

CHILDREN'S SERVICES DEPARTMENTAL PROCEDURE NO:**Charging and Concessions Policy for Children and Young People
accessing Short Break Activities**

DATE:	12 November 2020
EFFECTIVE DATE:	01/04/2021
CATEGORY:	Finance
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PROCEDURES CANCELLED OR AMENDED:	Previous version dated June 2018
REMARKS:	This policy will be applied to all parents and carers of children and young people accessing Short Break Activities.
SIGNED:	
DESIGNATION:	

YOU SHOULD ENSURE THAT:

- You read, understand and, where appropriate, act on this information
- All people in your workplace who need to know see this procedure
- This document is properly filed in a place to which all staff members in your workplace have access

1. Introduction

This procedure sets out the expectations regarding parental charges for Hampshire County Council Short Break Activities. It informs providers of the proposed market rates to charge for activities that are funded by a County Council Short Break grant. It also explains when to apply the concessions policy for families when collecting parental charges toward the cost of their child accessing Short Break Activities.

2. Requirements

In order to access Short Break Activities a child must be a Gateway Card holder. Families will have to show their Gateway Card when booking and attending activities. The Short Breaks website provides details about the Gateway Card and how to apply:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/specialneeds/shortbreaks/gatewaycard>

Parents/carers are required to pay the standard cost for their child to attend a Short Break activity. This means that parents/carers should be charged an equivalent amount to a child accessing a similar mainstream activity. As explained on the Short Breaks website above, the Gateway Card will help activity providers apply for funding to cover any additional costs that are required for a child to participate fully.

The following indicative charges are based on research of like-for-like mainstream/non specialist activities. Where it has not been possible to find a mainstream comparison, the data from 2019/21 Short Break Activities (SBA) grant applications have been used to provide the required information and these have been indicated below. A summary of the charges is shown in Table 1.

The following information provides the minimum and maximum parental contributions for different categories of activity that should be charged.

3. Market Rates

a) Holiday Club

Holiday Clubs vary in duration from half day to full day, however the market is very consistent across the county on the parental contributions. The average club would run between 8am and 6pm with extended hours around care being charged at an additional rate.

It is expected that Holidays Clubs would charge per day between:

- Half day* - **£13.00 – 17.00 per session** (a session lasting no more than 5 hours)
- Full day* - **£20.00 – £40.00 per session** (a session is 6 – 10 hours)
- *Extended hours: Breakfast drop off/extended pick up- £2.00 - £4.00 per hour

b) Sports Club (Rugby, gymnastics, athletics, multi-sports and dance)

Sports clubs parental contributions vary. Many mainstream clubs would have an annual membership charge, which would include insurances and administration costs. There is, in addition to the member costs usually an additional charge for uniforms or kits, these are paid separately by parents. A weekly parental contribution is then charged on top of this annual cost.

It is expected that Sports Clubs would charge between **£6.00 - £9.00 per session**, anticipated to last between 1-1.5 hours.

c) Youth Club

Mainstream youth club parental contributions vary significantly, therefore data from current Short Break Activity grants has been used to provide the charging range below.

It is expected that all Youth Clubs would charge between **£1.25 and £3.50** per hour, with sessions anticipated to last between 2-4 hours.

d) Weekend Club (Based on Short Break Activity grants)

This type of activity is specific to the Short Break Activities Programme, therefore data from the Short Break Activity grants have been used. Weekend clubs vary significantly in duration and parental contributions, although follow a similar range to holiday rates. The two have therefore been aligned.

It is expected that Weekend Clubs would charge per day between:

- Half day* - £13.00 – 17.00 per session (a session lasting no more than 5 hours)
- Full day* - £20.00 – £40.00 per session (a session is 6 – 10 hours)

e) Buddy Scheme

The buddy scheme is funded from the Short Break budget, with the following charges to be applied:

- Parental contribution to hourly charge for buddy: £6.50
- Parental contribution to buddy mileage: 30p per mile.

The buddy scheme involves supporting children and young people to attend activities in the community, and it is expected that parents cover the cost of these separately. The cost of the community activities is not covered by the concessions element of this policy.

4. How to book and how payment is made / payment methods

Other than the buddy scheme, families book Short Break Activities directly with the provider. They will need a free Gateway Card to take part in any activities funded by the Short Break Activities Programme. Initial enquiries for the buddy scheme should

be routed via the Rose Road Association's Family Services team on 0300 303 8603 or familyservices@roseroad.org.uk.

It is expected that payment will be taken by the provider at the point of booking an activity. The provider will be required to take either a deposit or full payment through one or more of the following methods:

- Cash
- Cheque
- BACs Transfer
- Electronic Payment

The provider will be required to have a clear refund policy.

Providers' contact details can be located on the Family Information Services Hub website: <https://fish.hants.gov.uk>

5. How we will update and refresh pricing

The market rates will be reviewed annually by the 1 April each year and in consultation with a panel of parent representatives and Hampshire County Council Officers, to ensure market rates are inline with inflation and market shifts. The policy may be reviewed sooner if there are changes to legislation.

6. Concessions

It is expected that all providers will offer a concessions policy to parents and carers of children and young people attending Short Break Activities. In order to ensure a consistent and equitable approach to concessions across the scheme it is expected that providers use the following eligibility criteria:

Parents/carers will be eligible for concessions rate if they meet the following criteria:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Low Income families earning a total household income from all sources of under £16,000.

The County Council understands that some providers already have a concessions policy in place; however, it is expected that providers will offer no more than a 50% reduction in parental charges where the criteria are met.

It is a provider's responsibility to check parents and carers are eligible and obtain the appropriate evidence. Providers should also review any concession arrangements with families on an ongoing basis to ensure they are still eligible.

The Contracts and Grants team may undertake spot checks to ensure the policy is being applied consistently and fairly across projects.

Table 1

Activity Type	Minimum Charge	Maximum Charge	Comments	Basis for costings
Holiday Club – Half day	£13.00	£18.00		Mainstream costings for half-day provision lasting no more than 5 hours
Holiday Club – Full day	£20.00	£40.00	Extended hours: Breakfast drop off/extended hours - £2.00 - £4.00	Mainstream costs for a full day holiday club lasting between 6 and 10 hours
Sports Club	£6.00	£7.00	Membership, insurance, kit charges would be in addition and paid by parent/carer	Mainstream costs for a sports club that last between 1 and 1.5 hours
Youth Club	£3.00	£7		Costs taken from Short Break activity grant applications. A youth club should last between 2 and 4 hours.
Weekend Club	Half day - £13.00-£17.00 Full day - £20.00 - £40.00		A weekend club may include off-site activities. It is expected that any off-site activities where an admission entry is charged by another provider, such as a Zoo, soft-play or theme park is paid at market rate (unless a group discount has been applied) by the parent or carer. It is not expected that any concession would be given for the whole activity	Costs taken from Short Break activity grant applications. A weekend club half day should last no more than 5hrs and a full day should be between 6-10hrs
Buddy Scheme	N/A	£6.50 per hour	The hourly parental contribution is not inclusive of the cost of the activity or mileage these costs will also need to be factored in.	