

**Education and Families Committee****20 November 2013****Management Accounts for Education & Families Committee:  
2013/14 – Projected Outturn at Quarter 2****F-062-F****Report Presented by Executive Manager -  
Finance****Corporate Services****1.0 Summary**

- 1.1 The purpose of this report is to enable the Education & Families Committee to monitor the financial performance of services within its remit to ensure that expenditure incurred and income generated has been delivered within the approved budget, so that timely action can be taken when required to mitigate projected overspends. The focus of this report is on the projected outturn position for the year as at the end of the second quarter for revenue and capital.
- 1.2 The projected outturn position for Education & Families Committee is to be £197k underspent on revenue, and £195k overspent on capital for 2013/14.

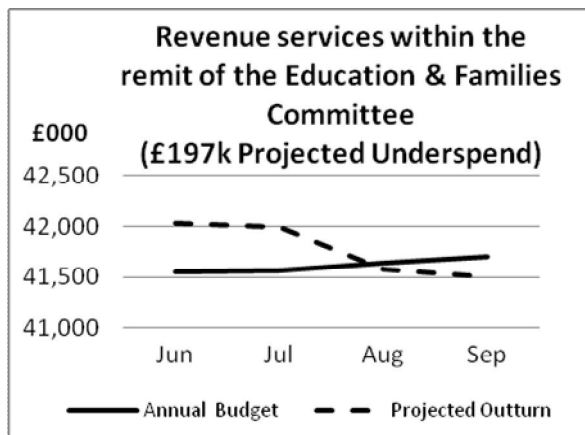
**2.0 Decision Required**

- 2.1 The Education & Families Committee is asked to RESOLVE to:
- review the Management Accounts showing the projected outturn position at the end of Quarter 2; and

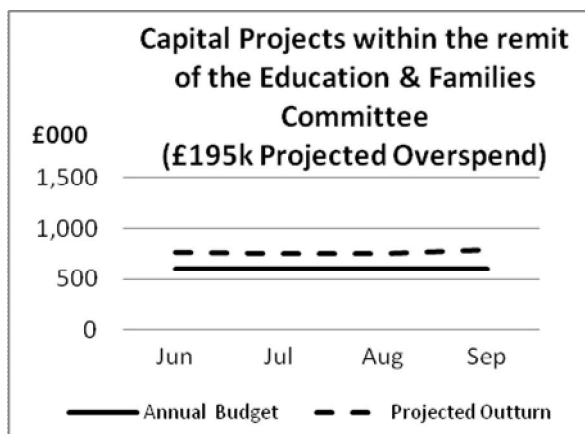
**3.0 Detail**

- 3.1 On the 20 February 2013 (SIC min ref: 9/13) the Council approved the 2013/14 revenue and capital budgets for the Council (including the General Fund, Harbour Account, Housing Revenue Account, Trading Accounts and Spend to Save requiring a draw from reserves of £27.768m. This is still at an unsustainably high level and will need to be reduced to ensure that the Council's reserves are not depleted further in the short term.

- 3.2 All charts in this report show a scale range of £1.5m which increases in increments of £500k; therefore they show variances for each service at the same scale, regardless of the size of budget, and the “at a glance” variance position can be compared between charts.
- 3.3 The projected revenue outturn position for services within the remit of the Education & Families Committee is an underspend of £197k (0.5%), shown on the following chart:



- 3.4 The projected capital outturn position for projects within the remit of the Education & Families Committee is an overspend of £195k (32.5%), shown on the following chart:



- 3.5 Appendix 1 attached shows the projected revenue outturn position as at the end of the second quarter by service area, along with explanations of the projected outturn variance position.
- 3.6 Appendix 2 attached shows the projected capital outturn position as at the end of the second quarter by service area, along with explanations of the projected outturn variance position.

## 4.0 Implications

### Strategic

#### 4.1 Delivery On Corporate Priorities

There is a specific objective within the Corporate Plan to ensure that the Council is “Living within our means” with a range of measures which will enable the Council to achieve financial sustainability over the

next 4 years, and line up spending with priorities and continue to have significant reserves.

The Medium Term Financial Plan also includes a stated objective to achieve financial sustainability over the lifetime of this Council.

4.2 Community /Stakeholder Issues – None.

4.3 Policy And/Or Delegated Authority

Section 2.1.2(3) of the Council's Scheme of Administration and Delegations states that the Committee may exercise and perform all powers and duties of the Council in relation to any function, matter, service or undertaking delegated to it by the Council. The Council approved both revenue and capital budgets for the 2013/14 financial year. This Report provides information to enable the Committee to ensure that the services within its remit are operating within the approved budgets.

4.4 Risk Management

There is a risk that revenue services and capital projects will not be delivered within the approved 2013/14 budget resulting in an additional draw on reserves, which is unsustainable. Failure to deliver the 2013/14 budgets may result in the Council failing to deliver both its Corporate Plan and Medium Term Financial Plan.

4.5 Equalities, Health And Human Rights – None.

4.6 Environmental – None.

Resources

4.7 Financial

4.7.1 At present the Council's level of expenditure is not sustainable and, if left unchecked, will result in reserves continuing to decrease further, eventually becoming depleted.

4.7.2 Any instances whereby a budget is overspent, savings targets are not being achieved, or there is growth in a budget, will have a direct impact on the Council's reserves. It is therefore vital to the future economic well being of the Council that its budget is delivered in full with no further growth.

4.7.3 The projected outturn revenue position for services under the remit of the Education & Families Committee is an underspend of £197k.

4.7.4 The projected outturn for capital projects within the remit of the Education & Families Committee is an overspend of £195k.

4.7.5 The Children's Services and Development Services Management Teams are closely monitoring the position and a continued downward pressure on spending throughout the rest of the year will be maintained in order to reduce the projected

outturn overspends. At the end of quarter 1, it was projected that the services within the remit of the Education and Families Committee would be £480k overspent on revenue, and £171k overspent on capital, therefore considerable progress has been made in ensuring that the approved budget is achieved.

4.8 Legal – None.

4.9 Human Resources – None.

4.10 Assets And Property – None.

## **5.0 Conclusions**

5.1 The outturn position for services within the remit of the Education & Families Committee is a projected underspend of £197k on revenue, and a projected overspend of £195k on capital projects.

5.2 In order to achieve the Medium Term Financial Plan, the Director of Children's Services and Director of Development Services will require too take remedial action to ensure that there will be no additional draw on reserves.

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### List of Appendices

Appendix 1 – Education & Families Committee – Projected Revenue Outturn Position for 2013/14

Appendix 2 – Education & Families Committee – Projected Capital Outturn Position for 2013/14

### Background documents:

Approved Budget Report, SIC 20 February 2013

<http://www.shetland.gov.uk/coins/submissiondocuments.asp?submissionid=14165>

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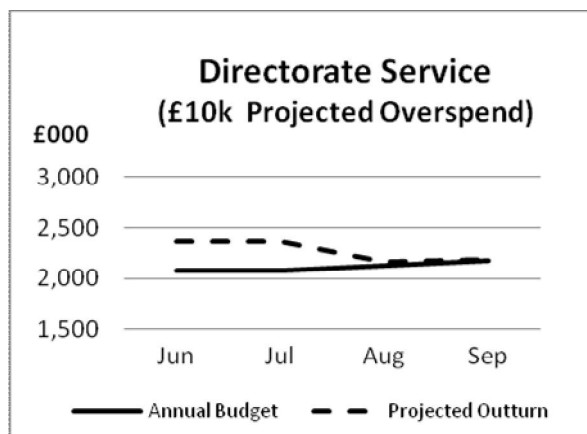
**Education & Families Committee****Projected Revenue Outturn Position 2013/14**

Description	Annual Budget 2013/14 £000	Projected Outturn 2013/14 £000	Budget v Proj. Outturn Variance £000
Director of Children's Services	2,177	2,188	(10)
Children & Families	1,021	996	25
Children's Resources	3,696	3,631	65
Quality Improvement/Schools	32,902	32,902	
Library	936	925	11
Community Planning & Development (Adult Learning)	515	464	51
Train Shetland	456	402	55
<b>Total Controllable Costs</b>	<b>41,704</b>	<b>41,507</b>	<b>197</b>

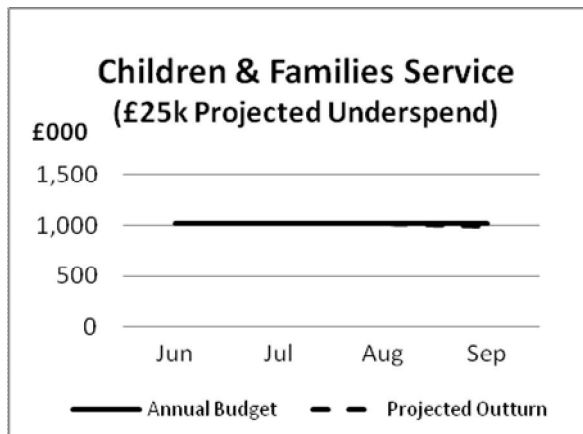
The projected outturn for 2013/14 is £197k less than budget. The reasons for the outturn variance are explained below.

**Explanation of Projected Outturn Variances:**

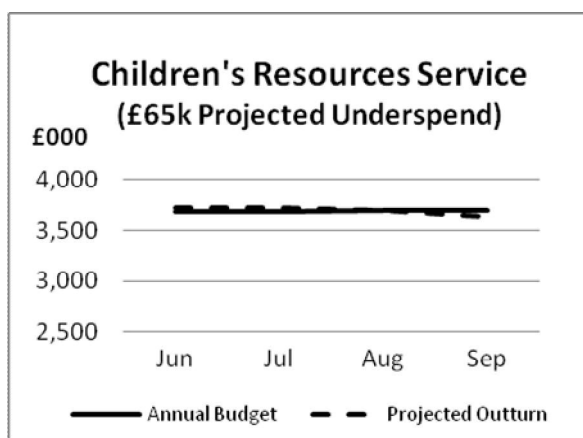
- **Director of Children's Services** – £10k (0.5%) projected outturn overspend. At the end of quarter 1 it was anticipated that the Directorate budget would be overspent by £300k at the end of 2013/14, however it is now anticipated that this overspend will be reduced to £10k due to a reduction in the number of young people being accommodated in Off Island Placements, and general efficiencies within the service.



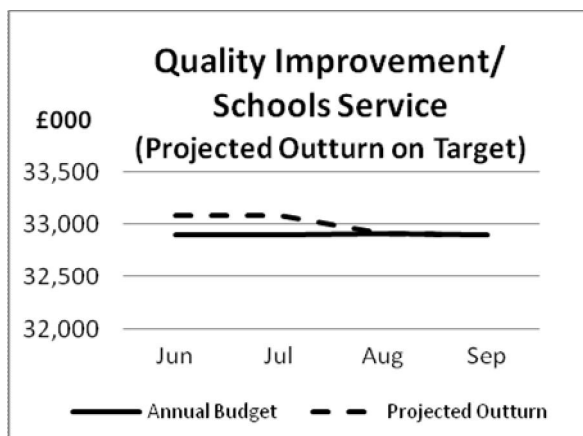
- **Children & Families** – £25k (2.5%) projected outturn underspend – this is due to vacancies within the service which are currently being recruited to.



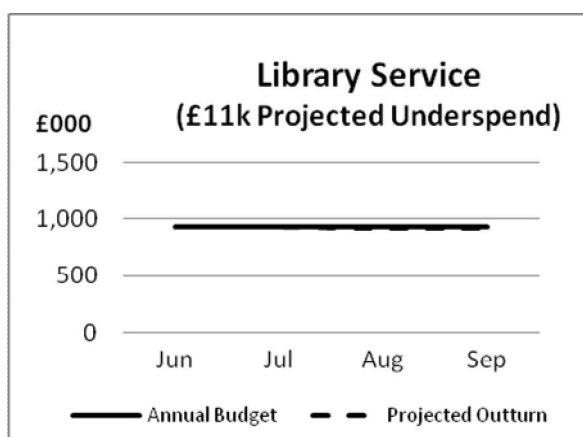
- **Children's Resources** - £65k (1.8%) projected outturn underspend– this is due to vacancies within Residential Services (£20k), and underspends on operating costs in both Residential Services due to reduced number of clients and Short Breaks Services due to some reconfiguration of the service (£20k). Underspends have also been identified in Section 29 (support for young people leaving care), however there are a number of young people moving on, therefore requiring support, so the projected underspend by the year end is only £10k. Savings in grants distributed under the Childcare Strategy are estimated to be £10k underspend and operating costs at the Family Centre are also estimated to be £5k underspend due mainly to a reduction in mileage claimed.



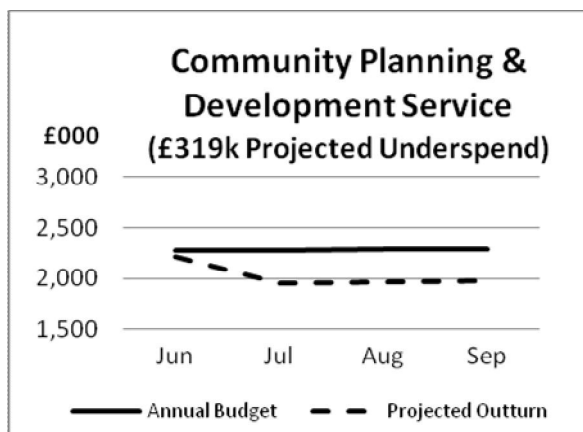
- **Quality Improvement/Schools** – projected outturn on target. At the end of quarter 1 it was anticipated that the Quality Improvement/Schools budget would be overspent by £180k at the end of 2013/14, however it is now anticipated that the projected overspends due to the delay in implementation of the Youth Services review and the increase in payments to pre-school Partner Providers, will be accommodated by underspends across the service which have been realised due to vacant posts and general efficiencies.



- **Shetland Library** – £11k (1.2%) projected outturn underspend – this is due to general efficiencies across the service.

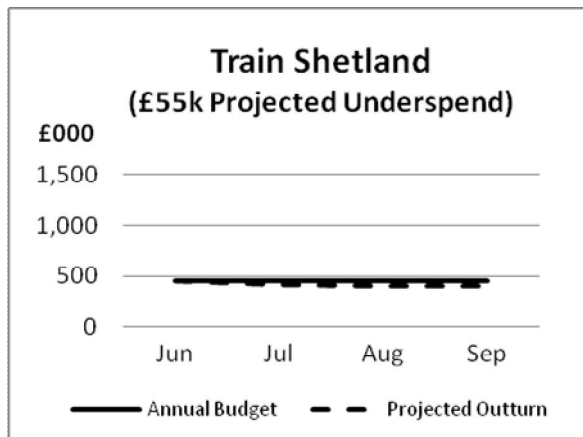


- **Community Planning & Development (Adult Learning)** - £51k (11%) projected outturn underspend– due to staff vacancies and efficiencies.



\* Please note, the above chart is for the whole of Community Planning & Development, not just the part under the remit of the Education & Families Committee.

- **Train Shetland** - £55k projected outturn underspend – this is due to vacancies in short course management.

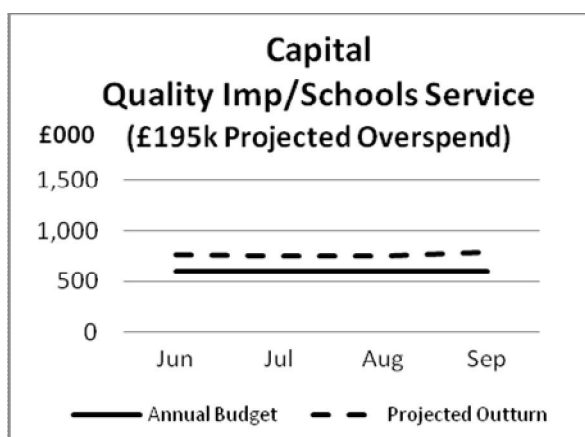


**Education & Families Committee – Children's Services****Projected Capital Outturn Position 2013/14**

Description	Annual Budget 2013/14 £000	Projected Outturn 2013/14 £000	Budget v Proj. Outturn Variance £000
Quality Improvement/Schools	600	795	(195)
<b>Total Controllable Costs</b>	<b>600</b>	<b>795</b>	<b>(195)</b>

**Explanation of projected outturn position:**

- **Quality Improvement & Schools** – £195k (32.5%) projected outturn overspend - this is due to an overspend of £238k on the New Anderson High School project in relation to Client Advisors and Capital Project Service recharges. The Happyhansel Primary School refurbishment project is projecting an underspend of £43k due to lower than anticipated contract prices.





**Special Education and Families Committee****20 November 2013****2014-15 Budget and Charging Proposals  
Education and Families Committee****F-053-F****Report Presented by Executive Manager – Finance      Corporate Services****1.0 Summary**

- 1.1 The purpose of this report is to enable the Education and Families Committee to consider the controllable budget proposals for the services within the committee's remit, which will in turn contribute towards ensuring that the Children's Services and Development directorates meets their Target Operating Budgets, as set out in the Medium Term Financial Plan.
- 1.2 The summary budget proposals for the services under the remit of Education and Families Committee are £39.851m, split by service area as follows:

<b>Service</b>	<b>2014-15 Proposed Budget £000</b>
Children's Directorate	1,607
Schools/Quality Improvement	31,995
Children's Resources	3,576
Children & Families	1,020
Shetland Library	926
Community Planning & Development (Adult Learning)	308
Train Shetland	419
<b>TOTAL</b>	<b>39,851</b>

## 2.0 Decision Required

2.1 The Education and Families Committee is asked to RESOLVE to:

- Recommend approval of the budget proposals for 2014-15 included within this report and set out in detail in the Budget Activity Sheet (Appendix 2) and Charging Sheet (Appendix 3) to the Executive Committee to be held on 2 December 2013.

## 3.0 Background

3.1 The Council agreed its Medium Term Financial Plan on 28 August 2013 (min ref 71/13), which sets out an integrated budgeting and reserves strategy for the lifetime of the current Council.

3.2 As part of the budgeting strategy, each of the Council's directorates was provided with a Target Operating Budget. Each Director has subsequently developed their directorate budget proposals within these targets for 2014-15.

3.3 The Target Operating Budgets for 2014-15 were set as follows:

Directorate	Original Target 2014-15 £000	Budget Transfers £000	Cost Pressures £000	Revised Target 2014-15 £000
Children's Services	40,429	(550)	605	40,484
Development Services	12,039	702	325	13,066

3.4 By adhering to these Target Operating Budgets, Members will ensure that the organisation takes a significant step towards achieving a financially sustainable position within the lifetime of the current Council.

3.5 The Education and Families Committee oversees the following Council Services:

- Children's Services Directorate
- Schools/Quality Improvement
- Children's Resources
- Children and Families
- Shetland Library
- Community Planning & Development (Adult Learning)
- Train Shetland

3.6 Appendix 1 contains a reconciliation of how the budget proposals for the services within Directorates are aligned to the remit of this Committee.

3.7 The approach taken to develop these budget proposals was incremental budgeting, which means that the costs of each service were built up using existing budgets as the base-line. At all times ensuring activities are to be carried out in the most efficient way.

- 3.8 Where the service has been subject to a SOFIE (Sussing Out Further Internal Efficiencies) review, the recommendations have been included in the budget proposals where possible. Any SOFIE review savings not included in 2014/15 will be incorporated in future years' budgets.
- 3.9 An exercise was then undertaken to prioritise the activities undertaken by the Council according to how they contribute to the Council's Corporate Plan.
- 3.10 The results of this detailed budget work have been captured in a detailed Budget Activity Sheet - Appendix 2.
- 3.11 The proposed charging structure included in the budget proposals for the Children's and Development Services Directorates which come under the remit of this Committee are attached as Appendix 3.
- 3.12 The next section of this report summarises the key budgetary changes which are detailed in the Directorate Budget Activity Sheet.

#### **4.0 2014-15 Budget Proposals**

The following sections describe the proposed budget for 2014/15 which has been adjusted for cost pressures and service transfers.

##### **4.1 Children's Services Directorate – Proposed Budget - £1.607m**

New measures which have been incorporated to achieve the proposed budget are detailed as follows:

- A further reduction in bursaries and operating costs.

##### **4.2 Schools/Quality Improvement – Proposed Budget - £31.995m**

New measures which have been incorporated to achieve the proposed budget are detailed as follows:

- A review of support staff in schools;
- A review of catering and cleaning service in schools;
- Implementation of the Blueprint for Education.

##### **4.3 Children's Resources – Proposed Budget - £3.576m**

New measures which have been incorporated to achieve the proposed budget are detailed as follows:

- Reduction of 2.4 FTE across the service;
- Reduction in operational budgets for Residential, Short Breaks for children with additional support needs and Throughcare and Aftercare;
- Growth in Fostering, Adoption, Kinship Care and Self Directed Support has been met within the overall budget.

#### **4.4 Children and Families – Proposed Budget - £1.020m**

New measures which have been incorporated to achieve the proposed budget are detailed as follows:

- Reduction in administration and clerical hours, redesign of Team Leader/Senior Social Worker posts.

#### **4.5 Shetland Library – Proposed Budget – £0.926m**

New measures which have been incorporated to achieve the proposed budget are detailed as follows:

- Reduction in Books budget;
- Reduction in staff hours at AHS school library.

#### **4.6 Community Planning and Development (Adult Learning) – Proposed Budget - £0.308m**

New measures which have been incorporated to achieve the proposed budget are detailed as follows:

- Implementation of the review of Community Planning and Development.

#### **4.7 Train Shetland – Proposed Budget - £0.419m**

New measures which have been incorporated to achieve the proposed budget are detailed as follows:

- The transfer of salaries of Council employed apprentices to the employing service (year 2 of 3 year reduction).

### **5.0 Implications**

#### Strategic

##### **5.1 Delivery On Corporate Priorities**

The budget has been produced bearing in mind the Corporate Plan, which states there is to be financial sustainability and balance across all sectors with efficient and responsive public services and a reduced reliance on the public sector.

##### **5.2 Community /Stakeholder Issues**

Consultation and communication with relevant groups and individuals as appropriate to the proposals being considered as part of this report.

5.3 Policy And/Or Delegated Authority

The Education and Families Committee has delegated authority to advise the Executive Committee and the Council in the development of service, objectives, policies and plans concerned with service delivery. The Council approved the Medium Term Financial Plan on 28 August 2013. This set the parameters for the 2014-15 revenue budget and allocated the available resources amongst directorates. Approval of the revenue budget requires a decision of the Council, in terms of Section 2.1.3 of the Council's Scheme of Delegations.

5.4 Risk Management

A failure to meet the challenging reductions in overall budget spending levels will result in the Council utilising all of its reserves.

5.5 Equalities, Health And Human Rights

An Integrated Impact Assessment has been conducted to identify risks of equalities, poverty, health, early intervention and prevention, economic, community and cumulative impacts for each of the activity areas, and cumulatively. The sifting part of this assessment is now complete which has identified actions to be followed up.

A Socio-Economic Impact Assessment of the proposed budget reductions overall has also been conducted and will form the basis of a monitoring process as agreed actions are implemented.

5.6 Environmental

There are none.

Resources

5.7 Financial

5.7.1 This report presents budget proposals that are consistent with the budget strategy included within the Medium Term Financial Plan. The services under the remit of the Education and Families Committee is proposing an overall budget of £39.851m which meets the Target Operating Budget.

5.7.2 Any decision to recommend changes to the proposals in this report will result in an increased or decreased draw on reserves, and may result in not meeting the targets in the Medium Term Financial Plan. This will require a formal amendment and be fully quantified in the Council decision.

5.7.3 Any in-year costs associated with early retirements or redundancies arising from the 2014-15 budget proposals will be met from a central contingency budget which will be addressed in the overall budget report to the Council.

5.8 Legal

The proposals in this report will allow the Council to meet its statutory requirements and to ensure that those services meet the appropriate legislative requirements. Overall priority has been given to services

which the Council has a statutory requirement to provide with a lower priority given to those services which are discretionary services.

**5.9 Human Resources**

The service levels proposed for 2014/15 will result in a reduction in overall staffing levels within the Children's Services and Development Directorates. The processes outlined within the Council's 'Policy for Re-organisational Restructure' will be applied when dealing with the staffing implications of any decisions taken affecting staffing structures.

**5.10 Assets and Property**

The reduction in maintenance of the Council's assets will lead to an increased rate of deterioration in these assets. However a risk based approach will be taken to the management of these assets to minimise the deterioration and potential failure of assets over the life of the Medium Term Financial Plan.

Where possible unused assets will be disposed of to reduce ongoing revenue costs and maximise the capital receipts for the Council.

## **6.0 Conclusions**

- 6.1 The proposals contained within this report meet the Target Operating Budgets as set out in the Medium Term Financial Plan for the areas of Children's Services and Development Directorates which are within the remit of this Committee.
- 6.2 These proposals will enable the Children's Services Directorate and Development Directorate to move towards meeting the requirements of the Medium Term Financial Plan in future years within the term of this Council.
- 6.3 The budgets have been prioritised according to how they contribute to the approved Corporate Plan.

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### List of Appendices

Appendix 1 – 2014-15 Reconciliation of Directorates' Proposed Budgets to Committees

Appendix 2 – 2014-15 Children's Services and Development Directorate Budget Activity Sheets

Appendix 3 – 2014-15 Schedule of Charges

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**2014-15 Reconciliation of Directorates' Proposed Budgets to Committees**

Directorate	Development Committee £000	Social Services Committee £000	Education & Families Committee £000	Environment & Transport Committee £000	Executive Committee £000	Total £000
Executive & Corporate					11,596	<b>11,596</b>
Children's		1,360	39,124			<b>40,484</b>
Com Care		19,953				<b>19,953</b>
Development	9,903	2,436	727			<b>13,066</b>
Infrastructure				20,601		<b>20,601</b>
<b>TOTAL</b>	<b>9,903</b>	<b>23,749</b>	<b>39,851</b>	<b>20,601</b>	<b>11,596</b>	<b>105,700</b>



## Children's Services Directorate

Service	Activity	FTE	Proposed Budget £	Red Amber Green	Proposed Service Level
Children's Svs Directorate	Directorate	2.00	146,868	G	No Change
Children's Svs Directorate	Clothing Grants & Free School Meals	0.00	20,900	G	No Change
Children's Svs Directorate	Administration	8.65	312,640	G	Reduction in staff
Children's Svs Directorate	Changing Children's Svs Fund	0.00	85,907	G	No Change
Children's Svs Directorate	Bursaries	0.00	146,808	A	Reduction in bursaries
Children's Svs Directorate	School Milk	0.00	7,730	G	No Change
Children's Svs Directorate	Education Maintenance Allowance	0.52	0	G	No Change
Children's Svs Directorate	Pensions	0.00	886,079	G	No Change
Quality Improvement/ Schools	Pre-School Education & Partner Providers	31.91	1,323,103	G	We will continue to meet our statutory obligations to deliver a pre-school education place to every eligible three year old and four year old whose parents wish it. In addition we will implement the requirement in the Children and Young People's Bill to deliver 600 hours of early learning and childcare to all pre-school children from August 2014.
Quality Improvement/ Schools	Primary Education	185.72	9,847,540	A	We will continue to deliver primary education in 29 locations, including the remote isles. We have a Council decision to close Olnafirth Primary School we are considering the future of Bressay Primary School at present, through a statutory consultation process.
Quality Improvement/ Schools	Secondary Education	221.55	11,565,309	A	For our 2014/15 budget, we have prepared the budget for secondary education in accordance with existing Council policy which for 2014/15 includes the proposed closure of Aith Junior High School Secondary Department, and the proposed closure of Skerries School Secondary Department.
Quality Improvement/ Schools	Additional Support Needs	106.02	4,040,123	G	No Change, except we will continue to seek and implement efficiencies in this area of service, in line with the approved Additional Support Needs Review
Quality Improvement/ Schools	Psychological Svs, Sensory & Communication Svs	12.28	566,419	G	Psychological Services have put forward a budget with a 10% efficiency in operating costs

Quality Improvement/ Schools	Central Services	18.11	1,021,196	G	No Change
Quality Improvement/ Schools	Catering	58.18	2,028,653	A	Reduction in service
Quality Improvement/ Schools	Youth Work	12.78	463,529	G	No Change
Quality Improvement / Schools	Cleaning	55.84	1,139,087	A	Reduction in service
Children's Resources	Residential Childcare, Throughcare & Aftercare	26.85	1,120,504	A	A reduction of 3.3FTE staff from 2012/13 and reduced operational budgets has resulted in reduced provision of residential beds and very limited flexibility to respond to emerging need. Grodians, registered for 3 children, is the main longer term children's house. Staff numbers are regulated by the Care Inspectorate. Windybrae, established as a flexible provision that could accommodate a young person with specific needs for a short time, or a sibling group or could be used for early intervention/outreach activities with young people.
Children's Resources	Shortbreaks for Children	28.51	1,089,089	A	A reduction of 6.4FTE staff from 2012/13 and reduced operational budgets has resulted in changes to the way the service is delivered. These reductions make it increasingly difficult to be flexible and response to need. In addition to Laburnum House, the service is still able to use the Haldane Burgess property although less flexibly. Staff numbers are regulated by the Care Inspectorate.
Children's Resources	Family Centre	7.93	358,287	A	The Family Centre continues to provide services with a focus on prevention and early intervention. It is anticipated that services to children and families in needs will continue to be delivered although reduced budget may impact on flexibility of service delivery and provision of materials.
Children's Resources	Depute Chief Social Work Officer	0.21	11,215	G	Deputise for Chief Social Work Officer in her absence.
Children's Resources	Adoption, Fostering & Kinship Care	3.29	761,739	A	When children are not able to stay at home all the time alternative arrangements are made by first considering family networks then exploring fostering options. Since 2102, this service has continued to grow in all areas. In 2013/14 allowances for carers was reduced to bring them into line with those set by a national body the Fostering Network. As children get older, the allowances paid to the carer increase. We continue to provide the same support to kinship carers as to foster carers and plan to continue to do so until Scottish Government advice otherwise.

Children's Resources	Islesburgh Out-of-School & Breakfast Club	3.12	42,498	G	Following a review of SIC Lerwick Childcare Provision Council decided that this service would remain within the Council and continue to be delivered from Islesburgh. The service would be managed along with Isles Haven Nursery under a single Lead Practitioner. Efficiencies were achieved by reducing staff and the operational budget, and increasing fees. The 'new' service became operational in October 2013. 2014/15 will be the first year of the new budget.
Children's Resources	Childcare Strategy	0.10	86,203	A	This budget supported the work of Shetland Childcare Partnership. Since 2012 this budget has shrunk by over £100k which includes the deletion of 2FTE posts. Now it comprises an SLA for Shetland Preschool Play, which remains unchanged this year. However, the grants for childminders and childcare providers; the money for training support for childcare workers (who require qualifications in order to become registered with the Scottish Social Services Council); and, the money to support access to preschool education (for parents who are experiencing specific hardship) has all been reduced.
Children's Resources	Isles Haven Nursery	3.99	106,892	G	Following a review of SIC Lerwick Childcare Provision, Council decided that Blydehaven Nursery and Islesburgh Preschool would remain within the Council, combine into a single service and be delivered from the Old Infant School, following refurbishment. Efficiencies were achieved by reducing staff and the operational budget, and increasing fees. The service became operational in October 2013. 2014/15 will be the first year of the new budget.
Children & Families	Children & Families Social Work (inc Chief Social Worker)	20.37	1,020,017	A	Redesign opportunity arose with reduction of 0.5 Admin post. This allowed for the management structure to change from 2 Team Leaders to 1 Team Leader and 1 Senior Social Worker. Reduction in Admin. Reduction in Operational budgets.
Shetland Library	Public Library Services	14.37	618,193	G	Reduction in Staffing
Shetland Library	School Library Service	9.58	307,902	G	Reduction in Staffing
Community Planning & Development	Adult Learning	3.56	146,269 (part of)	A	Implement the Requirements for Community Learning & Development (Scotland) Regulations 2013 and agreed CP&D Review changes
Community Planning & Development	Evening Classes	0.89	3,580	A	Transitional year project as part of CP&D Review - evening class provision to be self funding

Community Planning & Development	Community Involvement	3.56	164,654 (part of)	A	Implement the Requirements for Community Learning & Development (Scotland) Regulations 2013 and agreed CP&D Review changes
Train Shetland	Vocational Training	16.21	332,565	A	Reduction in salary payments to Council apprentices, new starts now paid for by employing service. FTE included in this budget now reduced to 9.95.
Train Shetland	Short Courses	3.89	86,600	G	Reduced income from short courses

CHILDREN'S SERVICES	2013/14 CHARGE £	2014/15 CHARGE £	VARIANCE %	Vatable (Y/N)
<b><u>School Meals</u></b>				
Per Meal				
- primary pupils (increase effective from 1 August 2014)	2.00	2.00	0.0	EXEMPT
- secondary pupils (increase effective from 1 August 2014)	2.10	2.10	0.0	EXEMPT
- visitors	4.10	4.10	0.0	Y
<b><u>School Milk</u></b>				
Per Week				
- pupil	0.75	0.75	0.0	N
<b><u>Nursery</u></b>				
Bells Brae Additional Session	5.00	5.63	12.6	N
Mossbank per hour	4.00	4.50	12.5	N
<b><u>Instrumental Instruction</u></b>				
Per Annum	140.00	160.00	14.3	EXEMPT
<b><u>School Lettings</u></b>				
Per Hour				
- classroom	15.00	16.00	6.7	EXEMPT
- large meeting (e.g. school hall/gym hall)	26.50	28.00	5.7	EXEMPT
- dramatic performance	45.00	48.00	6.7	EXEMPT
Per Function				
- school hall	210.00	220.00	4.8	EXEMPT
- school hall plus large* school kitchen	260.00	270.00	3.8	EXEMPT
- school hall plus small** school kitchen	230.00	240.00	4.3	EXEMPT
- Up Helly Aa (including kitchen)	425.00	440.00	3.5	EXEMPT
Tea/Coffee Facilities (e.g. for meetings)				
- large school kitchen	75.00	80.00	6.7	Y
- small school kitchen	40.00	45.00	12.5	Y
<b><u>Sporting Activities Only</u></b>				
Anderson High School				
- Games Hall Over 18s	24.60	In line with SRT		Y
- Games Hall Under 18s	12.30	In line with SRT		Y
- 1 Court Gym Hall Over 18s	8.20	In line with SRT		Y
- 1 Court Gym Hall Under 18s	4.10	In line with SRT		Y
- Multipurpose Sports Area Over 18s	19.10	In line with SRT		Y
- Multipurpose Sports Area Under 18s	9.55	In line with SRT		Y
All other schools				
- Whole Games Hall Over 18s (eg Football, Netball, Volleyball)	24.60	In line with SRT		Y
- Whole Games Hall Under 18s (eg Football, Netball, Volleyball)	12.30	In line with SRT		Y
- Hire per Court in Games Hall Over 18s (eg Badminton, Table Tennis, Shc	8.20	In line with SRT		Y
- Hire per Court in Games Hall Under 18s (eg Badminton, Table Tennis, Shc	4.10	In line with SRT		Y
- 1 Court Gym Hall Over 18s	8.20	In line with SRT		Y
- 1 Court Gym Hall Under 18s	4.10	In line with SRT		Y
- Multipurpose Sports Area Over 18s	19.10	In line with SRT		Y
- Multipurpose Sports Area Under 18s	9.55	In line with SRT		Y
All schools				
- Multicourt Area	16.50	In line with SRT		Y
Equipment				
- Trampoline ***	17.85	19.00	6.4	Y
- 2 Trampolines (on 1 court) ***	26.75	28.00	4.7	Y
Additional Charges				
- Use of car parks (eg. Car boot sales)	15.00	16.00	6.7	EXEMPT
- TV and/or video (per hour)	10.00	10.50	5.0	Y
- Projector (per hour)	10.00	10.50	5.0	Y
- Charge for room or area not returned to original state	20.00	21.00	5.0	Y
- Charge for cleaning after function	65.00	70.00	7.7	EXEMPT

CHILDREN'S SERVICES	2013/14 CHARGE £	2014/15 CHARGE £	VARIANCE %	Vatable (Y/N)
Court* refers to badminton court				
* Large schools are all secondaries plus Bell's Brae Primary and Sound Primary				
** Small schools include all primaries, excluding Bell's Brae Primary and Sound Primary				
*** In addition to to charge for hire of space				

<b>Hall of Residence Board &amp; Accommodation Charges</b>				
<b>- Placing Request Pupils</b>				
Full board				
- per week	200.00	200.00	0.0	EXEMPT
- per day	42.00	42.00	0.0	EXEMPT
<b>- Adults (Holiday periods only)</b>				
Per Day				
- dinner, bed and breakfast	70.00	70.00	0.0	Y
- bed and breakfast	45.00	45.00	0.0	Y
Hire of Conference Room - 1/2 Day	40.00	40.00	0.0	EXEMPT
Hire of Conference Room - Full Day	65.00	65.00	0.0	EXEMPT
Tea, Coffee and Biscuits (per head)	3.00	3.00	0.0	Y
Soup and Sandwiches (per head)	5.00	5.00	0.0	Y
<b>Isles Haven Nursery</b>				
Per Hour (outside funded place)	4.00	4.50	12.5	N
<b>Out of School Clubs</b>				
Islesburgh Out of School Club (per session)	9.00	8.75	-2.8	N
Islesburgh Breakfast Club	4.00	3.50	-12.5	N
Islesburgh Holiday Programme:				
- Full Day (trips additional)	18.00	31.50	75.0	N
- Half Day (trips additional)	10.00	15.75	57.5	N
<b>Charges for Islesburgh Out of School Club Holiday Programme were set in line with the recommendations of the Lerwick Childcare Review. Charges for other Out of School Clubs shall be reviewed during 2014/15 with a view to aligning all charges in future</b>				
Ness Out of School Club*				
- Per Hour	4.00	4.50	12.5	N
- Per Session	9.00	10.50	16.7	N
Ness Holiday Programme*				
- Full Day	18.00	21.00	16.7	N
- Half Day	10.00	11.25	12.5	N
Mossbank Wraparound Care* (per hour)	4.00	4.50	12.5	N
Mossbank Wraparound Care Holiday Programme*				
- Full Day	18.00	21.00	16.7	N
- Half Day	10.00	11.25	12.5	N
<b>Notes:</b>				
Snack is provided at all clubs at no additional cost.				
* Where transport is required for trips there may be an additional charge.				

SHETLAND LIBRARY	2013/14 CHARGE £	2014/15 CHARGE £	VARIANCE %	Vatable (Y/N)
<b>Printing</b>				
A4 - Black and White	0.10	0.10	0.0	N
A4 - Colour	0.30	0.30	0.0	N
<b>Photocopying</b>				
A4 - Black and White	0.10	0.10	0.0	Y
A4 - Colour	0.30	0.30	0.0	Y
A3 - Black and White	0.20	0.20	0.0	Y
A3 - Colour	0.60	0.60	0.0	Y
<b>Various</b>				
USB Drive - 8GB	8.00	8.00	0.0	Y
USB Drive - 16 GB	15.00	12.00	-20.0	Y
Headphones (In Ear)	2.50	2.50	0.0	Y
Headphones (Other)	2.50	2.50	0.0	Y
Hot Drinks	0.80	1.00	25.0	Y
Film DVD Hire	1.00	1.00	0.0	Y

ADULT LEARNING SERVICES	2013/14 CHARGE £	2014/15 CHARGE £	VARIANCE %	Vatable (Y/N)
<u>Adult Learning Evening Classes</u>				
<b>Misc</b> All Classes - No qualifying benefit (per hour)	3.30	3.40	3.0	N
receipt of benefits as listed below (per hour)	1.65	1.70	3.0	N

**Notes**

Eligible benefits are: personal benefits: carer's allowance, disability living allowance, severe disablement allowance, incapacity benefit,