Appendix 2

Policy reviewed and published on annual basis

Schools apply in writing, with all supporting evidence, to the Schools Resourcing Team before the deadline of 30th November of the current financial year.

Moderation Panel members to sign up to confidentiality clause to agree financial data sharing If it is recommended that financial support is warranted then the claim will be sent to the Strategy & Commissioning Team, Schools Resourcing to cost out the value of all claims. These will be held until the deadline date, in readiness for submission to the Moderation Panel.

If it is recommended that non-financial strategy is to be taken then :

- 1. Officer Panel to recommend further action to be taken
- 2. Officer Panel to monitor and be accountable for ensuring recommended actions are taken

Officers will assess the claim and recommend support to be provided, either strategic non-financial; strategic and financial or purely financial.

All claims will then be presented to the Moderation Panel, who will assess all claims for the year and decide upon approval of recommended actions and, if applicable, method of payment whether:

- 1. Due to affordability all claims will be scaled down; or
- 2. Claims will be prioritised as to who will receiving funding from available funds; or
- 3. Claims will be paid on the basis of a first come first served

Supporting evidence to be supplied at the very latest by the 31st of December.

If evidence is not received the claim will become **null and void** for that financial year.

The LA will not chase schools for evidence, the onus will be on the school to comply and supply evidence in full by the deadline.

Payments for schools to be made on a financial year basis: 7/12ths covering September to March; 5/12ths covering April to August.