



# SUPPLY CHAIN PARTNER MANAGEMENT AND FEE POLICY

OCTOBER 2020

Aiming to improve the quality of life skills and employability of residents in the Borough, making Wandsworth a vibrant, prosperous learning community

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	<a href="http://www.wandsworthlifelonglearning.org.uk/policies-procedures/">www.wandsworthlifelonglearning.org.uk/policies-procedures/</a>
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## Note

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# Supply Chain Partner Management and Fee Policy 2020/21

## 1 | Purpose

The purpose of this document is to detail the fees policy for Wandsworth Lifelong Learning for the academic year 2020/21. The document details the fees to be paid by learners for any courses attended and the management fees Wandsworth Lifelong Learning applies to sub-contractors on various projects.

In addition, this policy ensures the effective management of subcontractors and other supply chain partners in order to reduce and mitigate potential risks to Wandsworth Lifelong Learning and other Funding Bodies.

Wandsworth Lifelong Learning works with a diverse supply chain across a number of government programmes to meet the needs of our clients and funders. By utilising various specialists and niche providers, Wandsworth Lifelong Learning is better equipped to provide a specialist service that caters for the needs of the individual. We believe that this raises the standard of our provision and promotes social, economic, cultural and commercial development within the borough.

Through subcontracting arrangements, Wandsworth Lifelong Learning supports and builds the capacity of organisations, which result in desirable long-term benefits for both programme participants and partner organisations.

Wandsworth Lifelong Learning considers, above all, a subcontractor's ability to deliver specific outputs, and the added value of specialist partners in order to ensure value for money, compliance and quality of provision.

Through working with subcontractors and partner organisations, Wandsworth Lifelong Learning hopes to promote sustained businesses, the creation of jobs and to boost the local economy.

### **Lifelong Learning Mission Statement**

“All Wandsworth residents will have access to a wide range of high quality learning opportunities in a safe learning environment. Provision will be demand-led, flexible and held at time and in places designed to meet the needs of learners, employers and the local community. The Lifelong Learning Team aims to improve the quality of life skills and employability of residents in the Borough, making Wandsworth a vibrant, prosperous learning community”.

Wandsworth Council Lifelong Learning currently delivers learning activities under the following funding streams:

- Adult Education Budget
  - Community Learning
  - Classroom
- 16-18 Apprenticeships
- 19+ Apprenticeships
- ESF Funded programmes

If any organisation is interested in becoming a provider under any of the funding streams please see the Wandsworth Council Lifelong Learning web site ([www.wandsworthlifelonglearning.org.uk](http://www.wandsworthlifelonglearning.org.uk)) or call 020 8871 8478.

This document has been communicated with current subcontractors, is circulated upon update with feedback requested and is available on the Wandsworth Lifelong Learning website. Potential subcontractors are also supplied with this document.

Providers may also wish to consult the Community Learning Key Priorities & Guidance document.

## 2 | Learner Fees

### Pound Plus Strategy

Pound Plus refers to additional income generated by providers over and above core income from the ESFA's Adult Education Budget. It is a term used to describe how learning providers can show how they are maximising the value of public investment. This is important because generating additional income and revenue is central to the objective of driving up participation within a very constrained public funding environment.

Those offering community learning have been required to lever-in additional funding (e.g. through fee income, sponsorship, grants, funding from other government departments and/or commercial sales) and to secure savings (e.g. from contributions in kind, volunteer activities, sharing services and/or pooling resources). This approach is known as "Pound Plus". The policy objective has been to widen participation in learning by ensuring as much funding as possible is targeted at enhancing opportunities for those experiencing social and/or economic disadvantage.

The responsibility for implementing Pound Plus policies lies with the sub-contractors directly, as well as the responsibility to ensure the money saved or created by these policies are used for the benefit of other learners, particularly priority groups and those who might otherwise not be able to engage in the learning activity.

Clear expectations regarding Pound Plus strategy formed part of the original specification issued to all potential sub-contractors and is re-iterated in meetings throughout the year.

## 2.2 What are subcontractors expected to do?

**Subcontractors are expected to demonstrate the following Pound Plus improvements:**

- Increase in fee income
- Increase in commercial sponsorship and support via contributions in kind
- Increase in the use of volunteers
- Increased income from external bids
- Rationalisation, enhancing and re-focusing of the curriculum offer
- Improved efficiency using shared back office services or
- Sharing premises
- Greater social impact of learning on the wider community such as health, wellbeing, employability
- Other measurable indicators developed by the provider

**Subcontractors must therefore be able to evidence answers to the following questions:**

- What fee income can we generate?
- What other funding can we lever in?
- What resources in kind can we source?
- What about our funded partners?
- Based on this, what is our ambition for growth in pound plus value through the year?

## 2.3 Internal Delivery

Wandsworth Lifelong Learning's core curriculum is developed taking into consideration a number of elements including the [Skills for Londoners Strategy 2018](#), local needs and demographics relating to both participants and businesses.

The purpose of Community Learning is to develop the skills, confidence, motivation and resilience of adults of different ages and backgrounds in order to:

- progress towards formal learning or employment and/or
- improve their health and well-being, including mental health and/or
- develop stronger communities

Wandsworth Lifelong Learning deliver a number of courses using either council employed staff or sessional tutors. Wandsworth Lifelong Learning charge no fee to learners for attending a course, as the vast majority of participants are unemployed or on a low income and attending either a Key Skills course (English, Math's, ESOL) or a Family Learning Course. Personal and Community Development Learning courses tend to be delivered by subcontractors and may attract a fee.

## 3 | Community Learning

### 3.1 Main Providers

Wandsworth Lifelong Learning has one main provider, South Thames College, and several smaller providers throughout the Borough that deliver a large range of courses. These providers applied through a Commissioning & Due Diligence Process and then have their applications discussed and approved during Panel Meetings. Lifelong Learning's Commissioning Process is outlined online in the [Community Learning Key Priorities & Guidance document](#). All applications are approved by the Education and Children's Services Overview and Scrutiny Committee.

The providers set the fees they charge locally and independently, however annual rises in charges must be agreed at the regular review meetings held with the Wandsworth Lifelong Learning team. The providers are encouraged to offer discounts to those who are on benefit (in particular those seeking employment) and those who are over the age of retirement.

### 3.2 Community Learning Subcontractors

Wandsworth Lifelong Learning commissions other organisations to deliver courses to specific groups of learners. The procedures used in this procurement process are detailed in our documents on our website ([Community Learning Key Priorities & Guidance document](#)). The courses delivered are either Family Learning or widening participation courses and the expectation is that there will be no fees charged to the learners for these courses (except for sundries). Occasionally the panel, who consider the tenders, may suggest a small fee is required from the learners if they feel this would not deter the target group. These courses are delivered by small voluntary and community organisations and the decisions on the fees charged are determined locally.

## 4 | Classroom and Community Learning learner fees

Wandsworth Lifelong learning delivers adult Community and Classroom learning activity through the Education and Skills Funding Agency's (ESFA) and the Greater London Authority's (GLA) Adult Education Budget (AEB) funding. Funding received from the ESFA and the GLA has no impact on learner fees – we do not charge learners any subsidy fees for ESFA and GLA funded programmes.

## 5 | 16-18 Apprenticeships fees

No fees are charged to 16-18 year olds on apprenticeship programmes.

## 6 | 19+ Apprenticeships fees

No fees are charged to 19+ year olds on apprenticeship programmes.

## 7 | ESF Programmes fees

No fees are charged to any participant on these programmes.

## 8 | Traineeships fees

No fees are charged to 19+ year olds on apprenticeship programmes.

## 9 | Management Fees to Subcontractors

### 9.1 Community Learning

No management fees are charged to those organisations delivering Community Learning. The funding provided to these organisations is determined by the Children's Services Overview and Scrutiny Committee in the case of the main providers or via the procurement process for the Community Learning fund providers.

### 9.2 Apprenticeships, Work-Based and Classroom-Based Learning

For those organisations delivering apprenticeships the maximum management fee is 20%.

For those organisations delivering other work-based learning activities then the maximum management fee is 20%.

For those organisations that deliver accredited classroom-based learning activities the maximum management fee is 20%.

## 10 | Support on offer to Subcontractors

Wandsworth Lifelong Learning offer a multitude of services and support which subcontractors will receive in return for the management fee charged.

### **Examples include, but are not limited to:**

- Monthly performance reviews
- Monitoring reports
- Regular telephone updates
- Management information including funding/financial and enrolment performance
- Cleansing of enrolment data and highlighting and data issues that need to be resolved
- Training Sessions
- Formal PIP reviews, where required
- Referrals, both direct and between subcontractors

- Quality and compliance visits
  - Observations
  - Audits
- PICS MIS system
- Caseload reviews
- Support with various accreditations

## 11 | Differences in Management fees

See Annexes A – F. In instances of variance in management fees, a higher management fee may be applied where a subcontractor is deemed to require a higher level of support and capacity build. We constantly review our management fees to ensure that they remain reasonable and proportionate at all times.

## 12 | Payment terms

Providing that subcontractors have fulfilled the terms of their Service Level Agreement, have submitted evidence appropriate to draw down funding, and that Wandsworth Lifelong Learning have received payment, payment will be made to any subcontractor within 30 days of receiving a valid claim for payment.

In most instances, an instruction to invoice will be issued to subcontractors termly, relating to performance from the previous term. Where claims for payment are made monthly or otherwise, this will be reflected.

## Annex A: 2020/21 Apprenticeships subcontracting arrangements

Provider name	UKPRN	Start Date	End Date	Type of provision	Contract Funding value £ (MCV)	Agreed % to sub-contractor
Banham Academy Limited	10046413	01/08/2020	31/07/2021	16-18 and 19+ Apprenticeships	£10,800.00	£8,640.00

### 20% Management Fee covers:

- Quality assurance
- Data and funding compliance checks
- Data entry onto MIS system
- Data cleansing to ensure funding requirements are met
- Submission of data to the ESFA to generate funding payments
- Payment process

## Annex B: 2020/21 Classroom subcontracting arrangements

Provider name	UKPRN	Start Date	End Date	Type of provision	Contract Funding value £ (MCV)	Agreed % to sub-contractor
Adult Training Network	10000147	01/08/2020	31/07/2021	19+ Classroom Learning (AEB)	£52,128.00	£41,702.40
MI ComputSolutions	10018328	01/08/2020	31/07/2021	19+ Classroom Learning (AEB)	£96,260.00	£77,008.00

## Annex C: 2020/21 Community Learning subcontracting arrangements

Provider name	UKPRN	Start Date	End Date	Type of provision	Contract Funding value £ (MCV)	Agreed % to sub-contractor
Adult Training Network	10000147	01/08/2020	31/07/2021	19+ Community Learning (AEB)	£30,240.00	N/A
Baked Bean Charity	10063240	01/08/2020	31/07/2021	19+ Community Learning (AEB)	£7,984.00	N/A
Deaf First (Oak Lodge School)	10004829	01/08/2020	31/07/2021	19+ Community Learning (AEB)	£86,750.28	N/A
Hestia Age Activity	10065550	01/08/2020	31/07/2021	19+ Community Learning (AEB)	£24,075.00	N/A
Katherine Low Settlement	10065288	01/08/2020	31/07/2021	19+ Community Learning (AEB)	£14,852.00	N/A
MI ComputSolutions	10018328	01/08/2020	31/07/2021	19+ Community Learning (AEB)	£33,500.00	N/A
South Thames Colleges Group	10003674	01/08/2020	31/07/2021	19+ Community Learning (AEB)	£416,177.16	N/A

## Annex D: actual supply chain fees and charges for Apprenticeships for 2019/20

Provider name	UKPRN	Contract Start Date	Contract End Date	Type of provision	Funding paid to lead by the ESFA (in £)	Funding paid to subcontractor by the lead provider (in £)	Funding lead provider has retained (in £)
Banham Academy Limited	10046413	01/08/2019	31/07/2020	16-18, 19+ Apprenticeships	£14,400.00	£11,520.00	£2,880.00

## Annex E: actual supply chain fees and charges for Classroom learning for 2019/20

Provider name	UKPRN	Contract Start Date	Contract End Date	Type of provision	Funding paid to lead by the ESFA (in £)	Funding paid to subcontractor by the lead provider (in £)	Funding lead provider has retained (in £)
Adult Training Network	10000147	01/08/2019	31/07/2020	19+ Classroom Learning (AEB)	£10,435.14	£8,348.11	£2,087.03
MI ComputSolutions	10018328	01/08/2019	31/07/2020	19+ Classroom Learning (AEB)	£24,965.68	£20,372.544	£4,593.14

## Annex F: actual supply chain fees and charges for Community Learning for 2019/20

Provider name	UKPRN	Contract Start Date	Contract End Date	Type of provision	Funding paid to subcontractor by the lead provider (in £)
Baked Bean Charity	10036240	01/08/2019	31/07/2020	Community Learning	£21,060.00
Deaf First (Oak Lodge School)	10004829	01/08/2019	31/07/2020	Community Learning	£80,950.00
Greenwich Leisure Limited	10041422	01/08/2019	31/07/2020	Community Learning	8,213.53
Hestia Housing and Support	10065550	01/08/2019	31/07/2020	Community Learning	10,877.63
Katherine Low Settlement Limited	10065288	01/08/2019	31/07/2020	Community Learning	25,704.60
South Thames Colleges Group	10003674	01/08/2019	31/07/2020	Community Learning	452,550.00