

Opportunity Outline

This document is to be used for all new ideas / initiatives as an initial assessment / scope



Title: SBR: Independent Schools

Name of Business Sponsor	Peter Lisley	Directorate	Town Clerks
Author of document	Peter Lisley	Date	20 March 2015

<input type="checkbox"/> Mandatory <i>Compliance with Legislation, Policy and Audit</i>	<input type="checkbox"/> Sustainability <i>Essential for business continuity</i>	<input checked="" type="checkbox"/> Improvement <i>New idea / opportunity that improves or increases Service Levels</i>
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Case for Change / Objective

Explanation as to why the proposal has come about (e.g. Audit Requirement; new idea, Service Improvement; Business Plan).

At its meeting on 4 September 2014 the Policy & Resources Committee resolved “issues regarding potential fee increases, scholarships and bursaries at the three independent schools being taken forward as a service based review workstream in consultation with the School Heads and governing bodies”

Opportunity Description

What is the proposed solution you are putting forward, describe in 50 words (couple of sentences)

To review the alignment of the Independent Schools’ activities with the Education Strategy to allow a consideration of value for money to be undertaken by Members.

Expected Outcomes

What is the scope of what will be delivered

Report detailing issues identified in the review for consideration by Members.

Impact Analysis

What departments, teams and services are impacted and how

<input type="checkbox"/> In-Service <i>Solely impacts the department</i>	<input checked="" type="checkbox"/> Multiple Services <i>Impacts more than one department</i>	<input type="checkbox"/> Whole of Corporation <i>Impacts all areas within City of London Corporation</i>
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Details

**City of London School
City of London School for Girls
City of London Freeman’s School**

Under the leadership of the respective Heads the individual schools will produce reports for their Boards and the Education Board.

Outline Costs

Rough costs, for equipment, software, staff time, contractors

Description	Estimated Cost
Staff costs in Town Clerks and individual schools	

Potential Benefits

Cashable and non-cashable benefits

Benefit Description	How you will measure the benefit
Visibility of Schools' activities, alignment to the education strategy and the true cost of support to the Schools.	Reports to Education Board in September 2015 produced. Incorporation of costs into future consideration of total education spending.
Clarity of use of COL's fee-support funding and means of calculation.	Agreement by Boards as to future use of funding predominately for Bursaries.

Budget / Funding Source Identified

Will this be funded departmentally, corporately via capital budget request or a combination of both

Source of funds	Amount	Status
Departmental Budget	£	
Additional Funding Required (Capital budget) / Grant	£	
Total	£	N/A

Resources / Delivery Team & Assurance

What resources will be needed for delivery and the business areas

Name	Role	Department
Peter Lisle	Lead	TC
Sarah Fletcher	Lead for CLS	CLS
Ena Harrop	Lead for CLSG	CLSG
Philip MacDonald	Lead for CLFS	CLFS

Timescales

Is there an inflexible timescale this is needed by? If yes then provide specific reasons. Or is it simply as soon as possible? What would the project milestones look like? E.g. Weeks 1-4, Preparation of project PID

No specific deadline.

April/May 2015 – Initial engagement with Head Teachers and Chairmen of Boards of Governors

June 2015 – Individual School reports to Boards

September 2015 – Education Board receive reports

October 2015 – Composite report

November / December 2015 – Schools decide upon 16/17 fees.

Risks

Type = Project, Service, Corporate, Regulatory

Likelihood = High, Medium, Low

Impact = High, Medium, Low

Mitigating Plan = Proposed options to address the risk

Description of Risk	Type	Likelihood	Impact	Mitigation Plan
Member concerns	C	M	M	Early Member engagement in scoping of review and report production.
Resources of Schools	S	M	M	Joint working between individual schools to provide mutual support.

Assumptions

What assumptions have been made whilst constructing this Opportunity Outline?

No immediate cost savings.

Dependencies

Is this opportunity dependent or linked to other projects or initiatives?

No

For Mandatory/Compliance proposals only

Is this opportunity dependent or linked to other projects or initiatives?

Compliance Type	References	Penalty for non-compliance
Statutory / Regulatory		
Audit Recommendation		
Council Policy		
Contractual obligation		

Authorisation

This must be completed by the Author and the Senior Responsible Officer and Head of Department

Name	Role	Date Approved
<i>Peter Lisle</i>	<i>Project lead</i>	
		SBR Steering Group: 8/4/15
		Summit Group: 18/5/15