

DERBYSHIRE COUNTY COUNCIL

**MEETING OF CABINET MEMBER – JOBS, ECONOMY AND
TRANSPORT**

30 September 2014

Report of the Strategic Director - Economy, Transport and Environment

**CHARGES FOR DERBYSHIRE ENVIRONMENTAL STUDIES
SERVICE PROVISION FROM JANUARY 2015**

(1) **Purpose of the Report** To seek approval for a change to the charges for services provided by Derbyshire Environmental Studies Service to come into operation from January 2015.

(2) **Information and Analysis** Derbyshire Environmental Studies Service makes a number of charges for its services which aim to engage groups and particularly young people in understanding and relating to the built and natural environment of Derbyshire. Provision falls into four main strands:

- Leading learning experiences from Derbyshire Urban Studies Centre in Chesterfield.
- Leading learning experiences from urban, rural and countryside sites across Derbyshire as part of the service outreach work.
- Support and delivery for schools and settings to provide Forest School opportunities.
- Teacher and leader training workshops to encourage more opportunities for 'self-led' Learning Outside the Classroom. Provision and leadership of specific environmental studies projects covering a wide breadth of topics from built heritage, architecture, landscape, ecology, biodiversity, archaeology and sustainability for all curriculum areas, age ranges and abilities.

The proposed charges from January 2015 are provided in a table in Appendix 1. The costs for services delivered directly to schools and groups are subsidised. More detail about the level of subsidy and the reasoning behind the subsidy is provided in Appendix 1 but can be summarised as follows:

- A subsidy ensures that Derbyshire schools and groups are able to access a wide range and breadth of learning experiences outside the classroom delivered by professional practitioners at a reasonable cost.

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- Costs for school visits are usually passed on to the families of participating children. By subsidising the cost it ensures that schools, communities and catchment areas 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.
- The Service can continue to spread an important message about the built and natural environment across Derbyshire, and engage young people in their community in a positive way which is beneficial to their learning, engagement, employability and understanding of their environment.

A second 'tier' of charges is listed as consultation rates. These charges carry little or no subsidy and are reflective of the true costs of delivering the services. Detail about the calculations is given in Appendix 1. These charges will be used when Derbyshire Environmental Studies Service is commissioned to deliver services where the costs will not be passed on and impact on families and communities, for example, when external organisations commission provision of work and services, when funding bids are being prepared or when the Service delivers on behalf of a third party.

(3) **Financial Considerations** The increase in charges reflects inflation and the increase in charges for comparable services available in Derbyshire. The two 'tier' charging system aims to ensure that Derbyshire Environmental Studies Service charges for externally commissioned work at a realistic cost of delivery whilst maintaining the subsidy for direct work with schools, groups and internal Council departments, preventing reduced access and negative impacts on communities, schools and groups wishing to access the provision available. The Service reaches around 3,500 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 and Design Section, Countryside Services, Derwent Valley Mills World Heritage Site and other sections of the Council including Eco-Schools, Derbyshire Record Office and the Lowland Derbyshire Biodiversity Partnership.

(4) **Human Resources Considerations** The predicted level and range of services, number of days of provision and estimated income outlined in Appendix 1 is based on the current staffing levels and hours available to the Derbyshire Environmental Studies Service team which currently consists of one full time and four part time members of staff. It is also based on a realistic estimate of the likely uptake of services based on performance between 2008 and 2014.

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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.

(5) **Key Decision** No.

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

(7) **Background Papers** None. Officer contact details - Georgina Greaves, extension 33439.

(8) **OFFICER'S RECOMMENDATION** That the proposed charges for Derbyshire Environmental Studies Services are adopted from January 2015, as set out in Appendix 1.

Mike Ashworth
Strategic Director Economy, Transport and Environment

Appendix 1

Derbyshire Environmental Studies Service - Charges from January 2015

Charges for directly booked schools, nurseries, young people's groups, internal	Current charge to 2014	Proposed Charges 2015	
Pupil fieldwork day charge per pupil: From Derbyshire Urban Studies Centre, New Mills Youth Centre or set programmes already developed to run from other Derbyshire Locations.	£4.24 per pupil (£4.00 if booked a term in advance) £20 booking fee	£5.50 per pupil (£20 booking fee applies)	£5.00 per pupil (if booked a term in advance)
New Development: Day of activities for schools and young people in Derbyshire: Planning, design and delivery of a 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 school workshops that may be delivered or led.	£250 (£20 booking fee applies)	£300 (£20 booking fee applies)	
Forest School: Mentoring Session Support from a Level 3 Forest School Leader to help groups to practice, plan or joint deliver a session during training. E.g. supporting you to focus on tool work, fire, risk assessment or pupil observations.	£40	£50	
Forest School: Pupil Forest School Session (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.	£150 (£20 booking fee applies)	£150 (£20 booking fee applies)	
Teacher Workshops: Standard programme per participant rate: For sessions forming part of the annual Derbyshire Environmental Studies Service programme. These are half day sessions designed and delivered by Derbyshire Environmental Studies Service staff. An additional charge may be made to cover any relevant site or room hire. These may be related to taking curriculum area learning outdoors, Forest School, skills, environmental education etc.	£25 per participant	£35 per participant (full payment to be taken on booking)	
Adult/Teacher workshop: Full Day Tailor made teacher training day or workshop for a particular group. To include planning, preparation, resourcing and delivery in discussion with the lead booking adult of the group. Maximum group size depends on activities and location.	£480	£600 (£20 booking fee applies)	

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Adult/Teacher workshop: Half or part day Tailor made teacher training day or workshop for a particular group. To include planning, preparation, resourcing and delivery in discussion with the lead booking adult of the group. Maximum group size depends on activities and location.	£240	£280 (£20 booking fee applies)
Booking Fee: Taken on booking confirmation for services above to cover administration, booking, liaison with sites, schools and staff costs. This is deducted from the overall cost on delivery of service.	£20	£20

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New charging rate to be introduced from January 2015

Consultation rates: Commissioned work, funded projects, project bids, external organisations	
£555	Development of a field work day (details as above)
£215	Repeat of a developed day as part of a project (details as above)
£125	Forest School mentoring (details as above)
£365	Forest School pupil session (details as above)
£605	Tailor made workshop – full day (details as above)
£400	Tailor made workshop – part day (details as above)
£200	Day rate for development of teaching packs, resources etc.

Proposed Charges – Reasoning and Calculations

Historically, the services of Derbyshire Environmental Studies Service have been charged for to part subsidise the cost of providing the service 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 Government) states that it is not just important **what** we learn but **how** and **where** we learn it. It then goes 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 an 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 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 from its Urban Studies Centre base in Chesterfield and other locations across the County. The Service supports settings to develop Forest School programmes and provides 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

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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 and Design Section.

Reasons for subsidised costs

In order to keep costs affordable to all communities across the County, costs are subsidised. As well as the charge made by the 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 journey for the pupils. By keeping the Service's charges low 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.

To provide consistency and to prevent literature from being reprinted at high cost, prices have been held since 2008. Each year the income target for the Service has increased with inflation and charges need to increase in order to be able to meet this increase whilst still remaining competitive with other learning outside the classroom providers in the area. A recent comparison with similar local providers showed that Derbyshire Wildlife Trust makes a charge of £6 full day / £3 half day, the Peak District National Park Authority charging £5 per pupil for a session from 10am to 2.30pm and Chatsworth charges £4.25 for farm and playground access, £8 for access everywhere including the house to be self-guided, and £2 per hour long tour or activity. The proposed fees of £5.50 per child per day (or £5 if booked a term in advance), makes 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 organising the staffing, making bookings with particular buildings or sites that the Service might use as part of the experience, and ensuring other bookings are not taken for the same day etc. The booking fee 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 worked is paid for (although it does not cover loss of income by not being able to fill this date with an alternative group).

For teacher workshops, the fee of £35 on booking covers the already incurred costs of printing and promoting the courses, developing the course activities, room bookings, administration, sending out information and the preparation of course materials. It is also common practice to pay for training opportunities on booking.

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. If the class size is around 28 pupils it equates to £10.71 per pupil which is still competitive as the resources (once developed) can be used in future years and then charged for at the lower 'daily' rate if required.

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Forest School sessions normally involve no more than 15 participants as one of the requirements for good practice sessions is smaller group sizes. If the price is compared to provision in the Urban Studies Centre (£5 per day x 15 participants), a day would cost £75 in total, however, additional time is required for collating equipment, site visits and preparation, travel, liaison with the group etc, hence increasing the price. A higher level of subsidy enables the Service to start setting off in Forest School work where the aim would ultimately be to secure funding for settings and groups to train their own leaders to make their provision sustainable financially in the long term.

For teacher workshops the price of £35 per person is based on a minimum participant number of 8, taking total income to £280 which is the same as the half-day session costed below.

Hourly rates and levels of subsidy: Two 'tier' charging system

The Service costs have been calculated to include staff time and overheads to provide each of the different Derbyshire Environmental Studies Service offers. As explained above, opportunities booked by schools and groups are subsidised to make them affordable, accessible and hopefully increase the range and number of opportunities young people in Derbyshire receive. Opportunities directly for Derbyshire teachers are slightly less subsidised as schools will be able to use some of their own training budgets to cover these costs. However, a subsidy for short sessions is still necessary as the schools incur significant costs in covering staff for time away from the classroom. 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.

A two 'tier' charging system has been developed. Bookings directly for schools, groups and communities, or delivered for other departments across Derbyshire County Council will be charged at the first set of rates. The second set of rates is classed as "Consultation rates". In recent years, the Service has submitted a number of funding bids to the Heritage Lottery Fund and other funding providers, been commissioned by external organisations to deliver elements of their environmental projects or asked by a third party to develop resources. It is proposed to charge, for this work, at a rate which more truly reflects the true cost of delivery for two reasons. Firstly, the higher cost for this work would not end up being passed on to Derbyshire parents, families and groups directly so it will not impact on their opportunities. Secondly, it is a more realistic charge for the professional services of the Environmental Studies Service team, for its expertise and experience.

Hourly rates for the members of the team and business administration support have 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 2015

In order to fit with the Services wider service marketing, promotion, leaflet printing and editing, it is proposed to implement these charges from January 2015. Once these proposed charges have been approved by the Cabinet Member – Jobs, Economy and Transport, they will be published and promoted. Services delivered

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after January 2015 would be charged at these new rates. Any schools or groups who have already booked experiences and services with the Environmental Studies Service for 2015, prior to the approval of this report, will be charged at the 2014 rate they were quoted when booking.

Estimated income

Calculations and estimates have been made below based on the likely bookings for 2014/15. The estimates result in an expected income of £22,145 which is £985.40 above the target income for the service. It is a relatively realistic target given the Service is in the process of re-building service provision since its return to the Market Hall and expansion of a new Urban Studies Centre offer. However, the new costs will only start to impact from January 2015, so this is a more realistic income estimate for 2015/16. The Service has historically not implemented a tiered charging system, therefore it will take some time to ascertain whether the market will stand the consultant rates, so the estimate remains low for the first year so uptake can be monitored.

Potential additional income opportunities

The Derbyshire Environmental Studies Service may be able to increase income by bidding for particular funding opportunities using the new proposed consultation rate costings for its time and also in promoting its services to other organisations to be bought in. This has the potential to make the Service more cost neutral but is limited in capacity due to staff numbers and time i.e. the amount of additional work and projects that could be delivered is limited by the staff time available to service these requests whilst still delivering the core offer to Derbyshire young people.

Calculating the cost of service delivery

Hourly rates 2014/15:

Average hourly rate across the Environmental Studies Service Delivery team*	£19.72 per hour
Overheads at 28.25%***	£5.57 per hour
Hourly rate	£25.29
Business support hourly rate**	£ 9.23 per hour
Overheads at 28.25%***	£ 2.61 per hour
Hourly rate	£ 11.84

* Based on an average hourly rate for different members of the core delivery team – includes salary, pension, national insurance and allowances.

** Based on hourly rate for business support – including salary, pension, national insurance and allowances

*** All remaining overheads from the Environmental Studies Service budget for 2014/15 total: £32,509.21. This overheads figure covers rent, Service charges, IT, mileage, equipment, phones and mobiles, postages, printing and other materials, and costs directly incurred by the Derbyshire Environmental Studies Service, as well as business support and Departmental Management Team recharges. The 'overheads' as a percentage of salaries is 28.25%.

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Working time required for delivery:

Delivery of a pupil fieldwork day:

5 hours of delivery with group:	£126.45
2.5 hours of set up, resource preparation and pack away	£63.23
2 hours of business administration support:	£23.68

Total delivery cost: £213.36

If average day is 28 pupils @ £5 (£140), this equates to a subsidy of £73.36 per day.

New development/Outreach work:

Pre-visit with staff 2 hours:	£50.58
14 hours of resource development and collation:	£354.06
5 hours of delivery with group:	£126.45
2 hours of business administration support:	£23.68

Total delivery cost: £554.77

If charge of £300 to schools, this equates to subsidy of £254.77 per developed day.

Forest School: Mentoring session:

3 hours with the group/mentee:	£75.29
1.5 hours of preparation:	£37.94
1 hour of business administration support:	£11.84

Total delivery cost: £125.07

If charge of £50, this equates to a subsidy of £75.07 per session.

Forest School: Pupil Forest School Session:

8 hours of preparation and site visit for session 1*	£202.32
6 hours of delivery	£151.74
1 hour of business administration support:	£11.84

Total delivery cost: £365.90

If charge of £150, this equates to a subsidy of £215.90 per session.

*additional sessions on the same site with the same group will take less preparation time so this figure would reduce to around 3 hours per session taking true cost delivery to £239.45 and a subsidy of £89.45.

Teacher Workshops: Standard programme:

11 hours of site visit and preparation	£278.19
4 hours of delivery	£101.16
2 hours of business administration support:	£23.68

Total delivery cost: £403.03

If charge of £35 per participant and minimum 8 participants, this equates to a subsidy of £123.03

Adult/Teacher workshop Full Day:

15 hours of site visit and preparation:	£379.35
8 hours of delivery	£202.32
2 hours of business administration support:	£23.68

Total delivery cost: £605.35

If charge of £600, this equates to a subsidy of £5.35 per session:

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Adult/Teacher Workshop half/part day:

11 hours of site visit and preparation	£278.19
4 hours of delivery	£101.16
2 hours of business administration support:	£23.68
Total delivery cost:	£403.03

If charge of £280, this equates to a subsidy of £123.03.

Day rate for developing packs, resources, etc:

7.5 hours of preparation and development	£189.68
1 hour of business administration support	£11.84
Total delivery cost:	£201.52

Income estimates below:

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Estimating income based on current delivery figures:

Pupil visit days – Estimating potential income

Derbyshire Urban Studies Centre and Outreach Work Figures 2008 – 2013
(excludes figures and income for specific cross county pupil projects, commissioned projects, adult workshops and courses and Forest School)

Academic Year	Number of day sessions delivered	Number of pupils	Income - if based on £4 per pupil*3 (£)	Approximate income per day delivered (£)	Average group size.	
2008 - 2009	143	3886	15,544.00	108.70	27	
2009 – 2010	140	4324	17,296.00	123.54	31	* 1
2010 - 2011	109	3562	14,248.00	130.72	33	
2011 - 2012	109	3542	14,168.00	129.98	32	
2012 - 2013	107	3425	13,700.00	128.04	32	*2
2013 - 2014	93	3271	13,084.00	140.69	35	*2
Averages:	117	3668	14,673.33	126.94	32	
Averages last three years 2011 - 2014	103	3413	13,650.67	132.90	33	

*1 – A well-funded Community Cohesion project with large numbers ran from the Urban Studies Centre in 09/10

*2 – reduced capacity for delivery during relocation to Chesterfield Library during Market Hall refurbishment

*3 – Some will have been charged at £4.25 per pupil if not booked a term in advance and some sessions will have been provided for free as part of our support for other departments work e.g. Countryside Services events, sessions for the Derwent Valley Mills World Heritage Site and Eco-Schools support.

Based on last three years – if the Service aims for 103 days delivery a year and a more realistic average class size of 28, this makes 2,884 pupil visits. If each pupil is charged at £5 per pupil rate, the annual income from this core work will be:

Probable income from pupil fieldwork visit days £14,420
income average of £140 per day

Forest Schools: Estimating Potential Income

The Forest School Leader's primary role is to support settings and schools across the County in establishing their own sustainable Forest School programmes by

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supporting and mentoring Derbyshire staff through their own leader training, finding suitable woodland sites, securing funding for training, advising and raising awareness of Forest School. This does not inherently provide many opportunities for income generation. Long term purchasing of service for Forest School provision is unsustainable for schools. Funding that has been successfully secured has been used to fund trainee Forest School practitioners and purchase equipment and support for them to access this opportunity and has not gone into the income of Derbyshire Environmental Studies Service. The following is a realistic estimate based on numbers from recent years.

Forest School pupil sessions approximately 3 per year @ £150:	£450
Paid for staff taster days approximately 2 per year @ £280:	£560
Teacher Workshop – 3 workshops with 8 participants @£35:	£840
Mentoring sessions out with schools approximately 6 per year @£50:	£300
Total maximum income estimate from Forest School:	£2,150

Projects and teacher workshops, and new outreach work – Estimating potential income

This in an area which continues to develop and grow each year but, based on figures from the previous two years, the outputs below are challenging but achievable.

Teacher workshops:

7 sessions @ £35 per participant min 8 participants:	£1,960
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Internal or direct to Derbyshire Schools

Outreach work development around direct to schools 2 per year:	£600
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3 part day teacher workshops @£280	£840
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New 'commission' rates estimates

1 development of days @ £555	£555
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1 repeat of developed days @ £215	£215
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1 teacher workshops full day	£605
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1 teacher workshop part day	£400
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2 days of developing resources @ £200	£400
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Total maximum income from commissioned work, teacher workshops and projects	£5,575
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Derbyshire Environmental Studies Service: Summary of estimated income

Pupil visit days (Derbyshire Urban Studies Centre and Outreach work)	£14,420
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Forest Schools (pupil sessions, mentoring and related workshops)	£2,150
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Teacher workshops and outreach new development	£5,575
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TOTAL:	£22,145
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Target income for 2014/15	£21,159.60
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Over by:	£985.40
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