolitan Borough Council

Dear Colleague

## **Brokerage Booklet**

I am pleased to present you with the ninth Barnsley Council Brokerage Booklet for schools. The booklet includes advice on various issues related to brokerage and details of the previously brokered services listed below:

- **Finance**
- **Human Resources**
- **ICT**
- **Payroll**

In addition we have included a separate section with information in respect of the non-brokered services along with added value information about, amongst other matters:

- **A guide to self-delivery of services**
- **Governing body processes**
- **Meetings with providers**
- **Value added education contracts**
- **Handling of workforce matters in contracting**

All information on the Brokered Services can be found on the Brokerage Web Site at the following address: [www.barnsley.gov.uk/brokerage](http://www.barnsley.gov.uk/brokerage)

We are working hard to improve the service on a continuous basis to free up time for school staff and ensure that schools are provided with the greatest possible range of quality assured providers and contracts.

If you want to discuss any issues connected with the Brokerage Service or if you need any further assistance please do not hesitate to contact me.

Yours faithfully,

Sue Hare, Acting Assistant Executive Director, Strategic Services, Partnership and Commissioning

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# CONTENTS

SECTION	PAGE
Table of Useful Contacts	4
Introduction	5
The Brokerage Service	7
Bank Accounts	15
Software	17
The Validation Process	18
Governing Body Processes	20
Governing Body Price Quality Matrix	22
<b>Brokered Services</b>	
<i>Previously Brokered Services</i>	
<b>Finance</b>	23
Summary of individual organisations	
At a glance services offered	
At a glance comparative indicative pricing	
<b>Human Resources</b>	34
Summary of individual organisations	
At a glance services offered	
At a glance comparative indicative pricing	
<b>ICT</b>	47
Summary of individual organisations	
At a glance services offered	
At a glance comparative indicative pricing	
<b>Payroll</b>	81
Summary of individual organisations	
At a glance services offered	
At a glance comparative indicative pricing	

<b>SECTION</b>	<b>PAGE</b>
<b>Non-Brokered Services</b>	<b>90</b>
<b>Insurance</b>	<b>91</b>
<b>Risk Management</b>	<b>93</b>
<b>Legal</b>	<b>94</b>
<b>Health &amp; Safety</b>	<b>95</b>
<b>Educational Visits &amp; Outdoor Education</b>	<b>96</b>
<b>Caretaking</b>	<b>97</b>
<b>Governor Training &amp; Development</b>	<b>98</b>
<b>Governor Clerking</b>	<b>99</b>
<b>Managed Property Service</b>	<b>100</b>
<b>Information Management Team</b>	<b>102</b>
<b>Schools Contracts and Procurement SLA</b>	<b>103</b>
<b>Food Safety, Hygiene and Nutrition Training</b>	<b>104</b>
<b>Childcare Services Team</b>	<b>106</b>
<b>ICT Support in ALCs and Primary Schools</b>	<b>107</b>
<b>Behaviour Training, SEAL, NPSLBA</b>	<b>109</b>
<b>Targeted Art and Creative Therapies (TACT)</b>	<b>111</b>
A Guide to Self-Delivery of Services	113
Handling of Workforce Matters in Contracting	114
Online Payments for Parents	115
Promotional Products for Schools	116
Termly Meetings with Providers	117
Web User Guide	118

# TABLE OF USEFUL CONTACTS

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Governor Clerking (BMBC)	Maggie Francis	01226 773558	maggiefrancis@barnsley.gov.uk
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## INTRODUCTION

Barnsley Metropolitan Borough Council began the brokerage process in 2002 to take effect from the financial year 2003/04. This service has helped facilitate a mixed economy of suppliers in the schools market and in 2011 87% of Barnsley schools have chosen to buy one or more of their services from suppliers other than BMBC traded services, who are the main supplier of services to schools in the Borough.

The work of the Brokerage Service has put Barnsley at the leading edge of supporting the delivery of best value to schools.

The service was highlighted for praise in the LEA inspection 2004 and achieved a grade 1 as a result of this.

**“There is now an innovative brokerage system that enables schools to choose from a range of quality-assured service providers, including the council itself. The system is making schools more effective purchasers of services as well as putting pressure on the services to improve.**

**The schools have all the information on price and quality they need to make informed choices and the suppliers are required to produce improvement plans.”**

*Ofsted 2004*

In September 2003 the Brokerage process was awarded a Society of Purchasing Officers award for Outstanding Achievement in Procurement and continues to be held up as the leading edge brokerage process in the country.

The Institute of Public Finance has also described the Barnsley brokerage service as:

**“... at the cutting edge of offering services to schools and for the first time offers schools a real choice of service providers”**

Barnsley schools can use their delegated budgets to buy from a wide choice of quality approved contractors. The brokerage process has facilitated the review of existing practices and procedures, providing a culture where innovation is pursued to further improve the services that are offered to Barnsley schools.

In support of schools we have updated the information on the following services that were re-brokered in 2010/11:

- Finance
- Human Resources
- ICT
- Payroll

Brokerage has been included on the autumn term agenda under Service Level Agreements – Brokered Services for consideration by your Governing Body.

Please remember the brokerage team will help schools with the selection of suppliers for other services not included within this process, subject to our capacity.

**We would like to draw your attention to the following points:**

- a. **All payments to providers should be paid monthly in arrears, no payments should be made in advance of any service received.**
- b. **A 3 month termination clause has been included in the contract.**
- c. **Schools continue to have the choice of selecting their own supplier for any service for which they have a delegated budget (outside of the brokerage process if they so wish).**
- d. **Please refer to additional guidance supplied on page 10 when using providers outside of the Brokerage agreement.**
- e. **Please refer to guidance supplied on pages 11 and 12 when selecting providers where TUPE transfers would apply.**

## THE BROKERAGE SERVICE

### CHILDREN, YOUNG PEOPLE AND FAMILIES – What We Do

Under the overall strategic leadership of Executive Director, **Judith Harwood**, the Directorate for Children, Young People and Families is responsible for improving outcomes for children, young people and their families, so that every child achieves their potential.

The brokerage service is part of the **Strategic Services, Partnership and Commissioning Division** led by Acting Assistant Executive Director, Sue Hare. The division drives strategic planning, governance, integrated working, change management, commissioning, business and organisational development to provide better access to services, relevant and timely support and the best outcomes for children, young people and their families. The service provides leadership and management of a wide range of strategic services for children, young people and families to meet the needs of a varied role of stakeholders.

The services within this division include:

- **Business Strategy, Operations and Development** – led by Louise Nock. Responsible for driving directorate business, including the council's shared services agenda, programme and project management and information management, administration and business support. It leads business improvement and efficiency programmes. Procurement, including school brokerage, and school place organisation, admissions and school governance support, home to school transport and support for educational visits and journeys are also managed in this service together with school meals, learning centres, business and youth enterprise centres and a sheltered business.
- **Joint Commissioning, Policy and Governance** – led by Peter Roberts (Acting). Responsible for partnership based commissioning and governance, including health and social care partnership management, policy development and planning at all levels. The service area also takes lead responsibility for the child anti-poverty and family support strategies which are major priorities for the Directorate, Council and CYPT. This service is responsible for performance, standards and risk management, equalities and diversity, regulation and inspection management, third sector liaison, democratic processes support and stakeholder engagement.
- **Children's Services Organisational Development** – led by Peter Williams. Responsible for incorporating workforce development with additional functions such as transformation, innovation and change programmes. The wider change and improvement programme across children's services depends upon a skilled modernised workforce, capable of delivering the five Every Child Matters outcomes and innovative approaches to integrated working. The service works closely with corporate Human Resources and School Improvement Services and coordinates continuing professional development for both the school and social care workforce.

The **Lifelong Learning, Achievement and Enterprise Division**, led by Assistant Executive Director, Phil Lawson, has lead responsibility for ensuring children and their families receive the best possible early years provision, family support, high quality statutory schooling in 21<sup>st</sup> century surroundings, a broad and balanced curriculum which offers many pathways to success and inspires them to maximise their achievements and develop an enterprising attitude to life.

Services within the division include:

- **Learning and Standards** – led by Ruth Lyons. Responsible for working with schools by implementing the local authority's statutory function to monitor, support, challenge and intervene in a differentiated way the level of which is determined by a school's achievements. This service quality-assures provision, engages with Government agencies, and drives the agenda for high standards. The 14-19 team is responsible for the commissioning and allocation of high quality provision which meets the needs and

aspirations of all learners with a range of options and pathways to success. School Improvement Officers work with schools to improve learning and teaching, leadership and management, and positive outcomes for young people. Universal targeted and specialist support is provided to learners and settings.

- **Extended Services and Support for Children, Young People and Families** – led by Tom Smith. This service brings together a multi-agency approach to family support, advice and guidance alongside the provision of high quality early learning and integrated youth support within a range of public, private and voluntary sector settings. The service provides universal and targeted support to enrich the taught curriculum within schools and contributes to the raising standards of achievement across the Borough. The team provides worthwhile learning opportunities including for the most vulnerable and excluded groups to build success and raise aspirations, nurturing enjoyment of learning so leading to qualifications for some participants. The service areas include: Early Childhood Strategy Team, Positive Actions Service, Family and Adult Learning Service, Connexions Service, Neighbourhood and Out of Hours Learning, Healthy Schools Team, Youth Offending Team and Integrated Youth Support Team.
- **Environments for Integrated Services and Learning** – led by David Russell. Responsible for ensuring schools and settings are equipped for 21<sup>st</sup> century learning, at the heart of the community, with a full range of children’s services in reach of every family. The service is responsible for the Primary Capital Build Programme, the Secondary BSF Programme as well as advice to schools and settings on all aspects of safe environments. The BSF programme is replacing all current secondary and special school stock with 21<sup>st</sup> Century Advanced Learning Centres which will change the face of learning for young people, families and local communities.

**Safeguarding, Health and Social Care Division** – led by Hilary Owen, is responsible for securing the wellbeing of children, young people and their families, according to the outcomes of the Children Act 2004. Its services include a combination of health, education and care functions, which focus on providing for the individual needs of children, young people and their families as locally as possible.

Services within this division include:

- **Children’s Social Care** – led by Ray Woodhams. Focussing on the most vulnerable children and young people, Social Care Assessment Teams, Children in Need Teams and Family Support Teams lead on the Council’s responsibilities to assess and provide services to children in need. This includes safeguarding, investigation of allegations of abuse and child protection planning. The aim wherever possible is to help children to stay at home with their parents or carers, but where this is not safe, Social Workers can enable alternative accommodation with extended family, foster carers, in residential care or through adoption. Children’s social care operates two residential care homes for children, and commissions places from other providers. Specialist teams recruit, assess and maintain foster carers and adoptive homes for children unable to live with their own family. Children’s social care contributes to integrated working in all of its processes, including through Locality Wellbeing Teams.
- **Safeguarding and Welfare** – led by Pat Stansfield. The responsibilities of the Head of Safeguarding and Welfare include the requirement to manage the development of a safe, integrated safeguarding children advice, supervision and training service for the council and NHS Barnsley. There is also a need to provide professional and technical advice to the council and its partner organisations that have a duty to safeguard and promote the welfare of children and families, and to those organisations that have a duty to cooperate. Safeguarding and Welfare includes the Safeguarding Unit and the management of the Education Welfare Service which provides support to children and young people within schools to ensure attendance and attainment. The Safeguarding Unit is responsible for managing the child protection systems e.g. Child Protection conferences and Barnsley Safeguarding Children Board.

## the brokerage service

- **Integration, Assessment, Disabilities and Inclusion Services** – led by Sharon Cooke. Responsible for leading the development of strategy for children’s health and disability services; leading on the delivery of integrated health services to improve outcomes for children, young people and their families. Within these services there are a number of Primary Care Trust services that are now managed by the local authority, including school nursing, Child and Adolescent Mental Health (CAMH), child clinical psychology, paediatric therapy and speech and language therapy services.

## Commissioning and Procurement

The brokerage service is one element of the Business Strategy, Operations and Development Section (led by the **Strategic Manager Learning Based Commissioning and Resources, Julie Green**) whose role is to support schools in working with, establishing and operating any model of service delivery that best meets their needs.

**“The key principle behind this is facilitating the delivery of what is best for schools and not who the provider is.”**

In order to increase the purchasing options available for schools, there is, included within this booklet, a range of quality assured suppliers. Interested companies are invited to submit their proposals against a specification, vetted by the division and then included within this booklet and on the website if appropriate.

The aims are to:

<b>promote an open market (the key issue is how to secure the best services for schools, whoever delivers them)</b>	Barnsley Schools now have quality vetted contractors to choose from for the 4 services we have brokered
<b>ensure schools have the knowledge and skills they need to be better purchasers of goods and services</b>	We continue to give schools the tools to develop their skills as purchasers either by providing them with information, advice and guidance or by arranging bespoke training on procurement.
<b>help schools operate as clusters, or in any other models, to organise, stimulate and purchase services</b>	The brokerage team has worked with a number of Barnsley schools to achieve their joint objectives and a number of individual schools to help them deliver/procure services in their own way.

## Brokerage Programme

Currently we have 4 brokered services – Finance, HR, ICT and Payroll. The Framework for these 4 services runs until 2015.

The Brokerage Frameworks are only available to schools. Academies, however, will still be able to purchase services from these approved providers outside of the brokerage arrangement. Similarly, Academies will be able to purchase services from BMBC. A separate Services for Academies Booklet will be issued to Academies containing all details and relevant guidance.

## Benefits of Undertaking Brokerage on Schools' Behalf

The benefits of the Authority providing this service for schools are:

- the brokerage service saves schools time in finding and evaluating quality approved and controlled service providers.
- goods and services can be purchased more economically than by a school because of the potential economies of scale achievable by an authority led approach.
- using the strategic, technical and professional expertise of the Children, Young People and Families Directorate to access quality providers, means that schools do not have to develop their own expertise in a less cost effective way.
- risk register – Children, Young People and Families Directorate will maintain a risk register considering the risks that are associated with brokerage and how they will be addressed. For example, should a service fail to meet expectations, additional pressure on the supplier can be applied by Children, Young People and Families Directorate to assist in rectifying the problem.

## Using Providers Outside of the Brokerage Arrangement

The ethos of the Brokerage Service has always been that schools have the option of using this agreement and that they are also free to select their own supplier for any service for which they have a delegated budget.

Over the years some schools have taken the option of sourcing their own provider for services, sometimes calling on the expertise of the Brokerage Team to help them achieve this.

The number of schools that have contacted the Brokerage Team, after they have been approached by providers who are not on the brokerage agreement, but are offering similar or the same services and the advice that is provided by Brokerage has continued to rise over the last 12 months.

In response to this we would strongly advise schools to adopt the following process before deciding to proceed with an unapproved service provider.

**Always** test the market before you make your final decision. You may think that you are getting a good deal but there are always other providers that can deliver the same if not a better quality of service.

**Ensure** that you follow the Councils Standing Orders and the Fair Funding scheme when making your purchase. Pay particular attention to those sections relating to the obtaining of quotations.

**Produce** a specification of the service that you require and ensure that it contains all the service elements that reflect your school needs. This will enable you to get like for like quotes. Ask the provider to make it clear if the price they are quoting does not include some of the elements.

**Establish Evaluation Criteria:** Always complete this before you request any quotations, or conduct any tender exercise so that you know what you are looking for in a service provider in terms of quality, delivery and price.

**Interview** the providers and question them on their proposals and their service offer to ensure that you are confident that they can deliver the service to the standards that you expect and clarify any items that may be unclear. Take up references where the service has been delivered to other schools. Take extra care when the provider has no schools experience as you could potentially be taking on extra risk.

## the brokerage service

**Obtain** details of the provider's levels of the following insurance: Public Liability, Employers Liability and Professional Indemnity. Make sure that these accord with the requirements of the Authority. Also ask for 2 years audited accounts so that you can assess the financial standing of the provider. We also recommend you check that the company is registered with Companies House.

**CHAS:** No provider can be used unless they are CHAS Approved. For some services CHAS is not required, please contact a member of the brokerage team for guidance.

**Contracts:** Do not proceed with the provider until you have a contract signed by both parties. We recommend that you use the template that has been provided by the Brokerage Team. If you use a contract from a provider check the small print and ask a professional i.e. legal or a member of the brokerage team to read this before you sign. For some services it is a requirement that certain returns and information is required for the authority to carry out its strategic functions.

Make sure that this is covered in the contract and that it is made clear to the provider that these returns or information must be provided by the deadlines required. Ensure that the contract details all your requirements and the roles and responsibilities of the school and provider are made clear in the contract. Once the contract is signed it is too late to add items that you may not have thought of at the time.

Make sure that you agree to **pay monthly in arrears** and that you can terminate the contract in a reasonable time scale if required. We would suggest 3 months.

Where appropriate, staff supplying the service should have had an **enhanced CRB** check. Ask to see the disclosures and monitor that they are kept up to date.

Also, where **TUPE** applies, make sure you follow the process on pages 11 and 12.

**Finally CAVEAT EMPTOR (buyer beware)** there is always the possibility that the provider may not come up to your expectations and it is too late once you have signed the contract.

## Selecting Providers where TUPE Transfers would apply

The Office of the Deputy Prime Minister Local Government Act 1999; Part 1 Best Value and Performance Improvement, Annex C states that unions should be involved in the option appraisal stage, where a decision is taken to outsource service provision and where TUPE applies.

This Statutory Guidance must be followed by schools where they are considering transferring services to organisations which could potentially lead to the TUPE transfer of staff.

Please see below the process to assist you in identifying the appropriate involvement of unions where the transfer of services will result in the TUPE transfer of staff. It applies to:

- services on the Brokerage Framework that would involve the transfer of staff.
- sourcing your own providers where this would involve the transfer of staff.

We have also extended this to include the process to be followed when a school decides to self deliver. Please also refer to the flowchart on page 13.

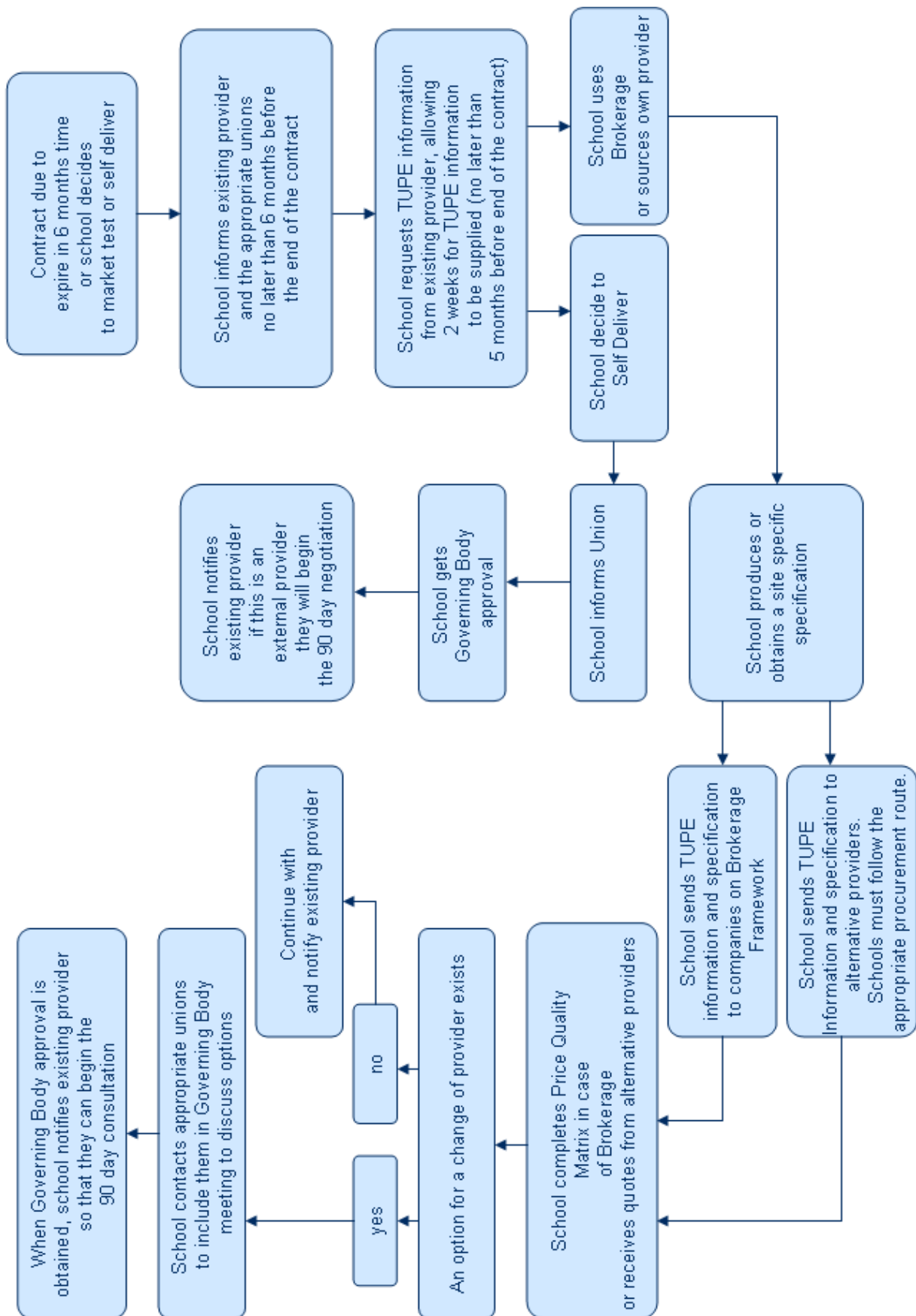
## **Process where there is a potential change in service provider and where this change may result in a TUPE transfer of staff or schools decide to self deliver services:**

- Notify your existing service provider and the appropriate unions of your intentions, in writing, no later than six months before the start of the new contract.
- Contact your existing service provider to obtain the current TUPE information so that like for like quotes can be obtained from prospective service providers. It is recommended that this is done no later than 5 months before the start of the contract. Please allow at least two weeks to give enough notice for this information to be compiled. If self delivering you will need this information when transferring staff onto the school payroll to determine the cost of the service.
- If you decide to self deliver inform the unions in writing and when you have Governing Body approval inform your existing provider giving them at least 3 months notice. Where this would result in a transfer of staff from an external provider the provider will begin the 90 day negotiation process.
- Where using the Brokerage Framework or sourcing your own provider produce or obtain a site specific specification. Contact the Brokerage Team on 01226 773639 if you need any assistance.
- If you wish to use the Brokerage Framework or source your own provider send the TUPE information and your specification to providers asking them to provide a quote. This will ensure that they are all quoting on a like for like basis. When using an alternative provider ensure that you use the appropriate procurement route.
- When using the Brokerage Framework follow the price quality matrix process which was sent into schools with the Services for Schools booklet.
- When you have completed the matrix when using the Brokerage Framework or obtained your quotations when sourcing your own provider and it is evident that one of your options may be to move to a different service provider, you should notify the unions of this potential service delivery option. The unions will need to be invited to governing body meetings, or any other related meetings, where there will be a discussion around the potential options for service delivery.
- As soon as you have governing body approval to use a different service provider (or to self deliver) then you must notify your existing service provider who will speak with the staff involved.
- The existing service provider will organise meetings with the unions to begin the 90 day consultation process and lead in to the implementation of the contract.

**Further information can be found on pages 113 to 114 of this booklet.**

**Please see the flowchart on page 13 which shows the process to follow where there is a potential change in service provider and where this change may result in a TUPE transfer of staff or a school decides to self deliver services.**

**Process for the potential changes to service provider where this involves a TUPE transfer of staff or where a school decides to self deliver.**



## Financial Implications

The cost of the Brokerage Framework is currently contained within the directorate's centrally retained budget and there is no charge to Barnsley schools. However, due to budget restraints and the changing landscape for the delivery of Services to Schools this position may change.

## Contact

If you want assistance with any of the above, including procuring services, operating a different model of service or are interested in a training course, please contact:

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## BANK ACCOUNTS

### What sort of bank account?

In recent years Children, Young People and Families have encouraged schools to open their own bank accounts and as a direct result of this all Barnsley schools now operate a bank account for their 2011/12 delegated budget.

The most significant advantage of having a bank account is the element of control it gives a school to manage its own affairs. However, this requires the installation of a separate financial system, which processes/holds the school's accounts.

**Information then has to be provided to the Authority to enable it to maintain the statutory accounts of the Authority. (Please see the Bank Account Procedure Manual).**

### What are the advantages of a bank account?

The advantages available to schools include:

- a) **The ability** to earn interest on your daily balances.
- b) **Control.** The school decides when bills are to be paid and will be able to respond directly to queries about non-payment. **No money can be removed from a school bank account without authorisation.**  
Currently, the new school financial system needed for bank accounts gives a school the opportunity to produce financial reports tailor-made to its own requirements, without the constraints imposed by the Authority's Financial Information System (SAP).
- c) **Ability to purchase a full financial processing system from external providers of financial services.** Without a bank account, schools are not able to purchase a full financial processing service from those external providers who offer it. An external provider will not be given access to the Authority's new system (SAP), other than on site at the school.

### What are the disadvantages?

Schools who operate bank accounts have clearly taken on another financial administrative function, but with the potential for the rewards described above. This administrative function may be purchased externally or may be carried out by the school's own staff. Most current administration functions are replaced with different functions and after the initial set up period a bank account should not, in overall terms, increase a school's workload.

In addition, schools have to bear the **initial set-up and software costs. Different suppliers set up the software with different levels of populated information; you need to consider this when selecting your provider.**

The Authority is still ultimately accountable for the expenditure of all public monies and requires certain regular returns to be provided by the school, including monthly bank reconciliations and VAT returns. (Please see the Bank Account Procedure Manual).

## When do I have to decide?

“Bank Accounts” is a standard item on governing body agendas in the autumn term. Governors are asked to notify the Authority of their decision by 31st December each year, so that the Authority can check that the school is not likely to have a deficit balance at the end of the current year (in which case a bank account will not be allowed – as the account cannot be overdrawn) and can provide support for the school to ensure compliance with guidance and financial regulations.

Just as a school may decide in the autumn term that it wants to have a bank account, so a school with an existing bank account may take the decision that it no longer wants one.

### It is an annual decision – either way

For advice on bank accounts please contact:

**Joshua Amahwe**  
Financial Services  
Children, Young People and Families  
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**Tel:** 01226 775630  
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**Mob:** 07794 366238  
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## Preferred bank account partners

We consulted with schools in 2010 as to if they wanted to go out to the market for a preferred bank account partner and generally schools told us that they would prefer to continue with their individual arrangements. **Schools continue to have the choice of selecting their bank from the list of approved banks in the Fair Funding Scheme.**

Currently most schools in Barnsley bank with Royal Bank of Scotland.

## SOFTWARE

### Preferred bank account system / software

A demonstration of a number of accounting software packages which can be used and which would be needed by a school operating a bank account was undertaken a while ago. The Council currently uses the SAP integrated software for its financial accounts; with all schools operating a bank account currently using SIMS FMS - with a standard data set that enables the schools financial data to be incorporated within the Council's financial accounts.

### SAP

In 2005 the Council updated its corporate systems covering Finance, HR and Payroll and implemented a new modern and fully integrated system, known as SAP. Although the option to use SAP is available to all schools, it is however recommended for schools that do not wish to operate a bank account and equally uses the Council as its preferred provider for Finance and/or Payroll support.

However, the option to utilise the Authority for Finance, HR and Payroll support functions is available to all schools.



SIMS FMS is not just a General Ledger, Accounts Payable and Accounts Receivable system but also includes the following features some of which interface with the other SIMS packages used in Barnsley schools: Student Billing, Budget Planning, Equipment Register and Personnel. The system's most recent module, Dinner Money, will be useful for Primary schools, and any other schools that have a fixed meal charge. This integrates with other SIMS modules; therefore basic data need be entered once only.

### Features in FMS include

Integrated finance and human resource management system - staffing projections can be calculated. This uses data schools have already entered into the personnel module of SIMS.

- Assets held by the school can be allocated to members of staff and/or rooms, all new assets are automatically recorded on the inventory.
- Reconciliation facilities against the bank account and to central accounting systems.
- Allows customised reports to be written for senior management and governing bodies.
- Calculates salary projections from contract details held in Personnel.
- Reduces response times to requests from parents, the Governing Body, or the DFE with instantly updated, accurate information.
- To purchase the software via the LA (net of the LA discount) please contact a member of the Brokerage Team for prices.

# THE VALIDATION PROCESS

All services are advertised in the European Journal under OJEU (Official Journal of the European Union) rules. The process undertaken is highlighted below:

## Phase 1

### Pre Qualification Questionnaire

Interested parties downloaded a pre qualification questionnaire from SCMS. This required completion of the following information.

The questionnaire was designed to collect basic company information and consisted of 10 sections:

- a) general information
- b) technical capability and references
- c) financial information including insurances
- d) equality, diversity and human rights
- e) health and safety – CHAS (Contractors Health and Safety Assessment scheme)
- f) staff training
- g) quality assurance
- h) environmental
- i) e-business
- j) declaration

### Customer references

Written references supplied in the questionnaire were taken up via a request for reference document. This document required clients of the applicants to answer various questions regarding the organisation's quality and performance. The document included a detailed matrix from which an assessment of quality could be drawn and scored.

### Mandatory tests

Also in this phase we carried out two tests which, if they were not successfully passed ruled organisations out of the process. These were financial appraisal by Internal Audit and the validation of organisations via the CHAS questionnaire, evaluated by the Health and Safety Unit.

### Financial appraisal

All providers were asked to submit the last 2 year's audited accounts for their company for examination by a specialist officer in the Authority's Internal Audit Section.

Standard tests and financial ratios were undertaken and the officer applied a recognised scoring system to assess the financial stability of the companies. These results were supplemented by ratings obtained from credit agencies where this was felt necessary.

Any information gathered from the current financial journals and reports was also taken into account when the officer made his recommendations.



CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME

CHAS is the national standard scheme which aims to avoid duplication of effort when providers are bidding or applying for a select list. Providers who pass this Health and Safety assessment are classed as “CHAS Approved” for any bids submitted to organisations participating in the scheme.

All organisations who scored 66% or above at Phase 1 were invited to download the bid document from the SCMS portal.

## **Phase 2**

### **Bidding process**

The document asked for the applicants responses to a series of method statements and supplementary questions. The submissions needed to be detailed, service specific and required organisations to provide solutions to a variety of issues. The results were analysed for their content compared with model answers prepared by officers within Business Strategy, Operations and Development with advice from service specialists.

The information provided by the bidding organisations forms the comparisons listed in this booklet. Each company’s submission was marked against its compliance with the bid document.

In addition to this we conducted the following:

### **Clarification Meetings**

Following the tender evaluations, if necessary, companies were invited to attend a clarification meeting with at least two senior members of the Business Strategy, Operations and Development team and at least one specialist from each service area. This provided us with an opportunity to discuss the tender submission and clarify any points unclear to us.

### **Customer Questionnaires**

Each provider was asked to supply contact details for three current customers. The customers were then contacted and were asked about the quality and responsiveness of the service provided. The customer questionnaires allowed us to gather information about:

- The quality of the service provided
- The professional support received
- The overall range of the service offered
- Performance in terms of responding to questions
- Whether or not the customer would renew their contract with the supplier

The customer rates each area on a scale of one to five, from which an overall rating is calculated for the service provided.

### **Validation**

All providers who achieved 66% at phase 1 progressed to phase 2 of the process and were able to download the bid documents via the Supplier and Contract Management System (SCMS). All the elements of phase 2 were weighted to give the final score for each provider.

# GOVERNING BODY PROCESSES

**To help Governing Bodies through this process, you may wish to contact a member of the Brokerage Team. Depending upon a school's requirements and experience the Brokerage Team will help Governors to manage this process from start to finish.**

**Last year this process was successfully managed in a variety of ways by Governing Bodies. Most schools short-listed via the Head and Chair with presentations by the short listed companies being made to full governing body.**

## Selecting Finance, HR, ICT and Payroll Providers

For Governors information there is a new procedure which applies to **Finance, HR, ICT and Payroll**.

The Brokerage tenders have always been advertised as framework agreements. In January 2006 the legislation changed with regards to these frameworks and how schools can use the Brokerage service.

Due to the fact that all schools are individual organisations with differing needs it is not possible to make all the terms of the standard agreement precise enough to cover all the requirements of each school in the borough. Due to this and the change in procurement processes it is now the case that all providers capable of providing the service to the school must have the opportunity to quote for the supply of this service at an individual school level. This is a simple process and the brokerage team has completed the evaluation as far as we can on behalf of the schools. We have pre-populated a matrix for each of these services which has been forwarded to the Head Teacher and Chair of Governors of all schools please also see the worked example included in the booklet (page 22).

Before approaching any of the providers in the booklet for Finance, HR, ICT and Payroll your Governing Body need to decide and document their price quality weighting for each of the services, both figures must total 100%. For some services schools may consider quality is more important than price so they may decide for example that their price quality weighting is 40:60 or another school may consider price to be more important than quality and so the price quality may be 70:30. It is essential that you consider each service individually as you may have different weightings for each of the four services. These weightings then need adding to the matrix in the columns marked Quality Weighting and Price Weighting.

Schools must then approach all the providers in the booklet who are capable of providing that service to the school and invite them to quote for the service that you want them to supply. We recommend that you meet with the providers to discuss your needs and requirements. The prices must then be entered into the matrix.

When entering the price of your present provider you will need to consider the cost of changing supplier. Use your experience to arrive at a reasonable and substantiated figure that it would cost your school to change provider. Consider such things as staff time and implementation of new systems of work and deduct this from the figure of your present provider.

Entering the figures into the matrix will give you the ranking of the provider and the one ranked number 1 is the one that the school will use.

**Please inform your provider of your decision. If you change provider notify your existing provider that their service will no longer be required.** Please give your existing provider the notice period agreed as part of your contract e.g. 3 months for the Brokerage Agreement. Even when you are in a **fixed term agreement** you should contact the incumbent provider at least 3 months before the contract terminates. You should notify them either that you are market testing, so you may not require the service after the contract period and give an indication of when this will be confirmed, or that after the contract period you will not be continuing with the service.

For some brokered services if you change your service provider a handover is required e.g. HR and ICT. The Brokerage Team facilitate the HR handover and will monitor where schools are changing ICT service providers and will contact the school regarding handover where appropriate.

## Evaluation Process

All companies will have to be given a mini bid pack for them to prepare a personalised submission. All schools should meet with the companies who submit a bid to discuss their submission. This should be via a formal meeting with nominated groups with the powers to select contractors. The governing body should consider the following when evaluating a shortlisted contractor to work in their schools:

**Expertise** – They must have knowledge of the contract area and the individual specifications in relation to the school. They must be able to demonstrate experience in carrying out the work across a number of sites at any given time.

**Resources** – The contractor must have adequate staff and equipment available to carry out the peak workload and demonstrate any back up arrangements for staff cover and machinery break down or increased work load. The organisation must detail the staff available for the job and mechanisms to increase numbers to deal with seasonal increases in workload.

**Financial Position** – All brokered contractors have demonstrated adequate financial resources to carry out the work over the period of the contract. If a company is part of a larger group a company guarantee will give the school added security, particularly if the organisation has a large number of on going contracts across the region. This will provide a safeguard if the **organisation fails to deliver the standard and quality of work.**

**Health and Safety** – All brokered contractors are CHAS approved but the Governing Body should satisfy themselves that the contractor is competent in health and safety and can produce school specific documents as well as risk assessments for all the tasks undertaken. It is also likely that these will include a training programme **for key members of staff in order to maintain statutory qualifications.**

**Company Standing** – The contractor must be able to provide a detailed record of work with examples of similar contracts which have been delivered to defined standards and within time scales. Quality contractors will be happy to demonstrate innovation and community involvement in order to raise their profile and marketing opportunities. Examples of this approach could include waste reduction and recycling or community project support. These could contribute to the wider school and Council's agenda.

**Price Comparison** – All prices have to be comparable ie “apples with apples”.

**The selection process must be documented by your Governing Body.**

# GOVERNING BODY PROCESSES

## WORKED EXAMPLE

This is a confidential document. Do not share with the contractor.  
Only use for Finance, HR, ICT and Payroll.

Tender	1 Quality score	2 Adjusted quality score (% of highest score)	3 Quality Weighting	4 Weighted Quality Score (2x3)	5 Price £	6 Price Score (% to be applied to equal the lowest bid)	7 Price Weighting	8 Weighted Price Score (6x7)	9 Total Weighted Score (4+8)	10 Ranking Quality Score (from column 4)	11 Ranking price Score (from column 5)	12 Ranking total Score (from column 9)
A	106	64%	55%	3,520	156,000	99%	45%	4,455	7,975	4	2	4
B	142	86%	55%	4,730	169,000	91%	45%	4,095	8,825	2	3	2
C	165	100%	55%	5,500	184,000	84%	45%	3,780	9,280	1	4	1
D	122	74%	55%	4,070	154,000	100%	45%	4,500	8,570	3	1	3

# MPULSE LIMITED

**Contact name:** Adam Gandy  
**Telephone:** 0161 266 2222  
**E-mail:** a.gandy@mpulse.co.uk



Mpulse is a dynamic provider of professional services including financial management, strategic advice and service improvement.

Tailored service	✓
Head Office Support	✓
Regular meetings	✓

Mpulse was established in 2000 and provides services to a range of public and private sector clients across the UK including schools, Local Authorities, Regional Agencies and Central Government. We have a particularly strong presence in the North of England enabling us to provide a responsive and efficient service to Barnsley Schools.

We provide a range of solutions that free up your time and budget allowing you to focus on achieving better outcomes for children and young people. Our portfolio of support services can be adapted to individual schools, clusters and federations.

All our finance staff are qualified accountants with a breadth and depth of experience from working in schools, local authorities and other public and private sector clients.

## Overview of services offered:

- Tailored service to suit the individual needs of your school.
- Delivered by experienced and qualified accountants and school business managers with a right first time attitude enabling a focused and efficient approach to schools finance.
- Training and mentoring to provide your staff with improved skills and knowledge.
- Telephone/email support – we are always available to help.

## Explanation of the charges:

We know that every school is different and therefore we will tailor our support to suit your needs, however as a guide we offer the following options that can be tweaked as applicable:

- **Finance Support Package 1:** for schools who know what they are doing and just require ad hoc advice on the phone/email and a **termly meeting** to discuss issues/opportunities.
- **Finance Support Package 2:** for schools who need a **support visit for quarterly returns** and ad hoc advice on the phone/email.
- **Finance Support Package 3:** for schools who need **more intensive support including a visit for monthly returns** and ad hoc advice on the phone/email.

We are happy to meet with you to discuss your needs in detail so that we can provide you with a cost effective solution.

## Additional Services available through supplier:

Mpulse provide a range of services to support your school needs including:-

- Support for bid writing and grant applications
- Advice on funding for capital projects

We also offer (without obligation) a free review of the school's financial systems and procedures to help you understand where savings and efficiencies could be made.

## Additional Information:

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	No limit
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	01 Feb 2012
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>Mpulse Ltd</b> have confirmed their willingness to sign the specimen contract	Yes
Volume discounts available?	Yes

## Sample Pricing

Service Element	No of visits/ Duration of visits	Price
Finance Support Package 1	<b>3 Visits</b> 3 x 3.5 hour visits	<b>£1,850</b>
Finance Support Package 2	<b>6 Visits</b> 3 x 3.5 hour visits 3 x 7 hour visits	<b>£3,500</b>
Finance Support Package 3	<b>15 Visits</b> 12 x 3.5 hour visits 3 x 7 hour visits	<b>£6,125</b>
Volume discount	<b>Available for multiple services</b>	

# SCHOOL FINANCIAL SERVICES

**Contact name:** Ian Pratt  
**Telephone:** 01226 212146  
**E-mail:** ian.pratt@mysfs.co.uk



School Financial Services provides a financial management support and consultancy service to Schools and Local Authorities. We also provide a management consultancy service to public and private sector organisations both at a national and international level.

Tailored packages	✓
Budget Planning Software	✓
Training of school finance staff	✓

Our aim is clear – to work closely with your school to provide a tailored service responding quickly and efficiently to your individual needs.

## Overview of services offered:

- mySFS – School Budget Planner. Our extensive 3 year School Budget Planning Software that simplifies the development of the school budget and manages budget virements throughout the financial year.
- mySFS – Financial Reporting Suite. Our finance reporting application that sources data directly from FMS, incorporates your BMBC monthly returns and provides extensive financial reports for the school community.
- mySFS – Autopay. A payroll interface between your payroll provider and SIMS FMS that automates salary posting journals and payroll reconciliation in FMS.
- mySFS – BACS Interface. Facilitates payments directly from FMS into RBS/Natwest Bankline.
- School Financial Services train school finance staff to empower them with the knowledge and skills to enable them to undertake their financial management responsibilities.
- A financial support package that is tailored to suit your individual school needs.

## Explanation of the charges:

We acknowledge that Barnsley schools have different expectations of their finance provider and provide the following service options:

- Our *Bronze* package is aimed at schools that require a helpdesk and the resources to enable them to get on with managing their own finances with the knowledge that there is help available if required.
- The *Silver* package includes a quarterly visit to prepare the quarterly returns as well as having the helpdesk.
- The *Gold* package includes a monthly visit to perform the monthly reconciliations and returns to the Local Authority as well as provide an independent check of the school finance procedures.
- Bursarial support is negotiated on an individual school basis.
- A full breakdown of the packages and options are available on request.

## Additional Services available from this Provider:

The following services (under Additional Optional services in sample specification) **are included** in the costs stated:

- Helpdesk (email and telephone)
- mySFS – School Budget Planner, Integrated Financial Solution, AutoPay, BACS Interface
- School Finance Managers forum

The following services are also available from the Supplier at an **additional cost**:

- FMS Training
- Audit of School Fund Accounts including the preparation of Income and Expenditure reports, opening and closing Balance Sheets

## Additional Information:

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	No limit
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	28 Feb 2012
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>School Financial Services</b> have confirmed their willingness to sign the specimen contract	Yes
Volume discounts available?	Yes

## Sample Pricing

Service Element	No of visits/ Duration of visits	Price
Finance Support Package 1	<b>(Bronze)</b> 2 x 3.5 hour visits	<b>£1,700</b>
Finance Support Package 2	<b>(Silver)</b> 3 x 3.5 hour visits 3 x 5 hour visits	<b>£2,850</b>
Finance Support Package 3	<b>(Gold)</b> 11 x 3.5 hour visits 3 x 5 hour visits	<b>£4,100</b>
Volume Discount	<b>Yes</b>	<b>Negotiable</b>

# STRICTLY EDUCATION

**Contact name:** Stuart Collard  
**Telephone:** 01908 208289  
**E-mail:** stuart.collard@strictlyeducation.co.uk



Strictly Education provides financial services to the education sector across 70 Local Authorities in the UK. Our purpose is to provide you with a high quality financial advisory support service.

Financial Services	✓
Flexible Support	✓
Bespoke Packages	✓

Our aim is to work closely with schools, to deliver the level of support you desire, and to help minimise the distraction, anxiety and burden caused by added responsibility of managing a schools finances.

We are able to do this by offering a varied range of support, whilst maintaining flexibility to meet the changing needs of schools. Our proven ability to help and support your school is reflected by our consistently high feedback given by our schools up and down the country.

We will provide you with practical assistance and advice on financial matters that relate to schools, and assist you with new legislation and changes in working practices.

Our team now comprises twelve members of staff who are overseen by the Corporate Head of Finance. Many of our team have worked in schools finance for many years. With recent expansion, we've taken on new staff that brought in new ideas and skills, giving us a good blend of knowledge and abilities.

## Overview of services offered:

Our services are designed with our customers' needs in mind whilst ensuring compliance with financial guidelines.

- The service is provided by Local School Finance Support Consultants.
- The team offers you a wealth of experience in working with schools on financial matters.
- The team has considerable financial experience.
- The team has experience in the use of both SIMS FMS and RM Finance, PS Financials, Sage and Corero.

This breadth of experience ensures that the team can effectively bursar your school, regardless of software choice, and provide a comprehensive telephone helpline service. It is important to stress that should your dedicated School Finance Support Consultant be unavailable you will receive attention from another member of the team.

## Explanation of the charges:

Based on our experience we have developed packages of support from which you can choose, all of which can be supplemented by additional 'add-on' support. All services have the flexibility to meet your particular needs, whatever the size, or type of school. Bespoke services can of course be tailored to meet any specific needs that you may have.

## Additional Information:

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	No limit
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	31 Jan 2012
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>Strictly Education</b> have confirmed their willingness to sign the specimen contract	Yes
Volume discounts available?	Yes

## Sample Pricing

Service Element	No of visits/ Duration of visits	Price
Finance Support Package 1	3* x 3 hour visits	<b>£1,825</b>
Finance Support Package 2	10* x 3 hour visits	<b>£4,000</b>
Finance Support Package 3	20* x 3 hour visits	<b>£6,000</b>
Volume Discount	<b>Discounts available for multiple years and service contracts</b>	

\* Whenever possible, the term "visit" is deemed a maximum of 3 hours, and will normally take place between the hours of 8:30 & 12:30 and 13:00 & 17:00. Time on site may be shortened where work may be more economically undertaken off site. We are however flexible – for example, you may wish us to visit during the school holiday

## Finance at a Glance

	Mpulse	School Financial Services	Strictly Education
Other Brokered Services Available	n/a	n/a	n/a
Service Element			
Preparation of the School Budget	✓	✓	✓
Provide a current year comparison between delegated budget and anticipated spend	✓	✓	✓
Include an additional draft budget i.e. 3 in all	✓	✓	✓
Attend one Finance Sub Committee to present the final budget	✓	✓	✓
Assist the deficit recovery planning including up to 3 school visits	✓	✓	✓
Assist with forward planning including 3 year projections	✓	✓	✓
Advise schools on dealing with major budget variances	✓	✓	✓
Provide support for grant monitoring	✓	✓	✓
Advise schools on preparing monthly budget profiles and quarterly cash flow	✓	✓	✓
Calculate monthly profiles	✓	✓	✓
Financial advice	✓	✓	✓
Conduct a 'health check' of all financial systems	✓	✓	✓
Prepare financial information for OFSTED reports	✓	✓	✓
Prepare financial information for the annual reports to parents	✓	✓	✓
Provide financial benchmarking data and advice on the implications	✓	✓	✓
Optional "add-ons" or "pay as you go"			
SIMS FMS Training	✓	✓	✓
Telephone Support	✓	✓	✓
Annual budget planning	✓	✓	✓
School Financial Management Services	✓	✓	✓
Sickness – cover for short term absence of school finance staff	✓	✓	✓
New Financial Staff – Job Specification, short-listing and appointment	✓	✓	✓
New Financial Staff – Induction	✓	✓	✓
Audit of Private School Funds	✓	✓	✓
Financial Management Training	✓	✓	✓

## Finance Pricing

Service Element	Impulse		School Financial Services		Strictly Education	
	No of visits/duration of visits	Price	No of visits/duration of visits	Price	No of visits/duration of visits	Price
Finance Support Package 1	3 visits 3 x 3.5 hour visits	£1,850	(Bronze) 2 x 3.5 hour visits	£1,700	3* x 3 hour visits	£1,825
Finance Support Package 2	6 visits 3 x 3.5 hour visits 3 x 7 hour visits	£3,500	(Silver) 3 x 3.5 hour visits 3 x 5 hour visits	£2,850	10* x 3 hour visits	£4,000
Finance Support Package 3	15 visits 12 x 3.5 hour visits 3 x 7 hour visits	£6,125	(Gold) 11 x 3.5 hour visits 3 x 5 hour visits	£4,100	20* x 3 hour visits	£6,000
Volume Discount	Available for multiple services		Negotiable		Discounts available for multiple years and service contracts	

\* Whenever possible, the term 'visit' is deemed a maximum of 3 hours, and will normally take place between 8.30 & 12.30 and 13:00 & 17:00. Time on site may be shortened where work may be more economically undertaken off site. We are however flexible – for example, you may wish us to visit during the school holiday time.

Please see overview of services offered as packages may vary slightly.

## Finance Additional Elements

Service Element	Mpulse			School Financial Services			Strictly Education		
	Package 1	Package 2	Package 3	Package 1	Package 2	Package 3	Package 1	Package 2	Package 3
Preparation of the School Budget	Yes	Yes	Yes	Yes *	Yes	Yes	Yes	Yes	Yes
Provide a current year comparison between delegated budget and anticipated spend	Yes	Yes	Yes	Yes *	Yes	Yes	Yes	Yes	Yes
Include an additional draft budget i.e. 3 in all	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes
Attend 1 Finance Sub Committee to present final budget	No	Yes	Yes	No	Optional	Yes	Yes	Yes	Yes
Assist the deficit recovery planning including up to 3 visits	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Assist with forward planning including 3 year projections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Advise schools on dealing with major budget variances	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Provide support for grant monitoring	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Advise schools on preparing monthly budget profiles and quarterly cash flow statements	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

\* School budget planner provided to schools for budget development

Finance Additional Elements

Service Element	Mprise			School Financial Services			Strictly Education		
	Package 1	Package 2	Package 3	Package 1	Package 2	Package 3	Package 1	Package 2	Package 3
Calculate monthly returns	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Financial advice	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Conduct a "health check2 of all financial systems	Yes	Yes	Yes	Optional	Yes	Yes	Yes	Yes	Yes
Prepare financial information for OFSTED reports	Yes	Yes	Yes	Optional	Yes	Yes	Yes	Yes	Yes
Prepare financial information for the annual report to parents	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Provide financial benchmarking data and advice on the implications	Yes	Yes	Yes	Optional	Yes	Yes	Yes	Yes	Yes

*Additional Services (Optional "Pay as You Go")*

Service Element	Impulse Cost	School Financial Services Cost	Strictly Education Cost
SIMS FMS Training	£450 per day	£275 per day per delegate	£450 per day
Telephone Support	£25 per hour	Included in all packages	£1075 per annum
Annual Budget Planning	Half day at £175	School budget planner provided in all packages. Budget planning visits included in packages 2 and 3	£450 per day
School Financial Management Services	£350 per day	Free advice, bursarial support negotiated with the individual school	£450 per day
Sickness – cover for short term absence of school finance staff	£350 per day	£375 per day	£450 per day
New Financial Staff – Job Specification, Short-listing and Appointment	£225 per half day	£375 per day	£450 per day
New Financial Staff – Induction	£225 per half day	£375 per day	£450 per day
Audit of private school funds	£350 per day	£200 (includes production of income and expenditure statement and opening and closing balance sheets)	£175 per audit
Financial Management Training	£600 per day	£275 per day per participant	£450 per day

# BARNSLEY HR SERVICES FOR SCHOOLS

**Contact name:** Alison Brown MSc, Chartered FCIPD  
**Telephone:** 01226 773674  
**E-mail:** alisonbrown@barnsley.gov.uk



Barnsley HR for Schools has a proven track record in the delivery of HR services and is fully committed to continuing this provision for Barnsley Schools. We can deliver the full range of Human Resources Services and provide comprehensive advice and guidance including support on any legal issues with no hidden costs.

The Schools Team currently provide services to 61 schools in Barnsley.

We are experienced HR Professionals who are dedicated to providing a first class service to customers. The service is flexible and can be tailored to each school's individual requirements.

Standard (Bronze)	✓
Standard Plus (Silver)	✓
Optional extras	✓
Bespoke	✓
Dedicated School Based Senior HR Advisor	✓

## Overview of services offered:

- Barnsley HR for Schools offer the full range of HR support as defined in the sample specification for Standard and Standard Plus with no additional costs to those outlined below.
- In addition to this range of services there are a number of additional services that schools can purchase on an as and when required basis.
- Should schools require the flexibility of a bespoke package using a combination of the services available, then individual arrangements can be made on request and priced accordingly.
- Also on offer is the option of a Dedicated School Based Senior HR Advisor either on a daily or weekly basis.

## Explanation of the charges:

- The indicative costs cover the service items set out in the sample specification for Standard and Standard Plus.
- Loyalty Discounts are available for schools who wish to purchase for an extended period of 3 years or more.
- There are **four levels** of service:
  - **Standard (Bronze)** – Fixed fee of £96.00 per employee
    - One customer service visit per year
    - Access to HR telephone/email support including obtaining legal advice
    - Access to our website giving information, guidance and various supporting documentation
    - Access to our On Line Recruitment System
    - Use of the Occupational Health Service
    - Basic HR Policy, procedural and conditions of service advice
    - Attendance in an advisory capacity only to Committees considering HR issues

- **Standard Plus (Silver)** – Fixed fee of £124.00 per employee
  - All of the above plus:
  - Support with casework including attending meetings
  - Advice and support on complex HR issues including obtaining legal advice
  - Dedicated senior HR Advisor
  - Access to a number of planned training sessions

In addition to the Bronze and Silver packages, schools can also purchase a number of optional extra services at prices based on hourly/daily rates or per item. Optional extras are designed to complement the Bronze and Silver Services.

The prices quoted above are inclusive for the Standard (Bronze) and Standard Plus (Silver) services. No extra charges will be applied other than to limit professional counselling to twelve sessions per school in any one year period (additional fees applicable over this limit) and external consultants reports in respect of occupational health.

- **Bespoke** - Schools including Trusts can request a personal package individually tailored to meet the particular needs of your school. This will be based on either a fixed fee or combination of fixed fee and hourly rates dependant on the agreed combination of services. Tailor made packages are available and priced on request.
- **Dedicated School Based Senior HR Advisor** - This is a suitable option for Secondary Schools/Advanced Learning Centres, Trusts or groups of Primary Schools to have school based support for a specified period each week. The cost of this service is priced on request and is negotiable based on the level of service required, working arrangements and employee numbers.

### **Additional services available through Barnsley MBC:**

The following services (under Additional Optional Services in the sample specification) are available:

- Additional Project Work
- Training and Briefing Sessions
- Provision of annual salary statements
- Exit information assessments
- Consultancy

The following services are also available from Barnsley MBC at an **additional cost**:

- Payroll

**Additional Information:**

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	No limit
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	31 Dec 2011
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>BMBC HR for Schools</b> have confirmed their willingness to sign the specimen contract	Yes <sup>1</sup>
Volume discounts available?	No

<sup>1</sup> As schools cannot enter into a contract with the Authority, since both schools and BMBC Human Resources are part of the same organisation, the agreement will be a service level agreement

**Sample Prices – per employee:**

SAMPLE SCHOOL SIZES	Standard	Standard Plus
Primary	£96 per employee	£124 per employee
Secondary	£96 per employee	£124 per employee
Special	£96 per employee	£124 per employee

**Optional “add-on’s” as per specification:**

SERVICE	£
Recruitment administration service	£10.00 per applicant
Training and briefing sessions	Dependent on course required – price on request
Attendance at Governing Body Meetings	Included in package
Project Work	£65 per hour

## JCS HUMAN RESOURCES CONSULTING

**Contact name:** Julie Sykes  
**Telephone:** 01484 602708  
**E-mail:** julie@jcs-hr.co.uk



JCS is a locally-based agency offering a wealth of benefits to our clients; each of whom receives a bespoke service. We are forward-thinking and innovative, willing and able to work flexibly, including being available at short notice and attending evening meetings as required.

HR consultancy	✓
Locally-based	✓
Monthly newsletter	✓

We offer rapid integration timescales: from making initial contact to our being ready to actively provide the service to you would take less than ten days in all instances. We're also proud of our 'right first time' philosophy, ensuring accuracy and speedy resolution.

Our experience in both the public and private sectors means that you benefit from our independent external perspective but can be certain of our full and sound knowledge of public sector challenges and constraints.

### Overview of services offered:

We offer a comprehensive support package which includes a full range of HR consultancy and support services to primary schools to allow them to manage their own HR processes. Our aim is to make our offering transparent so there are no unexpected additional costs or confusion about what is, or is not, included in the service. The package includes:

- Recruitment advice and support for teaching / non-teaching staff including Head and Deputy Head
- Employment legislation advice
- Employment relations advice and support
- Conditions of service advice
- Policies and Procedures production advice and implementation support
- Disciplinary/Grievance/Capability advice and support \*
- Absence management advice and support
- Occupational health provision
- Maintenance of employee records
- Pensions advice on procedures and issues
- School reorganisation advice and support

In all cases we will agree the specifics of the package of support requirements by individual schools.

Our support is provided via telephone, on-line or on-site dependent on what meets the needs of the particular school and circumstances.

\* there is an additional charge of £50 per hour for any individual cases requiring more than 10 hours support.

## Explanation of the charges:

Our size and dynamic operating model means that we can offer an extremely competitive rate for schools. At **£115 per employee per annum**, which includes all of the services set out above. Our only supplementary charges are for the specialist services listed on the table of sample prices below.

## Additional services available through supplier:

The following services are also available from JCS Human Resources Consulting at an **additional cost**:

- CRB checks – c. £60 per application
- Occupational Health examinations - £200 each
- Counselling services – dependent on details of service to be provided
- Employment law – fixed costs can be negotiated for specific instances
- Health and Safety advice – fixed costs agreed as required

## Additional Information:

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	Min 3 - max 20 primary schools
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	31 Dec 2011
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>JCS Human Resources Consulting</b> have confirmed their willingness to sign the specimen contract	Yes
Volume discounts available?	No

**Sample Prices:**

Sample School	Standard	Standard Plus
Primary	Not available	£115 per employee
Secondary	Not available	Not available
Special	Not available	Not available

**Optional “add-on’s” as per specification:**

SERVICE	£
Recruitment administration service	Not specified.
Training and briefing sessions	In house courses c £500 per half day for up to 12 attendees, Open Courses £275 per person
Attendance at Governing Body Meetings	£50 per meeting required as part of service delivery
Project Work	£50 per hour

## PLACE GROUP

**Contact name:** Monica Wallace  
**Telephone:** 07970 301186  
**E-mail:** monica.wallace@place-group.com



Place Group is a specialist schools services and programme management company, with extensive experience in managing education change programmes. We have successfully developed the relationships built during our consultancy and programme management work to now deliver a comprehensive range of school services to maintained, independent and specialist schools. Our HR services are designed to be flexible to suit your needs – we provide you with the service you need and which delivers your objectives.

HR Services	✓
Flexible	✓
Optional extras	✓

### Overview of services offered:

- Provision of advice on recruitment and selection
- Proactive advice and guidance on employment legislation and national and local agreements
- Support and advice in dealing with employment relations matters whether individual or collective
- Advice on conditions of service and contracts of employment for teaching and support staff
- Support and advice on applying your HR policies and procedures and dealing with individual cases
- Helping you to positively manage attendance at work and reduce your cover costs
- Provision of access to an occupation health service that can deliver all your health and wellbeing needs
- Advice on workforce development issues and the collective and individual implications
- A comprehensive and cost efficient HR Administration service that works with you and interfaces seamlessly with BMBC

### Explanation of the charges:

Our aim is to provide a high quality, comprehensive cost effective service. Our pricing is based on a per employee basis and gives you the option to buy the Standard Service or the Standard Plus Service. We have also given prices relating to additional optional services that are priced on a pay as you go basis.

Our charges include the following;

- 24 x 7 access to our HR Advisers and Consultants
- One CPD event per academic year
- Attendance at all meetings including evening meetings with Governors

### Additional services available through Supplier:

The following services (under Additional Optional Services in sample specification) **are included** in the costs stated:

- Regular employment update/newsletter
- Attendance at Governing body Meetings
- A one day training event per academic year

## human resources

The following services are also available from Place Group at an **additional cost**:

- Training advice and delivery of bespoke HR training events
- Project Work

### Additional Information:

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	No limit
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	01 Mar 2012
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>Place Group</b> have confirmed their willingness to sign the specimen contract	Yes
Volume discounts available?	Yes

### Sample Prices:

Sample School	Standard	Standard Plus
Primary	£120 per employee	£135 per employee
Secondary	£110 per employee	£125 per employee
Special	£110 per employee	£125 per employee

### Optional “add-on’s” as per specification:

SERVICE	£
Recruitment administration service	£750 per appointment
Training and briefing sessions	£800 for a 1 day briefing for up to 20 delegates. Reduction pro rated for half day briefing.
Attendance at Governing Body Meetings	Included in price.
Project Work	Daily rates ranging from £400 per day for an HR Advisor to £750 per day for Head of Service. Blended rates are available where a mix of skills and experience is required.

# SENTIENT

**Contact name:** Martin Bate  
**Telephone:** 08456 446006  
**E-mail:** martin.bate@sentientuk.co.uk

**Sentient**  
*making sense of it all*

Sentient is a specialist consultancy whose hands-on practical HR and Employment Law support helps employers manage staff, achieve compliance, improve performance and be more effective.

HR Consultancy	✓
Employment Law	✓
Bespoke service	✓

Our top quality consultants and trainers possess a wealth of experience in various industries and sectors enabling the individual needs of different organisations to be quickly understood. Our consultants include those with direct experience of operating within the education sector.

## Overview of services offered:

Provision of bespoke service support typically covering the following areas:

- Recruitment advice and support
- HR and Employment Law advice and support
- HR and Employment Law Updates
- Employment Relations advice and support
- Conditions of Service/Policies and Procedures
- Discipline and Grievance advice, support and relevant documents
- Absence Management advice and support
- Retirement advice and support
- Discrimination and harassment related advice and support
- Re-organisation and redundancy related advice and support

The above can be provided through a combination of Annual Service Agreement and additional specific tasks or projects. This provides a flexible combination of remote telephone and e-mail support with on-site attendance and project work called upon on an “as required” basis.

## Explanation of the charges:

Costs are based on a combination of an underpinning ongoing advisory service together with additional and optional in-put called on an “as needed” basis by each school. See sample prices below.

## Additional services available through Supplier:

The following services (under Additional Optional Services in sample specification) **are included** in the costs stated:

- Out of hours emergency advice service.
- Quality monitoring through: regular peer and internal “supervision” reviews.
- Quarterly contact with key school contact to review performance.

The following services are also available from Sentient at an **additional cost**:

- Employment Tribunal representation
- Management and leadership training

### Additional Information:

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	See note below <sup>1</sup>
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	01 Mar 2012
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>Sentient</b> have confirmed their willingness to sign the specimen contract	Yes
Volume discounts available?	Yes

<sup>1</sup> Maximum of 3 secondary schools or 11 primary schools, or a mix of:

- 2 secondary schools and 3 primary schools, or
- 1 secondary school and 7 primary schools

### Sample Prices:

Sample School	Standard	Standard Plus
Primary	£2,520 + VAT per annum	£2,520 + VAT per annum
Secondary	£4,095 + VAT per annum	£4,095 + VAT per annum
Special	£3,570 + VAT per annum	£3,570 + VAT per annum

### Optional “add-on’s” as per specification:

SERVICE	£
Recruitment administration service	£55.00 + VAT per hour capped at £275.00 + VAT per day and £185.00 + VAT per half day
Training and briefing sessions	£125.00 + VAT per hour capped at £600.00 + VAT per day and £400.00 + VAT per half day
Attendance at Governing Body Meetings	FOC for introductory meetings. Attendance required as part of Training or Project Work is at the appropriate rates.
Project Work	£100.00 + VAT per hour capped at £525.00 + VAT per day and £350.00 + VAT per half day.

**HR Services**

	BMBC	JCS	Place Group	Sentient
<b>Service Element</b>				
1. Provision of recruitment service	✓	✓	✓	✓
2. Employment Legislation	✓	✓	✓	✓
3. Employment Relations	✓	✓	✓	✓(4)
4. Conditions of service	✓	✓	✓	✓
5. All HR policies and procedures	✓	✓	✓(3)	✓(4)
6. Reducing staffing establishments	✓	✓	✓	✓(4)
7. Maintenance of employee records	✓	✓	✓	✓
8. Pensions (not pensions advice)	✓	✓	✓	✓
9. Welfare	✓ (1)			✓(5)
10. Attendance at Gov Body meetings	✓	✓(2)	✓	✓
11. Telephone helpline support only	✓	✓	✓	✓
12. Occupation Health referrals	✓	✓		✓(6)
<b>Optional “add-ons” as per specification</b>				
a) Recruitment administration service	✓	✓	✓	✓
b) Training and Briefing Sessions	✓	✓	✓	✓
c) Attendance at Gov Body meetings	✓	✓	✓	✓
d) Project Work	✓	✓	✓	✓

- 1) Welfare – limited to 6 sessions per employee
- 2) Undertaken at an additional cost
- 3) Do not produce policies but will assist in the implementation of both BMBC and school adopted policies and procedures
- 4) No attendance at consultation or briefing meetings
- 5) No confidential counselling
- 6) No Occupational Health Surveillance or holding of medical records

## Comparative Indicative Pricing

Sample Prices:

Sample School Sizes	BMBC		JCS		Place		Sentient	
	Standard £	Standard Plus £	Standard £	Standard Plus £	Standard £	Standard Plus £	Standard £	Standard Plus £
<b>Primary</b>	£96 per employee	£124 per employee	n/a	£115 per employee	£120 per employee	£135 per employee	£2,520 + VAT per annum	£2,520 + VAT per annum
<b>Secondary</b>	£96 per employee	£124 per employee	n/a	n/a	£110 per employee	£125 per employee	£4,095 + VAT per annum	£4,095 + VAT per annum
<b>Special</b>	£96 per employee	£124 per employee	n/a	n/a	£110 per employee	£125 per employee	£3,570 + VAT per annum	£3,570 + VAT per annum

The above are hypothetical school sizes, they are not meant to represent a particular BMBC school.

NB The titles of the varying levels of service have been standardised to allow for comparison purposes only.

## Comparative Indicative Pricing

Optional “add-on’s” as per specification:

SERVICE	BMBC	JCS	Place	Sentient
<b>Recruitment administration service</b>	<b>£10</b> per applicant	Not specified	<b>£750</b> per appointment	£55.00 + VAT per hour capped at £275.00 + VAT per day and £185.00 + VAT per half day
<b>Training and briefing sessions</b>	Price on request	In house courses c <b>£500</b> per half day for up to 12 attendees, Open Courses <b>£275</b> per person	<b>£800</b> for a 1 day briefing up to 20 delegates. Reduction pro rated for half day briefing.	£125.00 + VAT per hour capped at £600.00 + VAT per day and £400.00 + VAT per half day
<b>Attendance at Governing Body Meetings</b>	Included in package	£50 per meeting required as part of service delivery	Included in price	FOC for introductory meetings. Attendance required as part of Training or Project Work is at the appropriate rates.
<b>Project Work</b>	<b>£65</b> per hour	£50 per hour	Daily rates ranging from £400 per day for a HR Advisor to £750 per day for Head of Service. Blended rates are available where a mix of skills and experience is required.	£100.00 + VAT per hour capped at £525.00 + VAT per day and £350.00 + VAT per half day.

## BULL TCL

**Contact name:** Christian Taylor  
**Telephone:** 01226 787997  
**E-mail:** christian.taylor@bulltcl.co.uk



Bull TCL has a proven track record in the supply of a comprehensive ICT Support Service and is fully committed to continuing this provision for Barnsley Schools.

We also provide a Capita accredited SIMS Support Service which includes training, support and documentation on a wide range of modules.

All services are delivered to schools under a service level agreement and we have now successfully operated in this manner for the past ten years.

We are a large team of qualified professionals who are dedicated to providing a first class service for our customers.

Bull TCL's services are flexible and can be tailored to suit each school's individual needs. The service covers the provision, development and ongoing support of ICT in schools. This includes advice, assistance and repairs of hardware, software and network related issues throughout your school.

SIMS Support	✓
FMS SIMS Installations and Upgrades only	✓
Network Support (includes SIMS Support)	✓
Network Support & Hardware and Software Support (includes SIMS Support)	✓
Network Support & School Based Engineer (includes SIMS Support)	✓
Network Support & Hardware and Software Support & School Based Engineer (includes SIMS Support)	✓

### Overview of services offered:

- Bull TCL offers a flexible, comprehensive ICT service, which includes advice and recommendation on issues around the use and development of ICT within school.
- An all-encompassing service is available which covers unlimited remote and on-site support for all service elements.
- Project management and consultation, which includes new builds, new classroom upgrades, major upgrades to the school's network infrastructure, servers or PCs.
- Regular support meetings within the schools to discuss ongoing matters as well as any new projects the school may be undertaking.
- Remote support for client PC's, Laptops and Servers.
- Procurement services tailored around each level of service purchased.
- Website creation, development and maintenance.

The services can also be separated into six packages –

1. SIMS Support
2. FMS SIMS (Only available with SIMS Support)
3. Network Support (includes SIMS Support)

Network Support is not available as a standalone service for Primary Schools. It must be purchased with one of the following options -

4. Network Support & Hardware & Software Support (Includes SIMS Support)
5. Network Support & School Based Engineer (Includes SIMS Support)
6. Network Support, Hardware & Software Support, School Based Engineer (Includes SIMS Support)

- Bull TCL can provide the full range of services as defined in the sample specification.
- All services can be tailored to suit individual school needs. The sample prices are indicative only, for each school an individual costing will be undertaken which will be tailored to your requirements and provided upon request.
- A comprehensive SIMS Support service is offered by Bull TCL. This includes installations, upgrades, user support, training and documentation on a wide range of SIMS modules.

### Explanation of the charges:

- Within the above packages the charge covers unlimited telephone and remote support relating to the package purchased.
- The hardware and software service covers support for any new or existing hardware equipment and any industry recognised software products. (Please note that older, degraded hardware will be maintained on a reasonable endeavours basis).
- Please note that the installation of interactive whiteboards, Projectors, LCD/Plasma Screens or other large installations are not covered under our support charges.
- School Based Engineers are available and schools have flexibility of frequency based in half day multiples. Engineer times may be customised on a reasonable endeavour basis.

### Additional Information:

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	No limit
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	31 Dec 2011
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>Bull TCL</b> have confirmed their willingness to sign the specimen contract	No*
Volume discounts available?	No

(\*) As schools cannot enter into a contract with the Authority, since both schools and the support services are part of the same organisation, the agreement with the Council Services will be a service level agreement.

Bull TCL appreciates the complexity of the support packages detailed below and would therefore be more than happy to discuss your individual school requirements. Arrangements can be made for a site visit or advice can be provided over the telephone. Please feel free to contact the Technical Services Manager – Christian Taylor on 01226 787997 to arrange a meeting or further discuss your requirements.

### Fixed Terms Offered for 3 years

Bull TCL offer a 3 year fixed contract at the prices quoted (except Network Support which will incur an inflation charge of 3% per annum).

## Sample Prices

### SIMS Support Service (per annum):

The SIMS Support Service can be tailored to suit individual school needs. The following prices are indicative only. For each school, an individual costing will be undertaken which will be tailored to their requirements.

Sample School	SIMS Support Service Help Desk (inc. remote support but not including on-site support)
All Schools	Not offered on its own Included in On-site Option 1 below

Sample School	SIMS Support On-site Option 1: Unlimited <sup>1</sup>
Primary A	£3,050
Primary B	£3,600
Primary C	£3,850
Secondary A	£4,250
Secondary B	£4,850
Secondary C	£5,800
Special	£3,600

<sup>1</sup> Includes unlimited Help Desk and remote support

	SIMS Support On-site Option 2: Ad-Hoc <sup>2</sup>
	Not offered

<sup>2</sup> Additional Ad-Hoc support can be purchased in addition to your chosen service. See the Additional On-Site Support section.

	SIMS Support On-site Option 3: Pre-Paid
	Not Offered

	SIMS Support On-site Option 4: School Technician
	Not offered

## Sample Prices

### FMS SIMS Installation and Upgrades (per annum):

- This is a service that Bull TCL has been requested to provide by Brokerage. Please find an insert below from the 'Summer Briefing' issued to schools by Brokerage.

*'From the feedback we have had from the finance providers and a number of schools, we are clarifying the way FMS SIMS support will be offered. The finance providers will no longer be responsible for the maintenance of the FMS modules and this service will now have to be purchased from the BMBC SIMS Support Team (now Bull TCL). This change has been instigated after consultation by the brokerage team'.*

The charges for this service will appear in the brokerage booklet under a separate heading of 'FMS SIMS Installations and Upgrades' and will only be available for schools who have also purchased SIMS Support from Bull TCL.

Sample School	On-Site Support Option 1 (Unlimited telephone & on-site support – see note below)
Primary Maximum 3 PC's	£500
Secondary Maximum 4 PC's	£800
Special Maximum 3 PC's	£500

Please note: Should you require additional PCs over and above the stated maximum, an additional charge will incur of £50 per PC.

For clarification this additional service will include:

- Upgrades
- Application of Patches
- Service Desk facility for resolution of technical faults

The following is not included and must be obtained from your chosen finance provider.

- Resolution of user support issues
- Documentation

Please note that user support on FMS SIMS modules is provided by your chosen finance provider and is not included in this service.

## Networking Support Service (per annum):

Please note that this includes SIMS Support Service.

This service is not offered as a standalone service for Primary Schools but can be purchased in conjunction with an onsite engineer (option 4) – please also refer to ‘Networking, Hardware and Software Support Service (Combined)’.

The following prices are indicative only. For each school, an individual costing will be undertaken which will be tailored to their requirements.

Sample School	Networking Support Service Helpdesk (inc. remote support but not including on-site support)
Primary	Included in On-Site Option 1 below
Secondary	Included in On-site Option 1 below
Special	Included in On-site Option 1 below

Sample School	Networking Support Service On-site Option 1: Unlimited <sup>1</sup>
Primary	Only offered in conjunction with Option 4
Secondary A	£4,250
Secondary B	£5,050
Secondary C	£5,850
Special	£3,700

<sup>1</sup> Includes unlimited Help Desk and remote support

	Networking Support Service On-site Option 2: Ad-Hoc <sup>2</sup>
	See Additional On-site Support

<sup>2</sup> Additional Ad-Hoc support can be purchased in addition to your chosen service.

	Networking Support Service On-site Option 3: Pre-Paid
	Not Offered

## Networking Support Service (per annum):

Days per Week	Networking Support Service On-site Option 4: School Technician <sup>3</sup>
0.5	£3,100
1	£6,200
1.5	£9,300
2	£12,400
2.5	£15,500
3	£18,600
3.5	£21,700
4	£24,800
4.5	£27,900
5	£31,000

<sup>3</sup> To be purchased in addition to the On-site Option 1 price above.

## Hardware & Software Support Service (per annum):

This service is not offered as a standalone service - please refer to 'Networking, Hardware and Software Support Service (Combined)'.<sup>3</sup>

## Networking, Hardware and Software Support Services (Combined) per annum:

Please note that this includes SIMS Support Service.

The following prices are indicative only. For each school, an individual costing will be undertaken which will be tailored to their requirements.

Sample School	Networking, Hardware and Software Support Service Help Desk (inc. remote support but not including on-site support)
All Schools	Not offered on its own Included in On-site Option 1 below

Sample School	Networking, Hardware and Software Support Service On-site Option 1: Unlimited <sup>1</sup>
Primary A	£4,650
Primary B	£5,350
Primary C	£7,200
Secondary A	£9,000
Secondary B	£10,750
Secondary C	£14,000
Special	£6,800

<sup>1</sup> Includes unlimited telephone and remote support.

## Networking, Hardware and Software Support Services (Combined) per annum:

	<b>Networking, Hardware and Software Support Service On-site Option 2: Ad-Hoc <sup>2</sup></b>
	See Additional Ad-hoc Support

<sup>2</sup> Additional Ad-Hoc support can be purchased in addition to your chosen service.

	<b>Networking, Hardware and Software Support Service On-site Option 3: Pre-Paid</b>
	Not Offered

<b>Days per Week</b>	<b>Networking, Hardware and Software Support Service On-site Option 4: School Technician <sup>3</sup></b>
<b>0.5</b>	£3,100
<b>1</b>	£6,200
<b>1.5</b>	£9,300
<b>2</b>	£12,400
<b>2.5</b>	£15,500
<b>3</b>	£18,600
<b>3.5</b>	£21,700
<b>4</b>	£24,800
<b>4.5</b>	£27,900
<b>5</b>	£31,000

<sup>3</sup> To be purchased in addition to the On-site Option 1 price above.

**For further, more detailed information on any of the above services please refer to the latest Bull TCL Services to Schools Brochure. A copy can be obtained from Christian Taylor. Contact details can be found at the beginning of the Bull TCL section at the top of the page.**

### Additional On Site Support Charges

Bull TCL are able to offer additional on-site support for any of the detailed support services listed. Whilst we will endeavour to meet your needs, this service will be dependent on current staff availability at the time of your request and will be charged at the following rates in the table below:

<b>Unit of Time</b>	<b>On-Site Cost</b>
<b>Per Hour</b>	£75
<b>Per 1/2 Day</b>	£175
<b>Per Day</b>	£350

# RESOLVE IT SOLUTIONS LTD

**Contact name:** Andrew Seaton  
**Telephone:** 0845 8990099  
**E-mail:** andrew@resolvesolutions.co.uk



Resolve IT Solutions are experts at providing friendly, professional and high quality IT Solutions to schools. Based in Sheffield we have a full team of experienced technicians, and engineers who are here to help you keep your ICT running smoothly day in, day out. We currently look after a number of schools in Sheffield, Doncaster and nationwide.

Networking	✓
Remote Support	✓
School Technician	✓

## Overview of services offered:

- Friendly, experienced, fully CRB checked technicians to help you onsite
- Sheffield based helpdesk for remote, telephone and e-mail support
- Range of ICT support packages to suit your school – remote, onsite, or adhoc.
- Server monitoring – we keep an eye on your server 24/7, and fix it remotely if there are any issues
- A team of friendly consultants to offer advice
- Yearly audit of your network, with a report detailing areas for development and an action plan

## Explanation of the charges:

We provide fantastic quality ICT support at very competitive rates. These charges vary depending on what your school would want and we are able to be flexible – please do call us to arrange a quick site visit for us to understand your needs, and give you an accurate price.

## Additional services available through Supplier:

The following services (under Additional Optional services in sample specification) **are included** in the costs stated:

- We offer proactive server and network monitoring using Centrastage.
- We proactively monitor servers and remotely carry out preventive maintenance.
- On a yearly basis the engineer will carry out an ICT development review which will audit the schools current ICT capacity, and provide guidance and an action plan for the future.
- Please see below for a thorough breakdown of our pricing schedule.

**Additional Information:**

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	No lower limit. Upper limit 50 schools
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	28 Feb 2012
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>Resolve</b> have confirmed their willingness to sign the specimen contract	Yes
Volume discounts available?	Yes

**Sample Prices – SIMS Support service (per annum):**

This service is not currently offered.

**Sample Prices – Networking Support Service (per annum):**

Sample School	Networking Support Service Help Desk (inc. remote support but not including on-site support)
Primary A	£2,008
Primary B	£2,692
Primary C	£3,960
All Secondary	Not offered
Special	£5,200

Sample School	Networking Support Service On-site Option 1: Unlimited <sup>1</sup>
Primary A	£3,460
Primary B	£4,460
Primary C	£6,860
All Secondary	Not offered
Special	£7,960

<sup>1</sup> This cost includes the Help Desk price above

### Sample Prices – Networking Support Service (per annum):

Duration	Networking Support Service On-site Option 2: Ad-Hoc <sup>2</sup>
First Hour	£60
Sub Hour	£40
Per ½ Day	£140 for 3 hours
Per Day	£300 for 7 hours

<sup>2</sup>To be purchased in addition to the Help Desk price above.

	Networking Support Service On-site Option 3: Pre-Paid <sup>2</sup>
Pre Paid	£480 for 10 hours

<sup>2</sup>To be purchased in addition to the Help Desk price above.

Days per Week	Networking Support Service On-site Option 4: School Technician <sup>2</sup>
0.5	£2,400
1	£4,800
1.5	£7,200
2	£9,600
2.5	£11,000
3	£13,400
3.5	£15,800
4	£18,200
4.5	£20,600
5	£23,000

<sup>2</sup>To be purchased in addition to the Help Desk price above.

### Sample Prices – Hardware and Software Support Service (per annum):

Sample School	Hardware and Software Support Service Help Desk (inc. remote support but not including on-site support)
Primary A	£2,008
Primary B	£2,692
Primary C	£3,960
All Secondary	Not offered
Special	£5,200

## Sample Prices – Hardware and Software Support Service (per annum):

Sample School	Hardware and Software Support Service On-site Option 1: Unlimited <sup>1</sup>
Primary A	£3,460
Primary B	£4,460
Primary C	£6,860
All Secondary	Not offered
Special	£7,960

<sup>1</sup> This includes the Help Desk price above

Duration	Hardware and Software Support Service On-site Option 2: Ad-Hoc <sup>2</sup>
First Hour	£60
Sub Hour	£40
Per ½ Day	£140 for 3 hours
Per Day	£300 for 7 hours

<sup>2</sup> To be purchased in addition to the Help Desk price above.

	Hardware and Software Support Service On-site Option 3: Pre-Paid <sup>2</sup>
Pre Paid	£480 for 10 hours

<sup>2</sup> To be purchased in addition to the Help Desk price above.

Days per Week	Hardware and Software Support Service On-site Option 4: School Technician <sup>2</sup>
0.5	£2,400
1	£4,800
1.5	£7,200
2	£9,600
2.5	£11,000
3	£13,400
3.5	£15,800
4	£18,200
4.5	£20,600
5	£23,000

<sup>2</sup> To be purchased in addition to the Help Desk price above.

## Sample Prices – Networking, Hardware and Software Support Services (Combined) per annum:

Sample School	Networking, Hardware and Software Support Service Help Desk (inc. remote support but not including on-site support)
Primary A	£2,508
Primary B	£3,192
Primary C	£4,860
All Secondary	Not offered
Special	£6,300

Sample School	Networking, Hardware and Software Support Service On-site Option 1: Unlimited <sup>1</sup>
Primary A	£3,960
Primary B	£5,160
Primary C	£7,560
All Secondary	Not offered
Special	£8,960

<sup>1</sup> This includes the Help Desk price above

Duration	Networking, Hardware and Software Support Service On-site Option 2: Ad-Hoc <sup>2</sup>
First Hour	£60
Sub Hour	£40
Per ½ Day	£140 for 3 hours
Per Day	£300 for 7 hours

<sup>2</sup> To be purchased in addition to the Help Desk price above.

	Networking, Hardware and Software Support Service On-site Option 3: Pre-Paid <sup>2</sup>
Pre Paid	£480 for 10 hours

<sup>2</sup> To be purchased in addition to the Help Desk price above.

## Sample Prices – Networking, Hardware and Software Support Services (Combined) per annum:

Days per Week	Networking, Hardware and Software Support Service On-site Option 4: School Technician <sup>2</sup>
0.5	£2,400
1	£4,800
1.5	£7,200
2	£9,600
2.5	£11,000
3	£13,400
3.5	£15,800
4	£18,200
4.5	£20,600
5	£23,000

<sup>2</sup>To be purchased in addition to the Help Desk price above.

### Additional On-Site Support Charges

Resolve can offer additional on-site support outside of the remit of your chosen service level agreement if required. This will depend upon staff availability and will be charged at:

Unit of Time	On-Site Cost
Per Hour	£60
Per 1/2 Day	£140
Per Day	£300

# SCHOOL BUSINESS SERVICES LTD

**Contact name:** Mark Tadman  
**Telephone:** 07515 796229  
**E-mail:** mtadman@schoolbusinessservices.co.uk



School Business Services and Schools ICT Services have been providing ICT and Management Information System (MIS) solutions to schools for many years. Our main company objectives are to provide high quality services, delivered by experienced professionals at competitive rates. Our Yorkshire based SIMS support team is accredited by Capita and provides a complete range of support, training and consultancy services to schools across the region. With over 350 schools contracted to our companies we have the knowledge and capacity to deliver first class services to the schools of Barnsley.

SIMS	✓
Helpdesk and remote support	✓
ICT consultancy	✓

## Overview of services offered:

- Accredited SIMS Support with first class training facilities
- Onsite SIMS & ICT consultancy services offered
- Helpdesk and remote support built into all contracts
- Experienced ICT service with Education ICT specialist engineers
- 3 fully staffed offices with administration, procurement, helpdesk staff
- Line Managers and team leaders in place to ensure quality of service
- Web based helpdesk system accessible by schools
- RM accredited ICT Technicians and ATSS status

## Explanation of the charges:

Our charges are based on a fixed rate price, plus a per pupil charge. For comparative purposes, example prices have been provided below based on the sample school sizes. We can also provide day rate for consultancy and training.

## Additional services available through Supplier:

The following services (under Additional Optional services in sample specification) **are included** in the costs stated:

- SIMS Accredited Support Team Status
- Attendance at Capita briefings and seminars, multitude of ICT seminars, exhibitions and seminars enables us to keep up to date with technology
- As we provide support services directly to Local Authorities we will have as much notice as possible of DCSF requirements for schools
- RM Accredited Support company
  - RM accredited technicians
- Monitoring of Assets using Centrastage
  - Provides spec of equipment and provides facility for us to be proactive in highlighting equipment requiring upgrade / replacement

- Mobile Training Suite
  - 18 Laptops to deliver standard Capita courses and bespoke training onsite
- Strategic ICT & SIMS Consultancy Services:
  - Utilising SIMS for Assessment and tracking purposes and understanding the impact for teaching and learning
  - SIMS in the classroom – technical and / or training package (attendance / assessment / behaviour)
  - SIMS overview for Head Teachers and Senior Leaders
  - SIMS for SENCo's / Inclusion Managers – how to record Provisions and Reviews
  - SIMS Health Check – including consultancy planning to assist with MIS section of school development plan
  - ICT Project planning meetings
  - ICT Strategy advice and guidance

### Additional Information:

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	See note below <sup>1</sup>
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	01 Feb 2012
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>School Business Services</b> have confirmed their willingness to sign the specimen contract	Yes
Volume discounts available?	Yes

<sup>1</sup> Maximum of 3 secondary schools or 18 primary schools, or a mix of:

- 2 secondary schools and 6 primary schools, or
- 1 secondary school and 12 primary schools

### Sample Prices – SIMS Support service (per annum):

Sample School	SIMS Support Service Help Desk (inc. remote support but not including on-site support)
Primary A	£1,045
Primary B	£1,305
Primary C	£1,825
Secondary A	£1,825
Secondary B	£2,345
Secondary C	£3,385
Special	£1,305

Sample School	SIMS Support Service On-site Option 1: Unlimited <sup>1</sup>
Primary A	£1,397
Primary B	£1,744
Primary C	£2,438
Secondary A	£1,825
Secondary B	£3,132
Secondary C	£4,520
Special	£1,744

<sup>1</sup> Includes unlimited Help Desk and remote support

Duration	SIMS Support Service On-site Option 2: Ad-Hoc <sup>2</sup>
First Hour	£75
Sub Hour	£75
Per ½ Day	£250
Per Day	£500

<sup>2</sup> To be purchased in addition to the Help Desk price above

	SIMS Support Service On-site Option 3: Pre-Paid <sup>2</sup>
Pre Paid	Half day £225 (10% off Ad-Hoc rate)
Pre Paid	Full day £450 (10% off Ad-Hoc rate)

<sup>2</sup> To be purchased in addition to the Help Desk price above

### Sample Prices – SIMS Support service (per annum):

Days per Week	SIMS Support Service On-site Option 4: School Technician <sup>3</sup>
0.5	£5,850
1	£10,725
1.5	£16,575
2	£21,450
2.5	£25,935
3	£32,175
3.5	£34,242
4	£36,465
4.5	£39,000
5	£40,209

<sup>3</sup> Includes unlimited Help Desk and remote support. Based on 39 weeks per annum.

### Sample Prices – Networking Support Service (per annum):

This service is not offered as a standalone service – please refer to ‘Networking, Hardware and Software Support Service (Combined)’.

### Sample Prices – Hardware and Software Support Service (per annum):

The cost for this service would be the same as ‘Networking, Hardware and Software Support Service (Combined)’ and the school would be entitled to ‘Networking’ support should they require.

### Sample Prices – Networking, Hardware and Software Support Services (Combined) per annum:

Sample School	Networking, Hardware and Software Support Service Help Desk (inc. remote support but not including on-site support)
Primary A	£1,310
Primary B	£1,570
Primary C	£2,090
Secondary A	£2,090
Secondary B	£2,610
Secondary C	£3,650
Special	£1,570

## Sample Prices – Networking, Hardware and Software Support Services (Combined) per annum:

Sample School	Networking, Hardware and Software Support Service On-site Option 1: Unlimited <sup>1</sup>
Primary A	£2,548
Primary B	£4,046
Primary C	£7,042
Secondary A	£7,042
Secondary B	£10,038
Secondary C	£16,030
Special	£4,046

<sup>1</sup> Includes unlimited Help Desk and remote support.

Duration	Networking, Hardware and Software Support Service On-site Option 2: Ad-Hoc <sup>2</sup>
First Hour	£75
Sub Hour	£75
Per ½ Day	£250
Per Day	£500

<sup>2</sup> To be purchased in addition to the Help Desk price above.

	Networking, Hardware and Software Support Service On-site Option 3: Pre-Paid <sup>2</sup>
Pre Paid	Half day £225 (10% off Ad-Hoc rate)
Pre Paid	Full Day £450 (10% off Ad-Hoc rate)

<sup>2</sup> To be purchased in addition to the Help Desk price above.

## Sample Prices – Networking, Hardware and Software Support Services (Combined) per annum:

Days per Week	Networking, Hardware and Software Support Service On-site Option 4: School Technician <sup>2</sup>
0.5	£5,850
1	£10,725
1.5	£16,575
2	£21,450
2.5	£25,935
3	£32,175
3.5	£34,242
4	£36,465
4.5	£39,000
5	£40,209

### Additional On-Site Support Charges

School Business Services can offer additional on-site support outside the remit of your chosen service level agreement if required. This will depend upon staff availability and will be charged at:

Unit of Time	On-Site Cost
Per Hour	£75
Per 1/2 Day	£250
Per Day	£500

# VIGLEN LIMITED

**Contact name:** Mike Dawson  
**Telephone:** 01727 201 820  
**Email:** schools@viglen.co.uk



Established in 1975, Viglen is a mature ICT service provider to over nine thousand schools and twenty-five local authorities achieving diverse educational objectives. We recognise the unique needs of each school, understanding that the service must be tailored yet still based on a set of tried and tested education based tools that are easily customised for a perfect fit. We realise that change is inevitable and therefore our services and solutions are flexible enough to allow for adjustments as the education world continues to evolve.

Hardware/software	✓
Hardware, Software and Networking	✓
Networking	✓
School based technician	✓

## Overview of services offered:

- Networking Support
- Hardware and Software Support
- 3<sup>rd</sup> Party SIMS Support

The following additional services are also included:

- Quality monitoring including regular feedback to contracted schools and the education authority
- Project coordination
- Certification of completed works

## Explanation of the charges:

Viglen are proud to have been an approved supplier under the brokerage agreement since 2003 and we look forward to working with Barnsley Schools by delivering quality of service and value for money on the new contract. We offer all aspects of the Core Requirement providing direct support for Networking, Software and Hardware and additional SIMS Support on request through our approved partners.

## Additional services available through Supplier:

The following services (under Additional Optional services in sample specification) **are included** in the costs stated:

The Business Development Manager as part of the standard service will provide consultancy for Development Support to contracted schools. The service will be offered free of charge to BMBC and commonly provided consultancy includes *advice and guidance* on all ICT development issues confronting Schools:

- Software Development Services
- Hardware Refreshers & Upgrades
- Personal Computers & Mobile Computing
- Servers & Data Storage
- Software Updates & Licensing
- Cabling, benching and Audio Visual solutions
- Installation of disaster recovery/fault tolerance equipment e.g. Uninterrupted Power Supply
- Network redesign (wired and wireless)

**Additional Information:**

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	No limit
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	01 Mar 2012
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>Viglen Limited</b> have confirmed their willingness to sign the specimen contract	Yes
Volume discounts available?	Yes

**Sample Prices SIMS Support Service (per annum):**

We do not directly provide SIMS support, however we are able to provide this service via a 3<sup>rd</sup> party. Prices are available on request.

**Networking Support Service (per annum):**

Sample School	Networking Support Service Help Desk (inc. remote support but not including on-site support)
Primary A	£1,200
Primary B	£1,400
Primary C	£1,750
Secondary A	£1,750
Secondary B	£2,500
Secondary C	£3,000
Special	£2,500

## Networking Support Service (per annum):

Sample School	Networking Support Service On-site Option 1: Unlimited <sup>1</sup>
Primary A	£1,200
Primary B	£1,400
Primary C	£1,750
Secondary A	£1,750
Secondary B	£2,500
Secondary C	£3,000
Special	£2,500

<sup>1</sup> Must be purchased with either Help Desk or School Technician Support

Duration	Networking Support Service On-site Option 2: Ad-Hoc
First Hour	£60
Sub Hour	£60
Per ½ Day	£175
Per Day	£350

	Networking Support Service On-site Option 3: Pre-Paid
Pre Paid	£300

Days per Week	Networking Support Service On-site Option 4: School Technician <sup>1</sup>
0.5	£3,000
1	£6,000
1.5	£9,000
2	£12,000
2.5	£15,000
3	£18,000
3.5	£21,000
4	£24,000
4.5	£27,000
5	£30,000

<sup>1</sup> Must be purchased with either Help Desk or School Technician Service

**Hardware & Software Support Service (per annum):**

Sample School	Hardware and Software Support Service Help Desk (inc. remote support but not including on-site support)
All Schools	Not offered on its own Included as no cost option in On-Site Option 1 below

Sample School	Hardware and Software Support Service On-site Option 1: Unlimited <sup>1</sup>
Primary A	£1,200
Primary B	£1,400
Primary C	£1,750
Secondary A	£1,750
Secondary B	£2,500
Secondary C	£3,000
Special	£2,500

<sup>1</sup> Includes unlimited telephone and remote support

Duration	Hardware and Software Support Service On-site Option 2: Ad-Hoc <sup>2</sup>
First Hour	£70
Sub Hour	£70
Per ½ Day	£170
Per Day	£325

<sup>2</sup> Additional Ad-Hoc support can be purchased in addition to your chosen service. See additional On-Site Support section

	Hardware and Software Support Service On-site Option 3: Pre-Paid
Pre Paid	£400

### Hardware & Software Support Service (per annum):

Days per Week	Hardware and Software Support Service On-site Option 4: School Technician <sup>3</sup>
0.5	£3,000
1	£6,000
1.5	£9,000
2	£12,000
2.5	£15,000
3	£18,000
3.5	£21,000
4	£24,000
4.5	£27,000
5	£30,000

<sup>3</sup> To be purchased in addition to the On-Site Option 1 price above

### Networking, Hardware and Software Support Services (Combined) per annum:

Sample School	Networking, Hardware and Software Support Help Desk (inc. remote support but not including on-site support) <sup>1</sup>
Primary A	£1,200
Primary B	£1,400
Primary C	£1,750
Secondary A	£1,750
Secondary B	£2,500
Secondary C	£3,000
Special	£2,500

<sup>1</sup> Not offered as a standalone service. Must be purchased in conjunction with one of the on-site options

Sample School	Networking, Hardware and Software Support On-Site Option 1: unlimited <sup>2</sup>
Primary A	£3,600
Primary B	£4,200
Primary C	£5,250
Secondary A	£5,250
Secondary B	£7,500
Secondary C	£9,000
Special	£7,500

<sup>2</sup> This cost includes the Help Desk price above

## Networking, Hardware and Software Support Services (Combined) per annum:

Duration	Networking, Hardware and Software Support Service On-site Option 2: Ad-Hoc <sup>3</sup>
First Hour	£70
Sub Hour	£70
Per ½ Day	£170
Per Day	£325

<sup>3</sup> To be purchased in addition to the Help Desk price above

	Networking, Hardware and Software Support Service On-site Option 3: Pre-Paid <sup>3</sup>
Pre Paid	£300

<sup>3</sup> To be purchased in addition to the Help Desk price above

Days per week	Networking, Hardware and Software Support Service On-site Option 4: School Technician <sup>3</sup>
0.5	£3,000
1	£6,000
1.5	£9,000
2	£12,000
2.5	£15,000
3	£18,000
3.5	£21,000
4	£24,000
4.5	£27,000
5	£30,000

<sup>3</sup> To be purchased in addition to the Help Desk price above

### Additional On Site Support Charges

Viglen can offer additional on-site support outside the remit of your chosen service level agreement if required. This will depend upon staff availability and will be charged at:

Unit of Time	On-Site Cost
Per Hour	£70
Per ½ Day	£170
Per Day	£325

## ICT Services

	Bull TCL	Resolve	School Business Services	Viglen
Other Services Offered by provider				
<b>SIMS Service</b>				
1. Helpdesk offered unlimited telephone support	✓ 08:00–17:00 Mon–Fri exc. Weekends & Bank Holidays		✓ 08:00–17:00 Mon–Fri exc. Weekends & Bank Holidays	
2. Unlimited remote support (if security acceptable)	✓		✓	
3. Installation of SIMS software upgrades	✓		✓	
4. Data migration, if necessary, after upgrade/install	✓		✓	
5. User documentation	✓		✓	
6. Installation/implementation of new modules	✓		✓	
7. Training	✓		✓	
<b>Networking Service</b>				
1. Helpdesk offering unlimited telephone support	✓ 08:00–20:00 Mon–Fri exc. Weekends & Bank Holidays	✓ 08:00–17:30 Mon–Fri exc. Weekends & Bank Holidays	✓ 08:00–17:00 Mon–Fri exc. Weekends & Bank Holidays	✓ 08:00–18:00 Mon–Fri exc. Weekends & Bank Holidays
2. Network design, planning and enhancement	✓	✓	✓	✓
3. Install/maintain network hardware (eg servers/comms)	✓	✓	✓	✓
4. Config, fault fix, patch, upgrade network operating systems	✓	✓	✓	✓
5. Config, fault fix, upgrade network software (Exchange, ISA etc)	✓	✓	✓	✓
6. Support network security software (eg Ranger)	✓	✓ (1)	✓	✓
7. Network Administration	✓	✓ (2)	✓	✓
<b>Hardware and Software Service</b>				
1. Helpdesk offering unlimited telephone support	✓ 08:00–20:00 Mon–Fri exc. Weekends & Bank Holidays	✓ 08:00–17:30 Mon–Fri exc. Weekends & Bank Holidays	✓ 08:00–17:00 Mon–Fri exc. Weekends & Bank Holidays	✓ 08:00–18:00 Mon–Fri exc. Weekends & Bank Holidays
2. Fault fix, config, ongoing maintenance of core ICT Hardware	✓	✓	✓	✓
3. Installation of new ICT Hardware	✓	✓	✓ (4)	✓
4. Install, fault fix operating systems and standard software	✓	✓	✓	✓
5. Support for non-standard software	✓	✓ (3)	✓	✓ (4)
6. Procurement service	✓	✓ (3)	✓	✓ (4)

(1) Details of security software will be required to ensure that this can be offered

(2) Provided as an additional service

(3) Not included in Core Service but can be provided

(4) Ad-hoc service charges apply

# Comparative Indicative Pricing

## SIMS ONLY

Sample School	SIMS Support Service – Help Desk (inc. remote support but not including on-site support)			
	Bull TCL	Resolve	School Business Services	Viglen
Primary A	Included in Option 1	Not offered	£1,045	Price available on request
Primary B	Included in Option 1	Not offered	£1,305	Price available on request
Primary C	Included in Option 1	Not offered	£1,825	Price available on request
Secondary A	Included in Option 1	Not offered	£1,825	Price available on request
Secondary B	Included in Option 1	Not offered	£2,345	Price available on request
Secondary C	Included in Option 1	Not offered	£3,385	Price available on request
Special	Included in Option 1	Not offered	£1,305	Price available on request

Sample School	SIMS Support Service – On-site Option 1: Unlimited			
	Bull TCL <sup>1</sup>	Resolve	School Business Services	Viglen
Primary A	£3,050	Not offered	£1,397	Price available on request
Primary B	£3,600	Not offered	£1,744	Price available on request
Primary C	£3,850	Not offered	£2,438	Price available on request
Secondary A	£4,250	Not offered	£1,825	Price available on request
Secondary B	£4,850	Not offered	£3,132	Price available on request
Secondary C	£5,800	Not offered	£4,520	Price available on request
Special	£3,600	Not offered	£1,744	Price available on request

<sup>1</sup> Includes unlimited Help Desk and remote support

Duration	SIMS Support - On-Site Option 2: Ad-Hoc			
	Bull TCL <sup>1</sup>	Resolve	School Business Services <sup>2</sup>	Viglen
First Hour	Not offered	Not offered	£75	Price available on request
Sub Hour	Not offered	Not offered	£75	Price available on request
1/2 Day	Not offered	Not offered	£250	Price available on request
Day	Not offered	Not offered	£500	Price available on request

<sup>1</sup> Additional Ad-Hoc Support can be purchased in addition to your chosen service. See the Additional On-Site Support section.

<sup>2</sup> To be purchased in addition to the Help Desk price above.

## Comparative Indicative Pricing

### SIMS SUPPORT SERVICE (per annum):

	SIMS Support - On-Site Option 3: Pre-Paid			
	Bull TCL	Resolve	School Business Services <sup>1</sup>	Viglen
<b>Pre Paid</b>	Not offered	Not offered	Half day £225 Full day £450	Price available on request

<sup>1</sup> To be purchased in addition to the Help Desk price above.

Days per week	SIMS Support - On-Site Option 4: School Technician			
	Bull TCL	Resolve	School Business Services <sup>1</sup>	Viglen
<b>0.5</b>	Not offered	Not offered	£5,850	Price available on request
<b>1</b>	Not offered	Not offered	£10,725	Price available on request
<b>1.5</b>	Not offered	Not offered	£16,575	Price available on request
<b>2</b>	Not offered	Not offered	£21,450	Price available on request
<b>2.5</b>	Not offered	Not offered	£25,935	Price available on request
<b>3</b>	Not offered	Not offered	£32,175	Price available on request
<b>3.5</b>	Not offered	Not offered	£34,242	Price available on request
<b>4</b>	Not offered	Not offered	£36,465	Price available on request
<b>4.5</b>	Not offered	Not offered	£39,000	Price available on request
<b>5</b>	Not offered	Not offered	£40,209	Price available on request

<sup>1</sup> Includes unlimited Help Desk and Remote Support. Based on 39 weeks per annum.

## Comparative Indicative Pricing

### NETWORKING SUPPORT SERVICE (per annum):

Sample School	Networking Support Service – Help Desk (inc. remote support but not including on-site support)			
	Bull TCL	Resolve	School Business Services	Viglen
Primary A	Included in On-Site Option 1 below	£2,008	Not offered	£1,200
Primary B	Included in On-Site Option 1 below	£2,692	Not offered	£1,400
Primary C	Included in On-Site Option 1 below	£3,960	Not offered	£1,750
Secondary A	Included in On-Site Option 1 below	Not offered	Not offered	£1,750
Secondary B	Included in On-Site Option 1 below	Not offered	Not offered	£2,500
Secondary C	Included in On-Site Option 1 below	Not offered	Not offered	£3,000
Special	Included in On-Site Option 1 below	£5,200	Not offered	£2,500

Sample School	Networking Support Service – On-site Option 1: Unlimited			
	Bull TCL <sup>1</sup>	Resolve <sup>2</sup>	School Business Services	Viglen <sup>3</sup>
Primary A	Only offered with Option 4	£3,460	Not offered	£1,200
Primary B	Only offered with Option 4	£4,460	Not offered	£1,400
Primary C	Only offered with Option 4	£6,860	Not offered	£1,750
Secondary A	£4,250	Not offered	Not offered	£1,750
Secondary B	£5,050	Not offered	Not offered	£2,500
Secondary C	£5,850	Not offered	Not offered	£3,000
Special	£3,700	£7,960	Not offered	£2,500

<sup>1</sup> Includes unlimited Help Desk and remote support.

<sup>2</sup> This includes the Help Desk price above.

<sup>3</sup> Must be purchased with either Help Desk or School Technician support

## Comparative Indicative Pricing

### NETWORKING SUPPORT SERVICE (per annum):

Networking Support Service On-Site Option 2: Ad-Hoc				
Duration	Bull TCL <sup>1</sup>	Resolve <sup>2</sup>	School Business Services	VIGLEN
First Hour	See Additional On-site Support	£60	Not offered	£60
Sub Hour	See Additional On-site Support	£40	Not offered	£60
1/2 Day	See Additional On-site Support	£140 (3hrs)	Not offered	£175
Day	See Additional On-site Support	£300 (7hrs)	Not offered	£350

<sup>1</sup> Additional Ad-Hoc support can be purchased in addition to your chosen service.

<sup>2</sup> To be purchased in addition to the Helpdesk price above.

Networking Support Service On-Site Option 3: Pre Paid				
	Bull TCL	Resolve <sup>1</sup>	School Business Services	VIGLEN
Pre Paid	Not offered	£480 for 10hrs	Not offered	£300

<sup>2</sup> To be purchased in addition to the Helpdesk price above.

Networking Support Service On-Site Option 4: School Technician				
Days per Week	Bull TCL <sup>1</sup>	Resolve <sup>2</sup>	School Business Services	VIGLEN <sup>3</sup>
0.5	£3,100	£2,400	Not offered	£3,000
1	£6,200	£4,800	Not offered	£6,000
1.5	£9,300	£7,200	Not offered	£9,000
2	£12,400	£9,600	Not offered	£12,000
2.5	£15,500	£11,000	Not offered	£15,000
3	£18,600	£13,400	Not offered	£18,000
3.5	£21,700	£15,800	Not offered	£21,000
4	£24,800	£18,200	Not offered	£24,000
4.5	£27,900	£20,600	Not offered	£27,000
5	£31,000	£23,000	Not offered	£30,000

<sup>1</sup> To be purchased in addition to the On-site Option 1 price above.

<sup>2</sup> To be purchased in addition to the Help Desk price above.

<sup>3</sup> Must be purchased with either Help Desk or School Technician support.

## Comparative Indicative Pricing

### HARDWARE AND SOFTWARE SUPPORT SERVICE (per annum):

Sample School	Hardware and Software Support Service – Help Desk (inc. remote support but not including on-site support)			
	Bull TCL	Resolve	School Business Services	Viglen
Primary A	Not offered	£2,008	As combined support	Included in Networking Support Option 1
Primary B	Not offered	£2,692	As combined support	Included in Networking Support Option 1
Primary C	Not offered	£3,960	As combined support	Included in Networking Support Option 1
Secondary A	Not offered	Not offered	As combined support	Included in Networking Support Option 1
Secondary B	Not offered	Not offered	As combined support	Included in Networking Support Option 1
Secondary C	Not offered	Not offered	As combined support	Included in Networking Support Option 1
Special	Not offered	£5,200	As combined support	Included in Networking Support Option 1

Sample School	Hardware and Software Support Service – On-site Option 1: Unlimited			
	Bull TCL	Resolve <sup>1</sup>	School Business Services	Viglen <sup>2</sup>
Primary A	Not offered	£3,460	As combined support	£1,200
Primary B	Not offered	£4,460	As combined support	£1,400
Primary C	Not offered	£6,860	As combined support	£1,750
Secondary A	Not offered	Not offered	As combined support	£1,750
Secondary B	Not offered	Not offered	As combined support	£2,500
Secondary C	Not offered	Not offered	As combined support	£3,000
Special	Not offered	£7,960	As combined support	£2,500

<sup>1</sup> This includes the Helpdesk Price above.

<sup>2</sup> Includes unlimited telephone and remote support.

Hardware and Software Support Service On-Site Option 2: Ad-Hoc				
Duration	Bull TCL	Resolve <sup>1</sup>	School Business Services	VIGLEN <sup>2</sup>
First Hour	Not offered	£60	As combined support	£70
Sub Hour	Not offered	£40	As combined support	£70
1/2 Day	Not offered	£140 (3hrs)	As combined support	£170
Day	Not offered	£300 (7hrs)	As combined support	£325

<sup>1</sup> To be purchased in addition to the Help Desk price above.

<sup>2</sup> Additional Ad-Hoc support can be purchased in addition to your chosen service. See Additional On-Site Support section.

## Comparative Indicative Pricing

### HARDWARE AND SOFTWARE SUPPORT SERVICE (per annum):

Hardware and Software Support Service On-Site Option 3: Pre Paid				
	Bull TCL	Resolve <sup>1</sup>	School Business Services	VIGLEN
Pre Paid	Not offered	£480 for 10hrs	As combined support	£400

<sup>1</sup> To be purchased in addition to the Help Desk price above.

Hardware and Software Support Service On-Site Option 4: School Technician				
Days per Week	Bull TCL	Resolve <sup>1</sup>	School Business Services	VIGLEN <sup>2</sup>
0.5	Not offered	£2,400	As combined support	£3,000
1	Not offered	£4,800	As combined support	£6,000
1.5	Not offered	£7,200	As combined support	£9,000
2	Not offered	£9,600	As combined support	£12,000
2.5	Not offered	£11,000	As combined support	£15,000
3	Not offered	£13,400	As combined support	£18,000
3.5	Not offered	£15,800	As combined support	£21,000
4	Not offered	£18,200	As combined support	£24,000
4.5	Not offered	£20,600	As combined support	£27,000
5	Not offered	£23,000	As combined support	£30,000

<sup>1</sup> To be purchased in addition to the Help Desk price above.

<sup>2</sup> To be purchased in addition to the On-Site Option 1 price above.

## Comparative Indicative Pricing

### NETWORKING, HARDWARE AND SOFTWARE SUPPORT SERVICES (COMBINED) per annum:

Sample School	Networking, Hardware and Software Support Service Help Desk (inc. remote support but not including on-site support)			
	Bull TCL	Resolve	School Business Services	Viglen <sup>1</sup>
Primary A	Included in Option 1	£2,508	£1,310	£1,200
Primary B	Included in Option 1	£3,192	£1,570	£1,400
Primary C	Included in Option 1	£4,860	£2,090	£1,750
Secondary A	Included in Option 1	Not offered	£2,090	£1,750
Secondary B	Included in Option 1	Not offered	£2,610	£2,500
Secondary C	Included in Option 1	Not offered	£3,650	£3,000
Special	Included in Option 1	£6,300	£1,570	£2,500

<sup>1</sup> Not offered as a standalone service. Must be purchased in conjunction with one of the on-site options.

Sample School	Networking, Hardware and Software Support Service On-site Option 1: Unlimited			
	Bull TCL <sup>1</sup>	Resolve <sup>2</sup>	School Business Services <sup>1</sup>	Viglen <sup>2</sup>
Primary A	£4,650	£3,960	£2,548	£3,600
Primary B	£5,350	£5,160	£4,046	£4,200
Primary C	£7,200	£7,560	£7,042	£5,250
Secondary A	£9,000	Not offered	£7,042	£5,250
Secondary B	£10,750	Not offered	£10,038	£7,500
Secondary C	£14,000	Not offered	£16,030	£9,000
Special	£6,800	£8,960	£4,046	£7,500

<sup>1</sup> Includes unlimited telephone and remote support.

<sup>2</sup> This includes the helpdesk price above.

Duration	Networking, Hardware and Software Support Service On-Site Option 2: Ad-Hoc			
	Bull TCL <sup>1</sup>	Resolve <sup>2</sup>	School Business Services <sup>2</sup>	VIGLEN <sup>2</sup>
First Hour	See Additional On-site Support	£60	£75	£70
Sub Hour	See Additional On-site Support	£40	£75	£70
Per ½ Day	See Additional On-site Support	£140 (3hrs)	£250	£170
Day	See Additional On-site Support	£300 (7hrs)	£500	£325

<sup>1</sup> Additional Ad-Hoc support can be purchased in addition to your chosen service.

<sup>2</sup> To be purchased in addition to the Help Desk price above.

## Comparative Indicative Pricing

### NETWORKING, HARDWARE AND SOFTWARE SUPPORT SERVICES (COMBINED) per annum:

	Networking, Hardware and Software Support Service On-Site Option 3: Pre Paid			
	Bull TCL	Resolve <sup>1</sup>	School Business Services <sup>1</sup>	VIGLEN <sup>1</sup>
<b>Pre Paid</b>	Not offered	£480 for 10hrs	Half day £225 Full day £450	£300

<sup>1</sup> To be purchased in addition to the Help Desk price above.

Days per Week	Networking, Hardware and Software Support Service On-Site Option 4: School Technician			
	Bull TCL <sup>1</sup>	Resolve <sup>2</sup>	School Business Services <sup>2</sup>	Viglen <sup>2</sup>
<b>0.5</b>	£3,100	£2,400	£5,850	£3,000
<b>1</b>	£6,200	£4,800	£10,725	£6,000
<b>1.5</b>	£9,300	£7,200	£16,575	£9,000
<b>2</b>	£12,400	£9,600	£21,450	£12,000
<b>2.5</b>	£15,500	£11,000	£25,935	£15,000
<b>3</b>	£18,600	£13,400	£32,175	£18,000
<b>3.5</b>	£21,700	£15,800	£34,242	£21,000
<b>4</b>	£24,800	£18,200	£36,465	£24,000
<b>4.5</b>	£27,900	£20,600	£39,000	£27,000
<b>5</b>	£31,000	£23,000	£40,209	£30,000

<sup>1</sup> To be purchased in addition to the On-site Option 1 price above.

<sup>2</sup> To be purchased in addition to the Help Desk price above.

### Additional On-site Support Charges

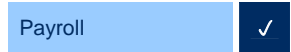
Unit of Time	Bull TCL	Resolve	School Business Services	Viglen
<b>Per Hour</b>	£75	£60	£75	£70
<b>Per Half Day</b>	£175	£140	£250	£170
<b>Per Day</b>	£350	£300	£500	£325

## AK PAYROLL SERVICES LTD

**Contact name:** Anne Nattress  
**Telephone:** 01484 647285  
**E-mail:** anne@akpayrollservices.co.uk



AK Payroll Services Ltd offers an end-to-end payroll service tailored to individual clients needs. Established in 2007, we are a local provider with a growing customer base and a reputation for delivering a first class, “Value for money service”. Bringing everything you would expect from a payroll provider, our service will suit companies who operate a weekly, fortnightly, 4-weekly or monthly payroll.



### Overview of services offered:

- We take the time to understand your business, how it works, how your managers work.
- We take total responsibility for the management and application of all legislative changes affecting your payroll.
- We offer a friendly, jargon-free service where employees can speak to the same member of staff.
- Familiarity - we know what to expect and where to look for problem areas.
- Flexibility - we understand the need to make changes at short notice.
- Validation of input documents - the validation of timesheet entries against actual employee terms and conditions has made real cost savings for our clients.
- Tailored reports to meet your specific business requirements.
- All data security protocols would be observed.

### Explanation of the charges:

- We charge by the payslip so you pay for what you use.

### Additional services available through AK Payroll:

There is a standard hourly rate for ad hoc supplementary work.

## Additional Information:

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	See note below <sup>1</sup>
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	01 Jan 2012
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>AK Payroll</b> have confirmed their willingness to sign the specimen contract	Yes
Volume discounts available?	No

<sup>1</sup> Maximum of 3 secondary schools or 12 primary schools, or:

- 1 secondary school and 8 primary schools, or
- 2 secondary schools and 4 primary schools

## Sample Prices:

Sample	£
<b>Initial Set Up Charges</b>	None
<b>Pay Per Slip</b>	<b>£2.65</b>
<b>Mileage/Expense Claims</b>	No Extra Charge

# BARNSLEY MBC

**Contact name:** Mike Furniss  
**Telephone:** 01226 787106  
**E-mail:** mikefurniss@barnsley.gov.uk



Barnsley MBC has been delivering services to Barnsley schools under service level agreements for 11 years and can deliver a full payroll service.

Payroll



## Overview of services offered:

- Barnsley MBC offers a comprehensive Payroll Service to schools covering the brokerage specified sample service.
- A Senior Pay Officer will make contact with the school and attend meetings at the beginning of each term/half term (maximum 6 visits per School year) to offer advice and assistance relating to the pay service.
- A dedicated small team of officers will ensure that all pay related queries are recorded, monitored and resolved, based on timescales agreed at the point of contact. Contact can be made either through a dedicated telephone number or dedicated email point.
- Standard reports, covering all necessary information regarding pay, allowances, deductions and pay overs made will be provided on a monthly basis.
- Payments would be made direct from the Schools chosen Bank Account for both net salary payments and statutory and voluntary deductions.
- Electronic Payslips are available as an alternative to paper copies direct to an employee's chosen email address. All data security protocols would be observed.

## Explanation of the charges:

- The indicative cost covers the standard service provided to schools and this is based on a price per payslip.
- Estimates for any additional ad hoc service can be provided on request.
- Whilst BMBC do not offer volume discounts, they will continue to offer a capped rate should you wish to enter into a 2 year agreement. This will allow your school to budget easily but still benefit from a reduction should BMBC be able to offer the service at a cheaper price in the future.

## Additional Services Available Through Barnsley MBC:

The following services are also available from Barnsley MBC at an **additional cost**:

- HR

## Additional Information:

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	No limit
Can services be tailored to schools individual needs	Yes <sup>1</sup>
To receive the service from April 2012, schools should notify the provider by....	31 Dec 2011
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>BMBC Payroll</b> have confirmed their willingness to sign the specimen contract	Yes <sup>2</sup>
Volume discounts available?	No

<sup>1</sup> Subject to negotiation.

<sup>2</sup> As schools cannot enter into a contract with the Authority, since both schools and the support services are part of the same organisation, the agreement with the Council Services will be a Service Level Agreement.

## Sample Prices:

Sample	£
<b>Initial Set Up Charges</b>	None
<b>Pay Per Slip</b>	<b>£1.50</b>
<b>Mileage/Expense Claims</b>	No Extra Charge

Additional services over and above that within the standard package are charged at an appropriate hourly rate dependent on the level of service and expertise required.

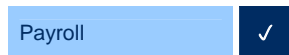
# KIRK BALK COMMUNITY COLLEGE

**Contact name:** Josie Earnshaw  
**Telephone:** 01226 356904  
**E-mail:** j.earnshaw@barnsley.org



Kirk Balk  
Community  
College

Kirk Balk Community College has operated a payroll service since April 2006 and now delivers a comprehensive payroll service to other Barnsley schools. As a School based payroll provider we are ideally placed to offer a Local Authority Educational specific service.



## Overview of services offered:

- Kirk Balk offers a comprehensive Payroll Service to schools as specified in the Brokerage specified sample service.
- The Payroll Link Officer will visit schools twice monthly, if required, to process payments and discuss payroll detail. There will be a reduction in price for schools not requiring visits.
- Standard reports containing all necessary pay analysis will be provided on a monthly basis.
- A dedicated telephone contact will be provided to deal with payroll queries and offer pay related advice in a timely manner.

## Explanation of the charges:

- The indicative charge covers the service items set out in the sample specification.
- The indicative charge is based on price per pay slip produced.
- Estimates for any additional ad hoc service can be provided on request.

**Additional Information:**

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	No lower limit Upper limit 10 schools
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	15 Jan 2012
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>Kirk Balk Community College</b> have confirmed their willingness to sign the specimen contract	Yes <sup>1</sup>
Volume discounts available?	No

<sup>1</sup> As schools cannot enter into a contract with another Barnsley School, since both schools are all part of the same organisation, the agreement with Kirk Balk Community College will be a service level agreement

**Sample Prices:**

Sample	£
<b>Initial Set Up Charges</b>	None
<b>Monthly Paid Employees</b>	<b>£3.50</b> including visits <b>£3.25</b> no visits
<b>Mileage/Expense Claims</b>	No Extra Charge

# SELIMA

**Contact name:** Karen Perkins  
**Telephone:** 0161 820 8240 ext 119  
**E-mail:** Karen.perkins@selima.co.uk



Selima was originally formed in 1983 to provide payroll software to public sector organisations. Through continued success Selima was able to increase its offerings to payroll and other associated services.

Payroll



Selima currently provide over **150 schools** with a fully managed payroll service, is a proven industry expert in the delivery of payroll software and services. All payroll services are delivered by IPP qualified staff with a wealth of Public Sector experience from our service centre based in Sheffield.

## Overview of services offered:

Our fully managed service means that we effectively become your payroll department. We take the risks and you receive the benefit of lower costs, greater efficiency – and the guarantee of protection against the penalties of increasingly complex legislation. Our team of payroll professionals will undertake:

- Processing of all permanent and variable data
- Processing of all new starters, leavers
- Calculation of occupational and statutory sick pay
- Calculation of occupational and statutory maternity pay
- Implementation of pay awards, increments, minimum wage
- Interim check report
- Full gross to net calculation
- Produce detailed payroll output reports
- Produce detailed and secure payslips or On-line payslips (if required)
- Costing and Pension interfaces
- Accurate and timely payment via BACS of all employees and 3<sup>rd</sup> party payments
- Full monthly reconciliation of Tax, NI, Pensions, AVC's etc
- Full reconciliation of voluntary deductions
- Liaison with pension providers
- All Inland Revenue EOY returns
- Teachers Service Return
- Provision of P60's and P11d's (if applicable)
- Attend regular service review meetings
- Dedicated Contacts and Email Addresses

## Explanation of the charges:

Our payslip price is inclusive of all the services detailed under Fully Managed Services, as above.

## Additional services available through Supplier:

The following services **are included** in the costs stated:

Selima incorporate all statutory requirements by HMRC for payroll into their fully managed payroll service, this is reflected in our payslip price. Selima are happy to work with schools to incorporate alternative elements into the service.

The following services are also available from the Supplier at an **additional cost**:

- Interfaces with 3rd party systems
- School specific report writing (Ad hoc reports charged at £50 per hour)
- Out of hours meetings (charged at £50 per meeting, inclusive of travel costs)

## Additional Information:

Limit (lower and higher) to number of schools for whom service could be provided in 2012/13	No limit
Can services be tailored to schools individual needs	Yes
To receive the service from April 2012, schools should notify the provider by....	February 2012
Able to attend governing bodies during Autumn and Spring terms to assist schools in their choices, at no cost to the schools	Yes
Willing to work with the LA and its partners in its strategic role	Yes
Prices quoted include all inflation etc through to 31 <sup>st</sup> March 2013 i.e. no increases other than as a consequence of specification/volume changes until 1 <sup>st</sup> April 2013	Yes
<b>Selima</b> have confirmed their willingness to sign the specimen contract	Yes
Volume discounts available?	Yes

## Sample Prices:

Sample	£
<b>Initial Set Up Charges</b>	None
<b>Monthly Paid Employees</b>	<b>£2.95</b>
<b>Mileage/Expense Claims</b>	No Extra Charge

## Payroll Services

	AK Payroll	Barnsley MBC	KIRK BALK	SELIMA
Other Services Offered by provider		HR	Twice monthly visit to school (if required)	
Service Element				
1. Provision of computerised payroll system	✓	✓	✓	✓
2. Data integrity, security, access and ownership	✓	✓	✓	✓
3. Payments to employees	✓	✓	✓	✓
4. Voluntary deductions from employees	✓	✓	✓	✓
5. Distribution of net payments	✓	✓	✓	✓
6. Costing allocation of pay and on costs	✓	✓	✓	✓
7. Leaver procedures	✓	✓	✓	✓
8. Payroll records	✓	✓	✓	✓
9. Year end procedures	✓	✓	✓	✓
10. Other	✓	✓	✓	✓
HR – Human Resources				

## Per Pay Slip

	AK Payroll	BMBC	KIRK BALK	SELIMA
Cost per Pay Slip	<b>£2.65</b>	<b>£1.50</b>	<b>£3.50</b> including visits <b>£3.25</b> no visits	<b>£2.95</b>
Pay Slips for Supply	<b>£2.65</b>	<b>£1.50</b>	<b>£3.50</b> including visits <b>£3.25</b> no visits	<b>£2.95</b>
Set up Charge	Nil	Nil	Nil	Nil
Mileage and Expenses included	Yes	Yes	Yes	Yes

## BUYING NON-BROKERED SERVICES 2012/13

Barnsley Metropolitan Borough Council offers a range of support services to schools for “buy-back” through service level agreements.

A number of alternative providers have been investigated, for schools to consider, for the provision of finance, human resources, ICT and payroll services to schools. For Governors information, this process has become known as brokerage.

This part of the booklet only deals with those services for which, the Council has not sought possible alternative suppliers for schools consideration. This is currently known as non-brokered services.

The aim is to offer high quality, cost effective support, to help you with your work in raising standards.

### Duration

Most agreements are for the financial year 1 April 2012 – 31 March 2013. Where three year agreements are offered, these cover the period from 1 April 2012 – 31 March 2015. If your school is interested in making an extended agreement, please contact us. **Any Secondary or Special School considering any contract of any nature beyond March 2012 must contact Julie Green on 01226 773639 because of possible implications for BSF.**

### Making Your Choice

Please read this section and think carefully about your needs. Please contact any of the service managers to discuss any aspect of the services or for further information. Wherever possible they will try to match your requirements. You will be aware that, in making your choice, you are expected to have regard to ‘best value’.

We need to have written confirmation of your school’s decision on these non-brokered services. Please send the minutes of the meetings where the decisions on the brokered services have been made to **Tina Hickling or Linda Lomas** of the Brokerage Team on **01226 774572 or 01226 775918**. It would greatly help the authority with our planning if you are able to let us know by Friday 16<sup>th</sup> December 2011.

# INSURANCE

## The Insurance Service:

- arranges insurance cover to protect school premises and contents against physical loss or damage.
- arranges insurance cover to indemnify schools against liabilities arising from injury, loss or disease to employees, pupils and the public.
- provides professional pro-active and re-active insurance advice.

If you wish to discuss any aspect of the insurance services provided to schools, please contact:

**Neil Darlow**  
Insurance and Taxation Manager  
**Tel:** 01226 773239  
**E-mail:** [neildarlow@barnsley.gov.uk](mailto:neildarlow@barnsley.gov.uk)

**or Philip Crossland**  
Senior Insurance Officer  
**Tel:** 01226 773149  
**E-mail:** [philipcrosland@barnsley.gov.uk](mailto:philipcrosland@barnsley.gov.uk)

✓ - Included in Package

£ - Available at additional charge

## Option 1

Service	Standard	Optional
<b>PROPERTY INSURANCE</b>		
Loss or damage to buildings and contents (balance of risks)	✓	
Additional cost of keeping the school functioning following insured damage to premises	✓	
Loss or theft of money	✓	
Loss of money or other property as a direct result of the fraud or dishonesty of Employees or Governors	✓	
<b>LIABILITIES INSURANCE</b>		
School responsibility for injury, loss or damage sustained by members of the public (including pupils)	✓	
School responsibility for injury or disease sustained by Employees	✓	
Liability for defamatory remarks made in the course of official duties	✓	
<b>MOTOR INSURANCE</b>		
Comprehensive insurance for school owned vehicles and trailers	✓	
<b>PERSONAL ACCIDENT</b>		
Compensation in respect of death or permanent disability occurring on official or authorised duties	✓	
<b>OFF SITE ACTIVITY</b>		
Covers Pupils, Teachers and others participating in activities away from school premises, provides personal, accident, medical, personal effects and cancellation costs	✓	

## Option 2

Public Liability insurance for hirers of school premises; personal accident insurance for governors whilst on school business		£
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## Option 3

Comprehensive motor insurance for Governors' vehicles whilst on school business		£
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\* **Please note:** Options 2 and 3 may only be purchased in addition to Option 1.

## Option 4 - Teacher Accident

Teachers Accident & Sickness Insurance Cover		£
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### Minimum Requirements

Schools wishing to make their own arrangements for insurance cover **must** comply with the council's minimum criteria for the acceptance of insurance. These criteria are designed to ensure that:

- Full insurance cover is arranged to protect all the responsibilities of both the Council and School.
- Adequate levels of insurance cover are put in place to protect the school.
- All property damage claims are handled in a manner which ensures minimum disruption to the provision of education.
- Liability claims are handled appropriately and consistently across all schools.
- The long-term liabilities of the School are appropriately covered.

### Criteria

1. Insurances **must** be in the joint names of the school and the Council.
2. Insurers **must** undertake to discuss liability claims with the Insurance Section in order to ensure a consistent approach across all schools.
3. Proposed insurances **must** at least match the cover available from the Council (please contact the Insurance Section for further information).
4. Proposed insurances **must** be confirmed as acceptable by the Insurance Section, Financial Services, both at inception and on an annual basis. Copies of insurance documents **must** be provided to the Insurance and Taxation Manager on an annual basis; these will be retained indefinitely in order to confirm the identity of an insurer in the event of a claim being made at some time in the future in respect of an incident or exposure to harm occurring during the currency of an Insurance Policy.
5. Insurers **must** be members of the Association of British Insurers and have appropriate financial security; this **must** be confirmed through prior approval by the Council's Insurance Broker.
6. Insurers **must** be able to display an understanding of the insurance needs of schools and be able to confirm a successful record of handling such insurances.
7. Insurers **must** satisfy the council that appropriate procedures are in place to ensure the prompt settlement of property damage and additional expenses claims. These should include:
  - authority for the immediate settlement of claims up to £1,000.
  - where required, a loss adjuster to visit the school within 24 hours.
  - agreement to liaise with the Council's Insurance Section and School in respect of all claims in excess of £10,000.
8. Insurers **must** satisfy the council that appropriate procedures are in place to deal with personal injury claims within the framework of the Civil Procedure Rules.
9. Insurers or their appointed loss adjuster/claims manager/solicitor must handle liability claims in a sympathetic manner. In particular where it is necessary to obtain statements from pupils this must only be done with the prior consent of the school and parents/guardians should be present.
10. Insurers **must** undertake to provide quarterly information to the Insurance Section on the number and type of claims submitted by schools.

## RISK MANAGEMENT

The Risk Management Section offers advice on the management of risks that schools face in pursuit of their objectives. This applies to all risks, not just to insurable risk and is available regardless of whether or not you decide to buy insurance cover through the council.

The Section introduced during 2009/10 a risk management framework to enable schools to adopt a policy, strategy and process which will assist to identify, assess and mitigate the full range of risks to the achievement of their objectives. Ongoing advice in relation to the implementation of this framework is available.

The section is also able to provide further assistance, including:

- Preventative Loss Control Surveys
- Security Risk Assessments
- Loss control advices/Reactive advice following substantial property losses

All Risk Management issues should be forwarded to:

**Adrian Hunt**

Risk Management Officer

**Tel:** 01226 773119

**E-mail:** [adrianhunt@barnsley.gov.uk](mailto:adrianhunt@barnsley.gov.uk)

**Ian Walker**

Risk Management Officer

**Tel:** 01226 773146

**E-mail:** [ianwalker@barnsley.gov.uk](mailto:ianwalker@barnsley.gov.uk)

## LEGAL SERVICES

We offer general and specific legal advice to schools, including in standard package

- General legal advice on rights and liabilities
  - judicial review matters in the Administrative Court
  - contractual disputes and
  - advocacy in the Magistrates Court.
- Advice on general Education Law.
- Advice on the legal powers, functions and duties of Governing Bodies
- Advice on appropriate methods of procurement particularly as regards the European Procurement Regime. Includes:
  - consideration of which route is the most appropriate if the Regime is applicable.
  - impact of the Regulations as regards timetables, specification content, selection criteria, evaluation criteria and award procedures.
  - contract specification, formal structure and related issues.
- Similar advice is available via the Brokerage Team.
- Advice on Employment Law including Employment Tribunal work additional to that from HR provider.
- Advice on Contract Law and the drafting and scrutiny of Contracts, including advice, where appropriate, on legal procurement requirements.
- Advice and assistance in the resolution of disputes and the conduct of litigation, including contractual disputes and judicial review.
- A complete conveyancing service.

### Please Note

- The standard service does not cover formal claims relating to accidents at school, contract disputes and any other matters which necessitate the involvement of the council's insurers;
- Where legal work needs to be outsourced because of an unexpected demand or requirement from a school or where it exceeds in quantity the aggregate workload reasonably anticipated, then you will be expected to pay the full external rate for that work;
- In exceptional circumstances, where a conflict arises from the position of Education, we may be required by rules of professional conduct to decline to act on a school's behalf. As the corporate legal adviser to the council, we are required in such a case to act for the council. If this situation arises, we will provide you with the details of alternative firms of solicitors;
- **To be eligible for advice from legal services, schools will be charged a set delegated amount which will be notified in writing at the start of the financial year. Once your delegated budget limit has been reached, services are available at the standard additional rate of £75 per hour plus disbursements. Schools seeking specific legal advice or work, should contact Jane Wilson (see details below) for an estimate of expected costs.**

For further information please contact:

**Stephen Parker**

Assistant Borough Secretary

**Tel:** 01226 773021

**E-Mail:** stephenparker@barnsley.gov.uk

**Jane Wilson**

Business Support Manager

**Tel:** 01226 773051

**E-Mail:** janewilson@barnsley.gov.uk

## HEALTH, SAFETY & EMERGENCY RESILIENCE (INCLUDING FIRE SAFETY)

**Health, Safety and Emergency Resilience is a non-delegated function and all schools will have access to the following provision at no cost to the school:**

- Provision of general and specific advice on health and safety and emergency resilience matters.
- Development and maintenance of the Council's and school's strategic health and safety management system and policy.
- Strategic audit and inspection: biennial audit and inspection of primary schools, annual audit of secondary schools and provision of an audit and inspection action plan.
- Assessment of contractors health and safety standards and the on-site monitoring of contractors health and safety performance.
- Operation and maintenance of the Council's accident and incident reporting systems and the provision of investigation support following any accidents/incidents that are required to be reported to the Health and Safety Executive (HSE) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
- Support during contact with related enforcement agencies.
- Support in undertaking specific risk assessments (e.g. control of substances hazardous to health, manual handling, noise and vibration).
- Provision of CLEAPSS Radiation Protection Officer Service to secondary schools.
- Strategic fire safety design/engineering of school premises that are subject to alterations and Building Control application.
- Provision of general and specific advice on all emergency planning/business continuity matters.
- Provision of general and specific advice on fire safety matters.
- Fire risk assessment and review (including assessment of the physical premises, operations carried out within the premises and fire safety strategy for the premises) of schools.
- Provision of general safety training/fire awareness training to school staff and provision of specific fire safety/awareness training for Fire Marshalls and Fire Wardens.
- Advice and assistance on visits and journeys (including risk assessment training)

This service is co-ordinated by the Council's Health, Safety and Emergency Resilience Unit with the exception of advice and assistance with visits and journey which is undertaken by the Council's Directorate for Children, Young People and Families.

### **Corporate Health, Safety and Emergency Resilience Unit Contact Details:**

**Doug Cartwright**

Head of Corporate Health, Safety & Emergency Resilience

**Tel:** 01226 772257

**Simon Dobby**

Principal Health, Safety and Emergency Resilience Advisor

**Tel:** 01226 772289

**Dave Gibbons**

Senior Health and Safety Advisor

**Tel:** 01226 772261

**Jo Bingley/Rob McCarthy**

Emergency Resilience Advisor

**Tel:** 01226 772284 / 773869

**Stephen Haylock**

Senior Fire Safety Officer

**Tel:** 01226 775185

## EDUCATIONAL VISITS & OUTDOOR EDUCATION

This service provides schools with advice, guidance, training, monitoring and support to ensure compliance with statutory duties relating to educational visits and outdoor education, to ensure that national standards and expectations are met and that a wide range of high quality outdoor learning opportunities are provided.

**This service provides core functions which are non-delegated and form part of the strategic provision of the LA. There is no charge to schools for these services.** Where fees apply for training courses they are indicated as part of specific course information.

This service provides:

- Educational visits and outdoor activities policy, guidelines and procedures
- Specialised advice and guidance on all educational visits and outdoor activities matters
- Access to a range of generic risk assessments for educational visits and activities
- Risk assessment training and assistance for educational visits and activities
- Access to the Evolve online visit notification and approval system, including training in its use
- LA review and approval for Category C visits (adventurous activities, visits overseas and residential visits)
- Access to the LA's 24hr emergency on-call system for serious incidents
- Online access to Educational Visits News, a regularly updated newsletter which contains a wide range of information relating to educational visits and activities for Barnsley schools
- Support and guidance for visits and activities organisation and management
- Assistance with the selection and verification of external activity providers
- In-school and in-the-field monitoring of visits and activities, including feedback and reporting
- Educational visits management systems review
- Investigating and reporting on accidents and incidents
- Educational Visits Co-ordinator (EVC) training following the nationally agreed framework
- EVC network meetings to ensure familiarity with current information and practice
- Visit leader training, including introductory off-site group management
- Arrangement, identification and co-ordination of a range of specialised activity-specific outdoor leadership training
- Countryside Leader Award (CLA) scheme training and assessment
- Training for school governors on educational visits
- Access to a wide range of high quality outdoor clothing and equipment for loan
- Development and maintenance of partnerships with external organisations to develop cost-effective and wide ranging opportunities for school visits and activities
- Liaison with local, regional and national agencies on educational visits and outdoor education issues, providing access to the most up to date information and advice available

For further information contact:

**David Armstrong**

Outdoor Education & Educational Visits Adviser

**Tel:** 01226 773586

**Email:** davidarmstrong@barnsley.gov.uk

## CARETAKING SERVICES

Facilities Management offer a range of services designed to support schools in the provision of caretaking services.

### Option 1: Caretaking Personal Accident and Sickness Cover Insurance Scheme

The scheme will provide schools with 'essential caretaking cover' in the event of personal accident or sickness absence for school caretaking staff. Generally the essential duties will include:

- Unlocking and locking of the school building
- Boiler firing duties where coal fired boilers exist
- Delivery of milk to classrooms
- Replenishment of Toilet rolls etc.
- Removal of rubbish to external waste bins

### Option 2: Caretaking Support Services

- Additional caretaking cover for holidays, special leave or other caretaking absences (other than those included in the above scheme)
- Technical support on caretaking issues. Includes technical advice on caretaking issues and attendance at interviews for caretaking staff
- Additional caretaking duties such as minor maintenance, portering and general duties
- Advice on Caretaker training, identification of suitable courses for Caretakers to attend
- Provision of practical cleaning proficiency for Caretakers

### Summary of Services

Services	Cost Details
Caretaker Personal Accident and Sickness Absence Scheme.	Premium = 5% of caretakers' salary allocation. Additional weekly premiums are required when absence requires caretaker to transfer to half or nil pay conditions. (50% and 100% respectively)
Technical Support on caretaking issues. Includes technical advice on caretaking issues and attendance at interviews.	Charged at a fixed hourly rate, estimates available on request.
Caretaking cover for holidays, special leave or other caretaking staff absences.	Charged at a fixed hourly rate, estimates available on request.
Additional caretaking duties such as minor maintenance, portering and general duties.	Charged at a fixed hourly rate, estimates available on request.
Internal & External Office relocations.	Charged at a fixed hourly rate and transport costs (if required), estimates available on request.

For further information please contact:

**Ian Broadhead**

**Tel:** 01226 773556

**E-Mail:** [ianbroadhead@barnsley.gov.uk](mailto:ianbroadhead@barnsley.gov.uk)

For scheme application details or to join the scheme contact:

**E-Mail:** [contractservices@barnsley.gov.uk](mailto:contractservices@barnsley.gov.uk)

**Fax:** 01226 774399

# GOVERNOR TRAINING AND DEVELOPMENT

Governors play a crucial role in the leadership and management of schools.

The Workforce Development and Innovation Team aims to provide a high quality service for your governing body, assisting you with your roles in:

- Setting the strategic direction of the school
- Roles and responsibilities
- Effective governance
- School improvement
- Monitoring and evaluation
- Understanding Ofsted requirements

Governor Training and Development will be part of your school improvement plan. You are invited to participate in the development and training opportunities provided through the 2012/13 development programme.

## Option 1: Full Service Option

- We will work with you to develop the efficiency and effectiveness of your Governing Body by ensuring you have information, guidance and support.
- We provide an ongoing programme of training and development opportunities for governors on a range of topical issues. Our programme includes: Ofsted inspections/evaluation and improving the effectiveness of governing bodies; recruitment and retention; safeguarding; succession planning; budget monitoring and many more.
- Bespoke training to meet the needs of your Governing Body can be arranged. You may wish to act as a host school for your alliance/pyramid.

## Option 2: Pay as You Go Option

For schools not buying the full service, you may 'pay as you go'. Governors are welcome to attend any training event with the agreement of the Chair of Governors/Head Teacher/Business Manager.

## Charges 2011/12

### Option 1: Full Service:

£60 per Governor multiplied by the number of Governor's on the school's instrument of Government.

### Option 2: Pay as you go:

£50 per Governor attendance at a training event.

## Contact details

**Peter Steadman**

**Tel:** 01226 773624

**E-Mail:** petersteadman@barnsley.gov.uk

**Anna Turner**

**Tel:** 01226 773747

**E-Mail:** annturner@barnsley.gov.uk

**Claire Taylor**

**Tel:** 01226 773701

**E-Mail:** clairetaylor@barnsley.gov.uk

## GOVERNOR CLERKING

The Schools Governance Service is part of the Directorate for Children, Young People and Families within Barnsley Metropolitan Borough Council.

### Option 1

This provides:

- Advice and guidance on:
  - Governance procedures
  - Constitutional matters
  - Appointment/election of governors
  - Establishment of committees
  - Model constitution and terms of reference
- Reports from Local Authority officers
- Comprehensive support for three governing body meetings per financial year including:
  - Liaison with Headteacher and Chair to establish the agenda for the meeting
  - Preparation and dispatch of agendas
  - Attendance of a trained clerk at each meeting to take minutes and provide advice
  - Word processed draft minutes
  - Actioning of enquiries arising from the minutes
- Advice, support and guidance to governors and Headteachers to assist them in meeting their legal and procedural responsibilities for school governance.

### Option 2

This package provides for all the support included in Option 1 with the exception of:

- Liaising with Headteacher and Chair to establish the agenda for the meeting
- Preparation and dispatch of agendas

### Charges 2012/2013

#### Option 1

Primary School – £1,393

Secondary School – £1,696

#### Option 2

Primary School – £1,224

Secondary School – £1,528

#### Additional Meetings

Price on Application

**Please note:** no other support will be provided to those schools not purchasing the clerking service.

For further information, please contact:

**Maggie Francis**

**Tel:** 01226 773558

**E-Mail:** [maggiefrancis@barnsley.gov.uk](mailto:maggiefrancis@barnsley.gov.uk)

## MANAGED PROPERTY SERVICE

Part of the NPS Group, NPS Barnsley is a joint venture company between NPS Property Consultants and Barnsley Metropolitan Borough Council. Formed in January 2011, NPS provide a full range of property related consultancy services consisting of architectural and related design services, procurement, estates and asset management and works planning and delivery including a comprehensive range of services designed to help you meet your responsibilities for maintaining your school buildings.

Our co-ordinated approach to the management of these services allows you to concentrate on academic excellence and provide pupils and staff with the confidence that their learning environment is both safe and well maintained.

Three separate levels of service are offered to cater for schools different requirements:

### 1. Option One – Fully Managed Service

This is a holistic one-stop repairs and maintenance service. We will provide full technical advice and support, including inspections, surveys and all repairs work, through a help-desk. We will also manage your repairs budget and provide you with monthly accounts that keep you informed of your latest budget position. Also included is an insurance scheme for major unexpected repairs that threaten closure of the school and the administration of annual servicing contracts. This option has the additional benefit of a 24-hour emergency call out service.

The agreed repairs and maintenance budget is delegated to NPS Barnsley.

Management and administration of all servicing contracts and the insurance scheme:

This service is provided for a fixed service charge, plus a contribution to the insurance fund calculated as a percentage of the schools total recommended repairs and maintenance budget.

### 2. Option Two – Statutory, Regulatory Insurance Service

Management and administration of all servicing contracts and the Insurance Scheme:

This service is provided for a fixed service charge based on type of school (Primary or Secondary), plus the cost of works and a contribution for insurance fund calculated as a percentage of the schools recommended repairs and maintenance budget.

### 3. Option Three – Standards and Audit Service

We can support schools who administer their own service contracts by:

- Providing standards for contractors to work to.
- Evaluating completed inspection reports and identifying work that is essential to keep buildings safe, economical and in compliance with statutory health and safety requirements.
- Recording data on the council's asset registers.

This service is provided for a fixed service charge based on type of school (Primary or Secondary).

### 4. Ad-hoc Purchase of Any of the Services Offered

All services offered by NPS Barnsley can be accessed by schools that choose not to buy back through service level agreement by contacting the Help-Desk. This includes the repair and maintenance service.

## Summary of Services provided

SERVICE	Option 1	Option 2	Option 3
<p><b>Repairs and Maintenance Works</b></p> <ul style="list-style-type: none"> <li>• Management of tendering processes.</li> <li>• Place orders for work with approved contractors.</li> <li>• Monitor progress of works and liaise with contractors.</li> <li>• 24 hour emergency call out service.</li> <li>• Management of your repairs and maintenance budget and produce monthly reports.</li> <li>• <i>This service is only available on “option one” where the schools agreed maintenance budget will be managed by NPS Barnsley. Any unspent money will be returned to the school.</i></li> </ul>	✓		
<p><b>Technical Support</b></p> <ul style="list-style-type: none"> <li>• Advice on all property and construction related issues.</li> <li>• Advice on health and safety and statutory requirements.</li> <li>• Advice on building products including COSHH.</li> <li>• Carry out inspections, surveys and assessments to identified problems.</li> <li>• Preparation of scheme designs; cost estimates and works specifications for maintenance identified problems.</li> </ul>	✓		
<p><b>Insurance</b></p> <ul style="list-style-type: none"> <li>• Insurance scheme to cover unexpected repairs e.g. boiler breakdown, major roof repairs that threaten closure of the school.</li> <li>• <i>Schools purchasing this service contribute 20% of their delegated budget. Whatever proportion remains unspent is returned to the school at the year-end.</i></li> </ul>	✓	✓	
<p><b>Service Contracts</b></p> <ul style="list-style-type: none"> <li>• Administration and management of all servicing contracts and certification of plant and equipment.</li> <li>• <i>An indicative schedule of costs, based on previous year’s works, will be provided to each school purchasing this option.</i></li> </ul>	✓	✓	
<p><b>Standards and Audit Service</b></p> <ul style="list-style-type: none"> <li>• Audit of all completed service contract inspection reports completed and schools advised of any additional works.</li> <li>• Service contract standards issued annually to schools (schools purchasing option three only)</li> </ul>	✓	✓	✓

Further information can be obtained from:

**Shaun Hemingway**

**Tel:** 01226 774313

**E-Mail:** shaunhemingway@nps.co.uk

**Rob Young**

**Tel:** 01226 773756

**E-Mail:** robyoung@nps.co.uk

# INFORMATION MANAGEMENT TEAM

## A Summary of additional services offered to schools

The Information Management Team aims to provide a high quality data analysis, interpretation, training and information governance support service to schools. Over the last four years many schools have found the 'Extended Full Report Pack' to be a useful reporting and interpretation package that has enabled them to prepare for Ofsted inspections, self evaluate and understand and interpret data regarding their context and performance.

### The 'Extended Full Report Pack'

- A personalised 30 page analysis of the RAISEonline 'Full Report'
- An extended school profile
- Ofsted Summary Sheet
- A comparison of the school with similar schools
- ACORN data by whole school and year group
- EYFS Analysis
- An A3 schematic map plotting catchment to postcodes and ACORN deprivation categories
- Up to 1 hour spent with school representatives to discuss package

Alternatively, schools may feel comfortable with interpreting their 'Full Report' but would still like some extra analysis. In this instance we can offer the 'Summary Full Report', which includes all the components of the 'Extended Pack', yet fewer outcomes in the RAISEonline Full Report will be evaluated. Schools may also wish to commission the production of ACORN information only.

The following table details the differences in content between the packs on offer:

Option 1: Extended Full Report Pack	Option 2: Summary Full Report Pack	Option 3: ACORN Pack
Full Report Analysis (30 pages)	Full Report Summary (11 pages)	ACORN Profile
Ofsted Summary Sheet	Ofsted Summary Sheet	ACORN Map
ACORN Profile	ACORN Profile	
ACORN Map	ACORN Map	
School Profile	School Profile	
Similar Schools Analysis	Similar Schools Analysis	
EYFS Analysis	EYFS Analysis	
Meeting with school representatives (up to 1 hour)	No visit	No visit
<b>Price: £400</b>	<b>Price: £250</b>	<b>Price: £75</b>

A request by a school to receive any of the above reports can be made by contacting:

**Peter Atherton** (Data and Information Officer)

**Tel:** 01226 774570

**Email:** peteratherton@barnsley.gov.uk

## Data Analysis Service

The service has provided schools with other data reports, such as data analyses, support for inspections and provision of useful census related information. The service is keen to continue to support schools in this way, however these services will be required to be provided on a chargeable basis in the near future.

## Information Governance

The service has to date provided schools with Information Governance support services, such as training and investigation into information security incidents, risk assessments and provisions of advice/support on processing mitigation actions. This important work and support will continue, however these services will be offered to schools on a chargeable basis in the near future.

## SCHOOLS CONTRACTS AND PROCUREMENT SLA

Have you ever wondered how much you could save if you could dedicate time to researching and analysing the best deals, negotiating efficiencies and reductions on existing contracts and developing the market for services to schools. The brokerage team has now re-engineered its service to be able to offer schools a Service Level Agreement that could potentially pay for itself.

Our professionally qualified team will assist your school to further develop your procurement expertise and knowledge of current legislation so that you can secure high quality value for money products and services which generate savings for your school and ensure that suppliers meet the Authority's requirements.

Your school will have a named procurement officer, access to a helpline, get regular updates on quality assured suppliers, products and services, receive a procurement health check and bespoke training for your staff and governors. We can also assist schools who are part of the Service Level Agreement to combine their purchasing power to secure even greater efficiencies and savings.

Schools will also receive guidance should they wish to tender for products and services themselves including writing tender documents, producing specifications, developing assessment criteria and advice and assistance with contract disputes. **For an additional charge we can also manage any procurement process on your behalf from low value to high value complex projects that would need to comply with EU regulations.**

We will also network with schools that purchase the Service Level Agreement to identify any services that would be of benefit to you all and engage with the market to conduct a robust procurement process and establish frameworks or single contracts from advertisement to award.

### Charges 2012/13

Option 1 – Small Primary (under 150 pupils) £495

Option 2 – Medium to Large Primary £995

Option 3 – Secondary and Special School £1,995

Prices for Academies, Trusts and Collaborations available on application.

For further information contact:

**Julie Green**

Strategic Manager Learning Based Commissioning and Resources

**Tel:** 01226 773639

**Email:** juliegreen@barnsley.gov.uk

# FOOD SAFETY, HYGIENE AND NUTRITION TRAINING FOR THE WHOLE SCHOOL COMMUNITY

The CYP&F Catering Service is registered with a number of professional bodies, the Chartered Institute of Environmental Health (CIEH), Royal Society for Public Health (RSPH) and Highfield Awarding Body for Compliance (HABC).

CYP&F Catering Service are accredited to deliver the recognised training courses leading to professional qualifications.

We can offer bespoke training for both pupils and school support staff in the following programmes:

## Option 1: Hand Hygiene for Pupils

A one hour interactive session using the Glo Germ™ hand washing system.

A fun and interactive session raising pupils awareness of the importance of basic health and hygiene routines. Delivery of memorable hand washing training is achieved by simulating how germs are transferred by hand.

Activities include teamwork to show how germs are spread by inspecting hands and surfaces, effective hand washing technique, discussion and worksheets.

Each pupil will receive a hand hygiene certificate.

## Option 2: Food Hygiene Awareness for School Support Staff

A two hour session highlighting awareness of food safety in a school or nursery setting. Topics studied:

- Understanding and preventing contamination
- Personal hygiene/ hand washing
- Cleaning and disinfection of surfaces

The session can be tailored and extended to meet particular needs of the school by incorporating any of the following related topics:

- Food safety in Cookery session
- Control of infection
- Overview of the School Food Standards and lunches and all school food other than lunches

## Option 3: Level 2 Award in Food Safety in Catering

An ideal course for food handlers that provides fundamental food safety knowledge. Course delivery – one full working day or adapted to suit your organisational needs.

Topics studied:

- Food safety legislation
- Food safety hazards
- Temperature control, refrigeration and chilling
- Cooking, hot holding and reheating
- Personal hygiene
- Principles of safe storage
- Cleaning food premises/equipment

## non brokered services

Concludes with each participant completing a multi choice question paper. Successful candidates will achieve the Level 2 Qualification and receive a certificate.

### **Option 4: Level 3 Award in Supervising Food Safety in Catering**

This award provides progression from the Level 2 Award in Food Safety in Catering and is intended principally for those who are operating in a supervisory role within the catering and hospitality industry. Qualification holders will be able to demonstrate a wide knowledge of food safety legislation and effective supervision. They will also be able to take responsibility for the competency of the workforce and for identifying hazards and controls, monitoring controls and taking appropriate corrective action when necessary.

The topics covered are:

- Introduction for Food safety
- Micro-organisms
- Food Poisoning and its control
- Food handlers and Personal Hygiene
- Food Safety Management Systems and HACCP
- The Design and Construction of Food Premises and Equipment
- Food Pests and Control
- Cleaning and Disinfection
- Supervisory Management
- Food Safety Enforcement

The course programme covers the syllabus in 18 hours, this may be two or three hour sessions to suit organisational needs. The course will conclude with a 60 multiple choice question examination paper. Successful candidates will achieve level 3 Qualification and certificate.

### **Option 5: Level 2 Award in Healthier Food and Special Diets or Fundamental of Nutrition**

The Royal Society for Public Health qualification is concerned with the basic principles which underpin the production of healthy food and preparation of special diets and has its focus as the key role of nutrition in health. The 1 day course will be of interest to anyone involved in catering, food and health related occupations.

### **Option 6: Level 3 Award in Nutrition for Healthier Food and Special Diets**

This qualification is suitable for people working in catering and others who are in a position to promote healthy nutrition. The learning outcomes cover the importance of balanced diets, the nutrient composition of food, nutritional needs of individuals and the preparation, presentation and promotion of healthy meals and diets.

The course is 18 hours and can be delivered to suit organisational needs and concludes with a 40 multiple choice examination paper.

For further information and course fees, contact:

#### **Gillian Taylor**

Skills Development Officer  
Children Young People & Families Catering Service  
Barnsley Metropolitan Borough Council  
**Tel:** 01226 774450  
**Email:** gilliantaylor2@barnsley.gov.uk

## CHILDCARE SERVICES TEAM

As part of Early Childhood Services the Childcare Services team offer a free of charge service to support the following:

- Start up of Out of School Childcare - breakfast, holiday and after school advice and guidance (including business, marketing, recruitment and quality childcare to meet regulations)
- On-going quality improvement support for governor led childcare, including free training and events
- Families Information Service. This service is willing to attend school open evenings, events, etc. The Service offers advice to parents and carers on childcare, or things to do for young people, plus information and signposting on a range of topics from health to finding a support service such as bereavement advice for young people. The service has a dedicated officer to support families with disabled children. The service offers brokerage services to families in finding childcare, inclusion support, nursery education funded places and those where English is a Second language.

For further information contact:

**Linda Mathison**

Childcare Services Manager

**Tel:** 01226 775965

**Email:** [lindamathison@barnsley.gov.uk](mailto:lindamathison@barnsley.gov.uk)

## ICT SUPPORT IN ALCs AND PRIMARY SCHOOLS

There are two aspects to ICT support at all schools and they can be categorised as the local support which comprises everything within the school site and the central ICT services which comprises the services delivered from the central data centre including the Wide Area Network.

Prior to the commencement of BSF, the local support has been provided through the brokerage or direct arrangements made and paid for by each school. The central services have been provided through the retention of the Harnessing Technology grant (enhanced by a subsidy from the Council) and a charge back arrangement for certain services e.g. the broadband network circuits.

These arrangements change with the commencement of BSF services as ALCs open and from April 2011 for primary schools where a more comprehensive charge back arrangement is being introduced to replace the Harnessing Technology Grant which discontinued from March 2011.

### Local ICT Support services

Primary schools will continue to use the brokerage arrangement for their Local ICT support services as detailed in the appropriate section of the brokerage book. The charges are covered by the brokerage contract entered into by each school.

For ALCs the BSF contract has within it an ICT sub-contract for an initial five year term from January 2011. This sub-contract is with Civica and comprises a number of elements as shown in the following tables. The service charges are included in the £126.48 per pupil (from April 2011 after indexation, was £120 at April 2010).

Local ICT Support services	Civica – Included in BSF Contract
Equipment provisioning through a catalogue	✓
Full support for ICT equipment	✓
Operation of a performance regime (the payment mechanism) with rectification times for failures resulting in payment deductions from the contract fee	✓
On site ICT support resource with central service management	✓
Access to a Helpdesk to reports faults with periodic performance reporting and review backed up by a formal escalation process	✓
Maintenance of an Asset Register of all ICT equipment on behalf of the ALC	✓
Scheduled maintenance of equipment	✓
Data Backup Service securing the local data and data centre data off site	✓
Disaster Recovery to recover the ALC's servers	✓
Virus Protection conforming to authority policies	✓
Security Management – local internet filtering, encryption of mobile devices as required	✓
Systems Management Services – monitoring the health and performance of Schools operating systems and applications	✓
Data Centre - Operational Services for the Learning Platform and storage	✓
Decommissioning of software in a manner that that will not impact on service, for example during planned maintenance and updating of the asset register as required	✓
Software Testing, Supported and Unsupported Software including screening, testing and deploying software as required	✓
Complaints Procedure Civica Managed Service includes a three stage complaints handling procedure to consider and respond to a Customer's issue.	✓
Software Updates and Upgrades	✓
Cashless Catering System – All till points and vending machines integrated onto a single cashless catering platform, with links to the MLE, SIMS, Access Control and E-Payments	✓
Electronic Registration System	✓
Electronic Payments	✓
Integrated Observation (CCTV through digital surveillance)	✓
Access Control (including e-Registration)	✓
Building Management System visibility through the learning platform	✓
IPTV and digital signage integration	✓
Video Conferencing	✓
IP Telephony: Voice over IP (VoIP) and Fixed Mobile Convergence (FMC)	✓
E-Procurement	✓

Local ICT Support services	Civica – Included in BSF Contract
School based support to help with the use of ICT to transform teaching & learning through Civica's e-Learning Co-ordinators	✓

## Central ICT Support Services

The following Central ICT Support services are provided for each Primary and Secondary school by a combination of our partners Bull TCL and Civica.

For ALCs the service charges are included in the £126.48 per pupil (from April 2011 after indexation) ICT managed service charge and for Primary schools the charges are included in the Central ICT managed service charges (revised April 2011.)

Central ICT Support Services	Key Supplier	Included
Wide Area Network	Bull TCL	ALCs and Primary schools
Internet access through Super Janet	Bull TCL	ALCs and Primary schools
e-mail	Bull TCL	ALCs and Primary schools
Surfcontrol filtering system (being replaced)	Bull TCL	ALCs and Primary schools
Active Directory	Bull TCL	ALCs and Primary schools
Technical infrastructure including DMZ, Firewall, ISA servers	Bull TCL	ALCs and Primary schools
Central anti-virus solution	Bull TCL	ALCs and Primary schools
The Learning Platform (BPfL)	Civica	ALCs and Primary schools
Smart Assess	Civica	ALCs only, available for Primary schools for an additional charge
StudyWiz (under review)	Civica & Bull	ALCs and Primary schools
Capita ADP provisioning solution	Civica	ALCs and Primary schools
SIMS integration through webparts	Civica	ALCs and Primary schools
Schools Website Hosting Service	Civica	ALCs and Primary schools
School based support for use of the Learning Platform through Civica's E-Learning Co-ordinators	Civica	ALCs only, available for Primary schools for an additional charge

## Refresh of the infrastructure

BMBC seeks to manage the technical infrastructure on an on-going basis to replace out of date hardware, keep software up-to-date with manufacturer releases to ensure it is fully supported and meet as a minimum government and Authority requirements regarding security and privacy. We try to do this without service interruptions by making major changes during school holidays.

We are in the process of migrating to the new Digital Region network. Digital Region is a South Yorkshire partnership between the four local authorities and Thales. In addition service providers will contract with Digital Region to offer services to personal users as well as small and medium enterprises.

The plan is to create a fibre optic based data network through the whole of south Yorkshire to which all of the local authority and education establishments can connect. We have started the migration and the process will take another couple of years to complete. The migration process should be transparent for schools apart from the upgrade/replacement of some communications equipment in the server rooms and this will be done by arrangement with each affected school.

BMBC offer the central ICT services to schools on a not for profit basis. Our intention is to cover our costs and in addition we currently receive a grant from the Council. Any savings that we achieve for instance by replacing systems with cheaper ones will be passed back to schools through lower charges.

For further information contact:

**Marc Izzard**

ICT Supply and Operations Manager

**Tel:** 01226 773503

**Email:** marcizzard@barnsley.gov.uk

## BEHAVIOUR TRAINING, SEAL, NPSLBA

We provide cross-phase specialist advice and guidance, staff training and solution-focused coaching in all aspects of behaviour and attendance for schools, colleges and educational providers across Barnsley and the Yorkshire and Humberside region.



This includes the development and implementation of SEAL (social and emotional aspects of learning) which can be integrated with Personal Learning and Thinking Skills and Blended Learning curricula development.

We also deliver the active learning National Programme for Specialist Leaders in Behaviour and Attendance (NPSLBA) for Barnsley LA and offer regional support to other NPSLBA programme providers in the development and delivery of Study Days and cluster sessions.

### Overview of services offered:

- **Option 1 – Behaviour and Attendance auditing, action planning and monitoring, best practice:**
  - “Critical friend” learning walks, lesson observations using Ofsted criteria;
  - Rewards and sanctions systems effectiveness;
  - B&A data analysis at pupil/cohort/whole school level including PASS and SEAL attitudinal data, out-of-class referrals, attendance, persistent absence, targeted and vulnerable cohorts;
  - Reviewing and developing Wave 2/3 inclusive provision;
  - Whole school approaches to improving attendance and reduce persistent absence;
  - Developing partnership working and the sharing of best practice and human resources within wider B&A collaboratives and networks;
  - Updating behaviour policy and procedures in line with legislation and statutory guidance
- **Option 2 – Improving the overall quality of learning and teaching by creating effective learning environments and developing positive relationships:**
  - Solution focused coaching/mentoring/training in teaching pedagogy that engages and facilitates learning;
  - Developing rights and responsibilities, rules and routines;
  - Developing positive adult/pupil relationships;
  - Positively managing learner behaviour;
  - Resolving issues using restorative approaches;
  - Coping strategies to manage health and wellbeing
- **Option 3 – Implementing SEAL:**
  - SEAL audits and action planning;
  - Supporting SEAL co-ordinators in implementing SEAL;
  - SEAL development days and whole staff/cohort training;
  - Developing integrated and explicit SEAL learning opportunities across the curriculum;
  - Mapping SEAL outcomes to Personal Learning and Thinking Skills, Learning Journeys;
  - Assessment of progress in SEAL in relation to the 50 outcomes

- **Option 4 – National Programme for Specialist Leaders in Behaviour and Attendance:**
  - An opportunity for professionals at all levels of responsibility to develop and enhance their leadership skills within the context of Behaviour and Attendance, building on a distributed leadership model;
  - An active learning programme with a choice of study topics, cross-referenced to a wider range of other sources and websites;
  - A focus on leadership within B&A with the opportunity to extend learning beyond Completion Certificate into formal accreditation routes at City & Guilds and postgraduate level;
  - Involves three study days over the course of a year, ten cluster-group sessions, a portfolio of evidence including role-specific work-based activities
  
- **All services, training and coaching can be tailored to meet the needs of:**
  - Full Leadership Teams
  - B&A Leaders: mentoring and capability building
  - Pastoral and curriculum leaders and teams
  - Governors
  - Full staff cohorts
  - NQT, Teach First and other inexperienced teachers
  - Other staff experiencing difficulty with challenging behaviours
  - “Positive deviants”/good and outstanding teachers
  - Inclusion team members e.g. learning mentors, LSU staff
  - Teaching Assistants and HLTA’s, cover supervisors
  - Lunchtime supervisors
  - Administration/reception staff, site managers

### **Explanation of the charges:**

Our services and fees are flexible and will be tailored to your requirements.

Our staff are senior local authority officers with considerable experience in school improvement and behaviour support services, working with schools, colleges and educational providers in the development of learning and teaching, behaviour and attendance systems, policies and procedures and effective inclusive practice.

For further information contact:

**Alan Brown**

Senior Manager Behaviour and Attendance, SEAL, NPSLBA  
Springwell Community School and Behaviour Support Services

**Tel:** 01226 327073

**Email:** abrown2@barnsley.org

## TARGETED ART AND CREATIVE THERAPIES

Targeted Art and Creative Therapies are fully registered and qualified to post-graduate level therapists. We offer a wide number of creative individual and group therapies. As well as support schools in our local authority to create a therapeutic environment for children struggling to learn and develop social and emotional skills necessary for successful and happy adult lives.



### Overview of Services Offered:

- **Option 1 – Art Psychotherapy**  
Art therapy is a form of psychotherapy that uses visual art as its primary mode of communication. Children and young people who are referred do not need to be skilled in art nor do they need any previous experience. This therapy offers creative opportunities to explore and express difficult issues and emotions; especially useful for those who find it difficult to talk. This process can help promote general well-being, provide the client with a better understanding of themselves and increase their capacity to change.
- **Option 2 – Play Therapy**  
Play Therapy is a non-threatening way to help children understand mixed up feelings and troubling events that they may not have had a chance to sort out. Instead of explaining what is worrying them, as adults would in therapy, children use play to express themselves at their own pace, without feeling interrogated. However, during this time some children may opt to talk through their worries – the choice is the child's. Through the use of play children receive emotional support and a greater understanding of their thoughts and feelings. Sometimes children use their play sessions to re-enact difficult life experiences in order to make sense of the past and feel more positive about their future. Children can also learn to manage relationships and conflicts in more appropriate ways.
- **Option 3 – Drama Psychotherapy**  
Drama therapy is a psychological therapy which draws on dramatic forms within the therapeutic relationship. Drama therapists are both artists and clinicians. The methods include puppetry, mask work, role-play, depiction and imaginative exploration to address difficult and emotionally painful life experiences and empower the client to better manage their life. Clients do not need to have skills in acting, theatre or drama. Drama therapy is a potent intervention for clients who find it hard to speak about feelings. It can be used for both individuals and groups.
- **Option 4 – Music Therapy**  
Music therapists use a combination of improvised music, familiar songs and tunes and song writing to make music with clients who will often have no musical experience. They listen to whatever the client offers – whether it is a beat on a drum, a song they like singing or a few words for lyrics – and help to make it into a satisfying, co-creative musical experience. Music therapists work with the belief that everyone has musicality within them and that music can offer a powerful, enjoyable and non-threatening way of connecting people.
- **Option 5 – Filial Therapy**  
Filial therapy is a psycho-educational therapy, in which the therapist trains and supervises the parent as they hold child-centred play sessions with their own children. This engages parents in the therapeutic process and empowers them to become the primary change agents for their children. It has wide applicability, being used successfully for most childhood concerns/family problems. Research results has shown consistent improvements in the following areas, after the use of filial therapy: child problems, parent' skills, parents' acceptance of their children, parent satisfaction, and gains maintained up to 5 years, as well as significant decreases in parents' stress levels, therapy drop-out rates, and excessive utilisation of services.

- Option 6 – Group Play Therapy (Everyone Playing in Class)**  
 This is popular in schools who want to offer children with lower-level emotional, behavioural, developmental and/or social problems the opportunity to play out their worries and develop necessary social skills in a permissive and non-directive environment. This group model gives school staff the opportunity to learn Play Therapy skills and use these with small groups of children to support their emotional development. Staff are offered training prior to the start of groups and a qualified Play Therapist is always present during the group sessions to support the work. Staff are also offered supervision after group sessions to process their thoughts and feelings regarding the children's play. Schools who have been using these skills say that they now use them in the classroom environment to deal with upsets and challenging behaviours. Staff report feeling amazed at how effective these skills are and some have said that they now would not work in any other way with children. Buying in half a day TACT group therapy allows for three groups of children to be seen which means eighteen children can be seen in this time.
- Option 7 – Therapeutic Systemic and Attachment Assessments**  
 As part of an on-going commitment to offer a professional bespoke service TACT will be trained to offer therapeutic systemic and attachment assessments as of September 2011. These assessments are particularly useful to the work of social care, supporting social workers and the extremely difficult job of deciding the best way forward in the long term care of children. Assessment work can be useful for schools concerned for the wellbeing of one of their pupils.
- Option 8 – Support, Advice and Supervision**  
 As part of TACT's commitment to help schools to create an accessible learning environment for all children, we also offer support, advice and staff supervision. This can be accessed as one-off consultations or can be integrated into the bespoke service that your school has purchased.

## Training:

TACT offers a number of training packages aimed at supporting school staff and other professionals with difficult issues that can arise within the school environment. These include:

- Option 9 – Introduction to Attachment (Level 1):** The Re-enactment of Attachment Styles in the Classroom (Half-day interactive training suitable for Teachers and Support Staff)
- Option 10 – Understanding Attachment (Level 2):** Recognising Attachment Styles and Managing this in the Classroom (Full day interactive training suitable for Teachers and Support Staff)
- Option 11 – Self Harming:** Understanding Self-harming Behaviour and How to Gain Support for Young People (Half-day interactive training for Teachers and Support Staff)
- Option 12 – Creative Communication:** Enabling Children to Speak About Feelings Through the Arts (One day training for Support and Pastoral Staff)
- Option 13 – Therapeutic Language Training:** Understanding Emotional and Behavioural Difficulties in the Context of Child Development and How to Set Limits using Therapeutic Language (2 hour training for Teachers and Support Staff)
- Option 14 – The Power of Play:** Understanding Play in the Context of Child Development and its Role as a Therapeutic Tool (Half-day training for Teachers, Support and Pastoral Staff)
- Option 15 – Loss and Bereavement in Childhood:** Understanding the Impact of Loss in Childhood and How to Support Grieving Children in School (Half-day training for Teachers, Support and Pastoral Staff)

For further information contact:

**Sandra Georgeson**

Play and Filial Therapist, Springwell Community School and Behavioural Support Services

**Tel:** 01226 327077

**Email:** [sgeorgeson@barnsley.org](mailto:sgeorgeson@barnsley.org)

## A GUIDE TO SELF DELIVERY OF SERVICES

Some schools will have the resources and the ability to self-deliver support services. Any school considering this should contact the Brokerage Team to discuss it. The issues you should consider include:

- Induction training
- Costing/pricing
- Risk assessment
- Insurance
- Accidents, recording and statistics
- COSHH requirements
- Equipment visual checks
- PAT tests
- Maintenance costs
- Training
- School Management
- Legislation changes
- Equipment cost
- Recruitment and retention

This list is not exhaustive and the advantages can outweigh the disadvantages. The brokerage team can put you in contact with colleagues to discuss self delivery.

There are a number of schools in Barnsley who are self delivering their support services. This includes the following services:

- Payroll
- Building Cleaning
- School Meals
- Grounds Maintenance
- ICT
- Finance

## HANDLING OF WORKFORCE MATTERS IN CONTRACTING

The Transfer of Undertakings (Protection of Employment) Regulations 2006 provide that any “service provision change”, i.e. contracting out, outsourcing or a re-tendering of a contracted out or outsourced service will engage the operation of the Regulations. Thus all of the employees working wholly or mainly in that service will automatically transfer to the incoming contractor or service provider. Where there is a TUPE transfer all schools / local authorities must follow the Best Value guidance set out in ODPM Circular 03/2003. Full, effective and continuous communication is key to managing transfers well. Schools / local authorities should consult their employees and recognised Trade Unions or staff representatives throughout, with full disclosure of information on all matters affecting the workforce. TUPE will normally apply to all outsourcing, but if you are uncertain please seek guidance.

Contractors selected to provide services to local authorities / schools and to take on local government staff, should also have policies which ensure good communication and consultation with the workforce on key issues following a transfer. Workforce matters should be considered at each stage of the contracting process. Employee’s pension entitlements must also be secured in staff transfers.

Procurement decisions by schools and local authorities should take proper account of workforce issues. Staff and unions should be involved in the option appraisal stage, and where there is a decision to outsource, staff and unions should be involved in the selection process and in the subsequent detailed work around the transfer. Where TUPE applies, the current employer is obliged to make prescribed information available to workers’ representatives and the new employer and to consult workers’ representatives on matters relating to the transfer.

To this end any schools who are considering letting any contract where a TUPE transfer will have to take place need to ensure that real consultation takes place with their employees, recognised trade union or staff representative. This consultation should involve:

- Stage 1 Option appraisal (when reviewing a contract including brokerage process).
- Stage 2 Selection.
- Stage 3 The Transfer.

Failure to adhere to this guidance could result in an Employment Tribunal imposing financial penalties. For a failure to adequately inform or consult each employee can be awarded up to 13-week pay and for a failure to notify employee liability information the incoming contractor could be awarded at least £500 per employee. Any liability arising from a failure of the school to follow guidance will be funded from the school-delegated budget. For further guidance on this process contact your HR provider or the Brokerage Team.

TUPE will only apply where there is a change in the identity of the service provider and there are people employed by the outgoing provider who work more than 50% of their contracted hours in that service. Those employees will normally transfer to the new service provider.

If a change in the service provider is one of the options being considered then TUPE could apply and government guidance requires that Trade unions are consulted at the option appraisal stage.

Schools are recommended to seek specialist advice if they consider that TUPE could apply.

If you wish to discuss the matter further, please contact **Julie Green** on **01226 773639**.

Please see TUPE flowchart on page 13.

## ONLINE PAYMENTS AND INCOME MANAGEMENT FOR SCHOOLS



Parents pay schools securely online for –

- School meals
- Trips
- Clubs
- Wrap around care
- Music Lessons
- And much more



### How do accepting online payments benefit schools?

Enabling parents a convenient method to pay for school items by debit/credit card securely online, is proven to free up staff time, reduce security concerns, increase uptake of school meals and other items; while also reducing parental debt.

### 8 out of 10 schools choose ParentPay for online payments, here's why...

#### Proven and trusted

Enabling over 1 million parents to book and pay for a range of school items by debit/credit card or Pay Point, via a secure website.

#### Saves schools over £15,000 per annum

Redirecting resources and efficient online collection saves money.

#### School focused, hassle free and simple

Software designed by schools for schools and supported by our ex-schools staff. We understand schools changing needs and help staff get the best from the service - quickly and easily.

#### An integrated approach

Our proven solution integrates with more leading MIS and catering systems than any other solution in the market place, making it the flexible choice for schools with a range of different needs.

#### Reduced admin by 80%

Our schools report admin time is dramatically reduced

## *ParentPay's being used at a school near you!*

Penistone Grammar School started using ParentPay in 2006; why not give them a call to see how it's working for them?

Contact: **Christine Jagger**  
Business Manager  
**Telephone:** 01226 762114

or **ParentPay**  
**Email:** [kerrie@parentpay.com](mailto:kerrie@parentpay.com)  
**Telephone:** 0845 2575540

[www.parentpay.com](http://www.parentpay.com)

## PROMOTIONAL PRODUCTS FOR SCHOOLS



**Moorland Plastics, part of BMBC, is a sheltered business with over 40 years experience providing employment training and skills development for disabled people.**



Moorland Plastics can also offer a number of bespoke products and services all at competitive prices for your school, including:

- Bespoke printed cotton bags incorporating a school logo.
- T-shirts for your school and any fundraisers or social events.
- Printed tea towels.
- Assistance to develop designs of your own.
- Frameless picture frames (sizes A4, A3 and A2), ideal for certificates and made from acrylic for extra safety rather than glass.
- Wooden picture frames with clear plastic fronts for added safety compared to glass.
- Delivery is available to schools.



Contact: **Moorland Plastics**  
**Email:** [moorlandplastics@barnsley.gov.uk](mailto:moorlandplastics@barnsley.gov.uk)  
**Tel:** 01226 206886

Please give us a call to discuss your requirements and how we may be able to assist you with any future requirements for promotional products. We also welcome your suggestions on other products we may be able to produce for your school.

[www.moorlandplastics.co.uk](http://www.moorlandplastics.co.uk)

## TERMLY MEETINGS WITH PROVIDERS

Termly meetings are organised with all Brokerage Service Providers. The dates of these can be found on the brokerage website: [www.barnsley.gov.uk/brokerage](http://www.barnsley.gov.uk/brokerage) by clicking on the link entitled 'Termly Meetings'. Meeting dates for the coming year are listed below.

### HR and Payroll Termly Meetings

Autumn Termly	Wednesday 12 <sup>th</sup> October 2011
Spring Termly	Wednesday 14 <sup>th</sup> March 2012
Summer Termly	Wednesday 13 <sup>th</sup> June 2012

### Finance Termly Meetings

Autumn Termly	Thursday 20 <sup>th</sup> October 2011
Spring Termly	Thursday 26 <sup>th</sup> January 2012
Summer Termly	Thursday 21 <sup>st</sup> June 2012

# WEB USER GUIDE

## Education Brokered Services (EBS)

### User Guide

#### Contents

<b>1. Introduction</b> .....	<b>119</b>
<b>2. Accessing the Secure Section of the Brokerage Website</b> .....	<b>120</b>
<b>3. Viewing Data</b> .....	<b>121</b>
3.1. Services .....	<b>121</b>
3.2. Vendors .....	<b>121</b>
3.3. Vendor Services .....	<b>121</b>
3.4. White Papers .....	<b>121</b>
3.5. Price Comparisons .....	<b>122</b>
3.6. Casual Vendors .....	<b>122</b>
<b>4. Submitting data</b> .....	<b>122</b>
4.1. Requesting Information .....	<b>122</b>
4.2. Submitting School Decisions .....	<b>123</b>
<b>5. Passwords</b> .....	<b>123</b>
5.1. Changing Your Password .....	<b>123</b>

## Introduction

This year we have updated the Brokerage Website to include a range of information that we hope you will find useful. The URL remains the same, with that being:

**<http://www.barnsley.gov.uk/brokerage>**

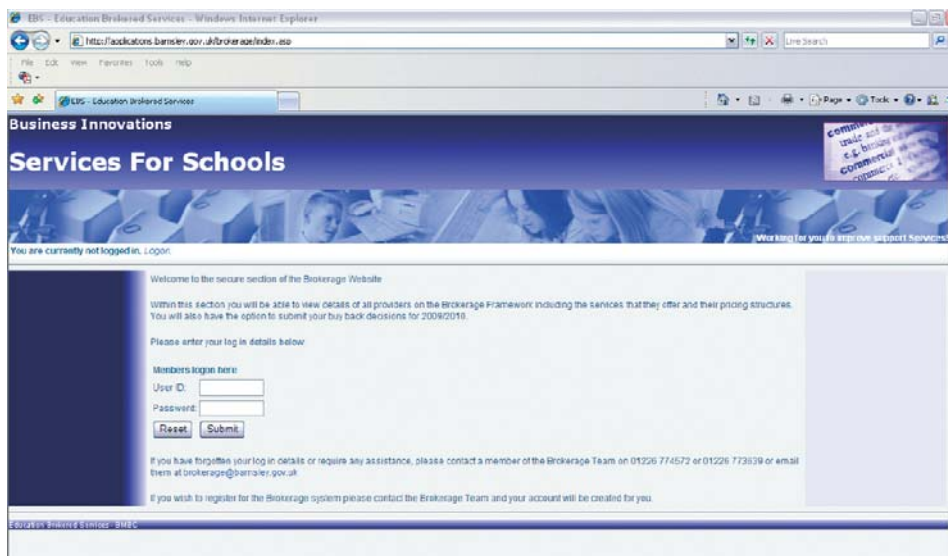
By logging onto the Brokerage Website, you will be able to access a vast array of information including;

- The new 2012/2013 Services for Schools booklet.
- You can view the meeting dates for the Termly Meetings of HR & Payroll Providers, Finance Providers and also the Bursars & Finance Working Group.
- There is an Environmental section where you can access a wide range of information including recent recycling initiatives, the Carbon Trust Survey and a Bursars Guide to Sustainable School Operations.
- Information and relevant documentation is available with regards to Procurement Cards.
- Information regarding OPEN will be available for you to view online
- Schools can log onto a secure section of the website where they can:
  - Submit buy back decisions.
  - Access information regarding individual service providers.
  - View the latest version of the Brokerage Agreement for use with brokered services.
  - Access specifications for all brokered services.
  - View current and previous copies of the brokerage booklet.

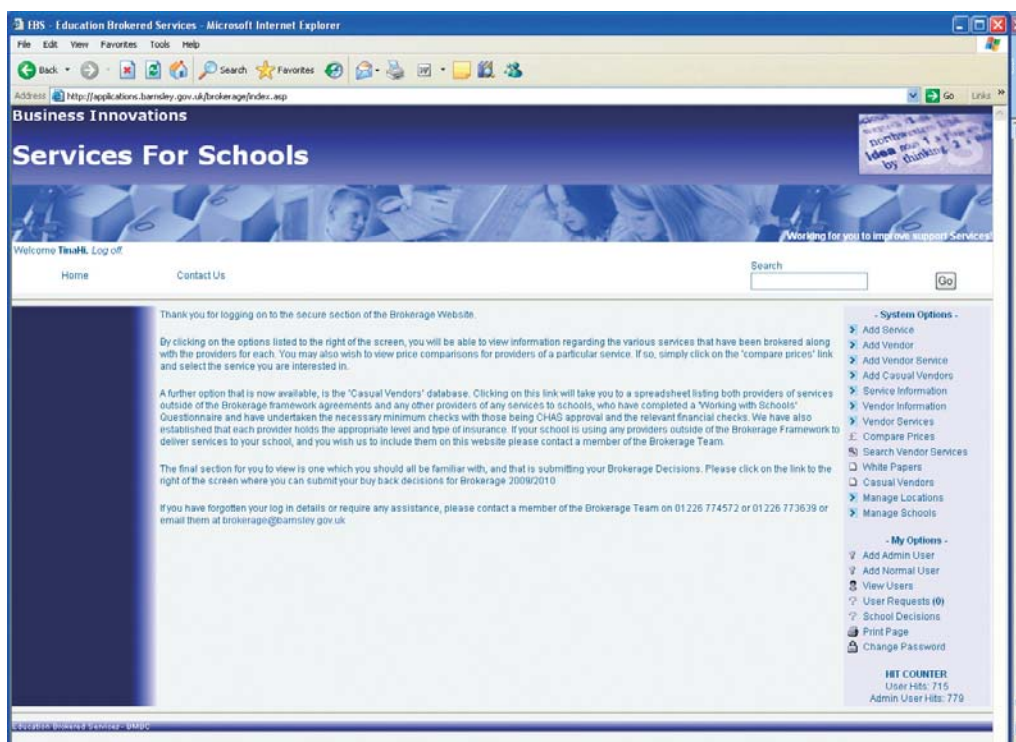
## Accessing the Secure Section of the Website

The secure section of the Brokerage Website can be accessed by clicking on the 'Services for Schools' option from the website homepage.

- Follow the link to the homepage. See below:



- If you are an existing user, logon using your id and password.
- If you have forgotten your log in details or wish to register for the Brokerage System, please contact a member of the Brokerage Team on 01226 773639 or 01226 774572 for assistance.
- Once logged on, you will see the following screen:



## Viewing Data

### Services

- To view all services:
  - Under 'System Options' click on 'Service Information'.
- To view a particular service only:
  - Go to view all services
  - Click on the row containing the service you want to view.

Notice that under the table showing the service details there are labelled icons showing the vendors who provide this service. Clicking on these icons will open the vendor service for this vendor and service.

### Vendors

- To view all vendors:
  - Under 'System Options' click on 'Vendor Information'.
- To view a particular vendor only:
  - Go to view all vendors
  - Click on the row containing the vendor that you want to view.

Notice that under the table showing the vendor details there are icons showing the different services provided by the vendor. Clicking on these icons will display the information for that service.

### Vendors Services

- To view all vendor services:
  - Under 'System Options' click on 'Vendor Services'
- To view a particular vendor service only:
  - Go to view all vendor services
  - Click on the row containing the vendor service you want to view

### White Papers

- Under 'System Options' click on 'White Papers'.
- Click on the white paper you wish to view

### NOTE

- You MUST have Adobe Acrobat installed
- Large files may take a few minutes to download

### Price Comparisons

- Under 'System Options' click on 'Compare Prices'
- On the next page select the service you wish to view a price comparison for from the drop down menu and click 'Submit'.

## Casual Vendors

- Under 'System Options' click on 'Casual Vendors'. There is then the option of selecting the provider database for products or the provider database for services. Clicking on these options will open up a spreadsheet of companies offering products or services outside of the Brokerage Framework agreements and any other providers of any services to schools that have completed the 'Working with Schools Questionnaire' and have undertaken the minimum required checks, including CHAS approval and financial checks. We also establish that the appropriate type and level of insurance is held.

## Submitting Data

### Requesting Information

Under 'My Options' click on 'Request Information'. The following will appear:

- If you require information about a specific Service then check the corresponding checkbox. A drop down list will appear for you to choose your Service.
- If you require information about a specific Vendor then check the corresponding checkbox. A drop down list will appear for you to choose your Vendor
- If you would like to provide any additional comments to help the admin staff deal with your request use the text area provided to do so.
- Click 'Submit'.
- An email will be sent to an administrator and they will deal with your request.

## Submitting School Decisions

When requested via email to submit your school's service provider decision, please do so at your earliest convenience.

Under 'My Options' click on 'Submit Decisions'. The following will appear:

Service Name	Select Vendor	If Other please specify	No. of Years	If Other please specify
Payroll	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Human Resources	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Catering	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- For every service listed please indicate the Vendor you are planning to use and the number of years you plan to use them. If a particular service is Not Applicable select 'Other' and type N/A in the 'If other please specify' text box. If you are unsure about any of the services select 'Other' and provide details in the 'If other please specify' textbox.
- Click 'Submit'.

## Passwords

### Changing Your Password

- Under 'My Options' click on 'Change Password'
- Enter your old password
- Enter your new password
- Confirm your new password
- Click 'Submit' to save the changes.