

Agenda Item No. 4(d)

**DERBYSHIRE COUNTY COUNCIL**

**MEETING OF CABINET MEMBER - HIGHWAYS, TRANSPORT AND  
INFRASTRUCTURE**

**20 July 2017**

Report of the Strategic Director-Economy, Transport and Communities

**CHARGES FOR DERBYSHIRE ENVIRONMENTAL STUDIES SERVICE  
PROVISION FROM SEPTEMBER 2017**

(1) **Purpose of Report** To seek approval for a change to the charges for services provided by Derbyshire Environmental Studies Service to come into operation from September 2017.

(2) **Information and Analysis**

**Background**

In April 2017, a new service 'Conservation, Design and Heritage' was created as part of departmental restructure. As part of this re-structure Derbyshire Environmental Studies Service (DESS) relocated from Chesterfield (where they had an office and classroom base for delivery of fieldwork sessions to young people) to a shared office space at Shand House, Darley Dale with no classroom. DESS is tasked with becoming fully cost recovering from 2018-19. This report outlines the changes required to charges to enable delivery of sessions from locations across the County and how to best generate income from the delivery of these services. DESS make a number of charges for its services which aim to engage groups, particularly young people, in understanding and relating to the built and natural environment of Derbyshire, its heritage and learning beyond the classroom. Provision falls into four main areas:

- Delivery of DESS led learning visit experiences and trips from locations across Derbyshire. These visits draw on the rich natural and built environment of the County and linked to the national curriculum.
- Supporting schools and other learning settings to provide Forest School opportunities and deliver Forest School programmes.
- Delivery of projects in collaboration with internal and external partners covering a wide breadth of topics from built heritage, architecture, landscape, ecology, biodiversity, archaeology and sustainability covering all curriculum areas, age ranges and abilities.

- Teacher and leader training workshops to share best practice, up-skill the workforce and encourage more opportunities for 'self-led' Learning Outside the Classroom.

The proposed charges from September 2017 are provided in a table in Appendix 1. This outlines the costs for services to be delivered directly to schools and groups. It also provides the charges for services commissioned by external partners and organisations. More detail about the reasoning behind the charges is provided in Appendix 1 but can be summarised as follows:

- Trying to keep costs for DESS low ensures that Derbyshire schools, groups and communities can take part in projects across the county and are able to access a wide range and breadth of learning experiences outside the classroom. These experiences are delivered by professional practitioners at a reasonable cost. However, charges for these activities need, as much as possible, to recover expenditure.
- Costs for school visits are usually passed on to the families of participating children not paid for directly by the schools themselves. The price of delivery and transport to visits can be prohibitively expensive meaning children have fewer experiences than in the past. By trying to keep DESS costs low it ensures that schools, communities and other users are not financially excluded from accessing the services and opportunities.
- The charges are reasonable and set at a rate comparable to similar services offered by other local organisations. This means the service can compete in a hugely competitive school trips market. It also means that DESS can develop partnerships and deliver work on funded projects for other organisations at a competitive price.
- That DESS can continue to spread an important message about the built and natural environment to young people and communities across Derbyshire, in a positive way, which is beneficial to their learning, engagement, employability and understanding of their environment.

(3) **Financial Considerations** The increase in charges reflect inflation, they are comparable to other similar services available in Derbyshire and incorporate the requirement of DESS to become cost recovering. If the price rise is too high DESS will effectively price itself out of the market. This would result in certain communities, schools and groups wishing to access provision being unable to afford the service. The total annual budget for the service in 2017 -18 is £ 127,162.66 with the Service reaching around 3,700 young people per year, as well as large numbers of adult group leaders, teachers and families who go on to provide further opportunities for their young people. As well as direct work with schools and groups the Service offers support, learning and engagement opportunities for work undertaken by the Conservation, Heritage and Design Section (including the Derwent Valley Mills

World Heritage Site), Countryside Services, and other sections of the council including Eco-Schools, Derbyshire Record Office and Public Health.

(4) **Human Resources Considerations** The charges have been based around the delivery capacity of current staffing levels in the DESS team which currently consists of 1 full time member of staff, two part time members of delivery staff and half the time of a Business Services Assistant.

(5) **Social Value Considerations** Many of the projects undertaken by DESS support the vision and values of Derbyshire County Council as laid out in the Council Plan Update 2016-17 contributing towards creating thriving communities and partnership work across the County.

In preparing this report the relevance of the following factors has been considered: legal, prevention of crime and disorder, equality and diversity, environmental, health, property and transport considerations.

(6) **Key Decision** No

(7) **Call-In** Is it required that call-in be waived in respect of the decisions proposed in the report? No

(8) **Background Papers** Held on file within the Economy, Transport and Communities Department. Officer contact details - Georgina Greaves, extension 33439.

(8) **OFFICER'S RECOMMENDATION** That the proposed charges for Derbyshire Environmental Studies Services are adopted from September 2017 as set out in Appendix 1.

**Mike Ashworth**  
**Strategic Director – Economy, Transport and Communities**

## Appendix 1:

## Derbyshire Environmental Studies Service - Charges from September 2017

Charges		Current charge to August 2017
<p>£60 per class 'Day Rate'</p> <p><b>Plus</b></p> <p>£6.00 per pupil per day.</p>	<p><b>Educational Visits and Trips:</b></p> <p>The 'day rate' will cover the payment and need to hire suitable classroom and teaching spaces in a variety of locations across the county for delivery of the visits and trips.</p> <p>The per pupil costs cover those required to staff, resource and deliver the session by Derbyshire Environmental Studies Service staff.</p> <p>Certain led days will incur additional costs to these in order to access specific museums or buildings which are integral to the learning activities being undertaken.</p>	<p>£5.50 per pupil (£5.00 if booked a term in advance)</p> <p>£20 booking fee taken off overall balance</p>
£535	<p><b>New development of visit and trip days (per location):</b></p> <p>Planning, design and delivery of a day of tailor made day of fieldwork from a site within Derbyshire. To include pre-planning staff meeting, risk assessment of activities, planning and preparation of resources, routes and sites and activities, delivery of a day of class and fieldwork from a site or school. This rate to apply for other 'day' based schools workshops that may be delivered or led. The resources and activities will be given to the school or organisation commissioning this work for their future use. If a repeat of this day is required once developed it will be charged at the above rate.</p>	<p>£250</p> <p>(£20 booking fee applies)</p>
£295	<p><b>Forest School: Pupil Forest School Taster Session (one off):</b></p> <p>(charge per session part or full day). Maximum group size to be discussed with Derbyshire Environmental Studies Service and be age, site and activity appropriate.</p>	<p>£150</p> <p>(£20 booking fee applies)</p>

£1,333  (Equates to £222.17 per session)	<b>Forest School: 6 session programme delivery.</b> Package of 6 Forest School Sessions: This will be for the development, preparation and delivery of 6 Forest School Sessions with the same group on the same site by a member of staff with the industry standard Level 3 Forest School Practitioner Qualification.	New package
First 6 sessions as per above then £197 per session	<b>Forest School: Year-long programme Delivery.</b> First six sessions will as per the charge outlined above. Each additional session, if at the same Forest School site will be charged as outlined and can be extended up to a year round programme.	New offer
If part of the scheduled DESS training programme: £55 per participant  If tailor made for adult groups £450	<b>Adult/Teacher Workshops: Sessions under 3 hours: Half day or twilight.</b> These will be workshops that are part of the annual Derbyshire Environmental Studies Service programme and is based on a minimum of 8 participants. An additional charge may be made to cover any relevant site or room hire. These workshops may be related to taking curriculum area learning outdoors, Forest School, skills, environmental education etc. Where an school, organisation or project commissions tailor made adult training these will be charged at the £500 rate based on 10 participants and includes planning, preparation, resourcing and delivery in discussion with the lead booking adult for their group. Maximum group size depends on activities and location.	Current scheduled workshops rate is £35 per participant  Half day is currently £280 subsidised for schools and £400 at consultation rates
If part of the scheduled DESS training programme: £80 per participant  If tailor made for adult groups £650	<b>Adult/Teacher workshop: Sessions over 3 hours</b> These will be workshops that are part of the annual Derbyshire Environmental Studies Service programme and is based on a minimum of 8 participants. An additional charge may be made to cover any relevant site or room hire. These workshops may be related to taking curriculum area learning outdoors, Forest School, skills, environmental education etc.	Full day is currently £600 subsidised for schools and £605 at consultation rates.

	Where a school, organisation or project commissions tailor made adult training these will be charged at the £710 rate based on 10 participants and includes planning, preparation, resourcing and delivery in discussion with the lead booking adult for their group. Maximum group size depends on activities and location.	
£210	<b>Day rate for developing packs, resources, talks etc.</b> Certain projects require the development of teaching and learning packs, online resources, the giving of a talk or presentation. This charge is a day rate charge based on liaison with the commissioning organisation or lead teacher and the calculations of time required to deliver the request. Additional charges may be required if the work needs to take place outside Derbyshire e.g. to cover mileage and accommodation.	£200

### Proposed Charges – Reasoning and calculations

Historically the services of Derbyshire Environmental Studies Service have been charged but the cost has been subsidised to Derbyshire communities, schools and groups. School visits, trips and educational opportunities beyond the classroom are normally charged for and these costs are generally passed on to the parents and families of the children participating.

The Government's "Learning Outside the Classroom Manifesto" (published in 2006 and endorsed by the current government) states that it is not just important **what** we learn but **how** and **where** we learn it. Going on to say that these (outside the classroom opportunities) are "often the most memorable learning experiences, help us to make sense of the world around us by making links between feelings and learning. They stay with us into adulthood and affect our behaviour, lifestyle and work. They influence our values and the decisions we make. They allow us to transfer learning experienced outside to the classroom and vice versa."

There are several barriers that schools and groups experience in enabling young people to access these opportunities with the cost of travel, cost of the experience and experienced leaders and guides, entrance fees, tailor making to specific needs of the group and specialist equipment for fieldwork sometimes making experiences too expensive for all groups to be able to participate, or severely limiting the number of opportunities they receive.

Equally perceptions of health and safety complexity, risk assessment requirements and delivering in environments and locations that are not familiar or about unfamiliar subject matter can make group leaders and teachers hesitant to take groups outdoors or beyond the classroom.

Derbyshire Environmental Studies Service provides a wide breadth of opportunities designed to engage people in the environment in Derbyshire – built and natural, heritage, architecture, landscape, ecology, sustainability etc. and use techniques to improve engagement, learning, development, confidence, employability, group work, skills and development. It provides resources and training that groups can use to self-lead their own visits at various locations across Derbyshire. The Service provides designed and led opportunities by experienced staff. The Service supports settings to develop Forest School programmes and provide a range of teacher and leader workshops and training to develop skills, confidence and competence in leading beyond the classroom experiences and also contribute to other projects on environmental themes. These are all linked to, and raise awareness of, the wider work of Derbyshire County Council and specifically the work of the Conservation, Heritage and Design Section.

Reasons for keeping direct visits costs as low as possible

In the past charges for schools (and therefore families) have been subsidised in order to keep costs affordable to all communities across the county. As well as the charge made by Derbyshire Environmental Studies Service for any experience the pupils (and therefore their families) will also have to pay a contribution to the transport costs and to lunch or other entrance fees. Coach costs have continued to increase and often result in between £6 and £15 per pupil for the journey alone. By keeping the Service's charges as low as possible it ensures equality of opportunity for all, making the Service an affordable option for a school visit or experience. Fully led and resourced services are provided giving group leaders and teachers confidence in receiving a quality experience. If prices were raised disproportionately it would be impossible for families to pay, schools are not able to fully fund visits and therefore the Service would effectively price itself out of the market and income would reduce drastically.

A recent comparison with similar local providers showed that Derbyshire Wildlife Trust makes a charge of £8 per child for full day and £4 per child for half day with a minimum charge of £200 per day or £100 per half day. The Peak District National Park Authority charges £7.75 for 3 hours with a minimum charge of £115 for primary pupils and £12.50 for 5 ½ hours with a minimum charge of £195 for secondary pupils. Chatsworth charges £6.90 for entrance into the house, garden and playground for primary, secondary and further education pupils with an additional £2 per pupil for any additional hour long tour or activity. The proposed fees of £6.00 per child per day (plus a

proportion of the £60 day rate) make the Environmental Studies Service comparable and competitive.

When a group provisionally makes a booking there are elements of administrative work that have to be carried out including securing a base location and room for the visit, organising the staffing, making bookings with particular buildings or sites that the Service might use as part of the experience, ensuring other bookings are not taken for the same day etc. The day rate ensures that this work is paid for and covered as it is carried out. It also ensures that if for some reason the day does not go ahead that the time and potentially venue hire is paid for (although it does not cover loss of income by not being able to fill this date with an alternative group).

The charge for the development of new days and outreach work is higher than delivering an already developed day as there is additional effort and preparation work and time required to visit the site, gather site specific resources and equipment and adequately route plan, activity plan and risk assess. It does mean that the group or school can use the resources in future years or drop on to the regular visit rate if they require a led repeat of the activities for another group.

Forest School sessions normally involve no more than 15 participants as one of the requirements for good practice sessions is smaller group sizes. Additional time is required for preparing for Forest School sessions in terms of collating equipment, site visits and preparation, travel, liaison with the group etc. Although we will deliver Forest School programmes for schools our aim to continue to offer advice, guidance and support and continue to seek to secure funding for settings and groups to train their own leaders to make their provision sustainable financially in the long term.

The Service costs have been calculated to include staff time and overheads to provide each of the different Derbyshire Environmental Studies Service offers. By supporting the continuing professional development of leaders and teachers across the county in Learning Outside the Classroom the Service further enhances the opportunities available to Derbyshire's young people.

In recent years the Service has submitted a number of funding bids to the Heritage Lottery Fund and other funding providers, have been commissioned by external organisations to deliver elements of their environmental projects or asked by third parties to develop resources. The proposed charges provide a realistic charge for the professional services of the Environmental Studies Service Team, their expertise and experience.

An hourly rate has been calculated and broken down in detail below for each of the services offered providing an hourly rate for staffing and a realistic overheads cost.



## Charges to be implemented from January 2017

In order to fit with our wider service marketing, promotion, leaflet printing and editing it is proposed to advertise and promote with these new charges from September 2017. Any schools or groups who have already booked experiences and services with the Environmental Studies Service for September 2017 onwards prior to this report will be charged at the current rates they were quoted when booking.

## Calculating the cost of service delivery

### Hourly rates 2017/18:

Average hourly rate across the Environmental Studies Service team including business services support*	£22.37
Overheads at 25.45%**	£5.69 per hour
<b>Hourly rate</b>	<b>£28.06 per hour</b>

\* Based on the wages hourly rate of the core delivery team.

\*\* Remaining expected on-costs and overheads from the Environmental Studies Service budget (ED10600) for 2017/18

### Working time required for delivery:

#### Delivery of a pupil fieldwork day:

5 hours of delivery with group:	£140.30
2 hours of set up, resource prep and pack away:	£56.12
<b>Total delivery cost:</b>	<b>£196.42</b>

**Proposed charge: £60 day rate to cover hire of venue plus £6 per pupil.** If a class of pupils is around 30 pupils @ £6 per pupil this equates to £180. Some classes will be larger and smaller than this but any inflation on this will result in pricing ourselves out of the market.

### New development of visit and trips days (per location):

Pre-visit with staff 1 hours:	£28.06
12 hours of resource development and collation	£336.72
6 hours of delivery with group:	£168.36
<b>Total delivery cost:</b>	<b>£533.14</b>
<b>Proposed charge: £535.</b>	

### Forest School: Pupil Forest School Taster Session (one off):

4.5 hours of preparation and site visit	£126.27
6 hours of delivery	£168.36
<b>Total delivery cost:</b>	<b>£294.63</b>
<b>Proposed charge: £295</b>	

**Forest School: Half term programme delivery: Package of 6 Forest School Sessions with the same group on the same site:**

4 hours of preparation and site visit for first session	£112.24
1.5 hour of preparation for each visit thereafter X 5	£210.45
6 hours delivery, set up/pack up, travel per session X 6:	£1010.16

**Total delivery cost: £1332.85**

**Proposed charge: £1,333 (works out at £222.17 per session)**

**Forest School: Yearlong programme delivery: Forest School additional sessions**

If at the same Forest School site. First six sessions as per the charge above. Each additional session after that.

1 hour of preparation for each visit	£28.06
6 hours of delivery, set up/pack up, travel	£168.36

**Total delivery cost: £196.42**

**Proposed charge: £197 (a 11.33% discount from the 6 programme session)**

**Adult/Teacher Workshops: Sessions over 3 hours up to full day:**

15 hours: site visit, development, plan and prepare	£420.90
8 hours of set up, delivery, pack up and travel	£224.48

**Total delivery cost: £645.38**

**Proposed charge £80 per person (minimum of 8 participants)**

**For tailor made workshops for adult groups £650 (based on 10 participants)**

**Adult/Teacher Workshops: Sessions under 3 hours (half day/twilight):**

11 hours of site visit, development, planning and prep	£308.66
5 hours of set up, delivery, pack up and travel	£140.30

**Total delivery cost: £448.96**

**Proposed charge £55 per person with a minimum of 8 participants.**

**For tailor made workshops for adult groups £450 (based on 10 participants)**

**Day rate for developing packs, resources etc.**

7.5 hours of preparation and development	£210.45
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**Total delivery cost: £210.45**

**Proposed charge: £210 per day**