

LA Maintained Schools – Core Offer**Base Offer Deliverables**

Department	Team	Deliverables (base only)
Finance	Exchequer	<ul style="list-style-type: none"> • Payment of supplier invoices through an interface direct from MIS into the County Council's corporate ICT system • Cashiering and Accounts Receivable Services • Provision of Procurement Cards
	Insurance	<p>Insurance cover and associated advice and support (including managing risks and ensuring that insurance claims are dealt with fairly and swiftly) on the following areas: Public Liability; Employers Liability; Professional Indemnity; Hirers Liability; Personal Accident; Libel and Slander; Crime Insurance (enhanced Fidelity Guarantee Insurance - employee and third-party dishonesty); School Journey/Travel Insurance; Property Insurance:</p> <ul style="list-style-type: none"> • Material Damage cover – Buildings and Contents • Additional Expenses (Business Interruption) cover • Computer Equipment • Money • Engineering inspection provision • Contract Work (Works in progress)
	Children's and Adults Finance Business Partnering	<ul style="list-style-type: none"> • Provision of policy advice and guidance to support leadership and management (Strategic finance) • Provision of analysis and advice in relation to schools in financial difficulties • Overview of financial performance and provision of financial data • Delivery of statutory reporting across all schools
	Legal	<ul style="list-style-type: none"> • Access to legal advice and support in appropriate circumstances that meet the threshold, such as: <ul style="list-style-type: none"> ○ Parents and pupils ○ Site Matters ○ Contract and Procurement ○ Legal Proceedings ○ Charges
Customers and Digital	HR Admin and Payroll	<ul style="list-style-type: none"> • Ensuring all staff (permanent, fixed term, casual and ad hoc workers) are paid accurately and on time • Assurance that statutory and contractual requirements are met - including absence, expenses, pensions administration and auto-enrolment, production of contractual paperwork, managing and providing information to support family absence and sick pay • Provision of pay-related monthly costing and data load files • Advice and guidance in relation to pay, HR process or staffing transactions
	Health and Safety	<ul style="list-style-type: none"> • Provision of 3 yearly fire risk assessments (Non-VA) • Provision of 3 yearly Health and Safety Audits (Non-VA). • Outdoor education trip approvals • Delivery of commissioned open access training in Health and Safety • Provision of policy advice and guidance to support leadership and management (Health and safety) • Provision of clear information about minimum standards for leaders and governors to self-assess compliance (Health and Safety)
	Technology and Digital	<ul style="list-style-type: none"> • Provision of clear information about minimum standards for leaders and governors to self-assess compliance (Digital and technology safety and standards) • Targeted audits and compliance checking for ICT safety and standards
	Communications	<ul style="list-style-type: none"> • Access to Communication professional advice in the event of emergency or crisis

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		<ul style="list-style-type: none"> Provision of communication materials (press releases, parent comms etc) in the event of emergency or crisis
Corporate Property	Estates	<ul style="list-style-type: none"> Annual consultation and bidding process between schools and corporate property to determine the highest priority condition items to be nominated for condition fund investment. Data overview of (property related) compliance and the condition of the school estate, including potential for decarbonisation where available. Data to be held in online Technology Forge database (TF) where schools can access and manage property data. Comprehensive biennial property condition survey. Biennial (property related) statutory compliance checks and onsite audit, plus live monthly monitoring of compliance data entered into TF.
	Energy	<ul style="list-style-type: none"> Procurement of school's energy and water Bill verification and query management with suppliers Data tools to help monitor and manage energy consumption.
	Asbestos	<ul style="list-style-type: none"> Delivery of regular re-inspection of Asbestos containing items depending on risk in schools identified as containing asbestos. Delivery of Asbestos Awareness Training to all schools built pre 2000
Waste	Somerset Waste Partnership	<ul style="list-style-type: none"> Collection of recycling, food, and other waste material from schools

Education, Partnerships and Skills	Curriculum Projects and Resources	<ul style="list-style-type: none"> Overview of individuals and organisations with curriculum expertise Provision of opportunities for curriculum and subject collaboration Delivery of commissioned training in Curriculum or relevant Curriculum Topics Access to over 170,000 books to support the curriculum Coordination of curation and supply of curriculum exemplars
	Education Leadership Advisory	<ul style="list-style-type: none"> Provision of policy advice and guidance and resources to support leadership and management (HR, governance, safeguarding) Provision of clear information about minimum standards for leaders and governors to self-assess compliance (HR, governance, safeguarding) Board management tool (database) for clerks to use and update. Risk-based targeted audits of safeguarding practice, including Single Central Record Provision for the local authority to exercise its' statutory duties in respect of governance, safeguarding & HR Delivery of commissioned training in HR, Governance and Safeguarding
	Education Leadership Development	<ul style="list-style-type: none"> Provision of policy advice and guidance to support leadership and management (Academisation) Recruitment strategy and actions to improve recruitment and retention Induction and succession planning across schools Headteacher counselling and coaching (Headteacher support service) Overview of Ofsted forecasting and commissioning of inspection support from relevant teams Overview of attainment and progress data and communication about standards Provision of standardised social media collateral, templates and documentation to support recruitment
	Education Relationships and Intervention	<ul style="list-style-type: none"> Dedicated Relationship Manager who acts as a single point of contact for the school and works on their behalf to connect the school to people, organisations and services

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		<ul style="list-style-type: none"> • Direct capacity or brokerage of support on a targeted basis in relation to crises or pressures (inadequate judgement, unexpected leadership absence, safeguarding incident) • Commissioning and or brokering of specialist advice on a routine basis in relation to identified needs • Back up support from a flexible Relationship Management team for first line contact • Record-keeping system and intelligence gathering that ensures everyone working with a school has access to up-to-date information about activities, contacts and needs • Management of complaints and concerns about schools • Overview of statutory intervention process (standards) • Commissioning of suite of appropriate communications including bulletin, information online, virtual and face to face events
	Education Information Operations	<ul style="list-style-type: none"> • Data transfer management and support to ensure that all integration between schools and the LA systems are effective and operational • First and Second line support, providing expert advice and guidance on all areas of the MIS through a self-logging help desk. Essential for ensuring basic functionality and effective use of the MIS. • Technical Support including upgrades, transfer of finance files and resolving system failures where required, including the use of relevant third-party remote management tools. • Priority functionality support during inspections or emergency situations • Payment of licence fees for SIMS (or other provider up to value of equivalent SIMS licence) • Provision of policy advice and guidance to support leadership and management (Data quality) • Provision of clear information about minimum standards for leaders and governors to self-assess compliance (Data quality)
	Education Grounds Operations	<ul style="list-style-type: none"> • Delivery of commissioned targeted specialist safety checks (play and grounds, including tree inspections)
	Education Finance Operations	<ul style="list-style-type: none"> • Provision of clear information about minimum standards for leaders and governors to self-assess compliance (Finance) • Provision of tools and resources to support financial practice and compliance • Risk-based targeted financial control checks • Support for closing of Year End Accounts support and production of the consistent Financial Reporting (CRF) return • Provision of a Senior Finance Officer (SFO) • Access to helpline support and provision of a query service to support month end reconciliation accounts • Targeted support with key elements of annual budget planning, financial monitoring, and reporting • Provision of clear information about minimum standards for leaders and governors to self-assess compliance (catering) • Targeted audits and compliance checking for catering
	Education Property	<ul style="list-style-type: none"> • Facilitation of statutory Servicing and compliance checks to Plant and Equipment including PAT testing & Legionella Risk Assessments • Facilitation of Repairs via schools chosen contractors • Facilitation of Safety Glazing Audits • Facilitation of Display Energy Certificate as required
	Data Protection	<ul style="list-style-type: none"> • Provision of policy advice and guidance to support leadership and management (Data Protection) • Provision of a Data Protection Officer (DPO) • Management of Subject Access Requests and FOI requests

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		<ul style="list-style-type: none"> • Crisis support to manage data breaches and contact with parents, legal representatives, and the Information Commissioner's Office • Risk-based targeted audits of website and GDPR compliance
	Training and Assessment	<ul style="list-style-type: none"> • Comprehensive package of training and CPD in a variety of formats including face-to-face, online, and pre-recorded, commissioned from relevant experts • Coordination of annual assessment moderation for EYFS and KS1
SWAP		
CLEAPPS		
Care First		
Trade Union Facilitation		
Maternity		
Redundancy		
Teachers Pension Audit		
Contingency		