

# Lambeth Adult Learning

## Supply Chain Fees and Charges Policy

**2020-2021**

<p><b>Business Unit:</b> Lambeth Adult Learning Service – Enterprise, Jobs &amp; Skills <b>Date Reviewed:</b> 20 March 2020 <b>Approved by:</b> Head of Adult Learning <b>File Location:</b> X drive/sharedrive and Lambeth Council Website</p>
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# Supply Chain Fees and Charges Policy 2020 – 2021

## 1 Scope

The policy applies to all supply chain activity to deliver adult learning provision in Lambeth through Lambeth Adult Learning supported with funds supplied by the government/Greater London Authority (GLA).

## 2 Context

The policy is a mandatory requirement that has applied to all subcontracting activity since 1 August 2013. This policy is reviewed annually by Lambeth Council's Head of Adult Learning in conjunction with current subcontractors as part of the commissioning process and is published on the London Borough of Lambeth council website.

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

## 3 Reasons for subcontracting

Lambeth Adult Learning is committed to maintaining and where possible growing and diversifying the range of courses we deliver to widen participation; engage and support the most disadvantaged residents; enter new and emerging markets and address regional and local economic development and social integration priorities. In order to achieve this Lambeth Adult Learning subcontracts our provision to responsive partner organisations who can demonstrate high quality delivery in the community.

## 4 Lambeth Adult Learning commitment to improving the quality of education

Lambeth Adult Learning is committed to driving continual improvement in the quality of education. 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 education, including 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

Lambeth Adult Learning retains no more than 19% of the GLA funding allocation to manage subcontractors. The management fee is deducted from the funding income received prior to the allocation of funds to subcontractors.

The management fee represents the total cost that Lambeth Adult Learning incurs in identifying, selecting and managing all subcontracted provision regardless of the level of support provided.

## 6 Payment Terms between Lambeth Adult Learning and Subcontractors

Subject to receipt of funding awarded by government/the GLA and GLA payment arrangements, the subcontractor will be paid as follows:

### Accredited provision

The subcontractor will be paid as follows:

- The first (August) instalment of the year is released once the contract has been signed and returned to LALS by the subcontractor, though not earlier than 1st August
- For the remaining months of the year, the subcontractor will be paid according to actual funding earned at each monthly reporting point (as per Schedule 1), up to the cumulative total for that reporting month.
- Any remaining funding earnings claimed between 1<sup>st</sup> August 2021 and 19<sup>th</sup> October 2021 are scheduled to be released by LB Lambeth on 10<sup>th</sup> September, 8<sup>th</sup> October and 12<sup>th</sup> November 2021 as per schedule 1 of the 2020/21 contract.

Should the Subcontractor exceed their agreed contract value, this is at the Subcontractor's own risk. LALS cannot guarantee the service will be able to fund any over-performance. In-year requests for growth funding can be submitted to LALS at any point in the year for review and approval via the Request to Change Commissioned Provision process.

### **Non-accredited provision**

- The first (August) instalment of the year is released once the contract has been signed and returned to LALS by the subcontractor, though not earlier than 1st August.
- For the remaining months of the year the subcontractor will be paid on profile with a further 11 monthly instalments, subject to satisfactory contractual performance and to the terms and conditions of the contract being met at each reporting point. Please refer to schedule 1 for further details on payment profile and reporting points.

The Subcontractor is expected to meet their agreed contracted outputs and will be paid on performance as set out above.

## **7 Support provided to Subcontractors by Lambeth Adult Learning**

Lambeth Adult Learning recognises our responsibility to support all subcontracted partners to develop, deliver and sustain high quality provision that meets the needs of the community and learners. The management fee deducted from allocated funds is used directly to provide a comprehensive programme of support and compliance measures to ensure public funds are protected and used effectively.

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

- Regular cross partnership meetings which include frequent 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 Monterpoint/Learner Track or its equivalent
- Individual termly performance review and quality improvement visits including audit of systems, records, tutor reports and learner files
- Self Assessment Report and Quality Improvement Plan review and support
- 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
- Support to gain Awarding Organisation approval including Internal Quality Assurance and Moderation training and support
- Moderation and Standardisation meetings to monitor the quality and standards of learner assignments; tutor assessments; Individual Learning Plans and Session Observation Records
- Support with Funding Rules and other relevant funding and legislative compliance
- Policy development
- Overarching policies for key areas impacting on learners: including Fees, Safeguarding and Prevent, Health and Safety, Equality and Diversity, Learner Involvement
- Lead provider for external bids including preparation of bid documentation and monitoring
- Management of the Virtual Learning Environment; support for user development and training
- Marketing and promotion of provision.

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

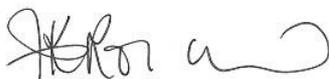
## **8 Review and publication of this policy**

The policy will be reviewed annually in March and/or when significant changes in the Funding Rules and/or in subcontracting 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 subcontractors during contract negotiation meetings.

The policy will be published on the London Borough of Lambeth website: <http://www.lambeth.gov.uk/schools-and-education/lambeth-education/adult-education-guide> and made available in hard copy upon request.

Actual end of year data will be published as and when required by government/the GLA each year on the council website.

Signed:



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SUPPORTED BY  
**MAYOR OF LONDON**

