

## APPENDIX B

### SUMMARY OF CHANGES: 2025-26 SCHEME FOR FINANCING SCHOOLS

Previous Wording	Added Wording	Reason for change
<p><b>6.2. Circumstances in which Charges may be made</b> Charges may be made to the budget share of a school by the LA, without the consent of the school, in the following circumstances:</p>	<p>6.2.23. Costs incurred by the LA in administering admissions appeals, where the LA is the admissions authority and the funding for admission appeals has been delegated to all schools as part of their formula allocation.</p> <p>6.2.24. The cost of an undisputed invoice for energy where a school has entered into an agreement with the Secretary of State for the supply of energy and failed to pay such an invoice (Regulation 23 of the regulations).</p>	As per the DfE's Scheme for Financing Schools
<p><b>2.10 Purchasing, Tendering and Contracting Requirements</b></p> <p>a) do anything incompatible with any of the provisions of this Scheme for Financing Schools, or any statutory provision, any Procurement Directive</p> <p>b) seek LA officer countersignature for any contract for goods or services</p> <p>d) seek fewer than three tenders or quotations in respect of any contract with a value exceeding £25,000, subject to specific listed exceptions.</p> <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>All procurement by schools maintained by the LA must therefore comply with Public Contracts Regulations 2015 and the Concession Contracts Regulations 2016 (referred to elsewhere herein as “procurement Legislation”),</p>	<p><b>2.10 Purchasing, Tendering and Contracting Requirements</b></p> <p>a) do anything incompatible with any of the provisions of this Scheme for Financing Schools, or any statutory provision, or the National Procurement Policy Statement and any Procurement Policy Notes;</p> <p>b) seek LA officer countersignature for any contract for goods or services or works</p> <p>d) seek fewer than three tenders or quotations in respect of any contract with a value exceeding £30,000 (inclusive of VAT), subject to specific listed exceptions.</p> <p>The Governing Board/ Head Teacher must ensure that they consider quality, economy and efficiency when purchasing goods, services and works.</p> <p>All procurement by schools maintained by the LA must therefore comply with the Procurement Act 2023 which is supplemented by the Procurement Regulations 2024(referred to elsewhere herein as “Procurement Legislation”).</p>	As per updated Procurement legislation

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	<p><b>Contract Value</b></p> <p>It is a mandatory requirement to estimate a contract value at the start of a procurement. The value of the contract must be calculated over the entire length of the contract, including any period of extension(s) anticipated</p>	<p>It is a mandatory requirement to estimate a contract value at the start of a procurement. The value of the contract must be calculated as the maximum amount which you expect to pay over the entire length of the contract, including any period of extension(s) anticipated.</p>	
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<b>Supplies &amp; Services</b>	<b>Works</b>	<b>Goods &amp; Services (including Light Touch Services)</b>	<b>Works</b>	
<b>Very Low Value Contract</b> → £0 < £25,000	<b>Very Low Value Contract</b> → £0 < £25,000	<b>Very Low Value Contract</b> → £0 < £30,000	<b>Very Low Value Contract</b> → £0 < £30,000	
<b>Low Value Contract</b> → £25,000 < £214,904*	<b>Low Value Contract</b> → £25,000 < £250,000	<b>Low Value Contract</b> → £30,000 < £214,904	<b>Low Value Contract</b> → £30,000 < £250,000	
<b>Medium Value Contract</b> → £214,904* < £2m	<b>Medium Value Contract</b> → £250,000 < £5m	<b>Medium Value Contract</b> → £214,904* < £2m	<b>Medium Value Contract</b> → £250,000 < £5m	
→ > £2m	<b>High Value Contract</b> → > £5m	→ > £2m	<b>High Value Contract</b> → > £5m	
<b>Procurement Legislation Threshold Values:</b> <u>Supplies &amp; Services (excluding Schedule 3 Services)</u> from 1 <sup>st</sup> January 2022 > <b>£214,904*</b> <u>Schedule 3 Services</u> from 1 <sup>st</sup> January 2022 > <b>£663,540*</b>	<b>Procurement Legislation Threshold Values:</b> <u>Works</u> from 1 <sup>st</sup> January 2022 > <b>£5,336,937*</b> <u>Concessions</u> From 1 <sup>st</sup> January 2022 > <b>£5,336,937*</b>	<b>Procurement Legislation Threshold Values:</b> <u>Goods &amp; Services</u> from 24 <sup>th</sup> February 2025 > <b>£214,904*</b> <u>Light Touch Services</u> from 24 <sup>th</sup> February 2025 > <b>£663,540*</b>	<b>Procurement Legislation Threshold Values:</b> <u>Works</u> from 24 <sup>th</sup> February 2025 > <b>£5,372,609*</b> <u>Concessions</u> From 24 <sup>th</sup> February 2025 > <b>£5,372,609*</b>	
<b>**A Schedule 3 Service is defined as those social, educational and other specific services listed in Schedule 3 of the Public Contracts Regulations 2015</b>		<b>**A Light Touch Service is defined as those health, social and other related services listed in Schedule 1 of The Procurement Regulations 2024</b>		

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	<ul style="list-style-type: none"> <li>• <b>Very Low Value Contract</b> – No formal procurement procedures apply to Very Low Value Contracts, except the requirement to secure best value. The best way for schools to demonstrate value for money is either by seeking three competitive written quotes, using an Approved List (where one exists), or using the Online Market Place. Whilst the use of these procedures is not mandatory, it is however a mandatory requirement to keep an auditable record to demonstrate how value for money has been achieved.</li> <li>• <b>Low Value Contract</b> – Schools are required to seek at least three written quotations from potential providers and record the quotes sought and/or obtained for audit and probity purposes. Alternatively, the contract may be procured through the Online Market Place. Alternatively, the contract may be procured through the Online Market Place.</li> <li>• <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 the Central Digital Platform, a web-based facility operated by the Minister for the Cabinet Office and that the school must use to advertise contract related notices, including contract opportunities on or after 24 February</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Very Low Value Contract</b> – No formal procurement procedures apply to Very Low Value Contracts apart from a requirement to secure best value. For Very Low Value Contracts, the best way to demonstrate best value is by seeking three quotations or another procurement route. Whilst the use of these procedures is not mandatory, it is however a mandatory requirement to keep an auditable record to demonstrate how value for money has been achieved</li> <li>• <b>Low Value Contract</b> – Schools are required to seek at least three written quotations from potential providers unless the contract opportunity has been advertised. Where three quotations have been sought schools must record the quotes sought and/or obtained for audit and probity purposes.</li> <li>• <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 the Central Digital Platform, a web-based facility operated by the Minister for the Cabinet Office and that the school must use to advertise contract related notices, including contract opportunities on or after 24 February 2025.</li> </ul>	
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	<p>2025. Where the contract is above the relevant threshold and the Procurement Legislation apply in full to the procurement, a tender notice (advert) must be placed on the Central Digital Platform. 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 100 (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>When valuing a rolling contract with no defined termination date, the contract should be valued over a period of 48 months.</p>	<p>Where the contract is above the relevant threshold and the Procurement Legislation apply in full to the procurement, a tender notice (advert) must be placed on the Central Digital Platform. 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>When valuing a rolling contract with no defined termination date, the contract should be valued by estimating the maximum possible value, including VAT, taking into account any potential extensions, renewals and additional goods / services.</p>	
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<b><u>SECTION 9: PENSIONS</u></b>					
<table><tr><td><b>Monthly contribution reconciliation (MCR)</b></td><td><p>Supply MCR report in time for submission to Teachers' Pensions and in an agreed secure format.</p><p>Stop Errors (critical error which prevent submission of return) identified to be cleared within 1 week of notification by LA. All other errors to be cleared by 1 month of notification by LA.</p></td></tr></table>	<b>Monthly contribution reconciliation (MCR)</b>	<p>Supply MCR report in time for submission to Teachers' Pensions and in an agreed secure format.</p> <p>Stop Errors (critical error which prevent submission of return) identified to be cleared within 1 week of notification by LA. All other errors to be cleared by 1 month of notification by LA.</p>	<table><tr><td><b>Monthly contribution reconciliation (MCR)</b></td><td><p>Supply MCR report by the 4th day of the month (or the last working day preceding the 4th if the 4th is a non-working day in time for submission to Teachers' Pensions and in an agreed secure format.</p><p>Stop Errors (critical errors which prevent submission of return) identified to be cleared within 1 week of notification by LA. All other errors to be cleared by 1 month of notification by LA.</p></td></tr></table>	<b>Monthly contribution reconciliation (MCR)</b>	<p>Supply MCR report by the 4th day of the month (or the last working day preceding the 4th if the 4th is a non-working day in time for submission to Teachers' Pensions and in an agreed secure format.</p> <p>Stop Errors (critical errors which prevent submission of return) identified to be cleared within 1 week of notification by LA. All other errors to be cleared by 1 month of notification by LA.</p>
<b>Monthly contribution reconciliation (MCR)</b>	<p>Supply MCR report in time for submission to Teachers' Pensions and in an agreed secure format.</p> <p>Stop Errors (critical error which prevent submission of return) identified to be cleared within 1 week of notification by LA. All other errors to be cleared by 1 month of notification by LA.</p>				
<b>Monthly contribution reconciliation (MCR)</b>	<p>Supply MCR report by the 4th day of the month (or the last working day preceding the 4th if the 4th is a non-working day in time for submission to Teachers' Pensions and in an agreed secure format.</p> <p>Stop Errors (critical errors which prevent submission of return) identified to be cleared within 1 week of notification by LA. All other errors to be cleared by 1 month of notification by LA.</p>				
<p><b>End of year error rates</b> Examples of end of year errors</p> <ul style="list-style-type: none"><li>• A missing joiner Form</li><li>• A missing leaver Form</li><li>• A missing change of hours</li><li>• A missing notification of absence</li><li>• Return from absence</li><li>• Missing additional contributions</li><li>• Significantly low/high pensionable remuneration compared to the previous year with no explanation as to the reason</li></ul>	<p><b>Monthly return error rates</b> Examples of monthly return errors</p> <ul style="list-style-type: none"><li>• A missing joiner Form</li><li>• A missing leaver Form</li><li>• A missing change of hours</li><li>• A missing notification of absence</li><li>• Return from absence</li><li>• Missing additional contributions</li><li>• Significantly low/high pensionable remuneration compared to the previous year with no explanation as to the reason</li></ul>				

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	<p><b>Notification of proposed outsourcing of contracts</b></p> <p>The LA requires advance notice of any potential outsourcing of contracts where a new admission agreement is required. Where the outsourcing involves the transfer of staff under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) the school will be required to protect the pension rights of the transferring employees who were eligible to join the LGPS or a broadly comparable scheme, irrespective of whether they were active members or not. The resources required to ensure this outcome should not be underestimated as legal and financial obligations will be placed on the provider.</p> <p>The exercise will require the professional services of the fund actuary and legal services. Their expenses will be recharged to you. It is important that a school discusses the pensions implications of any proposed procurement with the Council as early as possible in the process.</p>	<p><b>Notification of proposed outsourcing of contracts</b></p> <p>The LA requires at least three months' advance notice of any potential outsourcing of contracts where a new admission agreement is required.</p> <p>Where the outsourcing involves the transfer of staff under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) the school will be required to protect the pension rights of the transferring employees. The Best Value Authorities Staff Transfers (Pensions) Direction 2007 requires that employees who were eligible to join the LGPS must have access to the LGPS, a genuinely equivalent or a better pension scheme or a broadly comparable scheme, irrespective of whether they were active members or not. The resources required to ensure this outcome should not be underestimated as legal and financial obligations will be placed on the provider.</p> <p>As a scheme employer, the school will be responsible for the transferees' pension liabilities until such time as suitable pension arrangements are put in place (usually an admission agreement in the LGPS).</p>	
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