

# **SCHOOLS FORUM**

**Meeting date: 17<sup>th</sup> January 2020**

**From: Dan Barton  
Assistant Director – Education & Skills**

## **SCHOOL PAYROLL CONTRACT SPECIFICATION CONSULTATION**

### **1.0 EXECUTIVE SUMMARY**

- 1.1 *This report informs the Schools Forum of the current position regarding changes to payroll services for non-chequebook schools and the requirement to consult with Schools Forum on the terms of the contract.*

### **2.0 STRATEGIC PLANNING AND EQUALITY IMPLICATIONS**

- 2.1 *Ensuring that Cumbrian schools are funded appropriately is supportive of the Council Plan outcome that 'People in Cumbria are healthy and safe.*

### **3.0 RECOMMENDATION**

- 3.1 *The Schools Forum is asked to:*

- *note the report*

### **4.0 BACKGROUND**

- 4.1 Schools were informed on 25 November 2019 of the local authority's intention to develop a framework contract which will offer schools several providers to bid for their contracts.
- 4.2 The School Forum operational and good practice guide and School Forum powers and responsibilities guide published by ESFA set out the need for the local authority to consult with the Schools Forum where the local authority is entering into a contract to be funded from the schools budget.
- 4.3 The consultation must cover the terms of the contract at least one month prior to the issue of invitations to tender. As the Invitation to Tender is likely to be

issued late February 2020, the consultation with Schools Forum will commence late January 2020.

- 4.4 Schools Forum members will be notified when the consultation is due to commence so they have an opportunity to review and comment on the contract documentation.

## **5.0 OPTIONS**

- 5.1 Schools Forum are asked to note the report notifying them of the intention to consult on the contract documentation to provide payroll services to non-cheque book maintained schools, and to respond to the consultation when it is launched, which is expected to be late January 2020.

## **6.0 RESOURCE AND VALUE FOR MONEY IMPLICATIONS**

- 6.1 The cost of the new payroll service for schools will not be known until tenders are returned via a mini competition but the contract award criteria at that stage will be based on 100% price. However, successful providers will be appointed onto the initial Framework on the basis of both quality and price criteria.

## **7.0 CONCLUSION**

- 7.1 This paper informs the Schools Forum of the requirement to consult with them when a local authority is entering into a contract to be funded from the schools budget, and that consultation is expected to commence late January 2020.

**Dan Barton**  
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*10<sup>th</sup> January 2020*

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