



# LONDON BOROUGH OF MERTON

## **DAA Schedule 4 – Fee Uplift Process**

Contract No: DN635417

Title: Non-Maintained and Independent  
Special Schools (NMISS) Placement



## DAA Schedule 4 – Fee Uplift Process

Non-Maintained and Independent Special Schools (NMISS) Placement Dynamic Purchasing System (DPS)

### Fee Uplift Process

1. The Authority will consider Fee Increases that relate to Providers' overall fee structures in relation to Independent and Non-Maintained Special Schools. Any proposed amendment to the fees, associated with an adjustment in a Provider's fee banding for a pupil (arising from a change in need and provision requirements), will be appropriately negotiated through the individual CYP's Annual Review process.
2. To request a Fee Uplift, Providers shall submit financial information and a business case in the Authority's requested format. The Provider will need to establish clear evidence for what is considered a reasonable increase. This will include an outline of the workings for the proposed fee increase and a full breakdown of costs per each pupil placed by the Authority.
3. Where the Provider is facing financial hardship or insolvency which poses a threat to the continuity of the Authority's Placements with the Provider, the Provider shall make the Authority aware immediately of the risk and proposed mitigating actions.
4. The Authority shall acknowledge a Fee Uplift request within 30 days, but this does not constitute agreement of an increase.
5. If it has not been possible to obtain any information to justify a fee increase, the Authority will inform the Provider that the fee increase will be considered unjustified due to the lack of information.
6. Actual increases will be awarded through consideration of the calculated percentage as well as:
  - a) Funding and budget pressures of the Authority;
  - b) Value analysis/moderation across Providers; and
  - c) Provider performance;
  - d) and may be subject to elected members' approval.
7. Actual increases may be awarded at the Authority's discretion on a sliding scale.
8. Providers must at all times pay due heed to working in partnership with Local Authorities to attain value for money and to achieve efficiency improvements.
9. Providers will be notified of the Authority's decision to award an increase or not and reason(s).