

# Traded Services

## Newsletter

**Welcome to the 3rd issue of the Traded Services newsletter. I'm sure the half term break feels like a distant memory now and that you are busy planning for the turn of the financial year.**

In this issue, you will see we have our regular articles from the Traded Services team, including details of up and coming training courses for school based staff, along with details of recent policy changes and reminders that are relevant to schools. As always our cut out and keep section of service contacts and their contact details can be found at the end of this newsletter.

Also in this issue you will find details of the new Governor Services, Service Level Agreement along with details of the new Traded Services for Schools Brochure. I hope that you find both of these articles interesting and informative.

**Fiona Scott**  
*Traded Services Manager*



### Training Courses

Traded Services offer a programme of Continuing Professional Development for all Schools/Early Years settings and Governors. This programme includes full and half day courses, the Local Learning Network courses which are mainly twilight sessions and the Governor Development Programme of mainly evening sessions. This programme can be found in our CCPD training Courses 2012/13 Brochure which can be downloaded from the Schools Portal and from the Cumbria County Council website at

<http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/tradedservices/>

We are also in the process of producing a smaller summer term brochure of both the CCPD and LLN courses; these brochures will be emailed to all schools but again can also be accessed from the Schools Portal or the County Council webpage as above.

The process for arranging the 2013/14 program from September 2013 is now well underway and we anticipate that the new brochure will be ready towards the end of June.

### The Traded Services Team

Our team supports the development of services on offer from Cumbria County Council, and helps to achieve a co-ordinated approach to the administration processes involved. We encourage you to get in touch with any feedback, questions, comments or suggestions - please email us at: [tradedservices@cumbria.gov.uk](mailto:tradedservices@cumbria.gov.uk)

### Traded Services Key Contacts



**Fiona Scott**  
Traded Services  
Manager  
t: 01228 221397



**Terry Beech**  
Project Officer  
t: 01946 506217



**Mel Housby**  
Project Officer  
t: 01228 226814

## Upcoming Courses

Course	Date	Time	Location
<b>Building Bridges: Transition EYFS to Year 1</b>	10 June 2013	9.30am - 12.30pm	Netherwood Hotel, Grange-over-Sands
	25 June 2013	9.30am - 12.30pm	Broughton Craggs, Great Broughton, Cockermouth
	1 July 2013	9.30am - 12.30pm	North Lakes Hotel, Penrith
<b>Delivering High Quality Athletics in KS2</b>	17 April 2013	1.00pm - 5.00pm	Montreal CE Primary School
	18 April 2013	1.00pm - 5.00pm	Pennine Way Primary School
<b>Headteachers as Leaders of Learning in their Schools</b>	23 April 2013	9.30am - 4.00pm	Roundthorn Country House Hotel, Penrith
	26 April 2013	9.30am - 4.00pm	Netherwood Hotel, Grange-over-Sands
<b>Making it work for you - School Self Evaluation and Improvement Planning</b>	20 May 2013	9.15am - 4.15pm	Roundthorn Country House Hotel, Penrith
<b>Inspiration and Achievement in Religious Education</b>	4 July 2013	9.30am - 4.30pm	North Lakes Hotel, Penrith

**LSCB training  
dates now  
available!**

Please visit

<http://www.cumbrialscb.com/pagesall.aspx?id=451>  
for further details

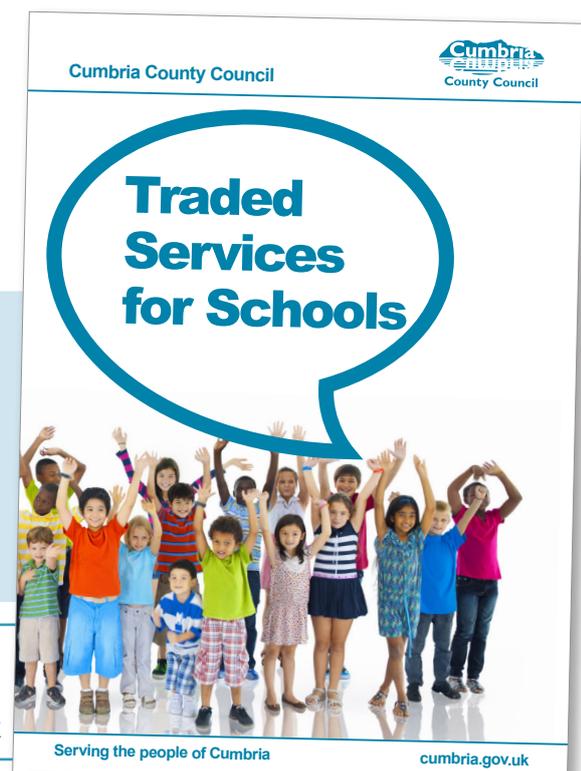
## Traded Services for Schools Brochure

The new Traded Services for Schools Brochure will be available from April 2013.

The brochure will **not** be printed this year; instead we have opted for electronic copies only. The brochure will be distributed to schools via:

- The Schools Portal in a corporate format.
- SLA-Online where a programme of services can be downloaded and a full breakdown of all services will be available for you to view and purchase.
- The Traded Services page on the Cumbria County Council website <http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/tradedservices.asp>

If you have any questions or queries about the Traded Services for Schools Brochure please contact **Mel Housby (Project Officer)** on **01228 226814** or email her at [melanie.housby@cumbria.gov.uk](mailto:melanie.housby@cumbria.gov.uk)



## Governor Support Team

The new Governor Services Service Level Agreement is running from April 2013 to March 2014.

The SLA includes:

### UPDATED AND EXTENDED Governors Training Programme featuring:

- Additional areas of Governors' roles and responsibilities e.g. monitoring & evaluation, equality considerations, schools admissions and vulnerable children
- Extended pool of training providers
- Continued support for new governors

### NEW Clerks Support and Forums offering:

- Unlimited personal telephone/email advice and information
- Facilitated termly networking meetings for advice, best practice examples, update on legislation changes, training, useful resources and Q&As

### REDUCED rates for Modern Governor Subscription

- (E-learning modules)\* [www.moderngovernor.com](http://www.moderngovernor.com)
- Offers savings over £200

### REDUCED rates for National Governor Membership\*

<http://www.nga.org.uk/Join.aspx>

Offers savings of up to £35 – Gold membership

- \* Early expression of interest is advisable to get the most benefit from these subscriptions

## One rate – annual cost £650

15% discounts for sign-up to the GS SLA by 31 May 2013

Reduced rate for small schools by negotiation.

Services also available on a 'Pay as You Go' (PAYG) basis

For more information please contact:

**Karen Little, Governor Services Manager**

[karen.little@cumbria.gov.uk](mailto:karen.little@cumbria.gov.uk)

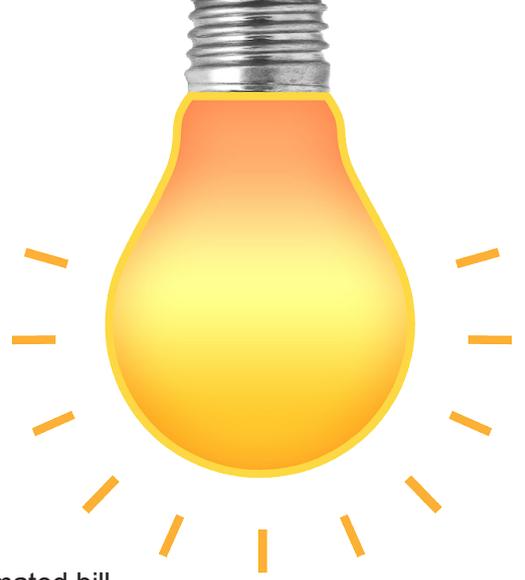


# Utilities Information

## Electricity

### Meter readings

- If sites send in their own meter readings then it will mean they will get actual bills rather than estimated bills and a credit note every month
- Meter readings should be sent to:  
[customer.own.reads@npower.com](mailto:customer.own.reads@npower.com) or [ypo@npower.com](mailto:ypo@npower.com)
- Readings need to be sent in either 5 days before the end of the month or 5 days after the end of the month
- If readings are sent in late you could end up getting an estimated bill
- Readings need to be sent on a monthly otherwise you will receive an estimated bill
- Not only will sending in meter readings mean that sites get actual bills, but schools are charged by Accounts Payable for the number of invoices that are processed so it will create a saving



### SMART meters

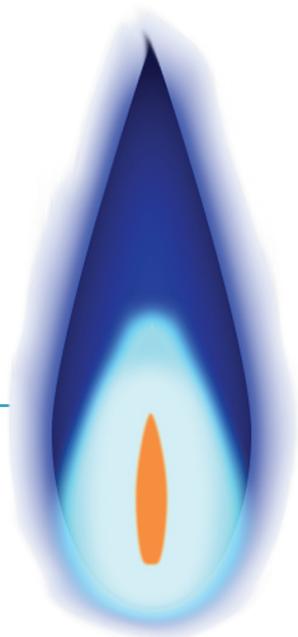
As part of the contract between Cumbria County Council and NPower all electricity meters are being transferred for AMR (Automated Meter Reading) meters free of charge. The meters automatically record electricity consumption and will be dialled into on a monthly basis to take accurate meter readings.

The readings will appear on the bill as actual reads and will remove the need for estimated bills and in addition will help the analysis of any electricity use and so could be used to identify opportunities for energy saving.

## Gas

### Meter readings

- As with the electricity contract if a site sends in it's own meter readings it will result in actual bills being received rather than estimated bills.
- Meter reads should be sent to:  
[yopenquiries@centrica.com](mailto:yopenquiries@centrica.com) or can be entered online at [www.britishgas.co.uk/business](http://www.britishgas.co.uk/business)
- Reads need to be submitted no later than the 28th of the month. If readings are sent in late you could end up getting an estimated bill
- Readings need to be sent on a monthly otherwise you will receive an estimated bill



### Direct Debit

- When the new contract through YPO first started, sites were informed that they could pay their gas and electricity bills by direct debit if they preferred. Many sites have not taken up this option. If you now feel that you would like to pay for your gas and/or electricity by direct debit please contact Jennifer Noble for the relevant form.
- There is no discount for British Gas, or NPower for paying by direct debit, however there will be an internal saving.

### Reduced Rate VAT

Many schools are paying 20% VAT when they should be paying 5% for their gas and electricity. To check which rate you should be paying please contact the HMRC helpline – **0845 010 9000**. If you should be paying the reduced rate rather than 20% please contact Jennifer Noble in Corporate Procurement with your site details including your account number. We will get your site added to the correct VAT rate going forward and endeavour to claim the overcharged amount back for you. The deadline for providing us with this information is 28th March.

### Contacts

Jennifer Noble **01228 221743** [jennifer.noble@cumbria.gov.uk](mailto:jennifer.noble@cumbria.gov.uk)

Debbie Heard **01228 221741** [debbie.heard@cumbria.gov.uk](mailto:debbie.heard@cumbria.gov.uk)



## Cut out and keep - Service Contacts

Learning Improvement Service	Helen Graham	<b>01228 226811</b>
SEND Teaching Support and County Psychological Service	Mark Toomey	<b>01900 706453</b>
Virtual School and Equalities Learning	Bev Redfern	<b>01228 221195</b>
Access and Inclusion	Sarah Wright	<b>01768 812061</b>
Safeguarding / Workforce Development	Donna St Claire	<b>07876 447941</b>
Cumbria Music Service	Simon Yeo	<b>01900 706085</b>
Cumbria Outdoors	Deborah Hunter	<b>01768 812280</b>
Learning Support Staff	Shirley Tomlinson	<b>01900 706082</b>
Team-Teach / Moving and Handling Training	Amy Hoodless	<b>01900 706083</b>
Health and Safety and Educational Visit Services	Sharon McCubbin & Matt Ellis	<b>01228 226345</b>
Payroll/HR Administration Services	Ian Logan	<b>01228 223472</b>
HR Advisory Service	Gillian Martin	<b>01228 226862</b>
Adult Education	Sarah Fowler	<b>07827 895804</b>
ICT Support	Shaun Smith	<b>01228 226860</b>
Communications: Print, Design & Advertising	David Smith	<b>01228 221732</b>
Procurement Service	Nicola Bell	<b>01228 221742</b>
Legal Services	Stewart Consterdine	<b>01228 221293</b>
Carbon Count	Kathryn Tye	<b>01228 221025</b>
Sustainability Service	Julian Sargent	<b>01228 673233</b>
Building Support Services	Cris Wilson	<b>07920 594187</b>
Asset Management Services	Frank Blenkham	<b>07876 707567</b>
Facilities Management - Catering / Cleaning	Michelle Holdsworth & Mary Lee	<b>07974 327071</b>
Catering Service / Cleaning Services / Fire Equipment Maintenance	Graeme Gunn	<b>01228 221339</b>

## Policy Change / Reminders

### A good education for all: consultation on inspection of local authority services

This consultation seeks views on Ofsted's proposals to introduce a new framework for the inspection of local authority school improvement functions. Under the proposed framework, Ofsted will evaluate how effectively local authorities discharge their school improvement functions, particularly in areas where schools are not yet good or are not improving quickly enough.

<http://www.ofsted.gov.uk/resources/good-education-for-all-inspection-of-local-authority-services>

### Consultation on reform of the National Curriculum in England

The new National Curriculum represents a shift in what pupils and teachers are expected to achieve, particularly in the core subjects of English, mathematics and science at primary level. For subjects other than English, mathematics and science, the government is proposing the introduction of new, shorter programmes of study, focused on the essential knowledge and skills to be taught in each subject. This aims to give schools more freedom to develop their own curriculums in a way that best meets the needs of their pupils. The consultation also asks for views on proposals to display aspects of the current National Curriculum from September 2013, so as to give schools greater flexibility as they prepare to teach the new one, and on plans to replace the existing ICT curriculum with a new computing curriculum.

More details can be found by following this link  
<https://www.education.gov.uk/aboutdfe/departmentalinformation/consultations/a00221262/reform-national-curriculum>