

**Nottingham City Council
Family Learning Service**

**Supply Chain Fees and Charges
Policy 2018-19**

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Approved by:	

Supply Chain Fees and Charges Policy 2018-2019

Nottingham City Council Family Learning Service has a long history of contracting out the delivery of its Education Skills Funding Agency funded Community Learning provision to local delivery partners. Community Learning in Nottingham City is delivered in partnership with other agencies such as further education colleges, community and voluntary organisations, charities and aims to meet the learning needs of adults who fall within the service's target groups and enable learners to achieve and progress.

The service last received a short inspection by Ofsted in March 2018 and received a Grade 2 'Good' in all areas. Prior to this inspection the service has taken part in 3 survey visits,

- *'An evaluation of the benefits of family learning for individuals, families and communities'* January 2009 grade 2.
- *Literacy - 'Leaping the barriers to literacy'* – January 2010 grade 2.
- *'Numeracy - tackling the challenge of ensuring that young people and adult gain the numeracy skills they need for their careers and personal life's'*. June 2010 grade 2
- *A full Ofsted inspection – March 2015 Grade 2 in all areas*

1 Scope

This policy applies to all supply chain activity to deliver community learning provision in Nottingham through the Family Learning Service and supported with funds supplied by the Education Skills Funding Agency (ESFA) 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 the City Councils Employment & Skills Manager and Family Learning Officer in conjunction with current sub-contractors as part of the commissioning process and published on the Nottingham City Council website.

Nottingham City Family 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 Reasons for sub-contracting

Nottingham City Family Learning Service is committed to maintaining and where possible growing and diversifying the range of courses it delivers to widen participation; engage and support the most disadvantaged residents; enter new and emerging markets and address regional and local economic development and social regeneration priorities. In order to achieve this Nottingham City Council Family Learning Service sub-contracts its provision to responsive partner organisations who can demonstrate high quality delivery in the community.

4 Nottingham Family Learning Service commitment to improving the quality of teaching, learning and assessment

Nottingham City Family Learning Service is committed to driving continual improvement in the quality of teaching, learning and assessment. This is demonstrated through the Supply Chain Fees and Charges Policy by ensuring that all supply chain partners are:

- Selected through a process that requires demonstrable evidence that they can deliver and sustain high quality teaching, learning and assessment for all learners in all venues.
- Managed through a process of regular performance monitoring and review including independent and paired teaching, learning and assessment observations.
- Supported through a comprehensive quality programme of staff development and training.

5 Management Fees

Nottingham City Family Learning Service retains no more than 20% (currently 15%) of the ESFA allocation, to manage its current sub-contractors. The management fee is deducted from the funding income received based on the ESFA rate and prior to the allocation of funds to sub-contractors.

The management fee represents the total cost that Nottingham City Council incurs in Identifying, selecting and managing all sub-contracted provision regardless of the level of support provided.

6 Payment Terms between Nottingham City Council Family Learning Service and Sub-Contractors

Nottingham City Council endeavours to pay all invoices within 28 days of their receipt. The funding agreement outlines what information is required from each delivery partner to enable invoices to be paid promptly. Where a provider may experience cash flow problem with this timeline then alternative arrangements are negotiated on a case by case basis. The Service's Funding Agreement stipulates that reductions may be made where targets have not been met.

7 Support provided to Sub-Contractors by Nottingham City Family Learning Service

Nottingham City Family Learning 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-contractor, but all partners can expect to benefit from the following:

- Curriculum Management 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 bi-monthly monitoring of performance against clear measures of success
- Moderation of observations of teaching, learning and assessment together with paired observation
- Compilation and analysis of Learner Survey returns for all courses
- Continuing Professional Development opportunities, planned training and development, and support for tutors undertaking initial teacher training
- Registration of learners for OCN accredited provision where subcontractors do not have independent awarding body approval
- 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
- Resources and access new developments in the curriculum to support the quality of delivery, including a bank of ILT resources

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.

8 List of subcontractors

This list is provided to the ESFA via the “Subcontractor Declaration Form” in line with the agreed timelines and the aggregated Subcontracting Register is published on the ESFA website. Updates are provided as required.

9 Review and publication of this policy

The policy will be reviewed annually in June 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 Nottingham City Council website <http://www.nottinghamcity.gov.uk/job-opportunities/jobs-apprenticeships-and-training-support/training-info-and-advice-services/family-and-community-learning/family-and-community-learning/> and can be made available in hard copy upon request.