

MINUTES OF THE SCHOOLS FORUM MEETING
HELD ON 16 JANUARY 2013
AT ENFIELD COUNTY SCHOOL

Schools Members

Governors: Ms N Conway (Primary), Mrs J Leach (Special), Mrs L Sless (Primary),
Mr G Stubberfield (Secondary), Mr A Woodhall (Secondary), Vacancy x
2 (Primary)

Headteachers: Mrs P Alder (Primary), Ms J Cullen (Secondary), Mr B Goddard (Secondary),
Mr G Lefley (Pupil Referral unit), *Mrs S Moore (Primary)*,
Mrs P Rutherford (Secondary), Mrs S Tripp (Special), Vacancy x 2 (Primary)

Academies: Mr M Lees, Ms R Stanley-Mc Kenzie

Non-Schools Members

Chair of Children's Services Scrutiny Panel	Cllr R Simbodyal
Early Years Provider Mrs	S Roberts
14-19 Partnership	<i>Mr K Hintz</i>
Teachers' Committee	<i>Mr R Gow</i>
Assistant Director, Education Ms	J Tosh
Head of Behaviour Support	Mr J Carrick

Observers

Member (Observer): Cllr	A Orhan
Assistant Director, Commissioning & Com. Engagement:	Ms E Stickler
Finance Business Partner:	Ms J Fitzgerald
Assistant Finance Business Partner:	Mrs Y Medlam
Resources Development Manager:	Mrs S Brown

Italics denotes absence

1. **INTRODUCTIONS and APOLOGIES for ABSENCE**

Apologies for absence were received from Mrs Moore and Mr Gow.

Noted the absence of Mr Hintz. There was some concern at Mr Hintz continued absence.

Resolved the Clerk would contact Mr Hintz to confirm if he needed any reasons preventing him from attending the meetings of the Forum.

Action: Mrs Brown

Ms Stanley-McKenzie and Mr Lees were welcomed to the Schools Forum as academy representatives.

2. **MEMBERSHIP**

Reported that information regarding the vacant positions for two primary Governor representatives and two Headteacher representatives had been referred to the Member Governor Forum and the Primary Headteachers' Association. Nominations for these vacancies were awaited.

3. **ELECTION OF CHAIR**

Reported with the changes to the Schools Forum membership, the position of Chair of the Schools Forum was vacant. Ms Stickler invited nominations for the position of Chair of the Schools Forum for the remainder of the financial year.

No nominations were received for position of Chair of the Schools Forum. It was noted that the new members may be interested in the position Chair but were unable to consider as they

had not gained sufficient information on the role of the Chair. It was suggested and agreed that Mrs Sless as Vice Chair should Chair this meeting.

Resolved:

- (a) Mrs Sless would Chair this meeting of the Schools Forum;
- (b) if any member was interested in the position of Chair and needed more information or wanted to discuss any aspect of the role then they should contact either Mrs Sless or Mrs Brown.

4. DECLARATION OF INTEREST

Reported some Forum members as well as the new members still needed to complete the register of business interest form.

Action: Mrs Brown

5. MINUTES AND MATTERS ARISING FROM THE MINUTES

Schools Forum meetings held on 12 December 2012

Received and agreed the minutes of the meeting of the Schools' Forum held on 12 December 2012.

6. ITEM FOR DISCUSSION AND DECISION

Received a paper providing information on the rates for the various formula factors and also pressures on the Schools Budget for 2013/14, a copy of which is included in the minute book.

Noted:

- (a) One member raised concern they had not had sufficient time to assess the paper because of the late distribution which was then followed by an addendum earlier this afternoon. Officers apologised for the late circulation of this paper and explained that the delay was due largely to the delays in receiving the initial information from the DfE and this was then followed by many subsequent changes and notifications from the department. The Authority was required to manage these additional changes in what was already a very challenging timetable with tight deadlines for submitting returns to the Education Funding Agency. The LA had challenged the DfE who had, in part, acknowledged the problem this deadline posed and had extended the date for submitting the return on the formula and rates to be used for each factor from 18 January to 22 January 2013.

It was confirmed that the addendum which was circulated this afternoon was correcting information which was being picked up but was not required for modelling purposes so it did not change the effect of the proposed funding formula being presented;

- (b) this report provided an update on the report previously presented and sought the Forum's agreement to the proposed rates for the formula factors. The proposed rates for the factors had been discussed with the Commissioning Group;
- (c) whilst most of the information on the DSG had been received, information on how much funding was available for Post 16 SEN pupils had not been confirmed and had been estimated for the purpose of planning the allocation of the Schools Budget and confirming the rates for the various formula factors;

Clerk's note: Mrs Conway arrived at this point

- (d) the DfE had notified the Authority that a grant would be provided for monitoring quality assurance for the induction of Newly Qualified Teachers;

Clerk's note: Cllr Orhan and Mrs Tripp arrived at this point

- (e) the various blocks included in the DSG were not ringed-fenced and funding could be allocated according to local need and priorities. The current projection showed that

It was questioned whether the development of early education for disadvantaged two year olds would effect the operation of Children's Centres with parents having to consider alternative provision when their children turned two. It was stated that the development of this provision would need to be carefully considered and managed to ensure the arrangements were in the best interest of all;

- (f) a number of models for the allocation of the funding formula had been developed and each was assessed for the impact created at individual school level and the model which was presented appeared to provide a best fit and least turbulence.

It was questioned why some schools appeared to have large losses. It was stated that there were a number of reasons for this and these included a decrease in pupil numbers, a change in the school context. The proposed arrangements were being discussed and compared with other local authorities. It was requested that information be provided to show whether these schools were losing less using the proposed rates.

Agreed to include a column that showed the allocation of the new formula using constant pupil numbers;

Clerk's note: Ms Tosh left at this point

- (g) concern was raised that information on the modelling should be provided to Headteachers prior to being shared with other members of the staff in the school. It was commented that the previous modelling information had been provided to School Business Managers before being sent to Headteachers. Officers noted this comment and apologised if this had occurred. It was confirmed that the process which had been followed, during the consultation process last year, was a workshop was held with Headteachers which had not included illustrative models. This was followed up with a briefing for School Business Manager when the illustrative model had been presented but before these were presented the information had been circulated to Headteachers.

Members discussed whether it mattered if information had been provided to School Business Managers prior to being sent to the Headteacher. There was a view that it was important that Headteachers were informed and provided with information in advance of staff in the school. Officers noted this comment and confirmed they would endeavour to follow this protocol.

- (h) It was questioned if not all the information on funding was available to inform the budget process then could the Schools Forum complain to the DfE about how the changes were being implemented. It was confirmed that the Forum could do this. It was stated that the Authority had written to the DfE and challenged the timetable and the arrangements which had to be followed to implement the requirements of the School Funding Reform. In response, the DfE had come to Enfield and met with officers and had conceded to some of the issues raised but were unwilling or unable to consider others;
- (i) the data used for the illustrative model had been provided by the Education Funding Agency. This meant there would be no possibility of making any changes locally to rectify any known errors;

- (j) the split site factor the primary schools had been included to enable some flexibility within the formula to support primary schools on two sites with their management and building related costs. It was noted the rates were not going to be the same as secondary schools.

The Forum thanked Mrs Medlam and her team for all their hard work in developing the new funding arrangements.

Resolve to accept:

- the final unit values for the primary and secondary funding formula
- split Site Allocations for primary schools
- a rent allocation for schools using external premises
- a cap on funding gains of 1.5%

7. WORKPLAN

Received the workplan of the Schools' Forum, a copy of which is included in the minute book.

8. FUTURE MEETINGS

Noted the

- (a) date for the next meeting of Wednesday 13 February 2013 at 5:30pm at Lea Valley High School;
- (b) proposed dates for the future meetings:
- 09 May 2013, venue to be confirmed
 - 11 July 2013, venue to be confirmed

Action: Mrs Brown

9. CONFIDENTIALITY

Resolved none of the above be regarded as confidential.

MINUTES OF COMMISSIONING GROUP MEETING 10 January 2013

Membership:

Eve Stickler, Tricia Alder, Janet Cullen, *Bruce Goddard*, Julie Messer, *Sally Moore*, Pam Rutherford, Sue Tripp, Jenny Tosh, *Claire Whetstone*, *Marie Janaway*, *Apu Alam*, Yvonne Medlam, Sangeeta Brown
Also present: Louise McNamara

cc Schools Forum, DMT

- *Italics denote absence*

1. Apologies for absence

Bruce Goddard, Sally Moore, Claire Whetstone, Marie Janaway, Apu Alam

2. Minutes of the last meeting and matters arising

- The minutes of the meeting held on 19 October 2012 were agreed.
- Matters arising;

Procurement: Reported since the presentation at the last meeting, the post for a Schools Procurement Manager was being recruited to and the Schools Library Service were developing a traded service for schools to purchase books at a discounted price.

It was stated that the primary expansion may benefit from collaborative arrangements for procuring furniture and equipment such as whiteboards.

Agreed Sangeeta would join the strategic meeting arranged to discuss procurement and then share any solutions with Sue Tripp.

Action: Sangeeta

3. School Budget 2013 – 14

Received a paper providing an update on the issues effecting the development of the Schools Budget for 2013/14.

Noted:

- Eve and Jenny had written to the DfE to challenge and outline the pressure the new arrangements were creating for colleagues and in response the DfE had met with officers to discuss some of the issues.
- A return had been submitted in October 2012 to the EFA providing information on the funding formula and indicative values against each factor. Now a further return had to be submitted to the EFA by 22 January which confirmed the final factors and rates to be used for the new funding formula for mainstream schools. It was suggested the reason for this may have been to enable the EFA to calculate and notify academies of their budgets from September 2013.
- The report presented to the last meeting of the Schools Forum didn't include the EFA's pupil dataset. This information had now been received now and used for the modelling information tabled. It was stated that the new funding arrangements required EFA data be used rather than local validated data to calculate funding for individual schools. This information showed decrease in number of pupils eligible for AEN funding due to the Key Stage 2 results being higher than the previous year. Further work was being done to consider how this change could be addressed as part of the new funding arrangements.
- The data suggested an increase in pupils with EAL. It was suggested that this reflected the experience of most schools.
- The arrangements for expanding schools had created significant variance because these schools appeared to be receiving additional funding due to the protection arrangements being embedded into their baseline for the minimum funding guarantee. The DfE had agreed the protection funding for some of these schools could be exempted from the minimum funding guarantee but not all.

- (f) The Authority had received confirmation on 18 December that the DSG allocation for 2013/14 was £294m. However, final confirmation of funding for Post 16 SEN pupils and the free Nursery Entitlement was still to be confirmed.
- (g) There was no process for funding high needs growth and the arrangements appeared to be very ad hoc. The Authority had submitted a bid for growth as part of the return required for high needs pupils and had received confirmation that growth funding was prescribed and provided for some named ARPs and special schools. This meant there was less flexibility in how the funding was used locally to meet need. There was concern that this process could be seen as divisive and set colleagues against each other.

The growth provided was £10k for each place agreed but did not allow for the full cost of the place. This meant any cost above £10k would need to be prioritised from the DSG.

- (h) The estimates suggested that the headroom available to meet pressures and developments was £1.7m, if the projected surplus two year old funding was included in the calculation;
- (i) There was some concern as to the funding which would be provided and required for the Post 16 SEN pupils and had been identified as a potential risk until the information became available. It was explained that the process for identifying places in Post 16 establishment had been very confusing and difficult. The EFA had sent a notification at the end of term and had requested that the number of places identified in the notification be confirmed. The issue with this request was that the EFA wanted all the places, where and how many, agreed now which allowed for no changes to meet in-year need. When the EFA had been challenged regarding this, the response had been the Authority would not receive the funding and this amounted to a potential loss of £300k.

There was concern that this was an inefficient use of resources and inappropriate use of public funds and locally there was a risk of more tribunal cases.

The EFA had confirmed Post 16 SEN students would be funded at £10,977 per place and not at £10,000 as was stated as part of the funding arrangements, This change was going to create further complexity in the system and also reduce the flexibility on how resources were used because an additional £977 was lost to the cost of a place.

- (j) Schools were responsible for recoupment and the Authority was considering whether to offer a traded service for recoupment. There was concern that the use of different band values across the different local authorities was going to add further complexity for schools to manage the arrangements for recoupment. It was stated that Enfield was working with some other local authorities to develop collaborative arrangements.
- (k) A contingency would need to be held for high needs funding due to the complexity of the new arrangements.
- (l) Consideration was being given as to whether to use the budget carry forward to negate the impact of the minimum funding guarantee and what the risk would be for the baseline for future years.
- (m) It was proposed that the per pupil amount for the mainstream formula be increased by 0.5% to support schools to meet cost pressures. This would require £850k to fund.
- (n) The model showed the formula had an adverse impact for infant schools. It was stated that part of the reason for this was the change to using a single AWPU for primary schools rather than the higher rate previously used for infants aged pupils. It was noted that the modelling did not include funding for nursery pupils or the pupil premium. It was confirmed that the pupil premium had increased to £900 per pupil for 2013/14.

It was requested that it would be helpful to have a glossary of how the factors had been calculated with the modelling and also some information why some secondary schools were losing such a significant amount of funding over and above the changes in pupil numbers. It was suggested it would be helpful if information could be provided on funding a school may have received from the previous formula and the change due to the new formula and also pupil numbers.

The modelling should include other funding such as the pupil premium which a school might expect to receive.

Agreed to note the above comments and to incorporate the suggestions into the report to be presented to the Schools Forum.

Action: Yvonne

Eve thanked Yvonne and Louise for the work that they had done to develop the schools budget.

- (o) The DfE had confirmed additional funding for Induction for NQTs. Enfield had been allocated £71k. It was unclear whether this was new money or money currently provided to the Authority and now being used to provide this grant.
- (p) The DfE had confirmed that from 2013/14, they would be purchasing licenses for Copyright Licensing Agency (CLA) and Music Publishers Association (MPA) on behalf of all schools and academies. It was stated that the license for the Copyright Licensing Agency was currently purchased by the Authority and had been identified for de-delegation approval but this won't now be required. With regards the MPA license, schools would not now need to purchase this. It was questioned what other licenses were schools required to purchase and which ones were purchased by the Authority.

Agreed to provide a report to the group on the licenses schools were required to purchase.

Action: Sangeeta

4. **School Business Management Forum**

Received a report outlining proposals to change the terms of reference of the Finance Forum and forming it into the School Business Management Forum.

Noted:

- (a) Since the formation of the Finance Forum in 2005, there had been considerable changes to the role of bursar and / or finance managers and this had led to the review of the terms of reference for the Finance Forum and it was being proposed that the Finance Forum being formed into the School Business Management Forum.
- (b) The work of the School Business Management Forum would be supported School Business Management Development Group. This group would be formed of LA Officers, currently Kathy Hall and Sangeeta Brown and representatives from each sector as nominated by the School Business Management Forum.
- (c) Whilst the Forum had been well attended, there were still some schools not represented at the Forum meeting and to encourage these staff the School Business Management Development Group had asked whether they could contact these schools and encourage a representative to attend the meetings.

Noted and agreed the formation of the School Business Management Forum and for the School Business Management Development Group to contact schools to encourage attendance at meetings.

5. **Workplan**

Noted the additional items to be included on the workplan.

ACTION: Sangeeta Brown

6. **Any Other Business**

Agreed the papers for the Commissioning Group would be made available on the Schools Portal.

ACTION: Sangeeta Brown

7. **Dates of meetings for the Commissioning Group**

Noted and agreed to re-arrange some of the proposed dates for future meetings because they clashed with planned Headteachers' Conferences:

Date	Time	Venue	Comment
8 March 2013	8.15-10.15am	Lea Valley High School	Needs to re-scheduled
10 May 2013	8.15-10.15am	Highlands School	Needs to re-scheduled
14 June 2013	8.15-10.15am	St Paul's School	

Matters Arising

Item 6(f): Estimated Budget Shares based on new formula factors

Attached is a revised Appendix 3 as provided to Schools Forum on 16th January.

As requested at the forum an additional column has been included to show what the variances were in the initial modelling that was notified to schools in the Formula Modelling Guidance in September 2012.

The initial modelling used pupils numbers and factors recorded on the October 2011 census in both the 2012/13 actual budgets and the proposed formula allocations whereas the actual allocations have been updated for October 2012 census for pupil numbers and other factors.

The same formula factors have been used and uplifted by 0.7% towards cost pressures.

Any changes therefore are due to changes in pupil numbers and other factors (ie AEN, EA, FSM & mobility)

Yvonne Medlam
February 2013

Estimated 2013/14 Budget Shares based on new formula factors

APPENDIX 3

Unit Rates Primary	Mobility		LUMP SUM	Split Site	Rates	PFI	Budget Allocations		Variance				Pupil Changes Oct 11 - Oct 12	Gain / Loss in indicative formula	Pupil Premium	
	No Pupils	Allocation					Allocations			New Formula Allocation	2012/13 Adjusted Budget	Total				After MFG
		504	150,000		Estimated Actuals	Actuals										Additional Income in 12/13
		£	£	£	£	£	£	£	£	%	£	%				
ALMA	73	36,756	150,000	0	28,200	0	2,201,970	2,108,954	93,016	4.4	93,016	4.4	2,201,970	7	28,972	165,446
BOWES	90	45,497	150,000	0	22,203	0	2,385,046	2,096,729	310,940	14.8	302,456	14.4	2,376,561	91	-26,371	75,812
BRETENHAM	39	19,637	150,000	0	25,375	0	2,033,853	2,036,607	-2,754	-0.1	-2,754	-0.1	2,033,853	5	-27,928	174,435
BRIMSDOWN PRIM	67	33,844	150,000	0	52,476	0	2,820,451	2,820,204	19,639	0.7	9,945	0.4	2,810,758	-18	38,995	226,148
BUSH HILL PARK	124	62,434	150,000	0	36,537	0	2,831,618	2,891,991	-60,373	-2.1	-32,038	-1.1	2,859,954	-9	-33,696	247,838
CAPEL MANOR	20	10,070	150,000	0	16,682	0	1,344,364	1,282,192	62,172	4.8	65,560	5.1	1,347,752	35	-14,511	55,800
CARTERHATCH INF	23	11,581	150,000	0	27,464	0	1,565,945	1,718,418	-152,473	-8.9	-37,030	-2.2	1,681,388	-19	-23,125	129,855
CARTERHATCH JNR	36	18,034	150,000	0	27,464	0	1,901,680	1,696,214	215,161	12.7	202,852	12.0	1,889,370	31	22,646	169,736
CHASE SIDE	37	18,630	150,000	0	27,954	0	1,794,316	1,759,357	34,958	2.0	34,958	2.0	1,794,316	10	-23,697	88,344
CHESTERFIELD PRIM	115	57,848	150,000	0	51,005	0	3,850,568	3,595,293	287,593	8.0	287,593	8.0	3,850,568	68	-19,014	318,884
CHURCHFIELD	57	28,700	150,000	0	37,763	0	2,697,564	2,568,080	129,484	5.0	129,484	5.0	2,697,564	30	14,356	184,905
CUCKOO HALL ACADEMY	56	28,196	150,000	0	14,037	0	3,223,228	3,139,351	83,878	2.7	83,878	2.7	3,223,228	30	34,207	201,600
DEBOHUN	48	24,229	150,000	0	17,034	0	1,323,372	1,398,220	-52,225	-3.7	77,249	5.5	1,452,846	25	-17,454	109,522
EASTFIELD	39	19,858	150,000	0	33,840	0	1,991,685	1,983,801	27,276	1.4	27,276	1.4	1,991,685	10	-19,277	130,295
ELDON INF	31	15,609	150,000	0	29,180	0	2,107,253	2,222,952	-115,700	-5.2	-43,913	-2.0	2,179,039	-3	-30,668	160,744
ELDON JNR	85	42,798	150,000	0	29,180	0	2,696,527	2,673,003	23,524	0.9	23,524	0.9	2,696,527	-15	37,418	258,401
EVERSLEY	24	12,084	150,000	0	24,200	0	2,176,009	2,044,813	131,196	6.4	129,157	6.3	2,173,970	42	-4,857	23,400
FIRS FARM	42	21,147	150,000	0	27,374	0	2,255,837	2,185,889	69,948	3.2	69,948	3.2	2,255,837	31	7,877	77,400
FLEECEFIELD	38	19,133	150,000	0	19,384	0	2,027,171	2,072,848	-45,677	-2.2	-19,116	-0.9	2,053,732	2	-28,559	172,801
FORTY HALL	6	3,021	150,000	0	2,960	0	1,000,484	996,854	3,631	0.4	3,631	0.4	1,000,484	3	-10,581	19,200
FREEZYWATER ST GEORGES	17	8,560	150,000	0	4,229	0	1,060,192	1,079,931	-19,739	-1.8	-11,555	-1.1	1,068,375	10	-12,804	28,677
GALLIARD	64	32,430	150,000	0	42,177	0	2,858,496	2,866,398	11,489	0.4	11,489	0.4	2,858,496	-1	-39,838	175,012
GARFIELD	95	47,833	150,000	0	28,935	0	1,691,404	1,556,017	135,387	8.7	135,387	8.7	1,691,404	35	-20,472	105,341
GEORGE SPICER	36	18,126	150,000	0	17,387	0	2,301,214	1,991,459	309,755	15.6	256,388	12.9	2,247,847	59	27,368	73,800
GRANGE PARK	34	17,119	150,000	0	42,177	0	2,601,273	2,418,285	182,987	7.6	171,482	7.1	2,589,767	38	32,042	59,400
HADLEY WOOD	5	2,518	150,000	0	22,791	0	923,074	954,310	-31,236	-3.3	-28,742	-3.0	925,567	-5	-11,731	12,000
HAZELBURY INF	30	15,105	150,000	0	38,253	0	2,182,185	2,272,106	-89,920	-4.0	85,662	3.8	2,357,768	3	-31,272	147,044
HAZELBURY JNR	73	36,756	150,000	0	38,253	0	2,738,840	2,627,513	111,326	4.2	85,204	3.2	2,712,718	-10	36,603	235,307
HAZELWOOD INF	11	5,539	150,000	0	16,062	0	1,293,034	1,238,905	54,129	4.4	111,008	9.0	1,349,913	32	-16,099	30,000
HAZELWOOD JNR	20	10,070	150,000	0	16,062	0	1,533,763	1,392,110	141,652	10.2	29,265	2.1	1,421,375	3	18,397	41,400
HIGHFIELD	67	33,734	150,000	0	25,845	0	2,107,325	2,128,596	-21,271	-1.0	-24,137	-1.1	2,104,460	-7	21,996	138,000
HONILANDS	94	47,329	150,000	0	28,200	0	2,553,214	2,388,687	164,527	6.9	164,527	6.9	2,553,214	54	-31,583	208,171
HOUNDSFIELD	128	64,627	150,000	0	27,954	0	2,869,518	2,701,709	190,432	7.0	190,432	7.0	2,869,518	48	22,746	183,713
KEYS MEADOW	40	20,140	150,000	0	55,418	0	1,975,168	1,969,326	5,841	0.3	5,841	0.3	1,975,168	0	2,812	144,600
LATYMER ALL SAINTS	53	26,686	150,000	0	10,201	0	2,708,088	2,612,391	95,697	3.7	37,045	1.4	2,649,436	0	36,787	157,166
LAVENDER	37	18,630	150,000	0	24,435	0	2,249,427	2,109,927	139,501	6.6	139,501	6.6	2,249,427	34	17,532	127,154
MERRYHILLS	44	22,154	150,000	0	25,140	0	2,077,750	1,967,844	109,906	5.6	109,906	5.6	2,077,750	38	25,197	48,000
OAKTHORPE	36	18,126	150,000	0	34,575	0	2,291,176	2,095,446	195,730	9.3	195,730	9.3	2,291,176	31	28,676	94,200
OUR LADY OF LOURDES	11	5,539	150,000	0	2,091	0	902,710	897,830	4,880	0.5	4,880	0.5	902,710	2	-10,289	21,600
PRINCE OF WALES	98	49,343	150,000	0	35,311	0	2,542,895	2,360,323	182,572	7.7	182,572	7.7	2,542,895	35	-17	156,000
RAGLAN INF	15	7,552	150,000	0	24,031	0	1,508,271	1,579,133	-70,862	-4.5	-16,609	-1.1	1,562,524	1	-21,086	31,200
RAGLAN JNR	15	7,553	150,000	0	24,031	0	1,923,637	1,772,909	150,727	8.5	21,226	1.2	1,794,136	-1	23,992	61,200
RAYNHAM	117	58,910	150,000	0	40,460	0	3,306,029	3,160,588	145,441	4.6	165,811	5.2	3,326,400	33	15,968	249,141
SOUTHBURY	49	24,672	150,000	0	25,140	0	1,972,548	1,991,273	-18,725	-0.9	-5,002	-0.3	1,986,271	5	-27,252	164,409
ST ANDREWS ENF	16	8,056	150,000	0	3,971	0	1,640,573	1,611,004	29,569	1.8	29,569	1.8	1,640,573	4	-18,165	24,000

Estimated 2013/14 Budget Shares based on new formula factors

APPENDIX 3

	Mobility		LUMP SUM	Split Site	Rates	PFI	Budget Allocations		Variance				Pupil Changes Oct 11 - Oct 12	Gain / Loss in indicative formula	Pupil Premium	
	No Pupils	Allocation					Allocations			New Formula Allocation	2012/13 Adjusted Budget	Total				After MFG
Unit Rates Primary		504	150,000		Estimated Actuals	Actuals									Additional Income in 12/13	
		£	£	£	£	£	£	£	£	%	£	%				
ST ANDREWS SOUTHGATE	9	4,532	150,000	0	3,501	0	919,077	915,424	3,653	0.4	3,653	0.4	919,077	3	-11,430	19,200
ST EDMUNDS	6	3,021	150,000	0	9,269	0	1,886,864	1,793,306	93,558	5.2	20,944	1.2	1,814,251	-1	24,514	69,000
ST GEORGES RC	34	17,119	150,000	0	9,318	0	2,499,513	2,442,377	57,136	2.3	36,939	1.5	2,479,316	3	20,622	32,400
ST JAMES ENF	7	3,525	150,000	0	2,890	0	962,280	949,400	12,880	1.4	12,880	1.4	962,280	1	-2,181	31,800
ST JOHNS AND ST JAMES	30	15,105	150,000	0	2,350	0	1,523,959	1,434,746	89,213	6.2	41,909	2.9	1,476,655	19	17,652	66,000
ST JOHNS ENF	10	4,837	150,000	0	2,631	0	519,954	552,996	-33,042	-6.0	35,337	6.4	588,334	3	-6,006	17,390
ST MARYS	19	9,567	150,000	0	5,934	0	1,709,059	1,610,144	98,915	6.1	58,651	3.6	1,668,795	17	21,023	51,000
ST MATTHEWS	24	12,084	150,000	0	2,631	0	1,254,518	1,090,961	163,558	15.0	158,421	14.5	1,249,382	57	-2,765	43,800
ST MICHAEL AT BOWES	39	19,637	150,000	0	12,457	0	1,595,122	1,427,877	167,245	11.7	126,362	8.8	1,554,239	27	15,181	94,009
ST MICHAELS	8	4,028	150,000	0	3,148	0	1,224,735	1,214,949	9,786	0.8	38,240	3.1	1,253,189	30	-14,225	24,000
ST MONICAS	3	1,511	150,000	0	4,206	0	1,614,836	1,592,270	22,567	1.4	18,212	1.1	1,610,482	-1	7,442	7,200
ST PAULS	12	6,042	150,000	0	5,444	0	1,609,867	1,587,126	22,740	1.4	22,740	1.4	1,609,867	2	1,869	7,200
STARCS FIELD	54	27,189	150,000	0	69,150	87,619	2,000,989	1,953,317	47,672	2.4	19,217	1.0	1,972,534	-2	15,864	105,600
SUFFOLKS	38	19,319	150,000	0	21,146	0	1,478,806	1,498,830	28,455	1.9	90,423	6.0	1,540,775	36	-17,611	92,902
TOTTENHALL INFS	15	7,553	150,000	0	10,157	70,930	1,358,814	1,410,481	-51,667	-3.7	22	0.0	1,410,504	4	-18,759	64,966
WALKER	77	38,769	150,000	0	23,730	0	1,695,214	1,622,718	72,496	4.5	4,954	0.3	1,627,671	-5	21,744	16,200
WEST GROVE	48	24,168	150,000	0	83,863	0	1,874,235	1,828,894	45,341	2.5	33,914	1.9	1,862,808	2	23,561	80,400
WILBURY	104	52,364	150,000	0	105,442	0	4,014,395	3,888,951	125,443	3.2	125,443	3.2	4,014,395	20	54,543	350,185
WOLFSON HILLEL	18	9,063	150,000	0	10,691	0	1,536,826	1,538,181	-1,356	-0.1	-1,356	-0.1	1,536,826	1	-20,666	18,000
WORCESTERS	48	24,168	150,000	0	27,464	0	2,019,638	1,878,540	141,098	7.5	141,098	7.5	2,019,638	35	-25,527	131,613
Total Primary	2,860	1,439,803	9,750,000	0	1,618,864	158,548	129,339,446	125,267,282					129,491,304	1,048		7,029,963
Unit Rates Secondary		1,108	150,000	164,086	Estimated Actuals	Actuals										
		£	£	£	£	£	£	£	£	%	£	%				
AYLWARD	105	116,309	150,000	0	45,855	0	7,591,345	7,376,742	214,603	2.9	139,216	1.9	7,515,958	5	107,731	504,900
BISHOP STOPFORD	54	59,816	150,000	0	35,311	0	4,514,943	4,559,641	-44,697	-1.0	-140,028	-3.1	4,419,613	-31	65,628	153,600
BROOMFIELD	74	82,344	150,000	0	27,709	0	5,765,208	6,096,471	-305,125	-5.0	-379,839	-6.2	5,690,493	-124	88,400	318,878
CHACE	53	58,653	150,000	0	226,823	0	5,918,683	6,023,647	-96,251	-1.6	-36,433	-0.6	5,978,501	19	-69,545	282,623
EDMONTON CTY	80	88,484	150,000	164,086	172,140	0	7,957,297	7,688,288	277,722	3.6	187,991	2.4	7,867,566	15	110,427	379,200
ENFIELD CTY	38	42,093	150,000	164,086	150,561	0	5,198,429	5,113,048	85,380	1.7	44,521	0.9	5,157,569	-8	52,620	150,600
ENFIELD GRAMMAR	42	46,523	150,000	164,086	24,080	0	4,902,897	4,795,957	106,941	2.2	101,261	2.1	4,897,218	6	43,812	124,200
HIGHLANDS	54	59,623	150,000	0	287,924	524,053	7,021,908	6,919,190	115,787	1.7	115,787	1.7	7,021,908	38	-3,401	107,400
KINGSMEAD	49	54,277	150,000	0	35,801	0	6,594,735	6,770,489	-175,754	-2.6	-59,783	-0.9	6,710,706	7	-92,590	393,236
LATYMER	4	4,431	150,000	0	29,180	0	4,469,135	4,446,599	22,536	0.5	22,536	0.5	4,469,135	1	-34,781	42,000
LEA VALLEY HIGH	130	143,625	150,000	0	323,682	481,835	7,593,469	7,447,771	171,837	2.3	236,411	3.2	7,658,043	55	-97,965	476,222
NIGHTINGALE ACADEMY	73	80,862	150,000	0	37,518	0	5,067,794	5,196,193	-128,399	-2.5	-31,125	-0.6	5,165,068	7	-75,144	365,954
OASIS HADLEY ACADEMY	120	132,924	150,000	0	33,840	0	4,876,243	5,612,916	-736,673	-13.1	-540,328	-9.6	5,072,588	-64	-81,449	465,148
SOUTHGATE	37	40,985	150,000	0	299,161	0	6,487,346	6,379,775	107,571	1.7	107,571	1.7	6,487,346	-5	30,446	163,200
ST ANNES	25	27,693	150,000	164,086	20,794	0	4,796,542	4,854,488	-57,946	-1.2	-57,946	-1.2	4,796,542	8	-53,179	174,000
ST IGNATIUS	16	17,723	150,000	0	25,747	0	4,717,242	4,569,594	147,648	3.2	96,372	2.1	4,665,966	-24	18,667	143,400
WINCHMORE	68	75,324	150,000	0	149,581	0	6,707,666	6,797,582	-89,917	-1.3	-72,209	-1.1	6,725,373	28	-36,740	339,050
Total Secondary	1,022	1,131,687	2,550,000	656,343	1,925,709	1,005,888	100,180,882	100,648,392					100,299,594	-67		4,583,610

MEETING TITLE AND DATE:

Schools Forum 13 February 2013

REPORT OF:

Director of Finance, Resources & Customer Services

Contact officer and telephone number:

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Agenda – Part: 1

Item: 6a

Subject: Schools Budget**1. EXECUTIVE SUMMARY**

In December the DfE announced the initial 2013-14 Dedicated Schools Grant (DSG) and also the data set to be used to calculate 2013-14 Budget Shares for primary and secondary schools under the new schools funding formula. At the January meeting the Schools Forum noted and agreed the formula factors and units rates used in the Schools Block funding formula which were submitted to the by their deadline of 22nd January 2013.

The report seeks the support of Schools Forum to finalise the application of the DSG in 2013-14, particularly regarding allocations from the High Needs Block.

2. RECOMMENDATIONS

The Schools Forum is asked to note final application of the DSG

- Schools Block allocation
- Early Years Block allocation
- High Needs Block allocations and note funding arrangements for
 - Special School Funding
 - ARP and Special Units
 - High Needs Growth
 - Hospital Provision
 - PRU
 - Note outstanding issues on Post 16 SEN
- Agree an amendment to the criteria for the Growth Fund

3. Dedicated Schools Grant Announcement 2013-14

At the January meeting it was reported that the initial DSG allocation had been announced and that Enfield estimated an allocation of £292.156m. This figure included an estimate for Post 16 SEN and to date we have received no further information about this allocation.

4. Schools Block

Following approval of the formula factors and unit rates at the last meeting this information was included in a Pro Forma submitted to the DfE by their required deadline of 22nd January 2013.

The final application of the Schools Block is shown in the table below.

Schools Block	2013/14 £'000	Movement on 2012/13 re- aligned budget £'000
Primary Schools - incl Demographic Changes	129,596	5,331
Secondary Schools - incl Demographic Changes	100,300	-266
New Delegation (to be de-delegated)	714	714
New Delegation (SEN Statements)	984	984
Total Allocated through Schools Funding Formula	231,594	6,762
New Responsibility - Licenses (CLA/RPA)	40	40
Centrally Managed Budgets	4,957	-116
Growth Fund	1,674	-604
TOTAL SCHOOLS BLOCK	238,265	6,082

5. Early Years Block

The final application of the Early Years Block is shown in the table below

Early Years Block	2013/14 £'000	Movement on 2012/13 re- aligned budget £'000
EY Maintained	5,812	544
EY PVI	6,394	246
EY 2 year olds	4,959	4,959
Central Functions	565	-97
TOTAL EARLY YEARS BLOCK	17,729	5,652

6. High Needs Block

As part of the school funding reforms, budgets for high needs will be funded from the High Needs Block. This includes special schools and ARPs which are currently funded from the ISB.

6.1 Special Schools

Place Bands

Each place in a special school is assessed according to need and this is defined according to a Band. The bands for funding purposes are described to be between A to E+.

At this stage, the process of finalising budget allocations for special schools is continuing to meet the requirements of the new funding arrangements.

Following the recent pupil audits consideration is being given to revising the place bandings in each school to support this and also the known changing profile of pupils in special schools it is proposed that

- To reflect the increasing complex needs of pupils in special schools, All A and B places are uplifted to band C. As identified in the report presented to the previous meeting, this proposal is estimated to cost £70k
- Whilst the above proposal partly the outcome from the pupil audit, the Authority is currently working with special school Headteachers to review place bandings further with a view to adjusting the bandings to reflect current levels of need. £200k has been identified in the High Needs Block contingency and will be included in school budget allocations for 2013-14.

Funding allocations to special schools will be based on the 'place plus' methodology introduced as part of the new funding regulations. School funding will be allocated in 2 stages

Base Funding

Place Led Funding is based on the number of places the authority has agreed with the EFA, schools will receive a nationally agreed level of funding of £10,000 for each place or £10,977 for a post 16 place. This place funding will be allocated in full, irrespective of vacancies and the pupil's home LA.

Top Up Funding

The top up funding will be based on the total cost of a place less the £10,000 or £10,977 provided as base funding. Top Up Funding is pupil led and relates directly to the needs of individual pupils. This funding follows the pupil and is only payable when the place is full. Movement of pupils will be closely monitored and this funding will be adjusted on a daily basis. In practice the adjustments will be actioned on a monthly/termly basis.

It is proposed that Top Up funding is allocated to schools based on an average rate per establishment which will simplify initial allocations and in year adjustments. This methodology is being finalised with special school Headteachers.

Guaranteed Funding Level

Following discussions with special schools we are proposing that schools will be guaranteed a minimum level of funding of 97% of their total allocation. This will ensure a level of stability for schools as the new financial arrangements are implemented and will support their budget setting and monitoring process. We will review this arrangement during the financial year.

Recoupment

The new funding arrangements for schools include the cessation of inter authority recoupment with effect from A. Schools will receive place funding for the total number of places provided irrespective of whether the places are filled by Enfield or outborough pupils. The 'top up' element of funding is however the responsibility of the pupil's home local authority so it will be the responsibility of schools to liaise directly with the relevant commissioning local authority to negotiate and secure the top up funding.

The intention is that top up funding will be paid as close to the real time movement of pupils as possible i.e. that the funding will follow the pupil. The practicalities of how this will operate in Enfield as well as nationally are still in the process of being finalised.

Following discussions about the new financial arrangements with Headteachers at various meetings and also at the School Business Manager conference, it is suggested that the Authority continues to provide this service to schools for 2013/14. This is because there is still considerable amount of uncertainty on the practicalities of how this change will work both at school and local authority level which may lead to instability and confusion as well as financial risk for individual schools. It is recommended to allocate £25k from the DSG (High Needs Block) as one off funding for 2013-14 to support this provision. The arrangements will be trialled for a year with a view to establishing a traded service from 2014-15.

Outreach

In their current budget allocations special schools all receive an £112k for outreach work with other schools. We are proposing to commission this service with special schools and are in the process of finalising the funding arrangements.

6.2 ARPs (including Speech & Language Units)

At this stage we are still in the process of finalising budget allocations for ARPs and other specialist units in mainstream schools under the new funding arrangements.

Schools currently receive a lump sum allocation for their ARP, irrespective of the number of places that are filled, and AWPU funding for pupils in this provision. Under the new funding regulations all high needs pupils, i.e. those costing over £10k, will be funded via the high needs block rather than the schools block and will therefore no longer attract AWPU funding. An amount equivalent to the AWPU funding had been transferred from the schools block to the high needs block to enhance the allocations made through the new methodology and ensure stability of funding.

Under the new funding regulations, funding allocations for ARPs will be based on the 'place plus' methodology in the same way as special schools. School funding will be allocated in 2 stages, place led and top up funding, as detailed for special schools.

The provision of ARPs is being reviewed across the authority to ensure that these units are operating effectively and meeting the needs of Enfield Pupils.

An initial report is in the process of being finalised and this information will be shared with Headteachers and Chairs of Governors. During this period of review we want to ensure financial stability for schools with these units.

The £10k place led funding will guarantee schools a similar level of funding that they have attracted under current funding arrangements. It is felt, therefore, that it should not be necessary for a vacancy factor or funding guarantee to be applied to for ARP provision. This position will be closely monitored during the financial year.

The place plus arrangements discussed above for special schools will also apply to ARP provision.

6.3 Nurture Groups

Nurture Groups will be funded as a commissioned service. Schools with Nurture Groups will be allocated a block allocation of £59,700 to provide this service.

6.4 Post 16 - High Needs Provision

At the last meeting we informed Schools Forum about the funding transferring to the DSG for post 16 high needs provision. We are still awaiting final confirmation of this funding transfer and a further report will be presented to Schools Forum as the details in relation to post 16 are finalised. There is an element of risk regarding this transfer of responsibility both in terms of the level of funding and the liabilities that is transferring to the authority.

6.5 High Needs Growth

As reported at the last meeting the authority has been allocated growth of £380,833 to fund 14 ARP places in mainstream schools with effect from April 2013 and 37 additional places in special schools with effect from September 2013. At the end of January the Authority confirmed to the DfE that they accepted this growth and would use it for the purpose it had been prescribed for. Schools Forum is reminded that the growth reflects elements 1 and 2 only, i.e. £10k per place.

The Authority is currently working with special schools to establish how this growth can be accommodated with effect from September. Funding has been included in the High Needs Contingency to cover the element 3 required for these additional places.

The Authority is working with mainstream and special schools to set up 2 new ARPs.

6.6 Hospital Provision

As part of the new schools funding regulations effective from April 2013, two key changes will apply to Hospital Schools.

- Hospital Schools will be funded on the basis of a "specific ring fenced grant" which will be passported to Local Authorities based on 2012/13 funding levels.
- The process of recoupmnt between Local Authorities for hospital provision will cease from 1st April 2013, with the exception of Looked after Children or those placed in provision based in Wales.

To facilitate the new methodology a top slice was applied to the DSG baseline for all Local Authorities based on £8.50 per pupil to create a national hospital budget. The 2013/14 ring fenced grant allocated to support hospital provision in Enfield has been set at £307,500 based on 2012-13 funding levels.

The specific grant funding of £307,500 is expected to cover the running costs of tuition service at Chase Farm and North Middlesex Hospitals and other support for sick pupils provided by the Home and Hospital Tuition Service.

With effect from 1 April 2013 Enfield will provide hospital tuition services to all pupils in our hospitals irrespective of their home local authority. Similarly Enfield pupils will be able to access hospital tuition in other boroughs should they require this provision without charge.

6.7 Pupil Referral Unit (PRU)

The Schools Finance Regulations 2012, Section 45 gives all PRU's community school type freedoms. The regulations will give PRU management committees a delegated budget and control over staffing, thereby making them more analogous to a community schools governing body. As such PRU's from the 1st April 2013 will operate in the same manner as a community school including compliance with the Scheme for Financing Maintained Schools. PRU's will be expected to operate their own bank accounts, have responsibility for buyback of central services and meet Schools Financial Value Standard (SFVS).

Officers are currently working with the Enfield Tuition Service (PRU) which covers the three sites based at Eldon, Newbury and Swan to ensure that appropriate measures are in place for April 2013.

The new regulations define PRU provision as high needs. This means that the funding delegated to PRU's from April 2013, will be in line with the new methodology "Place-Plus" approach. The process is the same as for special schools i.e Place led funding plus top up funding. The key difference is that a place is defined as £8,000 for PRU provision compared to £10,000 for special schools. The place values are set by the DFE as part of the Schools Funding Regulations.

Expectation is that the place led element will be based on 100 places. The delegated budget is expected to be in line with current resources therefore no budget pressure is anticipated. A further report will be presented to schools forum confirming the final details of the delegated budget for the Enfield Tuition Service including the final top up rates.

6.7 High Needs Block – Summary of Allocations

High Needs Block	2013/14 £'000	Movement on 2012/13 re- aligned budget £'000
Special Schools	13,034	429
Nurture Groups	1,015	0
ARPS and Language Unit	1,865	150
SEN exceptional needs less additional delegation	3,427	-355
Central Functions	15,541	-4
Hospital	308	0
New ARP & Special Schools Places (Growth)	557	557
Potential risk Post 16 SEN (new responsibilities)	332	332
TOTAL HIGH NEEDS BLOCK	36,079	1,108

7.0 Growth Fund

At the December meeting Schools Forum agreed the establishment of a Growth Fund, the criteria for accessing this fund and the methodology for allocations. The agreed arrangements apply to permanent expansions and bulge classes.

It is recommended that these arrangements are extended to cover emergency or temporary school provision that may be put in place. In these circumstances funding would be allocated on an AWPU basis but additional funding may be required to support this provision which will need to be assessed on an individual basis.

8.0 3 Year Budgets

It had been our practice for several years to provide schools with 3 year budget allocations to support them in setting 3 year budgets. Schools will still be required to set and submit 3 year budgets.

We are in the process of calculating estimated budgets for years 2 and 3 and we hope that we will be in a position to issue these with schools budget allocations for 2013-14. It should be noted that these indicative budgets will be issued with caveats as following the funding changes introduced in 2013-14 we are unsure what developments may take place in 2014-15 and in particular 2015-16 when the national funding formula is scheduled to be introduced.

End

MEETING TITLE AND DATE:

Schools Forum 13 February 2013

REPORT OF:

Director of Schools & Children's Services

Contact officer and telephone number:

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Agenda – Part: 1

Item: 6b

Subject: Revision to the Scheme for Financing Maintained Schools (2012/13)

1. EXECUTIVE SUMMARY

This report provides information on changes to the Council's Contract Procedure Rules as details in the Scheme for Financing Maintained Schools.

2. RECOMMENDATIONS

To agree to a change in the Scheme for Financing Maintained Schools as detailed in paragraph.

3 INTRODUCTION

- 3.1 Maintained schools are required to comply with the requirements of the Scheme for Financing Maintained Schools and this includes compliance with the Council's financial regulations and standing orders for purchasing, tendering and contracting as contained in the Contract Procedure Rules (CPRs). The CPRs form part of a suite of procurement requirements which govern how public money is spent. They encompass are basic rules to ensure legal compliance.
- 3.2 The Council reviews the CPRs on an annual basis with the last review being in 2011. This year there has been a fundamental review of the CPRs with the aim for them to be simplified, support local economy through greater access to contracts and reflect the development of the shared procurement services of Waltham Forest.
- 4 One of the key changes has been revisions to the threshold for seeking quotes and tendering with the aim of reducing bureaucracy. The proposed thresholds are as follows:

Up to £5000	One written quote received – local where practicable
£5001 to £20,000	minimum of 2 written quotes received – at least 1 local where practicable
£20,001 to £75,000 (or £100k for works)	Minimum of 3 written quotes received – at least 1 local where practicable
Over £75k (or £100k for works)	Competitive tendering (n.b. over £173k for supplies/services, £4.3m for works = EU Tender)

- 4.1 The proposed thresholds were agreed by Council at their meeting on 30 January 2013. It is recommended that the Scheme for Financing Maintained Schools for 2012/13 is revised to reflect these thresholds.

MEETING TITLE AND DATE:

Schools Forum 13 February 2013

REPORT OF:

Director of Schools & Children's Services

Contact officer and telephone number:

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Agenda – Part: 1

Item: 7a

Subject: Enfield Traded Services for Schools**1. EXECUTIVE SUMMARY**

This report provides information on the local authority services available to schools, academies and other educational institutes.

2. RECOMMENDATIONS

To receive the Enfield Traded Services to School Summary Brochure.

3 INTRODUCTION

- 3.1 Since the introduction of local management of schools, there has been a requirement to delegate funding for central services to support maintained schools. The reasons for seeking this delegation was that these resources would be used more effectively because schools and Governing Bodies would be in a better position to determine how these services should be provided to meet the needs of their school.
- 3.2 The Authority has been a high delegator of funding to schools and has provided support to schools by offering schools to buy back into local authority services. In recent year, the offer of these services has been extended to schools, colleges and other educational institutes.
- 3.3 For a number of years, the Authority has published a brochure containing brief information on the traded services available from Council. Feedback from schools has been that the brochure provides a useful overview of the services and information on where and how to access further information.
4. The Authority has recently published and circulated the Enfield Traded Services to Schools Brochure outlining services which will be available from April 2013. The brochure includes some changes from this year. These are:
- Pest Control – new service to be included in the brochure
 - Schools Library Service – following the report on procurement was presented to this Forum, the library service are developing a service to support schools with the purchase of books at discounted prices. This service will able to be purchase from September 2013.
 - Learning & Skills for Work Service – this is a new service leading on quality learning for adults, young people and children. The service will incorporate the former Enfield Education Business Partnership, Enfield Training Services and Enfield Community Learning Service and Enfield Careers Service.

5. Other changes and developments include:
 - Health Improvement Programme – this service has been withdrawn for 2013/14 and will not be available as a traded service;
 - Consideration of the possibility of a traded service for the recoupment of money on behalf of schools for pupils with special educational needs on roll from other local authorities schools. Please see elsewhere on the agenda.

6. In conclusion, the Brochure and this update has been provided to Members for their information. If members have any comments on any further developments which might be considered in relation to traded services to provide these to the Authority.

**Schools &
Children's
Services**

Enfield
traded services
FOR SCHOOLS

**Brochure
2013/14**

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Foreword



I am delighted to introduce you to Enfield's Traded Services to Schools: Summary Brochure for 2013-14.

As in previous years, the Brochure provides you with brief information of the services that are available from the Local Authority to schools, academies, colleges as well as other educational establishments from 1 April 2013. A copy of the Brochure is also published on the Council's website: Access Enfield.

Following feedback and comments received in the previous year, new statutory requirements and service reviews carried out by the Council, there are some changes to the services which will be available. The changes include the development of new traded services and extending the provision of existing services and these are as follows:

- Pest Control – new service to be included in the brochure*
- Schools Library Service – following a study of procurement support which could be provided to schools, it was identified that schools may benefit from the development of a discounted book buying service. This service is currently being developed and will be able to be purchase from September 2013.*
- Learning & Skills for Work Service – this is a new service leading on quality learning for adults, young people and children. The service will incorporate the former Enfield Education Business Partnership, Enfield Training Services and Enfield Community Learning Service and Enfield Careers Service.*

One service which will not be available as a traded service for 2013/14 will be the Health Improvement Programme.

With the changes being introduced with the publication of the School Funding Reforms, the Authority is currently considering introducing a traded service for recouping money on behalf of schools for any pupils they have on roll from other local authorities. Further updates regarding this will be provided in the near future.

Details regarding the administrative arrangements including terms and conditions for the traded services can be found in the 'Introduction' to the Brochure.

I hope you find that the services meet your needs and support you in improving the educational opportunities for pupils and young people in Enfield.

Finally, the Authority is continually striving to improve and develop the services offered to schools, academies and other educational institutes and if you have any ideas on how we may continue to do this or would like to provide feedback on the information contained in the Brochure then please do contact Sangeeta Brown, Resources Development Manager at sangeeta.brown@enfield.gov.uk or on 020 8379 3109.

Andrew Fraser
Director of Schools & Children's Services

This Brochure aims to provide brief information of the services that are on offer from the Local Authority (LA) to both maintained and non maintained schools, and other educational establishments from 1 April 2013. The Brochure is published on the Council's website: Access Enfield and a paper copy can be provided on request.

What's included in the Brochure?

The Brochure has been designed to provide information on the services on offer, including the administrative arrangements with regards to the purchasing of services from the LA.

- (a) Contents page – Please note: services are available to all schools on a chargeable basis unless it is indicated for certain types of institutions that it is either available or not available for purchase.

The areas covered by the three sections in the brochure are as follows:

(a) Part 1 (CREAM)

Part 1 includes:

- terms and conditions for purchasing services from the LA;
- an agreement to purchase form – this needs to be completed and returned to the LA;
- an annual cycle for traded services offered by the LA;
- an evaluation form;

(b) Part 2 (WHITE)

Part 2 provides a brief summary of the services on offer for the coming financial year. Where a service has been provided as an annual contract or an amendment has been made to the service being offered then a new detailed Service Level Agreement will be sent to all schools.

Please do contact the named officer in the Brochure for any service you would like to obtain further information.

(c) Index of Contacts (CREAM)

At the back of the Brochure is a quick index of names and contact details for all the officers for the services included in this Brochure.

What you need to do?

1. Agreement to Purchase Form (included in Part 1 of the Brochure)

We would be grateful if you would confirm the services which your school will be purchasing and your agreement to the general terms of conditions as set out in the Brochure by **completing and returning the Agreement to Purchase Form by Friday 22 March 2013.**

2. Evaluation Form (included in Part 1 of the Brochure)

The Authority is keen to continue to develop the brochure in a way that would be useful to schools and support the development of individual services and would be grateful if you could complete and return the evaluation form.

Please return both forms to Jan Bedford at jan.bedford@enfield.gov.uk or PO Box 56, Civic Centre, Silver Street, Enfield, EN1 3XQ.

If you have any general comments or questions regarding the brochure or any aspect of the procurement of services, please do contact me.

Sangeeta Brown, Resources Development Manager, ☎ 020 8379 3109 or ✉ sangeeta.brown@enfield.gov.uk

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SCHEDULE 1

GENERAL TERMS & CONDITIONS



1. DEFINITIONS AND INTERPRETATIONS

- 1.1 In these terms and conditions the words and expressions below will be interpreted to have the meanings adjacent to them:-
- 1.1.1 "Agreement" means this agreement between the Education Institution and the Council comprising the agreement to purchase services, these general conditions, the individual service terms for each traded service as agreed with the Education Institution and schedules hereto, and for the avoidance of doubt all other terms, conditions or warranties other than any terms, conditions or warranties implied by law in favour of the Council are excluded from the agreement between the Education Institution and the Council unless expressly accepted in writing by the Service Manager;
 - 1.1.2 "Agreement Period" means (subject to earlier termination in accordance with its terms or by operation of law) the duration of the Agreement as set out in Clause 5 and Schedule 2;
 - 1.1.3 "Agreement Price" means the monies payable by the Education Institution to the Council for the provision of the Services as set out at Schedule 2;
 - 1.1.4 "Confidential Information" means information, data and material of any nature which either Party may receive or obtain in connection with the procurement negotiation and operation of the Agreement and:
 - (a) which comprises Personal Data or Sensitive Personal Data (as both terms are defined in the Data Protection Act 1998);
 - (b) the release of which is likely to prejudice the commercial interests of the Council or the Education Institution respectively; or
 - (c) which is a trade secret;
 - 1.1.5 "Contract Manager" means a person designated as such by the Education Institution from time to time as notified in writing to the Council to act as the duly authorised representative of the Education Institution for all purposes connected with the Agreement, including any authorised representative of such person;
 - 1.1.6 "Council" means The Mayor And Burgesses Of The London Borough Of Enfield of the London Borough of Enfield, Civic Centre, PO Box 60, Silver Street, Enfield, London EN1 3XA
 - 1.1.7 "Dispute Resolution Procedure" means the procedure set out in Clause 13;
 - 1.1.8 "In writing" shall be interpreted to include any document which is recorded in manuscript, typescript, any electronic communication as defined in Section 15 of the Electronic Communications Act 2000 but excluding mobile telephone text messages;
 - 1.1.9 "Party" means any party to the Agreement individually and "Parties" refers to all of the parties to the Agreement collectively. A Party shall include all permitted assigns of the Party in question. All persons who are not a Party to the Agreement are third parties;
 - 1.1.10 "Personal Data" means personal data as defined by the Data Protection Act 1998;
 - 1.1.11 "Service Manager" means a person designated as such by the Council from time to time as notified in writing to the Education Institution to act as the representative of the Council for all purposes connected with the Agreement, including any authorised representative of such person;
 - 1.1.12 "Education Institution" means the Education Institution that has signed the Agreement to Purchase form;
 - 1.1.13 "Services" means the services provided by the Council pursuant to, and in accordance with, the Agreement;
 - 1.1.14 "Specification" means the description of the Services as set out in Schedule 2;
 - 1.1.15 'Working Day' means any day save for Saturday, Sunday and a public holiday in England;
- 1.2 In these terms and conditions, all references to any statute or statutory provision shall be deemed to include references to any statute or statutory provision which amends, extends, consolidates or replaces the same and shall include any orders, regulations, codes of practice, instruments or other subordinate legislation made thereunder and any clauses attaching thereto.

- 1.3 Any headings within these terms and conditions are for convenience only and shall not affect the meaning of these terms and conditions. Unless the contrary is stated references to Clauses and or Schedules shall mean the Clauses and or Schedules of these terms and conditions respectively.
- 1.4 Unless otherwise expressly defined in these terms and conditions, the words used in these terms and conditions shall bear their natural meaning.
- 1.5 Where a term of these terms and conditions provides for a list of items following the word "including" or "includes" then such list is not to be interpreted as being an exhaustive list. Any such list shall not be treated as excluding any item which might have been included in such list having regard to the context of the contractual term in question. General words are not to be given a restrictive meaning where they are followed by examples intended to be included within the general words.
- 1.6 In these general conditions, words importing any particular gender include all other genders.
- 1.7 In these general conditions, words importing the singular only shall include the plural and vice versa.
- 1.8 In these general conditions "staff" and "employees" shall have the same meaning.
- 1.9 Subject to the contrary being stated expressly in these terms and conditions, all communication between the Parties shall be in writing.
- 1.10 Except where an express provision of these terms and conditions states the contrary, each and every obligation of a Party under the terms and conditions is to be performed at that Party's cost.
- 1.12 Any reference to a Party "procuring" another person to act or omit to act in a certain manner shall mean that the Party so procuring shall be liable for any default on the part of the person acting or omitting to act in that manner.
- 1.13 All references to the Agreement include (subject to all relevant approvals) a reference to the Agreement as amended, supplemented, substituted, novated or assigned from time to time.
- 1.14 Schedule 2 to this Agreement may have its own definitions for the terms used therein. In such cases where any conflict arises between the definitions used in Schedule 2 and the definitions stated in clause 1.1, the definitions in Schedule 2 shall prevail for the purposes of Schedule 2.
- 1.15 Subject to clause 1.14, in the event of and only to the extent of any conflict between the Schedule 1 general conditions and Schedule 2, the Schedule 1 general conditions shall take precedence.

2. APPOINTMENT

- 2.1 The Education Institution appoints the Council to provide the Services in accordance with the Specification and all provisions of the Agreement.
- 2.2 The Council accepts the terms of appointment as provided in Clause 2.1 in consideration of the Agreement Price.

3. PERFORMANCE OF THE SERVICES

- 3.1 The Education Institution and the Council will co-operate with each other in good faith and will take all reasonable action as is necessary for the efficient transmission of information and instructions and to enable the Parties to fulfil their obligations under the Agreement.
- 3.2 Any request by either Party to amend the scope or execution of the Services shall be dealt with by the Parties in accordance with the Agreement.
- 3.3 The Education Institution will immediately notify the Service Manager of any actual or potential problems that affect or might affect the Council's ability to provide the Services.
- 3.4 If the performance of the Services by the Council is delayed by reason of any act or default on the part of the Education Institution or by any other cause that the Council could not have reasonably foreseen or prevented and for which it was not responsible, the Council shall be allowed a reasonable extension of time for completion of the Services so affected.
- 3.5 For major failures in the delivery of the Services, including as a result of industrial action or damage to the kitchen or dining room, where remedial works may either not be possible or not required by the Education Institution, the Council agrees to use its reasonable endeavours to reduce the charges for those Services.

4. AGREEMENT PRICE AND PAYMENT

- 4.1 In consideration of the Council's due and proper performance of its obligations under the Agreement, the Council shall charge the Education Institution the Agreement Price in accordance with this Clause 4.
- 4.2 The Council shall raise invoices as set out in Schedule 2.
- 4.3 The Education Institution shall pay all invoices within 28 days of receipt by direct debit. If any sum under the Agreement is not paid by the Education Institution when due then the Council may claim interest on such overdue sum from the due date until payment is made at 2% per annum over the Bank of England Bank Rate from time to time.
- 4.4 The Authority shall inform the Education Institution where VAT is due. For the avoidance of doubt VAT shall be due where the Education Institution is outside of the Council's VAT registration and accounting arrangements, being academies, independent schools and establishments outside of the London Borough of Enfield.
- 4.5 The Agreement Price may be reviewed annually by the Council at the end of each financial year in accordance with Schedule 2.

5. AGREEMENT PERIOD

- 5.1 The Agreement is for a period as set out in Schedule 2 (subject to any earlier lawful termination).
- 5.2 The Parties may, by agreement in writing, extend the Agreement Period for a period of up to a maximum of 12 months provided that such written agreement shall be made no later than 12 weeks before the end of the Agreement Period.

6. SERVICE MANAGER/CONTRACT MANAGER

- 6.1 Any notice, information or other communication given to or made by the Service Manager shall be deemed to have been given or made by the Council.
- 6.2 Any notice, information, or other communication given or made to the Contract Manager shall be deemed to have been given or made to the Education Institution.
- 6.3 Only Service Managers shall be able to authorise additional, or amendments to, Services.
- 6.4 The Education Institution shall forthwith give notice in writing to the Service Manager of the identity of the person appointed as Contract Manager and of any subsequent appointment. Until notice of a subsequent appointment shall have been given the Council shall be entitled to treat as Contract Manager the person last notified to the Service Manager as being the Contract Manager.
- 6.5 The Contract Manager or his deputy shall consult with the Service Manager and such other of the Council's own supervisory staff as may from time to time be specified by the Service Manager as often as may reasonably be necessary for the efficient provision of the Services in accordance with the Agreement.

7. CRIMINAL RECORDS BUREAU CHECKS

- 7.1 The Council shall procure that all potential staff or persons performing any of the Services during the Agreement Period who will or may in the course of their employment or engagement have access to children or other vulnerable persons:
- 7.1.1 are questioned concerning their Convictions; and
- 7.1.2 obtain standard and enhanced disclosures from the Criminal Records Bureau in accordance with Part V of the Police Act 1997 before the Council engages the potential staff or persons in the provision of the Services to the Council. The Council shall take all necessary steps to procure that such potential staff or persons obtain standard and enhanced disclosures from the Criminal Records Bureau including, without limitation, the Council being registered with the Criminal Records Bureau.

8. HEALTH AND SAFETY

- 8.1 The Education Institution shall provide information about fire and emergency procedure and shall provide access to all appropriate Education Institution policies.
- 8.2 The Council shall ensure that the Service is carried out in accordance with its Health and Safety Policy and applicable legislation.

9. CONTRACT MANAGEMENT

The management of the Agreement shall be in accordance with the provisions of Schedule 2.

10. ASSIGNMENT & SUB-CONTRACTING

The Council may assign the Agreement or any part of it.

11. IN SURANCE

11.1 Without prejudice to any rights or remedies of the Council (including the Council's rights and indemnities pursuant to the Agreement) the Education Institution shall indemnify the Council and keep the Council indemnified in full against all actions direct losses which the Council may suffer or incur as a result of or in connection with any damage to property or in respect of any injury (whether fatal or otherwise) to any person which may result directly or indirectly from any negligent or wrongful act or omission of the Education Institution or its obligations under the Agreement.

11.2 During the term of the Agreement the Education Institution shall have in force with a reputable insurer:-

11.2.1 where the Council provides the Services in the Education Institution's buildings, buildings insurance

11.2.2 public liability insurance covering at least all matters which are the subject of indemnities or compensation obligations under these conditions in the sum of not less than £5 million for any one incident and unlimited in total.

12. VARIATION OF THE AGREEMENT

12.1 Any variation to the terms of the Agreement must be recorded in writing and executed by an authorised signatory of the Education Institution and the Service Manager. Such record of the variation in question must address all consequential amendments required to be made to the Agreement as a result of such variation, including adjustment to the Agreement Price.

12.2 Variations will take effect as from the date specified in the signed record of variation and shall not have retrospective effect unless expressly provided for in such record.

12.3 Each record of variation must be dated and sequentially numbered. Each of the Council and the Education Institution will be entitled to an original executed counterpart of the record of variation.

12.4 Save as provided in any such record of variation, the Agreement will continue in full force and effect.

13. DISPUTE RESOLUTION PROCEDURE

13.1 If a dispute arises between the Council and the Education Institution in relation to any matter, every effort will be made to resolve the issue at a local level. However, if this cannot be resolved by the Service Manager and the Contract Manager either of them may refer such dispute to the Dispute Resolution Procedure set out below.

13.2 In the first instance each of the Council and the Education Institution shall arrange for a more senior representative than those referred to in Clause 13.1 to meet solely in order to resolve the matter in dispute. Such meeting(s) shall take place within 21 days of the date of the commencement of the relevant dispute, shall be minuted and shall be chaired by the Council (but the chairman shall not have a casting vote). Such meeting(s) shall be conducted in such manner and at such venue (including a meeting conducted over the telephone) as to promote a consensual resolution of the dispute in question at the discretion of the chairman.

13.3 If the meeting(s) referred to in Clause 13.2 does not resolve the matter in question then the Parties will attempt to settle it by mediation in accordance with the Centre for Effective Dispute Resolution ("CEDR") Model Mediation Procedure or any other model mediation procedure as agreed by the Parties. To initiate mediation the Parties may give notice in writing (a "Mediation Notice") to the other requesting mediation of the dispute and shall send a copy thereof to CEDR or an equivalent mediation organisation as agreed by the Parties asking them to nominate a mediator. The mediation shall commence within 28 days of the Mediation Notice being served. Neither Party will terminate such mediation until each of them has made its opening presentation and the mediator has met each of them separately for at least one hour. Thereafter paragraph 14 of the Model Mediation Procedure will apply (or the equivalent paragraph of any other model mediation procedure agreed by the Parties). Neither Party to the mediation will commence legal proceedings against the other until 30 days after such mediation of the dispute in question has failed to resolve the dispute. The Parties will co-operate with any person appointed as mediator providing him with such information and other assistance as the mediator shall require and will pay the costs, as the mediator shall determine or in the absence of such determination such costs will be shared equally.

14. TERMINATION

- 14.1 Both Parties reserve the right to terminate this Agreement on giving 3 months' written notice to the other. Notwithstanding the above, where the Education Institution withdraws from this Agreement within the period of the Agreement, the Education Institution may be liable to meet any costs which the Council incurs as a result of such early termination. This will include outstanding capital depreciation and repayment on any investment made directly by the Council in the Education Institution (against an agreed service term documented in a formally binding letter of agreement between the Education Institution and the Council) and/or the repayment of any removal fees for on-loan equipment.
- 14.2 The Council reserves the right to terminate the Agreement forthwith if there is a fundamental breach by the Education Institution of any of its obligations contained within this Agreement, such as non-payment for 3 consecutive months. The Council will provide written reasons for the termination of this Agreement and will continue to provide the Services up to the end of the school term in which such reasons were provided. Subject to Clause 14.3, the Education Institution will be liable for all losses suffered by the Council in the event that the Agreement is terminated pursuant to this Clause
- 14.3 Where the Council serves notice to terminate under Clause 14.2, the Council has the right to perform the Services in such a manner that may mitigate any losses arising from such early termination.
- 14.4 The Education Institution agrees that upon termination for any reason (under Clause 14 or otherwise) or expiry of the Agreement it shall not be entitled to make a claim against the Council in relation to costs incurred by the Education Institution in engaging third parties in connection with the Services
- 14.5 The Council and the Education Institution agree that termination (in whole or in part) or expiry of the Agreement shall not affect either Party's obligations which the Agreement provides shall survive the termination or expiry of the Agreement or the continuance of the part or parts not terminated where the Agreement is terminated in part only.
- 14.6 Any termination (in whole or in part) of the Agreement will not prejudice the rights, obligations and duties of each Party arising prior to such termination taking effect.

15 REVIEW

The Parties shall attend regular review meetings as reasonably requested by the Council in respect of the Services provided under the Agreement.

16. ARRANGEMENTS ON TERMINATION

- 16.1 The Council and the Education Institution agree that termination or expiry of the Agreement shall not affect either Party's obligations which the Agreement provides shall survive the expiration or termination of the Agreement.
- 16.2 After termination or expiry all data, documents and records (whether stored electronically or otherwise) relating in whole or in part to the Services and all other items provided on loan or otherwise to the Education Institution by the Council shall be delivered by the Education Institution to the Council provided that the Education Institution shall be entitled to keep copies thereof to the extent that the information contained therein does not relate solely to the Services or to the extent that the Education Institution is required by law to maintain copies thereof or to the extent that the Education Institution was possessed of such data documents and records prior to the date of the Agreement.
- 16.3 The Education Institution shall retain all papers, files, records and vouchers relating to the provision of the Services as provided for under Clause 16.2 for the period of 6 years after the date of the termination of the Agreement and thereafter shall not destroy them but deliver them to the Council.
- 16.4 Where, in the opinion of the Council, the Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended) ("the Regulations") is likely to apply on the termination or expiration of the Agreement the Council shall provide to the Education Institution accurate information relating to the employees who would be transferred under the same terms of employment under the Regulations, including in particular (but not limited to):
- 16.4.1 the number of employees who would be transferred, but with no obligation on the Council to specify their names;
- 16.4.2 in respect of each of those employees, their dates of birth, sex, salary, length of service, hours of work and rates, and any other factors affecting redundancy entitlement, any specific terms applicable to those employees individually and any outstanding claims arising from their employment;

16.4.3 the general terms and conditions applicable to those employees, including provisions, probationary periods, retirement age, periods of notice, current pay agreements and structures, special pay allowances, working hours, entitlement to annual leave, sick leave, maternity and special leave, injury benefit, redundancy rights, terms of mobility, any loan or leasing agreements, and any other relevant collective agreements, facility time arrangements and additional employment benefits.

16.5 The Education Institution shall take all necessary precautions to ensure that the information referred to in Clause 16.4 is given only to replacement contractors who have qualified to offer for the future provision of services. The Education Institution shall require that such replacement contractors shall treat that information in confidence, that they shall not communicate it except to such persons within their organisation and to such extent as may be necessary for the purpose of preparing a response to an invitation to offer issued by the Education Institution and that they shall not use it for any other purpose.

17. CONFIDENTIALITY

17.1 In respect of any Confidential Information it may receive from the other party ("the Discloser") and subject always to the remainder of this Clause 17, each Party ("the Recipient") undertakes to keep secret and strictly confidential and shall not disclose any such Confidential Information to any third party, without the Discloser's prior written consent provided that:

17.1.1 the Recipient shall not be prevented from using any general knowledge, experience or skills which were in its possession prior to the commencement of the Agreement;

17.1.2 the provisions of this Clause 17 shall not apply to any Confidential Information which:-

- (a) is in or enters the public domain other than by breach of the Agreement or other act or omissions of the Recipient;
- (b) is obtained by a third party who is lawfully authorised to disclose such information; or
- (c) is authorised for release by the prior written consent of the Discloser; or
- (d) the disclosure of which is required to ensure the compliance of the Council with the Freedom of Information Act 2000 (the "FOIA").

17.2 Nothing in this Clause 17 shall prevent the Recipient from disclosing Confidential Information where it is required to do so by judicial, administrative, governmental or regulatory process in connection with any action, suit, proceedings or claim or otherwise by applicable law .

17.3 The Parties acknowledge that both Parties are subject to the FOIA and acknowledge the respective Codes of Practice on the Discharge of Public Authorities' Functions (the "Codes of Practice") and on the Management of Records (which are issued under section 45 and 46 of the FOIA respectively) and the Environmental Information Regulations 2004 as may be amended, updated or replaced from time to time (the "EIR").

17.4 The Parties agrees that:

17.4.1 without prejudice to the generality of Clause 17.2, the provisions of this Clause 17 are subject to the respective obligations and commitments of the Council under the FOIA, the Codes of Practice and EIR;

17.4.2 subject to Clause 17.4.3, the decision on whether any exemption applies to a request for disclosure of recorded information is a decision solely for the Council;

17.4.3 the Parties shall co-operate with each other when a request has been made for information that relates to the Services and shall respond within five (5) Working Days of any request for assistance in determining how to respond to a request for disclosure.

17.5 The Parties shall and shall procure that its sub-contractors shall:

17.5.1 transfer any request for information, as defined under section 8 of the FOIA, or EIR (as appropriate) to the other Party as soon as practicable after receipt and in any event within five (5) Working Days of receiving a request for information;

17.5.2 provide the other Party with a copy of all information in its possession or power in the form that the other Party requires within five (5) Working Days (or such other period as the Council may specify) of the other Party requesting that Information; and

17.5.3 provide all necessary assistance as reasonably requested by the other Party to enable the other Party to respond to a request for information within the time for compliance set out in section 10 of the FOIA or EIR (as appropriate).

17.6 The Parties may consult with each other in relation to any request for disclosure of the Confidential Information in accordance with all applicable guidance.

17.7 This Clause 17 shall remain in force without limit in time in respect of Confidential Information which comprises Personal Data. Save as aforesaid and unless otherwise expressly set out in the Agreement, this Clause 17 shall remain in force for a period of 3 years after the termination or expiry of this Agreement.

18. DATA PROTECTION

18.1 The Education Institution shall comply with the Data Protection Act 1998 ("the 1998 Act") and any other applicable data protection legislation.

18.2 Both Parties agree to use all reasonable efforts to assist each other to comply with the 1998 Act.

19. WARRANTY

19.1 The Education Institution warrants to the Council that it has all necessary corporate standing and authorisation to enter into and be bound by the terms of the Agreement. Nothing in the Agreement shall create a relationship of agency or partnership or a joint venture as between the Education Institution and the Council and accordingly the Education Institution shall not be authorised to bind the Council.

20. GENERAL PROVISIONS

20.1 Save as required by law and/or the requirements of any relevant stock exchange, no publicity shall be made by any of the Parties relating to any matter in connection with the Agreement without the prior written consent of the other Party.

20.2 Any decision, act or thing that the Council is required or authorised to take or do under the Agreement may be taken or done by any person authorised, either generally or specifically, by the Council to take or do that decision, act or thing, provided that upon receipt of a written request the Council shall inform the Education Institution of the name of any person so authorised.

20.3 The Education Institution shall from time to time upon the request of the Council, execute any additional documents and do any other acts or things which may reasonably be required to implement the provisions of the Agreement.

20.4 Any provision of the Agreement which is held to be invalid or unenforceable in any jurisdiction shall be ineffective to the extent of such invalidity or unenforceability without invalidating or rendering unenforceable the remaining provisions hereof and any such invalidity or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provisions in any other jurisdiction.

20.5 The Education Institution acknowledges and agrees that it has not relied on any representation, warranty or undertaking (whether written or oral) in relation to the subject matter of the Agreement and therefore irrevocably and unconditionally waives any rights it may have to claim damages against the Council for any misrepresentation (whether made carelessly or not) or for breach of any warranty unless the representation relied upon is set out in the Agreement or unless such representation was made fraudulently.

20.6 The failure by the Council or the Education Institution to insist upon the strict performance of any provision, term or condition of the Agreement or to exercise any right or remedy consequent upon the breach thereof shall not constitute a waiver of any such breach or any subsequent breach of such provision, term or condition.

20.7 Each Party shall bear its own expenses in relation to the preparation, execution and implementation of the Agreement including all costs legal fees and other expenses so incurred.

20.8 The Education Institution warrants represents and undertakes to the Council that there are no pending or threatened actions or proceedings before any court or administrative agency which would materially adversely affect the financial condition, business or operations of the Education Institution and that there are no material contracts existing to which the Education Institution is a party which prevent it from entering into the Agreement; and that the Education Institution has satisfied itself as to the nature and extent of the risks assumed by it under the Agreement and gathered all information necessary to perform its obligations under the Agreement and all other obligations assumed by it.

20.9 The rights and remedies provided in the Agreement are cumulative and not exclusive of any rights or remedies provided by the general law, or by any other contract or document. In this provision "general law" includes the law of a country other than England, and "right" includes any power, privilege, remedy, or proprietary or security interest.

21. THIRD PARTY RIGHTS

The parties hereby declare that no term of the Agreement is intended by the parties to confer a benefit on any third party (as defined by the Contracts (Rights of Third Parties) Act 1999) nor is intended to be enforceable by any third party. The provisions of the said Act are hereby excluded.

22. LANGUAGE

English shall be the language of the Agreement and all documentation or information required or produced in the course of the Council's performance shall be in English.

23. NOVATION OR TRANSFER

Within 14 days of any written request by the Council to the Education Institution, the Education Institution will execute one or more agreements substantially in the form specified in Schedule 3 by which the Council shall transfer all or such part as may be specified by the Council of its rights and obligations under this Agreement to one or more third parties to be nominated by the Council.

24. NOTICES

24.1 Any notice to be given under the Agreement shall either be delivered personally, sent by facsimile or sent by first class recorded delivery post (airmail if overseas) or electronic mail. The address for service of each Party shall be its registered office or such other address as either Party may previously have notified to the other Party in writing. A notice shall be deemed to have been served:

24.1.1 if personally delivered, at the time of delivery;

24.1.2 if sent by facsimile at the time of transmission;

24.1.3 If posted, at the expiration of 48 hours or (in the case of airmail seven days) after the envelope containing the same was delivered into the custody of the postal authorities; and

24.1.4 if sent by electronic mail, a telephone call is made to the recipient warning the recipient that an electronic mail message has been sent to him (as evidenced by a contemporaneous note of the Party sending the notice) and a hard copy of such notice is also sent by first class recorded delivery post (airmail if overseas) on the same day as that on which the electronic mail is sent.

24.2 In proving such service it shall be sufficient to prove that personal delivery was made, or that the envelope containing such notice was properly addressed and delivered into the custody of the postal authority as prepaid first class, recorded delivery or airmail letter (as appropriate) or that the facsimile was transmitted on a tested line or that the correct transmission report was received from the facsimile machine sending the notice as the case may be.

25. GOVERNING LAW

The construction, performance and validity of the Agreement shall be governed by English Law. The Parties submit to the exclusive jurisdiction of the Courts of England and Wales.

SCHEDULE 2 - THE SERVICES

Please refer to the individual service agreement for each individual traded service.

SCHEDULE 3
NOVATION AGREEMENT

THIS DEED IS MADE THE DAY OF 20

BETWEEN:

The Mayor and Burgesses of the London Borough of Enfield a local authority having its principal place of business at Civic Centre, PO Box 60, Silver Street, Enfield, Middlesex EN1 3XA (“the Authority”); and

[] a company registered in England and Wales under number [] and having its registered office at [] (the “**Education Institution**”); and

[] a company registered in England and Wales under number [] and having its registered office at [] (the “**New Company**”).

WHEREAS:

- (A) The Authority has an agreement dated [] and referenced [insert contract number] with the Education Institution for the provision of [describe in brief the scope of Services] (the “**Contract**”).
- (B) The Authority wishes to transfer [part of] its benefit and burden under the Contract to the New Company.
- (C) The Education Institution and the New Company have agreed to such transfer upon the terms and conditions of this Deed.

IT IS AGREED AS FOLLOWS:

1. In this Deed:

“**Transfer Date**” means [];

“**Transferred Part**” means all that part of the undertaking of the Authority which consists of [describe part of undertaking that the New Company will be taking responsibility for]

2. With effect from the Transfer Date [and only in so far as the Contract relates to the Transferred Part]:

2.1 The New Company undertakes to perform the obligations of the Authority under the Contract and be bound by its terms in every ways as if the New Company is and had been named at all times as a party to the Contract in lieu of the Authority;

- 2.2 The Education Institution releases and discharges the Authority from all demands and claims whatsoever in respect of the Contract and accepts the liability of the New Company in relation to the Contract in lieu of the liability of the Authority and agrees to be bound by the terms of the Contract in every way as if the New Company were and had been a Party to the Contract at all time in lieu of the Authority;
- 2.3 For the avoidance of doubt, it is hereby expressly agreed that any and all rights, claims, counter-claims, demands and other remedies of the Education Institution against the Authority accrued under or in connection with the Contract prior to the Transfer Date hereof shall be exercisable and enforceable by the Education Institution against the New Company;
- 2.4 The Authority transfers its rights and obligations under the Contract to the New Company.

EXECUTED as a Deed and delivered the day of and year first above written.

THE COMMON SEAL of) _____
 THE MAYOR AND BURGESSES OF) _____
 THE LONDON BOROUGH OF ENFIELD) _____
 was hereunto affixed in the presence of:) Secretary

THE COMMON SEAL of) _____
 [[THE EDUCATION INSTITUTION]) Director
 was hereunto affixed in the presence of:) _____
) Secretary

THE COMMON SEAL of) _____
 [THE NEW COMPANY]) Director
 was hereunto affixed in the presence of:) _____
) Secretary

AGREEMENT TO PURCHASE SERVICES



This Agreement incorporating the General Conditions (Schedule 1) and the Individual Service Terms (Schedule 2) forms the agreement between the Educational Institution and the Council and terminates and replaces any previous agreement between the parties.

Please confirm whether your school intends to purchase or not the services listed below by **Friday**

22 March 2013 by signing & returning this form (on the reverse) to Jan Bedford, Resources Development Service, 7th Floor, Civic Centre, Silver Street, Enfield EN1 3XQ or ✉ jan.bedford@enfield.gov.uk

	Yes	No
(School) Admission Appeals Service C = Provided by LA at no charge	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Services O = not available to these institutions to purchase	<input type="checkbox"/>	<input type="checkbox"/>
Behaviour Support Service C, VA & F = Provided by LA at no charge	<input type="checkbox"/>	<input type="checkbox"/>
(Enfield) Careers Guidance	<input type="checkbox"/>	<input type="checkbox"/>
(Enfield) Catering Service	<input type="checkbox"/>	<input type="checkbox"/>
Central Enfield City Learning Centre (CLC) Teaching ICT Support	<input type="checkbox"/>	<input type="checkbox"/>
Central Enfield City Learning Centre (CLC) Technical Support	<input type="checkbox"/>	<input type="checkbox"/>
Education Psychology Service	<input type="checkbox"/>	<input type="checkbox"/>
Education Welfare Service C, VA & F = Provided by LA at no charge	<input type="checkbox"/>	<input type="checkbox"/>
Energy Management O = not available to these institutions to purchase	<input type="checkbox"/>	<input type="checkbox"/>
Enfield Education Business Partnership	<input type="checkbox"/>	<input type="checkbox"/>
(School) Exclusion Reviews C, VA & F = Provided by LA at no charge	<input type="checkbox"/>	<input type="checkbox"/>
Finance Support Service O = not available to these institutions to purchase	<input type="checkbox"/>	<input type="checkbox"/>
Free School Meals C, VA & F = Provided by LA at no charge	<input type="checkbox"/>	<input type="checkbox"/>
Governor Support Service /Governor Training	<input type="checkbox"/>	<input type="checkbox"/>
Grounds Maintenance – Parks Operations	<input type="checkbox"/>	<input type="checkbox"/>
(Schools) Health & Safety C = Provided by LA at no charge	<input type="checkbox"/>	<input type="checkbox"/>
Insurance Services O = not available to these institutions to purchase	<input type="checkbox"/>	<input type="checkbox"/>
Learning & Skills for Work Service	<input type="checkbox"/>	<input type="checkbox"/>
Legal Services	<input type="checkbox"/>	<input type="checkbox"/>
(Schools) Lettings Agency	<input type="checkbox"/>	<input type="checkbox"/>
(Schools) Library Service	<input type="checkbox"/>	<input type="checkbox"/>
Music – Enfield Arts Support Service	<input type="checkbox"/>	<input type="checkbox"/>
Norse Cleaning Services	<input type="checkbox"/>	<input type="checkbox"/>
Occupational Health & Employee Counselling	<input type="checkbox"/>	<input type="checkbox"/>
Payroll & Pensions	<input type="checkbox"/>	<input type="checkbox"/>
(Schools) Personnel Service	<input type="checkbox"/>	<input type="checkbox"/>
Pest Control Service	<input type="checkbox"/>	<input type="checkbox"/>
Physical Education & Sports Team	<input type="checkbox"/>	<input type="checkbox"/>
Repair & Maintenance of Gymnasium Equipment	<input type="checkbox"/>	<input type="checkbox"/>
Research & Information Service	<input type="checkbox"/>	<input type="checkbox"/>
School Improvement Service Training and Development	<input type="checkbox"/>	<input type="checkbox"/>
• CPD Programme for Teachers & School Leaders	<input type="checkbox"/>	<input type="checkbox"/>
• Teaching Assistants & School Support Staff Programme	<input type="checkbox"/>	<input type="checkbox"/>
• The SEN / Inclusion Training Programme	<input type="checkbox"/>	<input type="checkbox"/>
• School based projects	<input type="checkbox"/>	<input type="checkbox"/>
Secure Cash Collection & Banking	<input type="checkbox"/>	<input type="checkbox"/>
Sports Coaching Agency	<input type="checkbox"/>	<input type="checkbox"/>
(School) Swimming Programme	<input type="checkbox"/>	<input type="checkbox"/>
(Schools) Waste & Recycling Service	<input type="checkbox"/>	<input type="checkbox"/>

Key as to the type of Education Institution

<p>C Community Schools</p> <p>O Academies, Free schools, Independent & Colleges</p>	<p>VA Voluntary Aided</p> <p>F Foundation Schools</p>
---	---

Name of Education Institution:
Please Provide Name and Signature:
Head teacher:
Chair of Governors:
Date:

Please return the completed form by 22 March 13 to Jan Bedford, Resources Development Service, 7th Floor, Civic Centre, Silver Street, Enfield EN1 3XQ

Please note that upon signing you are contractually committing to the services ticked above

Please note that any services provided to non-maintained schools with a value of £250,000 or greater will need to be completed as a deed.

Key as to the type of Education Institution

C	Community Schools	VA	Voluntary Aided
O	Academies, Free schools, Independent & Colleges	F	Foundation Schools



Contact Name Lesley Morton

☎ 020 8379 3942

✉ sai@enfield.gov.uk

Description of Service

- The School Admission Appeal Service is service offered to Academies, Voluntary Aided and Foundation Schools. These schools are their own Admission Authority and as such are responsible for making arrangements for Independent Panels to hear parents' appeals against a decision not to admit their child to the school.
- Appeals are heard for either primary schools or secondary schools. They can be for children starting school in September, or for children wishing to enter the school at any point throughout the academic year.
- Appeal hearings follow a prescribed format of the admission authority or their representative presenting their case, and then being asked questions, and then the parents/ carer presenting their case and questions can be asked of them. The aim of the hearing is to hear all the evidence in a fair, but firm, manner and allow both parties an opportunity to state their case.

Period of Agreement:

1 April 2013 – 31 March 2014

Cost of Service 2013 / 2014

Please contact the service direct for costs.

Benefits of using this Service:

The Council's School Appeals Service is staffed with experienced officers and operates well established procedures and practices for arranging School Admission Appeals. The School Appeals Service has a proven track record of successfully arranging admission appeals within the requirements of the School Admission Appeals Code and has built up a large pool of experienced and trained independent panel members.

C – Community schools do not need to indicate they require this service, as it is provided at no charge to all Community Schools.

Evaluation Sheet



Name: _____

School _____

Position: _____

Date: _____

To assist us in producing useful and effective quality information that meets your requirements. It would be helpful if you could take a few minutes to complete this form and return it to Jan Bedford, Resources Development Service, PO Box 56, Civic Centre, Silver Street, Enfield, EN1 3XQ, or ✉ jan.bedford@enfield.gov.uk

Please circle your chosen response

	<u>Not at all</u>		<u>Average</u>		<u>Very</u>
How useful did you find the Contents of the Brochure?	1	2	3	4	5
How useful did you find the format/Presentation of Data within the Brochure?	1	2	3	4	5
How useful did you find the ease of use/clarity of the Brochure?	1	2	3	4	5
Where the Service Level Agreements were included, did you find this helpful in your decision making?	1	2	3	4	5

Any Comments:-

Any Suggestions:-

Thank you for your cooperation

Instructions to your Bank or Building Society to pay by Direct Debit

Please complete parts 1 to 5 then return the form to the Director of Finance, London Borough of Enfield, P.O.Box 63, Civic Centre, Silver Street, Enfield, Middlesex. EN1 3XW

To:

The Manager

.....Bank / Building Society

.....

.....

.....

FOR OFFICE USE ONLY

Originator's Identification Number

9	4	0	7	8	3
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Customer Number

1. Please write the full postal address of your Branch in the box above.

2. Name (s) of account holder(s)

.....

3. Bank or Building Society account number

--	--	--	--	--	--	--	--

4. Sort Code (from the top right hand corner of your cheque)

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5. Your instructions to the Bank/Building Society and signature.

- ◆ I instruct you to pay direct debits from my account at the request of London Borough of Enfield, subject to the safeguards assured by the Direct Debit guarantee.
- ◆ The amounts are variable and may be debited on various dates.

Signature (s):

.....

Date:

Banks and Building Societies may not accept Direct Debit Instructions from some type of accounts

.....

This guarantee should be detached and retained by the Payer



The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, London Borough of Enfield will notify you 14 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by London Borough of Enfield or your Bank or Building Society, you are guaranteed a full and immediate refund from you branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society.

Please also send a copy of your letter to us.

Annual Cycle for Traded Services to Schools (2013/14)



Mon		3	10	17	24	
Tue		4	11	18	25	
Wed		5	12	19	26	
Thurs		6	13	20	27	
Fri		7	14	21	28	
Sat	1	8	15	22	29	
Sun	2	9	16	23	30	

Mon	1	8	15	22	29	
Tue	2	9	16	23	30	
Wed	3	10	17	24	31	
Thurs	4	11	18	25		
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Sat	3	10	17	24	31	
Sun	4	11	18	25		

Key

	Schools to Review SLA Contracts		Schools to complete SLA selection
	Agree Provision of Service & arrangements for Monitoring of Contracts		Service Providers to check schools selection and confirm provision purchased and provide schools with opportunity to upgrade or change selection
	LA to circulate updated Brochure for 2013/14		
	School / Bank Holidays		



Contact Name Lesley Morton

☎ 020 8379 3942

✉ sai@enfield.gov.uk

Description of Service

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Period of Agreement:

1 April 2013 – 31 March 2014

Cost of Service 2013 / 2014

Please contact the service direct for costs.

Benefits of using this Service:

The Council's School Appeals Service is staffed with experienced officers and operates well established procedures and practices for arranging School Admission Appeals. The School Appeals Service has a proven track record of successfully arranging admission appeals within the requirements of the School Admission Appeals Code and has built up a large pool of experienced and trained independent panel members.

C – Community schools do not need to indicate they require this service, as it is provided at no charge to all Community Schools.



Description of Service:

Core Service

- Annual Service Contracts for Mechanical and Electrical Services :
Servicing and maintenance contracts to ensure statutory compliance and assist with the efficient running of engineering plant and equipment.
- Responsive Maintenance Service :
Day to day repairs, including the Careline and emergency call-out service (24 hour / 365 days per year, operated by Architectural Services staff from 8.00am to 5.00pm Monday to Friday and outside these hours through the Council's partner, Vangent)

Additional Services

- Planned Maintenance Service :
Pre-planned works of repair or refurbishment of buildings, mechanical or electrical elements, funded through your own budgets.
- Projects – Building Adaptations and Improvements :
School-funded and initiated changes to existing buildings, or provision of new accommodation.

Service Delivery

This service is provided by Architectural Services, which is within the Environment Department. The team includes architects, building surveyors, mechanical and electrical services engineers, quantity surveyors, service engineers, structural engineers, clerk of works, cdm coordinator and dedicated support officers.

Period of Agreement

This is a three-year Service Level Agreement, operating from **1 April 2012** to **31 March 2015**.

Schools currently not making use of our services may buy into this SLA for April 2013.

A number of our service contracts have been re-tendered during 2012 (lifts, fire alarms, water risk assessments, air conditioning), and we are currently tendering our Measured Term Contracts for Responsive Maintenance and general servicing (e.g. boiler servicing, water monitoring, electrical testing, portable appliance testing). These new contracts will commence in April / May 2013. The new contracts will also include a facility for procuring minor improvements priced through a discounted schedule of rates.

Please note that whilst this SLA is offered on a “pay as you use” basis, the Core Service has to be taken in its entirety, consequently Responsive Maintenance is not available as a stand-alone service. If you are signing up to this SLA we would expect that you would generally procure all of your annual servicing through ourselves.

Cost of Service

Please contact the Service direct for costs.

** Rates are linked to salary budgets and therefore subject to annual adjustment by the Finance Department. Whilst likely to stay fixed, these cannot be absolutely guaranteed, but note current hourly rates have been held since 2009.

■ This service is not available to academies, colleges or independent educational institutions to purchase.



Description of Service

Improving Pupil Behaviour

Enfield Behaviour Support Service works in partnership with schools and children's services to improve pupils' behaviour, reduce exclusions and to support students that are educated other than at school

Supporting and improving pupil behaviour is primarily the responsibility of the school: the need for robust behaviour policies and clear internal procedures are paramount as well as the ability to engage with parents/carers quickly when unacceptable behaviour becomes apparent.

It is acknowledged that addressing poor behaviour and working effectively with disaffected pupils is not an easy task for schools to manage. Whilst matters can and should be addressed in-house initially, there are some complex cases that require more robust and intensive support and action which is where the Behaviour Support Service can provide support.

The Behaviour Support Service carries out the Local Authority's statutory duties in respect of providing full time education for students in both phases that are permanently excluded from school. This occurs for the primary phases at the Behaviour Support Service Addison House and for the secondary at the Enfield Secondary Tuition Centre. In addition to this we also provide support to ALL schools in the form of our outreach teams.

Primary Behaviour Support Service

This is a multi-disciplinary service working with primary schools in Enfield to promote positive behaviour. The Service not only works with individual pupils and their parents, but also seeks to support schools in the development of strategies and coherent approaches for the management of pupil behaviour. This can include a balance of consultancy work, modelling of approaches, as well as INSET (NPSLBA, Approach training, Behaviour Management for NQTs and TAs etc) and workshops for school staff (teachers, teaching assistants and lunchtime supervisory assistants). The Service prioritises early intervention and the targeting of resources at a proactive stage to decrease levels of problem behaviour.

Enfield Secondary Tuition Centre

The Enfield Secondary Tuition Centre (ESTC) forms part of the LA's Education Other Than At School (EOTAS) provision serving the needs of children who have been permanently excluded from school or who do not have a school place.

ESTC is based on 3 sites providing high quality full time education for children at both Key Stage 3 and 4.

The aims of the centre are to:

- ensure that the children become effective learners who are sufficiently emotionally secure for them to address the issues that lead to their exclusion and improve their behaviour;
- provide access to the core areas of the National Curriculum so that children especially those at KS3 can return to mainstream school; provide access to GCSEs and other qualifications/accreditation at KS4
- provide access to high quality alternative education through further education colleges and training providers for children at KS4 who are unlikely to return to mainstream;
- support children in their return to mainstream schools;
- ensure that children at KS4 receive effective guidance to move into adult life.

Secondary Behaviour Support Outreach

This team, based at the Swan Centre, support Enfield Secondary Schools and offer the following :

- School Consultation
- Attendance at school liaison meetings to consider priorities for future work
- Pupil consultation
- Attendance at multi agency meetings, PSP meetings to consider possible strategies to support the individual as well as to consider though appropriateness of an individual referral and possible interventions
- Individual pupil referrals
- Providing short term focussed support for pupils to provide a range of interventions to address their social, emotional and behavioural needs and to support their re- inclusion in school e.g. allocation of a learning mentor/YOTs worker to support the pupil in developing more appropriate behaviour responses, anger management interventions
- Partnership working: The development of a partnership agreement to develop a school's range of provision and extend their interventions to address pupils social, emotional and behavioural needs and support pupil inclusion. E.g. development of focused group work / behaviour panels
- INSET: We support the Local Authority programmes in Behaviour Management for NQT's and TA's. We also support and deliver Approach training, 2Risky, Sexual Bullying and a Gangs Awareness Programme.

C, VA & F – Maintained schools do not need to indicate they require this service, it is provided at no charge to all maintained schools.

The team also support Managed Moves as well as the reintegration of students through The Fair Access Panel.

The outreach team work jointly with a number of key LA agencies and partners to continue to develop the range of effective approaches offered to support inclusive practice and respond to the needs of the schools and the wider community.

Alternative Provision

We also have a small team of staff who broker educational packages of support with a wide range of alternative providers. They quality assure the provision as well as fully support the student placements purchased.

Options of Packages

Our community schools obtain the support from the Outreach Service in both the Primary and Secondary phases at no charge.

We offer support to our academy schools through the establishment of Service Level Agreements.

Period of Agreement:

1 April 2013 – 31 March 2014

Options of Packages

What is offered free of charge to all schools

Places at our Pupil Referral Units once a student is permanently excluded from school.

Re-integration support for students who have either been permanently excluded or are managed moves.

Charged Services to Academies

SLA will provide a breakdown of the actual support but could include any of the following:

- A member of staff for a maximum of .5 days a week on site
- Access to individual/group work-2Risky, Motiv8, Conflict Resolution, Negatives 2 Positives
- Transition Support (Summer and Autumn Term)
- Teacher Coaching
- Anger Management
- Support for Managed Moves-Reintegration
- Termly Behaviour Panels
- Support for staff via access to training
- Consultation from whole school to individual referrals
- Attendance a Pastoral Meetings
- Attendance at multi-agency meetings, PSP reviews etc

Cost of Service 2013 / 2014

Costs are tailored to individual needs

Benefits of using this Service:

Behaviour still remains a key determinant of the new Ofsted framework. We understand that every school in Enfield has their own specific set of circumstances and challenges that are influenced by a variety of factors. The Behaviour Support Service has a wealth of experience and knowledge of working in Enfield and we understand the challenges that are faced by colleagues on a daily basis. We know that effective models of practice for one school will not necessarily be appropriate or beneficial in another.

The Behaviour Support Service can often facilitate the engagement of other services that support parents/carers and schools in reducing instances of challenging behaviour.

The Benefits for Schools in purchasing our services are:

- Improved behaviour
- Keep a raised awareness to reducing both permanent and fixed term exclusions.
- Supporting schools own work with vulnerable children and their families.
- Contribution to raising achievement and behaviour for learning
- Supporting whole school development in relation to the management of behaviour
- Developing schools capacity to secure an inclusive ethos
- Support for staff via bespoke training packages on an individual/group basis
- Support with accessing the engagement of external agencies and other providers.



Contact Names: Jan Coshkouner
Nadia Ahmed

☎07904 385563
☎07538 001382

✉ jan.coshkouner@enfield.gov.uk
✉ nadia.ahmed@enfield.gov.uk

Description of Service:

Enfield Careers Service will deliver high quality careers education, information, advice and guidance (CEIAG) to pupils, educational establishments and providers.

The aims of our service are to:

- Ensure careers advice is a driver that contributes to pupils' social mobility and economic prosperity
- Inspire all pupils to succeed and enable them to make the right decisions at key transition points throughout their time in education.
- Support pupils to set clear career goals, expectations and motivate them to achieve examination results which reflect their full potential and meet their individual goals.
- Enhance pupils' employability skills, economic resilience and thus maximise personal and career potential.

Period of Agreement:

1st September 2012 – 31st March 2014

Options of packages:

The Service has designed a menu of CEIAG packages. Each institution will be able to have a 'bespoke' package that meets the needs of their pupils and school, based on either a Core or Enhanced Package. Schools are able to access these services in a variety of ways. Flexibility is key to ensuring the needs of the schools are met and will ensure actual delivery is based on individual customised programmes.

The Core Package

- CEIAG delivery over 2, 3 or 4 days service during term time to suit the operations of the school.

The Enhanced Package

- In addition to the Core Package, competitive daily rates are available to enable schools to commit to a set number of additional days for an agreed bespoke package which can incorporate a wider variety of options.
- The package will be agreed before the start of delivery. Costs are based on providing the service during term time only.
- Schools will identify the pupils for the Career Guidance interviews and undertake the administration involved in getting students to the interviews. These administrative services are also available to purchase on request as part of the bespoke package.

Enfield Careers Advisers will provide a daily update to school about the work undertaken.

Cost of Service for 2013/14

Please contact Service direct for costs.

Benefits of using this Service:

Enfield Careers Service has an excellent track record in providing a high quality, responsive service that meets local needs and offers real value for money. The key benefits are listed below and these can be tailored to meet your individual school needs:

Quality:

- Longstanding and successful partnership working with schools/institutions in Enfield.
- Qualified, specialist careers advisers with experience of delivering high quality CEIAG.
- Up to date information on Qualifications Frameworks and Pathways, Labour Market Information on careers, Skills Sectors, Higher Education and Finance.
- Quality assured and consistent practice across the authority delivering an efficient and effective service through the continuous professional development of all advisers.
- Performance Management model which includes regular monitoring and observation.
- Incorporation of the Careers Professional Alliance common code of ethics and professional standards into the service ethos.

Consistency:

- Dedicated, named careers adviser for each school/institution, working term time.
- Continuous service with members of our professional staff established in Enfield schools providing support to pupils including those with LDD (Learning Difficulties and Disabilities) and conducting preventative work with the potential to become NEET (Not In Education, Employment or Training) as part of our statutory duty.
- Established collaborative working with a wide network of local and national partners, including universities, employers, training providers, NAS (National Apprenticeship Service) and other opportunity providers.

Value for money:

- Enfield Careers Service offers great flexibility as our prior local experience means we can work closely with your school to develop a service model that reflects the needs of your pupils.
- Value for money based on knowledge of local market to meet local needs.
- Supporting young people to achieve economic prosperity and the motivation to improve their life chances through engagement with and access to opportunities through our Service.

**Contact Names:**

Jane Burr: ☎ 0208 379 8814
Wendy Togher: ☎ 0208 379 8811
Julia Dowsett ☎ 0208 379 3483

✉ jane.burr@enfield.gov.uk
✉ wendy.togher@enfield.gov.uk
✉ julia.dowsett@enfield.gov.uk

Description of Service:

Production of an attractive, nutritionally balanced meal using seasonal and locally-sourced produce, where possible. Meals are cooked by trained and experienced staff, and delivered with high levels of customer-service skills. We are an Education-focussed service dedicated to Schools and Children's Services for the London Borough of Enfield.

Service offered:

- Nutritious meal provided to pupils and adults, as agreed with each individual school
- Menus compliant with the Government's Food and Nutrient-based standards
- Cashless payments system
- Reactive repairs and Maintenance service
- Annual servicing of kitchen equipment and internal kitchen building maintenance

Recommended pricing:

It is recommended that charges to parents for meals are as follows:

- £2.00 per primary aged child's meal
- £2.30 per secondary aged pupil's meal (Secondary /Special Schools)

Period of Agreement

Primary / Special: A period of three years commencing on 1 April 2012 and expiring on 31 March 2015.

Secondary: As per annual arrangement with each school.

Cost of Service for 2013/14

The costs are based on a 'cost per meal' basis. The details of this are available on application.

Benefits of using the Service:

- Use of sustainably-produced and locally-sourced products where possible
- Use of farm-assured meat and free-range eggs
- Currently holders of the Food for Life Bronze award
- Links with Public Health team on strategy e.g. childhood obesity
- Partnership working to develop a "whole school approach" to healthy eating
- Cashless payments system
- Provision of catering beyond the scope of the school meals service
- Special diet consultations with parents when required
- Liaison with the School Council regarding the menus and dishes
- Parent taster sessions / consultation events regarding menus
- Visits and supervision by the Area Management Team
- Trained catering staff
- Kitchen inspections to comply with Environmental health inspections
- Fully analysed menus to meet current nutritional standards



Description of Service

Central Enfield CLC is offering schools an ICT Curriculum support packages. This will include the following:

- E-Safety – Advice & Training for all children, school staff, school governors & parents.
- ICT Planning and Progression
- Cross Curricular ICT projects and ideas
- Supporting schools move ICT forward in school offering advice, training and support for whole school
- Delivery of ICT sessions for children and staff both in school and at the CLC.
- Support and advice with ICT policies such as e safety and acceptable use
- Learning. These sessions would be tailored to meet the needs of the school.
- Support and guidance with awards such as ICT Mark
- Family learning and working with parents through ICT
- Whole school inset sessions regarding ICT support such as whiteboard training, e safety, using iPads to support
- ICT training for support staff & office staff
- New and exciting ideas to enrich the curriculum with ICT
- Support schools with Programming and new Technologies

Period of Agreement:

1 April 2013 – 31 March 2014

Cost of Service and Options of Packages

Primary School Whole School: All sessions to be taught by CLC teachers. Three planning and support sessions for the year. Two INSET training sessions for staff. Some consumables such as CD/DVD and printouts while visiting the CLC for session included. Loan Equipment is also available to you as part of this package subject to availability.

Primary School Package

Agreed sessions at the CLC, or in schools at a cost per pupil. The session can vary from 7 to 35

Pay as You Go

One off activities or whole school INSET session charged as a daily rate which will include all the facilities, planning and teaching.

Secondary School Package

One off activities for classes or whole school, either in school or at the CLC charged at a daily rate. The charge will include all the facilities, planning and teaching that fits with exam specifications or your curriculum, and deliver the session.

Benefits of using this Service

The CLC has the experience and expertise of working with ICT to support teaching and learning. We specialise in using the latest in technologies to support teachers, children and school staff. Our support includes advice and guidance or a range of services for ICT, We can run sessions at the CLC or in school. We offer INSET training for staff, governors, and all school staff. We have first hand experience of using technologies such as iPads, iPods, Tablet PCs and other mobile devices in education.



Contact Name: Angela Poplar

Tel: 020 8482 2036
Fax: 020 8482 2037

✉ angela@centralenfieldclc.org.uk

Description of Service:

Central Enfield City Learning Centre (CLC) is pleased to offer schools a technical support service, which will:

- Support both Mac and PC platforms including all hardware and software associated with the curriculum and admin network in your school. e.g. servers, printers, interactive whiteboards, projectors, etc.
- Support with peripheral and handheld devices. e.g; iPads, iPods, scanners, logits, and cameras etc.
- Provide installation of new hardware/software.
- Regular systems / hardware maintenance and support from dedicated technician
- Support technically with the managed learning environment (Fronter)
- Manage planned upgrades to existing software across the network
- System updates, including anti virus and trouble shooting problems.
- Procurement of goods and services through third party suppliers ensuring best value

In order to support your schools needs with your technical requirements we will provide:

- A technician to support onsite in your school. The support is tailored to meet your schools needs.
- Remote access and telephone support.
- Flexibility to rearrange our visits if your school is to have an Ofsted visit.
- Support for curriculum networks including network file servers, RM Connect, RM Schoolshare, Ranger
- Primary, MS Server 2003 and LGfL configuration and broadband connectivity, security & antivirus settings
- Maintenance and fault resolution of hardware/software by experienced and dedicated technicians.
- Installation of hardware/software within agreed timescales
- Installation and support for Keystage 1 & 2 Curriculum software
- Advice & Guidance on all educational software
- Support, Advice and Guidance for the setting up of Web Mail accounts on the LGfL
- Advice and Guidance on housekeeping procedures & software backup

If your school have technicians onsite we are happy to work along side them offering them training and guidance. We will develop a technical support package tailored to suit your schools needs.

Additional Services:

School website creation, Development & Support

We can offer schools a standard html website with up to 5 internal linked pages, images and text. The package will include initial set up and 6 updates or changes made to the site over the year. Please contact Service direct for costs. We can tailor this package to include additional pages, or database driven costing will depend of your website specification.

Admin Technical Support:

Prices will be additional.

If you wish for this support to be added to the SLA, this will be negotiated depending on your current management system in place.

Period of Agreement

The contract operates from 1st April 2013 to 31st March 2014, unless varied by agreement. An increase of 5% may occur each year.

Options of packages

School can negotiate when they would like the level of support required over a 12-month period. This may be taken as whole days or broken down into ½ day sessions weekly or fortnightly. Schools need to pre book support in advance. Additional days can also be purchased. We also have a pay as you go service.

Cost of Service for 2013/14

Please contact the service direct for costs on the following:

- Platinum package includes 40 days over the course of the year
- Gold package includes 20 days over the course of the year
- Silver package includes 10 days over the course of the year
- Bronze package includes 5 days support over the course of the year
- Pay as you Go Full Day visit , Half day visit , hourly rate

Benefits of using this Service

The CLC has the expertise of working with both Macs & PCs platforms.

We have been offering this service to schools and it has proved to be a success. We specialise in using the latest in technologies to support teaching and learning.

We have first hand experience to using technologies such as iPads, iPods, tablet PCs and other mobile devices. We understand the importance of schools having a robust ICT system for teachers and pupils to access.



Contact Names:

Dr Denny Grant, Principal Educational Psychologist	☎ 020 8379 2099	✉ denny.grant@enfield.gov.uk
Hilary Wordley, Assist Principal Educational Psychologist	☎ 020 8379 2042	✉ hilary.wordley@enfield.gov.uk
Jon Harris, Assistant Principal Educational Psychologist	☎ 020 8379 2061	✉ jon.harris@enfield.gov.uk
Alison Towndrow, CAMHS & EPS Administrator	☎ 020 8379 2051	✉ alison.towndrow@enfield.gov.uk

Description of Service:

The EPS is a specialist statutory support service which offers a psychological approach to helping parents and teachers with the needs of children who have a range of difficulties either in school or pre-school. It provides professional advice to the Local Authority, parents and schools and other agencies. In doing this the EPS works closely with the children, their families, teachers and other professionals.

The Educational Psychology Service will continue to provide regular sessions in schools, based on the EPS published allocation formula, with a named link educational psychologist. The Local Authority is currently funding a substantial proportion of these allocated sessions, (i.e. there is no charge to schools for these sessions), in order to cover the LA's statutory responsibilities for children with the most complex and severe special educational needs, looked after children and children who are at serious risk. Schools have the option to purchase sessions over and above those funded by the LA through a service level agreement to cover additional casework (including parent-school consultations and exam concessions), consultation on classroom management and whole school issues, staff development and training, support for Nurture Groups, contributions to pastoral support plans and project work.

Period of Agreement:

From 1 September 2013 to 31 March 2014

Existing agreements are until August 2013. Schools will, therefore, be signing the new Agreement to Purchase Services form for the period September 2013 to March 2014, after which time the EPS will be moving to agreements and invoicing for financial years.

Additional visits can also be requested using the appropriate form.

Options of packages:

Schools can buy back any number of visits up to or over their full allocation under the SLA; and can purchase further visits in agreement with the Principal or Assistant Principal EPs.

The services provided can be negotiated and tailored according to the needs and requirements of each school and could include:-

a) Work around individual children

- Consultations about individual pupils involving parents and staff
- Additional casework (whether or not leading to statutory assessment), including interventions
- Assessment for exam concessions
- Work with pupils at risk of permanent exclusion (eg participation in Pastoral Support Meetings)
- Multi-agency liaison meetings

b) Work around groups of children

- Consultation on classroom management and whole school issues
- Work with specific groups of children (e.g. on anger management, friendships and bullying)
- Project work and action research (e.g. literacy interventions)
- Support for nurture groups and other forms of non-statutory in-school provision

c) Staff development

- Training, workshops and joint staff support groups

Cost of Service for September 2013 to March 2014

Please contact Service direct for costs.

Each visit includes a 3 hour session of direct work in schools, an equivalent session of follow up work, (written reports, telephone contacts, letters etc) and travel time and costs.

Benefits of Service

By purchasing additional visits and services, schools will be well supported to:

- Identify and address children's special educational needs at an early age and / or early stage of the difficulties
- Assist schools and parents in establishing a thorough understanding of individual children's strengths and weaknesses
- Provide psychological interventions, either on an individual or a group basis, that will bring about change
- Provide psychologically informed advice and support for parents and school staff who have concerns about children
- Support staff development and training based on applied psychology.
- Support staff and parents with their concerns about vulnerable children and children at times of vulnerability

By purchasing additional visits and services from Enfield EPS, schools will benefit from:

- **Quality of service:** access to a quality assured service, with highly qualified practitioners who benefit from regular supervision, appraisal and professional development opportunities; all Enfield EPs have current CRB certificates and are registered with the Health & Care Professionals Council (HCPC).
- **Continuity of service:** each school to continue to have one (or in some cases two) named link EPs who will be able to provide statutory advice for the Local Authority if required.
- **Regularity of service:** a reliable service and fair distribution of visits based on a well established allocation formula.
- **Local knowledge and connections:** established links with the Enfield network of agencies and communities, and an integrated partnership with Enfield Child and Adolescent Mental Health Service (CAMHS).
- **Specialist knowledge and skills:** access to a wide range of specialist knowledge and skills within the service, e.g. early years issues, autism, solution focused approaches, hearing impairment, emotional development, self harm.

In a recent EPS questionnaire to schools, 94% of responses indicated that Enfield EP activities made a positive contribution to the wellbeing and achievement of children.

[For further information, please see SLA or contact the Enfield EPS as above]



Contact Name: Ellin Joseph Service Manager
Liz Feeney Coordinator

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☎ 0208 379 3341

✉ ellin.joseph@enfield.gov.uk
✉ liz.feeney@enfield.gov.uk

Description of Service:

Enfield Education Welfare Service (EWS) works in partnership with parents, schools and children's services to improve pupils' attendance and punctuality, reduce overall absence with a particular focus on unauthorised, and ensure that children and vulnerable young people are safe and given the best opportunities to learn and achieve.

The EWS provides assistance in developing whole school strategies to raise awareness of attendance issues and reduce absence. Provision of individual school attendance reports including attendance profiles to assist Head teachers, Senior Management and Governors with future work to stabilise and improve attendance and identify areas of concerns. The other services provided by the EWS includes CME (children missing education) and CEEC (child employment, entertainment and chaperone) licensing.

The Structure

A core team of dedicated education welfare officer (EWO) provide procedural and practical advice and support to schools, parents and pupils. Schools receive regular advice, information and appropriate resources regarding legislative changes and guidance relating to attendance and behaviour.

The Service fulfils its statutory responsibility on behalf of the Local Authority (LA) to ensure that all cases of children and young people who are missing education or accessing it erratically are investigated, including those of truancy, parentally condoned absence, and complex emotional or physical health issues. In cases where non compliance of parent/carers is an identified factor in unacceptable levels of absence, the EWS can instigate legal proceedings in either Family or Magistrates Court. The Service delivers and oversees all Educational Orders as directed by the Court and offers support and advice in conjunction with other services that may be working with the child and family.

Service Provision

Statutory to meet the requirements of the Legal prosecutions under the Education Act 1996 include:

Penalty Notices

EWS will be able to provide the administrative function on behalf of schools regarding education and behaviour penalty notices (PN), and subsequent legal action if a PN is not paid in accordance with the LA Protocol for Penalty Notices.

Children Missing Education

EWS have a dedicated Coordinator who is responsible for tracing and monitoring statutory aged children and young people living and/or should be attending school in Enfield and are identified as a child missing education (known as CME).

Child Licensing

The Service oversees and issue licences for Child Employment, Child Entertainment and Chaperones.

Non Statutory services provided include:

Training and Development

EWS have a number of strategies and training programmes to assist schools in managing pupil absence behaviour and particularly those most at risk of significant harm. This includes a range of centrally held courses as well as specific initiatives and projects aimed at working directly in partnership with members of school staff and in particular senior management teams who have responsibility for attendance behaviour. Training packages can be tailored and delivered to meet the individual needs of schools.

C, VA & F – Maintained schools do not need to indicate they require this service, it is provided at no charge to all maintained schools.

Response Team (RT)

RT consists of experienced and specialist EWOs who will work with schools for an agreed time frame to address a specific attendance issue or identified need. This will be in addition to the work of schools allocated EWOs and will differ in that it will be project or target focussed rather than standard EWS casework.

Period of Agreement:

From 1 April to 31 March

Options of Package

Basic statutory provision – this covers legal education guidance/advice to schools/academies and free schools regarding potential statutory cases referred to the LA for legal action. Enfield's protocol for statutory support can be requested from the EWS.

Additional Package for Non Statutory Provision

<u>Package A – Full EWO</u>	This covers the work of a full-time EWO on a daily basis.
<u>Package B – Inset Training</u>	This covers whole school one day attendance management training.
<u>Package C – Parenting Classes</u>	Training for parents in understanding pupil attendance behaviour and how to manage and support their children with this problem.
<u>Package D – Workshops</u>	Training for school staff with attendance behaviour responsibility.
<u>Package E - Response Team</u>	A 3 tier support for schools who would like additional time frame attendance behaviour support.
<u>Package F – Project/Initiatives</u>	Specific project base calculated on a daily basis.

Any other provision of services not listed above can be discussed with the Service Manager or the Coordinator.

Cost of Service:

If you require further information and costs for the different packages on offer, please contact Ms Liz Feeney who is the Coordinator and advisor.

However, if your school does not wish to subscribe to any of the above-mentioned non-statutory packages, but would like to purchase a one off project or training this can be accessed on a pay as you go hourly rate of £60.

Benefits of using the Service

- Access to a team with detailed local knowledge and experience who are sensitive to schools' needs.
- A Service that has established links and communication with other Council services working with children and families including the Department for Education.
- A dedicated and supportive team.
- Access to additional help for parents/carers in the form of guidance sessions, parenting classes or informal coffee mornings which would be pre-booked and held on site.
- The EWS is able to facilitate ongoing support for complex and/or entrenched cases, including attendance at professionals meetings, social care case conferences.
- The EWS has a direct relationship with the DfE and can deliver effective training and support for schools preparing for an Ofsted inspection.
- As a minimum the EWS can provide an annual report regarding the EWS work carried out in the school which would include recommendation for key future work.
- We have a proven track record for improving pupil attendance as evidenced in the Council's schools census and analysis of pupil absence data.

C, VA & F – Maintained schools do not need to indicate they require this service, it is provided at no charge to all maintained schools.



Description of Service:

The Energy Management Support Scheme includes the following services for schools (excluding academies):

The Energy Procurement package

This service arranges for competitive tenders on bulk electricity and gas contracts, based on a Best Value approach. Supply contracts are offered on a partly flexible basis, with extended terms where advantageous. It includes tendering under EU Regulations and in accordance with Council Standing Orders. Periodic reviews ensure best value. Signing up to this service in March 2012 secured inclusion in the four year corporate contracts for gas and electricity from 1 October 2012 – 30 September 2016. If your school did not sign up in March 2012, but would like to join the four year contracts in the future, it will be possible to join from Year 2 (October 1 2013)*. You will need to advise the Energy Management Team as soon as possible please (no later than 31 March 2013). It is possible to be included in either the electricity or gas contract only. The charge for inclusion in one utility contract is 50% of the annual procurement service charge.

* **Please be aware that it will not be possible to opt out of the four year contracts unless the school changes to academy status or is closed. Regrettably, we cannot offer this service to academies.**

The Utility Monitoring Service

This includes the maintenance of a consumption and cost database enabling the monitoring and analysis of gas, electricity and water usage for participating schools. It assists with the identification of potential energy savings and any increased or abnormal use, provides trend and tariff analysis and assists with budget estimates.

It also includes the production of flexible customised reports for schools and a range of comparators for benchmarking purposes.

Meter readings will be requested at regular intervals.

Please be aware that this service does not include provision of energy/billing data in relation to the production of Display Energy Certificates (DECs).

The Energy Advisory Service

This is a general service offering a wide range of technical and professional support and charges are based on an hourly rate. Please contact Andrea Latter for further details.

Period of Agreement:

The Energy Procurement Package: 2013-2016* (i.e. from Year 2 of the four year flexible contract, commencing October 1 2013).

The Utility Monitoring Service: 2013-14

Cost of Service

Service	£ 2013/14
Energy Procurement Service - Gas and electricity contracts	Please contact the Service direct for costs
Energy Procurement Service - Electricity contract only	Please contact the Service direct for costs
Energy Procurement Service - Gas contract only	Please contact the Service direct for costs
Utility Monitoring Service	Please contact the Service direct for costs

Benefits of using this service:

In depth knowledge and familiarity with the needs of schools in Enfield;

- Flexible services, with ability to respond to individual service specifications and ad-hoc requests;
- Fully trained, professional staff with a commitment to making energy savings for schools

Contacts

Andrea Latter	020 8379 3089 andrea.latter@enfield.gov.uk	SLA management, supply contracts, estimates, general queries, projects and energy/water saving advice
Nick Crook	020 8379 3091 nick.crook@enfield.gov.uk	B.E.M.S /heating controls, engineering queries, estimates, general queries and energy/water saving advice
Wendy Oliver	020 8379 3160 wendy.oliver@enfield.gov.uk	SLA functions, billing queries, general queries and reports



Description of Service:

Enfield EBP believes that *'Today's Students are Tomorrow's Workforce'*. We organise Work Experience placements, and other Work Related Learning activities, which can be tailored to meet your requirements. Please contact us for further details and to discuss how we can help your students develop their employability skills and learn more about the world of work.

Period of Agreement

1 April 2013 – 31 March 2014

Cost of Service for 2013/14

Following the re-alignment of the charging levels for these services to the academic year, the current charges will remain in place until the end of the 2013/14 academic year. These are:

Work Experience placements:

- 'Block' placement:
- Customised 'block' placement:
- Extended / vocational placement:
- 'Block' placement ('private' placement)

Work Related Learning activities:

- 1-day event:
- Half-day event
- Skills workshop (half day)
- Workplace visit (half-day)

Please contact Service direct for costs.

Benefits of Service:

- experienced, skilled, trained and qualified staff who provide advice / guidance on all aspects of Work Experience and other Work Related Learning activities
- high 'Customer Satisfaction' survey scores for quality of our advice, support & services and speed of response
- Enfield EBP has achieved the 'Award for Education Business Excellence' quality mark, accredited by the Institute for Education Business Excellence
- a single point of contact for queries
- expert guidance, advice and consultancy
- access to the borough's largest database of Work Experience placement opportunities that have all been visited and assessed to ensure they meet Health & Safety requirements
- students access details of Work Experience placement opportunities on-line
- extra protection for students on placements from the Local Authority's Personal Accident Insurance Policy
- further information about Enfield Work Experience on our specialist website www.enfield-workex.org.uk
- our programmes can be individually tailored
- extensive and long-standing partnerships with local employers and business support agencies
- continuous professional development placements for education staff
- an excellent track record of working collaboratively with schools / colleges to meet the needs of pupils / students and staff.



Description of Service

- The School Exclusion Review Service is offered to Academies. These schools are responsible for making arrangements for Independent Panels to hear a parent's appeal against a decision to permanently exclude their child from the school.
- Review hearings follow a prescribed format of the admission authority or their representative presenting their case, and then being asked questions, and the parents/ carer presenting their case and questions can be asked of them. The aim of the hearing is to hear all the evidence in a fair, but firm, manner and allow both parties an opportunity to state their case.
- The Council's School Appeals Service is staffed with experienced officers and operates well established procedures and practices for arranging School Exclusion Reviews. The School Appeals Service has a proven track record of successfully arranging exclusion reviews within the statutory framework and has built up a large pool of experienced and trained independent panel members.

Period of Agreement

Ending on 31 August 2014

Cost of Service for 2013/14

For each appeal lodged with the School Appeals Service, the school will be invoiced for the sum of £165 ex VAT. This payment covers the cost of the administration of reviews and applies to all appeals lodged whether they proceed to a hearing or not.

The cost of Clerking Services commissioned on behalf of the school by the service will be payable by the school.

The cost of a Barrister commissioned on behalf of the school by the service to present the school's case at the review hearing will be payable by the school.



Description of Service:

The aim of our service is to promote high quality financial management and administration in schools and to help schools to fulfil their financial responsibilities.

The packages of services detailed are designed to provide support and advice on all aspects of financial management and administration in schools.

Each school is allocated a 'Link' School Financial Adviser who will be the school's main contact and the Officer who would normally visit the school.

The SLA is divided into three distinct levels of service as follows

- **Standard Support Service** - Is the core service support plus a year-end workshop to prepare the CFR Return.
- **Enhanced Support Service** - Includes the features of the Standard Support Service plus three visits per annum from a School Financial Adviser.
- **Bursary Service** - A comprehensive financial management service based on 39 half-day visits per year.

Additional options available to school purchasing one of the packages:

- Ad-Hoc visits at a competitive rate
- Absence Cover

Other Options

- Advice and support on preparation of the 3 year school budget plan.
- Advice and support on longer-term strategic planning and costing of the School Development Plan.
- Advice on arrangements for monitoring expenditure
- Assistance and advice on interpretation of corporate financial reports
- Advice and support on reports to governing bodies and parents
- Advice and support on addressing audit report recommendations
- Additional training
- Creating new data files for Private / Voluntary Funds
- Audit of Private school fund accounts

Access to and support for spreadsheets

- Three Year Strategic Financial Planning and Monitoring Tool
- Children's Centres Monitoring Tool
- Teachers Salary Statements
- Monthly payroll reports

Period of Agreement

April 1st 2013 - March 31st 2014

SERVICE FUNCTIONS – RM Finance and Sims FMS

	Standard	Enhanced	Bursary	Other Options
System Development	•	•	•	
Telephone Helpdesk	•	•	•	
RM Finance & CFR Assistant User Guides	•	•	•	
Three Year Strategic Financial Planning and Monitoring Tool	•	•	•	
Schools' Finance Bulletins	•	•	•	
Year End Procedure	•	•	•	
Installations and/or Upgrade of Software	•	•	•	
RM Finance Introductory Training	•	•	•	
Support Visits		•	•	
Compliance			•	
Budget Management			•	
Routine Financial Processing			•	
Monthly Procedures			•	
Quarterly Procedures			•	
Cash-flow			•	
Financial Reporting			•	
Ad-Hoc Visits				•
Absence Cover				•
Advice and support on preparation of 3 year budget plan				•
Advice and support on longer term strategic planning and costing of the School Development Plan				•
Advice on arrangements for monitoring expenditure				•
Assistance and advice on interpretation of corporate financial reports				•
Advice and support on reports to governing bodies and parents				•
Advice and support on addressing audit report recommendations				•
Setting up Private / Voluntary Funds on RM Finance				•
Additional Training				•
Audit of Private school fund accounts				•

Options of packages for 2013/14 - Please contact Service direct for costs.

- Standard Support
- Enhanced Support (Standard plus 3 Visits)
- Bursary
- Annual RM Finance Licence Fee (subject to price confirmation from RM)
- Blocks of 3 additional visits at a reduced price (Any number of blocks may be purchased)
- Single visit , costs based on with package or without package)

Do you wish to purchase any other services? If so, please indicate which ones e.g.

- Working budget preparation,
- Audit of Private School Fund Accounts (costs based on per each half day spent on audit of accounts)

Benefits of using the service

- Experienced staff with an excellent knowledge of Enfield schools, the Council's financial requirements, the Scheme of Delegation and the Finance Manual;
- Staff have wide experience of training and supporting schools on their financial packages;
- A dedicated Team with appropriate qualifications and skills to provide a high quality of service;
- The service is monitored and reviewed by managers to provide Quality Assurance at all times;
- Staff are accessible to answer queries and provide advice at all times;
- School visits are arranged by mutual agreement;
- Up to date knowledge of current legislation;
- Regular liaison between other departments within the council.

All this puts us in the position of being able to offer financial support geared around your requirements provided by staff that are experienced in school accounting and financial systems and have been providing these services to you over a number of years. This is all provided with the back up of the Local Authority.

This service is not available to academies, colleges or independent educational institutions to purchase.

Free School Meals Eligibility



Contact Names:

Jo Fear, Head of Service
June Francois
Stephen Goode

☎ 020 8379 5541
☎ 020 8379 3744
☎ 020 8379 3332

✉ jo.fear@enfield.gov.uk
✉ june.francois@enfield.gov.uk
✉ stephen.goode@enfield.gov.uk

Description of Service

The service will determine a parent/carers entitlement to free school meals for their child/children. The Service will:

- provide application forms to parents/carers
- determine entitlement by checking the Department for Education's on-line database Eligibility Checking Service or when necessary checking documentation provided as proof that parents/carers are in receipt of a qualifying benefit
- review entitlement on a twice yearly basis or ad hoc
- write to parents/carers to advise them of the outcome of their application
- produce reports for schools to advise them of pupils entitled to a free school meal and cancellations
- produce reports for schools relating to pupil entitlement records, to ensure accuracy between schools and Pupil Benefits

Period of Agreement

From 1 April 2013 – 31 March 2014

Cost of Service for 2013/14

The charge will be based on full recovery of costs incurred. Please contact Jo Fear for details.

Benefits of Service:

- Expert staff to help your school gain additional funds through the Pupil Premium
- Fully trained and developed staff with many years experience and an excellent knowledge and understanding of their area of responsibility
- Staff that are already employed on a 52 week contract and are therefore able to process application forms that are made during the busiest time of the year (July to September).
- Ability to process applications quickly and more efficiently by having access to the Department for Education's Eligibility Checking Service. This is an on-line database that provides real time results for checking a parent/carers entitlement to Free School Meals without the need for that parent/carer to provide paper proof. This service can only be provided to Local Authority staff. The Department for Education will not be providing access to schools.
- The service has links with other key Local Authority Staff, Department for Education Staff and the Sector Group Staff which means that changes in regulations are communicated quickly and best practice ideas are shared.
- Parents/carers would only need to make one application for all of their children instead of having to make multiple applications to different schools.
- Parent/carers would not have to renew an application for transfer within Enfield schools i.e. secondary transfer, as the Pupil Benefit team have access to this information and would transfer entitlement to the new school.



Description of Service:

The following two elements are available under separate Service Level Agreements (SLAs) and are priced and presented separately, so that Governors and Headteachers will be able to decide which element they wish to buyback and the direct costs associated to that particular element of the package.

1. Clerking Advice and Support

Depending on your level of buyback, you will be able to access support for all Governing Body meetings and Committee meetings with the added comfort of additional flexibility to undertake those unexpected meetings e.g. exclusions and disciplinary meetings. You will also be able to access professional advice by contacting the service at any time during office hours.

A core team of dedicated support officers provide procedural advice as part of your agenda preparation for Governing Body and or Committee meetings with the production of model agendas and dissemination of Governing Body minutes and related papers. As part of ongoing support to your Governing Body, you will receive regular information updates via booklets; model terms of reference for committees and production and approval of Instruments of Government and model policies. Our pool of minute and advisory clerks will take notes at meeting, give procedural advice and produce minutes of meetings within agreed timelines as set out in our Service Level Agreement.

2. The Governor Training Programme

- Unlimited access to all centrally held training session advertised in the Governor Training Diary or on the Governor Support Service Website: www.enfield.gov.uk/governors and E-Learning via Modern Governor (in association with the Learning Pool) – (Option to ‘opt out’ of e-learning available)
- Bespoke whole governing body training session on request (up to 2 hours) at additional cost (reflecting market rates) Please contact Theresa Palmer, Governor Support Service Manager for details and costs.
- Attendance at the Annual Governors’ Conference.

See also Governor Training under the LA CPD Programme (page 67)	Approx. Cost
Governor Training Programme	
<input type="checkbox"/> Primary / Special	Please contact Service direct for costs
<input type="checkbox"/> All Secondaries	
Note: <ul style="list-style-type: none"> <input type="checkbox"/> Governor training fees are invoiced separately to Clerking Service charges will differ dependent on the ‘bundle’ or ‘package’ requested by the school <input type="checkbox"/> Academies & Free schools : Please contact Theresa Palmer, theresa.palmer@enfield.gov.uk Governor Support Service Manager for bespoke service and costs 	

Period of Agreement:

The Service Level Agreement runs for 3 years from 1 April 2011 to 31 March 2014

Options of packages:

Options of packages are detailed in each individual Charging Schedule

Benefits of using this Service:

Our Standards

Governors will receive:

- A dedicated up to date support and responsive service with a team sensitive to the needs of schools.
- Consistency. Endeavouring at all times to maintain a regular clerk for each Governing Body / Committee meeting.
- Agendas distributed within seven (7) clear working days before the date of the meeting.
- Draft minutes dispatched to Chairs within three (3) weeks of the meeting or as agreed with the Governing Body.
- Follow up action from meetings progressed within five (5) working days or as agreed by the Governing Body.
- Request for advice and guidance responded to at time of call or within one working day. Where a more in-depth research is required a suitable timeline will be agreed with the requesting governor.
- Governor Recruitment and letters of appointment issued within two (2) weeks of notification of appointment and ISA children's list (list 99) checks carried out.
- Consultation with Governing Bodies and Notification of LA Governor appointments.
- A professional and courteous telephone helpline service where calls are promptly answered and messages responded to within one (1) working day.
- Regular reporting (termly) and annual audit (summer term) of pastoral matters relating to bullying child protection racial incidents and fixed term and permanent exclusions.
- Inclusion on central database regularly updated.
- Yearly recognition of outstanding individual Governor Achievement and Long Service Awards.
- Conduct regular annual reviews to maintain quality assurance.

Training Specific Services

Governors will receive:

- Annual Governors training diary listing centrally held training courses
- Facilitated Governor Network groups.
- Data collected re attendance and bookings available to link Governors on request
- Sessions quality assured by senior School Improvement officers
- Feedback from sessions evaluated and used to plan new programmes
- Annual Governor Conferences
- Bespoke whole Governing Body training sessions on request (up to 2 hours) at additional cost

Please contact Service Manager to discuss requirements.

COST OF THE CLERKING SERVICE

Enfield Governor Support Service Charging Schedule 2013/14

* Please note that the charges may be subject to change, on an annual basis to reflect any price increases for the services offered.

DETAILS	APPROX. COST *
SERVICE AGREEMENT Basic Clerking Service (4 Governing Body meetings): COMMUNITY, VOLUNTARY AIDED, FOUNDATION AND SPECIAL SCHOOLS FEDERATIONS / AMALGAMATIONS ACADEMIES FREE SCHOOLS GOVERNOR TRAINING INVOICED VIA SIS CPD PROGRAMME	
ADDITIONAL SERVICES:	
1 Pre meeting briefing with the Chair & Headteacher	
2 Clerking additional meetings of the Governing Body <i>Minute taking only for the first 2 Hours</i>	
3 Clerking Individual Committee meetings of the Governing Body <i>Minute taking only for the first 2 Hours</i>	
4 Clerking Pupil Exclusions <i>Minute taking only for the first 2 Hours</i>	
5 Clerking Complaint Hearings <i>Minute taking only for the first 2 Hours</i>	
6 Clerking Disciplinary meetings <i>Minute taking only for the first 2 Hours</i>	

These costs are for the first two hours of each meeting. **We reserve the right to add an hourly charge (or part thereof) for any meeting that exceeds 2 Hours**, to cover the additional costs of paying the Clerk to attend the meeting and write up these minutes.

We the undersigned, agree to purchase the above services for a period of three years with effect from the date listed below (please ensure that the start date is continuous with current service where applicable).

School Name _____

Headteacher's Signature _____

Signature of Chairman of Governors _____

Start Date ____/____/____

Additional Services required _____

Please fax this page to Theresa Palmer at Governor Support Service, on 0208 379 3329



Contact Names:

John Taylor - Parks Team Manager

☎07903 970 077

✉ john.taylor@enfield.gov.uk

Hakema Anderson – Parks Senior Business Support Officer

☎0208 3793154

✉ parksbusinessunit@enfield.gov.uk

Description of Service

Enfield Council offers a complete grounds management service for schools across the borough. Delivered by our in-house team of skilled staff, we combine up-to date equipment with a friendly and reliable service to ensure that every task is completed to the highest standard.

We offer a comprehensive range of services so please contact John Taylor to discuss your specific requirements. Our services include:

- Grass cutting
- Leaf clearance
- Hedge cutting
- Shrub and rose bed maintenance such as pruning
- Edging and trimming
- Cricket pitch preparation
- All types of sports field markings including athletic tracks
- Weed spraying
- Drainage improvements for your playing fields through verti-draining and spiking

Period of Agreement

We offer a service throughout the year to meet all your requirements. Our agreements will run from 1 April 2013 to 31 March 2014.

Options of packages

This can be discussed with schools to meet individual requirements. We can be flexible to your needs.

Cost of Service for 2013/14

If you would like a quote for the service for 2013-2014 then please contact John Taylor.

Benefits of Service

- A professional and friendly service with the ability to respond to individual service needs and ad-hoc requests.
- Knowledge that works will be carried out by well trained and experienced staff that will meet your specific requirements
- Works will be overseen by experienced Supervisors and a dedicated Manager.
- All staff are CRB checked
- Up to date equipment
- A service which offers excellent value for money



Contact Names: John Griffiths ☎ 020 8379 3696 / Mobile: 07939995129 ✉ john.griffiths@enfield.gov.uk
Paul Bishop ☎ 020 8379 4731 / Mobile: 07939995806 ✉ paul.bishop@enfield.gov.uk

Description of Service:

Standard Services available:

- Model or specific Policies, Guidance & Briefing Notes-all regularly updated. Health and Safety Manuals available on line, documentation specific to L A's and schools providing suitable and sufficient information for Managers, Premises controllers and Head teachers to follow for practical application.(see lists of manuals at appendix 1)
- Fire Manual specifically designed for LA's with log, risk assessment process and personal telephone support in its application or use. Where required a visiting service is available by a qualified experienced fire safety adviser.
- Responsible Persons Premise Log –with guidance on premises (asbestos, boilers, contractors, electrical/gas installation, grounds maintenance, legionella etc) management. This provides specific advice on premises management that sometimes crosses over into facilities management and is often an area of confusion.
- A comprehensive set of risk assessment processes (including DSE, Return to Work, Individual Pupil, Stress, Manual Handling, New and Expectant Mothers, etc) for use in local authorities based on HSE approved systems together with model assessments and advice on their use.
- On line Reporting of Accidents / Violence and Abuse
Centrally recording accident data together with application of analysis software and formally reporting accidents which fall into the category of Reporting of Injuries Disease and Dangerous Occurrence Regulations 1995 to the HSE.
- Accident/ Incident Investigation
All accidents that may be deemed necessary for an officer to conduct a full accident/incident investigation can be advised and supported to ensure a professional approach and documentation.
- Provision of statistical analysis from accident data.
- Advice/Professional support and guidance over the phone by expert officers for Health, Safety and Fire related issues. Further support can provided where required.
- Asbestos Management; The Health and Safety Team can advise Managers and offer help in the application of recommended and required management processes.
- Incident Management advice and support through a specific incident.
- The schools Health and Safety Manager is the area's Radiation Protection Officer (a requirement for schools holding radioactive sources i.e. secondary schools science labs). Providing Radiation Protection Supervisor Training, advice and support together with liaison with CLEAPPS.
- Provision of a comprehensive training catalogue, with provides venues prescheduled through out the year. This is further supported with additional courses where demand arises or as necessary due to initiatives.
- Issue, deal with queries, collate, input, summarise results and present results termly from Compliance Checklist in achieving policy on Corporate Landlord initiative.
- Administer and facilitate Schools' Health and Safety Committee (at least termly)
- Computer Based Training- access to a large data base of on line safety training including; Legionella, Asbestos, DSE, Working at Heights, Manual Handling and many others.

Additional Services (extra one off charges to non-community schools):

- Tailor made policies, guidance, safe systems of work, codes of practice etc for specific needs or situations.

C – Community schools do not need to indicate they require this service, it is provided at no charge to all community schools. 45

Training

- A comprehensive training program runs throughout the year aimed at all levels of staff. See appendix 2 for available courses. In house training is available where required specifically for the premises/team needs. This cost will vary depending on the number of delegates and length of training required
- Auditing-A robust and comprehensive audit for all Premises, Teams and Schools, that considers management, organizational, process, system and physical aspects. This service is also available to Voluntary Aided and Foundation Schools for Primary schools and Secondary
- Site Inspection/ Visit-An officer can attend site to monitor and advise on specific issues
- Risk Assessments- Production of Specific Risk Assessments can be supported and on site assistance provided
- Ad hoc requirements including representation or presentations to management or teams as required
- Support, advice and liaison with enforcing authorities are involved
- Process/system for Premise Management Compliance monitoring

Service Delivery

The service will be delivered by fully trained, qualified and experienced LA officers, with a detailed knowledge and understanding of both Employment and Health & Safety Law and practice and the policies and procedures of a local authority. The team is able to provide support on health and safety issues that can be applied so not as to be onerous in its application to achieve service aims.

Period of Agreement:

1 April 2013 - 31 March 2014

Options of packages:

Standard Service and Additional Services available, as described above.

Cost of Service for 2013/14

Please contact Schools Health & Safety Team for pricing structure & individual costs to schools. There will be no inflationary increase applied for this year.

Benefits of Service

Where suitable and sufficient competent advice and support is not available in organisations there will be clear failings in meeting legal requirements and hence considerable exposure to risk of prosecution to individuals and the organisation. Furthermore, there is additional exposure to the cost of expensive litigation.

The Enfield Council Schools' Health and Safety Team can facilitate risk reduction and help develop or sustain inbuilt safety management as part of the organisational management system that meets legal requirements. Specifically, as part of a local authority dealing with schools; they are experienced in the application and requirements of legislation and how it can be effectively applied judicially in this specific arena. The team can support you in a number of ways that includes a comprehensive system of processes, policies guidance etc. Moreover, they can provide the, more intangible, experienced competent advice tailored to local government that is very hard to find.

There is a two tier model/process for support for Community Schools and (Voluntary Aided/Foundation Schools can access this service through a service level agreement) shown below. For Community Schools there is no charge. For Voluntary Aided/Foundation Schools the standard services can be brought in for an agreed fee and support with a separate additional arrangement for customised services and visits.

C – Community schools do not need to indicate they require this service, it is provided at no charge to all community schools. 46



Description of Service

The Insurance Team, comprising three Officers, is located on the 4th Floor at the Civic Centre. The Team is part of the Council's Audit and Risk Management Service within the Corporate Governance Division and is committed to delivering an efficient, effective and high quality service that meets customer needs, corporate priorities and statutory requirements.

The main functions of the team include:

- Providing a comprehensive insurance service to include identifying and evaluating insurable risks, managing the Council's insurance portfolio, investigating and settling claims made both by and against the Council
- Providing a complete insurance brokerage service to the Council, Members, service departments, employees, schools and ALMO
- Providing advice and guidance on all insurance matters
- Supporting the Council's Risk Management Service

Performance Standards and Quality Assurance

- Compliance with protocols introduced by the Civil Procedure Rules
- Participation in benchmarking exercises
- Systematic monitoring of the service including performance standards, response times and complaints to ensure continuous improvement
- Staff are continually trained and developed to meet service needs

To deliver the service that is the subject of this SLA, the Insurance team will:

General

- Arrange property insurance cover for the school, ensuring that sums insured are index-linked in line with inflation to ensure adequate cover, and increased when new additions are built
- Arrange insurance cover to indemnify the school against all claims for compensation where such claims arise out of the LEA activities of the school
- Arrange cover for other insurances, including school journeys, as required by the school
- Arrange cover where schools are undertaking new initiatives or activities
- Arrange surveys of schools in line with insurer's requirements
- Arrange engineering inspections to comply with Legislation
- Offer advice on all aspects of insurance

Claims

- Process new claims on first notification from the school within 7 working days
- Liaise with the insurers in the investigation of personal injury claims and meet with staff as necessary to ensure a decision on liability is reached within the timescales imposed by the Civil Procedure Rules
- Investigate non-personal injury claims in-house or pass to external insurers, as appropriate
- Sign Defences on behalf of schools where claims reach litigation
- Liaise with the school/insurers as to the reinstatement of damage or replacement of lost/stolen/damaged items, instructing loss adjusters in the case of large losses, and arranging for payment to the school, net of the policy excess, within 7 days of receipt of the insurer's settlement

- Liaise with the school/insurers in the investigation and settlement of all other insurance claims made by or against the school

Other

- Provide claims statistics on request
- Provide ad-hoc presentations on insurance issues and attend School User Groups as and when required.

Period of Agreement

The agreement runs from 01 April 2012 to 31 March 2015 *

* *On 01 April 2010, the Council entered into a Long-Term Agreement with the current external insurers (3 year contract with the option to extend for another 2 years). This means the current insurance arrangement, to include policy numbers, may remain unchanged until 31 March 2015.*

Cost of Service for 2013/14

Schools receive funding for **all** delegated insurance responsibilities on the following basis:

Combined Liability/Other Liability/Balance of Perils

- a rate per pupil in Primary and Secondary schools
- per place in Special Schools

Buildings

- the Council's valuation of each school's buildings and contents, which represents each school's share of the Authority's total buildings insurance premium.

Costs will be in line with the funding delegated.

Benefits of using this Service

Some of the benefits of using this Service include:

- Fully trained and qualified staff with many years experience in the insurance industry
- Training opportunities for departments and employees on relevant insurance and risk management issues
- In line with EU Regulations, the insurance cover arranged is subject to a tender exercise at the end of any existing Long-Term Agreements in order to obtain the most economically advantageous benefits to the school and the Council as a whole
- Good knowledge of local schools and the insurance issues they face
- Access to the insurers' broad knowledge of educational insurance issues



Contact Name: Maxine Reed

☎07939484337

✉ maxine.reed@enfield.gov.uk

Description of Service:

The Learning and Skills for Work Service is the new service incorporating the former Enfield Education Business Partnership, Enfield Training Services and Enfield Community Learning Service. The new service delivers high quality learning for adults, young people and children. This includes informal learning, apprenticeships, foundation learning, and ESOL provision. The service has established relationships with local and national employers and provides a breadth of innovative employer engagement and enterprise products for all ages.

Options of Packages and Cost of Service

For further information on all available programmes and costs please contact Maxine Reed and also use the following links for information regarding these services:

Enfield Training Services for further information regarding this service –

<http://www.enfield-workex.org.uk/enfieldtrainingservices.htm>

Education Business Partnership – Please refer to page 35 and also www.enfield-workex.org.uk and <http://www.enfield-ebp.org.uk> for further information regarding this service.

Enfield Careers Service – Please refer to page 23.

**Contact Names:**

Kathy Swatton

John Oakly

Linda Dalton

Jayne Middleton-Albooye

☎ 0208 379 6482

☎ 0208 379 6474

☎ 0208 379 6452

☎ 0208 379 6452

✉ kathy.swatton@enfield.gov.uk✉ john.oakley@enfield.gov.uk✉ linda.dalton@enfield.gov.uk✉ jayne.middleton-albooye@enfield.gov.uk**Description of Service**

The four teams are:

- Safeguarding- which involves child and vulnerable adult protection in addition to homelessness work.
- Major Contract & Commercial - which deals with all contract matters including contract disputes.
- Environment and Regeneration - which includes town & country planning, regeneration advice and projects, environment, highways and real estate work.
- Corporate - which includes housing, litigation (Criminal and Civil), Freedom of information, Regulation of investigatory powers, and employment work.

The four Principal Solicitors report to the Assistant Director for Legal Services Asmat Hussain, who also manages the Land Charges and Registrars service. In February 2009 the Legal Service was named by the Law Society as a model of good practice and have been awarded the Lexcel Practise Standard which marks excellence in public and private Legal Practice in Britain. The Lexcel auditors said that the service should become a model of best practice to other Councils which have been advised to call on the Enfield Legal team for help to make their own office manuals. The report also stated there were "excellent systems in place" over information and document control and communication and that there is a "strong commitment" to training and development in all teams.

Period of Agreement:

Trading Agreement 1 April 2013 to 31 March 2014

Cost of Service for 2013/14

Please contact Service direct for costs

Benefits of using this Service:

The Service is available to participating schools and for a fixed sum. Works can be commissioned under the categories set out in the Trading Agreement. Participating schools are charged irrespective of the amount of work commissioned by individual schools under the scheme. Work commenced will be charged at hourly rates as set out in The Trading Agreement; if a school reaches the amount they have paid they will be additionally charged at an hourly rate for work done.

Any surplus at the end of the 3 year period will be distributed pro rata to participating schools.



Description of Service

- Provides a central booking service for schools and academies.
- Acts as the first point of contact for current and prospective hirers;
- Provides advice to governing bodies, head teachers and principals on appropriate letting prices;
- Confirms bookings and issues permits;
- Arranges alternative venues, where necessary;
- Advises on health and safety aspects of the hire of school facilities and liaises with the School's Health and Safety Manager as required;
- Ensures compliance by prospective hirers with the Children Act.
- Ensures compliance with VAT charges and regulations;
- Ensures compliance with licensing laws;
- Manages payments from hirers;
- Manages cases of non-payment and works with the Council's legal officers and other agencies to seek recovery, where appropriate;
- Handles disputes and complaints;
- Provides general hiring advice to schools, academies and hirers;
- Ensures compliance with public attendance requirements;
- Liaises with Catering Services and Environmental Services (Parks) where necessary, arranging facilities and charging as appropriate;

Period of Agreement

The agreement runs from 1 April 2013 to 31 March 2014 unless otherwise varied by agreement.

Service Delivery

The service is delivered by the Lettings Agency within Schools and Children's Services.

Benefits of using this Service

The agency:

- has experienced staff with a good knowledge of Enfield schools and academies;
- deals with all financial issues on behalf of schools and academies.
- deals with all legal and licensing issues thereby ensuring compliance by hirers;
- acts as an intermediary in cases of complaint or disputes;

Performance Standards and Quality Assurance

The agency:

- processes income to schools and academies on a regular basis;
- strives for continual improvement and works with its customers to identify areas for change.
- maintains a continuous overview of the lettings service to ensure consistency of treatment for different community users.



Contact Names:

Margaret Bright,
Schools Library & Community Service Man. ☎ 020 8379 2708 ✉ margaret.bright@enfield.gov.uk

Sally Goddard, Project Loans Coordinator ☎ 020 8379 2725 ✉ SLS@enfield.gov.uk

THE SERVICE

The Service, offered as a full subscription, is currently provided to primary, special schools, private schools, free schools and academies at primary level.

Project Loan Service

Collections of books for Foundation and Key Stages 1 and 2 on QCA and IPC topics and tailored to an individual school's requirements. Loans are for a full term and are delivered to and collected from schools. As well as books matched to the specified reading age a project loan can also include photographic packs, DVDs, posters and project packs as appropriate and available. All of the following are offered within the subscription unless stated otherwise:

Collections of dual language books

A collection will comprise approximately 30 books. Nearly 40 languages available including Turkish, Somali, and French, Albanian, Bengali, as well as Polish and many other East European languages.

New to View

Loan collections of recently published children's picture books, fiction, poetry and fairy/folk tales recommended by children's librarians

Guided Reading sets and collections of, play sets, poetry, fairy and folk tales

Displays

Topics available to date are Art and Sculpture, London, Olympics, Environment, Music, Brunel, Hans Christian Andersen, Internet Safety, two Black History displays and Healthy Eating.

• **Bags and Books**

Delivered in partnership with the Enfield Museum Service. Themed collections from the Museum's handling service. Larger collections are supported by books from the School Library Service. Full details are available from our website.

• **Advice and Support**

- selecting relevant books and other materials
- appropriate library provision
- school library policies
- layout, design, furniture and information technology
- strategies for information provision
- book/library promotion and display
- preparation for OFSTED inspection of school libraries

• **Practical Assistance**

Subject to negotiation with schools this may encompass:

- reorganisation of library stock
- evaluation of existing library provision and action plan
- recommendations on developing existing stock
- awareness training for teachers
- training for teaching assistants, parents etc
- participation in literacy events in schools

• **Training**

The Schools Library Service runs a training programme in conjunction with the London Borough of Barnet to assist staff working in school libraries and to support various areas of the curriculum.

Also available:

- Faith boxes. A collection of artifacts and books representing Buddhism, Christianity, Hinduism, Islam, Judaism, Sikhism. Available for a half term loan
- French and Spanish Resource Boxes
- China Resource Box
- African Resource Box
- Ancient Egypt Resource Box
- Bag Books; a collection of Multi Sensory Storytelling aids. These comprise of a series of A3 page cards on which each line of the story is matched with a specially selected object, material, or movement. For pupils with a low developmental age, autism, SLD, PMLD, and those with language delay or sensory impairment.
- Interactive whiteboard CD-Roms

Service Delivery

This service is provided by the Enfield Schools Library Service. The service aims to deliver project collections to schools within one week of the beginning of terms. A detailed version of the Service Level Agreement can be provided on request.

Period of Agreement

1 April 2013 – 31 March 2014

3 year discounted contracts can also be agreed.

Cost of Service

Please contact Service direct for costs

Other services are as detailed below:

SERVICE	SUBSCRIBING SCHOOL CHARGES	NON SUBSCRIBING SCHOOL CHARGES
Revision of existing library stock	£ per hour	£ per hour
Physical re-organisation of library stock including cataloguing and classification	£ per hour	£ per hour
Book selection on behalf of school (orders of £1000 +)	By agreement	By agreement
Provision of a display on a topical theme per term	Free	£ if available – priority given to subscribing schools
Bulk loan of community language books	Free * (*maximum of one collection per school per term)	£ per loan collection (maximum of one collection per school per term)
Books and Boxes	£ large box £ small box	Please contact for details

Benefits of using this Service

The Schools Library Service provides cost-effective access to a range of materials no school could provide on its own. The extensive Project Loan Collection can provide teachers with resources to meet the needs of the National Curriculum primarily for Key Stages 1 & 2 (Foundation Stage is also available). Our range of stock also enables us to supply the needs of schools following the Creative Curriculum. All schools are provided with the opportunity to select and buy books from approved suppliers and the service offers professional advice and support to teachers in their efforts to provide an effective library for pupils.



Description of Service:

EASS is the lead organisation for Enfield's Music Education Hub. EASS is a specialist service comprising a team of dedicated, experienced and qualified staff. The service delivers high quality music making opportunities for children and young people, both in and out of school hours.

Period of Agreement:

The following provisions apply to the period 1 September 2013 to 31 March 2014.

Options of packages:

Service to Parents / Carers

For pupils receiving instrumental/vocal lessons at school, via direct application from parents/carers (including instrument hire):

- Processing individual applications for instrumental/vocal lessons on a termly basis
- Collecting tuition and hire fees
- Free or discounted lessons for eligible pupils, subject to available
- funding
- Free taster lessons on some instruments, subject to available funding
- Recruitment of suitably qualified tutors in line with current safeguarding legislation
- Allocation of tutors to schools
- Provision of 30 lessons per academic year
- Finding deputy tutors when required
- Processing tutor pay claims
- Specialist guidance and advice
- Monitoring the quality of teaching and learning
- Regular CPD for instrumental tutors
- Instrument hire and repair service
- Assisted instrument purchase scheme
- Annual pupil reports
- Instrument practice notebooks
- Information to parents/carers about borough music groups, concerts and events
- Organising and hosting external graded music examinations
- Setting of fees and charges each year, standardised across the borough

Cost of Service for 2013/14

SERVICE	CHARGE MAINTAINED SCHOOLS	CHARGE(+VAT where applicable) NON MAINTAINED SCHOOLS
Instrumental and vocal lessons funded by school (e.g. for GCSE, A level students)	£ per hour	£ per hour
Steel Pan tuition	£ per hour	£per hour
Instrument hire	£per instrument per term	£ per instrument per term
Whole class instrumental programmes for KS1, KS2, KS3	Details in EASS Music Opportunities for Schools 2013-14 brochure available in March 2013	Details in EASS Music Opportunities for Academies 2013-14 brochure available in March 2013
Whole class vocal programmes Songsack (for YR, 1 & 2) and Enfield Sings (for Y3-6)		
Providing instrumental tutors to lead extra-curricular school based music groups, choirs, clubs	30 minute rehearsals £ per week 1 hour rehearsals £ per week	30 minute rehearsals £ per week 1 hour rehearsals £ per week
Demonstration concerts for whole school/large groups	To be advised	To be advised
Demonstrations and try an instrument sessions for pupils	To be advised	To be advised
CPD for specialist and non-specialist practitioners	To be advised	To be advised
Network meetings for school music practitioners Including access to EASS music curriculum library	Free of Charge	Charges in line with School Improvement Service
Loan of world musical instrument curriculum sets	£ per week	£ per week
Partnership music festivals, cost of teaching pack	£	£
Co-ordinating collaborative events and projects	by individual negotiation	by individual negotiation
Loan of music for orchestras, bands and other ensembles of all standards		
Tailor-made musical opportunities to suit school's requirements	by individual negotiation	by individual negotiation

A fuller description of the range of music services and costs can be found in the EASS Music Opportunities for Schools 2013-14 brochure available in March 2013.

Benefits of using this Service:

Following changes in central government funding for music education for 2012-2015, Enfield Arts Support Service was successful in its application to become the lead organisation for Enfield's Music Education Hub. EASS will be working together with schools, academies and partner organisations to ensure that every child in Enfield has the opportunity to experience a high quality music education, in line with the Government's aspirations.

EASS is a member of the Federation of Music Services and was judged to be an outstanding music service for three consecutive years in 2009, 2010 and 2011. In 2010, EASS received a Diploma of Merit from the National Music Council which recognises the achievements of local authority music service.

Contact Name: Agnes Staines

☎ 020 884 5850

✉ agnes.staines@enfieldnorse.co.uk

Description of Service

Enfield Norse (ENL) provides cleaning service to the London Borough of Enfield and various schools within Enfield and adjoining boroughs. Enfield Norse is a Joint Venture (JV) company formed by London Borough of Enfield and Enfield Norse Ltd. This is a unique and forward thinking concept.

The driving force behind the Joint Venture is the desire to build a successful business without compromising the public sector ethos. This approach is far more effective than the traditional client/supplier relationship and represents a commitment to work together to achieve continuous improvement, raising standards and reducing costs. Customers are able to reap the benefits of the commercial experience, expertise and extensive resources that the JV offers.

Our commitment is to provide an effective, commercial, value for money services while retaining a strong focus on our social responsibility.

- We will provide an individual service working in partnership with your school. The operational specification will be tailor made to meet your requirements
- We will provide your school with a competitively priced comprehensive service based on efficiency and flexibility.
- We will provide a clean and tidy environment to support the school in providing a safe and hygienic environment.

As an accredited ISO 9001:2008 company we are committed to regular:

- Quality Audits
- Monthly Review Meetings
- In-depth reports and analysis
- On-going staff training and development
- ALL STAFF have enhanced CRB checks

Period of Agreement

SLA agreements can be flexible and is essential for success and as such we are able to offer contracts based on Term Time only or any combination of weeks required. Cancellation requires Three months notice.

Options of packages:

Our service can now come in any shape or size and can be fully bespoke to the requirements of the school. The following are some of the services we provide:

- **Daily cleaning** service can be provided seven days per week at times to suit customer requirements.
- **Periodic deep cleaning** services can be provided as part of the specification when the building is closed to service users including weekend and evenings.
- **Strategic Cleaning Services Advice & Consultation** regarding strategic options for cleaning service delivery and development within the individual schools requirements.
- **Carpet Cleaning and Floor Polishing** can be provided as an additional service on an ad-hoc basis if not already included in the specification.
- **Window Cleaning and Kitchen Deep Cleaning** can be provided as an additional service on an ad-hoc basis if not already included in the specification.

Cost of Service for 2013/14

As Service Level Agreements are bespoke to your school the cost would be based on your specification, if you would like to discuss further please contact the Operations Manager on 0208 884 5850.

Benefits of using this service

A tailor made cleaning service to suit the requirements of the school, no hidden costs. Cost will be determined by your specification, labour, equipment, chemicals, refuse bags are all included.



Contact Name:
Erica Maher ☎ 0845 504 0222
Health Management Ltd ☎ 0845 504 1000 Fax: 0845 504 1066

✉ erica.maher@healthmanltd.com
<http://www.healthmanltd.com/>

Overview

The Occupational Health (OH) Service provider to the London Borough of Enfield (LBE) is Health Management Limited (HML). HML has been providing this service to LBE since 1st June 2008.

Period of Agreement:

The agreement is renewed annually by every individual School, College or Academy directly. The new contract period will run from the 1st April 2013 to 31st March 2014. Renewal Schedules are sent by Erica Maher, to the Head or Business Partner of each School, College or Academy in February 2013.

Options of packages:

Services Provided:

The services provided within the contribution are summarised as follows:

- Health Assessment Questionnaires
- Management referrals for sickness absence or performance issues
- Advice from our team of Head Office Chief Medical Officers on referring employees, or advice following a referral (OHP Telephone Advice Line)
- Minibus Driver medicals

Employee Assistance Programme/Counselling Service

The Employee Assistance Programme is paid on a per capita basis and runs 24/7, 365 days per year.

- Providing telephone counselling sessions from a MA qualified counsellors, for all employees **and** their household family members.
- Counselling support for everything from emotional health and mental health through to stress, family and bereavement.
- Access to legal, financial and personal support.
- Management Advice Services – Support to Head Teachers and Supervisors when dealing with difficult situations.

Cost of Service

Please contact the Service for costs.

Benefits of using the Occupational Health Service

Occupational Health, used appropriately, is a strong management tool to assist you in supporting the highest level of capability amongst your staff by giving you the right information to manage their attendance, capabilities and the safety of the employee, the students and their colleagues, as well as providing services for employee support.

Without an understanding of the physical and mental demands of an employee's particular work, GPs are often loathe to 'allow' their patients to return to work unless they feel they have made a 100% recovery. With the assistance of an OH assessment, we can identify the level of functional capacity of the employee and together with the school, identify what, if any, adjustments can be put in place to assist an early return to work in a helpful and safe manner.

We all know how difficult it can be, both physically and mentally, to get up to full speed after the long summer holiday. Similarly, it is impossible to develop the stamina for 100% of work whilst at home. So, in most instances of long term absence, some form of rehabilitation or 'back to work' programme is needed. A formal arrangement enables the school to manage each employee equitably, with clear goals of progress agreed, time frames for a return to full duties and/or full hours and action points when expected progress is not made.

Money spent on appropriate Occupational Health will pay dividends especially in the savings of the cost of supply teachers to replace absent staff, recruitment and retention costs, unnecessary compromise agreements etc. One day of a supply teacher costs the same as 2 OH nurse assessments or 1.5 OH Physician assessments.

Benefits of Using the EAP service

In times of increased levels of stress from family and financial problems, workplace issues are often the 'straw that breaks the camel's back'. An EAP that provides support for family members also supports the employee so they aren't as worried or anxious. Lightening the load, wherever possible, enables people to get through the normal peaks and troughs of work demands with less anxiety. Also, the provision of an EAP service has been an integral part of the defence in stress at work litigation.



Description of Service

Payroll: The service includes

- The calculation and payment of salaries, subsistence and expenses to all school employees in accordance with national and local agreements;
- Interpretation and implementation of pay awards, annual and six monthly increments and other global changes, and the calculation of payment of arrears;
- Periodic recalculation of hourly fractions to term time employees with regard to changes to holiday entitlement;
- Compliance with Tax, National Insurance and other employment legislation, including completion of statutory returns;
- Processing temporary payments, including overtime and enhancements, supply claims, car mileage and other general adjustments to pay;
- Maintenance of payroll data held in the shared payroll / personnel Database;
- Calculating and payment of statutory and occupational; sick pay, maternity, paternity and adoption pay, including the maintenance of individual records and statutory returns;
- Dealing with correspondence from Government departments, financial institutions, solicitors and other agencies concerning payroll related issues;
- Payments to all third parties in respect of voluntary deductions from pay;
- Provision of a comprehensive enquiry service for schools and their employees from 8.30am to 5.00pm Monday – Friday;
- Provision of management and costing reports;
- Remittance of monthly Tax, NI, teachers' pension and other third party Returns;
- Calculation, printing and issuing of P45's, P60's, P11D's and tax forms to employees;
- Completion of end-of-year PAYE documentation, Teachers Pension TR17 form and the Teachers Annual Return of service and salary;
- On behalf of the school, negotiating with the Inland Revenue, PAYE Settlement Agreements relating to benefits to individuals including the calculation of the taxable liability;
- Manage and comply with the introduction of Real Time Information (RTI);
- Assist the employer comply with statutory requirements regarding auto enrolment.

Pension: The service includes:

- Comprehensive pension administration service for the Local Government Pension Scheme and Teachers Pensions, including advice on pension matters and the maintenance of records in accordance with legislation, Council policy and financial regulations;
- Maintenance of records in relation to all pension changes including additional contributions, employees opting in and out of the scheme and additional contributions to improve benefits;
- Calculation and payment of pensions including those on ill health and redundancy, transfer values, refunds and other associated benefits;
- Provision of advice and guidance to scheme members;
- Issue annual Benefit Statements to all LGPS members.

Period of Agreement:

The agreement runs from 1 April 2012 to 31 March 2014, unless varied by agreement.

Cost of Service for 2013/14

Please contact Payroll & Pension services direct for costs



Description of Service

Community and Voluntary Aided Schools

Generally the SLA covers the following main elements, both of which are available separately.

a) Advice and Employment Documentation Service

This covers all staff and includes an advisory hotline providing for example:

- The production of policies, procedures and guidelines
- Advice and guidance on Pay and Conditions
- Attendance at disciplinary, grievance and redundancy hearings
- Processing Advertisements
- Ensuring that the necessary employment checks e.g. Asylum and Immigration Act, have been carried out
- Processing starters, changes and terminations of service

b) Schools Support Pool

This service provides supply teachers and relief support staff. It also deals with recruitment and selection to the pool, completion of all relevant paperwork and any complaints or issues arising as a result of deployment from the Pool.

Schools Personnel also provide a number of centrally funded services (e.g. NQT Pool) and can provide additional services on request, such as caretaker cover for school lettings.

Foundation Schools

Schools Personnel offers an advisory service providing, for example, advice and guidance on Pay and Conditions and attendance at disciplinary, grievance and redundancy hearings.

Personnel Services to Academies

The Schools Personnel Services already provides a range of personnel services to Academies and can design bespoke packages to meet individual Academy requirements on request. The cost of these packages will vary depending on the type of services required.

Period of Agreement:

The agreement will run from 1st April 2011 to 31st March 2014 unless otherwise varied by agreement.

Cost of Service for 2013/14

This will be sent under separate cover.

Benefits of using this Service

- This is a highly regarded service, receiving the excellent ratings in the recent Annual Schools Survey and we continuously review our service to ensure that it meets your needs
- The staff have extensive knowledge of employment law and the service maintains links with other agencies to ensure it is kept up-to-date
- Staff have specialist knowledge relating to conditions of service and other employment matters relating to school based employees
- The service has an excellent knowledge of Enfield schools
- The service has links with other key LA and Council services
- The service has a positive record in employee relations and good relationships with trade unions and professional associations
- The service represents Schools and Children's Services on a number of Council forums allowing it to play a positive and pro-active role in the development of the Council's HR strategies, whilst representing the best interests of schools.

The School Support Pool provides:

- Trained and equipped staff with all the necessary clearances available to cover leave, absences and vacancies
- A supply desk staffed from 7.30 am to 6.00 pm



Contact Names:

Peter Gilchrist
Colin Parsons
Sue McDaid

☎ 020 8379 2314
☎ 020 8379 2177
☎ 020 8379 3680

✉ peter.gilchrist@enfield.gov.uk
✉ colin.parsons@enfield.gov.uk
✉ sue.mcdaid@enfield.gov.uk

Description of Service

Some pests such as insects and rodents pose a potential health hazard. They can also can infest and ruin foodstuffs and cause serious structural damage to buildings.

We provide a pest control service for the treatment of pests such as rats, mice, cockroaches, wasps, pharaohs ants and others.

We also provide free advice, and offer pest proofing services (to prevent pests getting into the building) as well as fitting and serving fly screens and UV fly killers.

As part of this agreement we will proactively inspect your premises for signs of pests at appropriate intervals, undertake any treatment needed and offer advice and make recommendations to assist you in keeping pest free.

Options of Packages

Each agreement is 'bespoke' dependant on the needs of the client. Please contact us for a free quote.

Period of Agreement:

1 April 2013 – 31 March 2014

Cost of Service 2013 / 2014

Each agreement is individually costed to take account of the size of the premises and the pest treatments included.

Benefits of using the Service:

The main benefit of having a pest control agreement is that your premises will be routinely checked proactively for signs of pests and treated as needed. However, if you see signs of pests between visits you can ring us and we will attend urgently.

Premises preparing or serving food are required under Food Hygiene legislation to ensure that their premises and food is not exposed to the risk of contamination from pests. Premises that do not have pest control agreements/contracts such as these that have developed serious pest infestations have been closed down under Food Hygiene legislation until the infestation is under control. This poses a reputational risk, risk of legal action, financial risk and severe operational difficulties.

Further benefits of using Enfield Council's pest control service are:

- We provide a quality service at an affordable price
- As a public sector pest control service we are trusted by our customers
- Our pest control operatives are fully qualified, experienced and trained to use pesticides safely and appropriately
- We always leave a record of the locations of bait points and any recommendations
- We ensure the treatment is effective and is safe for the building's occupants and any animals if laid outside (except the pests!)
- We provide free identification of pests and free advice
- We treat for a wide range of pests - Ants to Wasps!
- We also offer pest proofing and prevention services



Primary & Special Sectors only

Description of Service

The service will include:

- Access to the Physical Education Professional Development programme
- In-school curriculum PE support to include subject manager training and network meetings
- Attendance at local PE Conferences
- Advice on Health and Safety in PE
- Entry into 2013 School Activities
- Support with behavioural management, physical and learning impairments
- Entry into the annual Dance, Folk Dance and Gymnastics Festival
- Organisation of intra-school sporting competitions including cross country and multi-skills
- Entry into the Enfield Primary School Sports Association and the associated leagues and fixtures, to include first-aid cover at major events
- Affiliation to the EPSSA

Period of Agreement

1 April 2013 to 31 March 2014

Cost of Service for 2013 / 2014

Please contact Service direct for costs

Benefits of using this Service

The Physical Education (PE) and School Sport Team is a group of hard-working, dynamic and experienced staff who will be the single point of contact for all matters pertaining to the deliver of curriculum PE, including advice on health and safety and school sport.

Repair & Maintenance of Schools Gymnastics Equipment



Contact Name: Jan Hickman

☎ 020 8379 3261

✉ jan.hickman@enfield.gov.uk

Description of Service

This is a direct supply contract covering repair and maintenance of Schools' Gymnastics Equipment. Each school is entitled to one maintenance visit per year with further call-outs being charged at the hourly rate. Detailed specification is available on request. The contractor also offers a 10% discount from the catalogue prices for the purchase of any replacement equipment.

Service Delivery

The service is provided by an external supplier (Continental Sports). The contract is managed and monitored by the LA.

Contact at Continental Sports is:

Ian Wilson
Continental Sports Ltd.
Paddock
Huddersfield
West Yorkshire
HD1 4SD
maintenance@contisports.co.uk

Period of Agreement

This is a three year agreement which runs from 1 June 2011 to 31 May 2014.

Cost of Service for 2013/14

Prices are fixed for the duration of the contract. The specified rate is per hall not per school.

TYPE	PRICE PER HALL / GYM
Primary / Special School	Please contact Service direct for costs
Secondary School Gym	Please contact Service direct for costs
Secondary School Sports Hall	Please contact Service direct for costs
Multi Gym only	Please contact Service direct for costs
Call Out	Please contact Service direct for costs



Description of Service

The team performs activities which are required in order for maintained schools and the Local Authority to meet statutory requirements laid down by the Department for Education (DfE). These include:

- Providing Government Guidance to schools
- Collecting pupil data from schools, cleansing the data and preparing for submission to the DfE
- Submitting the data returns through secure networks such as COLLECT
- Validating the accuracy of the data and resolving any omissions, duplicates or inaccuracies
- Collect, cleanse and submit end of key stage results to the DfE through the required secure networks
- Provide guidance on Data Protection, Freedom of Information and Information Security
- Provide a model privacy notice for schools

The team performs activities that support schools in data analysis and self-evaluation. These include:

- Produce end of key stage profiles for Foundation Stage, Key Stage 1 and Key Stage 2 assessments.
- Produce attendance profiles for schools based on the attendance information collected through the Census
- Manage Fischer Family Trust (FFT) school administrator accounts and provide guidance on using FFT online and interpreting the Self Evaluation booklets
- Manage Educational Performance Analysis System (EPAS) Accounts for Secondary Schools and provide guidance on using the system.
- Provide guidance and support for using RAISEonline
- Provide secondary schools with end of key stage 2 assessment results for pupils entering in year 7
- Search for existing Unique Pupil Numbers (UPNs) for recently arrived pupils.
- Search for previous performance information for recently arrived pupils through the national pupil database
- Provide support and guidance on the use of School to School
- Provide support and guidance on using USO-fx
- Provide support and guidance on using the School Portal

Period of Agreement

1 April 2013 – 31 March 2016

Options of Packages

Maintained Schools – base package

Maintained schools will receive the support of the team in carrying out their statutory returns, this will include ensuring that the School Census, School Workforce Census and end of key stage assessments are cleansed and returned to the DfE. Head teachers will be asked to confirm the accuracy of the information before the final submission. End of Key stage profiles and attendance profiles will be produced and sent to each school.

A base subscription for FFT will provide basic school information.

Maintained schools – additional costs will be charged for the following

- EPAS school licences
- FFT pupil level information
- Training sessions requested by schools
- Support for additional analyses of data, beyond that included in the base

Independent schools, Academies and Free Schools – data submission service

Independent schools, Academies and Free Schools will receive support from the team in carrying out their statutory returns. Where the service is used to submit information to the DfE, the charge will be £1 per pupil, which will be based upon the number in the specific cohort, or cohorts.

It is possible that the academies Census information, in the future, could be submitted through the Local Authority, if this becomes the case, the academies will be able to purchase the service, which will include duplicate checking and amendments and error resolution. The cost of this will be established, if the service becomes permissible.

Independent schools, Academies and Free Schools – Additional services

- Production of end of key stage and attendance profiles
- EPAS school licences
- FFT pupil level information
- Training sessions requested by schools
- Support for additional analyses of data

Cost of Service 2013 / 2014

Please contact the Service direct for the prices of the various packages available.

EPAS and FFT costs will reflect the actual costs of the services as provided – notification will be provided where costs are changed by the providers.

Training sessions will be charged on the same basis as the training sessions run by the School Improvement Service.

Additional analyses will be charged on the basis of the time taken to carry out the analyses.

Benefits of using this Service

- Experienced staff with an excellent knowledge of Enfield schools, the statutory Education data collections, RAISEonline, EPAS and FFT
- Staff with experience of training and supporting schools
- Staff are accessible to answer queries and to provide advice, Monday to Friday 9am to 5pm
- Staff with knowledge of related legislation



Description of Service

The purpose of Enfield's Professional Learning and Workforce Development strategy is to enable schools and appropriate settings to access the training and development opportunities their staff require in order to deliver a first class service to their children and young people.

We achieve this by:

- Offering regionally and nationally acclaimed programmes at accessible local venues
- Negotiating closely with our schools, and, collaborating with other key stakeholders within Enfield to ensure the best current fit-for-purpose training is delivered by outstanding practitioners
- Representing Enfield on a range of local, regional and national bodies to ensure that your views are fully heard
- Offering knowledgeable advice and guidance about our own service, the training and development opportunities we deliver, as well as the services, training and development we co-ordinate and commission on behalf of Enfield schools
- Proactively leveraging in relevant funding directly for the benefit of the Enfield schools' workforce and the children they serve
- Developing partnerships with other regionally and nationally acclaimed providers to ensure excellent training and development provision for the Enfield schools' workforce at best value rates
- Actively encouraging and supporting our schools to develop and provide their own in-house training and development as appropriate to enable self sustaining school improvement
- Brokering and fostering partnerships between schools and appropriate strategic partners in order to further develop and improve the professional learning of all involved
- Delivering core subject training in English, Science, Maths and EMA for both Primary, Secondary and Special schools. This core subject training will be delivered by members of the SIS Interventions team and expert practitioners from local schools. These programmes are managed by Clara Seery Deputy Head of School Improvement & Interventions Manager.

School Improvement Service Training and Development SLAs

In addition to its main function to support and challenge schools to raise achievement for all children and young people, the School Improvement Service offers a range of Professional Learning and Workforce Development opportunities which schools can purchase as a Service Level Agreement (SLA) also referred to as the "buy-back" arrangement.

Generally the SLA covers the following main elements, all of which are available separately.

1. The CPD Programme for Teachers and School Leaders

Access to all the training sessions advertised in the Enfield CPD Programme 2013-14 which will be published and made available to schools by the end of the Spring Term, to include:

- Leadership development programmes for teachers at all stages of their careers
- All elements in the Focused Training Programme for teachers and school leaders (phase or thematic training events)
- Development Programme for SBMs including Annual Conference
- NQT Development Programmes which include subject specific training as well as training to develop other teaching skills required to successfully complete the Induction period

For NQT Induction Quality Assurance purposes the SIS will observe a sample of NQTs in each setting and will also fulfil its obligations as outlined in the Induction Regulations as specified as the Responsibilities of the Appropriate Body. The NQT Professional Development Programme is published as a separate document in the Summer term each year. The charges for the NQT Professional Development Programme are covered by this element of this SIS SLAs.

Information for Non-Maintained Schools (Academies, Independent, Free Schools) including Out Borough Schools:

In addition to the above services we offer the administration and support to be the Appropriate Body for your school in relation to Newly Qualified Teacher Induction. Details of the cost of Enfield's NQT Appropriate Body service as well as the costs of the SLAs outlined in this document will be sent directly to the non-maintained schools during the Spring term.

2. Teaching Assistants and School Support Staff Programme

- All short courses listed in the Enfield CPD Programme, School Support Staff section designed for admin staff, school MFL assistants, science technicians and teaching assistants
- 5 day Induction Programme for TAs and other relevant support staff which is offered five times per year
- First Aid training for all support staff, including specialist Paediatric First Aid
- Lead TA Forum
- Longer accredited courses which will be fully or significantly subsidised, such as:
 - Level 3 School Admin Foundation Certificate
 - Basic skills training (includes Literacy, Numeracy, ICT) for all staff directly employed by the school
 - Level 3 Certificate in Supporting Teaching and Learning,
 - HLTA: locally based 3 day preparation for HLTA assessment
 - Advice, guidance and support to school SLTs, school based TA mentors, CPD Coordinators, lead Support Staff, groups of school based support staff and individual staff regarding the professional development pathways/qualification routes available to Enfield TAs and all other Support Staff
 - Advice and guidance to SLTs and governing bodies re deployment of School Support Staff and development and implementation of suitable Performance Management systems.

3. The SEN/Inclusion Training Programme

- Access to the wide range of courses in the SEN/Inclusion Training Programme for appropriate school staff. These range from termly Approach Training and Refresher sessions (preventative behaviour management and safe intervention techniques) for senior managers, teachers and support staff; to a series of ASD courses for teachers and support staff via Russett House Outreach teachers, and to targeted intervention training aimed at developing specific skills for support staff
- EYSI training for Nurture Groups, Tiger Teams and LASS
- Termly SEN/SENCO conferences that address local and national SEN initiatives.
- Termly half day Inclusion network meetings for all Inclusion Managers and SENCOs. These meetings are themed on current issues and any concerns arising and respond to requests made by school Inclusion staff. They enable SENCOs to keep up to date and also provide valuable opportunities for networking with other schools.
- Free membership of Special Educational Needs Joint Initiative for Training (SENJIT). SENJIT is a partnership between the Institute of Education and local education authorities which provides short courses, support groups, local training and consultancy for teachers and other professionals working on inclusion and special educational needs. Due to a special arrangement between SENJIT and Enfield LA staff in all SEN buyback schools will be able to attend SENJIT training and workshops without any additional charges.

In light of feedback, requests and changing local needs we continue to adapt and add to the SEN/Inclusion Training Programme, for example successful pilot projects have resulted in Eiklan Speech and Language Therapy training for specialist support staff in Secondary Schools being made available to all secondary schools.

Last year we held a successful P level Moderation day – this will be repeated this year and will be extended to include P Level Moderation exclusively for Special Schools.

4. The Governor Training Programme

- Unlimited access to all centrally held training session advertised in the Governor Training Diary or on the Governor Support Service Website: www.enfield.gov.uk/governors and E-Learning via Modern Governor (in association with the Learning Pool) – (Option to ‘opt out’ of e-learning available)
- Bespoke whole governing body training session on request (up to 2 hours) at additional cost (reflecting market rates) Please contact Theresa Palmer, Governor Support Service Manager for details and costs.
- Attendance at the Annual Governors’ Conference.

Governor Training programme see also page 40	Approx. Cost
Governor Training Programme	
<input type="checkbox"/> Primary / Special	Please contact the Service direct for costs
<input type="checkbox"/> All Secondaries	
Note:	
<ul style="list-style-type: none"> □ Governor training fees are invoiced separately to Clerking Service charges will differ dependent on the ‘bundle’ or ‘package’ requested by the school □ Academies & Free schools : Please contact Theresa Palmer, theresa.palmer@enfield.gov.uk Governor Support Service Manager for bespoke service and costs 	

5. School Based Projects – designed & tailored to meet individual needs

We also offer schools the possibility of designing individual training and/or support packages. These include school initiated joint reviews of practice, whole school training on a particular aspect of their school improvement plans and targeted support for an identified area of the school. The content, format and cost are negotiated with each school. They are based on a set daily rate for school improvement professionals and include planning and preparation time.

Contact Clara Seery clara.seery@enfield.gov.uk for further information.

Other School Improvement Service SLAs

As well as SLAs related to training and development the School Improvement Service provides other separate SLAs relating to:

- Central Enfield CLC Technical Support Service
- School Swimming Service
- Repair and Maintenance of Gymnasium Equipment
- Physical Education School Sports Service

Period of Agreement:

The agreement will last from 1 April 2011 - 31 March 2014 (3 years) unless otherwise varied by agreement.

Cost of Service 2013/14

The charges for 2013/14 in respect of all elements of the School Improvement Service will be held at 2012-13 levels plus a small increase to reflect changes in costs of providing these services. The exception to this will be the charge for the SLA which covers the training and development of Teaching Assistants and other School Support Staff. As a result of developments effecting qualifications particularly for TAs this SLA has been reviewed and over the next few years there is a need to implement an above inflation increase to cover the costs of these developments.

Details of 2013/14 charges will be sent to schools separately.

The Enfield CPD Programme folder for 2013-14 and the Governor’s Training Diary will also include the costs of each individual course to enable schools to make a realistic assessment of the value of the SIS CPD buybacks relevant to the school’s own needs for the coming year. This information will be circulated to schools by the end of the Spring Term and also posted on the Schools’ Portal.



Description of Service

This Service Level Agreement (SLA) is for the provision to Council establishments and schools of a secure cash collection and banking service by Enfield Council Cashiering Services.

Cashiering Services consists of a team of 15 officers with long experience of cash related services to members of the public and internal customers including secure cash collection. The Service forms part of the Finance Resources & Customer Services Department which holds the Investors In People award. This service level agreement is subject to regular review arising from service improvement and customer need.

Monitoring & Review

The secure collection service is monitored by means of:

- Twice-daily reconciliation of receipts and sealed bags
- Monthly key task analysis
- Monitoring against Performance Standards
- Complaints process
- Regular radio and telephone contact with the crew
- Review of the service is ongoing, based on changes in customer needs.
- Team meetings are held monthly which enable staff to contribute fully to the team's development and help promote ideas to improve the Service and identify training needs.

Period of Agreement:

1st April 2013 - 31st March 2014

Cost of Service 2013 / 2014

Please contact service direct for costs

Benefits of using this Service:

- Reduces cash held on premises
- Reduces risks of staff taking money to the Bank
- Friendly and Reliable Staff
- Flexibility to meet customer needs

Performance Standards:

All secure collection performance standards have been met in the last four years. Every standard is monitored and recorded on a monthly basis.

- a. We aim to make collections within a thirty-minute time band – i.e an agreed average collection time of approximately 3.15 will be made between 3.00 and 3.30.
- b. If, for any reason, we become aware of possible delays to standard service we will telephone you to advise the circumstances and give a revised collection time.
- c. We promise to deliver your sealed cash bags to the Council's bankers within one working day following collection.

- d. Every reasonable effort will be made to satisfy one-off, emergency requests for collection by arrangement within three working days.
- e. All supplies necessary to prepare credits for banking – plastic bags, seals, coin bags, note bands will be delivered on request.
- f. Correspondence will be answered within 4 working days of receipt.
- g. Telephones will be answered within 5 rings with the required greeting.

Your Responsibilities

- a. Ensure credits for banking are prepared in accordance with bank and courier standards.
- b. Ensure sealed bags and receipts are ready for collection and signature at the appropriate time.
- c. Notify as early as possible any need to cancel or change a collection arrangement.
- d. Maintain stocks of supplies and re-order in sufficient time using the form provided by the security crew.
- e. Please note that controlled stationery (receipt pads and bank giro paying-in slips) should be ordered from Christopher Deveraux (Cash Collection Manager) on 020 8379 4607 or Christopher.deveraux@enfield.gov.uk.



Contact Name: Jess Khanom

☎ 0208 379 3766

✉ jess.khanom@enfield.gov.uk

Description of Service

- Sourcing high quality specialised sports coaches to deliver extended school sports activities, for example in breakfast, lunchtime and after school clubs.
- In addition, Sports Development Officers can support schools setting up community sports based programmes to help raise funds from hiring out their facilities and connect schools to local clubs.

Period of Agreement

From 1 April 2013 – 31 March 2014

Cost of Service for 2013/14

Please contact the Service direct.

Benefits of using this Service

The Enfield Everybody Active Team (SDT) is a group of dedicated, experienced and qualified staff who manage a large database of high quality sports coaches for community sporting activities. All our coaches are qualified in specialist sports and are CRB checked to the standards verified by Enfield Council. The majority have taken part in the in-house training package offered by the SDT and are on our database because they are considered to be a credible sports coach who will deliver a safe, quality coaching experience to all children and young people. The SDT will work closely with a member of school staff to ensure mechanisms are in place to quality assure and develop the coach in accordance with the needs of the role.



Description of Service

The School Swimming Service entitles every Year 5 pupil to attend a half hour swimming lesson for fifteen weeks of the year delivered by qualified instructors. All lessons take place at one of the following pools: Albany, Arnos, Edmonton, Southbury and Southgate.

Service Features

We will:

- draw up the timetable
- hold a register of attendance
- record progress / achievement
- provide certificates and ribbons
- arrange an in-school water safety session
- organise inter-school galas

Period of Agreement

1 April 2013 to 31 March 2014

Cost of Service for 2013/14

This service is charged according to the number of pupils in Key Stage 2 and will be a similar price to last year.

Benefits of using this Service

This Service:

- Supports the Healthy Schools Programme
- Delivers the National Curriculum Physical Education swimming strand Key Stage 2
- All lessons take place in Enfield pools
- Work in partnership with Enfield School Transport Services

Guarantees

- We will arrange transport to and from the pools
- We will respond to any query within 24 hours
- We will be flexible towards specific school issues
- We will deliver a programme of study promoting a healthy lifestyle, this encourages water confidence and develops water survival skills
- Swimming instructors update their life saving qualifications every two years
- The School Improvement Service oversees the programme, monitors and evaluates it

In previous years, this service has been predominantly offered to Year 5 pupils. During 2012 other year groups, in addition to Year 5, swam according to the needs of the school. Groups of SEN mainstream students, Year 6 non swimmers and Year 4 groups entered the programme.



Contact Names:

Commercial Waste Officers ☎ 020 8379 3860 / 020 8379 1542 / 020 8379 5408 ✉ commercial.waste@enfield.gov.uk

Commercial Waste Support Officer ☎ 020 8379 3860 / 020 8379 1542 / 020 8379 5408 ✉ commercial.waste@enfield.gov.uk

🌐 www.enfield.gov.uk/commercialwasteandrecycling

Description of Service

Enfield Council offers a reliable local waste collection service with flexible contract terms, no hidden charges and a wide choice of bin sizes to suit all needs. We also offer a fully co-mingled recycling service.

Our waste service operates from Monday to Saturday between the hours of 6am and 4pm. This service allows a minimum term time weekly collection and the cost of the service includes delivery of container and an annual waste transfer note.

Period of Agreement

We will offer a 52 weeks collection service for the period 1 April 2013 – 31 March 2014

However we understand collection may not be needed during term times therefore we can suspend the service during these periods upon request and offer a 39 weeks collection service agreement.

Options of packages

Our service offers the following bins:

- 360 litre, 660 litre, 940 litre & 1100 litre for general refuse term time collection
- 1280 litre bin for co-mingled recycling term time collection

Other bins options and special collections are available on request by contacting the commercial waste team on the contact details above.

Cost of Service for 2013/14

The cost of the service will vary depending on the number of collections / number of containers required for refuse and recycling.

Please be advised from 1 April 2013. there will be a minimal charge for recycling containers.

If you would like to find out more, we have two dedicated commercial waste officers who will be happy to discuss your needs and the service most suitable for your Institute.

Benefits of using the Service

- No hidden charges (included container hire and repair)
- Receive a service that is tailored to your exact needs with flexible collections and a wide range of bin sizes
- Reliable service
- Efficient
- Friendly
- Environmentally responsible
- Value for money

INDEX OF CONTACTS

<u>SERVICE</u>		
(School) Admission Appeals Service Lesley Morton, Customer Relations Manager PO Box 56, Civic Centre, Silver Street. Enfield EN1 3XQ	0208 379 3942	sai@enfield.gov.uk
Architectural Services John Knightley, Head of Architectural & Property Services B Block South, Civic Centre, Silver Street, Enfield, EN1 3XA	0208 379 6700	john.knightley@enfield.gov.uk
Behaviour Support Service James Carrick, Head of Behaviour Support Secondary Tuition Centre, 219-221 High Street, Ponders End, Enfield. EN3 4DX	0208 8379 8112	james.carrick@enfield.gov.uk
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MEETING TITLE AND DATE:

Schools Forum – 13 February 2013

REPORT OF:

Director of Schools & Children's Services

Contact officer and telephone number:

Sangeeta Brown – 0208 379 3109

E-mail: sangeeta.brown@enfield.gov.uk

Item: 8
Subject: Schools Forum: Workplan
Wards: All

Recommendation

To note the workplan.

Meetings		Officer
April 2012	Schools Financial Value Statement DfE – School Funding Arrangements & Local funding formula Procurement Strategy Early Years	EC SB DL PC
May 2012	School Funding Reforms	SB
June 2012	School Funding Arrangements (2013/14) Schools Forum Regulations Combined Services Budgets - Update	SB SB DH/SB
October 2012	Schools Budget: 2013/14: Update Responses to consultation on School Funding Arrangements (2013/14) Outturn Report 2011/12 Schools Balances 2011/12 Procurement - Update	YM SB DH SB DL
December 2012	Schools Budget: 2013/14: Update Local Authority Budget (2013/14) Pupil Places strategy	YM ES LC
January 2013	Schools Budget: 2013/14: Update	YM
February 2013	School Budget 2013/14: Update Scheme for Financing Schools Enfield Traded Services to Schools	YM SB SB
May 2013	Welfare Benefit Reforms Audit Arrangements	ES SB

Dates of Meetings

Date	Time	Venue	Comment
12 December 2012	5.30pm – 7.30pm	St Paul's School	
16 January 2013	5.30pm – 7.30pm	West Lea School	Additional Meeting
6 February 2013	5.30pm – 7.30pm	Lea Valley High School	Cancelled Meeting
13 February 2013	5.30pm – 7.30pm	Lea Valley High School	Re-arranged Meeting
9 May 2013	5.30pm – 7.30pm	TBC	
11 July 2013	5.30pm – 7.30pm	TBC	