



# **Supply Chain Fees and Charges Policy 2017-18**

**Date Reviewed:** 8th September 2017

**Approved by:** Community Learning Manager

**File Location:** G: drive and Sefton Council Website

## **Supply Chain Fees and Charges Policy 2017-18**

### **Sefton Community Learning Service – Supply Chain Fees and Charges Policy 2017-18**

#### **1 Scope**

The policy applies to all supply chain activity to deliver adult learning provision in Sefton through Sefton Community Learning Service and supported with funds supplied by the Skills Funding Agency (SFA) or any successor organisations.

#### **2 Context**

The policy is now a mandatory requirement that applies to all sub-contracting activity from 1 August 2013. This policy will be reviewed annually by Sefton Council's Community Learning Manager in conjunction with current sub-contractors as part of the commissioning process and published on the Sefton council website.

Sefton Community Learning Service will at all times undertake fair and transparent procurement activities, conducting robust, comprehensive due diligence procedures on potential sub-contractors to secure the highest quality of learning delivery, value for money and a positive impact on learners and the community.

#### **3 RATIONALE FOR SUBCONTRACTING**

SCLS recognises that the service it provides should respond to the diverse needs of local communities and those with specific needs, those furthest away from learning and work, local employers and the Sefton economy. The effective subcontracting of provision allows easier access to learning for local communities and thereby maximises the opportunities made available to learners, non-traditional learners, unemployed, the under-employed and employers.

As part of Sefton Council our subcontracting rationale support our corporate aims and priorities, specifically:

3.1.To support and inspire people to progress to positive personal outcomes including:

- Improved:-
  - Confidence
  - Employability skills
  - English, maths, communication, digital inclusion
  - Support for children's learning

- Health and well being
- Progression to further learning, training, volunteering and employment

3.2 To be responsive to local needs and to have a positive impact on social and economic wellbeing of individuals, families and communities

3.3 To deliver high quality teaching and learning with a culture of continuous improvement in all areas of the service

#### **4 QUALITY ASSURANCE AND IMPROVEMENT FRAMEWORK**

The Service holds responsibility for the overarching quality assurance, monitoring, self-assessment and improvement of the all provision delivered through subcontracting. The Common Inspection Framework (CIF), revised in 2016, has been adopted (with some additions) as the framework defining quality criteria for the provision funded in any subcontracting arrangement.

The Quality Assurance and Improvement Framework sets out how the Service will assure the quality of sub-contracted provision using a range of review procedures and reporting requirements. The Service will use a variety of tools and processes throughout the academic year to support quality monitoring and continuous improvement and these will feature:

- Observation of Teaching, Learning and Assessment (OTLA) and Learning Walks
- Monitoring and Scrutiny activities
- Audit and document review
- Data analysis
- Support and Challenge

#### **5 FEES AND CHARGES 2017-18**

The level of fees SCLS charges its subcontractors will reflect the amount of support it provides.

Adult Community Learning (Local Flexibility) funded activity delivered through a subcontract will be paid on a unit cost per learner basis. The management fee will be deducted at source and the level of charge will be communicated to the subcontractor prior to the commencement of the contract. The fee charged will take account of the risks involved in subcontracting with a particular organisation and the final decision on how much will be charged will be included in an Agreement Letter, which is signed by both parties.

In return for the fee, Providers receive an inclusive package of support, guidance and challenge that includes:

- A named point of contact who will respond promptly to any queries and monitor the performance against contract throughout the year
- Regular contract monitoring meetings where provider performance against contract and the quality of delivery against the Quality Framework are discussed and action plans for improvement agreed
- Electronic contract monitoring reports including data sent to Providers
- Reports of findings and actions (if necessary) from RARPA audits completed by SCLS
- Termly network meetings where best practice is shared and providers can raise issues for discussion/clarification
- Bi-weekly provider updates to ensure Providers are kept informed of developments.
- The services of the quality team to ensure high quality delivery and a positive learning experience for all learners
- Processing of ILR returns, data validation and reporting
- Uploading data onto the National Careers Services Directory
- An annual induction session for tutors
- CPD opportunities for managers staff and tutors, plus bespoke staff development when required
- Business support team processing of paperwork, invoices, regular finance payments and inputting of data
- OLTA support and on-going development training

On occasion SCLS will charge the subcontractor an increased management fee of between 15 – 25% to reflect any additional support it provides. The types of support will include:

- Capacity building activities
- Use of premises
- Additional administration
- Arranging accreditation, internal verification

## **6 Payment Terms between Sefton Community Learning Service and Sub-Contractors**

SCLS will pay the Price in 4 instalments following satisfactory audits of provision. The subcontractor should invoice the Service for the number of unique learners after the following dates

Instalment 1 - 30th November 2017

Instalment 2- 28th February 2018

Instalment 3- 31st May 2018

Final instalment to be made after 13th July however must be made before the 31st July 2018

## **7 Support provided to Sub-Contractors by Sefton Community Learning Service**

Sefton Community Learning Service recognises its responsibility to support all sub-contracted partners to develop, deliver and sustain high quality provision that meets the needs of the community and learners.

The mix of support will vary depending on the needs and experience of the individual sub-contractors, but all partners can expect to benefit from the following:

- Quarterly cross partnership meetings to include regular national and local updates regarding funding, policy, quality and curriculum developments; and the opportunity to share good practice
- Comprehensive quality management systems; including monthly monitoring of performance against clear measures of success
- Management Information Systems and training for staff using MIS system
- Individual quarterly performance and quality visits including audit of systems
- Self Assessment Report and Quality Improvement Plan review and support
- Moderation of observations of teaching, learning and assessment together with paired observation
- Continuing Professional Development opportunities, planned training and development, and support for tutors
- Registration of learners for any accredited provision where subcontractors do not have independent awarding body approval
- Internal Verification and Moderation training and support to meet awarding body requirements
- Support with Funding Rules and other relevant funding and legislative compliance
- Policy development
- Overarching policies for key areas impacting on learners: including Safeguarding, Health and Safety, Equality and Diversity, Learner Involvement
- Marketing and promotion of provision

Levels of support will be enhanced and performance monitored more frequently on the request of the sub-contractor or where concerns regarding the meeting of contractual requirements are identified.

## 9 Review and publication of this policy

The policy will be reviewed annually in April or when significant changes in the Funding Rules and/or in sub-contracting arrangements occur.

Potential subcontractors will be directed to the policy as a starting point in any relationship.

The policy will be discussed with all current and future sub-contractors during contract negotiation meetings.

The policy will be published on the Sefton Council website: <https://www.sefton.gov.uk/schools-learning/community-learning/documents-to-download.aspx> and can be made available in hard copy upon request.

Actual end of year data will be published as required by the Skills Funding Agency on the council website.

<b>Name of the subcontractor</b>	Merseyside Third Sector Technology Centre	Rotunda LTD
<b>UKPRN number of the subcontractor</b>	10019351	10037556
<b>Contract start and end date</b>	8th September 2017	13th July 2018
<b>Type of provision</b>	Community Learning  Classroom Learning	Community Learning  Classroom Learning
<b>Funding paid to Sefton Community Learning Service provision delivered</b>	£34,614	£27,019

<b>Funding Sefton Community Learning Service paid to your subcontractor for provision delivered in that academic year</b>	£30,099	£23,495
<b>Funding Sefton Community Learning Service retained in relation to each subcontractor for that academic year</b>	£0	£0
<b>Funding subcontractor has paid Sefton Community Learning Service for services or support you have provided in connection with the subcontracted provision</b>	15% £4515	15% £3524