

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: June 2017	Ref No: 1558
Type of Operational Decision:	
Executive Decision <input type="checkbox"/>	Council Decision <input type="checkbox"/>
Status: For Publication	
Title/Subject matter: Bury Adult Learning Service : Review of Fees and charges for the academic year 2017/2018	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	✓
(ii) not in conflict with Council Policy	✓
(iii) not raising new issues of Policy	✓
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	The Fees Report has a neutral impact
<ol style="list-style-type: none"> Adult Skills Budget courses to be charged at £2.50 per hour. There is no increase from 2016/2017. 90% of learners on these courses do not pay fees as they qualify for full fee remission. Learning for Pleasure courses (not ESFA funded) £6.25 (a rise of 25p) per hour with a concession rate of £2.10 per hour (a rise of 10p) ESFA funded Personal and Community Development Learning courses (PCDL), to remain at £3.75 per hour with a concessionary rate of £1.50 per hour for those on state benefits. Courses running in the community and all Family Learning provision will remain free of charge and will be targeted at those people who are disadvantaged, seeking work and are least likely to participate in learning None qualification courses to develop and consolidate life skills for adults with learning difficulties and disabilities to be charged at £1.50 per hour. Bespoke rates will be negotiated with the employer and or learner prior to enrolment. These courses do not attract ESFA funding and provide an additional income for the Adult Learning Service. Overseas learners rate to remain at £7.50 per hour. Bury Adult Learning Service do not attract many learners in this category. 	

Decision taken by:	Signature:	Date:
Interim Executive Director – Resource & Regulation	JHL	19/6/17
Head of Workforce – Communities & Wellbeing	NA	
Acting Executive Director or Chief/Senior Officer	J Claude	22/6/2017
Members Consulted [see note 1 below]		
Cabinet Member/Chair	T. T. T. T.	03/07/17
Lead Member	NA	
Opposition Spokesperson	S Nwtaw	04/08/17
Notes		
<p>1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.</p> <p>2. This form must not be used for urgent decisions.</p>		