

**APPENDIX B**  
**SUMMARY OF CHANGES:**  
**2021-22 SCHEME FOR FINANCING SCHOOLS**

	Previous Wording	New Wording	Reason for change
<b>Section: 2.10. Purchasing, Tendering and Contracting Requirements</b>			
	<p>Schools are required to abide by the LA's financial regulations and standing orders in purchasing, tendering and contracting matters, including leasing. This includes a requirement to assess in advance, where relevant, the health and safety competence of contractors, taking account of the LA's policies and procedures. Nothing within these requirements shall be construed as requiring schools to:</p> <ul style="list-style-type: none"> <li>a) do anything incompatible with any of the provisions of this Scheme for Financing Schools, or any statutory provision, or any EU Procurement Directive;</li> <li>b) seek LA officer countersignature for any contract for goods or services;</li> <li>c) select suppliers only from an approved list;</li> <li>d) seek fewer than three tenders or quotations in respect of any contract with a value exceeding £25,000, subject to specific listed exceptions.</li> </ul> <p>The Governing Board/ Head Teacher must ensure that they consider quality, economy and efficiency when purchasing supplies, goods, equipment, services and works.</p> <p>Although Governing Boards are empowered to enter into contracts in their own right (Education Act 2002, Paragraph 3 of Schedule 1), and also may do so where they have a clear statutory obligation (e.g. contracts made by Aided or Foundation Schools for the employment of staff), in most cases they do so on behalf of the LA as maintainer of the School and the owner of the funds in the budget share. It is a particular government requirement that all Schools shall approve and abide by both Financial Regulations and Contract Standing Orders. In Brent, the Scheme for Financing Schools requires all Schools to adopt the corporate models of these governance documents, which have been formulated to account for the particular financial and operational arrangements that exist within Schools.</p>	<p>Schools are required to abide by the LA's financial regulations and standing orders in purchasing, tendering and contracting matters, including leasing. This includes a requirement to assess in advance, where relevant, the health and safety competence of contractors, taking account of the LA's policies and procedures. Nothing within these requirements shall be construed as requiring schools to:</p> <ul style="list-style-type: none"> <li>e) do anything incompatible with any of the provisions of this Scheme for Financing Schools, or any statutory provision, or any Procurement Directive;</li> <li>f) seek LA officer countersignature for any contract for goods or services;</li> <li>g) select suppliers only from an approved list;</li> <li>h) seek fewer than three tenders or quotations in respect of any contract with a value exceeding £25,000, subject to specific listed exceptions.</li> </ul> <p>The Governing Board/ Head Teacher must ensure that they consider quality, economy and efficiency when purchasing supplies, goods, equipment, services and works.</p> <p>Although Governing Boards are empowered to enter into contracts in their own right (Education Act 2002, Paragraph 3 of Schedule 1), and also may do so where they have a clear statutory obligation (e.g. contracts made by Aided or Foundation Schools for the employment of staff), in most cases they do so on behalf of the LA as maintainer of the School and the owner of the funds in the budget share. It is a particular government requirement that all Schools shall approve and abide by both Financial Regulations and Contract Standing Orders. In Brent, the Scheme for Financing Schools requires all Schools to adopt the corporate models of these governance documents, which have been formulated to account for the particular financial and operational arrangements that exist within Schools.</p>	<p>Updated in accordance to document name</p> <p>Updated in line with the legislations that apply</p>

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	<p>All procurement by schools maintained by the LA must therefore comply with <b>EU</b> Public Procurement Legislation (the Public Contracts Regulations 2015 and the Concession Contracts Regulations 2016), the LA's Financial Regulations and Contract Standing Orders. Each Head Teacher shall maintain and supply the Director of Finance with such information as is required for corporate compliance with these rules.</p> <p>An electronic version of the LA's Constitution encompassing the Financial Regulations and Contract Standing Orders can be obtained here: <a href="http://www.brent.gov.uk/your-council/about-brent-council/council-structure-and-how-we-work/our-constitution/">http://www.brent.gov.uk/your-council/about-brent-council/council-structure-and-how-we-work/our-constitution/</a></p>	<p>All procurement by schools maintained by the LA must therefore comply with Public Contracts Regulations 2015 and the Concession Contracts Regulations 2016, the LA's Financial Regulations and Contract Standing Orders. Each Head Teacher shall maintain and supply the Director of Finance with such information as is required for corporate compliance with these rules.</p> <p>An electronic version of the LA's Constitution encompassing the Financial Regulations and Contract Standing Orders can be obtained here: <a href="http://www.brent.gov.uk/your-council/about-brent-council/council-structure-and-how-we-work/our-constitution/">http://www.brent.gov.uk/your-council/about-brent-council/council-structure-and-how-we-work/our-constitution/</a></p>	
<b>2.10</b>	<p><b>Supplies &amp; Services</b></p> <p><b>EU Threshold Values:</b> <u>Supplies &amp; Services (excluding Schedule 3 Services)</u> from 1<sup>st</sup> January 2020 &gt; <b>£189,330</b> <u>Schedule 3 Services</u> from 1<sup>st</sup> January 2020 &gt; <b>£663,540</b></p> <p><b>Works</b> <b>EU Threshold Values:</b> <u>Works</u> from 1<sup>st</sup> January 2020 &gt; <b>£4,733,252</b></p> <p><u>Concessions</u> <b>From 1<sup>st</sup> January 2020 &gt; £4,733,252</b></p>	<p><b>Supplies &amp; Services</b></p> <p><b>Procurement Legislation Threshold Values:</b> <u>Supplies &amp; Services (excluding Schedule 3 Services)</u> from 1<sup>st</sup> January 2020 &gt; <b>£189,330</b> <u>Schedule 3 Services</u> from 1<sup>st</sup> January 2020 &gt; <b>£663,540</b></p> <p><b>Works</b> <b>Procurement Legislation Threshold Values:</b> <u>Works</u> from 1<sup>st</sup> January 2020 &gt; <b>£4,733,252</b></p> <p><u>Concessions</u> <b>From 1<sup>st</sup> January 2020 &gt; £4,733,252</b></p>	<p>Contract legislation updated in line with the local authorities Contract Standing Orders</p>

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	<p><b>Medium Value Contract</b> – The Governing Board must undertake a competitive tendering exercise. Before commencing the tender exercise, formal approval to tender shall be sought from the Governing Board (or Head Teacher where the Governing Board has delegated this responsibility). In seeking approval to tender a report shall be submitted to the Governing Board, or Head Teacher as the case may be, which addresses the pre-tender considerations set out in the LA's Contract Standing Order 89, to include details of the criteria for evaluation and award. The tendering exercise must be advertised on Contracts Finder, the Cabinet Office facility for advertising tenders. Where the Public Contract Regulations 2015 or the Concession Contracts Regulations 2016 apply in full to the procurement, a contract notice (advert) must be placed in OJEU (Official Journal of the EU) as well as on Contracts Finder. Where a Governing Board elects to utilise the LA's e-Tendering system to advertise and run the procurement, they must then comply with Contract Standing Order 101 (e-Tendering and e-Auctions). Following receipt and evaluation of tenders, approval for the award of contract shall be sought from the Governing Board (or Head Teacher where the Governing Board has delegated this responsibility) by way of a report setting out the outcome of the tender process and evaluation</p>	<p><b>Medium Value Contract</b> – The Governing Board must undertake a competitive tendering exercise. Before commencing the tender exercise, formal approval to tender shall be sought from the Governing Board (or Head Teacher where the Governing Board has delegated this responsibility). In seeking approval to tender a report shall be submitted to the Governing Board, or Head Teacher as the case may be, which addresses the pre-tender considerations set out in the LA's Contract Standing Order 89, to include details of the criteria for evaluation and award. The tendering exercise must be advertised on Contracts Finder, the Cabinet Office facility for advertising tenders. Where the Public Contract Regulations 2015 or the Concession Contracts Regulations 2016 apply in full to the procurement, a contract notice (advert) must be placed in Find a Tender (the new UK E-notification service which has replaced OJEU for the publication of notices in relation to the procurement of contracts over the relevant Thresholds) as well as on Contracts Finder. Where a Governing Board elects to utilise the LA's e-Tendering system to advertise and run the procurement, they must then comply with Contract Standing Order 101 (e-Tendering and e-Auctions). Following receipt and evaluation of tenders, approval for the award of contract shall be sought from the Governing Board (or Head Teacher where the Governing Board has delegated this responsibility) by way of a report setting out the outcome of the tender process and evaluation</p>	
<p><b>SECTION 9: PENSIONS</b>  <b>9.1 Teachers' Pension</b></p>			

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<p><b>9.1</b></p>	<p><b>Payments of monies due</b></p> <p>Monthly contributions – on time and the correct amount, broken down by bands for employee, employer and additional contributions</p> <p><b>Monthly Data Collection</b>  Supply MDC report in time for submission to Teachers' Pensions and in an agreed secure format</p> <p>Errors identified to be cleared within 1 week of notification by LA  This process will change during the year because Teachers pensions will be replacing the existing MDC return with the MCR in 2021/22)</p>	<p><b>Payments of monies due</b></p> <p>Monthly contributions – on time and the correct amount, broken down by bands for employee, employer and additional contributions  <b>Contributions Schedule - broken down by bands for employee, employer and additional contributions to be provided by the last working day of the month.</b></p> <p><b>Monthly Data Collection</b>  Supply MDC report in time for submission to Teachers' Pensions and in an agreed secure format</p> <p>Errors identified to be cleared within 1 week of notification by LA  This process will change during the year because Teachers pensions will be replacing the existing MDC return with the MCR in 2021/22)</p> <p><b>This process will change during the year because Teachers pensions will be replacing the existing MDC return with the MCR in 2021/22)</b></p>	<p>This section provides clarification to schools on the Teachers Pension and LGPC Pension.</p>