



Leeds City College

Supply Chain Policy 2019/20

Scope

This policy applies to all supply chain activity supported with funds supplied by the Education and Skills Funding Agency (ESFA) or any successor organisations.

Context

The policy is a mandatory requirement that must be in place prior to participating in any subcontracting activity from 1 August 2019.

Rationale for sub-contracting

The college engages with sub-contractors in order to better meet customer needs and to do the following:

- To work with providers who effectively reach priority learners in the community and who can demonstrate positive employment outcomes
- To provide access to, or engagement with, a new range of customers
- To support another provider to develop capacity/ quality
- To provide additional delivery where the cost of developing direct delivery would be unsustainable
- To work with providers which offer sector specific LEP priority engagement

All sub-contractors will be subject to the college due diligence process.

Quality assurance and support provided to sub-contractors

The quality of sub-contract provision is carefully monitored and managed through existing college quality assurance processes and procedures. The college provides training for subcontractor staff on request, including but not limited to:

- The contract and funding body requirements
- Professional training and development for partner staff
- Access to learning resources and materials
- Participation in the college's observation of teaching, learning and assessment process
- Participation in the college self-assessment process
- Access to a range of in-house training delivered by the college e.g. Self Assessment Report (SAR) training
- Monitoring of initial guidance, assessment, delivery of learning programs and associated targets.

College staff will visit sub-contractors regularly and will provide curriculum planning advice and funding updates. Quality audits will be completed and feedback provided with priority being given

to new providers or providers where there has been an identified concern regarding their performance.

Support sessions on areas such as equality and diversity, data recording, legislative compliance and the Common Inspection Framework will be provided on request or as a group activity. Support is provided to sub-contractors through close monitoring and tracking of learner progress using college systems and the continual review of contract performance.

In addition, the college supports the sub-contractor in meeting the requirements of the Equality Act, minimising complaints and drop-out rates through a series of direct contacts with both the learners and employers via learner validation calls, employer and learner surveys. The results of this activity are shared openly and monitored to support improvement. Sub-contractors will be expected to take account of the potential costs of reasonable adjustments under the Equality Act when planning their course delivery.

Percentage range of retained funds

The college retains a proportion of the funds received from ESFA which covers the direct costs associated with operating and quality assuring sub-contracted provision and provides a contribution towards relevant indirect costs such as finance, student support, IT and other curriculum support costs.

The typical percentage fee range retained by the college is between 20% and 30%. The retention rate takes into account the level of capacity and skills of the contractor, and the risk associated with each provider. The retained proportion for new sub-contractors will usually be 25%.

The college may also retain up to 10% of the value of each invoice payable to a provider on an interim basis, pending completion of student qualifications and finalisation of accounts. This is to allow for any potential shortfall in ESFA income. Once accounts are finalised, interim retentions are usually paid to the provider within six months of the end of the contract.

No fees or charges are payable by the sub-contractor to the college.

Payment terms

The college will make payment to the sub-contractor within 30 days of receiving a valid claim for payment or invoice. Payments will usually follow the submission of the Individualised Learner Record (ILR) and receipt of the Occupancy Report (Provider Funding Report) by the college.

No payment will be made in respect of any learner remaining on programme where there has been no evidence of learning received for a period of 12 weeks.

Communication of the supply chain charges policy

This policy is published on the college internet at <https://www.leedscitycollege.ac.uk/the-college/corporate-documents> and can be sent to all sub-contractors on request. The policy is discussed with potential subcontractors during the due diligence and contracting process.

The college will submit regular returns to ESFA and publish a full list of providers with subcontractors including:

- Name of sub-contractor
- UKPRN
- Contract start date and end date
- Provision type
- Source of funding
- Total gross income

- Total paid to sub-contractor
- Total funds retained by the college

Policy review

This policy is updated annually in line with updates from the ESFA funding guidance and will be reviewed in July 2020.

Colin Booth

Chief Executive

July 2019