



**WOKINGHAM
BOROUGH COUNCIL**

Supply Chain Fees and Charges Policy

2019 -20

Why we sub-contract

Wokingham Adult Education Team is committed to delivering a range of courses across the borough which support the Council and its partners to achieve their key strategic objectives and meet the needs of our resident population.

Our key objectives are

1. To engage adults and provide the skills and learning they need to equip them for work, an apprenticeship or further learning
2. Develop the skills, confidence, motivation and resilience of adults of different ages and backgrounds in order to improve their health and wellbeing, including mental health and/or develop stronger communities.

We seek to work in partnership with commissioned providers, who have the skills and expertise in delivering classroom based learning and robust links and access to identified target groups within the borough in order to support the council to build capacity, respond to learner need and deliver new areas of provision for which the core WBC team does not have subject expertise.

Wokingham Borough Council will only subcontract to organisations who can demonstrate high quality delivery and their performance is rigorously checked through robust contract and quality monitoring procedures.

How we tender

Wokingham Borough Council will publicise any subcontracting opportunities by

- Notifying current and previous providers of the tendering process
- Publishing opportunities on the Contract Finder website
<https://www.contractsfinder.service.gov.uk/search> or the Pro contract website for contracts below £5000 <https://procontract.due-north.com/Register>

Level of Funding retained*

Wokingham Borough Council retains a level of funding from the Adult Education Budget (AEB) in order to administer, manage and quality assure sub-contracted provision. In 2019-

20 this will be 22% of overall funding received. Specific activities which are covered by this fee are

- Robust quality assurance processes – Sub contractors will have access to a comprehensive Quality Assurance Manual and will receive a minimum of three quality monitoring and compliance visits per year to discuss performance, quality and safeguarding
- Maintenance of a comprehensive quality assurance manual
- One to one support and advice to sub-contractors from the Quality Assurance Co-ordinator on a range of issues
Audits, learner walks and spot checks to test policies, practices or paper based records
- Regular Observation of Teaching Learning and Assessment (OTLA). All tutors will be formally observed at least once per year to assess quality and develop a SMART action plan where necessary to improve
- Financial Management of the Adult Education Budget
- Data management including provision of the Learner Track database, the Collation and analysis of performance data and uploading of data to ESFA
- Monthly performance reports to individual sub-contractors
- Bespoke performance data provided to individual sub-contractors on request
- Marketing of sub-contractor provision through the Wokingham Adult Education Website, brochure and social media
- Yearly Self -Assessment Report (SAR) and Quality Improvement Plan (QIP)
- Tracking of learners to collect destination data which will be collated and fed back to providers

The breakdown of management costs are as follows

Database +MIS	£10.000
Procurement	£6000
Contract Monitoring/ Performance Management	£12000
Quality Assurance	£29000

We support the improvement of teaching and learning by providing

- Regular observations of teaching and learning with developmental feedback
- Regular themed learning walks
- Regular sharing of good practice through the Observation of Teaching and Learning Quality Group (of which all subcontractors are members)
- Regular observation of observers to ensure the quality of the observations being undertaken
- Training for new observers

How we pay subcontractors

Contractors will normally be paid as follows:

For Community Learning Courses

- 10% of the overall value of the learning programmes on return of the signed contract.
- 25% of the overall value of the learning programme at the end of each term following programme monitoring.
- 15% of the overall value of the learning programme on receipt of
 - Completed data recorded accurately on Learner Track
 - Achievement of a minimum 85% of target learner numbers
 - Impact evaluation to include progression data

For Accredited Adult Skills Courses

- 10% of the overall value of the learning programme on return of the signed contract
 - Termly payments based on the ESFA income forecast:
 - 90% of the forecast for the ESFA income that can be generated from the learning aims for each term, payable at the end of the term. For example: if 4 learning aims starting in term 1 will generate an income of £1800, then 90% of this amount will be paid at the end of this term. If 3 learning aims starting in term 2 will generate 1000 then 90% of this amount will be paid at the end of term two
 - The sum of the remaining learning aim income up to the value of £17834 will be paid on receipt of:
 - Confirmation from ESFA of funding matching the total value of the ESFA income forecast over the three terms, or greater has been generated.
 - Completed data and achievement recorded accurately on Learner Track.
 - Receipt of all paperwork, as listed in paragraph 2.10.
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- Payment will be made by WBC within twenty eight days of receiving a valid VAT invoice.
 - Payment will normally be made direct to contractor's bank account.

How we communicate this policy with potential contractors

This policy is published on the Wokingham Borough adult learning website:

www.wokingham.gov.uk/adultlearning and is incorporated into the tender documents. It is reviewed on a yearly basis.

Signatures

Assistant Director: Learning Achievement & Partnerships

Print Name: Sal Thirlway

Signature

A handwritten signature in black ink, appearing to be 'Sal Thirlway', written in a cursive style.

Date 22/10/2019

Accounting Officer

Print Name Lorraine Barker

Signature *L. Barker*

Date 22.10.19